Australian Institute of Company Directors

Directorship Opportunities

User guide for Organisations

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About Directorship Opportunities

This is your step-by-step easy to follow guide, so you can make the most of this exclusive online directory.

Organisations searching for suitable candidates to fill board position vacancies are able to place an advertisement on Directorship Opportunities. This is promoted to the 14,000 plus members of the Australian Institute of Company Directors who have subscribed to the service.

The site has a targeted subscription base who are specifically interested in board and advisory panel opportunities. To place a directorship opportunity advertisement, an organisation account must be created first.

There is no cost to register an account or post opportunities.



Getting Started

Registering an organisation

Please note that an organisation account is entirely separate to an AICD member account, including the login page.

To begin posting opportunities on behalf of your organisation, you will need to create an advertiser account. Here's what to do:

1. Access the advertiser registration page

- 2. Complete the registration form
- Please ensure your company name and email are not already registered, we allow one advertiser account per organisation.
- Fill in all mandatory fields on the registration form.
- Contact details for the account holder are necessary as we may need to contact you regarding your organisation account.
- 3. You will receive an acknowledgment email confirming your registration submission. Please ensure you check the junk mail inbox.

4. Account approval process

Once submitted, your registration is sent to the AICD team for account revision and approval.

- You will not be able to login until you receive an email notification that your account has been approved.
- Ensure to check the junk mail inbox
- Please allow up to 2 business days for processing

itute of rectors		OPPORTUNITIES RESOURCES CONTACT LOGIN SUBSCRIBE					
	REGISTER						
	Organisation re	Organisation registration					
	Welcome to the organisation (adve organisation's details in the form be	rtiser) registration page. Please enter your					
	Once your registration is submitted	, you will receive an email with a link to ur account will be sent to the team for review.					
	Please note, you will not be able to from us that your account has been	log in until you have received a notification approved.					
	Already ha	ve an account? Log in					
	First Name*	Last Name'					
	Enter your first name	Enter your last name					
	Email*	Contact Number*					
	Enter your email	Enter Contact Number					
	Password*	Confirm Password*					
	Enter your password	Enter your password					
	Organisation Name*	Business Type*					
	Enter Organisation Name	Select 👻					
	ABN/NZBN.	Business Size					
	Enter ABN/NZBN	Select 👻					
	Address	Business Website					
	Enter oddress	Enter website					
	Upload a business logo in .png	or .jpg file (optional)					
	Drag and dra	p or click to upload file.					
	Upload logo image with dimension of	#350pw by 350pw (ospect ratio 1:1)					
	Continue to	Terms and Conditions					

Logging in

Once your account has been approved, you will be able to enjoy your advertiser access to *Directorship Opportunities* via the advertiser log in page **portal.do.aicd.com.au**.

Australian Institute of Company Directors Sign in	
Please sign in to your Organisation (advertiser) account.	
Email or Username	
userrame@example.com	
Password	
Forgot Password?	and a second second
Login	are
New on our platform? Create an arganization account	
	2

Forgotten password

If you can't remember your login password, follow these steps to reset it:

1. On the organisation login page, click on 'Forgot Password'



2. Enter the email address used for registration and click 'Send Reset Link':

Forgot	Password?
	send you instructions to reset your
password	if the account exists.
mail address	
]

- You will receive an email with a reset link and code.
 Open the email received and either:
- Click the "Reset Password" button in the email,

OR

• Copy the code provided and enter it when prompted on the page



4. The link will take you to the reset password page. Create a new password and confirm it.

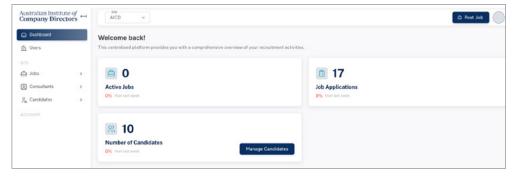
Reset Pass	woul 2
Reset Pass	word ?
A reset code has been sent to the check your inbox, including t	
Resend code	•
Code	
522090ff4429ac5637ad70f4e335151t	30ec1e835db91a76a4224
New Password	
	Þ
Confirm New Password	
	٢
	95.00
	ord

5. Your password is now updated. You can log in using your new password.

If you experience issues with accessing your account, please contact our team on **directorshipopportunities@aicd.com.au**.

