



Quick Guide

for ACE Members



Managing Job Posts

Please go to:
<http://recruit.acenet.co.uk>

Login with your username and password; if you don't have one, click on REGISTER and follow the steps

The screenshot shows the ACE Recruit website interface. At the top, there is a search bar with the text "Search our entire site" and a "GO" button. Below the search bar is a navigation menu with "Login or Register" and "LOGIN" buttons. A yellow callout bubble points to the "LOGIN" button with the text: "Login with your username and password; if you don't have one, click on REGISTER and follow the steps".

On the left side, there are three vertical panels: "ace blog", "ace knowledge", and "ace agreements", each with a "See other ACE websites" link. A "Printable version" link is also visible.

The main content area features a "Find a Job" section with search filters: "Pick a specialist area", "Pick a location", "type a keyword", and "Pick a type". There are "CLEAR" and "SHOW" buttons. Below this is a "Search Results" section showing "Viewing Jobs 1 - 5 of 40" with a pagination control "1 2 3 4 5 6 7 8 Next >".

The first job listing is for a "Geophysicist/Senior Technician" at "Scott Wilson Ltd". The listing includes the following details:

Added	22-Jan-2010
Company	Scott Wilson Ltd
Job Type	Permanent
Salary	£26,000
Location	Nottingham

There is a "View the job description and apply" link below the listing. The Scott Wilson logo and tagline "a world business" are also visible.

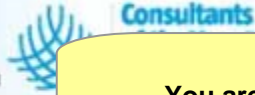
The second job listing is for a "Principal Maritime Engineer" at "Scott Wilson Ltd". The listing includes the following details:

Added	17-Feb-2010
Company	Scott Wilson Ltd
Job Type	Permanent

The Scott Wilson logo and tagline "a world business" are also visible for this listing.



Call for Entries now open
DEADLINE
Friday 5 February 2010, 5pm



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You are now logged in

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Member

You are an employee of **ACE** and you have access to the following:

- ▶ My Personal Details
- ▶ My Orders
- ▶ Manage jobs
- ▶ Graduate CV Search
- ▶ Shared CV Search
- ▶ CV Share Upload

Please click on Managed Jobs

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Manage jobs

You have no jobs added yet.

[ADD NEW JOB](#)

Click on 'Add New Job' to add a new job

[SHARE](#)

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secondary engineering business environment

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Impact



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Add Job

All fields marked with * are required.

Job Title: *

Reference Number: *

Location: *

Salary: *

Job Type: *

Specialism:

