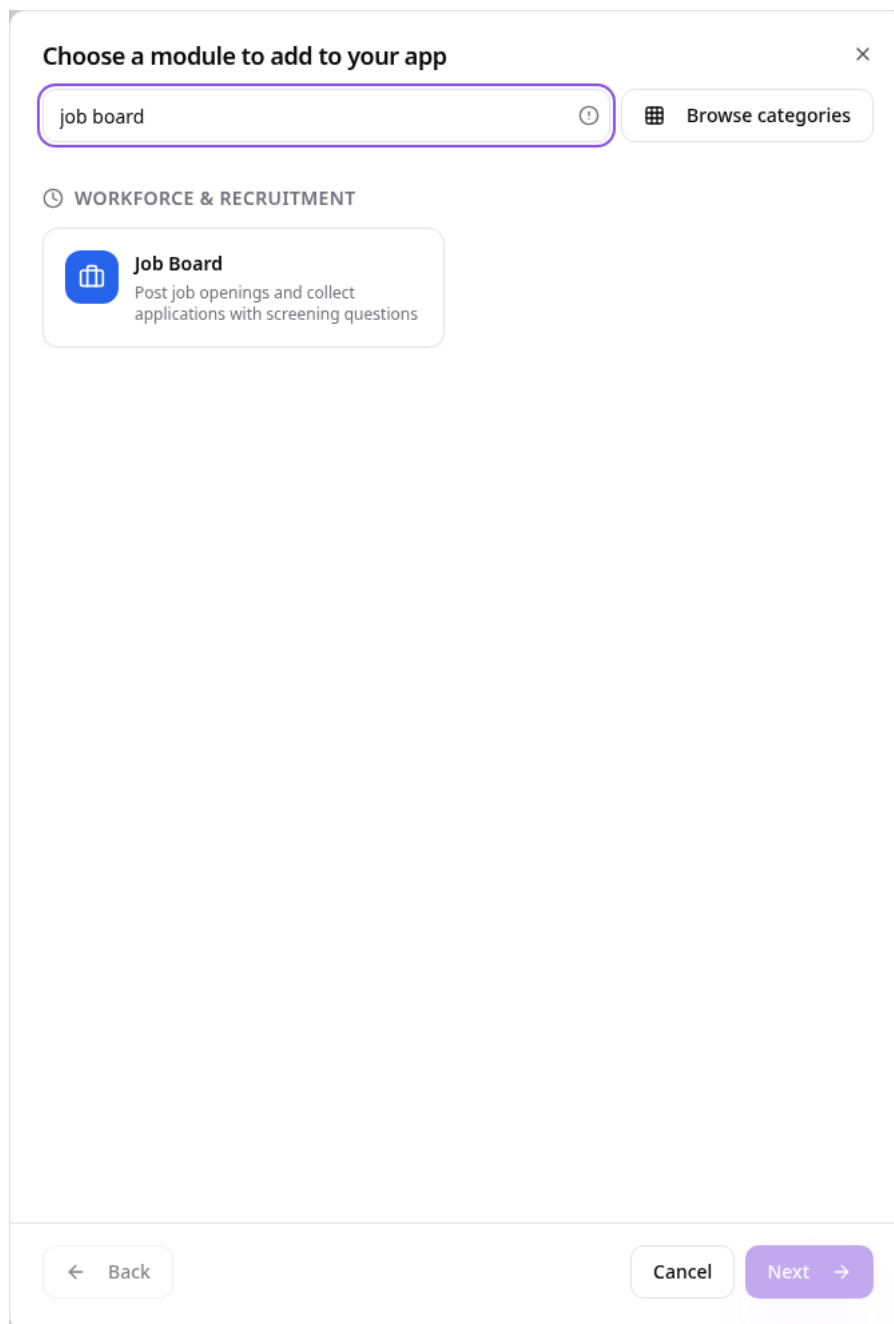


Hire through your app with Job Board

1. Choose Job Board

In Pages, tap Add Page or Function, search “job board” and tap Job Board.



Hire through your app with Job Board

2. Start a vacancy

On Jobs, tap New vacancy. Board settings holds the page intro and options.

Configure Job Board
Create and manage job listings

Jobs Board settings

Search by title or department...

Import CSV

+ New vacancy

All Statuses All Departments All Types

No vacancies yet. Create one or import a CSV to get started.

