Create the job ad (in SmartRecruit)

This guide applies to SmartRecruit. See [this guide](https://help.smartrecruiters.com/Post_and_manage_jobs/Create_a_job_-_SmartRecruit/Create_the_job_ad_(in_SmartRecruit)) for creating Jobs on SmartStart.

The first step to creating a new job is to create the job's ad. To get started, click **Create a Job** at the top of SmartRecruiters.

You'll start on the Create step and write the job's ad.

![Job Creation Interface](https://help.smartrecruiters.com/Post_and_manage_jobs/Create_a_job_-_SmartRecruit/Create_the_job_ad_(in_SmartRecruit))

- **JOBSITE**: Start typing your job title to view templates
- **STREET ADDRESS**: Enter job location
- **JOB AD LANGUAGE**: Select English or English (US)
- **COMPANY DESCRIPTION**: We provide industry-leading products and services for demolition.
- **JOB DESCRIPTION**: Describe the responsibilities and keys to success of the job
- **QUALIFICATIONS**: Describe the requirements and skills needed for the job
Choose Brand

By default, SmartRecruiters adds your company's default logo and language to each new job you create. Companies who've set up multiple brands or post jobs in different languages can select a different brand or language for each job post.

If you haven't set up additional Brands, or post job ads in only one language, you can skip this section.

If your company has configured multiple brands, click the Brand picker to change the ad's brand. If you create additional job ads for this job, they'll all have the same brand.
Enter job title

Enter the job's title. If you've previously posted jobs with similar titles, SmartRecruiters will show you a list of those jobs. If your administrator has saved a job template with a similar title, you'll see the list divided into sections.

- Select a job in the Use a Template section to copy over a job template, with job's ad and additional details.
- Select a job in the Copy a Job section to copy just the contents of that job ad.

Or, just press Tab or click outside of the Job Title field if you don't want to copy a previous job or template.
Enter job address

Start typing an address into the Location field. SmartRecruiters will search Google's Location API for similar results. Choose one

Alternatively, if you'd like to specify the location yourself, click Fill Manually.

SmartRecruiters' Google Jobs Search integration will use this address to estimate candidates' commute times, and add an interactive Google Map to the job ad.

SmartRecruiters does not currently support national jobs or remote jobs. Choose a location that's close to your office or to the target community for the posting. Also, avoid posting the same job in multiple locations. If you do, job boards may mark your job ads as spam and not publish your job.
Choose job ad language

To set the candidate-facing language of a job ad, choose it from the Job Ad Language list on the first step of the Job Posting Wizard, under Street Address).

It's a required field, so the default language is English. However, if you choose a different language, that language will be pre-selected on the next job you create.

Supported Languages

When posting a job, you can set the language of the ad in the following languages:

If you choose a language that is in both this list and the Candidate Experience list, we'll localize the section headers and buttons on the job ad, but not the text you or your team adds to the ad itself.
If you choose a language that is in this list and not in the Candidate Experience language list, such as Welsh, SmartRecruiters will not localize the job ad. Such languages have been added to support company who use our API to create custom career sites and application processes.

When a candidate views this job ad, parts of the ad and the application will be localized in that language.

The language of the job ad and application form are determined by the language chosen on the job ad, not the language of the candidate’s browser.
Write job ad

Next, it's time to add the bulk of the job ad's text.

If this is the first job you've created, enter a Company Description for your company using the rich-text editor. Each time you create a new job, SmartRecruiters will automatically populate this field with the description of the last job that you posted.

If you've copied a previous ad or job template,SmartRecruiters will fill the Job Description, Qualifications, and Additional Information sections. If not, just enter them here using the rich-text editors.

To see examples from other SmartRecruiters customers, click View examples. These examples will be selected based on the job title and location you've entered.

If you have any other information to add about the position or company, enter it into the Additional Information field. Just like with the company description, SmartRecruiters will automatically fill in information from the last job you posted.

If you have recruiting videos you'd like to include on your job ad, add YouTube links into the Add Video field. You can add as many videos as you'd like, but they must be hosted on YouTube.
Preview and save

Once you’ve filled out all the information:

- Click **Preview** to see the job ad as presented to your candidates.
- Click **Next** to fill out the job’s additional details, including custom job fields.

Admin and Extended users can check **Save this as a template** to create a template for the job. **Job templates** are an easy way to quickly create commonly posted jobs and their details.

Job information saved in a template

When you **create a job template**, it will save the following information and copy it into a job when selected:

- The **details of the job ad** (on the Create page of the Posting Wizard), including job title, company description, qualifications, additional information, and anything that was added on the Create step, except for location and brand.
- the **Board Performance fields** in the Details step, which are used by job boards to correctly classify your job ads.
  
  Templates do not save selections for your **job and org fields**.

- any **Interview Scorecards** that were added to the job that was saved as a template.