Dashboard

Upon login, you'll see an overview of key statistics. Each metric displayed on the dashboard shows a comparison between the current values and data from the past 7 days.



- 1. Active jobs: total number of live opportunities currently posted on the website.
- 2. Job applications: total number of applications received across all opportunities during the period.
- **3. Number of candidates:** total number of members that have applied for your listed opportunities.

Note: a member may apply for more than one of your opportunities listed, hence the difference in the number of candidates and applications received.

Account users and consultants

As an account administrator (employer admin) you can view, add and manage multiple users:

Employer admin

- Has access to the organisation's account via their own login credentials.
- Can view and post opportunities on behalf of the organisation.
- Can view and manage other account users via the side menu 'users':

Australian Institute of Company Directors	Acc v					
Dashboard	Employer Users Efficiently and reas users, adjust user relax, and effortlendy view existing uses.					
5/15 (a) 2005 (b) 2005	Q, Search User			10 v ± 6	port As CSV	
Consultants Candidates	USER EMAS, ROLE				ACTIONS	
ACCOUNT			Employer Admin	Nov 16, 2024 5.54 PM	00	
	Showing 1 to 1 of 1 entres				a (1)	
Add User	×					
Add Oser	^					
Email						
Enter email						
First Name						
Enter first name						
Last Name						
Enter last name						
Role						
Select a role	U					
Submit Cancel						
Ganual						

Employer user

- Has access to the organisation's account via their own login credentials.
- Can view and post opportunities on behalf of the organisation.
- Unable to manage other account users.

Once added a user is added, they receive an email with a link to setup their login password and access the organisation's account.

All users can post and manage the organisations jobs and manage applications.

Consultant

Consultants are organisation representatives that you wish to have displayed as the main contact for each opportunity advertised: name and contact details. Consultants do not have login credentials to access the account.

You can view, add and manage consultants via the side menu 'consultants':

Australian Institute of Company Directors	ACD Stre	*				O Post Job
Deshboard Desh	Consulta Create a profile fo		consultant information and contact details on designated job posts.			
sm G Jobs >	Q, Search C	onsultant		10 v	는 Export As CSV	+ Add Consultant
Consultants v		NAME	PAA.	EMPLOYER	SHOW IN JOE	ACTIONS
All Consultants Add Consultant	α	Consultant X	consultant@yourorganisation.com.au	.1	1961	۰
9 ₆ Candidates →	Showing 1 to 1	of 1 entries				C 1 5 20
ACCOUNT						

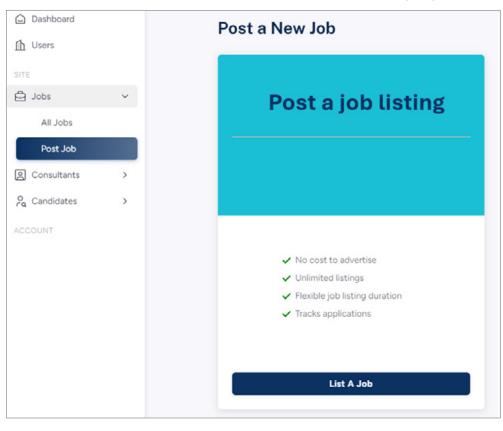


Creating a new opportunity advertisement

 From your dashboard, click the 'Post Job' button on the top right-hand corner Or via the side menu: Jobs > Post Job

