



comparelegaljobs.com

Getting Started

1. Logging In

IMPORTANT: Before you can log in to your account you will need to contact us to create your account, call us on 0870 240 1010 or email info@comparelegaljobs.com

To log in to the site go to <http://www.comparelegaljobs.com/login/> and enter your email address and password provided to you by your Account Manager.

Please complete the form below. Fields marked with an asterisk (*) are mandatory and must be completed.

Email Address *

Password *

[Login >](#)

[I have forgotten my password >](#) **1**

- 1** If you have previously registered with us and have forgotten your password, click here and your password will be emailed to you.

2. Your Account page explained

You are in: Home > Employers

Employers

Compare Legal Jobs

Statistics	Total	This Month	Last Week	This Week	Last 24 Hours
Vacancy Views	0	0	0	0	0
Vacancy Applications	0	0	0	0	0
Vacancy Postings	4	3	0	3	3

- 1** [Submit a New Vacancy >](#)
- 2** [Manage My Vacancies >](#)
- 3** [Search Candidates >](#)
- 4** [Candidates by Email >](#)
- 5** [Microsite Management >](#)
- 6** [User Management >](#)
- 7** [Update My Information >](#)
- 8** [Update My Organisation Profile >](#)
- 9** [Reports >](#)

Need some assistance?

[Click here to visit our Help & Support Centre](#)

- Microsite Support
- Step by Step guides
- Video Tutorials

Looking for the best candidates?

Browse our Hints & Tips on using our site >





1 Submit a new Vacancy

This is where you will enter your vacancy details. Required fields are marked with an asterix (*). You can add sifting questions to your applications, download our guide on 'Example Application Questions' for more information: <http://www.comparelegaljobs.com/employers/hintsandtips.aspx>

2 Manage my Vacancies

This is where you can edit, suspend and delete any vacancies.

3 Search Candidates

Got a vacancy to fill? Take the proactive approach and search our database of candidates, read their profile and download their CV's.

Candidate Search Results

Search again ►

Results: 1 to 4 of 4 Page: 1 < Previous | Next >

Candidate 62

Registered: 13 Jan 2010

[View CV](#)
[View Profile](#)

Candidate 52

Registered: 11 Jan 2010

[View CV](#)
[View Profile](#)

4 Candidates by Email

Haven't got time to search for candidates, then let them come to you. Fill out a one time form with the requirements of your vacancy and we will email you with the relevant candidates!

Candidates to Search

- All Candidates
- Candidates with viewable CVs only

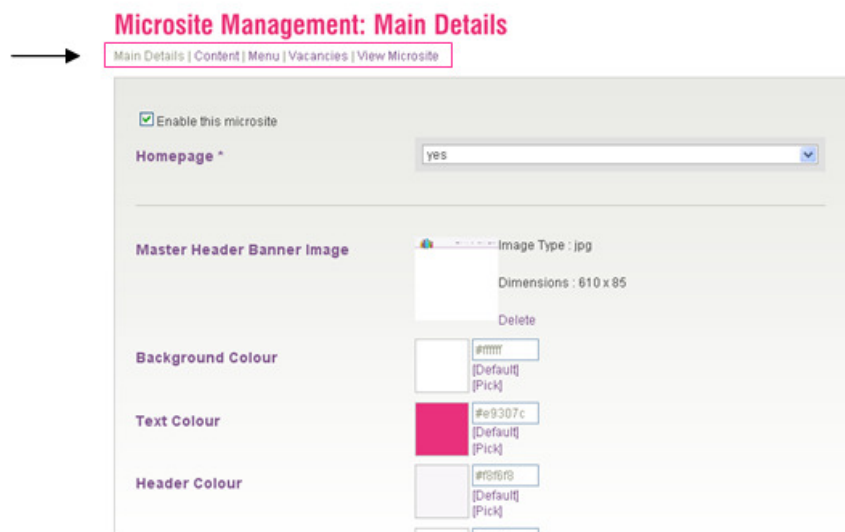
Frequency

- Disabled
- Daily
- Weekly

[Cancel ►](#) [Submit ►](#)

5 Microsite Management

This is where you can edit your agreed microsite. Use the links highlighted below to edit each section of your microsite. For every vacancy posted on our site you will also be required to attach these to your microsite via the 'Vacancies' tab.



6 User Management

Manage your log in details here and created additional user accounts.

7 Update my Information

This is where you can edit your account details.

8 Update my Organised Profile

This is where you can edit your organisations details including the ability to upload your organisations logo.

9 Reports

This is where you can produce reports on the number of applications per vacancy, the number of vacancy views and the number of vacancies posted. For further reports please email info@comparelegaljobs.com with your requirements.



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For more information contact us on **0870 240 1010**
or email **info@comparelegaljobs.com**