

Customer guide: Premium & Custom Dynamic Career Sites

Get started with your Premium or Custom Dynamic Career Site

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1. What this guide is about

This guide shows you how to manage and update your Dynamic Career Site if you are using a Premium or Custom package.

You'll learn how to:

- Edit job listing and job ad templates
- Update text, images, videos, fonts, and colours
- Show or hide sections to match your needs
- Preview your changes before publishing
- Roll back changes if needed

2. First step: Log in to the editor

To begin editing your career site, you need to access the Career Sites editor.

1. Go to Career Sites by Talentech
[🔗 Career Sites by Talentech](#)
2. Log in using your Talentech ID

Once logged in, you'll enter the editor where all your career site templates are managed.

Get inspiration in our showroom

Before you start making changes, explore our showroom to see real examples and get inspiration for your career site.

[🔗 Template Showroom](#)

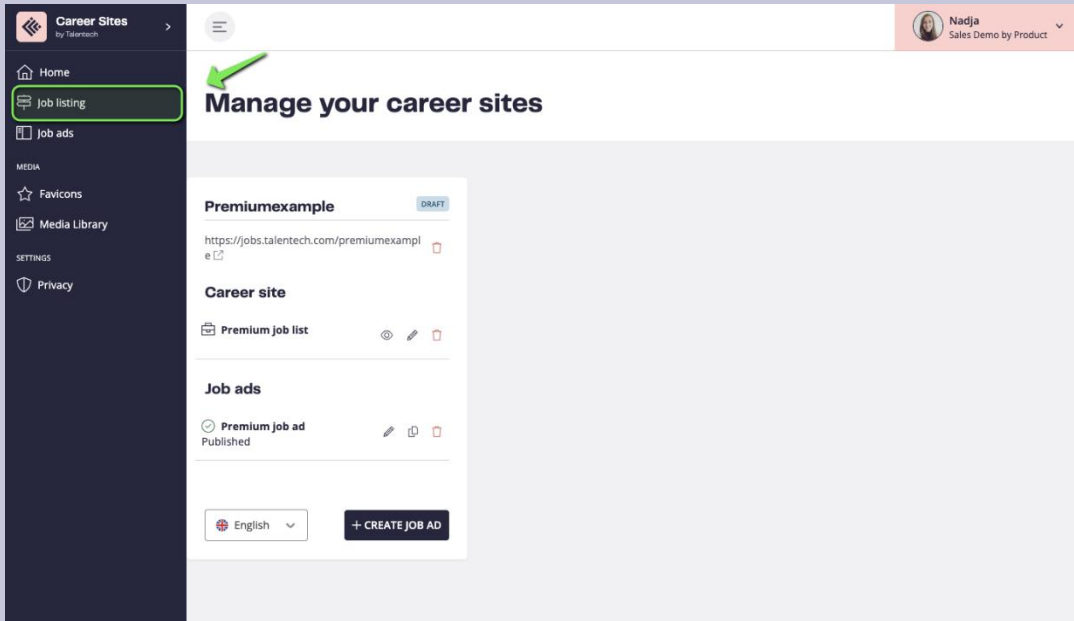
3. Edit your job listing

The job listing is the page where candidates see all open positions. This is usually the first page visitors land on, so it's a great place to focus your branding and messaging.

