How to Create And Manage Custom Job Categories And Skills in easy.jobs

Configurations · https://easy.jobs/docs/manage-custom-job-categories/

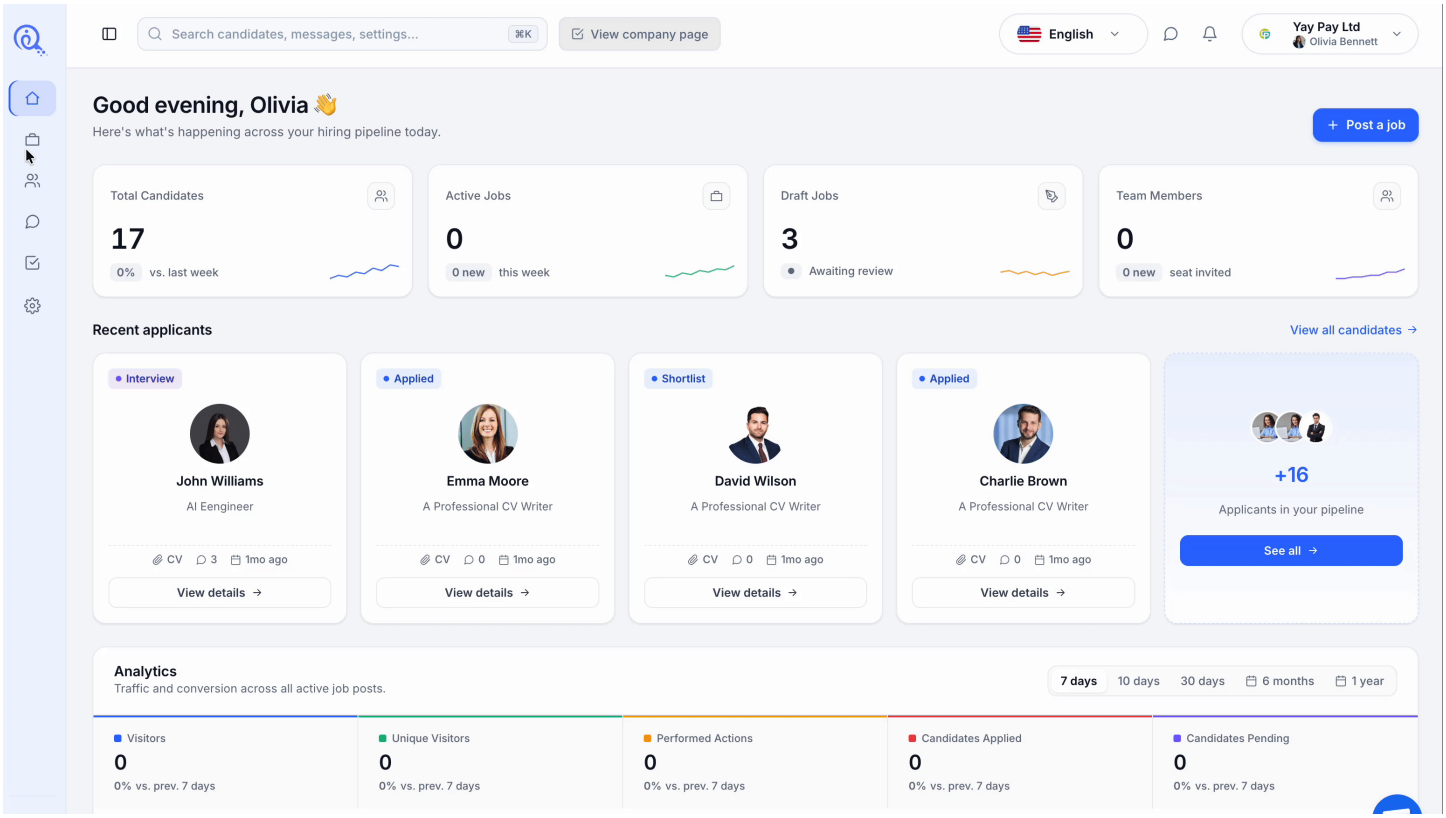
easy.jobs lets you easily create and manage **custom job categories** and custom job skills for any vacant job post in your organization. This feature is helpful if you want more flexibility and add a category or skill outside the default list.

