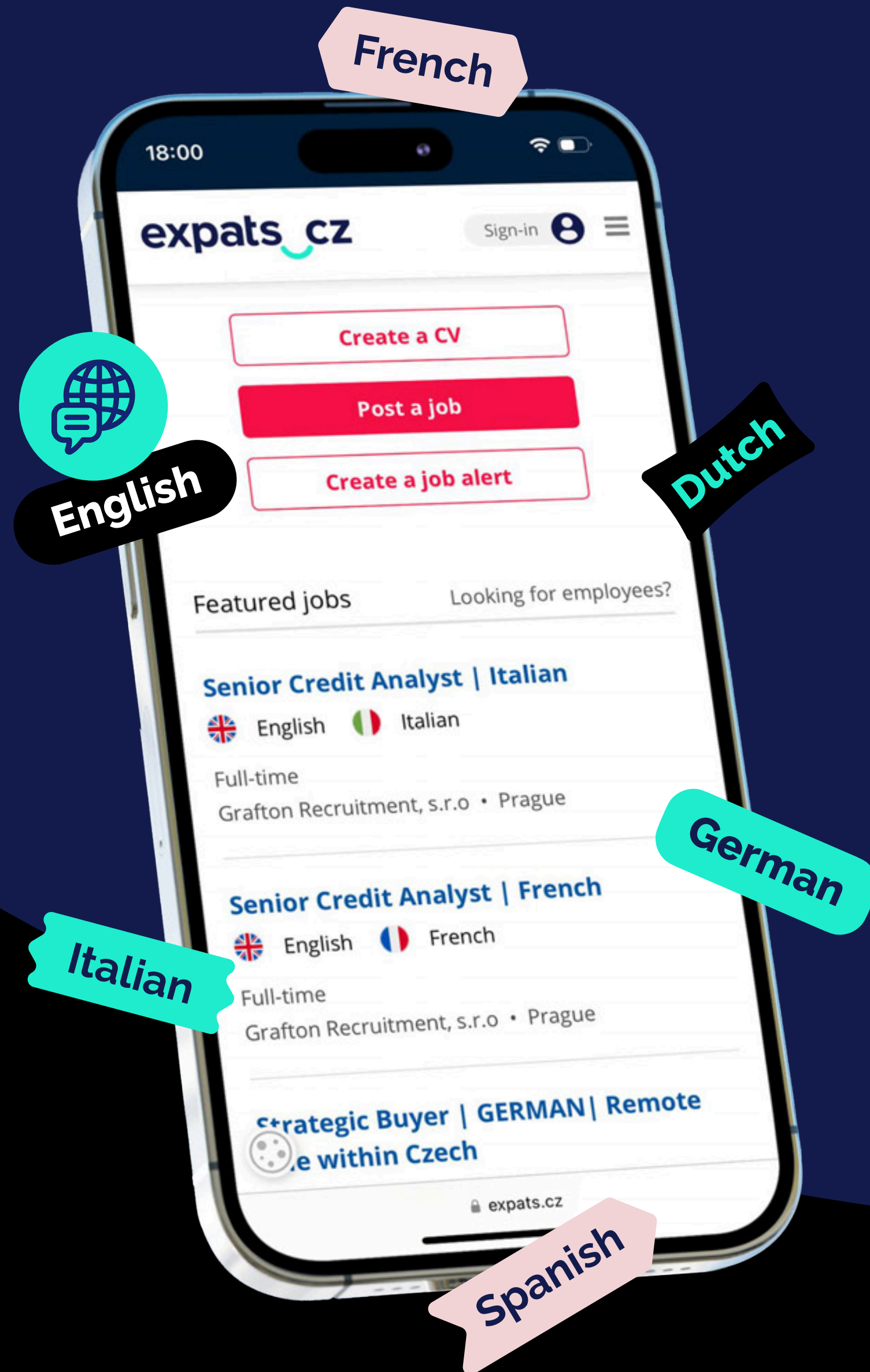# expats_cz

Job Posting Manual

2025

expats_cz jobs platform

A proven and successful way to recruit candidates in the Czech Republic who speak different languages, including English, German, French, Italian, and other European and world languages.