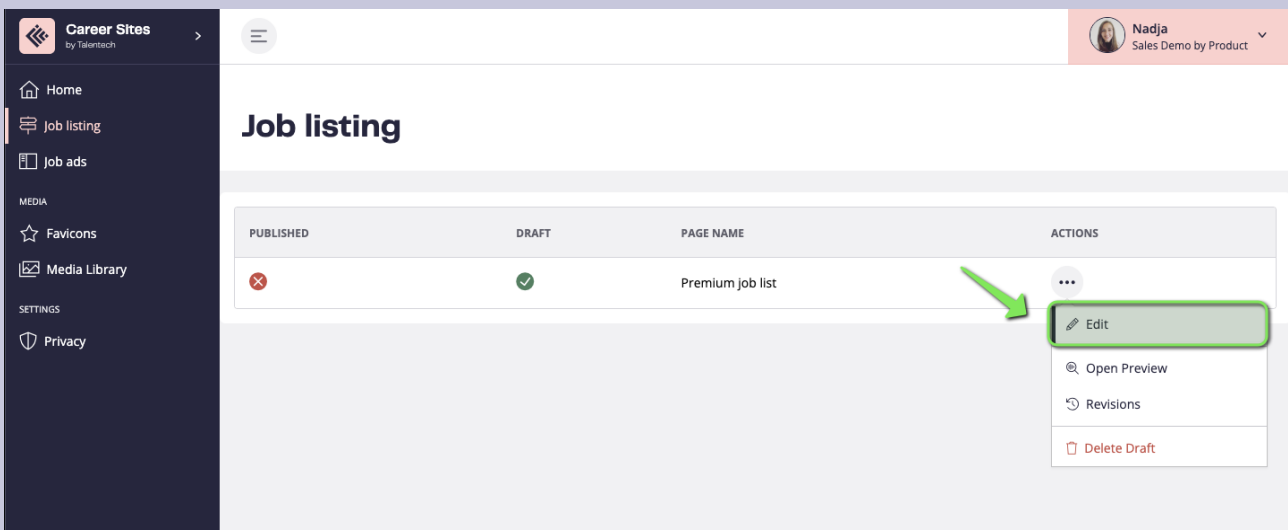


Open the job listing template

1. In the menu, click Job listing
2. You'll now see your job listing template:



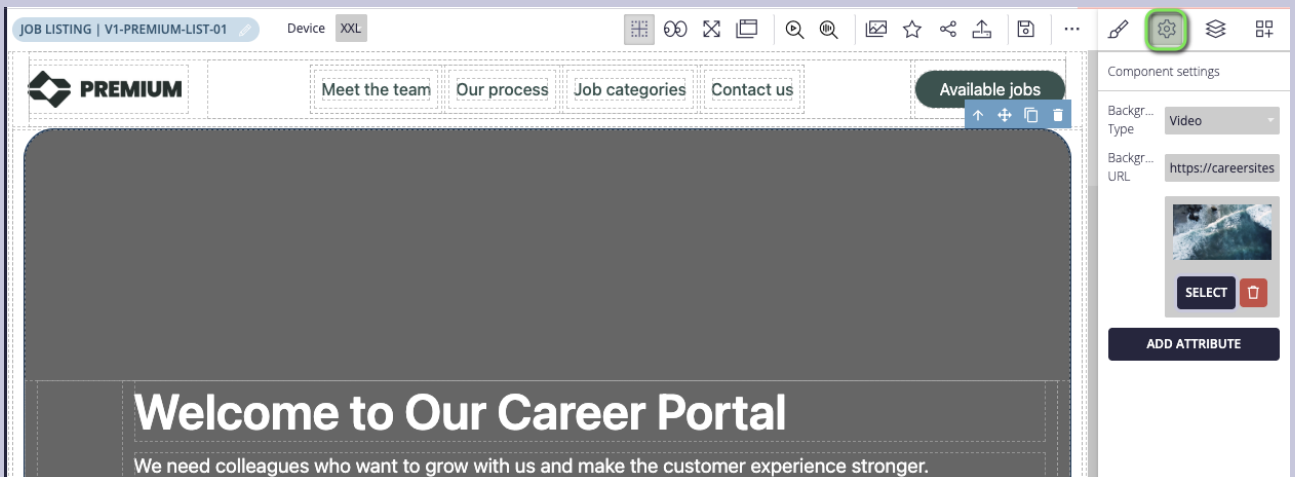
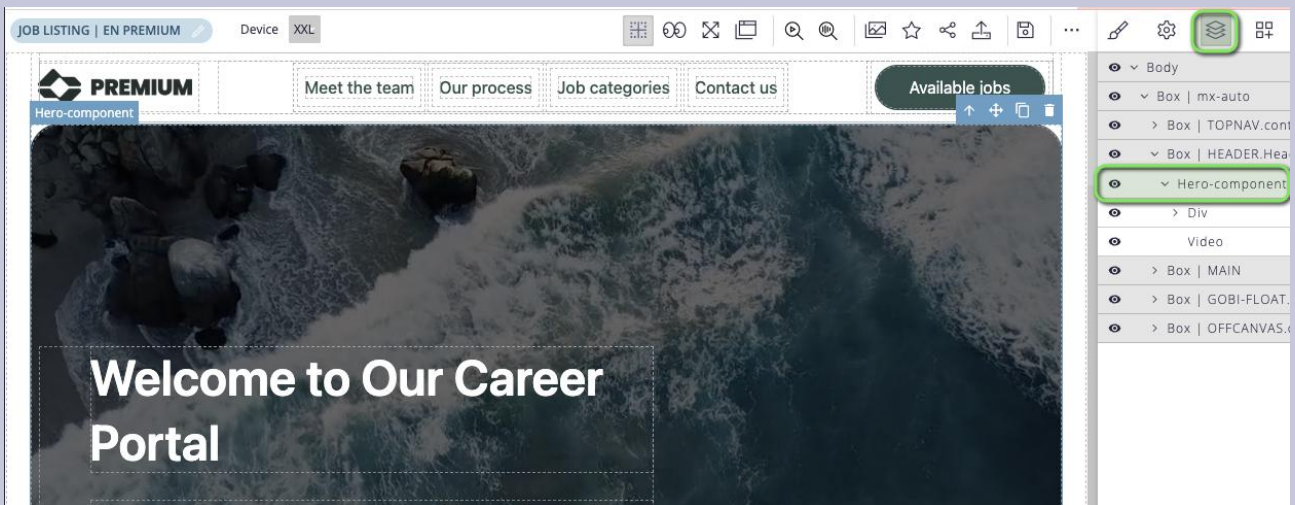
3. You will see your job listing template
4. Click on the three dots to the right
5. Click Edit to start making changes:



Update the top image or video

The top section sets the visual tone of your career site.

1. Click the top image or video (see screenshots below):
2. Open Layers in the menu
3. Select the hero component
4. Click the settings wheel in the menu
5. Upload or replace the image or video as you like:



Edit text and fonts

Edit text

- Double-click any text element to update the content:

