

Create a Job Board in WordPress

Job boards allow people to find jobs and companies to post their own job listings.

Setting up a Job Board in WordPress

The first thing you need to do is install and activate the [WP Job Manager](#) plugin.

Upon activation, you will need to create a few pages that the plugin will use to display different sections of your job board.

On each page, you just need to enter a title and then add a short code.

Let's get started. The first page we're going to create will be for jobs. Simply create a new page and enter Jobs in the title field. In the content area, you need to add a short code block and paste the following short code inside it:

[jobs]



After adding the short code, click on the publish button to save your changes.

Next, you will need to repeat the process to create a 'Submit Job Listing' page and add the following short code:

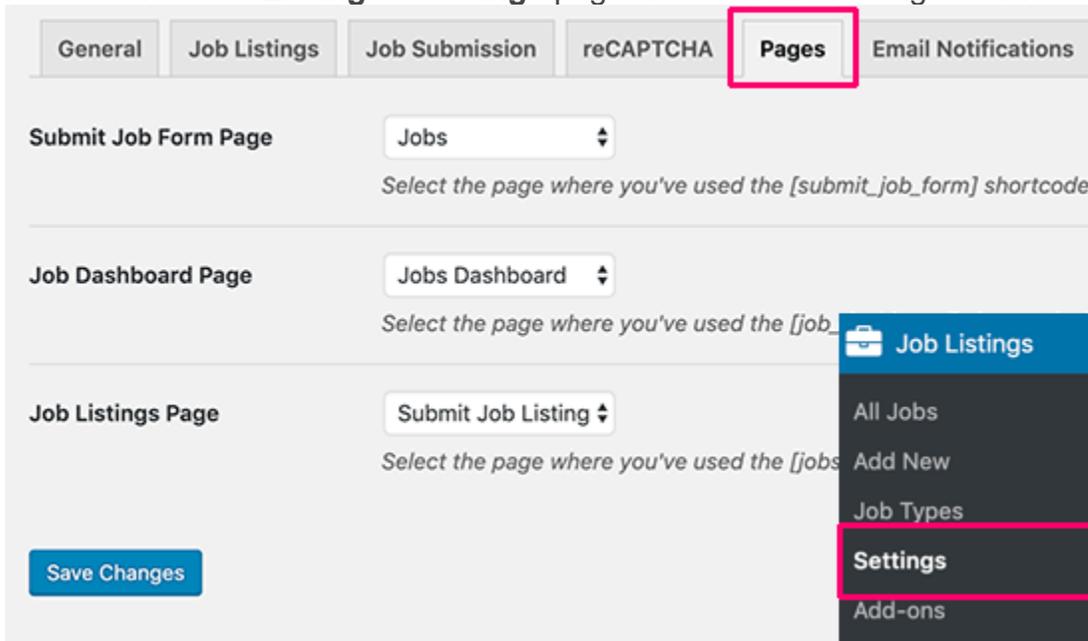
[submit_job_form]

Lastly, you need to create a 'Jobs Dashboard' page and enter the following short code in the content area:

[job_dashboard]

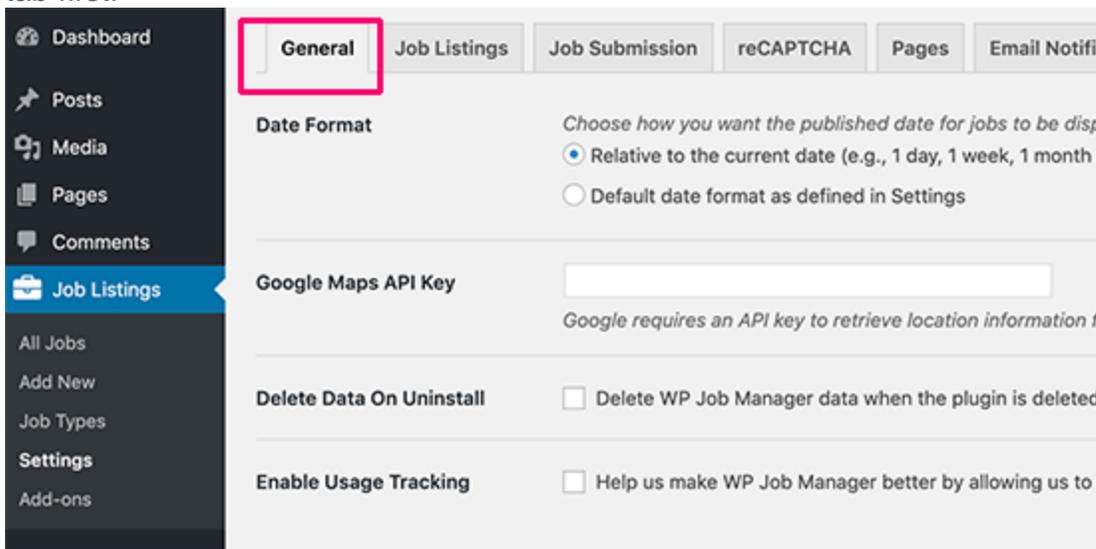
Now that you have created all the required pages, let's move on to plugin's settings.