Our growing media network publishes over **150 articles monthly**, allowing us to attract many potential new job candidates through engaging topics. The perfect mix of timely content and relevant opportunities gives the **Expats.cz Jobs platform** a powerful edge on the market.
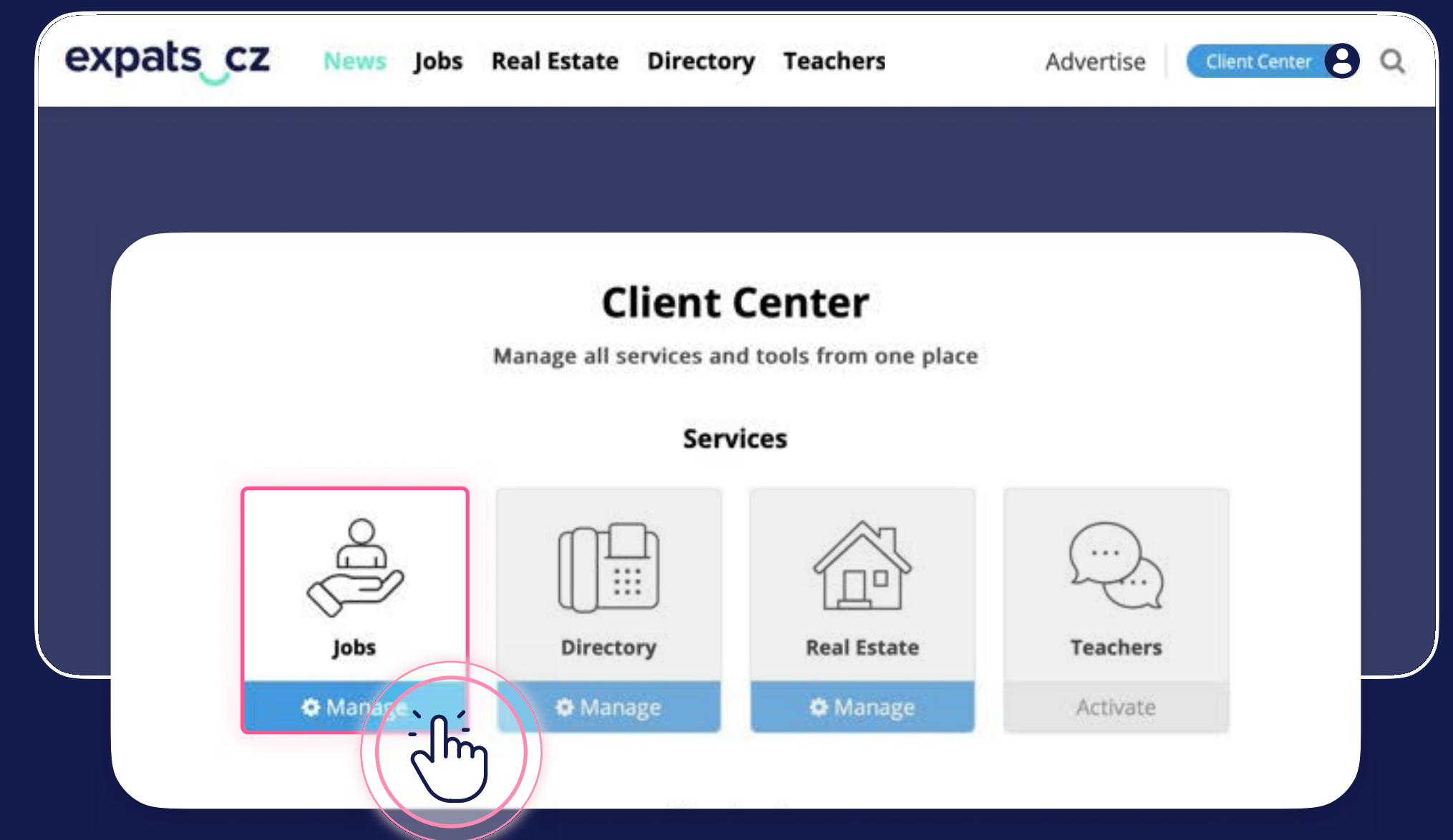
How to get started