Australian Institute of ++ Company Directors ++	Aico v		@ Post Job
Deshboard	Welcome back! This controllised platform provides you with a comprehensive overview of yo	nr recultment activities.	
Life	© 0 Active Jobs № rest to met	O Job Applications ON	
	O Number of Candidates Write with weak	naga Conditiones	

2. Click 'List a Job': You will be redirected to the opportunity posting page.



3. Complete the opportunity details:

Here you can create an engaging advertisement by completing the opportunity form. We recommend inclusion of the following ad components in the full description section:

- Brief description on the organisation's purpose/values
- Opportunity description noting the skills and experience sought
- Time commitment required
- Benefits of joining the board
- Application details process, contacts and pertinent company website or links

Mark required documents such as resumes, cover letters, or additional documents to make them compulsory for applications.

Please ensure you complete all mandatory fields marked with an asterisk.

Australian Institute of Company Directors	AICD V				C Post Job	
Company Directors					La Post 200	
C Dashboard		Pay Type *		Pay Range * 💿		
Ch. Users		Amual	~	100000	+ Hax	
🛆 Jobs 🗸		Pay Currancy *				
Al Jobs		Australian Dollar (AUD)	~	Pay Display		
		Pay Description (optional)				
Post Job		Enter pay description				
Consultants >						
9 ₆ Candidates →						
ACCOUNT		Branding				
		A compelling banner will make your job ad truly	y stand out.			
		Select Existing				
		Select One				
		or upload a new job banner				
				click to upload file.		
		Lipload a banner image with dimensions of 100				
		Laboro a contrar image with senserators of NA	Addredy 25 optical	pect ratio (4)		
		Required Documents				
		Please ensure that you mark the document that	at must be submit	led by the applicant to be abl	to apply for the job.	
		Application Documents (you can select more	e than one) 🔾			
		Resume		Cover Letter		
		Resume showcases the applicant's skills.		Cover letter introdu	ces the applicant's.	
		Additional Document				
		+ Back				Next +

4. Enter Additional Details

	Additional Details	
nformation about this job listing.	Organisation Type *	Remuneration *
at you're looking for.	Select	∧ Select
ences ere! Choose where you want it	Listed Commercial Unlisted	Work Option *
15 candidates the right questions.	Not for Profit Government	
nation your job listing.	Public Sector Mutual	
	Other	

5. Set application Preferences

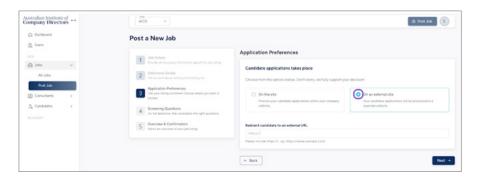
a. On-Site Applications

- Applications will be processed within the AICD website, managed by you.
- Applications notifications are sent to:
- The Employer Consultant, if one is selected.
- The Employer Admin, if no consultant is selected.
- A specific email address, if provided.

b. External Site Applications

- Applications can be directed to an external website, e.g., your organisation's opportunity application website.
- Provide the URL for redirection

Note: You will not be able to retrieve application details via the AICD website when choosing this option.



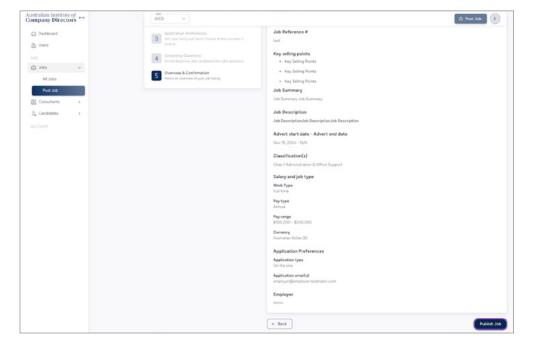
6. Optional: screening questions enabled to enhance the application process.