How to Create A Custom Job Category in easy.jobs

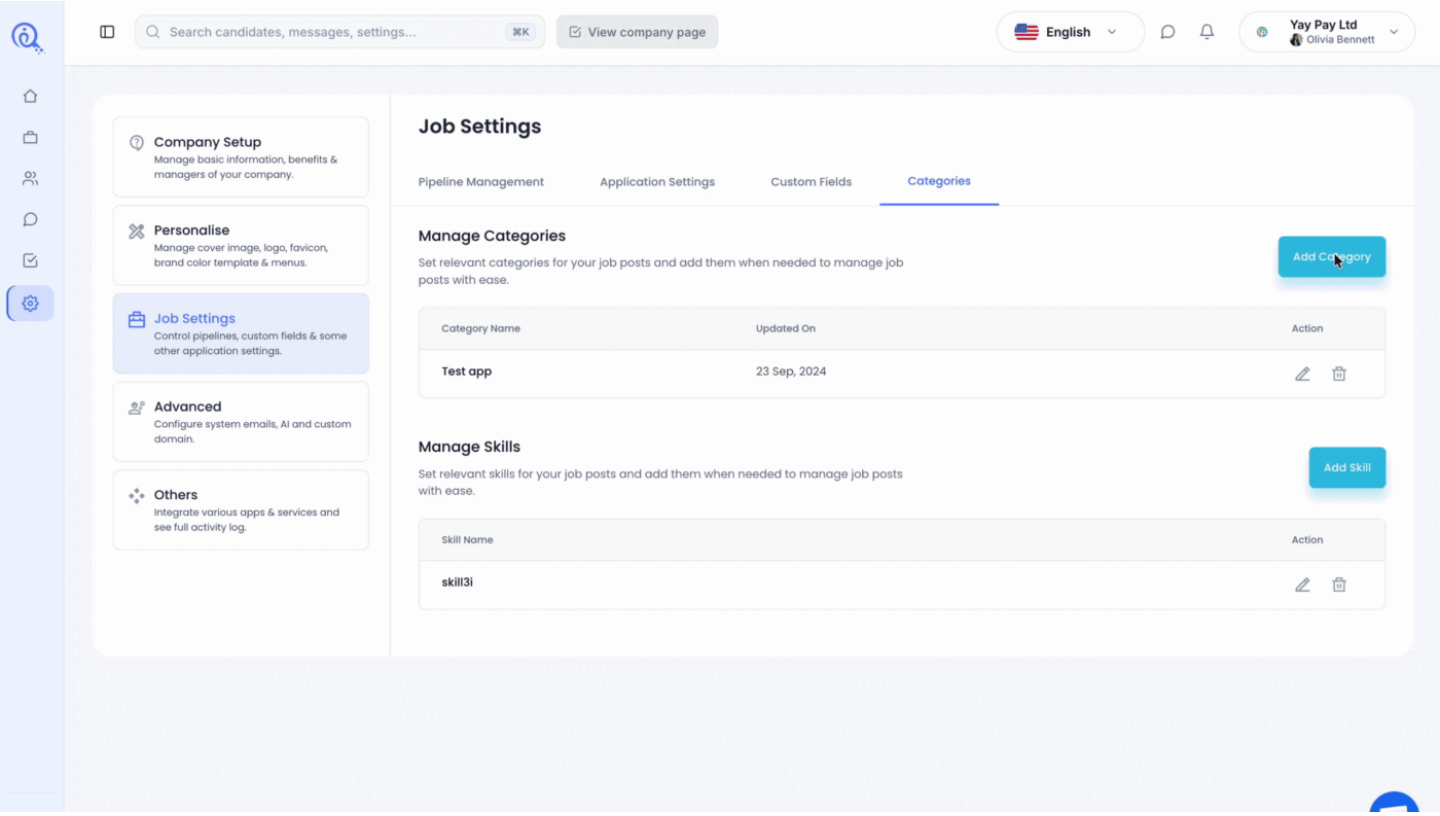
To create a custom job category in easy.jobs, follow the step-by-step instructions below.

Step 1: Create A New Custom Job Category in easy.jobs

Sign in to your easy.jobs account and navigate to **‘Settings’ → Job Settings → Categories** as shown below.

