Australian
Institute *of*
**Company
Directors**

Directorship
Opportunities

User guide for Organisations

Contents

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

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**.
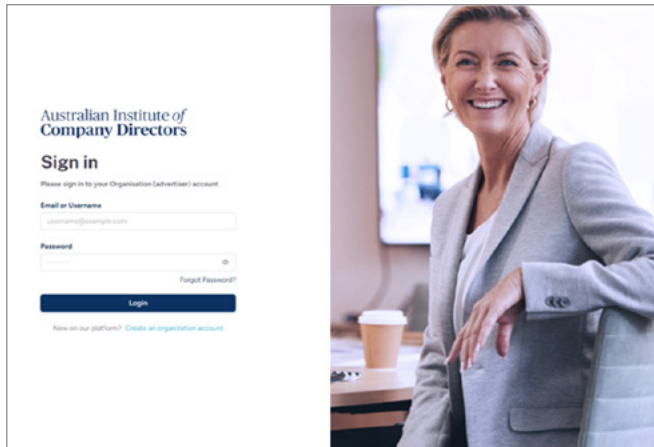
Forgotten password

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

1. On the organisation login page, click on 'Forgot Password'
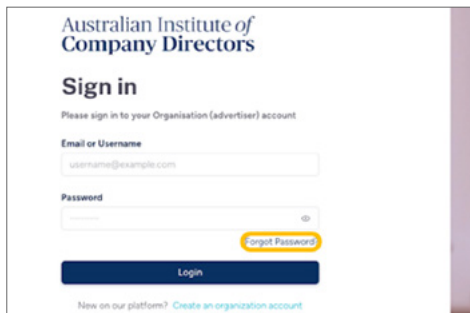
2. Enter the email address used for registration and click 'Send Reset Link':
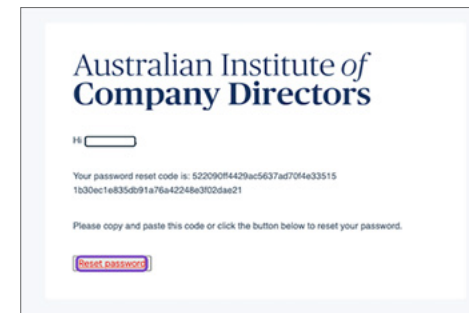

3. You will receive an email with a reset link and code. Open the email received and either:
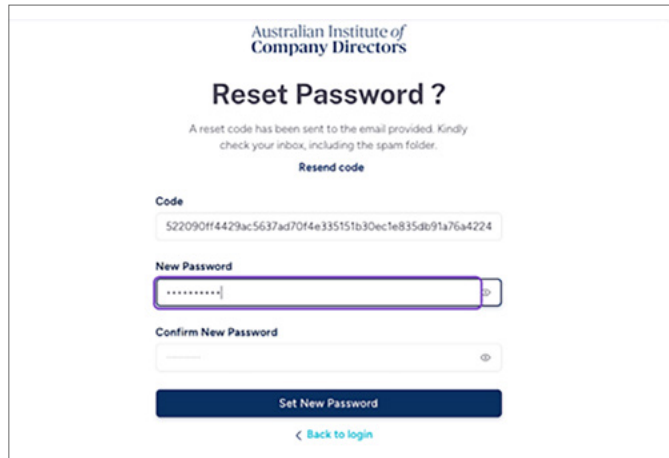
• Click the "Reset Password" button in the email,

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.

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.
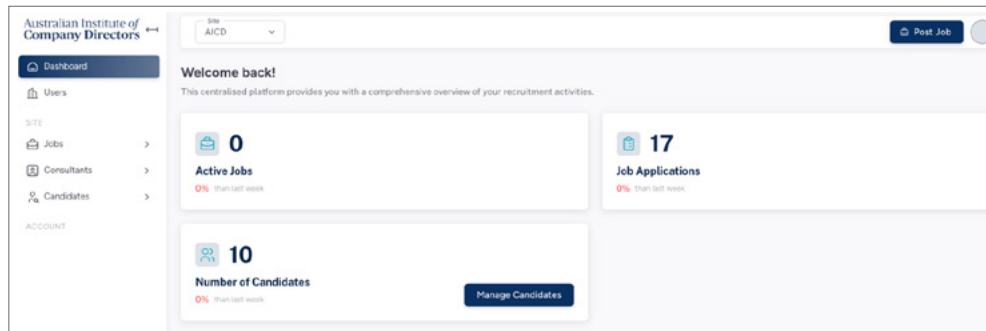
1. **Active jobs:** total number of live opportunities currently posted on the website.