Australian Institute of ← Company Directors	Alco v	🖨 Post Job (
Dashboard	Post a New Job	
Al Joos Part Job Consultants Consultants Candidates	Add DataBi Process of recessary information about the pile lating Add Entrals Add Entrals	Screening Questions Add Screening Questions Do you have second questions you went to sak to pick out qualified candidates? Oncose from our carefully created suggestions. Suggested Questions View Suggested Questions
ACCOUNT	Evening Outstand Control and Conditions Control and Conditions Controleur & Confirmation Previous of provide history	Selected Questions When are you available to start? Coor Time + Back Next ->

7. Click 'Next': preview the opportunity details

- Review all entered details
- Use the left menu bar to navigate to previous pages to make any changes.
- Once complete, click the 'Publish Job' button to submit the opportunity.

Your advertisement will be sent to the AICD team for revision and approval prior to publishing. If there are any concerns or clarity required regarding the content of the advertisement, the team will contact you directly to discuss.



OPPORTUNITY APPROVAL PROCESS

- Submitted opportunities are sent to the AICD for revision and approval prior to going live
- You can view the submitted opportunity via the menu Jobs > All Jobs
- While awaiting approval, the opportunity status will display as 'On Hold'
- Please allow up to 2 business days for processing

NOTIFICATION OF APPROVAL

- You will receive an email notification once the opportunity is approved and live on the platform.
- Please ensure to check the junk mail inbox.

Note: As a courtesy to candidates, we ask that all applications received are acknowledged.

Opportunity status

- Draft: You can save drafts and go back to editing it via the side menu Jobs
- On Hold: submitted or edited opportunity awaiting approval (see Managing Opportunities)
- Live: visible to members and open for applications
- Unlisted: temporarily offline (see Managing Opportunities)
- Expired: closed for applications (see Managing Opportunities)



Managing Applications

You can view the applications received for each opportunity.

1. Search for the specific opportunity by entering the title or keywords in the search bar.

Australian Institut Company Direc	te of ←	AICD ×	•
Dashboard		Jobs	
1 Users		Check out your job postings & applicant lineup here.	
SITE		1 <u>v</u>	
🖨 Jobs	~	Q non-executive director	⊙ 10 v + Post Job
All Jobs			
Post Job		Acd John	Posted Sep 13 2024 00:00 Expired
Consultants	>	Non-Executive Director	
$\mathcal{R}_{\mathbf{k}}$ Candidates	>	Organisation Name	
ACCOUNT		Tasmania, Australia	
		Reference Number: NED1	
		Expired Oct 13 2024 00:00	
		Contract	1 Application
		(Acc.226)	Posted Sep 13 2024 00:00 tapeed :
		Chairperson	
		Organisation Name	
		③ Queensland, Australia	
		Reference Number: NED2	
		Expired Oct 13 2024 00:00	
		Contract	0 Applications

2. Click on the opportunity title to access the job overview page.

Company Direc	tors ~	AICD ~	© Post Job
Dashboard			← Go Back
1 Users		2 Job Overview 2 Applications	- SU Deck
STE		2 Job Overview 2, Applications	
🖨 Jobs	>	Posted Sep 13 2024 00:00 Expired	Key selling points
Consultants	>		Key setting point 1
🆧 Candidates	>	Non-Executive Director	Key setting point 2
ACCOUNT		Organisation Name	Key setting point 3
		Tasmania, Australia	
			Job Summary
		Expired	Brief job summary.
		Edit	
			Job Description
		New Applications	Full job description text
		88 1 Total Applications	
		DETAILS	
		Aicd Jobs	
		Job Reference NED1	Consultant
		Сору	No consultant.
		Pay type: Daily	
		Pay range: \$X - \$Y	
		Work Type: XYZ	
		Classification(s)	
		202	
	_		

Click the 'Applications' tab to see the list of applications received. Click on the applicant's name to view their details.

