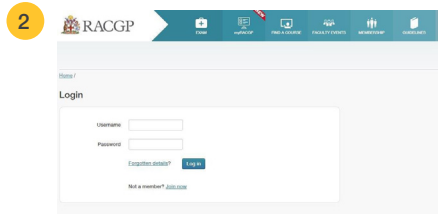


Step-by-step guide

1 www.racgp.org.au/recruitGP



3 Select category

- Position
- Premises and equipment

- 4 Type *
- GP Position
 - Locum
 - Other

5 Hours *

- Full Time
- Part Time
- Casual
- Contract
- Other

6 Type *

- Equipment For Sale
- Practice for sale
- Practice Room for Lease
- Other

Enter description

(Fields marked with * are mandatory)

7 Title of advertisement *

8 Summary * (Max 200 characters)

B I U | **Text** | **Link** | **Image** | **Table** | **Quote** | **Code** | **Fullscreen** | **Undo** | **Redo** | **Close**

9 Main description * (Max 2000 characters)

B I U | **Text** | **Link** | **Image** | **Table** | **Quote** | **Code** | **Fullscreen** | **Undo** | **Redo** | **Close**

10 Contact Details

Preferred contact details about the advertised position (Fields marked with * are mandatory, all fields can be overwritten)

Title
Miss

First name *
Georgina

Surname *
Birdger

Street name and number
100 Wellington Parade

11 Select Publishing Date

Publishing date
You endorse to publish your advertisement within three working days of the submission date, and will remain on recruitGP for 30 days.
OR
Select future publishing date
 Click here to enter the publishing date

12 By submitting an advertisement to recruitGP, you are entering into an agreement with the RACGP governed by those recruitGP Conditions. You are also indicating to us you have read and understand the Terms and Conditions and Privacy Statement.

- I have read and accept the recruitGP Conditions
- Yes, I am posting this listing on behalf of an Aboriginal Community Controlled Health Service

13

Submitting an Ad

1 Go to www.racgp.org.au/recruitGP and click on **Post an Advertisement**

2 Type in your **Username** and **Password** and click **Login**

If you are already logged in, it will take you directly to create a new ad, if you are NOT a Member, contact RACGP Member Services on 1800 472 247 for assistance in setting up login details.

3 Select the category of your ad. **Position** or **Premises and equipment**

4 Select the **Type** of position

5 Select the **Hours** for the position

6 If you have selected Premises and Equipment, select the **Type**

7 Enter the **Title of the Advertisement**

Enter the job **Summary** and **Main Description**. You have the ability to format the text in these fields by using the format buttons above each field.

8 The **Summary** field is a short description of the job advertisement and will be what is visible on the main landing page for recruitGP.

9 The **Main Description** is where you complete all the main details of the job you are advertising.

10 Enter in the **Preferred Contact details**. This will default to the Member logged in. If the contact person is different, change accordingly. Only fields denoted with an asterisk are mandatory.

Important Note: street address will not be displayed on the advertisement. All contact details can be changed to reflect the preferred contact details. Changing these details this will not update the RACGP member database.

11 If you wish to have your ad published immediately, leave the **Publishing Date** checkbox blank. However, if you wish to delay the publishing date, click the checkbox and enter the date you would like it published from.

12 Accept the **recruitGP conditions** by clicking the checkbox if you are *posting on behalf of an Aboriginal Community Controlled Health Service*, please select check box.

13 Click the **Preview** button. This will display how your Ad will look when it is Published. If you are happy to proceed, select **Submit**. If not, select back button to go back and make the relevant changes.

Note: If a Non Member is submitting the Ad, a pop-up box will appear to make an online payment. Otherwise, your Ad has been submitted to RACGP for publishing.

14 You will receive an email with a copy of the Ad you have submitted.

15 Once the Ad has been published by Member Services, you will receive another email letting you know the job has been published. The Ad will be available online for 30 days.

Renewing an Ad

Your Ad will be available online for 30 days. After this you have the option to renew the ad for a further 30 days, you can by re-submitting online or calling the RACGP on 1800 472 247 or email recruitgp@racgp.org.au for Member Services Centre to action.

Non-Members will need to re-submit the Ad online and complete payment.

Remove Job Ad

If you wish to have your Ad removed from the website, contact the RACGP on 1800 472 247 or email recruitgp@racgp.org.au for the Members Services Centre to action.