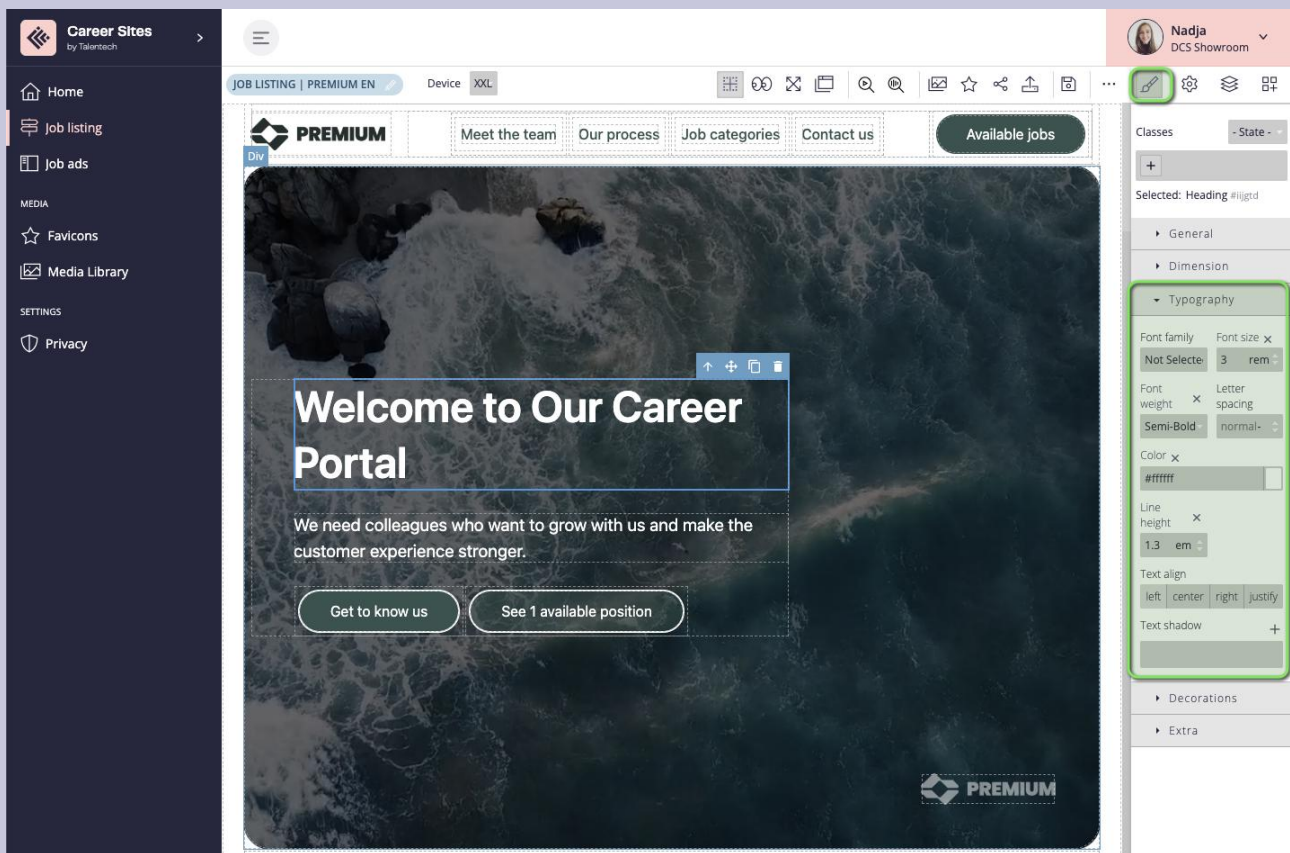
The screenshot displays a web editor for a career portal. On the left is a dark sidebar with navigation options: Home, Job listing, Job ads, MEDIA (Favicons, Media Library), and SETTINGS (Privacy). The main workspace shows a preview of a career page with a dark background and a mountain landscape. A text editor is active over the main heading, which reads "Welcome to Our Career Portal edit". The editor toolbar includes icons for bold, italic, underline, strikethrough, link, unlink, and text color. Below the heading is a paragraph: "We need colleagues who want to grow with us and make the customer experience stronger." and two buttons: "Get to know us" and "See 0 available positions". The top of the editor shows a breadcrumb "JOB LISTING | PREMIUM JOB LIST" and a device selector set to "XXL". On the right, a "Classes" panel is open, showing a list of styling options: General, Dimension, Typography, Decorations, and Extra. The user's profile "Nadja Sales Demo by Product" is visible in the top right corner.

Change fonts

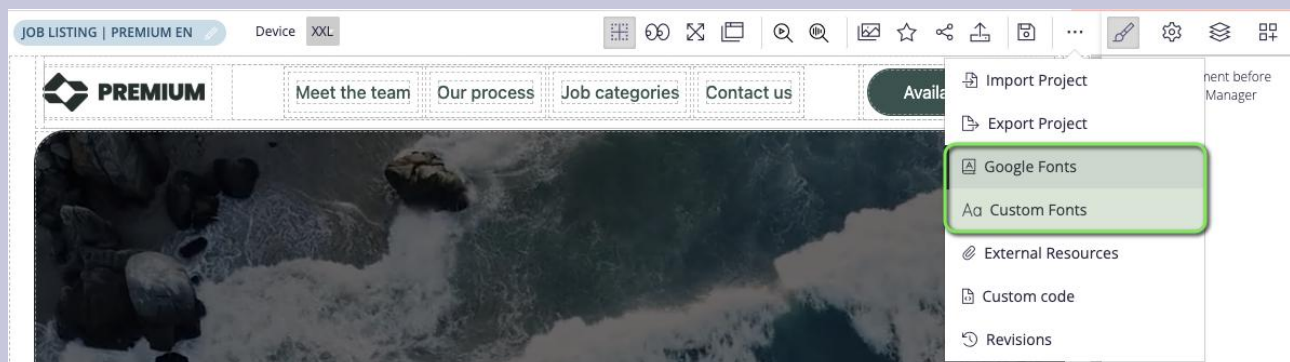
1. Click the text element
2. Click the pen icon
3. Open Typography
4. Select a font:

Info about fonts

- At Talentech, all Google Fonts are supported.
- Custom fonts can be uploaded if you have a valid license.



