kijiji | My Business
Jobs

Kijiji My Business Manager

Training Guide

Kijiji My Business for Jobs (2020)

Welcome to the
Kijiji My Business Manager tutorial

This tutorial will teach you the basics of setting up an account in the Kijiji My Business Manager:

- Sign in & Home Dashboard
- Ad Management
- Departments
- Kijiji My Business Manager Reporting Tool
- User Management

The Kijiji My Business Manager is a central place for your team to login and manage your Kijiji advertising, including posting and editing ads, increasing visibility of listings with features, tracking engagement and managing your departments.

Grow your leads with Kijiji

Sign in, Navigation Menu & Home Dashboard

Logging in
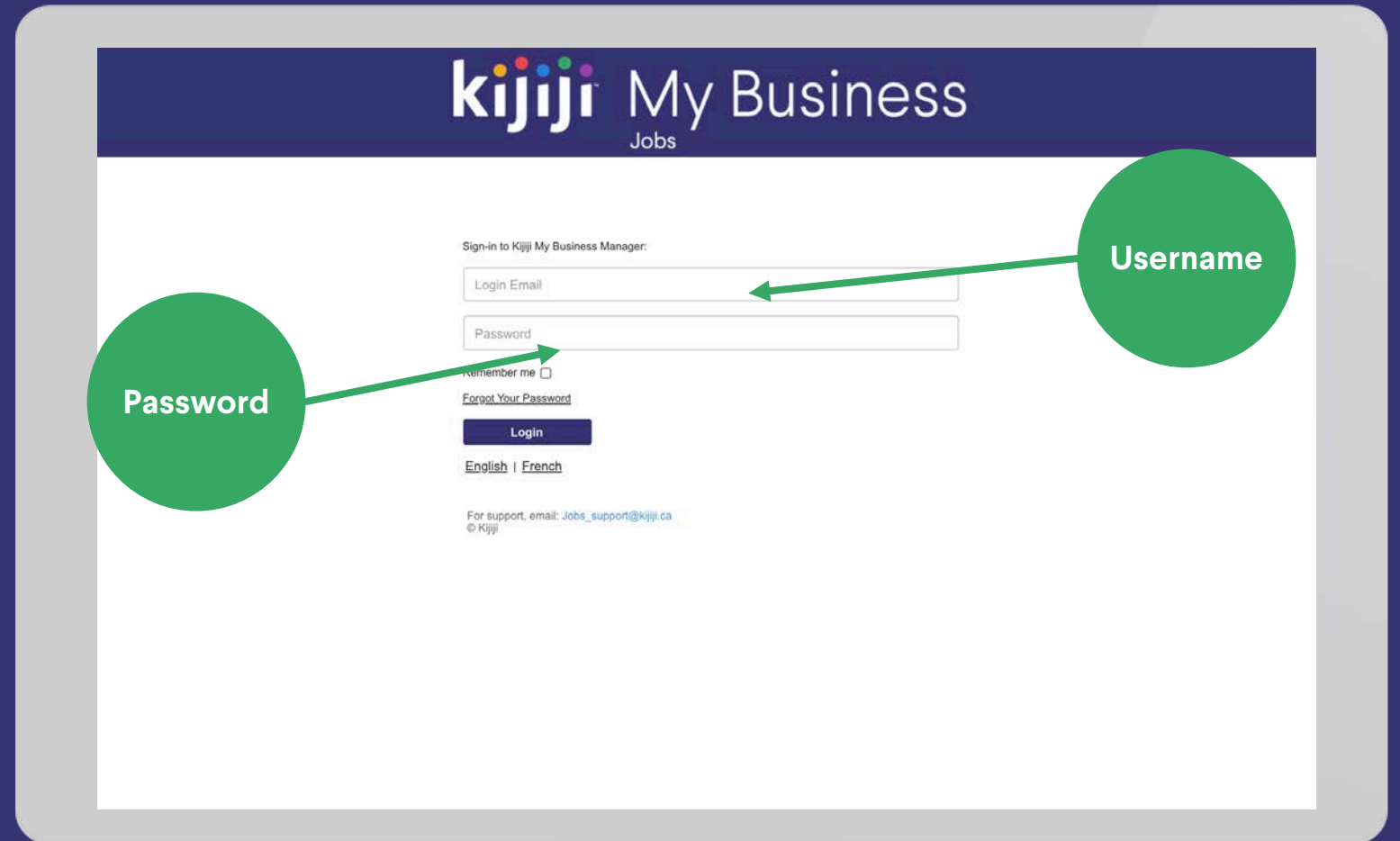
https://jobs.kijiji.limpsys.com/en/login

The sign in page is where you'll arrive when first accessing the Kijiji My Business Manager.

Username

Your username is your email address.

Password

You'll find your password inside your login credential email. Remember, your username and password are case sensitive.

Logging in

Remember Me

Selecting 'Remember me' will ensure you remain signed in.

Forgot Password

If you click 'Forgot Password' you'll be taken to a new page. Just enter your email and click the reset password button. You'll receive an email with instructions to reset your password.