Australian Institut Company Direct	te of ↔	ACD v	🖨 Post Job
Dashboard		2, Job Overview	+ Go Back
🖨 Jobs	>	Applications	
Consultants	>	Access current applications, oversee application management seamlessly.	
ACCOUNT	>	Q, Search Application	10 v Filter by status v
		Candidate 1	 Applied Sep 19 2024 Email Candidate & Resume
		Showing to 1 of terrines	« < 1 > »

- 4. Access each candidate's application details using the respective tabs to view:
- Documents uploaded
- Screening question responses
- Activity related to applications made for your organisation's opportunities

ian Institute iny Direct	$e_{of} \leftarrow of \leftarrow ors \leftarrow of$	Site AICD V		
board s		Applications Access current applications, oversee application managemen	t seamlessly.	
	,	2 Profile Documents 2, Screening Quest		
ultants lidates	>	New	Remuneration	Desired W N/A
		C Candidate 1	Documents	
		Application Status New		
			Work History	
		DETAILS Email: Copy Email Phone:99999999		

Application status

Manage your candidate selection by using the application status function for each candidate, marking it as:

• New Applications Access current applications, oversee application management seamlessly. Screening **Profile** Documents 2. Screening Questions Notes Shortlisted Interviewed • Offered Unsuccessful Documents • Withdrawn **Candidate 1** Hired Uploaded Add or select tags • Started Start typing to add a new tag ~ **Application Status** New Work History O View Applicant's Profile

Note: candidates will be able to see the updated application status on their profile.

All candidates

You can also view and manage all candidates that applied for your opportunities in one place:

• From the dashboard click on the 'Manage Candidates' button under the number of candidates:

Australian Institute of Company Directors	Sta AICD ~		@ Post Job
Dashkoard	Welcome back! This centralised platform provides you with a comprehensive overvie	w of your recruitment activities.	
STE ⇒ Jobs > ③ Consultants > % Candidates >	O Active Jobs O that last aven	17 Lob Applications Vis that hard added	
ACCOUNT	D10 Number of Candidates	Manage Candidates	

Or access it via the side menu Candidates > All Candidates

You can search for candidates that have applied for your organisation's opportunities by name, email, or phone number.

View candidate details and applications made for your opportunities by clicking the candidate's name and following step 4 in this section.

Australian Institute of Company Directors	4 ACD V	🖨 Post Job
Deshboard	Candidates Access current candidates, oversee candidate management seamlessly.	
SITE Diclos > E Consultants >	Fearch Candidate	10 v
Al Candidates V Al Candidates V Al Candidates V Account V	Candidate 1	() Registered Oct 9 2024 : () Email Candidate & Resume
	Example	Registered Oct 8 2024
	C Candidate 2 Trotave GLD, Australia	13 Email Candidate

Managing Opportunities

You can use the 'Unlist', 'Relist' and 'Expire' actions to control the visibility of opportunities on the website and determine whether jobs remain available to members.

- 1. Access side menu Jobs > All Jobs
- 2. Search for the specific opportunity using the search bar
- 3. Click on the opportunity title of the listing you want to manage. This will take you to the opportunity details page > Job Overview tab.

Australian Institut Company Direct	tors ↔	ACD v	•
Dashboard		Jobs Chack out your job postings & applicant lineup here.	
site		G	
Dobs	~	Q non-executive director	⊙ 10 ~ + Post Job
Post Job		(MERK)	O Posted Sep 13 2024 00.00 Expend
Consultants	>	Non-Executive Director	
🖧 Candidates	>	Organisation Name	
ACCOUNT		Tasmana, Australia Reference Number NED1 Expired Oct 13 2024 00:00	
		Contact	1 Application
		Chairperson Organisation Name	() Posted Sep 13 2024 00:00 Exercit :
		Gueensland, Australia Reference Number 1002	
		Expired Oct 13 2024 00:00	
		Contract	0 Applications

Unlisting an opportunity

Use the Unlist button to temporarily remove the opportunity from member view on the website. This action makes the opportunity listing unavailable to candidates without permanently removing it.

