QUICK START GUIDE

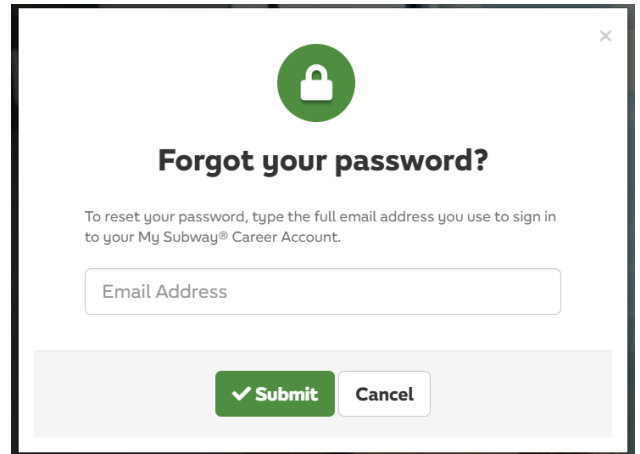## Logging in for the first time

This section explains how users will be able to login to the new My Subway® Career platform (https://login.mysubwaycareer.eu) for the first time.

1. 'Forgot Password' email

You will be sent a 'Forgot Password' email from the new My Subway® Career platform. Follow this link and enter your email address in the box and click 'Submit'.

Important: Make sure you enter the email address which received the email from My Subway® Career.
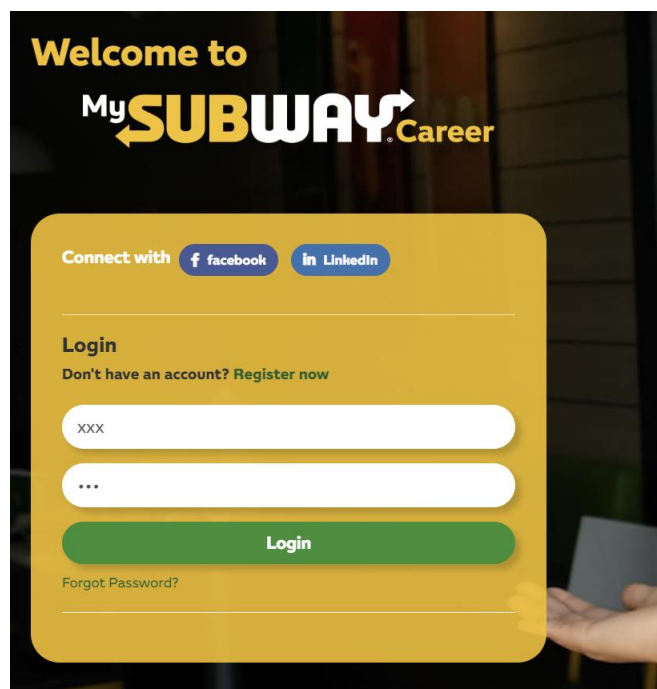

2. Create New Password

You will then be sent another email asking you to create a new password. Follow this link and enter a new password. Your new password must be at least 8 characters long and contain at least one number.

3. Login Screen

Once you have created and saved your new password you will be taken to the login screen where you can login using your username and new password. Your username is your email address.

After logging in you will be taken to the My Subway® Career **Dashboard**.
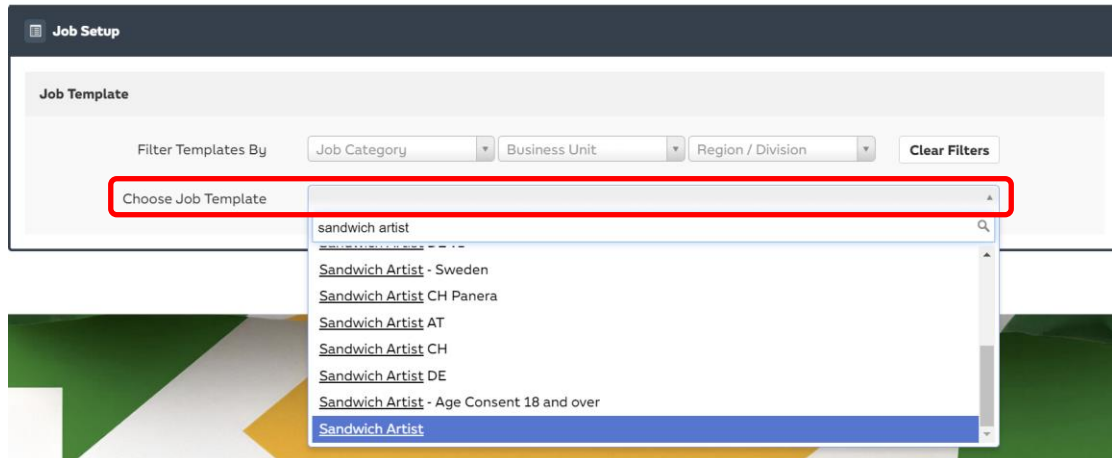
HOW TO CREATE AND PUBLISH A JOB VACANCY