If you haven't received your login details, contact your Kijiji advertising consultant or contact Kijiji support at 1-866-KIJIJI-6
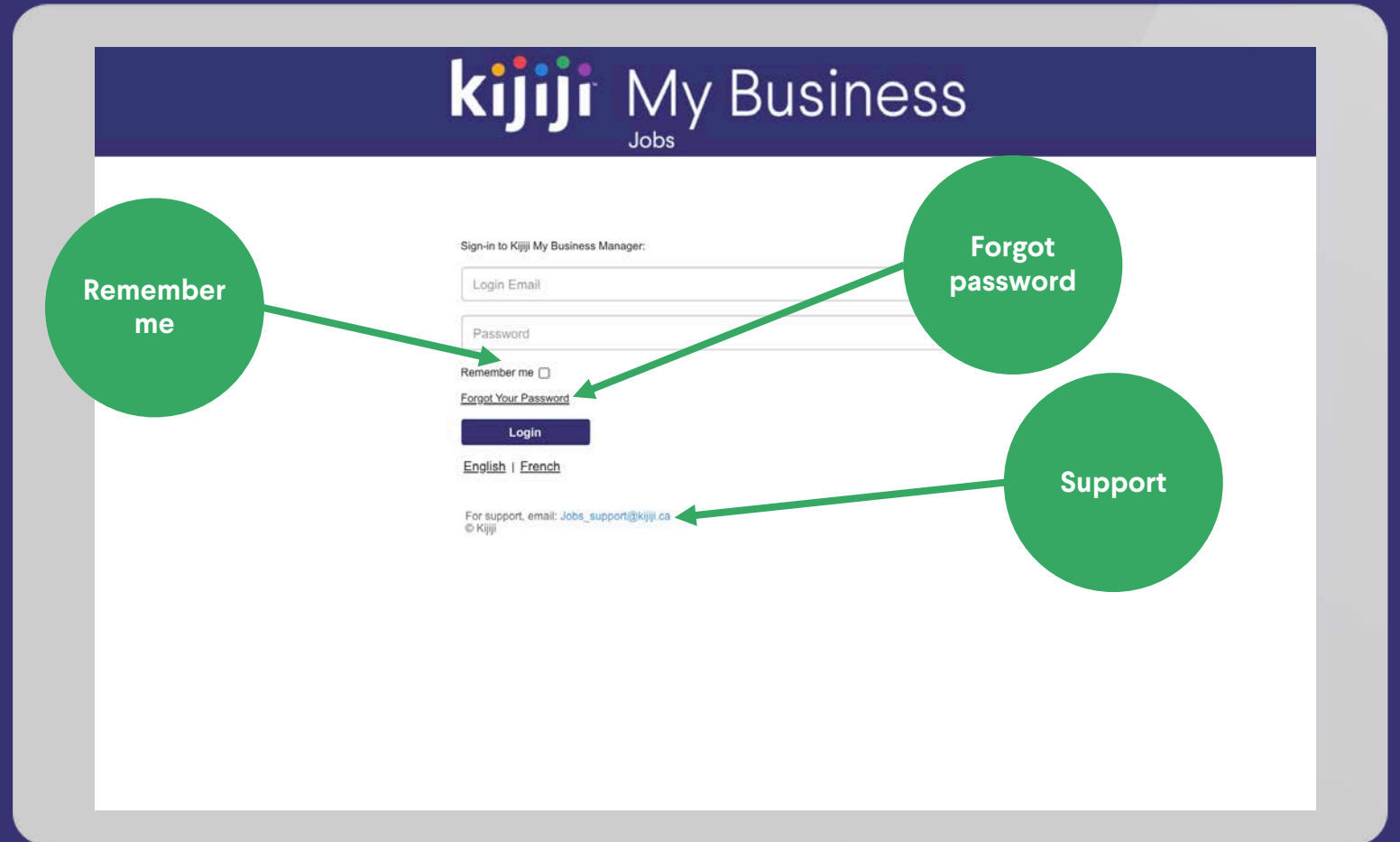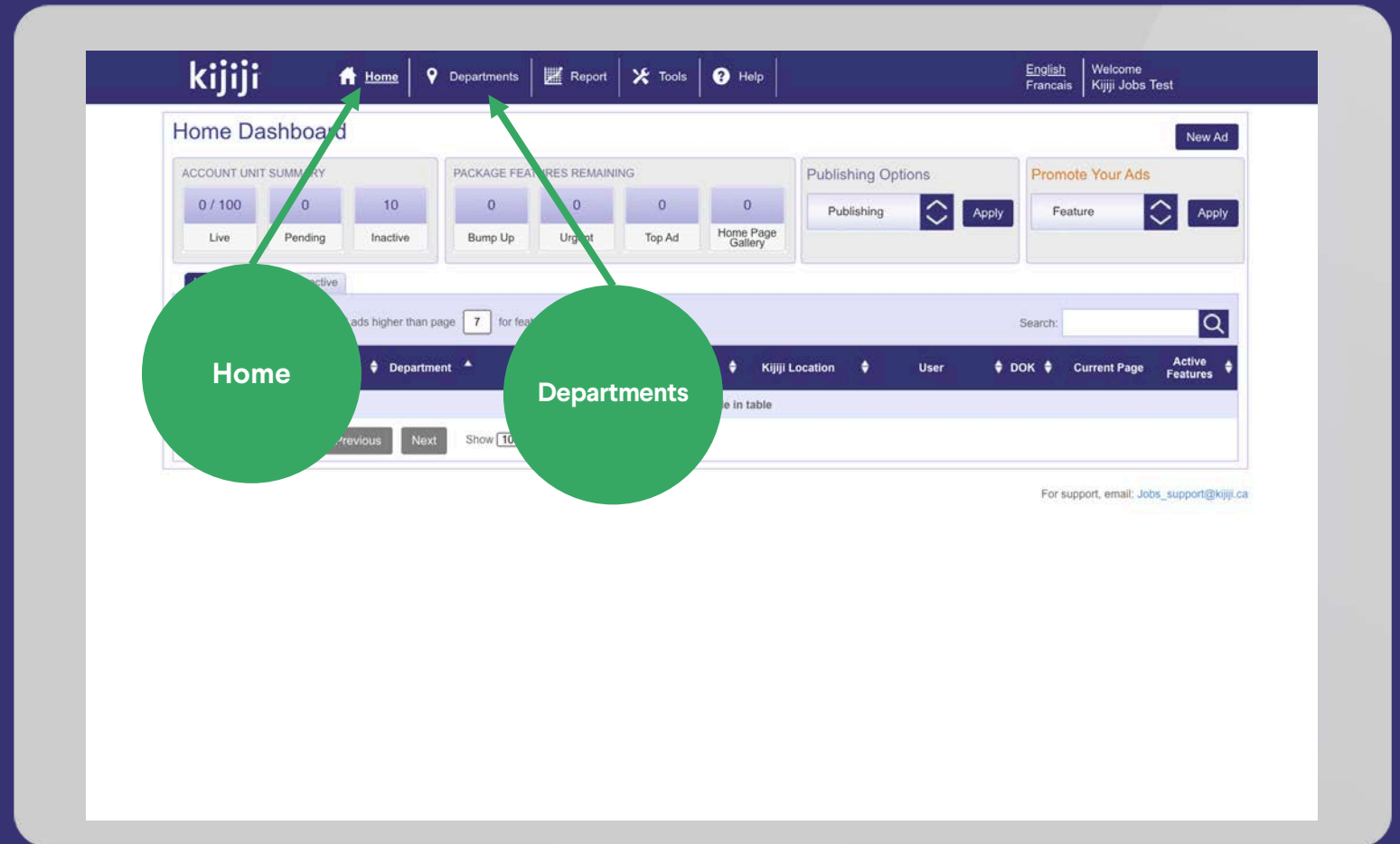
Navigation Menu

Home

When you sign into your Kijiji My Business account, you'll land on the 'Home Dashboard'. Clicking Home on the navigation menu, will always bring you back to this page.

Departments

Select 'departments' on the navigation menu, to view all your departments together.

Navigation Menu

Reports

Choose reports to see activity metrics for your listings and historical feature purchases.