Back Cancel Next

Hire through your app with Job Board

3. Add the details

On Details, enter the job title, department, location, type and salary range.

 **Configure Job Board**
Create and manage job listings

Help

Jobs

Board settings

← All vacancies

New vacancy

1 Details

2 Description

3 Application form

4 Publish

Job title *

Weekend Baker

Department

Bakery

Location

Cambridge

Job type

Full-time

Work mode

On-site

Number of openings

1

Job code / Req ID

e.g. ENG-2026-001

Minimum salary

24000

Maximum salary

27000

☐ Show the salary range to applicants

Cancel

Save draft

Publish

← Back

Cancel

Next →

Hire through your app with Job Board

4. Describe the role

On Description, write an overview and add responsibilities, requirements and benefits.

 **Configure Job Board**
Create and manage job listings

Help

Jobs

Board settings

← All vacancies

New vacancy

1 Details

2 Description

3 Application form

4 Publish

Job overview

Bake our breads and pastries on Saturday and Sunday mornings in a friendly small team.

Responsibilities

Prepare dough and bake the morning batch

+ Add responsibility

Requirements

Available from 5am at weekends

+ Add requirement

Benefits

Pension, flexible hours, staff discount...

← Back

Cancel

Save draft

Publish

Cancel

Next →

Hire through your app with Job Board

5. Set up the application form

Choose whether a CV, cover letter and portfolio links are hidden, optional or required. Add screening questions; turn on Knock-out to flag answers you want to check.

 **Configure Job Board**
Create and manage job listings

Help

Jobs

Board settings

← All vacancies

New vacancy

1 Details

2 Description

3 Application form

4 Publish

Documents
Choose what applicants see for this vacancy.

CV
PDF, DOC or DOCX upload

HiddenOptionalRequired

Cover letter
PDF, DOC or DOCX upload

HiddenOptionalRequired

Portfolio links
One or more web links

HiddenOptionalRequired

Screening questions
Drag to reorder. Knock-out answers flag applications for review.

+ Add question

⋮

Do you hold a food hygiene certificate?

×

Yes / No

Required

Knock-out

Flag the applicant if they answer:

YesNo

Applicants can still apply; flagged applications are highlighted in the Data Manager.

CancelSave draftPublish

← Back

CancelNext →

Hire through your app with Job Board

6. Publish settings

On Publish, check visibility and add a closing date if you need one, then tap Publish. Save draft keeps it hidden.

 **Configure Job Board**
Create and manage job listings

Help

Jobs

Board settings

← All vacancies

New vacancy

1 Details

2 Description

3 Application form

4 Publish

Status

Draft

▼

Visibility

Public

▼

Closing date

mm/dd/yyyy

📅

Cancel

Save draft

Publish

← Back

Cancel

Next →

Hire through your app with Job Board

7. Your vacancies

Published vacancies appear in the list. Tap one to edit, copy or delete it.

 **Configure Job Board**
Create and manage job listings

Help

Jobs

Board settings

Import CSV

New vacancy

All Statuses

All Departments

All Types

Title	Department	Location	Type	Status	Applications	Closing Date	Actions
Weekend Baker	Bakery	Cambridge	full-time	Published	0	-	<div><div></div><div></div><div></div></div>

Back

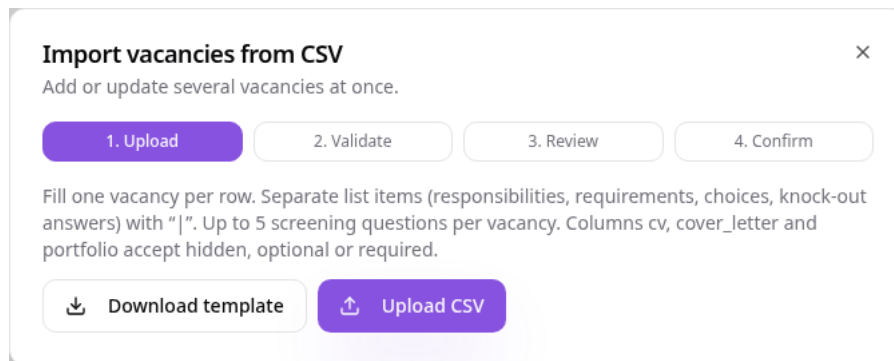
Cancel

Next

Hire through your app with Job Board

8. Or import several at once

Tap Import CSV, download the template, fill one vacancy per row and upload it. You'll check problems and choose what to do with duplicates before confirming.



