



GETTING SET UP

Find and post jobs

RepBud Recruit is a jobs board for the travel trade — here's how to pin a role, say you're open to work, and follow an application.

Covers /dashboard/jobs · for rep, dmc, buddy, reporter, ready

The steps

01 Open Jobs

Open Connections and choose Jobs. The board shows Hiring and Open to work pins. Switch between them, search by job title, company or location, and filter by workplace, basis, country, language, seniority, market and role family.

02 Pin a role

Choose + Add a pin, then I'm hiring. Add the job title, company, country and town, the workplace, the basis and hours, and a description. Salary (optional) takes a range with its currency; a commission-only role gives its commission rate. Tick the declaration and choose Pin it to the board.

03 Sixty days on the board

A Hiring pin stays on the board for 60 days. Under My posts you can Edit, Pause, Reopen, mark it Filled, Close it or Renew 60 days. When a role is filled or closed, the people who applied are told on their application.

04 On the public jobs page, or not

A Hiring pin can also show on the public jobs page at repbud.app/jobs while it is open. Switch that off and members still see it on the board. Applying needs a RepBud account either way.

05 Say you're open to work

Choose I'm open to work and say what you bring and what you are looking for. Who sees this pin is yours to set: Everyone on RepBud, My connections, or Recruiters only — recruiters RepBud has confirmed.

06 Apply with your profile

On a Hiring pin choose Apply. Your RepBud profile goes with your application, with a short note and a CV if you add them: a PDF, a Word document or a photo, up to 10 MB. An application is not a message; the poster sees it with their pin.

07 Follow your application

Sent on the website, or My applications under My jobs in the app, shows each application and where it stands: Sent, Viewed, Shortlisted or Not this time.

08 Read applications to your pin

In My posts, open the applications on a pin. Choose Shortlist or Not this time, open the CV, then Message if you are connected or Connect if you are not.

09 Keep, Remove and your banner

Keep saves a pin; find it with the Saved filter. Remove takes it off your board, with Undo. Your company banner adds a banner and logo to your Hiring pins.

Next: Recruit on RepBud

Questions

Is posting a job free?

Yes. Posting a pin and applying are both free. Your email address needs to be confirmed first.

Who can use Jobs?

Members of the RepBud network: Reps, Travel PRs, DMCs and Ground Handlers, the other trade roles, RepBuddies, Reporters, RepBud Ready accounts and recruiters. Business accounts are not part of Jobs. A recruiter account posts Hiring pins once RepBud has confirmed it.

Do I have to show the pay?

No. The pay is optional on a Hiring pin. If you add a salary, give both ends of the range and its currency. A commission-only role gives its commission rate. An Open to work pin can add a target pay if you choose.

How long does a pin stay up?

A Hiring pin comes off the board 60 days after posting or renewal. Renew 60 days in My posts keeps it up. An Open to work pin stays until you pause or close it.

Who can see that I'm open to work?

You choose: Everyone on RepBud, My connections, or Recruiters only. With My connections, a recruiter who is not a connection does not see it. An Open to work pin is not shown on the public jobs page.

What do the application statuses mean?

Sent means it has gone; Viewed means the poster has opened it; Shortlisted means they are interested; Not this time means they have decided not to take it further.

How do I get in touch with the poster?

The poster decides the next step. If you are connected, Message shows on your application under Sent. If not, the poster can send you a connection request that names the role.

What is Send an opportunity?

On an Open to work pin, a member who can post Hiring pins can choose Send an opportunity and add a message. The person who is open to work answers Interested or Not this time.

Are there limits?

Up to 10 new pins in 24 hours, up to 30 applications and 20 opportunities in 24 hours, and one application per pin.

What do Verified employer and Agency mean on a pin?

Agency marks a Hiring pin from a recruiter account, with who they are hiring for or Confidential client. Verified employer marks a pin whose poster has confirmed a work email at that company's website address.

Where do I find Jobs in the app?

Open Connections and choose the Jobs pill. My jobs at the top holds My posts and My applications.

Will I be notified about applications?

New applications, and changes on applications you sent, add to the count on Jobs in Connections. Jobs sends no phone notification or email; open Jobs to see them.