Step 1

Sign in/Log in

Sign in to your existing Client Center or create an account.
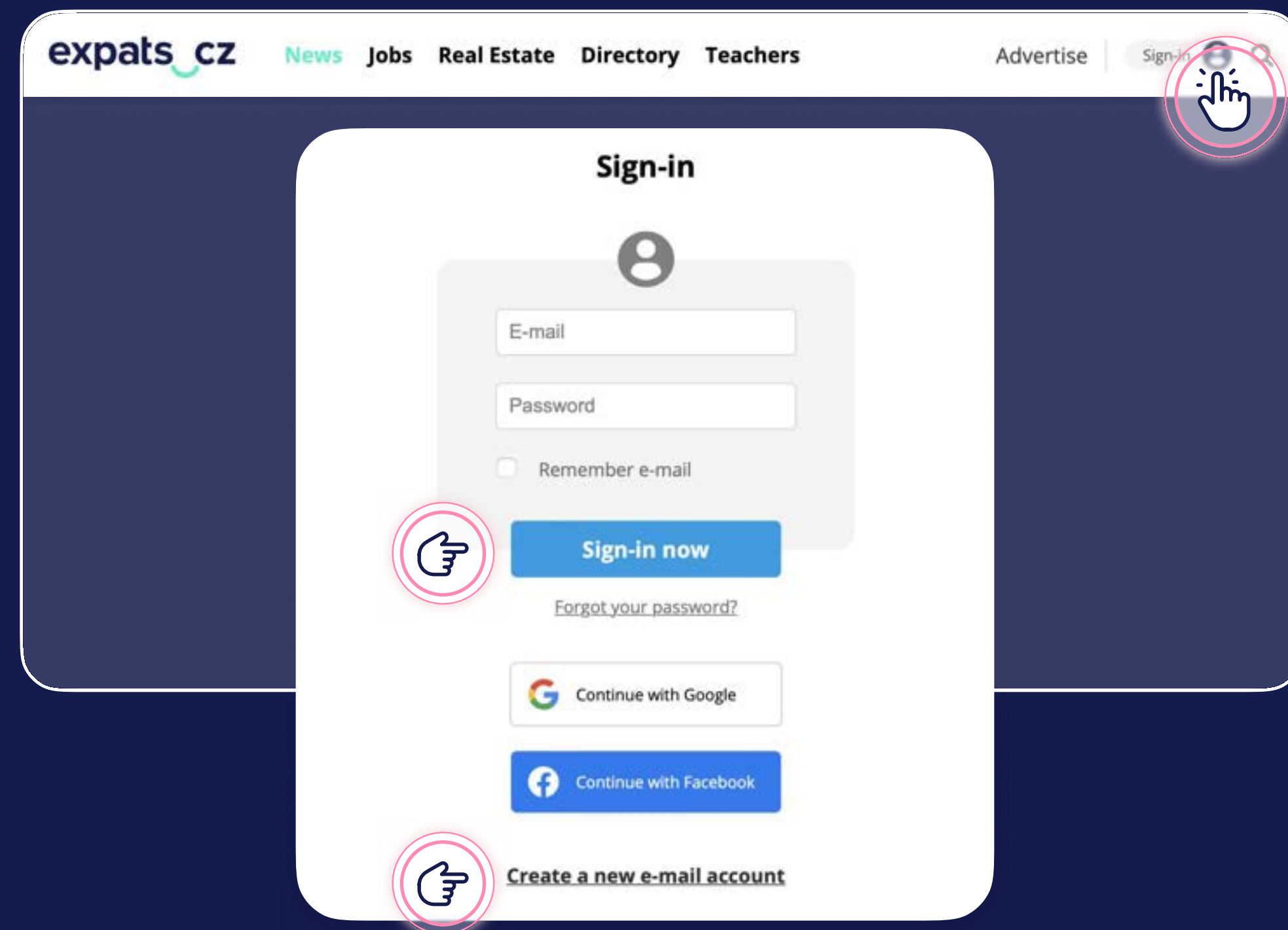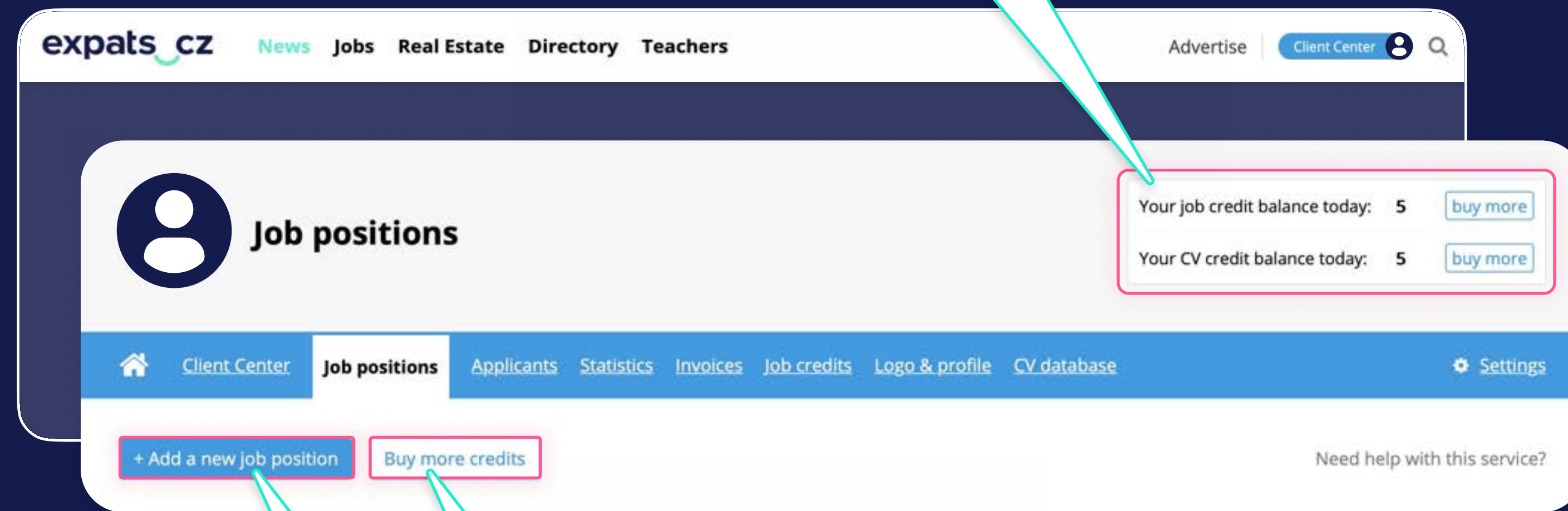