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':
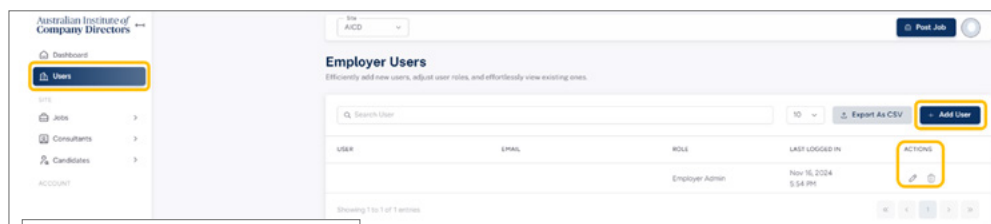
Employer user

- 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.
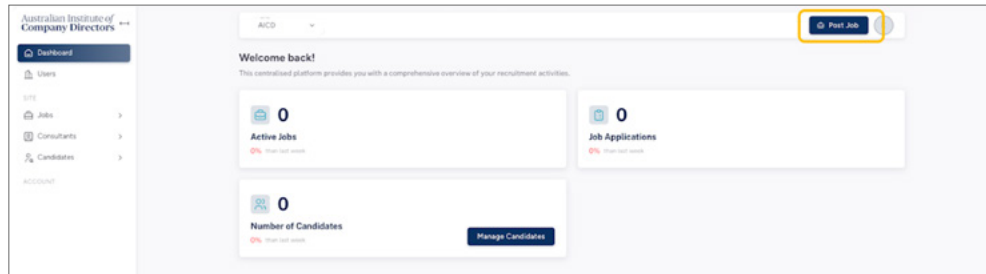
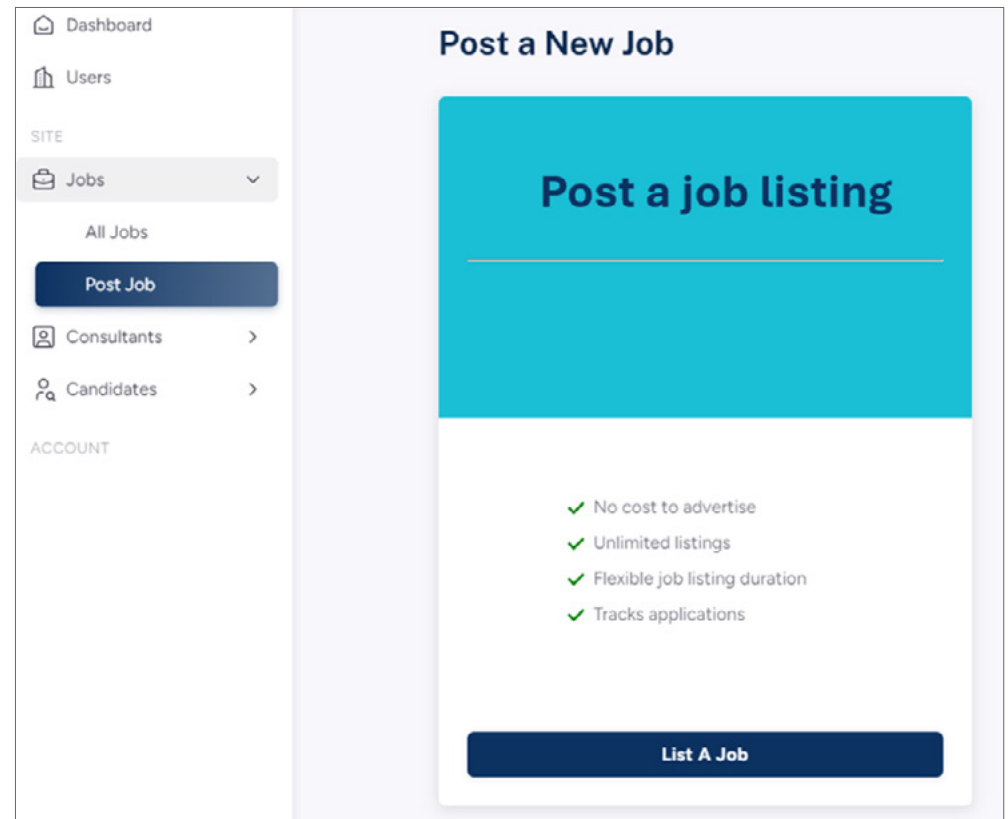You can view, add and manage consultants via the side menu 'consultants':
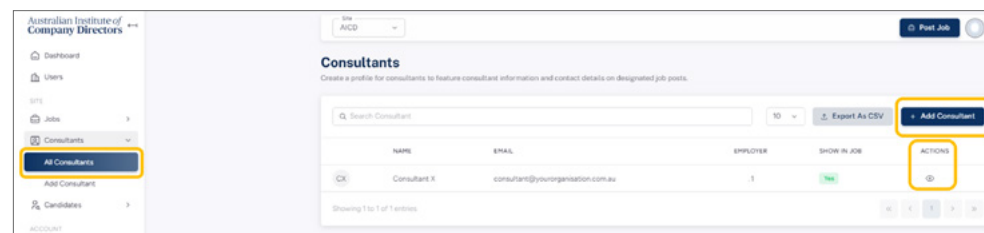
Creating a new opportunity advertisement