5. Click on the three dots in the menu to add additional Google Fonts:



Update buttons

Buttons guide candidates toward key actions, such as starting an application “Apply now” or learning more about your organisation “Get to know us”.

You can customise the button text and colours to match your branding and clearly highlight the actions you want candidates to take.

1. Select one or multiple buttons (Hold Ctrl or Command to select multiple)
2. Click on the pen icon in the menu
3. Open the Decoration Section
4. Now you can insert colours for background and border of the buttons:

The screenshot displays a web editor interface for a career portal. On the left, a dark sidebar contains navigation options: Home, Job listing, Job ads, MEDIA (Favicons, Media Library), and SETTINGS (Privacy). The main content area shows a 'PREMIUM' job listing page with a 'Welcome to Our Career Portal edit' section. A 'Get to know us' button is highlighted with a green box, and a small toolbar above it allows for editing. The right-hand panel shows the 'Decorations' section, where the 'Background color' is set to #35534f and the 'Border' is set to 2 px solid #ffffff. The 'Box shadow' option is also visible.

GOBI (if used)

With GOBI, you can add and manage employee stories directly on your career site, such as videos or articles, to highlight your culture, teams, and day-to-day work and give candidates a more personal insight into your organisation.

If GOBI is part of your setup, you can connect stories directly to your career site.

1. Click the GOBI element in the right-side corner (see screenshot):
2. Click the settings wheel in the menu
3. Insert the Story ID from GOBI:

The screenshot displays a career site editor interface. On the left is a dark sidebar with navigation options: Home, Job listing, Job ads, MEDIA (Favicons, Media Library), and SETTINGS (Privacy). The main workspace shows a 'PREMIUM' header, a video player with a 0:00 / 0:25 duration, and a 'Our recruitment process' section with four steps: 1. Send in application, 2. Conversation with HR, 3, and 4. A GOBI story overlay is visible in the bottom right of the workspace, featuring a profile picture and a 'Get to know us' button. On the right, a 'Component settings' panel shows 'StoryId 3ug67' and an 'ADD ATTRIBUTE' button. The top right corner of the editor shows the user 'Nadja Sales Demo by Product'.

Edit videos

1. Start with by clicking on the video on your career site
2. Click the settings wheel in the menu
3. Choose the video provider
4. Insert source or link
5. Adjust autoplay, loop, and controls
6. Finish by clicking on " Add Attribute":

The screenshot displays a career site editor interface. On the left is a dark sidebar with navigation options: Home, Job listing, Job ads, MEDIA (Favicons, Media Library), and SETTINGS (Privacy). The main workspace shows a website layout with a 'PREMIUM' logo, navigation tabs ('Meet the team', 'Our process', 'Job categories', 'Contact us'), and an 'Available jobs' button. A video player is embedded in the layout, showing a group of people in a meeting. A green arrow points from the 'Available jobs' button to the video player. On the right, a 'Component settings' panel is open, showing configuration options for the video: Provider (HTML5 Source), Source (https://careersite), Poster (https://careersite), Autoplay (unchecked), Loop (unchecked), and Controls (checked). An 'ADD ATTRIBUTE' button is at the bottom of the settings panel. The top right corner shows the user profile 'Nadja Sales Demo by Product'.

Hide or remove sections

You can easily control which sections are visible on your career sites.