Australian Institute of Company Directors	AICD V	C Post Job
Dashboard		← Go Back
Users SITE	R Job Overview	
습 Jobs >	Posted Sep 13 2024 00:00	Key selling points
② Consultants >		Keyselling point 1
2 Candidates		Key setting point 2 Key setting point 3
ACCOUNT	Organisation Name Tasmania, Australia	 nay sound points a
		Job Summary
	Add or select tags	Brief job summary.
	Start typing to add a new tag 🛛 👻	248.5 P 940.125.2
	Unist	Job Description
	Expire	
	Edit	Full job description text
	New Applications	
	1 Total Applications	
		Consultant
	DETAILS	No consultant.

You will be prompted to confirm the unlisting action:

Are you sure you this j	
No	Yes

Relisting an opportunity

If an opportunity has been unlisted, the Relist button will appear on the opportunity details page. This action restores the opportunity listing to member view, resuming its visibility on the website.

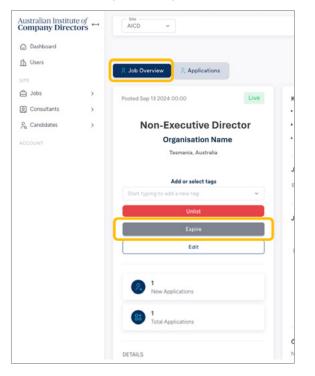
Australian Institut Company Direct	e of tors ↔	AICD ~	
Dashboard			
1 Users		2 Job Overview & Applications	
SITE		A Job Overview	
🖨 Jobs	>	Posted Sep 13 2024 00:00	Live
Consultants	>		
2 Candidates	>	Non-Executive Di	rector
ACCOUNT		Organisation Nar	me ·
		Tasmania, Australia	
		Add or select tags	
		Start typing to add a new tag	~
		Relist	
		Expire	
		Edit	
		New Applications	

You will be prompted to confirm the relisting action.

Expiring an opportunity

You may have an option to set a job to expire, depending on your user permissions.

This is a permanent action. Once an opportunity is marked as expired, it will remain expired and cannot be relisted or made visible again. Use this option only if the opportunity listing is no longer needed or relevant.



You will be prompted to confirm the expiry action.

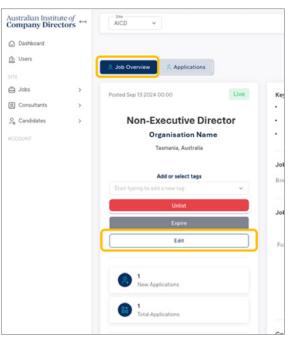
The tag 'Expired' will be displayed on the job overview page:

Australian Institut Company Direct	tors ↔	AICD ~	
Dashboard			
1 Users		& Job Overview	
SITE		X Job Overview	
adoL 🖻	>	Posted Sep 13 2024 00:00	Expired
Consultants	>		
‰ Candidates	>	Non-Executive Di	rector
ACCOUNT		Organisation Nar	me ·
		Tasmania, Australia	
		Add or select tags	
		Start typing to add a new tag	~
		Expired	
		Edit	
		New Applications	

Editing an opportunity

Please note that when you edit an opportunity, it will be taken offline for approval and status will be noted as 'On Hold'. This is to ensure that opportunities available to members are compliant and bona fide.

Alternatively, please contact us on **directorshipopportunities@aicd.com.au** noting any amendments required.



To edit your opportunities simply click the Edit button in the Job Overview page:

You will be taken to the same steps completed by you when creating the opportunity, with the ability to update the desired section.

Once you click 'Update' at the end of each page, the changes are saved, and the opportunity is then taken offline and sent to the AICD team for review. You can find your edited opportunities via the side menu Jobs > All Jobs

Further assistance

If you require further assistance, please contact:

E: directorshipopportunities@aicd.com.au



aicd.com.au