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

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

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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.

4. Enter Additional Details

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.

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.
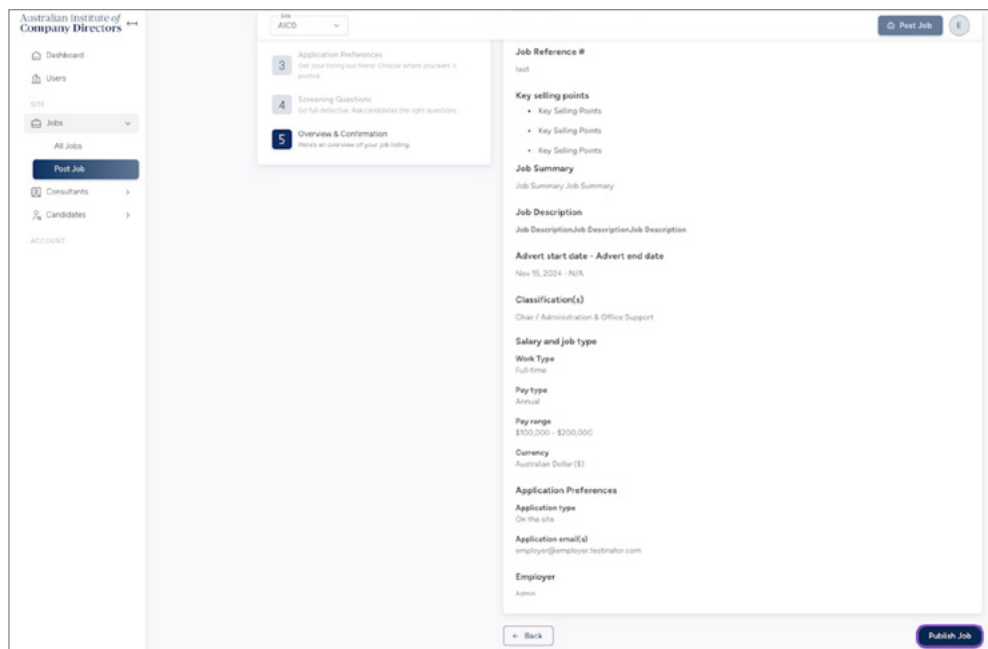
OPPORTUNITY APPROVAL PROCESS

