

people:skills:jobs:



Department for
**Employment
and Learning**
www.delni.gov.uk

www.employersonlineni.com

A free website enabling employers to manage vacancies online

www.employersonlineni.com is an award winning website developed by the Department for Employment and Learning to enable employers to notify and manage their vacancies online.

Vacancies notified via **www.employersonlineni.com** will be advertised on **www.jobcentreonline.com** – one of Northern Ireland's most visited job vacancy websites.

How do I get started?



Register with **www.employersonlineni.com**. As soon as your registration is accepted, you can advertise your vacancies, normally within four hours.

Over 5000 employers have already registered.

How do I register?



Go to **www.employersonlineni.com** and follow the online guidance.

Registering is easy. You will receive an email to let you know when you have successfully registered. Support is available should you require any help – you can telephone us on **0800 3289135** for assistance.

What happens next?



Enter your vacancy details by following the online guidance. We will contact you if any additional information is required. Otherwise, we aim to advertise vacancies received during business hours, on **www.jobcentreonline.com** within four hours.

Benefits



Your vacancy will be advertised on **www.jobcentreonline.com**, one of the most visited job vacancy websites in Northern Ireland and will also be available for viewing on over 300 job kiosks located across Northern Ireland.

www.employersonlineni.com is a completely free service.

www.employersonlineni.com is very easy to use. The Online Support Team will answer any questions you may have regarding your vacancy or direct you to specialist help - Free phone **0800 3289135**, Monday to Friday; 9:00am to 5:00pm.

Your application forms can be uploaded and made available directly to applicants.

Frequently Asked Questions



Who can register?

Any employer wishing to advertise vacancies in Northern Ireland can register and use **www.employersonlineni.com**.

Do I have to pay to advertise my vacancies?

No – using **www.employersonlineni.com** is a free service. There is no limit to the number of vacancies you can advertise.

Can I get help to register with **www.employersonlineni.com**?

Yes - telephone the Online Support Team on **0800 3289135** and we will talk you through the process, or we can arrange for an Employer Contact Manager to visit you and help get you started.

How do I upload my vacancy details?

Uploading vacancies is simple. Just follow the online guidance. If you have any questions, telephone the Online Support Team. Once your vacancy is loaded, you can view and amend the details at the click of a button.

Can I use my own application forms?

Yes - you can upload your own application form or use the application form which is available on the website. You can then choose to have applications or CVs forwarded directly to your mailbox.

Feedback from employers who use **www.employersonlineni.com**

Courteous and helpful staff!

“The University of Ulster finds Employers Online NI to be a very efficient method of placing posts. It reaches a large target audience both locally and globally. In the event of any queries concerning placing posts, I have always found the staff courteous and helpful.”

*University of Ulster
(Department of Human Resources)*

Convenient, efficient and user friendly!

“We have worked with Employers Online NI for quite a few years and look forward to a continued relationship. We have found the facility very convenient and efficient and it has always met our needs as a business. It is user friendly and has an extremely informative and proficient staff base.”

Bureau Bar

Very satisfied!

“Employers Online NI allows us to advertise our vacancies very easily, receive applications online and consequently, fill our posts more quickly than before. Having used other online services I’d have to say that Barclay Communications are very satisfied with Employers Online NI.”

Barclay Communications

Straightforward!

“A straightforward way of placing vacancies. I find the Internet to be the most effective method of filling vacancies with a high calibre of candidate.”

Grafton Recruitment