Head over to **Job Listings » Settings** page and click on the 'Pages' tab.



From here, you need to select the pages you have created earlier and then click on the save changes button to store your settings.

After that, you need to review other settings on the page. Let's start with the 'General' tab first.



On the general page, you can select the date format, add Google Maps API key, or delete data when you uninstall the plugin.

Note: Google Maps API key requires you to provide billing information, and you will be charged based on your usage. If you don't want to use Google Maps API, then you can leave this option unchecked.

After that, you can switch to the 'Job Listings' tab. There are a number of options on this page to control the display and features available for job listings. You need to review and adjust them to your own requirements.

General	Job Listings	Job Submission	reCAPTCHA	Pages	Email Notifications	Paid Listings
Listings Per Page		<input type="text" value="10"/>				
		<i>Number of job listings to display per page.</i>				
Filled Positions		<input type="checkbox"/> Hide filled positions				
		<i>Filled positions will not display in your archives.</i>				
Hide Expired Listings		<input type="checkbox"/> Hide expired listings in job archives/search				
		<i>Expired job listings will not be searchable.</i>				
Hide Expired Listings Content		<input checked="" type="checkbox"/> Hide content in expired single job listings				
		<i>Your site will display the titles of expired listings, but not the content of the listings. Otherwise, expired listings will be searchable in the application area.</i>				
Categories		<input type="checkbox"/> Enable listing categories				
		<i>This lets users select from a list of categories when submitting a job. Note: an admin has to create categories.</i>				
Multi-select Categories		<input type="checkbox"/> Default to category multiselect				
		<i>The category selection box will default to allowing multiple selections on the [jobs] shortcode. With this option checked, only one category will be selected when submitting jobs.</i>				
Category Filter Type		<i>Determines the logic used to display jobs when selecting multiple categories.</i>				
		<input checked="" type="radio"/> Jobs will be shown if within ANY selected category				

Similarly, you can control the job listings submissions by switching to the 'Job Submission' tab. From here, you can control new account settings, submission moderation, edit controls, and more.

General	Job Listings	Job Submission	reCAPTCHA	Pages	Email Notifications
Account Required	<input checked="" type="checkbox"/> Require an account to submit listings <i>Limits job listing submissions to registered, logged-in users.</i>				
Account Creation	<input checked="" type="checkbox"/> Enable account creation during submission <i>Includes account creation on the listing submission form, to allow non-</i>				
Account Username	<input checked="" type="checkbox"/> Generate usernames from email addresses <i>Automatically generates usernames for new accounts from the registr</i>				
Account Password	<input checked="" type="checkbox"/> Email new users a link to set a password <i>Sends an email to the user with their username and a link to set their p address won't be verified.</i>				
Account Role	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Employer</div> <i>Any new accounts created during submission will have this role. If you method of assigning roles will apply.</i>				

To protect your website against automated spam, you need to switch to the reCaptcha tab and enable it by adding the API keys. You will find a link to generate the required API keys next to each option.

General	Job Listings	Job Submission	reCAPTCHA	Pages	Email Notificatio
Field Label	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Are you human?</div> <i>The label used for the reCAPTCHA field on forms.</i>				
Site Key	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> <i>You can retrieve your site key from Google's reCAPTCHA admin</i>				
Secret Key	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> <i>You can retrieve your secret key from Google's reCAPTCHA adr</i>				
Job Submission Form	<input type="checkbox"/> Display a reCAPTCHA field on job submission form. <i>This will help prevent bots from submitting job listings. You must</i>				

WP Job Manager also sends notifications to site administrators and users. You can control them under the 'Email Notifications' tab.