- 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**)
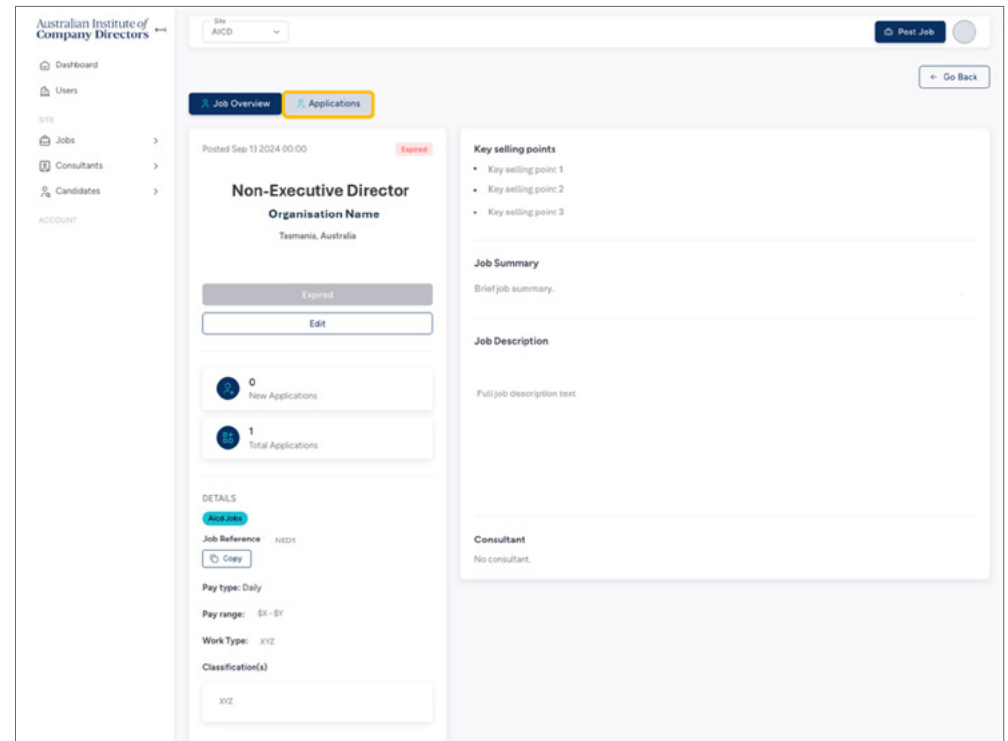
Managing Applications

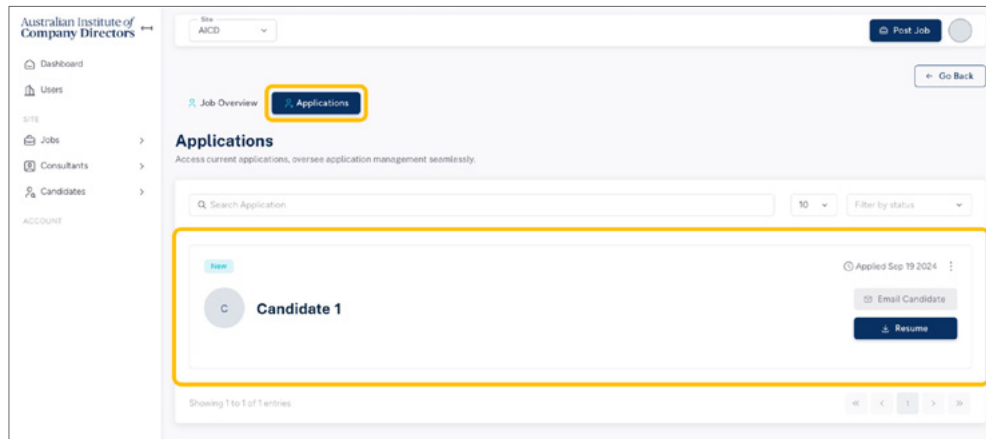You can view the applications received for each opportunity.