Tools

The tools tab can only be accessed if you have client level permissions set up on your account. Here, you can create other user accounts to allow sub users access to select features.
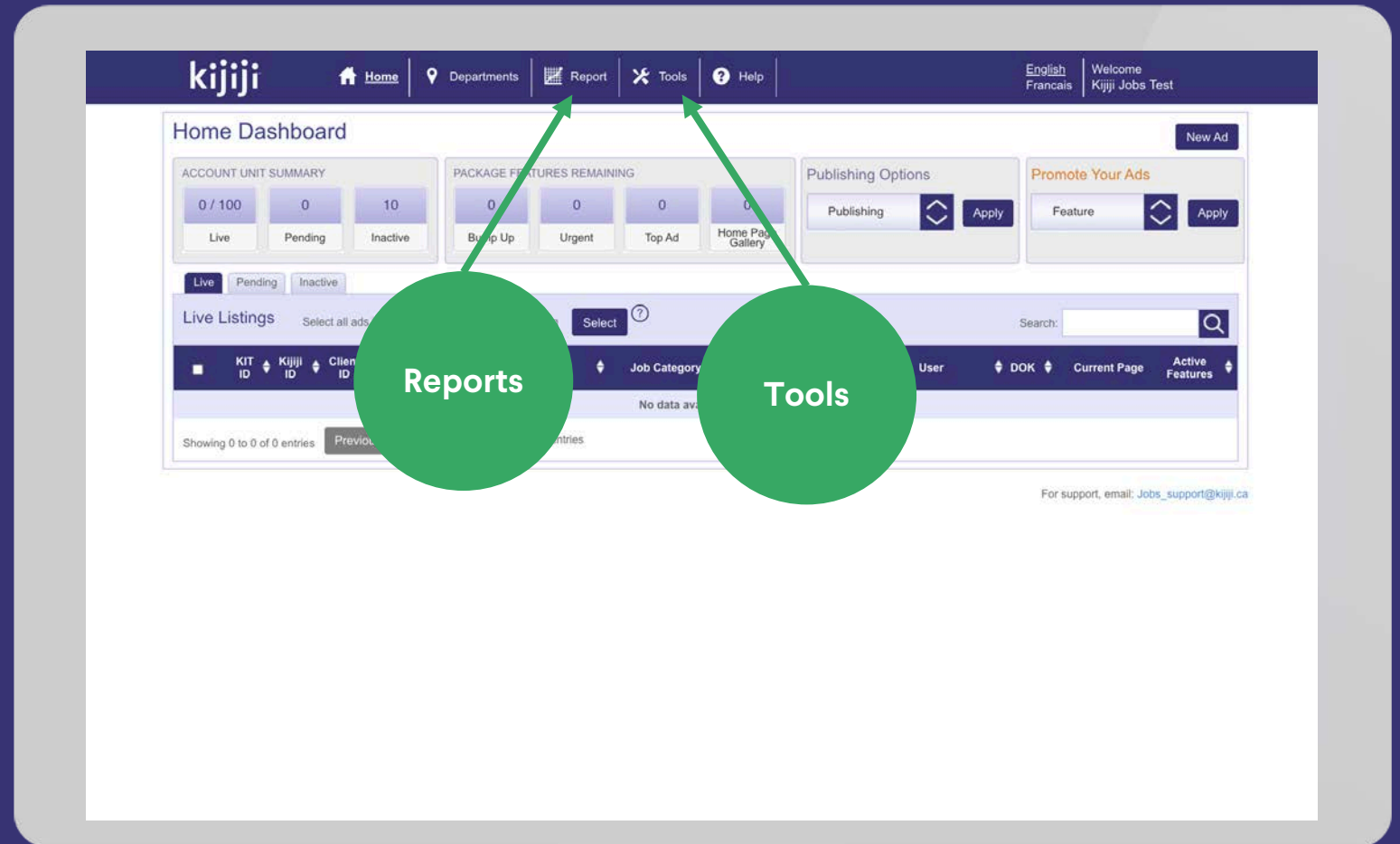
Navigation Menu

Help

The Help link takes you to a page of FAQs for your Kijiji My Business solution. You'll find answers to queries about using the Kijiji My Business Manager, the visibility of your ads on Kijiji and how to optimise them to reach your audience.

Language

The language setting lets you select the language you prefer to use.

Welcome

Hover over your name next to the Welcome tab to reveal a drop-down menu where you can access basic information about your account, change your password, or log out of your current session.
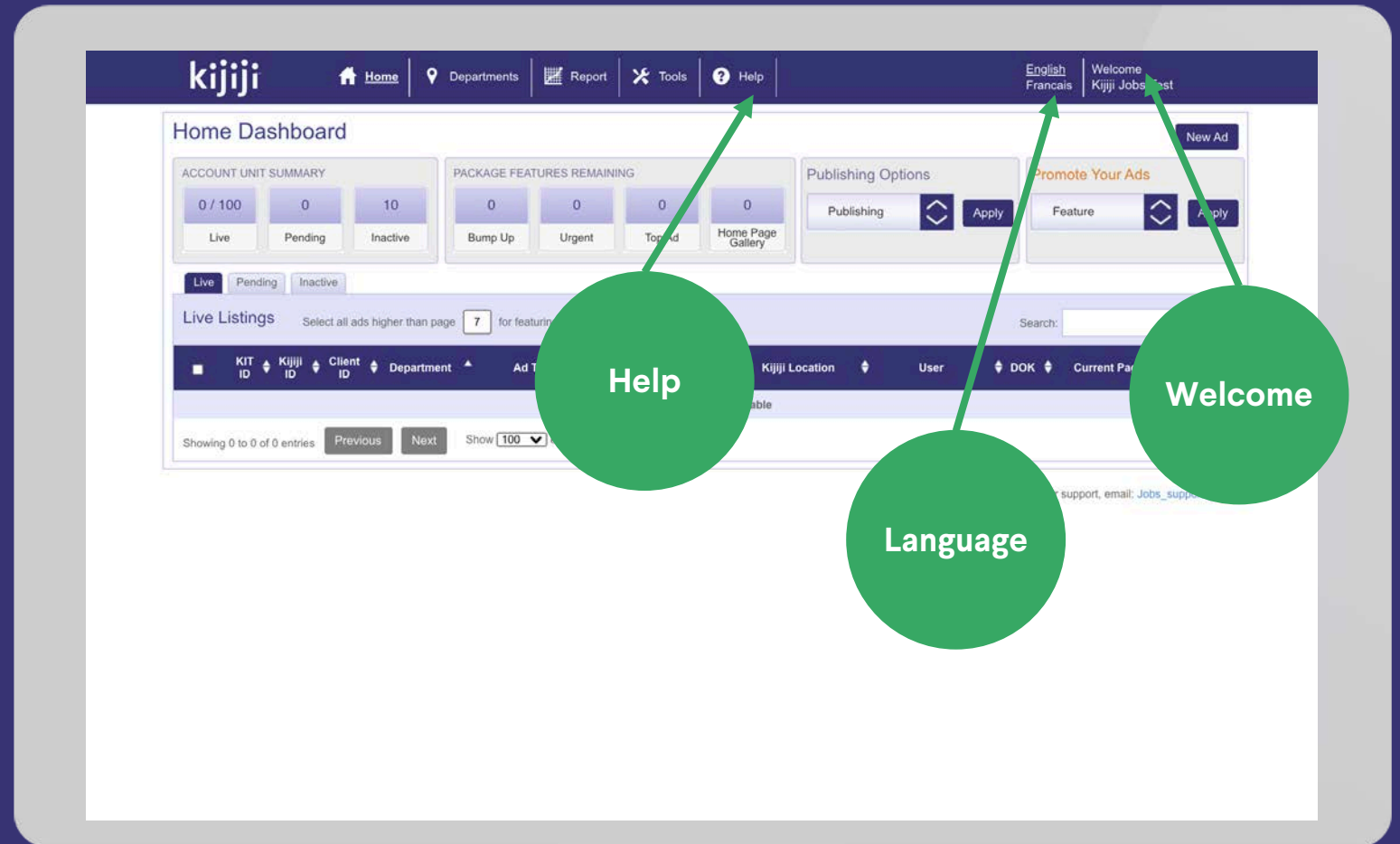
Home Dashboard