General Job Listings Job Submission reCAPTCHA Pages **Email Notifications**

Select the email notifications to enable.

Admin Notice of New Listing
Send a notice to the site administrator when a new job is submitted on the frontend.

Format

Send plain text email
 Send rich text email

Admin Notice of Updated Listing
Send a notice to the site administrator when a job is updated on the frontend.

Format

Send plain text email
 Send rich text email

Bonus tip: we recommend using the WP Mail SMTP plugin to fix the common WordPress not sending email issue.

Once you are done, don't forget to click on the save changes button to store your settings.

Adding New Job Listings

Depending on your settings, logged-in users can submit jobs directly from Submit Jobs page you created earlier.

Submit Job Listing

Your account You are currently signed in as peter. [Sign out](#)

Job Title

Location (optional)

Leave this blank if the location is not important

Job type

Description

B *I*

As an **administrator**, you can directly add jobs from the WordPress admin area. Simply go to the **Job Listings » Add New** page and provide a title, description, and the job type for the job listing you are adding.

After entering the title, description and choosing a job type, you need to scroll down to Job Listing Data section. There you can provide more information about the job such as location, application email or URL, company information, company logo, job listing expiration date, etc.

Job Data

Posted by: #1 - Peter

Location: [?]

Application Email or URL: [?]

Company Name:

Company Website:

Company Tagline:

Company Twitter:

Company Video:

Position Filled
 Filled listings will no longer accept applications.

Featured Listing
 Featured listings will be sticky during searches, and can be styled differently.

Listing Expiry Date:

After filling the job listing data, you can preview the job by clicking on the preview button.

After that you either add more details if you need to or simply click on Publish button to post the listing.

To manage existing job listings, you need to go to **Job Listings » All Job Listings** page in the WordPress admin area.

There you will be able to see all the job listing posted on your job board. You can click on the pencil icon to edit a job listing, see the filled jobs, and delete existing job listings.

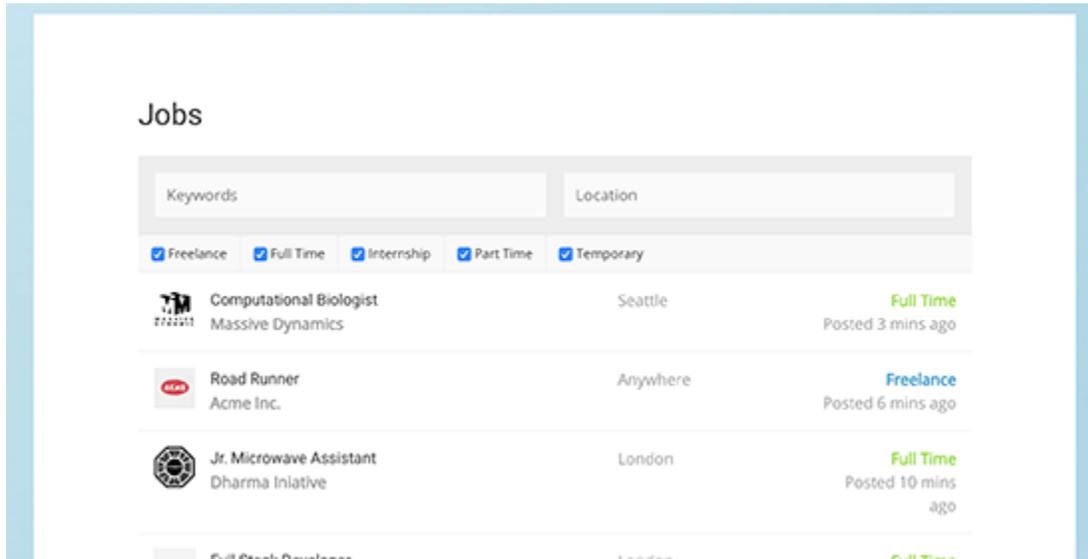
Jobs

All (4) | Published (4)