1. Search for the specific opportunity by entering the title or keywords in the search bar.
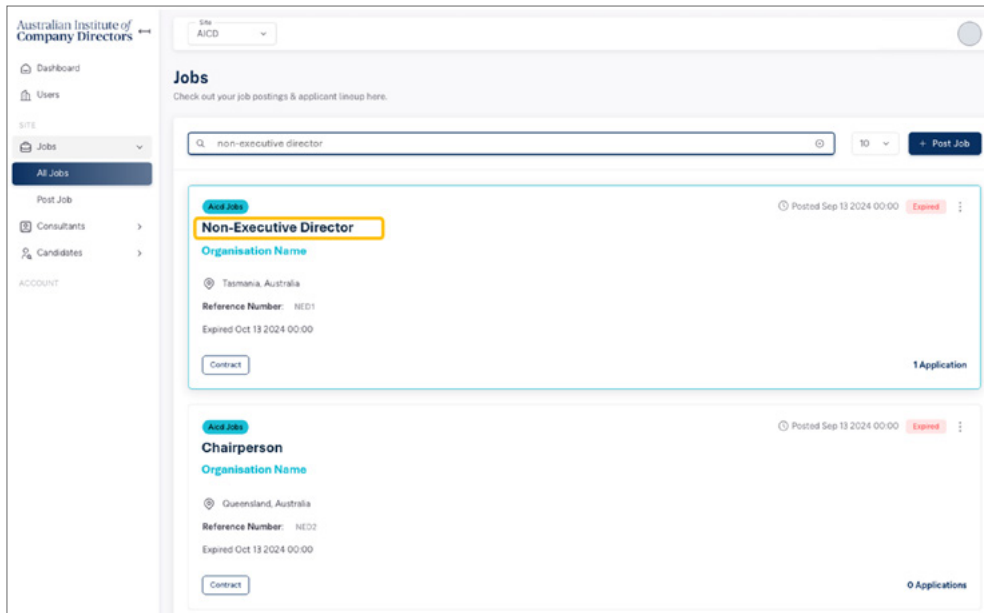
2. Click on the opportunity title to access the job overview page.

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

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
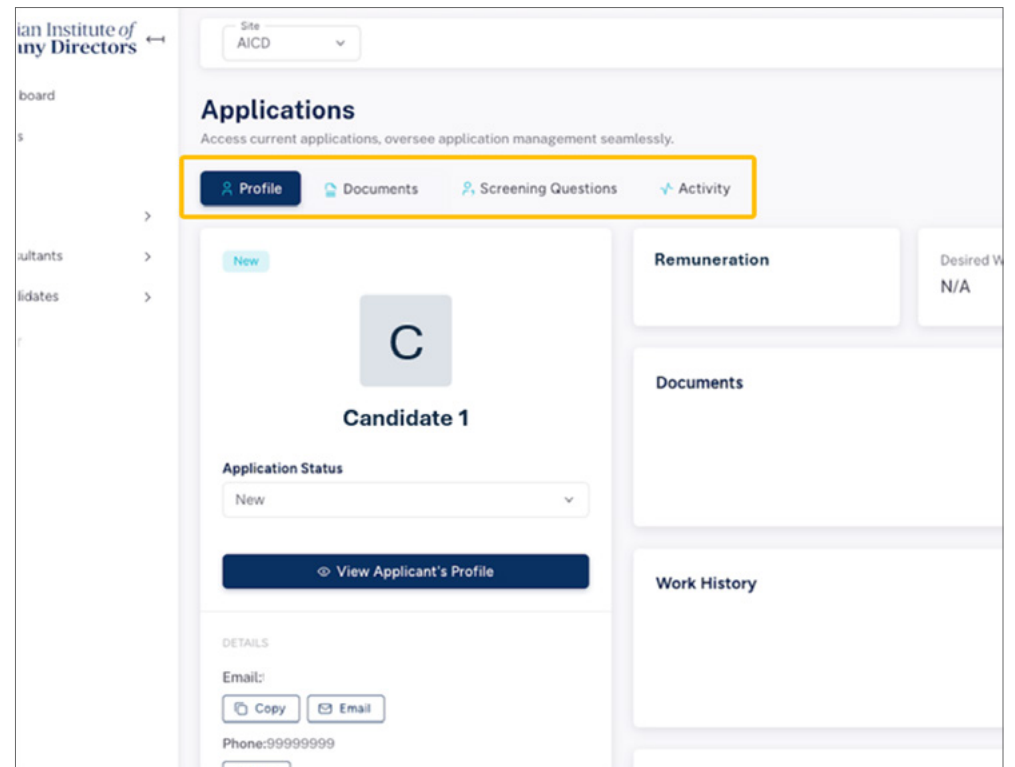
Application status