Unit Summary

Your Account Unit Summary shows the total number of ads in each state: Live, Pending, and Inactive. Client type profiles will see the total for the account, however Managers will only see what they have been assigned or created themselves.

Feature Counter

Your Package Features Remaining counter shows the total remaining visibility features included in your monthly package. To add monthly features at a discounted rate, contact your advertising consultant.


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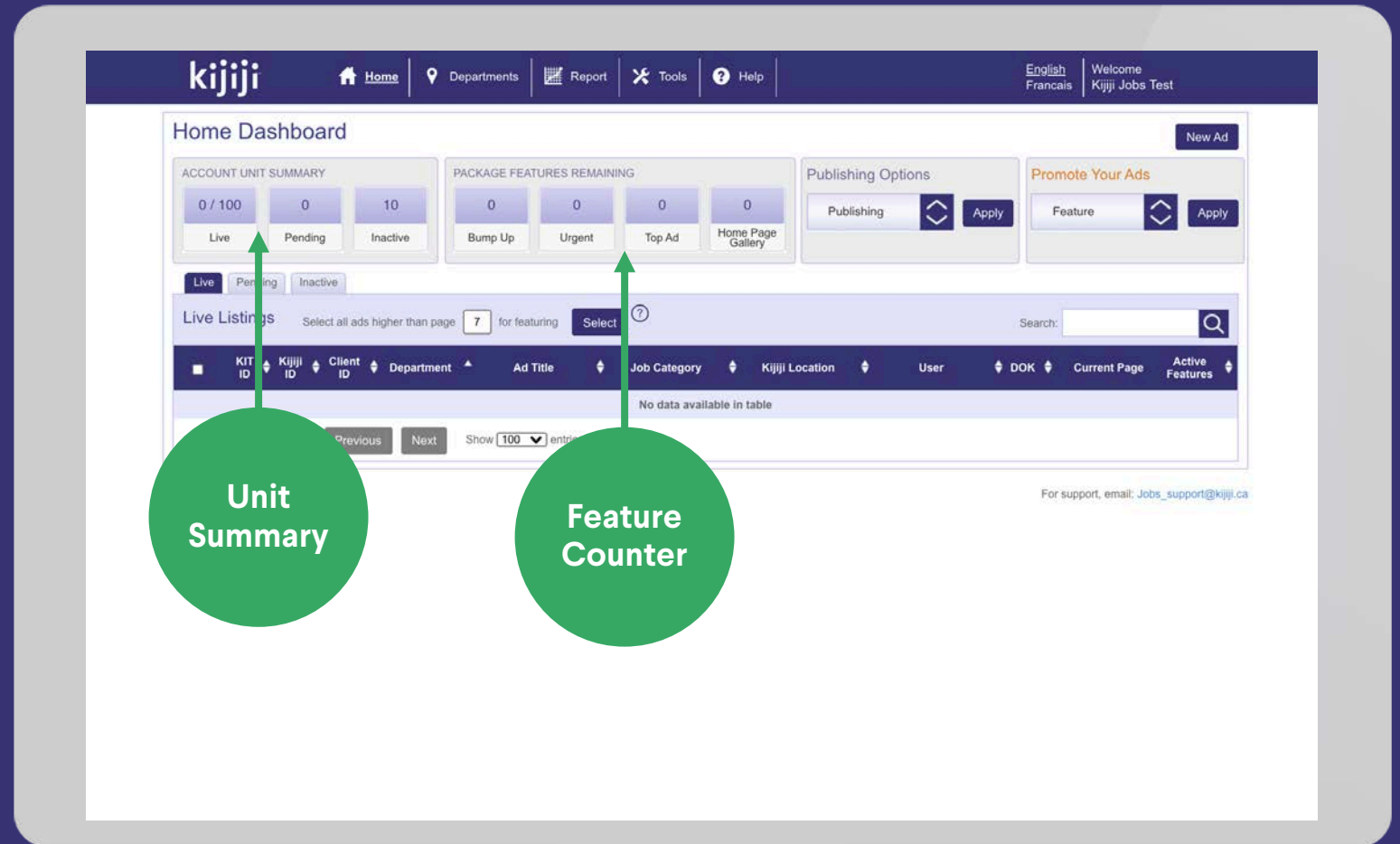
Home Dashboard

Publishing Options

Publishing Options allows you to remove, delete, or publish a listing. Keep in mind that when you remove your ad, it will move to the inactive tab, while delete removes the ad from the system permanently.