Step 2

Navigate to the **Jobs tab** and select **"Manage."**

Step 3

You can now start managing your **Job account.**

See how many **job credits** you have available.

New Credits here

Buy credits

or contact our
Expats.cz sales team

Contact us

And **create a new job position** or **buy more credits.**

How to create a new position

Step 1

Select between **Premium** and **Basic** job posts.
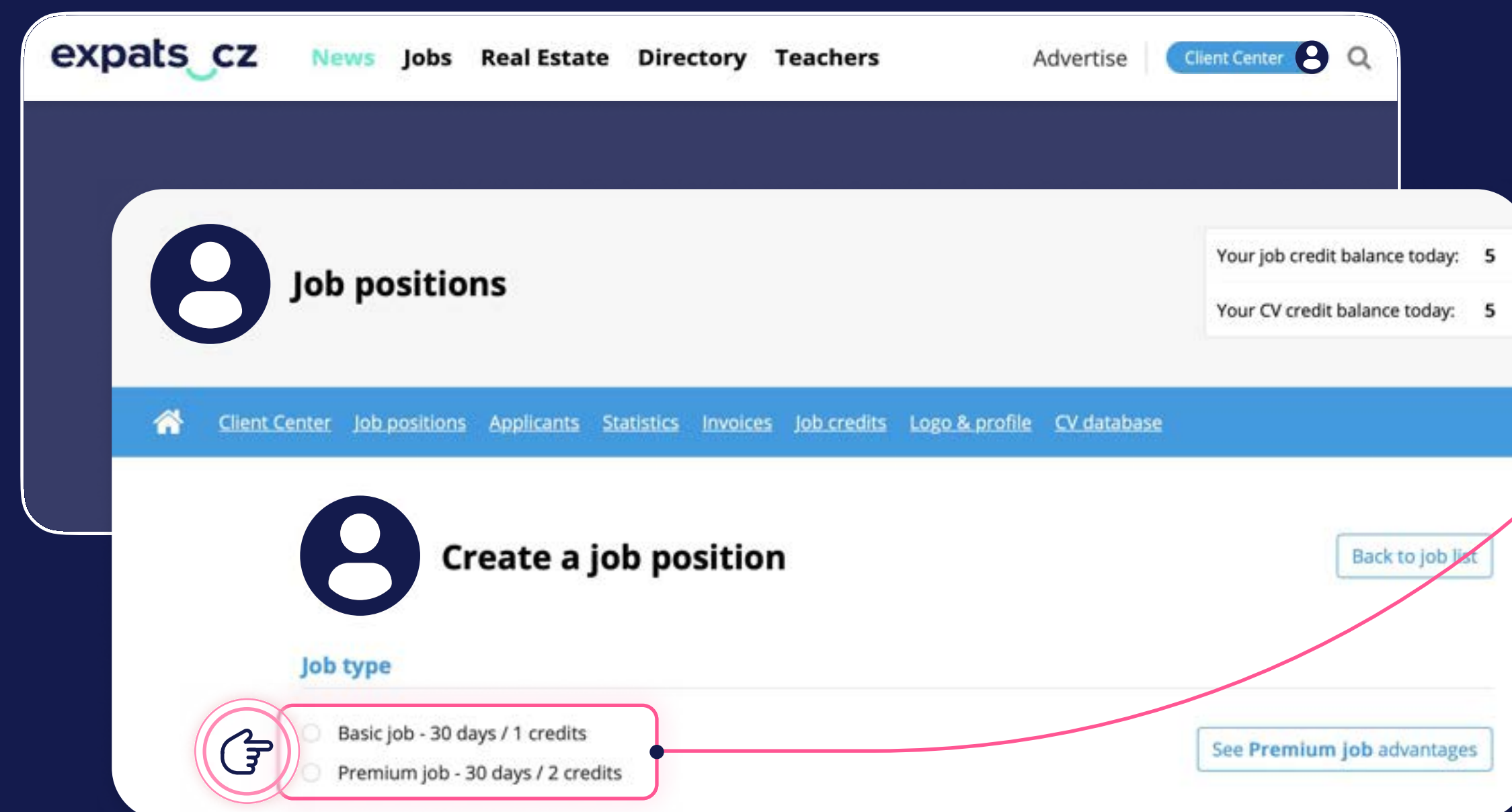
We offer two ways to present your jobs:

A **Basic Job Post** or a **Premium Job Post**.
You can get **3x** higher performance with
a Premium, including visibility in **Expats.cz** content,
auto topping, and much more.

Basic Job Post

1 credit

- Job listing for 30 days
- Standard performance

Ideal for small businesses and personal job offers.