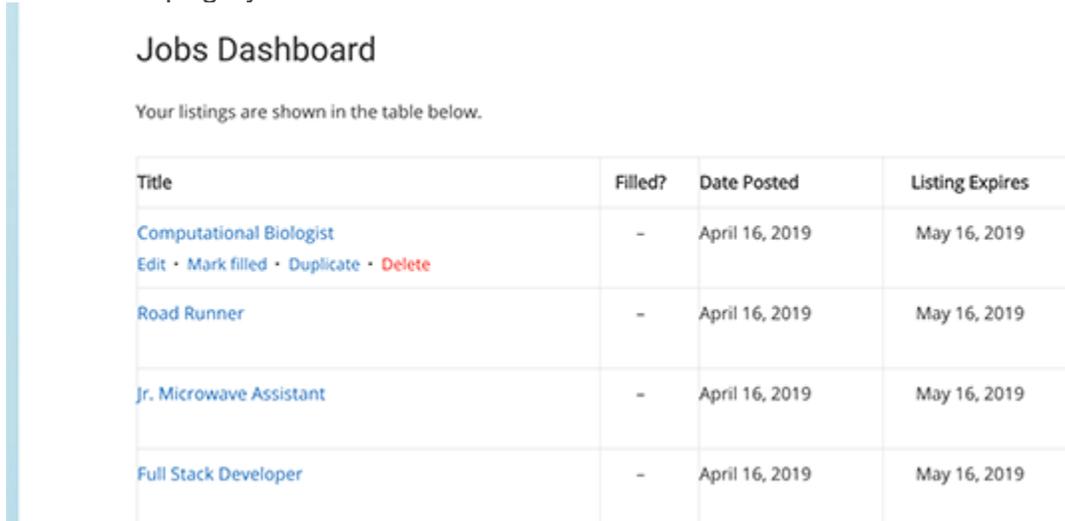
Bulk Actions All dates

<input type="checkbox"/>	Position	Type	Location	<input type="button" value="i"/> Posted
<input type="checkbox"/>	Computational Biologist Massive Dynamics	Full Time	Seattle	<input checked="" type="checkbox"/> April 16, 2019 by Peter
<input type="checkbox"/>	Road Runner Acme Inc.	Freelance	Anywhere	<input checked="" type="checkbox"/> April 16, 2019 by Peter
<input type="checkbox"/>	Jr. Microwave Assistant Dharma Initiative	Full Time	London	<input checked="" type="checkbox"/> April 16, 2019 by Peter
<input type="checkbox"/>	Full Stack Developer	Full Time	London	<input checked="" type="checkbox"/> April 16, 2019 by Peter
<input type="checkbox"/>	Position	Type	Location	<input type="button" value="i"/> Posted

Your website visitors will be able to view all job listings by visiting the jobs page you created earlier.



Logged in users will also be able to manage their job listings by visiting the jobs dashboard page you created earlier.



Adding Paid Job Listings

You may have seen several reputable sites adding a job board to generate extra revenue from their website. If your blog has a good reputation among industry peers, then companies wouldn't mind paying a small fee to get their job posting listed on your site.

To enable this feature, you will first need to install and activate the **Simple Paid Listings** plugin.

It is a paid add-on for WP Job Manager and allows you to accept payments for job listings using PayPal or Stripe.

Upon activation, you need to visit **Job Listings » Settings** page and switch to the 'Paid Listings' tab.

The screenshot shows the 'Paid Listings' settings page. The top navigation bar has tabs for General, Job Listings, Job Submission, reCAPTCHA, Pages, Email Notifications, and Paid Listings. The 'Paid Listings' tab is highlighted. The settings are as follows:

- Listing Cost:** 5.00. Below the input field, it says: "Enter the cost of new listings, excluding any currency symbols. E.g. 9.99".
- Currency Code:** USD. Below the input field, it says: "Enter the currency code you wish to use. E.g. for US dollars enter USD. Your gateway".
- Payment Gateway:** PayPal Standard. Below the dropdown, it says: "Choose the gateway to use for paid listings. If using Stripe you need to do this."
- PayPal Email:** [Empty input field]. Below it, it says: "Your PayPal email address."
- PayPal Identity Token:** [Empty input field]. Below it, it says: "Optionally enable 'Payment Data Transfer' (Profile > Website Payments Settings)".

