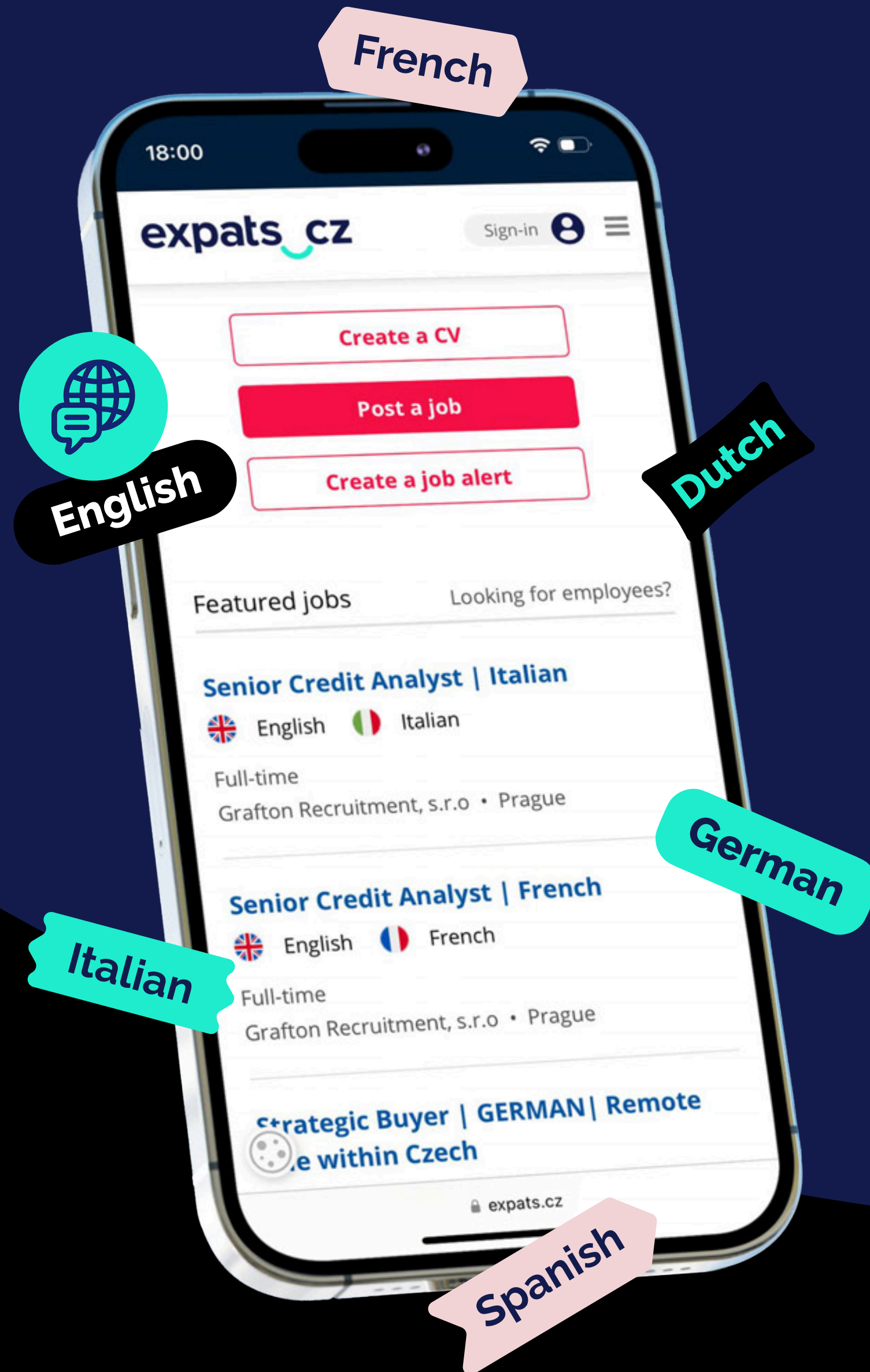


expats_cz

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.