Hide a section

1. Click the element
2. Open Layers
3. Click the eye icon

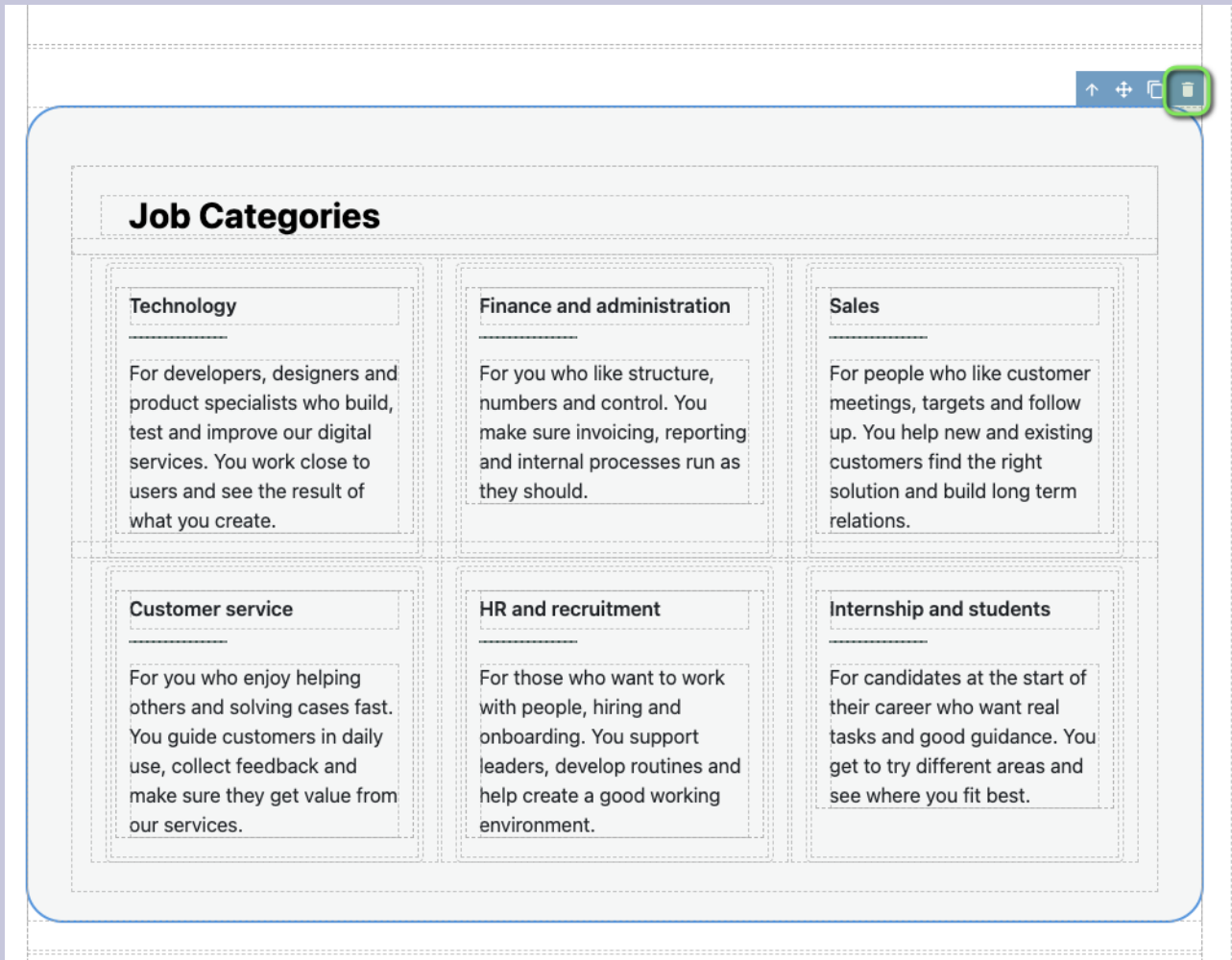
Talentech recommends

Hide sections rather than delete them, so they remain available if you change your mind.

The screenshot displays the Career Sites editor interface. On the left is a dark sidebar with navigation options: Home, Job listing, Job ads, MEDIA (Favicons, Media Library), and SETTINGS (Privacy). The main workspace shows a 'JOB LISTING | PREMIUM EN' page with a navigation bar containing 'Meet the team', 'Our process', 'Job categories', 'Contact us', and an 'Available jobs' button. The 'Job Categories' section is highlighted with a blue border and contains six categories: Technology, Finance and administration, Sales, Customer service, HR and recruitment, and Internship and students. On the right, a 'Layers' panel is open, showing a tree view of the page's structure. The 'Job Categories' section is selected, and its eye icon is highlighted with a green circle, indicating it is the target for hiding.

Delete a section

- Click the trash icon if you want to delete the section completely from the page:



The screenshot shows a drag-and-drop editor interface. At the top right, there is a toolbar with icons for undo, redo, copy, and delete. The delete icon, represented by a trash can, is highlighted with a green circle. Below the toolbar is a large dashed-line box containing a section titled "Job Categories". This section is divided into six smaller boxes, each representing a job category with a title and a description:

- Technology**: For developers, designers and product specialists who build, test and improve our digital services. You work close to users and see the result of what you create.
- Finance and administration**: For you who like structure, numbers and control. You make sure invoicing, reporting and internal processes run as they should.
- Sales**: For people who like customer meetings, targets and follow up. You help new and existing customers find the right solution and build long term relations.
- Customer service**: For you who enjoy helping others and solving cases fast. You guide customers in daily use, collect feedback and make sure they get value from our services.
- HR and recruitment**: For those who want to work with people, hiring and onboarding. You support leaders, develop routines and help create a good working environment.
- Internship and students**: For candidates at the start of their career who want real tasks and good guidance. You get to try different areas and see where you fit best.

