

How to Add a Job

In order to securely post a job, you will need to login to the IHG Franchise Portal using IHG's SSO.

1. Log in to the IHG Franchise Jobs Portal and go to the Job Board page.
The Job Board screen enables you to add and manage your job postings.

Jobs for Sample Intercontinental Hotel

Holiday Code: H0LPETER1
 Subscription Type: Unlimited Job Posting Subscription
 Subscription Expiration Date: 06 Feb 2020 (190 days left) [Extend Hotel's Current Subscription](#)
 Total job postings: 0

Sort by:

[+ Add New Job](#)

No Jobs Found

2. Click on Add New Job.

This form is used to add/edit job descriptions. It includes all fields needed to search for jobs on the IHG Career Search site. It is recommended that all fields are completed prior to publish a job posting.

Enter Job Information

Language 1	Language 2	Language 3
<p>Language:*</p> <input type="text" value="English"/>		
<p>Job Title (English)*</p> <input type="text" value="Job Title"/>		
<p>Job Category*</p> <input type="text" value="Select a Job Category"/>		

3. Select the language.

Job descriptions can be posted in 14 different languages. In fact, each individual job can be posted in up to 3 different languages. There are 3 language tabs to allow you to edit each language separately. Each language tab contains all of the fields for that language. This gives you the ability to post a job with the title, categories and job description in multiple languages.

Language:*

Italiano
Deutsche
English
Español
Français
Français (Canadien)
Indonesia
Italiano
日本語
Português (Brasil)
Русский
ไทย
Türkmen

Once the language is selected, be sure to enter the text for the Job Title in the language that you selected.

4. Enter the Job Title

The job title should be a complete job title for the position, in the selected language. Please avoid using abbreviations as candidates will be searching for terms found in the job description.

Job Title (English)*

5. Select a category and sub-category.

When you select a job category, the drop-down list for sub-category will appear, then select a sub-category for this jobs.

Job Category*

- Front Office
- Early Careers
- Engineering & Maintenance
- Finance
- Finance, Procurement, & Strategy
- Food & Beverage
- Front Office
- General Management
- Housekeeping
- Leisure & Lifestyle
- Sales, Marketing & Communications
- Sales, Marketing & Revenue Management
- Students & Graduates

6. Select an option for How to Apply

You have the option of having candidates apply via e-mail or through a website URL. As you create the job posting, select the option your candidates by clicking the appropriate button.

How to Apply*

Website URL

Email Address

Apply Url: (Please include complete URL to job application)

7. If you select Website URL, provide the complete website address where candidates can complete an application within your applicant tracking system. If you are using an applicant tracking system, this URL is usually specific for each job and contains a unique job identifier.

8. If you select Email Address, provide the email address to receive the job applications. In order to provide multiple Email addresses, separate them by semi-colons. “;”

I.E. email1@yourhotel.com; email2@yourhotel.com.

How to Apply*

Website URL

Email Address

Email Address: (To include multiple emails put a ";" between each email address)*

9. Enter text for “About Us”

Job descriptions on the IHG Careers Search site are broken into 4 separate sections, “About Us”, “Your Day-to-Day”, “What We Need From You” and “What We Offer”. For consistency, it is strongly suggested that you follow this format for all of your job descriptions and complete each field. Of course, each of these fields should be provided in the language that was selected above.

About us: (English)

↶ ↷ **B** *I* ☰ ☷ ☹ ☺ <>

10. Enter text for “Your Day-to-Day”

Your day to day: (English)

↶ ↷ **B** *I* ☰ ☷ ☹ ☺ <>

11. Enter text for “What We Need from You”

What we need from you: (English)

↶ ↷ **B** *I* ☰ ☷ ☹ ☺ <>

12. Enter text for “What We Offer”

What we offer: (English)

↶ ↷ **B** *I* ☰ ☷ ☹ ☺ <>

Each one of the sections contains formatted HTML text. You can format the text with options such as **BOLD** or *italics*. You can also create bulleted lists and indent each paragraph.

If you copy and paste text from another system, such as Microsoft Word, the formatting will be preserved. Excessive formatting is discouraged. You should try to provide a job description that is simple and consistent with other job descriptions on the site. If you prefer to edit the HTML directly, you can use the “<>” button to open up the edit HTML window. You should only do this if you are very familiar with HTML syntax.

13. Save as Draft

If you save the job description as a draft, you will be able to review it before publishing. Remember, you must complete all required fields before the draft can be saved.

SAVE DRAFT **SAVE AND PUBLISH**

14. Add the job in another language

If you want to post a job description in multiple languages you can click on Language 2, to bring up another language tab. On this tab, repeat steps 3-12 to add the details of the job title, category and description in another language. You can post the same job posting in as many as 3 languages.

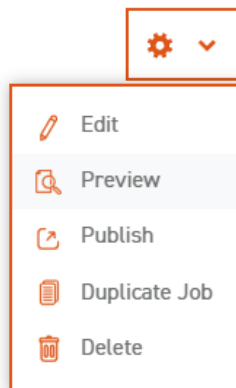
Enter Job Information

The screenshot shows a form titled "Enter Job Information" with three tabs: "Language 1", "Language 2" (which is active and highlighted in orange), and "Language 3". Below the tabs is a red button labeled "CLEAR THIS LANGUAGE". Underneath is a "Language:*" label and a dropdown menu with the text "SelectLanguage" and a downward arrow.

Use the “Clear This Language” button to remove the job description for the current language.

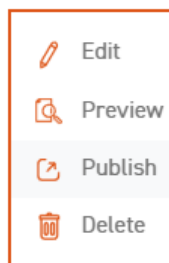
15. Preview the Job Posting

On job board screen, next to each job title is a drop-down menu. From the menu next to each job title, select the preview button.



The preview of the job description will open in a new window and display a preview of how your job will appear on careersearch.ihg.com.

16. Publish the Job Posting



In order to publish a job, you will need to purchase a single job posting or a subscription. When you attempt to publish a job without a subscription, you will be prompted to purchase the job posting or subscription. See the other help documents that cover purchasing Pay-per-Post and unlimited subscriptions.