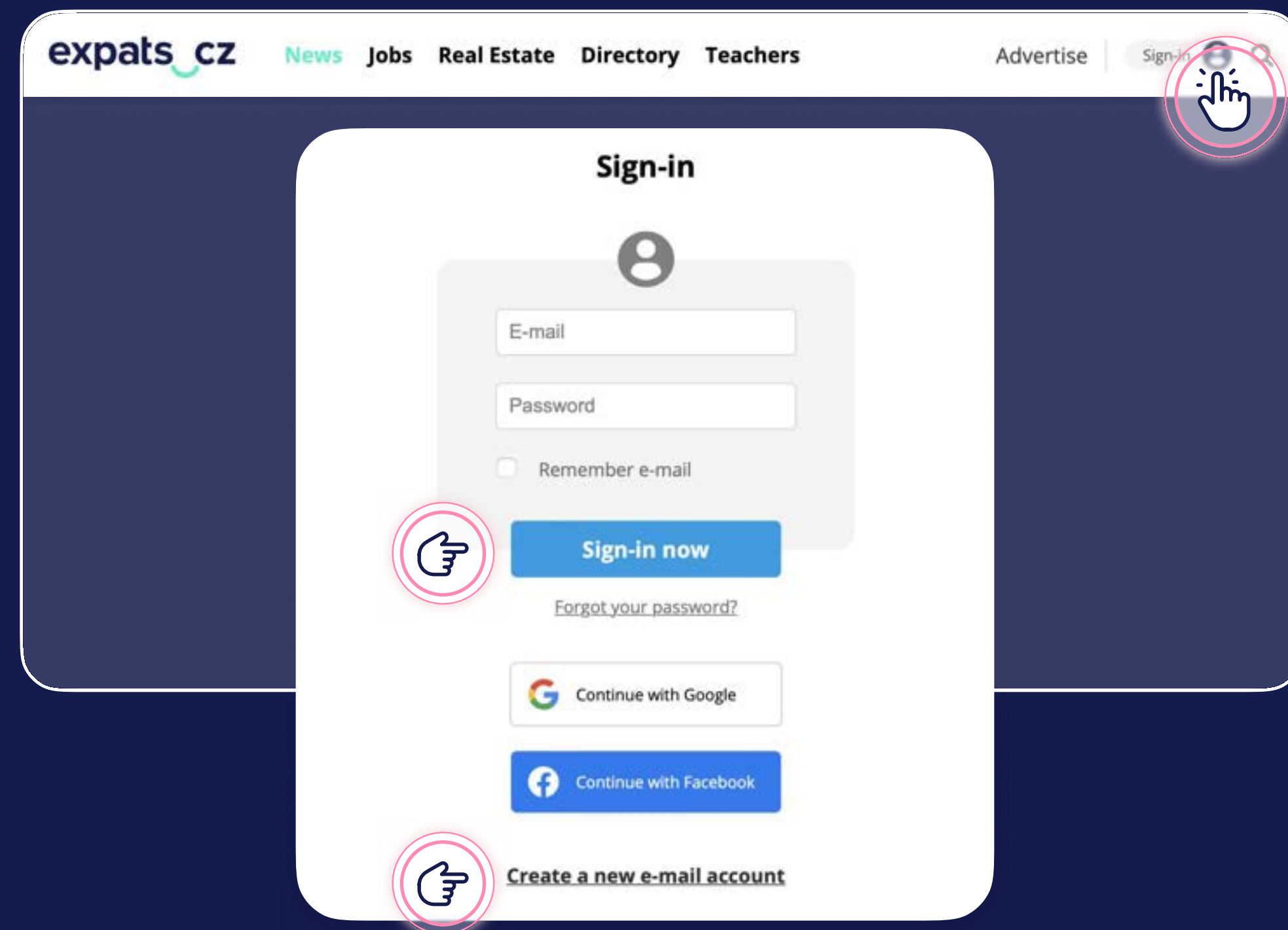
Our growing media network publishes over **150 articles monthly**, allowing us to attract many potential new job candidates through engaging topics. The perfect mix of timely content and relevant opportunities gives the **Expats.cz Jobs platform** a powerful edge on the market.