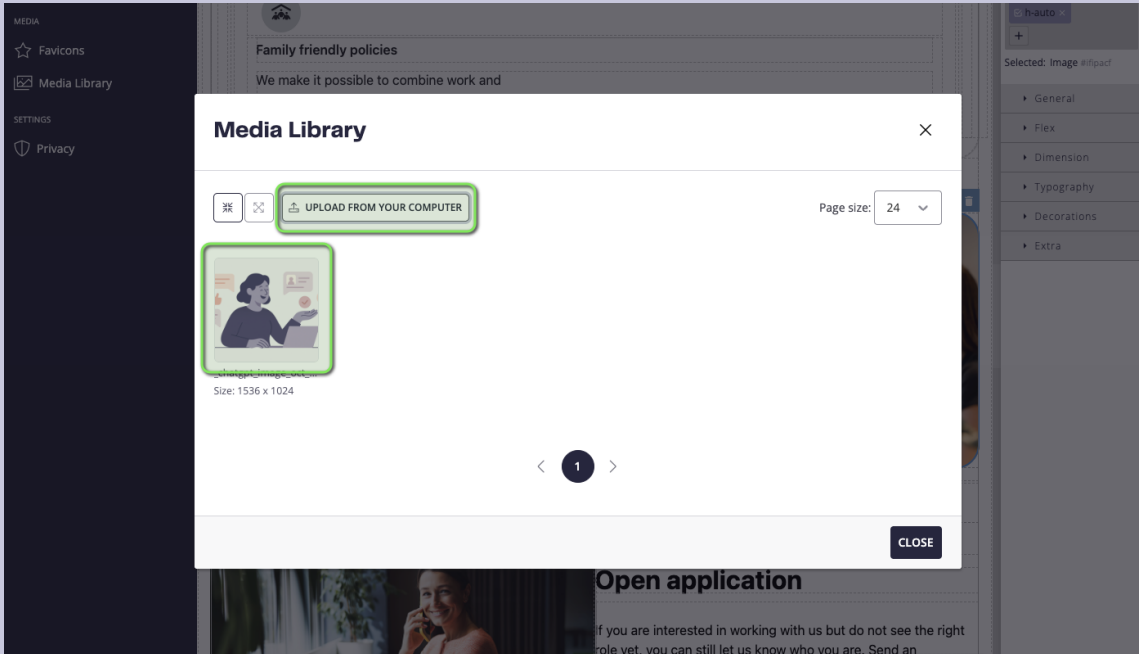
Edit icons

1. Click the icon you want to change
2. Click the pen icon in the menu
3. Open Decorations
4. Now you can change the colour:

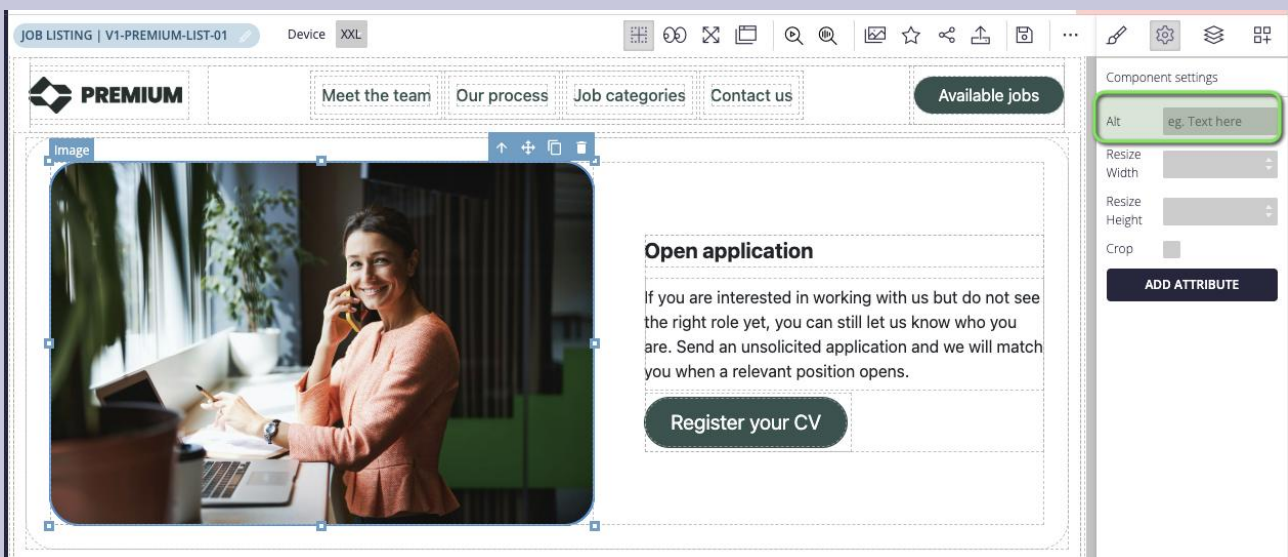
The screenshot displays a web design tool interface for editing a job listing page. The page content includes a header with the 'PREMIUM' logo, a hero image of people in a meeting, and a section titled 'Employee benefits' with the text: 'We want our employees to have good working conditions, both at work and at home. Below is an example set you can keep as default text and let clients edit.' Below this, there are three benefit cards: 'Competitive salary' (with a salary icon), 'Flexible workday' (with a home icon), and a partially visible 'Education' card (with a graduation cap icon). The 'Competitive salary' card is selected, and its 'Decorations' panel is open in the right-hand sidebar. This panel shows the 'Background color' set to '#ccd4d3' and the 'Border' set to '0' width and 'solid' style. The 'Decorations' panel is highlighted with a green border. The left sidebar contains navigation options: Home, Job listing, Job ads, MEDIA (Favicons, Media Library), and SETTINGS (Privacy). The top toolbar includes various editing tools like zoom, pan, and selection.

Update images and alt-text

1. Double-click the image you want to change
2. Select or upload a new image:



3. After uploading the image, add a descriptive text (alt-text). This helps screen readers understand the image:



Edit the job list component

1. Click the job list on the page
2. Click the settings wheel in the menu
3. Now you can adjust various settings, such as background colour, corners roundings, etc.:

The screenshot displays a web editor interface for editing a 'Premium Job List' component. The main content area shows a search bar with the placeholder text 'Search jobs by title...' and a 'No job ads found' message. Below this is a 'Job alert' section with text: 'If you do not find the right position today, you can sign up for a job alert. Then we will notify you by email when we publish new roles in the areas you are interested in, so you do not have to check the page every week.' A 'PREMIUM' logo is visible in the bottom right of the job alert section.

The right-hand side of the editor shows the 'Component settings' panel for the 'Available jobs' component. The settings are organized into sections:

- Layout**:
 - Layout: Grid Layout
 - Items per page: 9
 - Show search box:
- Card**:
 - Background color: #FFF
 - Round corners:
- Caption**:
 - Background color: rgba(204,212,212,0.5)
 - Round corners:
- Heading**:
 - Heading color: #000
- Paragraph**:
 - Paragraph color: #000
- Button**:
 - Button background color: #35534f
 - Round corners:
 - Label: See details

Social media links

Social media links make it easy for candidates to visit your organisation's social channels directly from the career site.