Promote Your Ads

Promote Your Ads allows you to apply a visibility feature to one or more listings. Simply select the ad(s) you would like to promote using the checkbox and select the feature you would like to apply. You will be prompted to confirm the purchase, once completed, the feature will take effect momentarily.
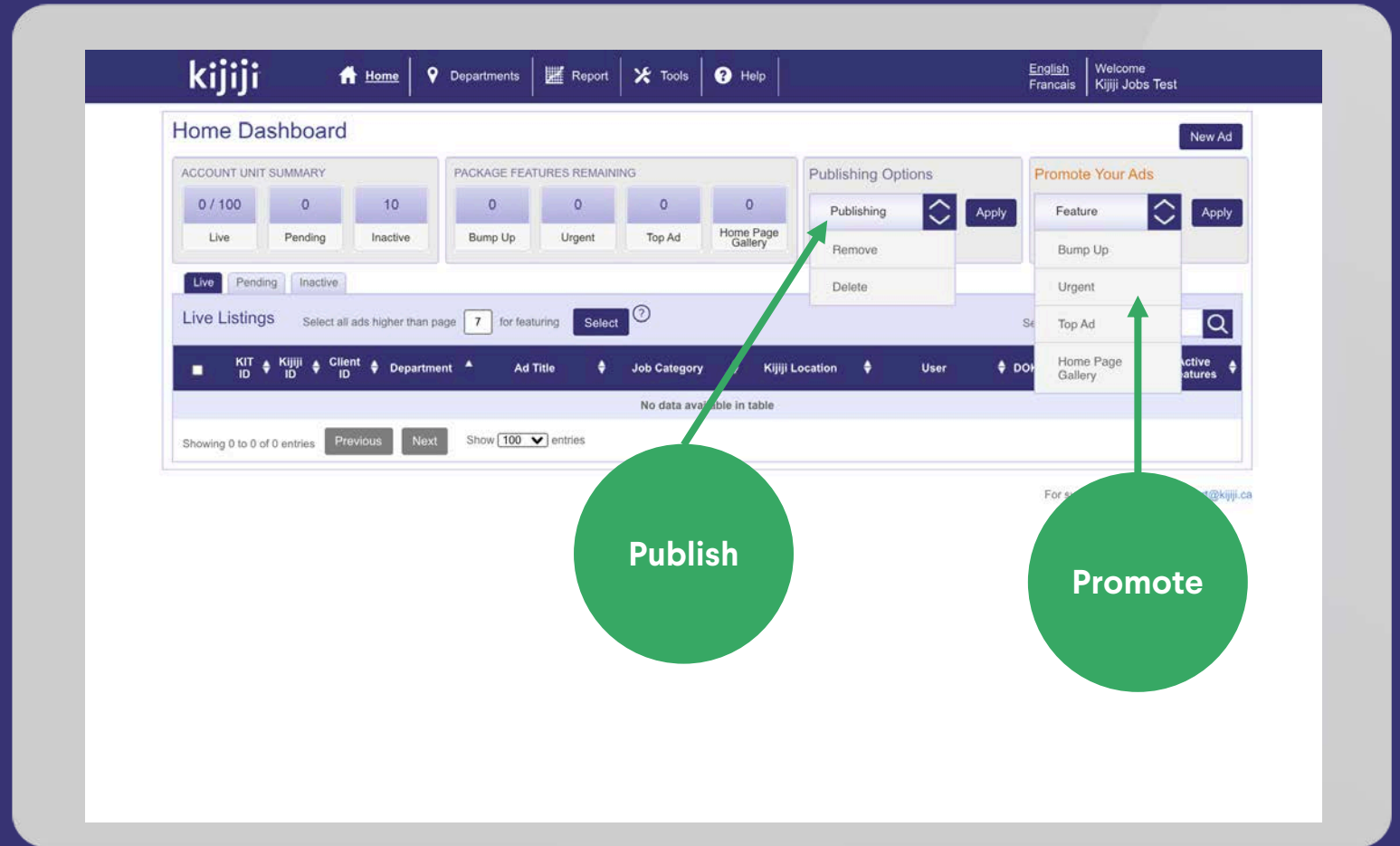
Home Dashboard

View Listings on Kijiji

To view your live ad on Kijiji.ca, simply click on the corresponding Kijiji ID.

View or Edit Department

To easily view or edit department details, click the underlined department name.

View or Edit Ad

Clicking anywhere along the row will bring up the edit screen for that listing.
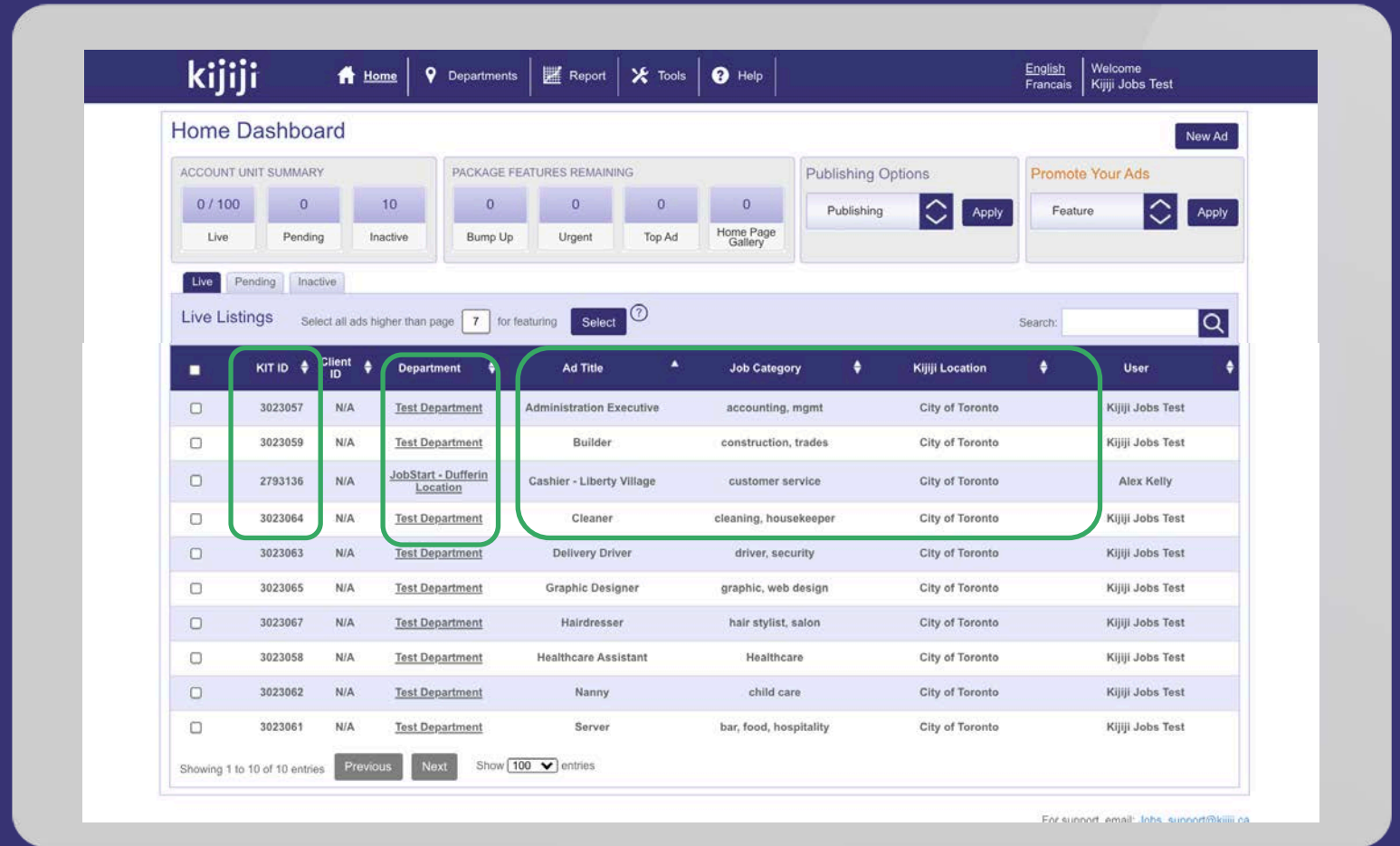
Manage your ads