On the right side, there is a sidebar menu with the following items:

- Job Listings (with a briefcase icon)
- All Jobs
- Add New
- Job Types
- Settings (highlighted with a red box)
- Add-ons

On this tab, you can choose your preferred payment gateway and provide API information.

Note: You will need to enable SSL / HTTPS on your website to receive payments.

Do I Need an SSL Certificate for My WordPress Website?

SSL / HTTPS is recommended for all websites on the internet. However, it is absolutely required for all websites that collect user information like login details, payment information, credit cards, and more.

If you are running an e-commerce store, a membership website, or require users to login, then you need to get an SSL certificate right away.

Most online payment services require your website to use SSL/HTTPs before you can receive payments.

A lot of website owners are reluctant to use SSL due to the additional cost. This left many small websites vulnerable to data and information theft. Apart from security, SSL certificate also creates a positive impression of your brand among your users. Google also recommends using SSL, and research shows that SSL-enabled websites rank slightly higher in search results.

Last but not least, if your website is not using an SSL certificate, then Google Chrome will show your users that your website is not secure.

How Can I Get an SSL Certificate for Free?

The purpose of this certificate authority is to make it easier for website owners to get a free SSL certificate. Internet becomes a safer place if more and more websites start using SSL.

Here are the top WordPress hosting companies that offer free SSL certificate with their hosting plans.

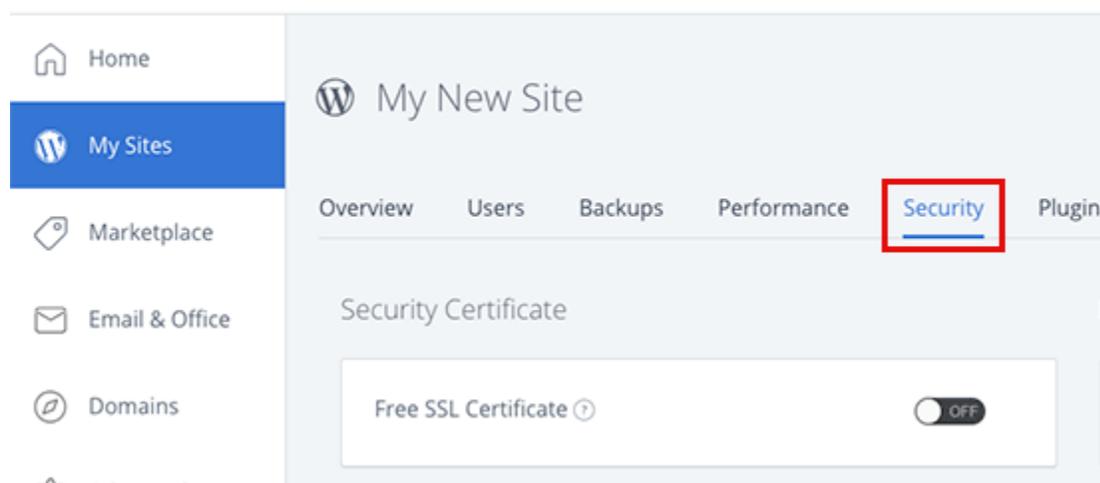
- Bluehost
- SiteGround
- HostGator
- WPEngine
- Dreamhost
- InMotion Hosting
- GreenGeeks
- iPage

- Liquid Web

If you are already using one of these companies, then you can turn on your free SSL certificate from your hosting dashboard. Simply login to your hosting account's cPanel dashboard and scroll down to the 'Security' section.



Bluehost users will find the free SSL option by visiting My Sites » Manage Site page. From here, you can switch to the security tab and turn on free SSL certificate for your website.