1. Click the social media icon
2. Click the settings wheel in the menu
3. Insert the correct URL to your social media profile (for example LinkedIn, Facebook, or Instagram):

The screenshot displays a career site editor interface for 'PREMIUM'. The main content area features a 'Job alert' section with a 'Sign up' button and a large image with the 'PREMIUM' logo. The footer contains contact information, navigation links, and social media icons. A 'Component settings' panel on the right is open, showing the URL 'https://www.instr' for a social media link. The URL field is highlighted with a green box, and the 'ADD ATTRIBUTE' button is also highlighted. The social media icons in the footer are also highlighted with a green box.

Home
Job listing
Job ads
MEDIA
Favicons
Media Library
SETTINGS
Privacy

JOB LISTING | PREMIUM JOB LIST Device: XXL

PREMIUM Meet the team Our process Job categories Contact us Available jobs

Job alert

If you do not find the right position today, you can sign up for a job alert. Then we will notify you by email when we publish new roles in the areas you are interested in, so you do not have to check the page every week.

Sign up →

PREMIUM

Powered by: **Talentech**

Share on social media: Get to know us

Component settings

URL: <https://www.instr>

Open in new tab

ADD ATTRIBUTE

aria-label

Link to our Instagram acc

REMOVE

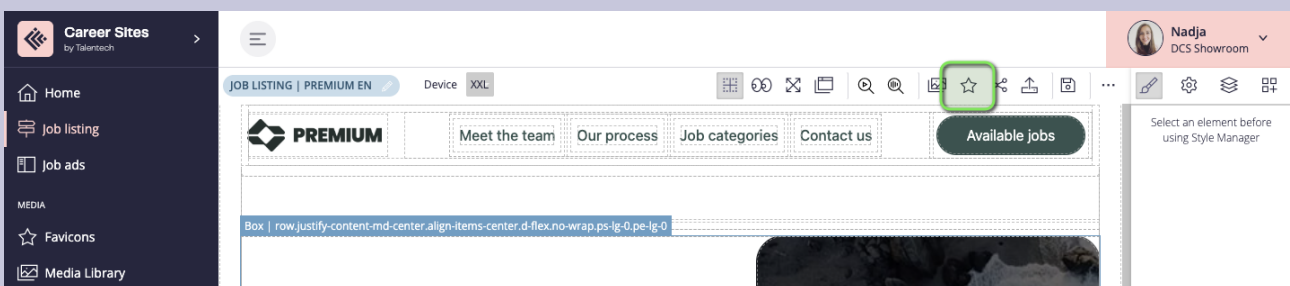
<https://www.instagram.com/wearetalentech?hl=en>

Favicon and social media sharing

The favicon and social sharing settings help ensure your career site looks professional and consistent across browsers and social platforms.

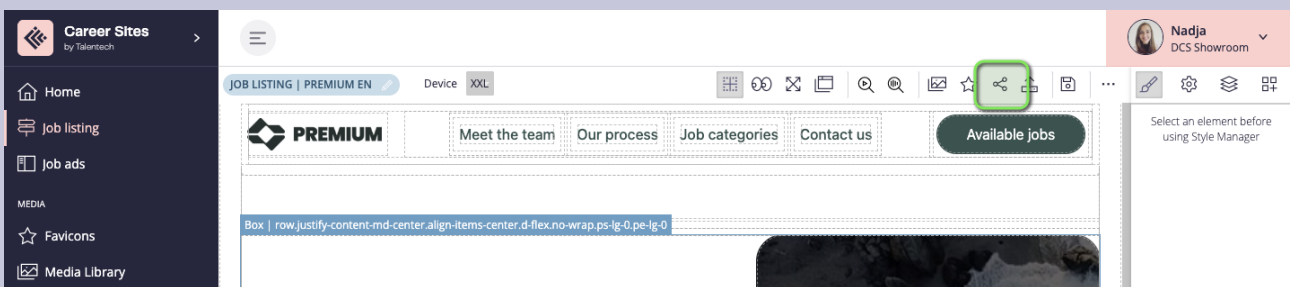
Favicon:

- The favicon is the small icon shown in the browser tab when candidates visit your career site. Change it here (See screenshot):



Social media sharing:

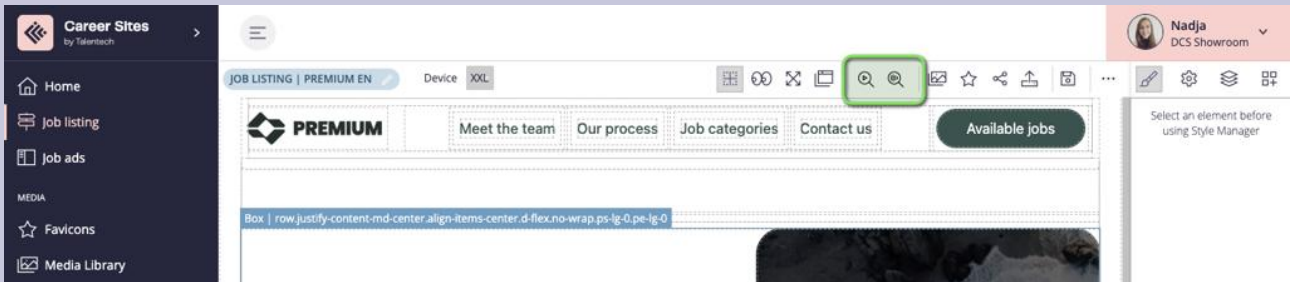
- By changing your social media settings, you can control how your pages appear when they are shared on social media, such as the title, image, and description shown in the post preview. Change it here (See screenshot):