Home Dashboard

Create a new ad

You can easily create a new listing by clicking new ad in the upper right corner of the dashboard. This will take you to the new ad screen where you'll fill out the necessary details.

Create a new department

To help keep ads organized, they are grouped by department, and you must have at least one department in order to begin creating ads. To create a new department, click on the Department tab on the Navigation Menu. More on this later.
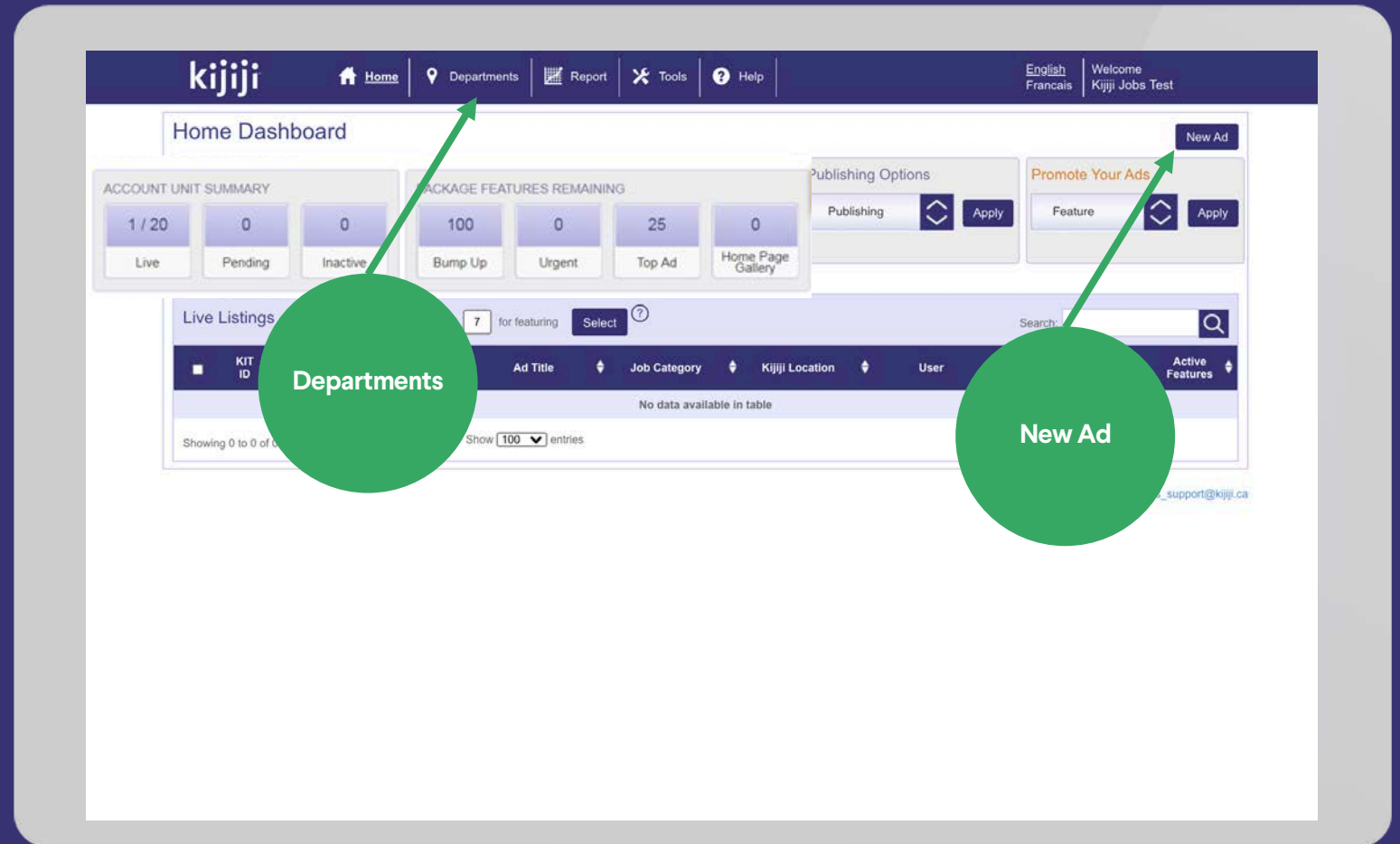
New Ad

Composing a new listing

Select the appropriate department, then fill out each field carefully.

- Title: The title of your listing

- Description: Include all relevant details about the job you are offering. Do not include contact information in your description.

- Additional Email Recipients: enter an email address here and leads will be sent for this ad.

- Company: The company name which will appear on the listing on Kijiji.ca

New Ad

Composing a new listing

- Company Boilerplate: This text will appear at the bottom or your description separated by a line break.

- Job Type: select from dropdown menu.

- Kijiji Job Category: Select the most appropriate choice for the job being offered.

- Veteran Friendly: An optional icon which appears next to your listing, encouraging Canadian veterans to apply.

- Kijiji Location: Select the closest Kijiji location to the location of the job being offered.

New Ad

Composing a new listing

- Youtube Video: The perfect place for a video about recruitment or company culture!

- Address: City and Province are mandatory and suggest where the job is located.

- Company URL: This will be linked to the view website button on your ad on Kijiji. Provides easy access for the job seeker to visit your website.

- Images: An image or company logo helps the ad look more professional and attractive to job seekers.