Premium Job Post ♛

2 credits

- Job Listing for 30 days
- **Up to 3x higher performance**
- Weekly auto-topping & tagline
- Higher position in search & logo
- Promoted in Expats.cz articles
- Promoted on Jobs homepage
- Bonus of 5 CV credits

Step 2

Fill in the information for the position.
Then click **Save** to save changes or hit **Save & Publish** to publish immediately.
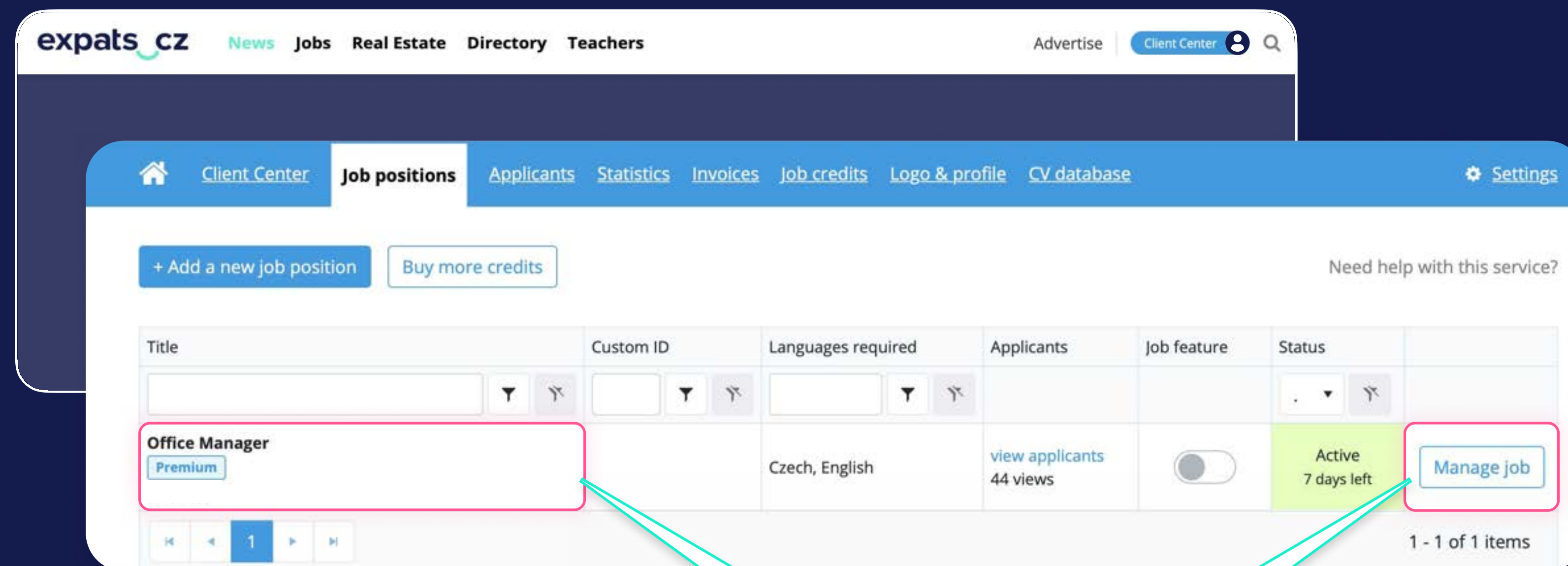

You can view all of your positions in your Client Center, where you can manage the position as well as **view/manage your applicants.**

Step 3

Activate **Job Feature** (optional).