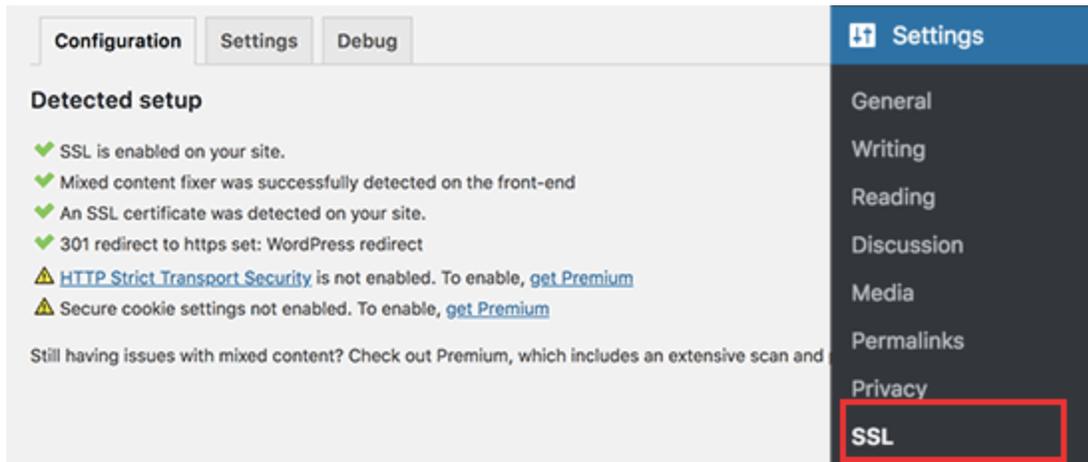
Depending on your hosting company, your web hosting control panel may look different than the screenshot above. If you are having trouble locating the free SSL option, then you can ask your hosting provider to enable it for you.

If your web hosting company does not offer free SSL, then you can easily follow our guide to switch your hosting and move your sites to one of the companies above.

Installing Free SSL Certificate and Setting up WordPress

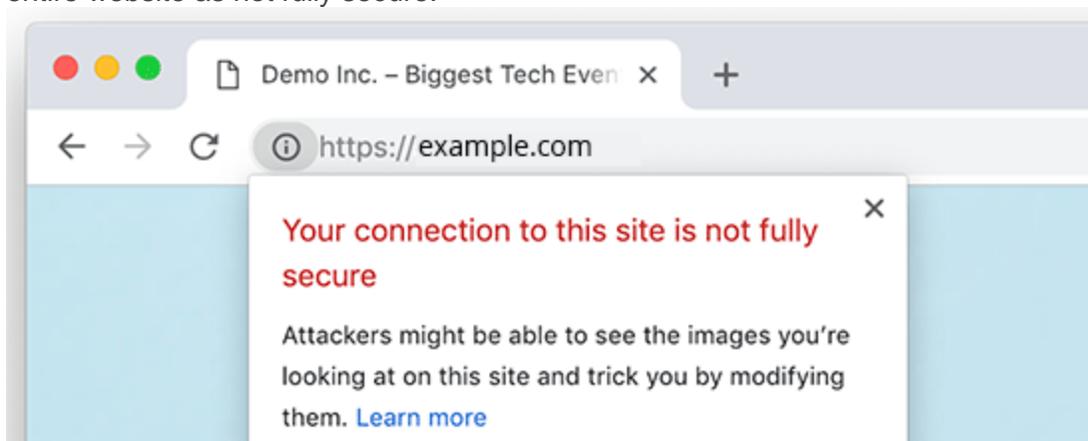
Once you have enabled your free SSL Certificate, you will need to set up WordPress to start using HTTPS instead of HTTP in all your URLs.

The easiest way to do this is by installing and activating the Really Simple SSL plugin on your website. For more details, see our step by step guide on how to install a WordPress plugin. Upon activation, the plugin will check to see if your SSL certificate is enabled. After that, it will turn on HTTP to HTTPS redirect and change your website settings to start using SSL/HTTPS.



To make your website completely secure, you need to make sure that URLs of your website are loading using the HTTPS protocol. Really Simple SSL plugin does that automatically by fixing the URLs when the page loads.

Even if a single URL still loads using the insecure HTTP protocol, then browsers will treat your entire website as not fully secure.



To fix these URLs, you will need to use your browser's inspect tool to find them and then replace them with the correct HTTPS URLs. For more on this, see our tutorial on how to fix mixed content error in WordPress.

Really Simple SSL Plugin makes it super easy to set up free SSL certificate in WordPress. That's why we recommend it for all beginners. However, it catches insecure URLs when the page loads, which increases your page load time a little bit. This is why advanced users who are concerned about WordPress speed uses the manual method to setup their free SSL certificate. We have created detailed step by step instructions to help you properly switch WordPress from HTTP to HTTPS (which shows both the manual method and the plugin method).