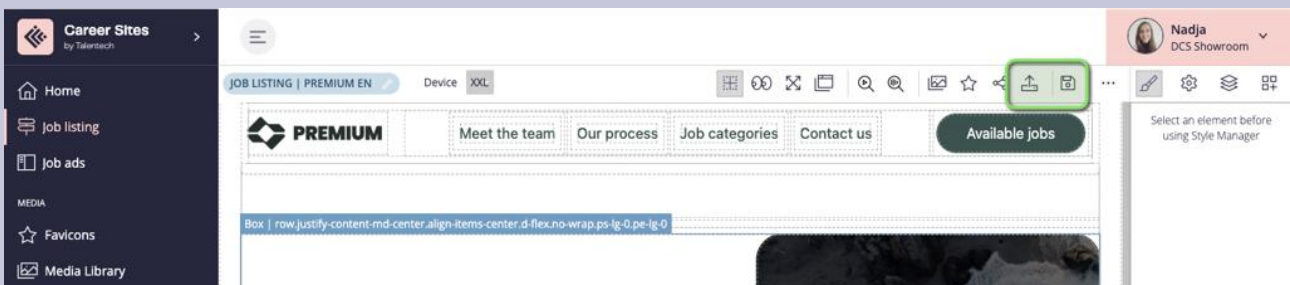
4. Preview and publish changes

Before publishing, we recommend previewing your work and do the final updates.

- Preview draft or published templates by clicking on these two icons (see screenshot):



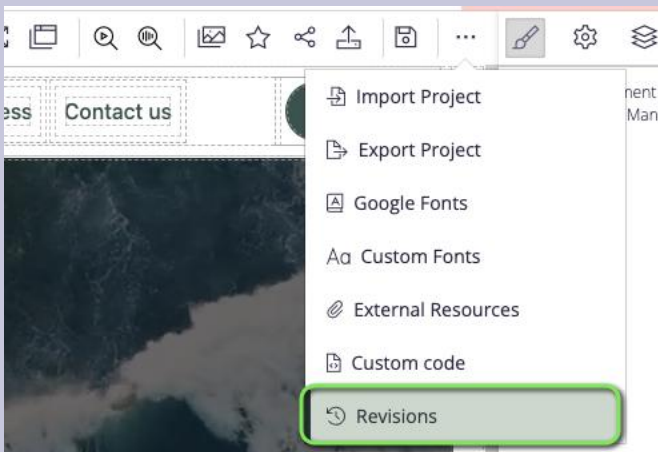
When you're satisfied and done with editing the job list, you can save and publish your changes:



5. Roll back changes if needed

If something doesn't look right, you can easily restore an earlier version.

1. Open Revisions in the menu
2. Select a previous version
3. Click "Rollback" to restore it:



Revisions [Close]

| TIME | ACTIONS |
|----------------------|--------------------------------------------------------------------------------|
| 27.11.2025, 15.59.15 | <input type="button" value="PREVIEW"/> <input type="button" value="ROLLBACK"/> |
| 27.11.2025, 15.52.54 | <input type="button" value="PREVIEW"/> <input type="button" value="ROLLBACK"/> |
| 27.11.2025, 15.09.07 | <input type="button" value="PREVIEW"/> <input type="button" value="ROLLBACK"/> |
| 27.11.2025, 15.08.41 | <input type="button" value="PREVIEW"/> <input type="button" value="ROLLBACK"/> |
| 27.11.2025, 15.08.10 | <input type="button" value="PREVIEW"/> <input type="button" value="ROLLBACK"/> |

6. Edit your job ad template

Job ads control how individual positions are presented.

1. Click Job ads in the menu
2. Select your job ad template
3. Click Edit

You can edit the job ad in the same way as the job listing:

- Text
- Images and videos
- Sections
- Branding and layout

The screenshot displays the Career Sites editor interface. On the left is a dark sidebar with navigation options: Home, Job listing, Job ads, MEDIA (Favicons, Media Library), and SETTINGS (Privacy). The main workspace shows a 'PREMIUM JOB AD EN' template for a 'XXXL' device. The top navigation bar includes 'Meet the team', 'Workplace culture', 'Our process', 'Contact us', and an 'Apply' button. The main content area features a large image placeholder with a '{TITLE}' field, two buttons ('See job description' and 'Get to know us'), and a row of icons for location, category, and application deadline. A 'PREMIUM' badge is visible in the bottom right of the image. Below the image is another '{TITLE}' field and an '(AD_TEXT)' field with an 'Apply for the job' button. On the right, a 'Job details' panel lists 'LOCATION {LOCATION}', 'CATEGORY {CATEGORY}', and 'DEPARTMENT' with a 'Get to know us' button and a profile picture placeholder. A top-right header shows the user 'Nadja DCS Showroom'. A tooltip on the right says 'Select an element before using Style Manager'.

7. You're all set

Your Premium or Custom Dynamic Career Site is now set up and ready!

Remember

Content and branding can be adjusted at any time, so you can keep the site up to date as your needs develop.