How to get started

Step 1

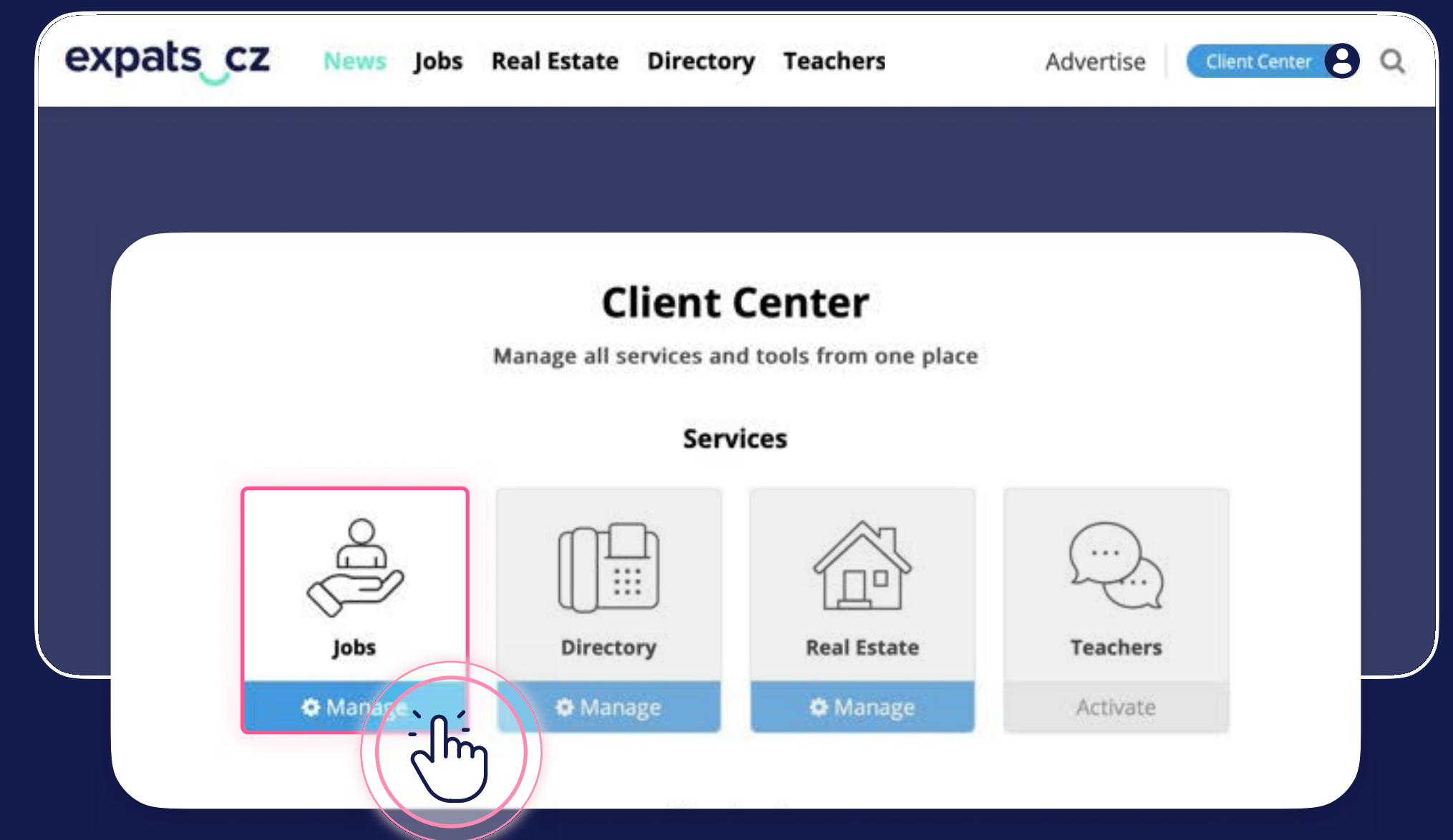
[Sign in/Log in](#)