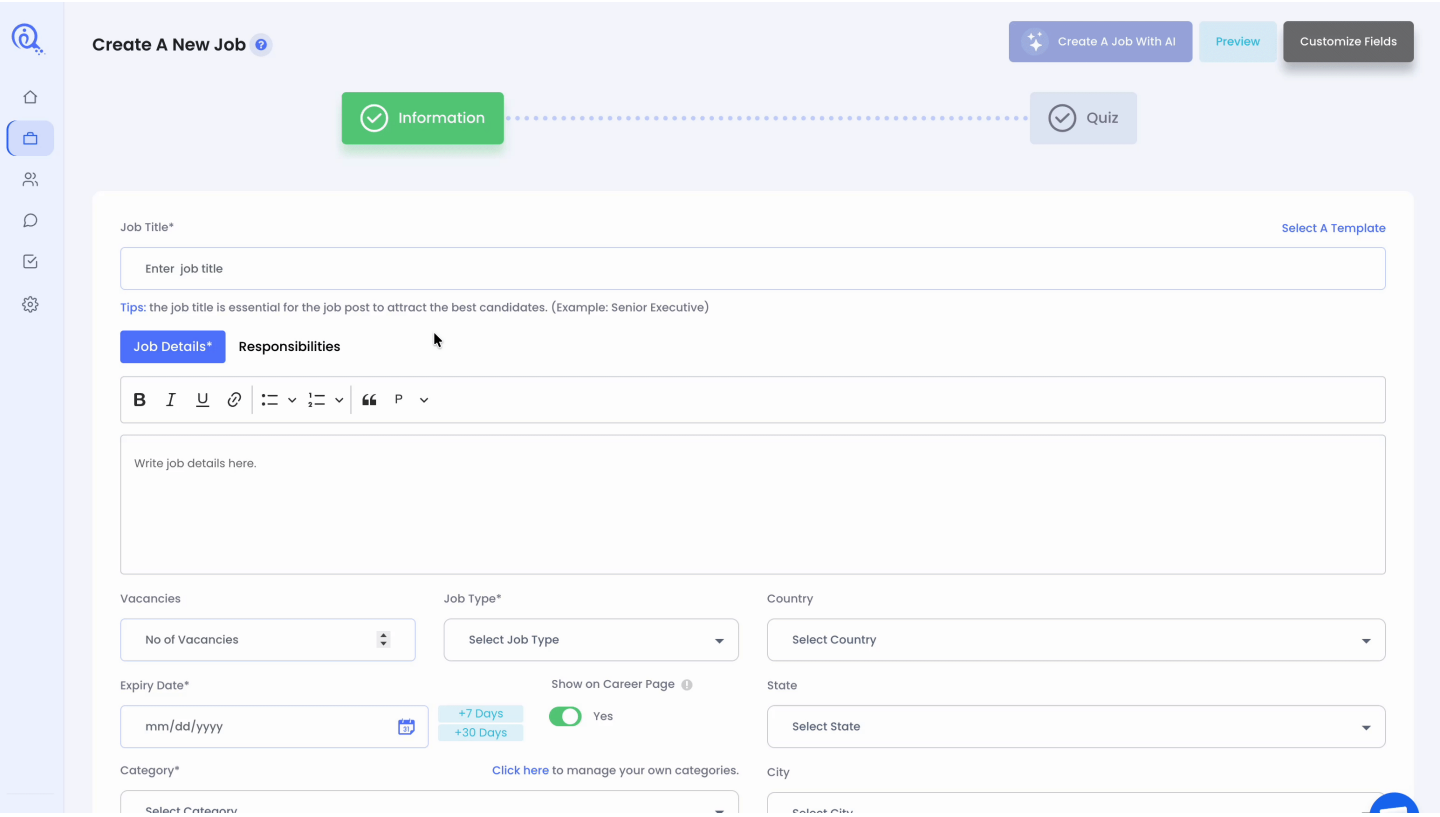


Next, click on the blue **‘Add Category’** button to add your custom category in easy.jobs. You can also update or delete your categories anytime from your dashboard by clicking on the **‘Update’** and **‘Delete’** options, respectively.