Hire through your app with Job Board

9. Name the page

Tap Next, check the page name and icon, then tap Create Page.

Job Board

Page Details

Choose a name and icon for your page

Page Title

Careers

Icon

Selected Icon

Briefcase

Upload Custom Icon

Recommended: 128 x 128px, PNG or SVG

Search icons...

<

Popular

>

< Back

Cancel

Create Page

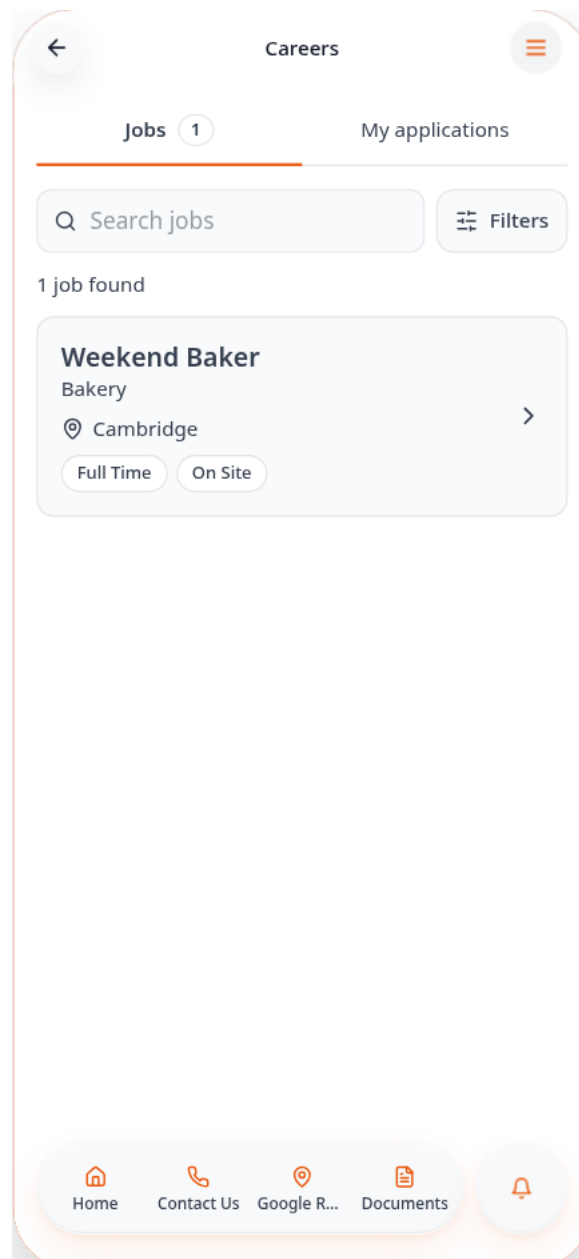
appbuild.diy/user-guides/job-board

9 / 18

Hire through your app with Job Board

10. Candidates browse jobs

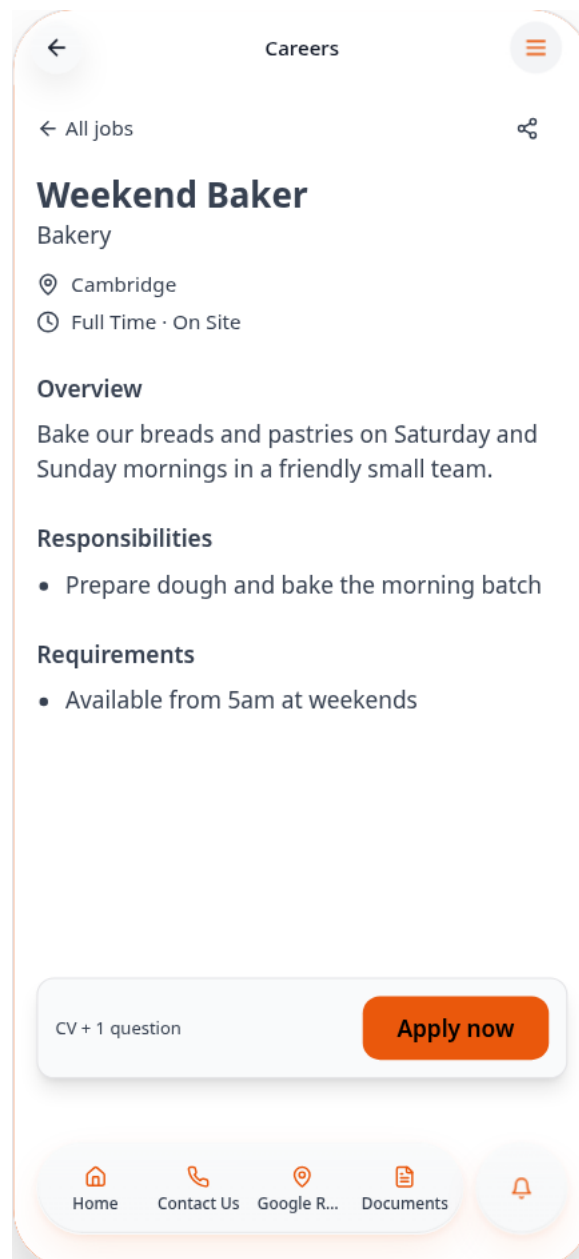
In your app, people can search and filter your open vacancies.



Hire through your app with Job Board

11. They read the vacancy

Each vacancy shows its details, with Apply now at the bottom.



Hire through your app with Job Board

12. They apply in four steps

Candidates enter their details, add any documents, answer your questions and review before sending.

← Careers

← Back to vacancy

Apply for Weekend Baker

1 2 3 4
Your details Documents Questions Review

Full name *

Priya Shah

Email *

priya.shah.jobs1@example.com

Phone number (optional)

Continue

Home Contact Us Google R... Documents

Hire through your app with Job Board