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

- New
- Screening
- Shortlisted
- Interviewed
- Offered
- Unsuccessful
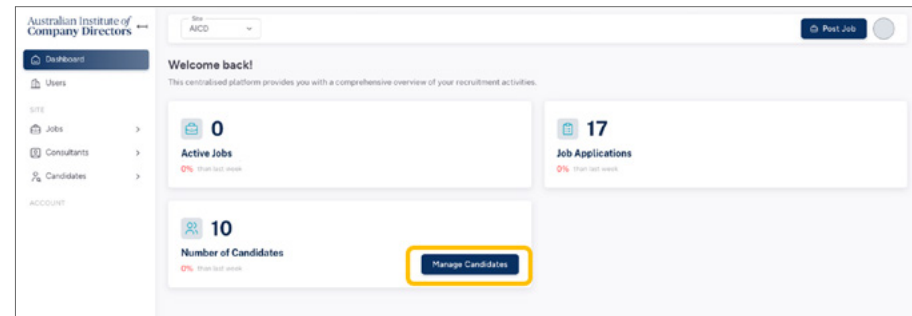- Withdrawn
- Hired
- Started
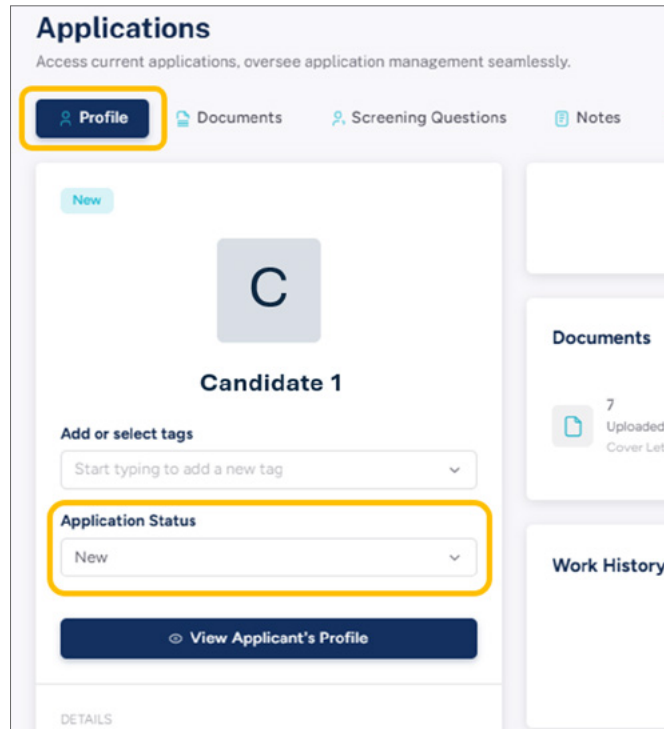
Note: candidates will be able to see the updated application status on their profile.

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:

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.
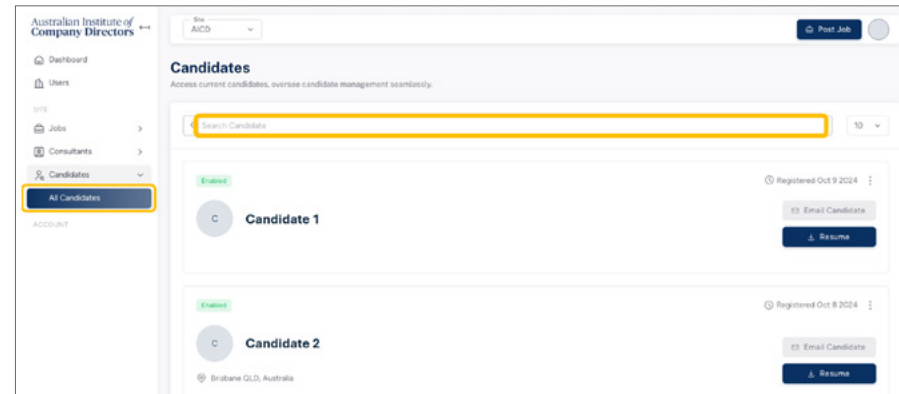
Managing Opportunities

