



ONTARIO
ASSOCIATION OF
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TECHNICIANS

Posting a Job Ad FAQs

Logging in and Your Job Ad Account

Will the new job posting feature use the same account that I used on the old website?

No, when the new website launches, you will need to create a new user account and password. Do not use the "Member Login" but go to the Job Board Tab for posting a job ad and setting up your account.

Help, my account is not working and the password reset won't work!

If you are posting for the first time on the new website, you need to create a new user account. Do not use the "Member Login" but go to the Jobs tab for posting a job ad and setting up your account. As you are posting your first ad, your new user account will be created.

I've logged into my Membership account and trying to create a job posting but there's nowhere to do it.

You cannot create a job posting in your OAVT member's account. You need to create a new user account in the Job Board and it will be separate from your Member account. Please go to the Jobs tab on the website for posting a job ad and setting up your account. As you are posting your first job ad, your new user account will be created.

Can I use the same email address for my OAVT membership and Job Board Account?

Yes, you can use the same email address for both your Membership and Job Board Accounts. However, you cannot access them in the same areas. When logging into your OAVT membership, please use the 'Members Log In'. If you are looking to post, modify, view your job ads – you need to go to the "Job Board" tab to log in.

How do I create a new job ad account?

When you post your first job ad on the new site, you will start the process of creating your job ad account. Please follow the instructions of the 'First Time Submitting' or watch our 'how to' video on the Job dashboard. Creating your account will be a two-step process. The first step will be part of the job submission where you will type in the email address for the account. Once the job ad is submitted, you will receive an email from WordPress on behalf of OAVT to finalize your job ad account. Please check your junk mail if you don't see it.



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I've submitted my first job ad on the new site but haven't received any information to set up my password for my new account.

Please check your junk mail for an email from WordPress on OAVT's behalf. This will contain a link for you to use to finalize your account and password setup. If you still haven't received it, please contact oavt@oavt.org for further assistance.

Posting a Job Ad

I'm trying to create a job ad for the first time, but having trouble...

Please watch our 'how to' video on the Job Dashboard or follow the instructions below. Your first time posting a job ad will also start the process of setting up your new account which is a requirement of posting on the OAVT website. Setting up your account will be a two-step process, first step will be part of the job ad posting where you will set up the email address you want to use for your account and the second part will be to finalize the account setup and password, once you have submitted the posting. Don't forget to read the Job Posting Terms and Conditions. Once you have started the process, you have implied that you have read and agree to them.

First time submitting on the NEW WEBSITE (your job account from the old website and your OAVT membership account will not work – you must create a new account)

1. Go to www.oavt.org
2. Go to Jobs tab – Click on 'Post a Job Ad'
3. Read the Job Board Terms and conditions
4. Use the back arrow to return to the web page once you have read the Terms & Conditions
5. Click on 'Submit a Job ad'
6. Choose a Job Ad package and click on 'Listing details'

You will be brought to the 'submit a job ad' page, follow the steps below:

1. Your Email box – type in the email address that you want to use as your user email account which may be different than the email you want members to submit their applications/resumes. You will have an opportunity farther down the page to put in a different email address for these. The next set of steps are about posting the actual job ad.
2. Complete the rest of your job posting details, starting with the 'Job Title' of the position you are hiring for.
3. Choose 'draft' if you want to save your information to review later or choose 'preview' to submit now.
4. The preview page allows you to see how the job ad will look on the live site. Click 'Edit Listing' to go back and make changes, if you are happy with your job ad, click on 'Submit Listing'.



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5. Fill out the billing information and select 'Place Order'.
6. You can print the confirmation page for your records. You will also get an email from us on the order – please check your junk mail if you don't see it right away.
7. OAVT Staff will review your post before it is added to the live site.
8. You will also receive an email from WordPress to create a password for your new user account for the job ad board. Please follow the link in the email. Further instructions for this are below for finalizing your account and password setup.

Finalize setting up your user account and password

Once you have completed your first job submission you will receive an email from WordPress on how to finalize setting up your User account and password. Please check your junk mail if you don't see it right away.