13. Screening questions

Your questions appear in order. Required ones must be answered to continue.

The screenshot shows a mobile app interface for applying for a job. At the top, there's a header with a back arrow, the word 'Careers', and a menu icon. Below the header, a link '← Back to vacancy' is visible. The main title is 'Apply for Weekend Baker'. A progress bar shows four steps: 'Your details' (completed with a checkmark), 'Documents' (completed with a checkmark), 'Questions' (current step, highlighted with a red circle and the number 3), and 'Review' (next step, highlighted with a grey circle and the number 4). The question is 'Do you hold a food hygiene certificate? *'. There are two buttons: 'Yes' (light grey) and 'No' (orange). Below the question, there are two more buttons: 'Back' (light orange) and 'Continue' (orange). At the bottom, there's a navigation bar with icons for 'Home', 'Contact Us', 'Google R...', 'Documents', and a bell icon for notifications.

Hire through your app with Job Board

14. Review and submit

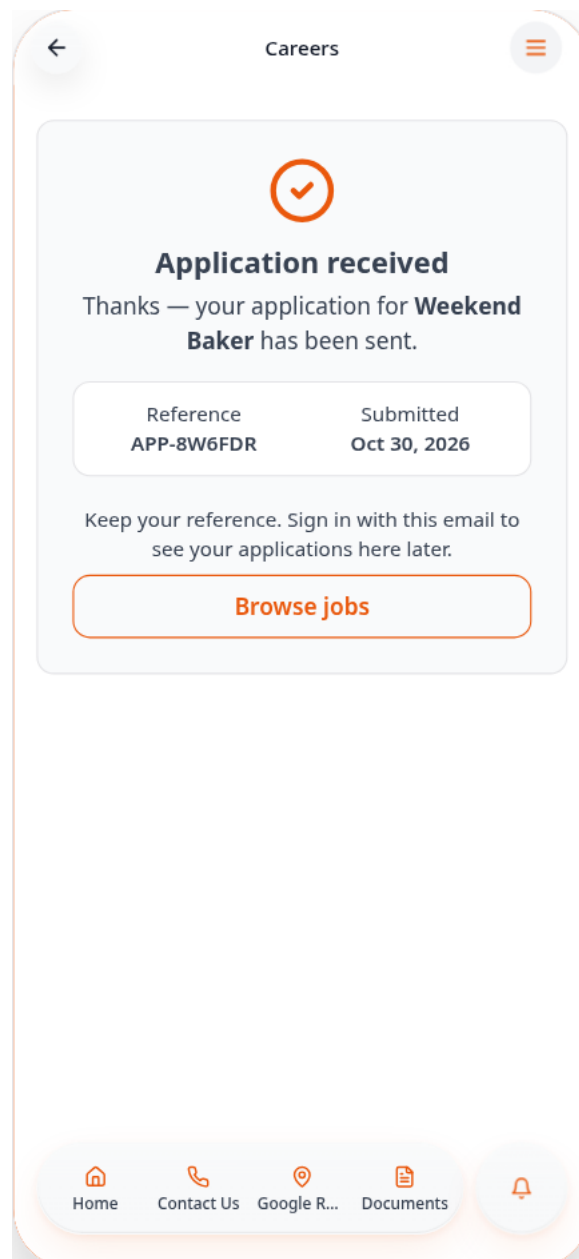
They check each section, tick the consent box and tap Submit application.