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



Step 2

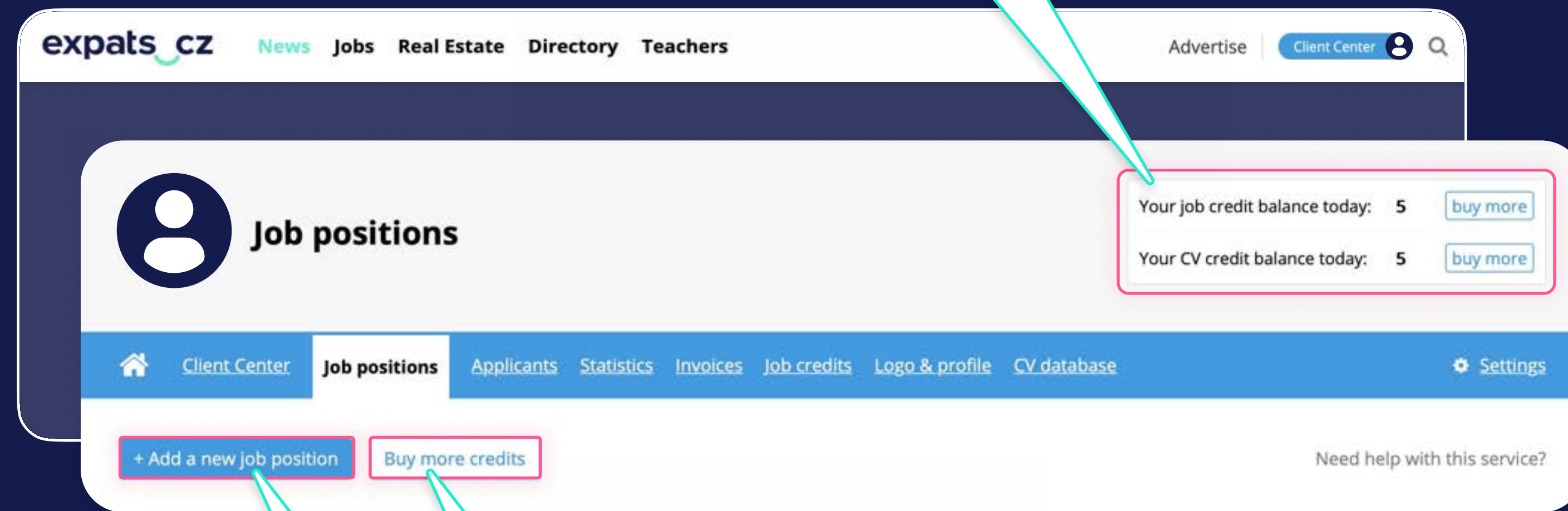
Navigate to the **Jobs tab** and select **"Manage."**