1. Follow the link in the email.
2. Create a new password or use the generated password in the box below marked 'New Password'
3. Click on 'reset password'
4. Confirmation will pop up that the password has been reset – click on 'log in'
5. Type in your email address and type in the new password you have created or copied.
6. You will be brought to your new account dashboard. From here you will be able to change your password, add & modify job postings, and view and print your receipts.

Using the Job Board – General Questions

I've created a new job posting but it is not showing up on the job board- is there a cut-off time?

All job postings will be reviewed by our staff before they are approved and posted to the job board. They will be reviewed in regular OAVT office hours Mon- Fri, between 9 am to 2 pm. They generally will be posted within 24hrs. However, if they are submitted after 2 pm on a Friday, they will not be reviewed until Monday. If you do not see your posting within 48 hours during the week, please check your email, (including junk mail) to see if we have contacted you for further follow-up on your posting. I've modified my current job posting and now I can't find it on the job board. The new site will allow you to modify an active job posting, however, when you make any changes – the posting will need to be reviewed and re-approved by staff. The modified approval process follows the same steps as approving a new job ad.

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My job ad is about to expire – can I extend/resubmit it?

Yes, you will be able to resubmit/relist your current or expired job ads. To do this you will need to go to the job tab on the main page - then go down to 'my job ads'. You should see your job ads there or it will ask you to log in first. Once you have, you'll see your job ads history and when hovering over one of them, you'll have the option to 'relist' it. Click on 'relist' and this will bring you to the submit job ad page. Choose the package you want (standard or featured, and click on 'listing details'.

All your information from the ad will now be auto-filled for you, edit as needed, click on 'preview' and then 'submit listing'.

I just placed a job order but for some reason, I'm being charged for two, please help.

If you find that you have two job ads in your cart, this is because the system is remembering a previous order you had tried to place. You can clear the one job ad charge by clicking on the tab 'view cart'. Click on the 'x' to clear one of the orders, and then click 'proceed to checkout' to finish placing your order.

I tried searching my job ad by 'location' and it's not showing up.

Please note, Featured Job Ads will always be displayed first regardless of when they were posted. You may have to go further down the page to find your ad. The 'location' search engine is word sensitive.

When posting your job ad, you can include your job location. Leaving the location field blank will result in your job not being searchable by location. You are now able to put in multiple locations and are no longer limited to choosing a predetermined area. For example, if you entered, 'Mississauga, GTA, Central Ontario' into the location field when posting your ad, searching any one of these locations would bring up your ad.

If you have already submitted your ad and need to modify it, you can do this on the website. On the OAVT website, click the jobs menu drop down and select the 'My Job Ads'. Follow the prompt to log into the account that posted your job. All your active and expired ads will be visible here. Find the ad you want to modify, click on 'modify', and resubmit for it to be reviewed and reposted. your email, (including junk mail) to see if we have contacted you for further follow-up on your posting.

I've modified my current job posting and now I can't find it on the job board.

The new site will allow you to modify an active job posting, however, when you make any changes – the posting will need to be reviewed and re-approved by staff. The modified approval process follows the same steps as approving a new job ad. All job postings will be reviewed by our staff before they are approved and posted to the job board. They will be reviewed in regular OAVT office hours Mon- Fri, between 9 am to 2 pm.



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Can I repost a current or expired job ad so I don't have to retype everything?

You can relist/duplicate/modify/mark position filled with your current or expired job ads through the job portal.

To do this you will need to go to the 'Job' tab on the main page. You can access your job postings from the job tab and select 'My Job Ads'. Once you click on it – it will bring you to your job dashboard that will give you a listing of all your job postings – (you may need to log into your account if nothing is showing). As soon as you hover over any of them (active or expired) it will give the options of what you can do – IE: modify/relist/duplicate etc. (relist is for expired ads and duplicate for current ones if you want to repost

Click on 'relist or duplicate' and this will bring you to the Submit a Job ad page. Choose the package you want (standard or premium, and click on 'Listing Details'. All your information from the ad will now be auto-filled for you, edit as needed, click on 'Preview' and then 'Submit Listing'.