Step-by-step guide

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.