Step 3

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

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



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



New Credits here

Buy credits ✨

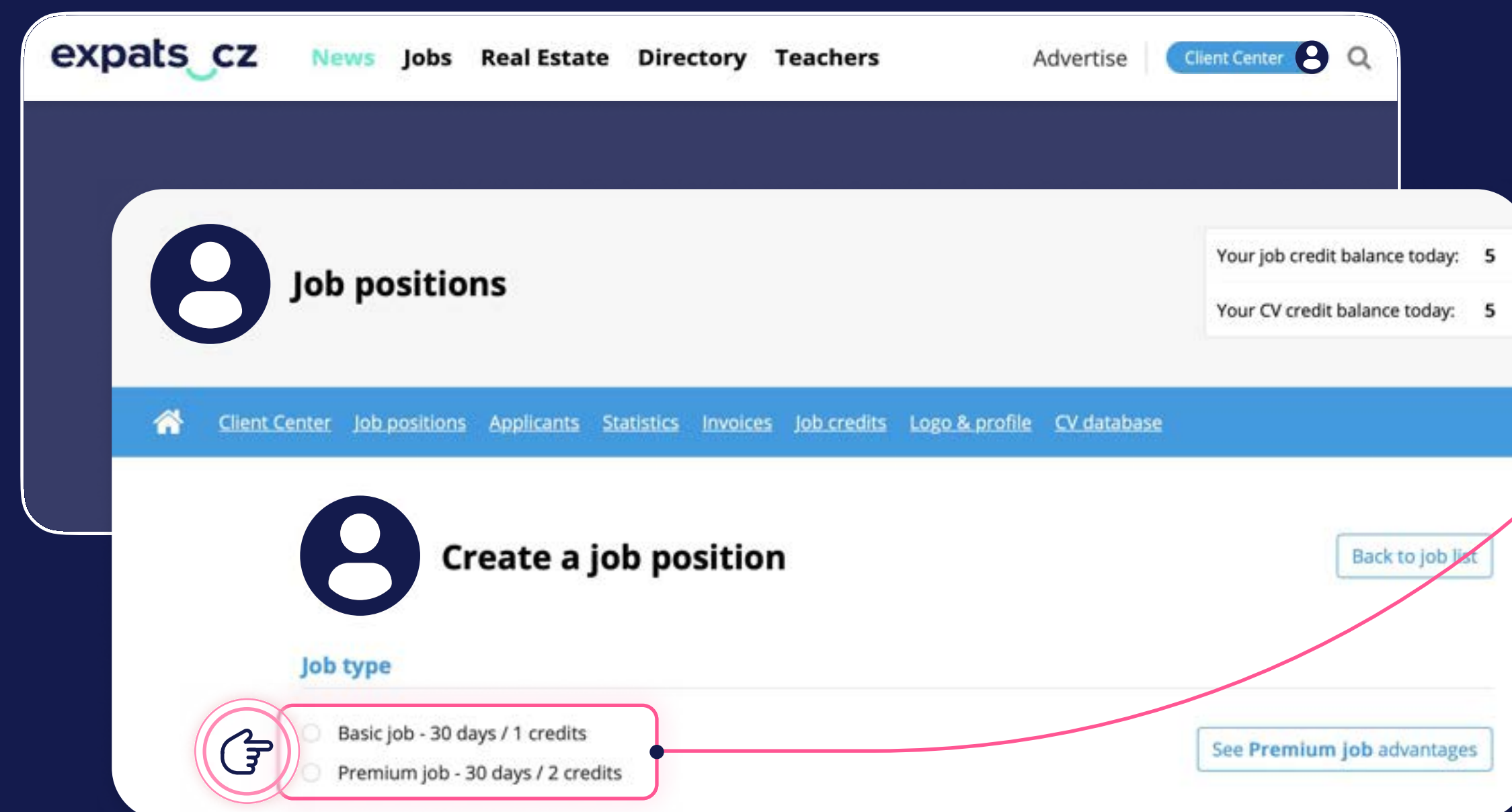
or contact our
Expats.cz sales team

Contact us ✨

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.