To create a new vacancy within My Subway® Career, click on Jobs in the top navigation menu and select **Add New Job**
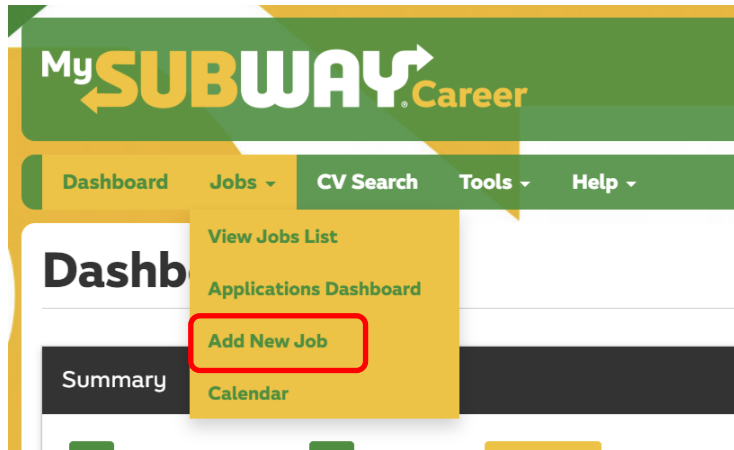
1. Job Templates
To create a new job post you will need to select one of the templates from the dropdown menu:
• Sandwich Artist
• Store Manager
• Team Member

2. Franchise Organisation
Once you have selected a template, you will need to select the relevant store that this vacancy should be assigned to.
Click on the dropdown and select one of your store(s) from the list:
Important Information - If any store information is missing or incorrect, please contact support@ipcemea.org.

3. Job Details

There are several fields in this section. Some of these are locked (as they have been pre-defined by your choice of template) and cannot be edited shown with a 🔒 , whilst others need to be completed shown with a *

Assign a store for this job

Store Number * | Organisation Subway ▾

Job Details

Job Title * 🔒 | Sandwich Artist

Job Reference * | subwayipc/TP/794672/23252

Select Language 🔒 | English

Number of Positions * | 1

Job Category * 🔒 | Sandwich Artist

Working Hours |

Contract Type * | Full Time ⌄

Contract Details |

Salary currency | Please select ⌄

Salary * | From | To

Salary frequency * | Annual ⌄

Salary Text |

Country * | United Kingdom ⌄

Location * |

Post / Zip Code 🔒 |

Job Advert Map 🔒 | Hide Map

Cost centre 🔒

4. Assign roles for this job & Job Notifications

If there are more than one role set up in My Subway Career you can assign the right people in this section if you wish to by either selecting the name or selecting Assign more roles to the job.

Assign roles for this job

Job Hiring Manager	Sam Brooks	⌃ Assign more roles for this job
Job owner	Sam Brooks	
Job resourcer	Sam Brooks	
Job recruiter	Sam Brooks	
HR Divisional contact	Sam Brooks	

You can also set up an email address to receive notifications of a candidate applying with a CV attached to the email. You can do this by entering the email address under Job Notifications

Job Notifications

Email on application

Send candidates CV to the above email address any time somebody applies for this job.

5. Job Dates

In the next section you can set starting and ending dates to your job post. Simply select the dates you wish your post to start and end using the highlighted field below. (we recommend no more than two weeks to keep the post as visible as possible in the indeed integration).

Job Dates

Valid From Date* 20 Dec 2023   Visible to* 🔒 Everyone

🔒 ☐ Evergreen job (it will not expire)

Expiry Date* 19 Jan 2024

Once happy, click next in the bottom right of the screen.