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.
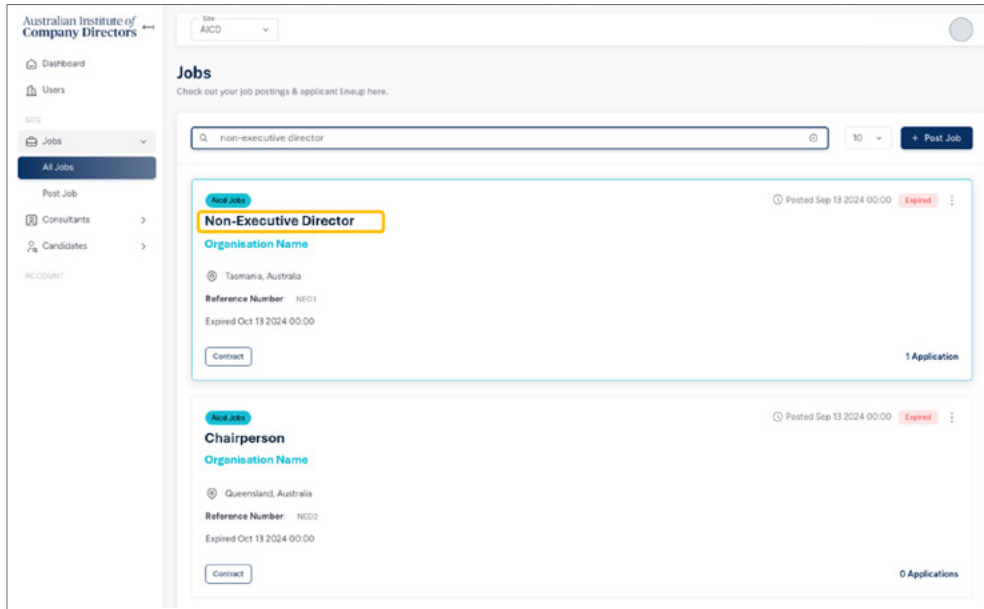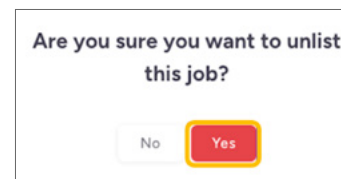

Unlisting an opportunity

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.
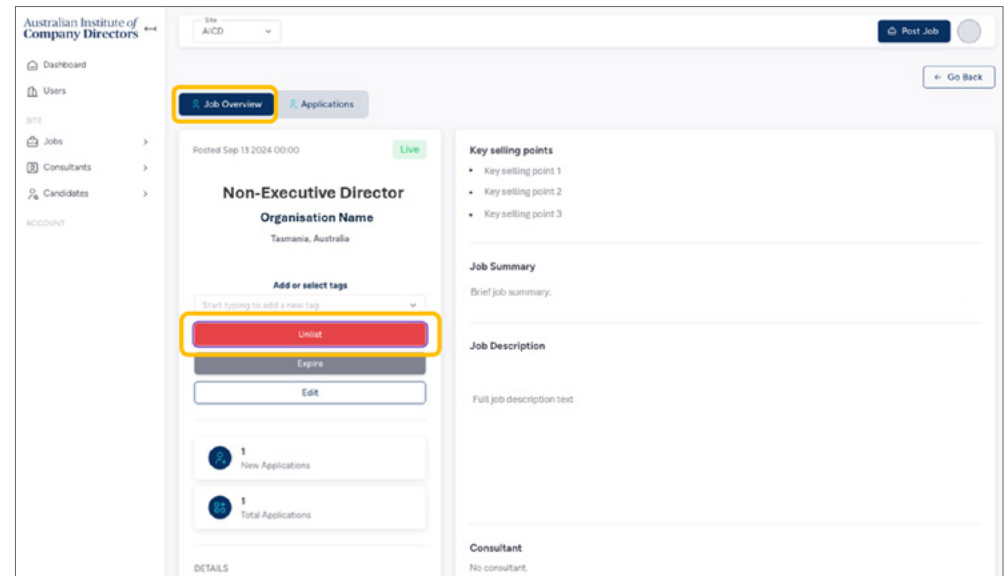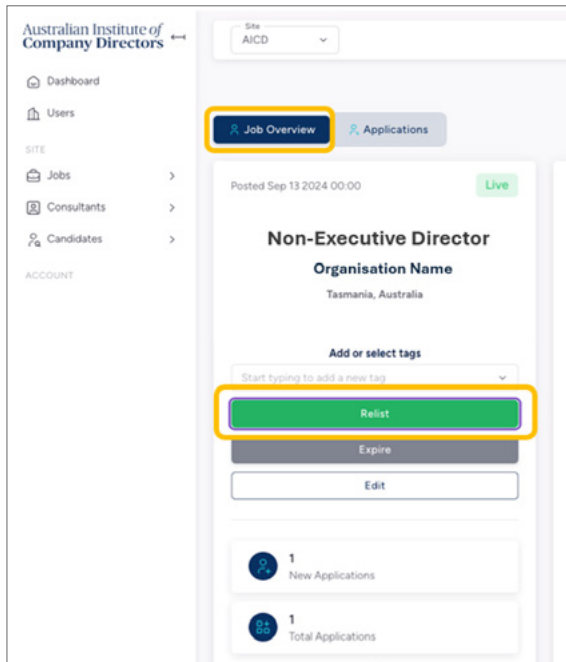

