Alberta Veterinary Technologist Association

Posting a Job Ad FAQs

Your Job Dashboard Account

When submitting a job listing/ad which account do I use? *To submit a Job listing/ad you must use your Job Dashboard account. This account will be different from your ABVTA member account. If this is your first time submitting a job listing/ad, a new Job Dashboard account will be created during the submission of your first listing/ad.*

Is my ABVTA Member Portal account the same as my Job Dashboard account? *No, your member portal account is not the same as your Job Dashboard account. Your Job Dashboard account is created specifically for job listings/ads.*

Can I use my existing ABVTA Member Portal account to submit a job listing/ad? *No, to submit a job listing/ad, you must have a separate Job Dashboard account. We suggest when this account is created that you keep your new account email in your inbox to use as reference for future use if needed.*

How do I create a Job Dashboard account if I do not have an existing one? *This will be a 2-step process.*

Step 1: To create a Job Dashboard account, you will need to start the process of submitting a job listing/ad, this will start the process of creating your Job Dashboard account. Once the ad has been submitted you will receive an email from

WordPress on behalf of ABVTA to finalize your job dashboard account which brings you to step 2.

Step 2: Locate the email that was sent from WordPress on ABVTA's behalf. If you do not see this email, please check your junk mail. This email will contain a link for you to complete the password set up to finalize your account. We suggest you file this information for future reference if needed.

Troubleshooting items to check if your account is not working and the password reset does not work.

- *Are you using the correct account? Your Job Dashboard account is not the same as your member portal account.*
- *Please ensure that you are using your Job Dashboard account to create job listings.*
- *If you are not sure of your account information, please refer to the setup email you received when creating your Job Dashboard account.*

How to create a Job Listing/ad.

1. *If this is your first time submitting a listing/ad you will not have a Job Dashboard Account, but one will be created for you during the submission process. Proceed to Step 3*
2. *If you have already previously submitted a job listing/ad, sign into your Job Dashboard Account, under the Job Menu toolbar, there will be the option to sign into your account (your Job Dashboard Account is not the same as your ABVTA member portal account).*
3. *Submit Job Ad – Under the Job Menu toolbar, there will be the option to submit a job ad, click on this option.*
4. *Choose a Package – Pick which package listing you wish to submit.*
5. *Listing Details – fill in the job description.*
6. *Click Preview – Preview the listing to be sure that you have not missed anything.*
7. *Submit Listing/ad – Once you have reviewed the listing and ensured that all the information is correct you can now proceed to submit payment.*

I have submitted my new job listing/ad, but I do not see it on the job board, why? *Once you have submitted your new listing, the listing goes in for approval by the ABVTA staff. Once staff have reviewed the job listing/ad, they will then approve the listing/ad. Once the approval goes through, your listing will then be present on the job board. This is usually a fairly quick process, keeping in mind that the office is closed on weekends and holidays.*

I have submitted my job listing/ad but wanted to make a minor change to my listing details. *If you have submitted a listing/ad and would like to make a minor change, you may edit your post (once the listing/ad has been approved). To do so, go under your Job Dashboard account and find the job listing/ad you wish to edit. Under the job listing will be available options (Edit/Mark Filled/Duplicate/Delete). Click on the edit option. Once in the edit option, you will be able to make the changes you wish. Once done you will submit the changes for approval by ABVTA staff.*

I have edited my existing job listing/ad, but now I cannot find it on the job board, where did it go? *If you have made any edits to an existing job listing/ad, these will be submitted for approval by ABVTA staff. When this takes place, the job will be temporarily removed from the job board until the changes have been approved by staff. Once approved, the listing will reappear on the job board.*

Will I get notification that my job listing is about to expire? *Yes, you will receive an email giving you 1-week notice that your listing/ad is about to expire.*

I received notification that my job listing is about to expire, what are my next steps to repost my listing? *If your job listing is about to expire and you would like to repost your job listing/ad please follow these steps:*

1. *Sign into your Job Dashboard account, Under the Job Menu toolbar, there will be the option to sign into your account (your Job Dashboard account is not the same as your ABVTA member portal account).*
2. *Find the current job listing you wish to repost*
3. *Click on duplicate under the job listing. Under the job listing will be available options (Edit/Mark Filled/Duplicate/Delete) Click on the **duplicate** option.*
4. *Choose job listing package of choice.*
5. *Confirm that there are no changes to the listing details.*
6. *Preview job listing*
7. *Submit Listing*
8. *Proceed to Checkout*
9. *Complete billing details*
10. *Place Order*

My job listing has expired, is it too late to repost the listing? *It is not too late to repost your listing, you can still relist the same ad that has expired as a new listing.*

My job listing has expired, and I would like to relist the same listing/ad what do I do? *If your job ad has expired, you still have the option to relist the same ad. To relist an expired ad, follow the steps below:*

1. *Sign into your job dashboard account, Under the Job Menu toolbar, there will be the option to sign into your account (your Job Dashboard account is not the same as your ABVTA member portal account).*
2. *Find the expired job listing that you wish to relist.*
3. *Click on the Relist under the job listing. Under the job listing will be available options (Relist /Delete) Click on the **Relist** option. This will allow you to repost it as a new ad.*
4. *Choose job listing package of choice.*
5. *Confirm that there are no changes to the listing details.*
6. *Preview job listing*
7. *Submit Listing*
8. *Proceed to Checkout*
9. *Complete billing details*
10. *Place Order*

Commented [VG2]: Is this the correct way to do this?