Cancel   Save   Next

6. Job Description

Job Editor

Job Details — Job Description — Publish to Job Boards — Interview Slots

All the fields on the **Job Description** screen have been pre-populated based on the template selected. All fields are locked to ensure that job descriptions are standardised and consistent. Scroll down to the bottom of the page and click "Next"

Additional Screen - Create / Edit Interview Slots - Please do not use this feature (as it is currently disabled). Your job has been published. Interview details can be entered in an email when you progress a candidate to the interview stage (via the Applications Dashboard).
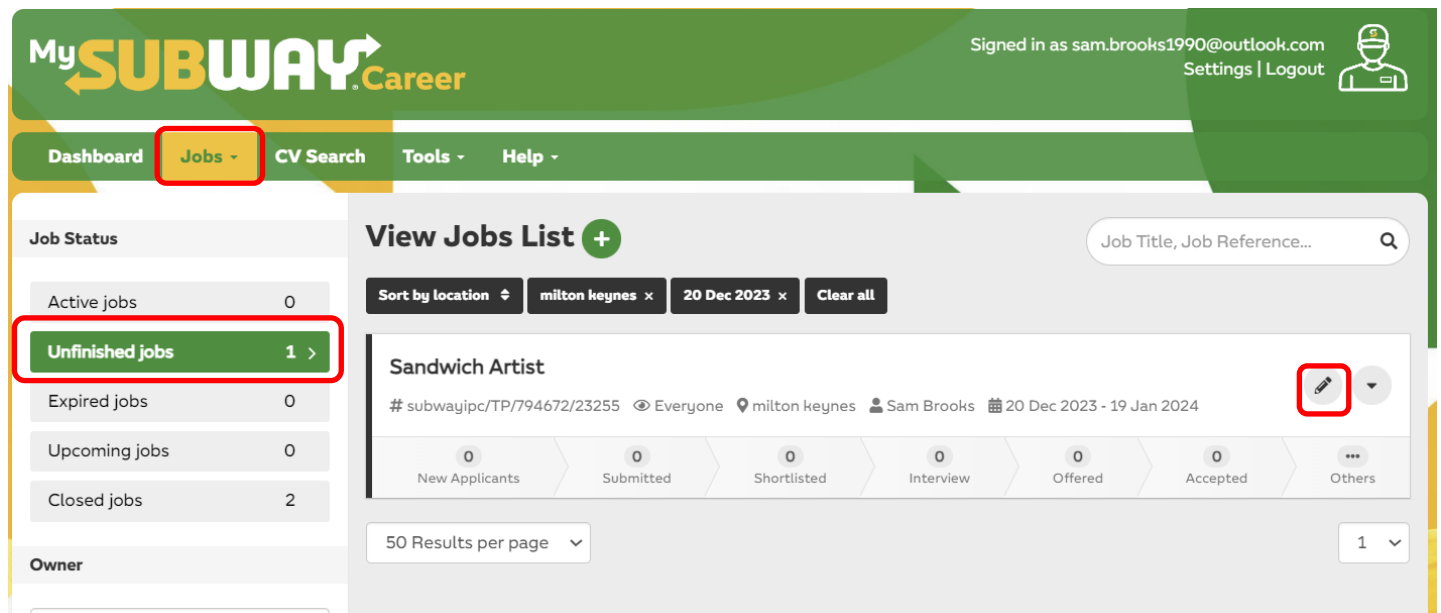Click any menu in the navigation bar or click cancel at the bottom of the page and you will be redirected to your Job List, where you can view the published job.

If you want to save your progress and come back later you can do so by pressing save at the bottom of the page. You can find all unfinished jobs under the job list. Found in the drop-down menu in jobs. Press the pencil in the right of the job to   start editing again.

Cancel   Save   Next

HOW TO VIEW YOUR JOBS

The Job List (found under the Jobs tab) displays all jobs created, organized into tabs by status (active, expired, unfinished, shared and closed). The Jobs List will be displayed with the **My Active Job Posts** opened as default.