Step 2: Add Custom Job Categories to Job Posts

After creating your job categories in easy.jobs, you can add them to any job post in your organization. When you **create a new job post** in easy.jobs, or update an existing job post, you will see an option to add job categories by clicking on the ‘Category’ option. You can then choose your custom job category from the list of options as shown below.

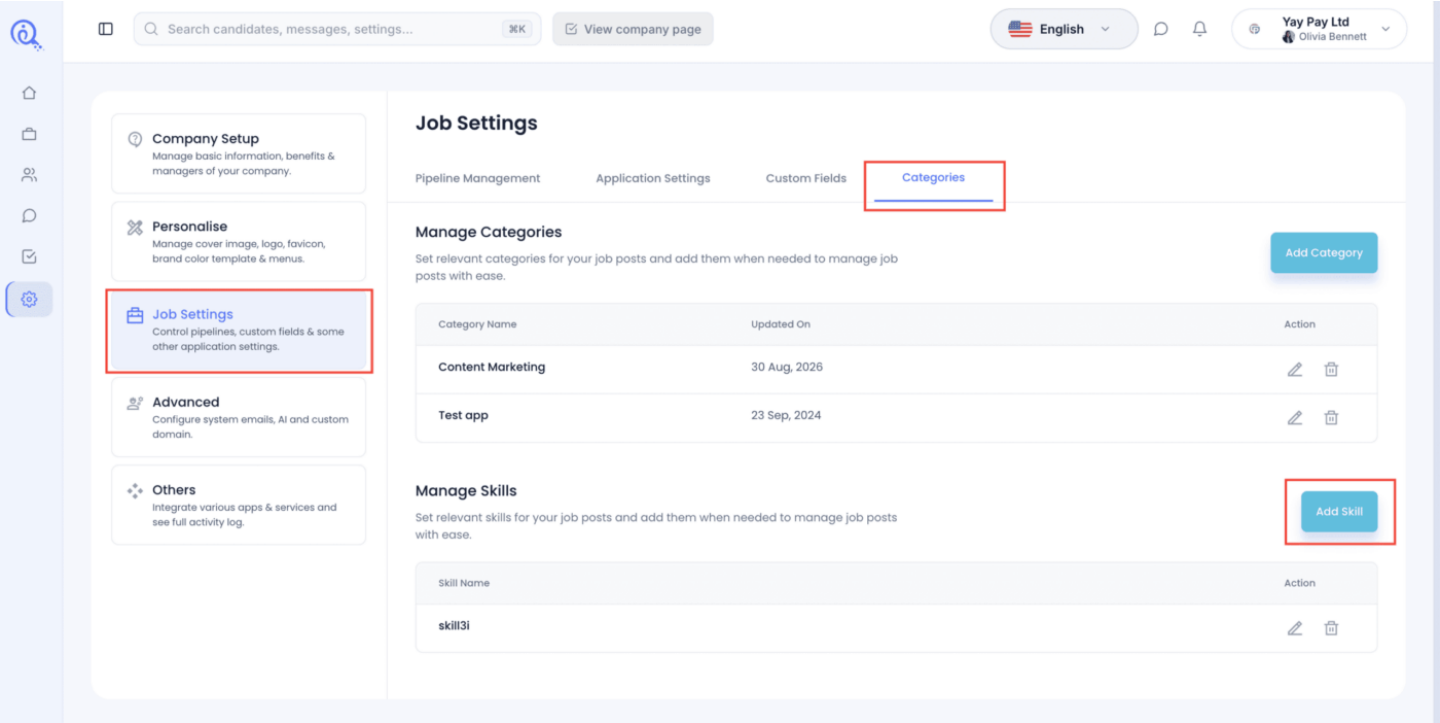


How to Create A Custom Job Skill in Easy.Jobs

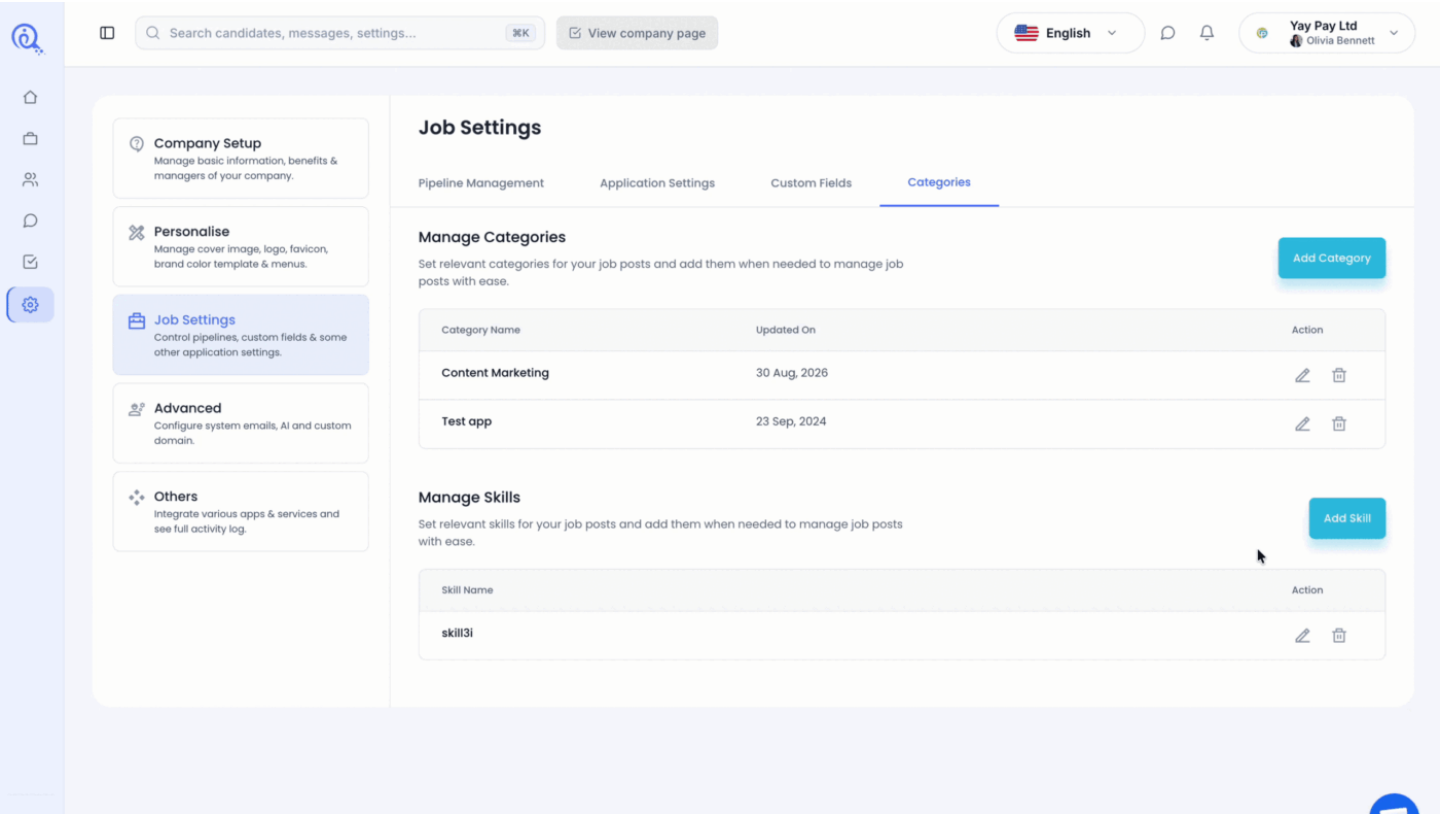
To create a custom job skill for any job post in easy.jobs, follow the step-by-step instructions below.

Step 1: Create A New Custom Job Skill in easy.jobs

Log in to your easy.jobs account and navigate to **‘Settings’ → Job Settings → Categories** tab from your company dashboard as shown below.