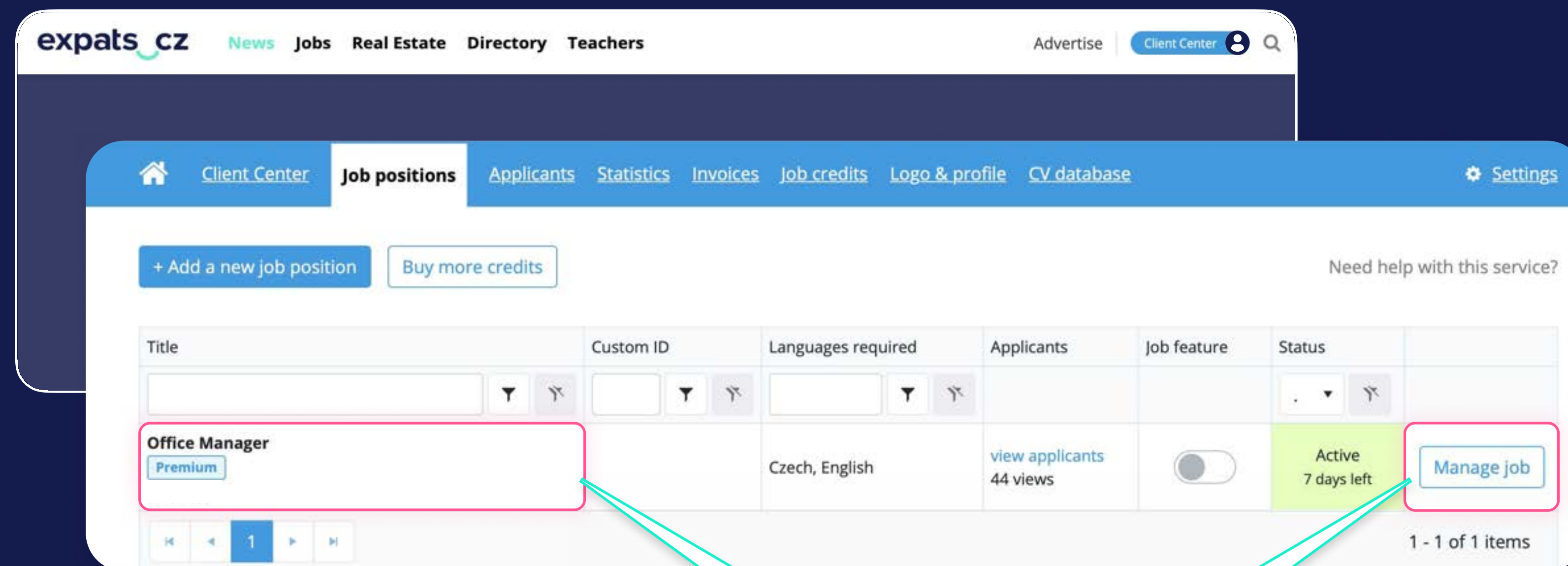
Premium Job Post 2 credits

- 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.

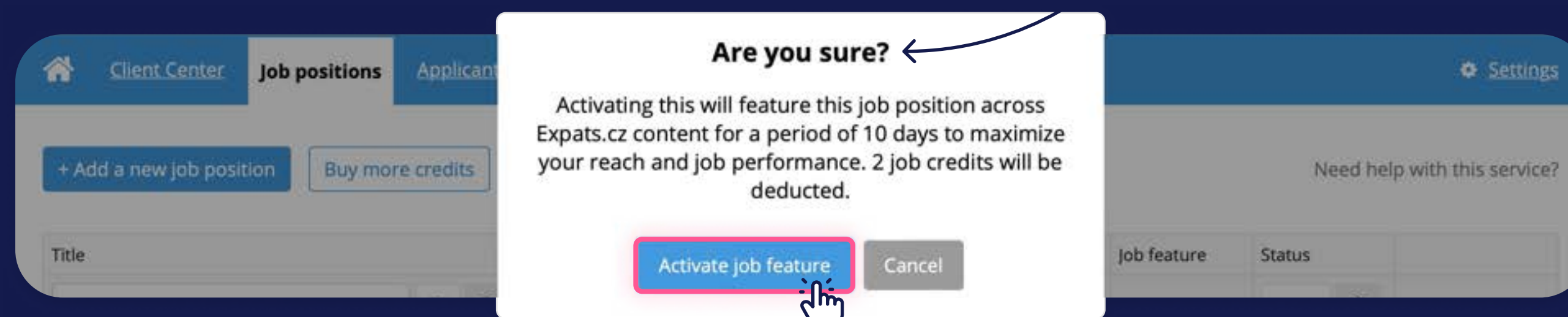
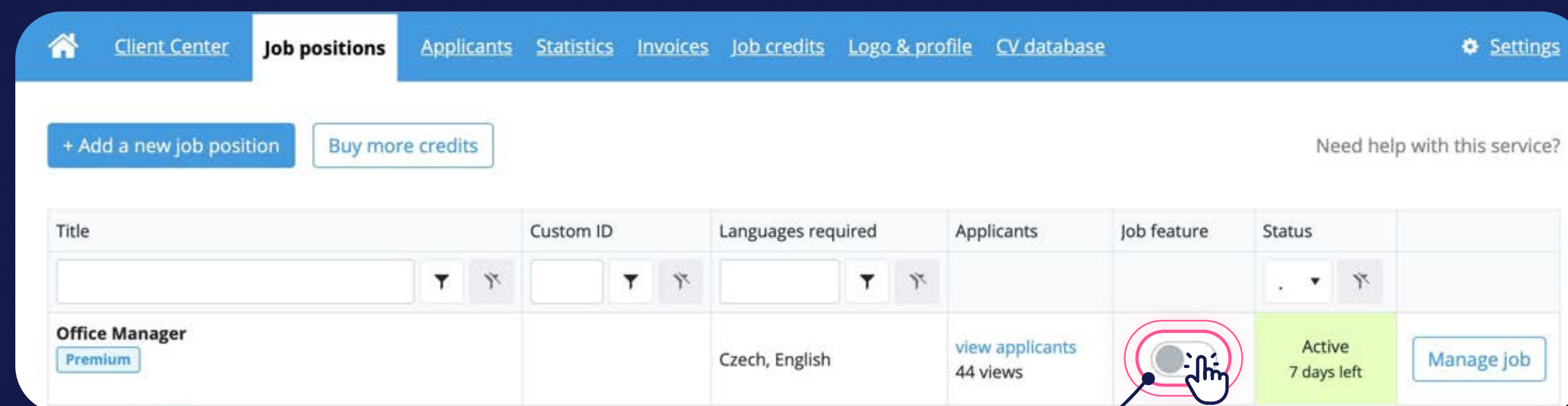