Boost your job position's visibility across **Expats.cz** articles and homepage with our new **Expats.cz Job Feature.** Your job listing will be promoted and displayed inside popular content such as news articles **or articles covering lifestyle, expat tips, and culture.**
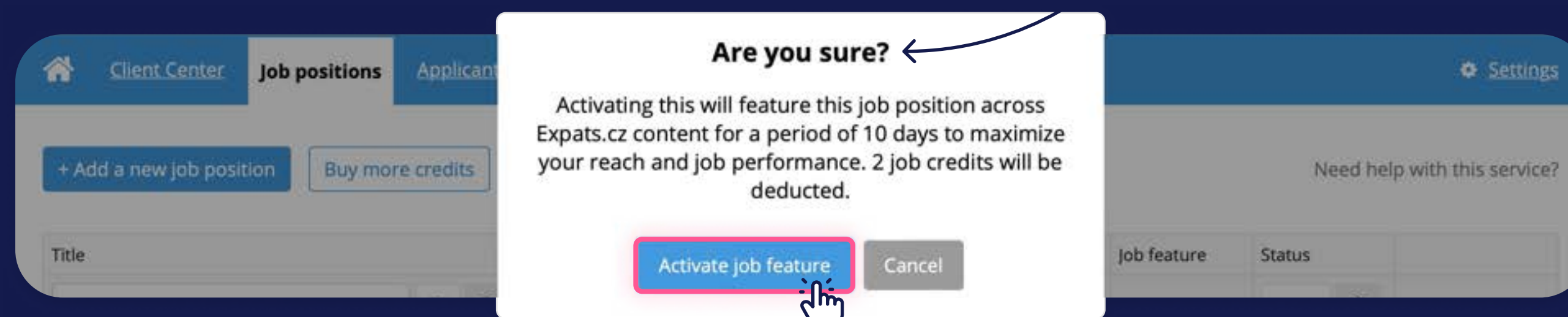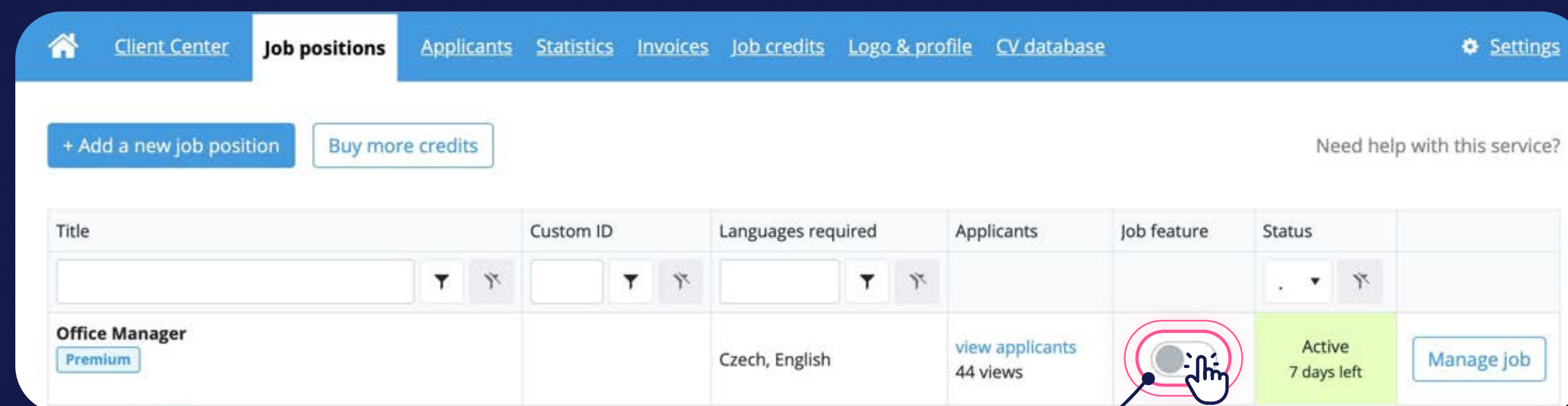
More about Job Feature

Manage Applicants

See all your applicants on the **Applicants** tab with new candidates highlighted in bold, We will also send you an email alert whenever there is a new application.

Here you can view and sort applicants, update their status, add notes, apply a rating, and edit automated email text for declining applications.

CV Database

In your **Client Center**, you can see all statistics, find invoices, manage job credits,
add a logo and profile for your company, and actively search through our CV Database.

Still have questions?

Email our customer service team
at **cs@expatsteam.cz**

expats_cz