

02

Publishing Job Positions

Odoo 19 Enterprise • Online Jobs

Control which positions are visible on your careers page.

1 Publish a position

Recruitment → **Jobs** → (position) → **Published**

Open any job position in Recruitment. Toggle the Published switch to make it visible on the website careers page. The position shows its title, department, job summary, and an Apply button. Unpublish positions when they are filled – they are removed from the careers page but kept in the system.

JOB POSITION PUBLIC FIELDS

Job Title *	Shown as the position name on the careers page.
Job Summary	Public description shown to candidates – include responsibilities, requirements, and why they should join.
Department	Shown to candidates for context.
Location	Office location or Remote.
Expected New Employees	Number of openings for this position.

2 Application form

Candidates complete an application form on the website. Standard fields: name, email, phone, LinkedIn profile, resume upload, cover letter. Add custom questions in Recruitment > Configuration > Job Positions > Application Form – e.g. "Years of relevant experience", "Notice period", "Expected salary". Answers are stored on the application record.