When finished, you can submit for publication, submit and replicate the job for another location, or submit to inactive.

Home Dashboard

Manage Live Listings

Use the check boxes or the "select ads higher than" function to select which ads you would like to action, then select your feature or publishing action.

After confirming, these actions will be completed and confirmed.
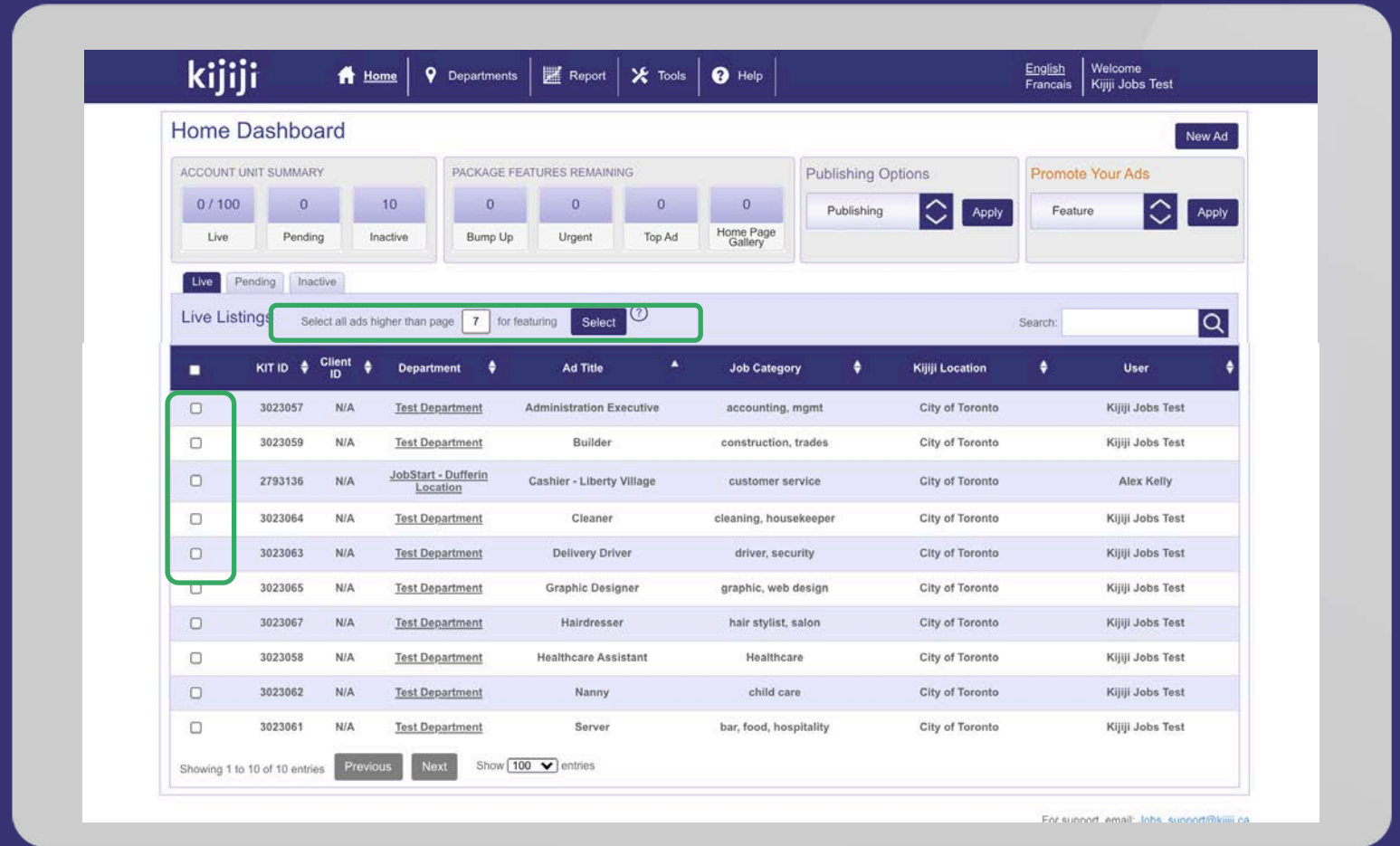
Edit Ad

Edit Ad Page

Individual ads appear in rows on the Home Dashboard. Clicking on the row will bring you to the edit ad page.

On the edit ad page you can also view:

- Ad performance

- Email replies

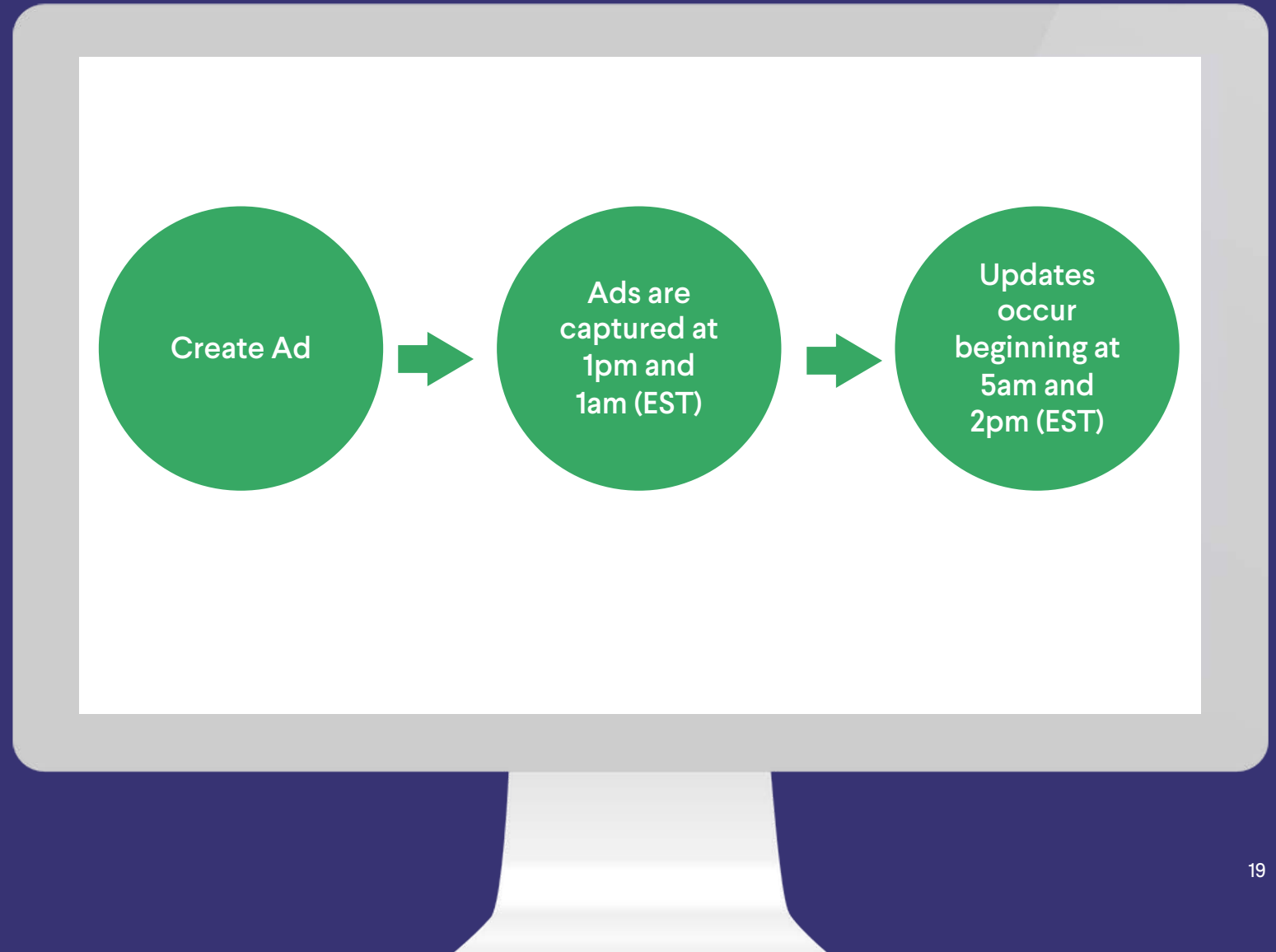- Your change log – which records changes made to your ad