The screenshot shows a mobile app interface for applying for a job. At the top, there's a 'Careers' header with a back arrow and a menu icon. Below it, a link '← Back to vacancy' is visible. The main title is 'Apply for Weekend Baker'. A progress bar with four steps is shown: 'Your details' (checked), 'Documents' (checked), 'Questions' (checked), and 'Review' (active, marked with a '4'). Below the progress bar, there are three sections: 'Your details' (showing 'Priya Shah' and 'priya.shah.jobs1@example.com' with an 'Edit' link), 'Documents' (with an 'Edit' link), and 'Questions' (showing 'Do you hold a food hygiene certificate?' with the answer 'No' and an 'Edit' link). At the bottom of these sections is a consent box with a checked checkbox and the text 'I consent to my details being used for recruitment and confirm the information is accurate.' Below the consent box are two buttons: 'Back' and 'Submit application'. At the very bottom is a navigation bar with icons for 'Home', 'Contact Us', 'Google R...', 'Documents', and a bell icon.

Hire through your app with Job Board

15. Application received

Candidates get a reference number and can follow progress under My applications.



Hire through your app with Job Board

16. See applications in Data Manager

Open Data Manager, then Job Board. Search, filter by job or stage, or show only flagged candidates. The figures follow your filters.

←

Job Board

Review applications and move candidates through your hiring stages

Demo Bakery Co

Applications

Jobs

Applications
1

New
1

In review
0

Hired
0

Figures reflect the filters below. "In review" covers Screened, Interview and Offer.

Q Search name, email or reference

All jobs

All stages

Flagged

Table

Board

Export

Candidate	Job	Applied	Stage
Priya Shah  priya.shah.jobs1@example.com · APP-8W6FDR	Weekend Baker	30 Oct 2026	New

Hire through your app with Job Board

17. Review a candidate

Tap a candidate to see answers, documents and any knock-out flag. Change the stage at the top, add private notes, and follow the activity history.

Priya Shah

Weekend Baker · APP-8W6FDR

Interview

Interview

Reject

⚠ Knock-out answer

- Do you hold a food hygiene certificate?

Email

priya.shah.jobs1@example.com

Phone

—

Applied

30 Oct 2026, 13:12

CV

Not provided

Cover letter

Not provided

Screening answers

Do you hold a food hygiene certificate?

no

📝 Add a note

Only your team can see notes

Save note

🕒 Activity

- Application received
30 Oct 2026, 13:12
- Note: Strong baking experience. Ask about getting the certificate.
30 Oct 2026, 13:12
- Moved to Interview
30 Oct 2026, 13:12

Hire through your app with Job Board

18. Track your pipeline

Switch to Board to see every candidate by stage, from New to Hired.

← **Job Board**

Demo Bakery Co

Review applications and move candidates through your hiring stages

Applications

Jobs

Applications
1

New
0

In review
1

Hired
0

Figures reflect the filters below. "In review" covers Screened, Interview and Offer.

Q Search name, email or reference

All jobs

All stages

Flagged

Table

Board

Export

New
0
No candidates

Screened
0
No candidates

Interview
1
Priya Shah
Weekend Baker
30 Oct

Offer
0
No candidates

Hired
No cand

Everything candidates send is kept in Data Manager under Job Board. Use Export for a CSV of the applications you're viewing, and edit vacancies any time from the App Editor.