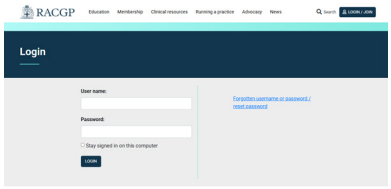
recruitGP User guide – cheat sheet

Step-by-step guide

1. www.racgp.org.au/recruitGP
2. 

3. Select category
   - Position
   - Premises and equipment
4. Type *
   - GP Position
   - Locum
   - Other
5. Hours *
   - Full Time
   - Part Time
   - Casual
   - Contract
   - Other
6. Type *
   - Equipment For Sale
   - Practice for sale
   - Practice Room for Lease
   - Other

Enter description

(Fields marked with * are mandatory)

7. Title of advertisement *
8. Summary * (Max 200 characters)
9. Main description * (Max 2000 characters)
10. Contact Details

    Preferred contact details about the advertised position

    (Fields marked with * are mandatory, all fields can be overwritten)

    Title: Miss

    First name *: Georgina

    Surname *: Birdger

    Street name and number: 100 Wellington Parade
11. Select Publishing Date

    Publishing date

    We endeavor to publish your advertisement within three working days of the submission date, and will remain on recruitGP for 30 days.

    OR

    Select future publishing date

    Click here to defer the publishing date
12. By submitting an advertisement to recruitGP, you are entering into an agreement with the RACGP governed by those recruitGP Conditions. You are also indicating to us you have read and understand the Terms and Conditions and Privacy Statement.

    I have read and accept the recruitGP Conditions
13. Yes, I am posting the listing on behalf of an Aboriginal Community Controlled Health Service

    PREVIEW

Submitting an ad

1. Go to www1.racgp.org.au/recruitgp/home and click 'Post an advertisement'
2. Enter your username and password, then click 'Log in'

If you're already logged in, you'll be taken directly to create a new ad. If you're not a member, contact RACGP Member Services on 1800 472 247 for help setting up your log in details.

3. Select the category of your ad: 'Position' or 'Premises and equipment'
4. Select the 'Type' of position
5. Select the 'Hours' for the position
6. If you've selected 'Premises and equipment', select the type of premises or equipment
7. Enter the 'Title of advertisement'
8. Enter your 'Summary'

The 'Summary' is a short description of your ad and will be visible on the recruitGP landing page.

9. Enter your 'Main description'

The 'Main description' is where you enter the full details of the position you're advertising. You can format the text in both fields using the buttons above each field.

10. Enter your 'Contact details'

The 'Contact details' will default to the logged-in member. If the contact person is different, update accordingly. Only fields marked with an asterisk are mandatory. The street address won't be displayed on the advertisement. Changing these details won't update the RACGP member database.

11. If you'd like your ad published immediately, leave the 'Publishing date' checkbox blank. To delay publication, select the checkbox and enter your preferred date
12. Accept the recruitGP Conditions by selecting the checkbox. If you're posting on behalf of an Aboriginal Community Controlled Health Service, select the relevant checkbox
13. Click 'Preview' to see how your ad will appear. If you're happy to proceed, click 'Submit'. To make changes, click 'Back'

If a non-member is submitting the ad, a pop-up box will appear to complete online payment. Otherwise, your ad will be submitted to the RACGP for publishing.

14. You'll receive an email with a copy of your submitted ad
15. Once Member Services has published your ad, you'll receive another email confirming it's live. Ads run for 30 days

Renewing an ad

At the end of your 30-day listing, you can renew your ad for a further 30 days by resubmitting it online, calling the RACGP on 1800 472 247 or emailing recruitgp@racgp.org.au for Member Services to process.

Non-members will need to resubmit the ad online and complete payment.

Remove your ad

If you'd like your ad removed from the website, contact the RACGP on 1800 472 247 or email recruitgp@racgp.org.au for Member Services to process.

RACGP

ID-9332