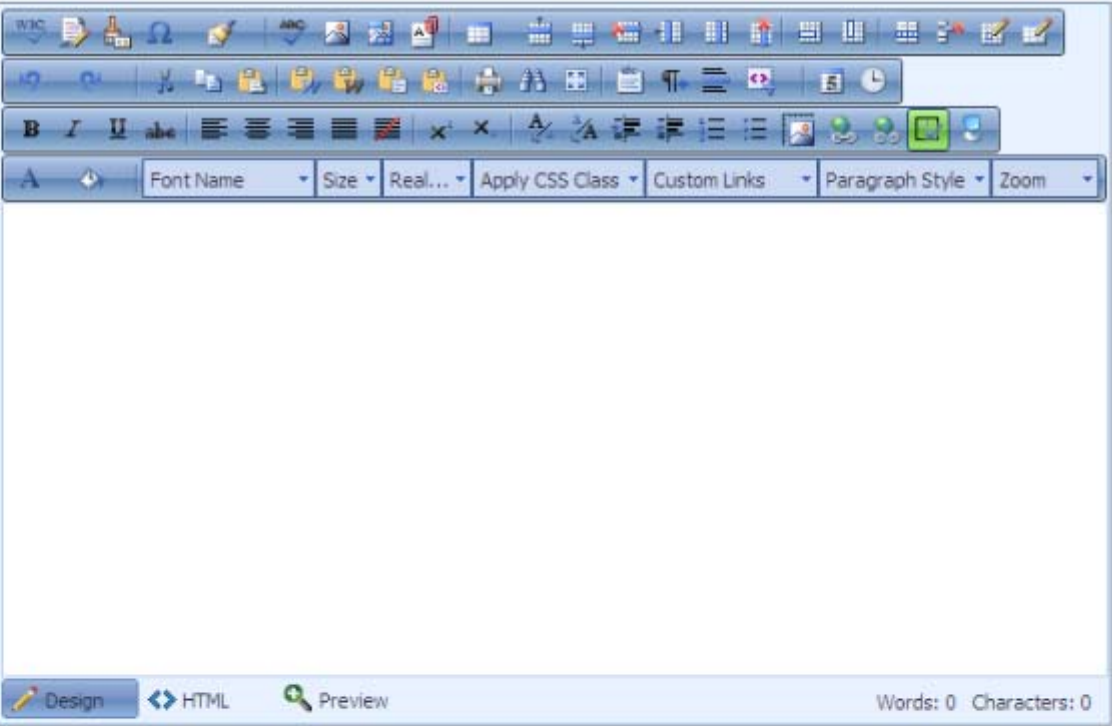
Application Deadline: *

Please type in the data



Details of the job

How to apply: *



Design HTML Preview Words: 0 Characters: 0

Link to online application: *

Category:

- Water
- Roads
- Structures
- Ace

Enabled:

SAVE **CANCEL**

SHARE

If this box is ticked the job will show on ACE Recruit. Otherwise it will be inactive.

Save the post



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ace blog



ace knowledge



ace agreements

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Manage jobs

Title	Location	Reference #	Created	Expiry	Action
Civil Engineer	London	web_106	2/19/2010	3/4/2010	 

Click this button to edit the job details

Click this button to delete the job

ADD NEW JOB

SHARE

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Company [SCOTT WILSON LTD](#)
Job Type Permanent
Salary £40,000 to £50,000 per annum
Location London



a world business

[View the job description and apply](#)

Principal Maritime Engineer

Added 17-Feb-2010
Company [Scott Wilson Ltd](#)
Job Type Permanent
Salary £40,000 to £50,000 per annum
Location Basingstoke, Hampshire



a world business

[View the job description and apply](#)

Civil Engineer

Added 19-Feb-2010
Company ACE
Job Type Roads
Salary 45000
Location London

Your job post is now LIVE. The job seeker will click on the description to see details and apply.

[View the job description and apply](#)

Commission Manager

Added 01-Feb-2010
Company [Scott Wilson Ltd](#)
Job Type Permanent
Salary Competitive
Location London



a world business

[View the job description and apply](#)



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Civil Engineer

Job Title	Civil Engineer
Added:	19/02/2010
Company:	ACE
Ref	web_106
Salary	45000
Location	London
Job Type	Roads
Posted on	19-Feb-2010
Deadline for applications	04-Mar-2010

This is how your job looks on ACE Recruit

Job Description

Details of the job

How to Apply

Details of the job

[Click here to apply online](#)

[<< Return to previous page](#)

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SHARE



Sharing CVs



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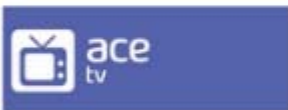
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CV Share Upload

No cv uploaded yet.

[ADD](#)

[SHARE](#)

Click on 'CV Share Upload'

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CV Share Upload

Name:

Job title:

Location:

Availability:

Years of experience:

Specialisation:

Select the CV you want to use

(.DOC, TXT, .RTF, PDF, .DOCK)

[Upload the CV](#)

Upload a CV you want to share with your fellow HR practitioners from other ACE Member Firms

My ACE

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CV Share Upload

Name & Location	Job Title	Specialisation	Years Of Experience	Action
John Burke, Croydon	Civil Engineer	Bridges	15	

[ADD](#)

Click this button to edit the Shared CV details

Click this button to delete the Shared CV details

[SHARE](#)

Click here to do a search of ALL Shared CV's

- You are an employee of ACE and you have access to the following:
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DEADLINE Monday 8 February 2010, 5pm

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Use this free text box to search for any word in the uploaded CVs

Shared CV Search

We have 1 graduate CV's on file.

[SEARCH](#)

[CLEAR](#)

You can use any of these filters to refine your search

Name	Job	Location	Availability	Experience	Specialisation
<input type="checkbox"/> John Burke	<input type="checkbox"/> Y Civil Engineer	<input type="checkbox"/> Y Croydon	<input type="checkbox"/> Y March 2010	<input type="checkbox"/> Y 15	<input type="checkbox"/> Y Bridges

[SHARE](#)