



ROLE-SPECIFIC

Recruit on RepBud

Recruit for the travel trade on RepBud — here's how a recruiter account is confirmed and what it lets you do.

Covers /dashboard/jobs · for rep

The steps

01 Join as a recruiter

On the sign-up page, type your job title under What's your job title? and pick Travel recruiter from the list. Or open Browse all roles, then I work in the travel industry, and choose I recruit for the travel industry — for a travel recruitment agency or an in-house talent team.

02 Wait for confirmation

RepBud confirms each recruiter account, usually within a working day. Until then Jobs shows that your account is waiting, and you can't post Hiring pins, see Open to work pins or send an opportunity.

03 Pin a role

Once confirmed, choose + Add a pin and I'm hiring. Give Your agency, then say who you are hiring for or tick Confidential client. The pay is optional. Your Hiring pins carry an Agency tag.

04 Find people open to work

Open to work pins set to Everyone on RepBud or Recruiters only are visible to you. A pin set to My connections is not, unless you are connected.

05 Send an opportunity

On an Open to work pin, choose Send an opportunity and add a message. They answer Interested or Not this time in their own time, and you see the status under Sent.

06 Add your agency banner

Your company banner adds a banner and logo to your Hiring pins. Without a banner, a pin shows your company name.

Next: Find and post jobs

Questions

Why does RepBud confirm recruiter accounts?

Members can choose to show their Open to work pin to recruiters only, so RepBud checks each recruiter account first, usually within a working day.

Can I see the people who are open to work?

You see the pins set to Everyone on RepBud or Recruiters only. Members who chose My connections are visible only to their connections.

Do I have to show the salary?

No. The pay is optional on a Hiring pin. If you add it, give both ends of the range and its currency; a commission-only role gives its commission rate.

How long does a role stay on the board?

Sixty days from posting. In My posts you can renew it for another sixty, pause it, or mark it Filled or close it. When a role is filled or closed, the people who applied are told on their application.

Are my roles shown on a public page?

An open Hiring pin can show on the public jobs page at repbud.app/jobs, where people who are not yet on RepBud can read it; applying needs a RepBud account. Switch off Show on the public jobs page to keep a role to members. Applications stay private to you and the applicant.

What does a recruiter account include?

Jobs, plus connecting and messaging like other members of the network. A recruiter account starts on Economy, free, with no card.