Each tab will display details of the relevant jobs and application information. It is possible to preview, edit, un-publish, delete, close and re-open jobs from these tabs. There is also a search facility.
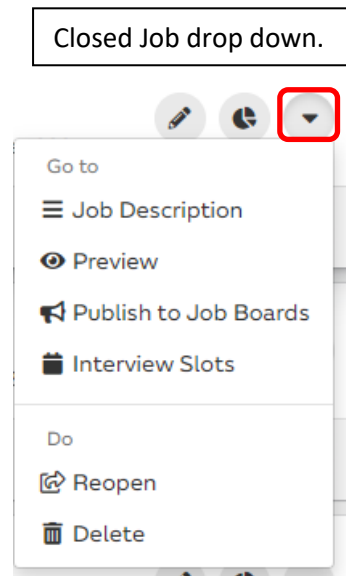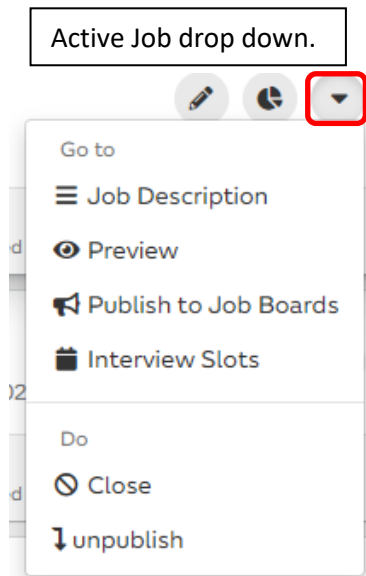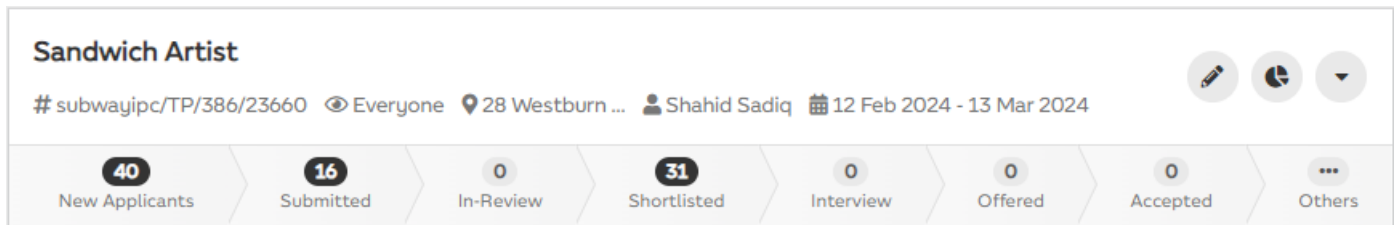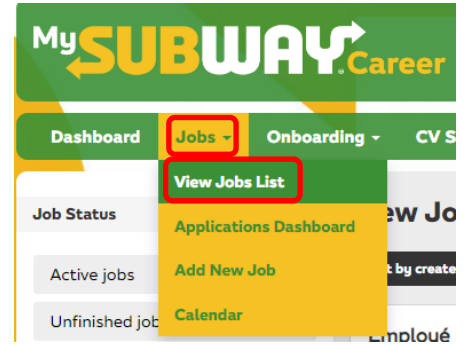
1. View and Sort Jobs

Jobs will be listed in descending order of creation date and each page will list up to 10 jobs per page by default. If more than 10 jobs are returned, additional pages can be viewed by clicking on the page number icons displayed under the list. The page displayed will be indicated by the page number icon appearing highlighted at the bottom of the list.

The data can be sorted by **Created time**, **Job Title, Location, Open Date** and **Expiry Date**. To do this, click on the black icon under icon located under the 'View Jobs List' Header
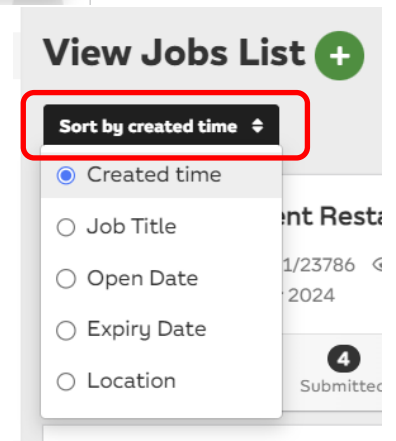
Options

The following option icons will be present for each listed job:

- **Job Description** – click to view the full job description
- **Preview** – Click to view the job post (further options to print and manage alerts are found on this page
- **Edit** – click to edit the job in the job editor
- **Interview Slots** – Click to manage and create interview slots for the job post
- **Close** – click to close the job. Click OK on the pop-up to confirm. Candidates will not be able to search or apply for the job unless it is re-opened. If using this option when a job is already closed, it will be permanently deleted
- **Unpublish** – click to un-publish an active job post. Click OK on the pop-up to confirm. Candidates will not be able to search or apply for the job unless it is re-published (by editing the job post within the Job Editor)
- **Publish** – Publishes the job to the My Subway® Career website

Labels will be displayed by hovering the mouse over the marker icons.