You will be prompted to confirm the unlisting action:

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.
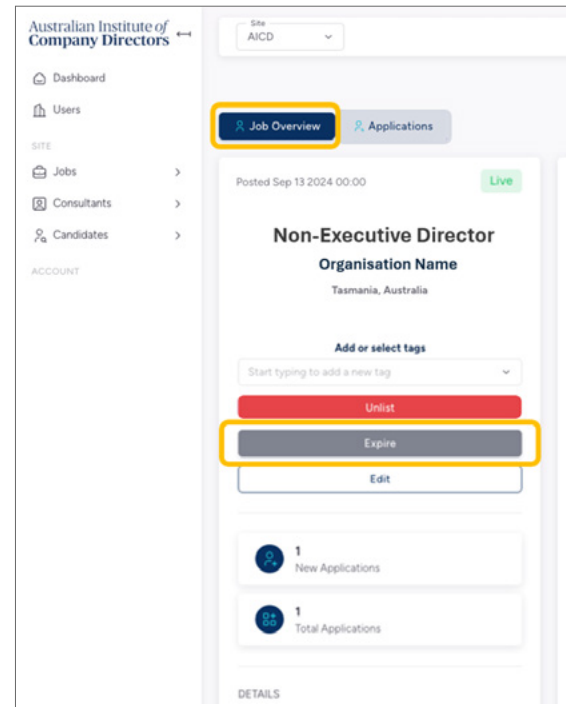

You will be prompted to confirm the relisting action.
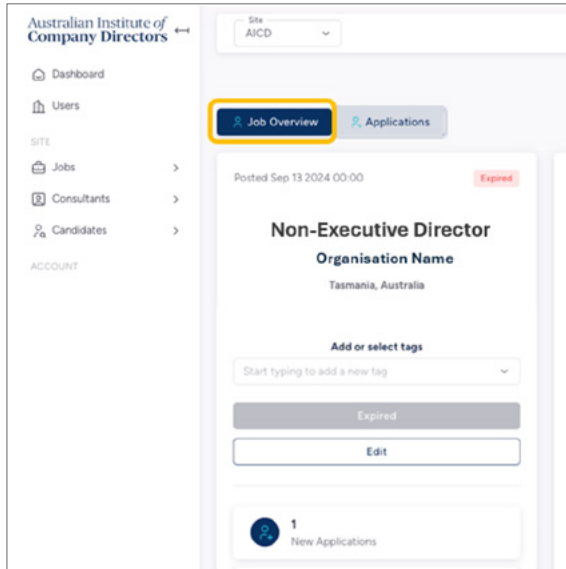
Expiring an opportunity

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:

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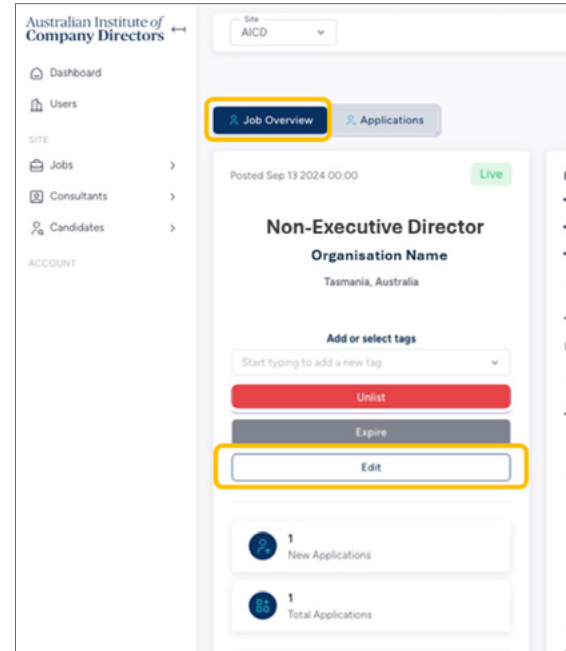

Editing an opportunity

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.

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**

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