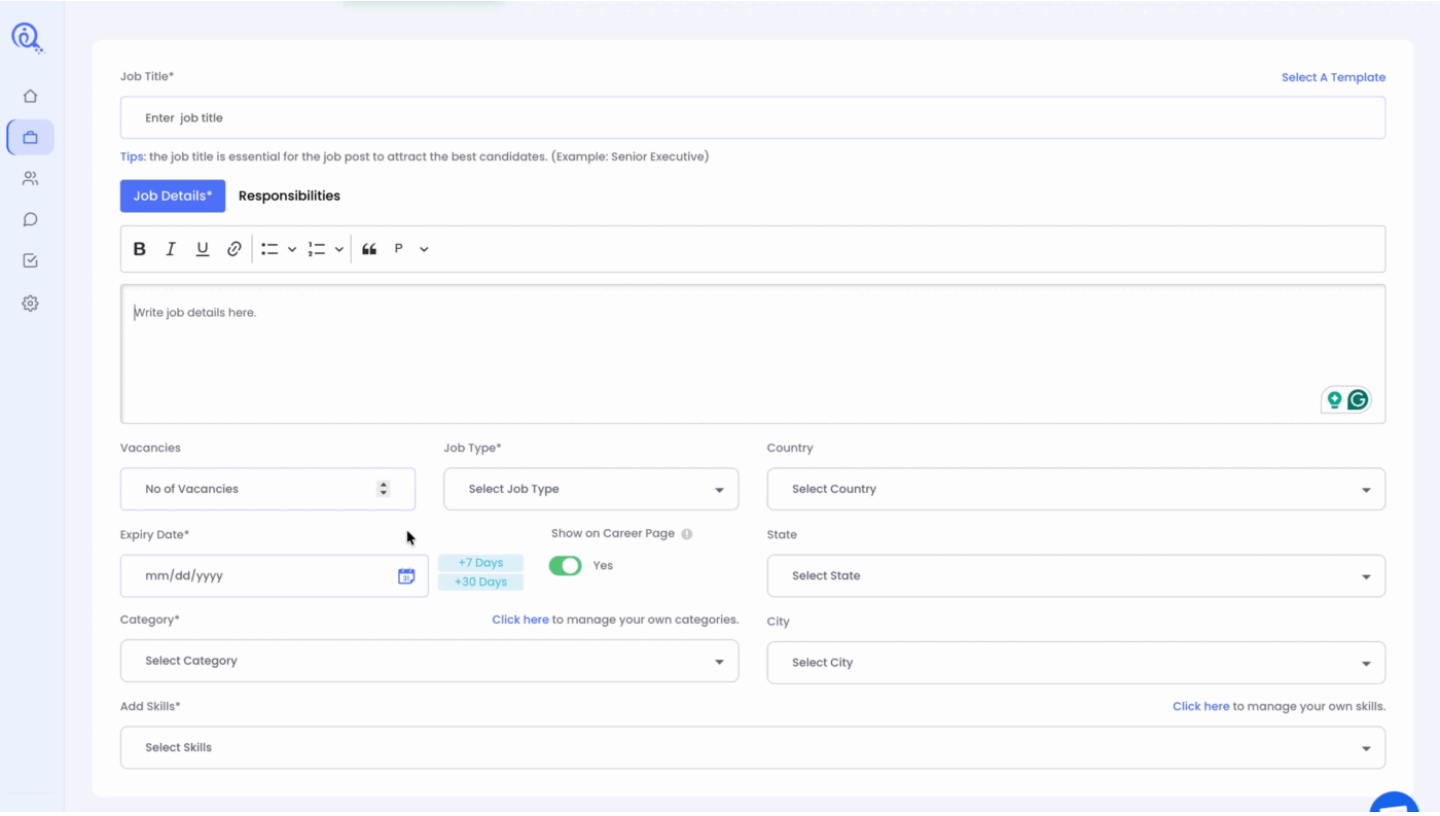


Next, click on the blue **‘Add Skill’** button to add your custom job skill in easy.jobs. You can also update or delete your skills anytime from your dashboard by clicking on the **‘Update’** and **‘Delete’** options, respectively.



Step 2: Add Custom Job Skills to Job Posts

After creating your custom job skills in Easy.Jobs, you can add them to any job post in your organization. When you **create a new job post** in easy.jobs, or update an existing job post, you will see an option to add job skills by clicking on the **'Add Skills'** option. You will then be able to choose your custom job skills from the list of options as shown below.



By following these simple steps, you can easily create and manage custom job categories and skills in **easy.jobs**.

If you need any help, feel free to **contact us** or join our friendly **Facebook community**.