You can view all of your positions in your Client Center, where you can manage the position as well as **view/manage your applicants**.

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.

The screenshot displays the 'Applicants' management interface. At the top, there are navigation links for 'Client Center', 'Job positions', 'Applicants', 'Statistics', 'Invoices', 'Job credits', 'Logo & profile', 'CV database', and 'Settings'. Below the navigation, there are buttons for 'Download filtered applications' and 'Change default decline e-mail', along with a link for 'Need help with this service?'. The main content is a table with the following columns: 'Job position', 'Created at', 'Name of applicant', 'Application status', 'Applicant rating', 'E-mail', and 'Telephone'. The table contains two rows, both for 'Office Manager' positions, with a status of 'Declined'. A red box highlights the two rows, and a callout points to them.

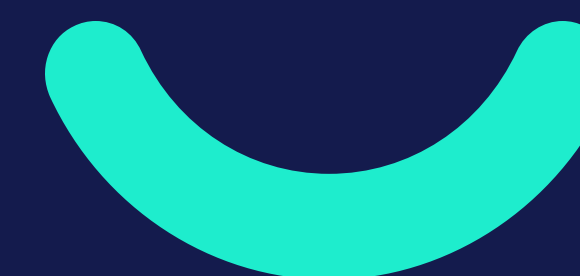
Job position	Created at	Name of applicant	Application status	Applicant rating	E-mail	Telephone
Office Manager	23.01.2024		Declined +	-		
Office Manager	23.01.2024		Declined +	-		

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.

The screenshot displays the 'CV database' section of the expats.cz website. At the top, the navigation bar includes 'expats.cz', 'News', 'Jobs', 'Real Estate', 'Directory', and 'Teachers'. On the right, there are links for 'Advertise', 'Client Center', and a search icon. The main header for the CV database shows 'CV download credits: 10' and a 'Buy more CV credits' button. Below this, there are two tabs: 'Job positions' and 'CV database'. The main content area features a search prompt: 'Search the Expats.cz CV Database - Free preview!' followed by the text 'Hundreds of new CVs are added each month. Don't miss out! Check here regularly for the latest CVs added each day.' To the right of this text is an orange box with the text '1 CV DOWNLOAD = 1 CV CREDIT' and a link 'Click to buy CV Credits'. Below the search prompt is a search form with several filters: 'Keywords' (a text input field with placeholder 'Search by position name, desired skill, certification or training'), 'Languages' (dropdown menu), 'Language level' (dropdown menu), 'Category' (dropdown menu), 'Location' (dropdown menu), 'Employment types' (dropdown menu), 'Education' (dropdown menu), 'Expected salary in CZK' (dropdown menu), 'Results setting' (dropdown menu), and 'Search by CV ID' (text input field with placeholder 'Provide ID number only').



Still have questions?

Email our customer service team
at cs@expatsteam.cz 



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