Ad Management

Scheduling, Deleting and Editing

Any new ads, deletes and edits must be done by the capture times in order to be included in the next update.

Updates and Deletes will happen shortly after 5am and 2pm respectively. New ads are placed in a scheduler and posted over the next few hours after the update period begins.

Please note that edits will not move your ad back to page 1, a Bump Up must be purchased in order to regain the top spot.

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Create Ad → Ads are captured at 1pm and 1am (EST) → Updates occur beginning at 5am and 2pm (EST)

Manage your departments

Departments

Create a new department

Clicking on the Departments tab on the navigation menu will take you to the departments page.

It displays all existing departments, and the number of ads associated with each. Click Add Department to create a new grouping for your ads.

Tip: Typically ads are grouped in departments by industry, location, recruiter, or brand. Our support team, or your account rep will be happy to advise on how to best organize your listings to optimize workflow.
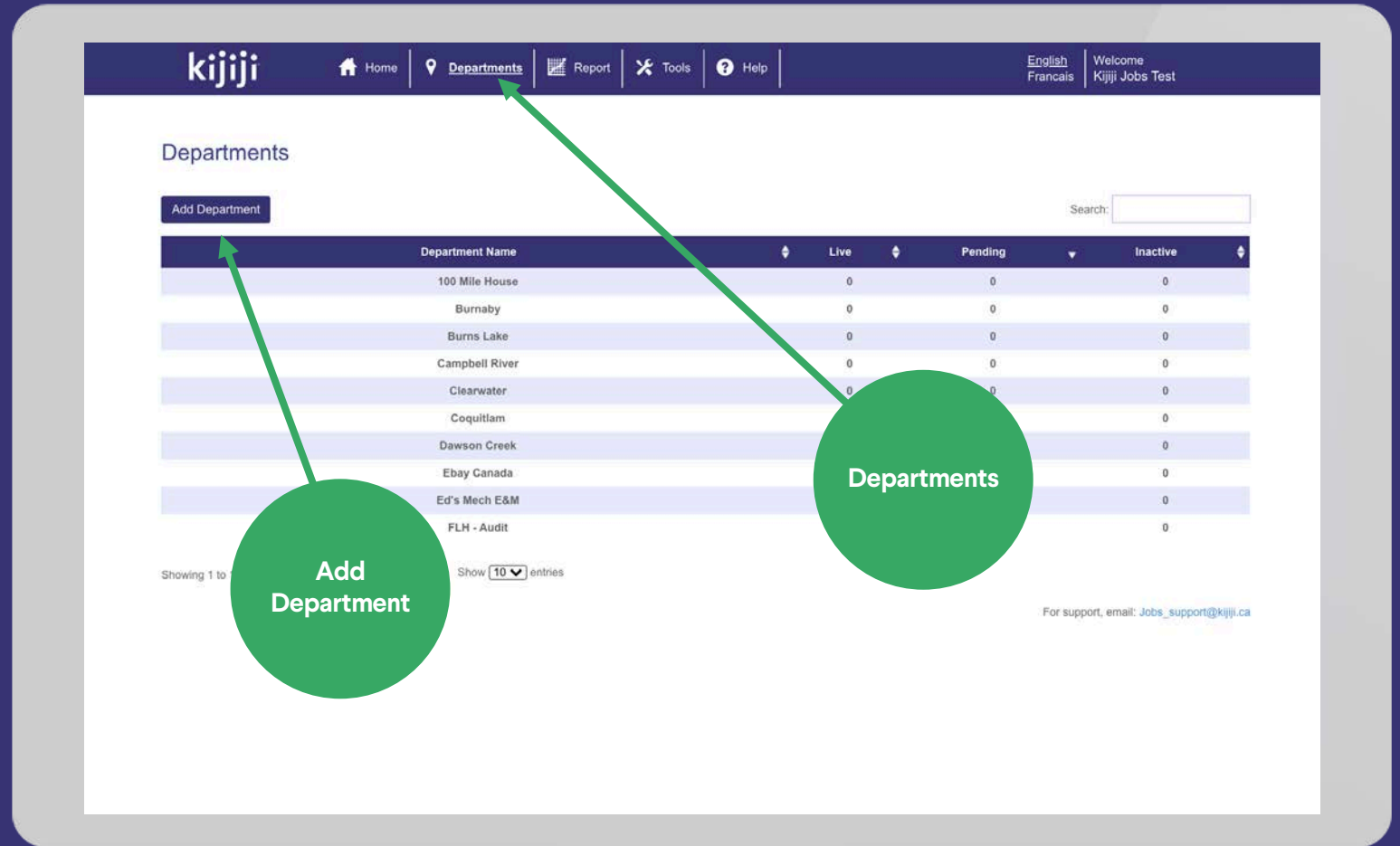
Departments

Create a new department

Your department name by default will only appear in the back end. You can also have the department name appear as your company name on Kijiji if you are representing multiple brands. Please contact our support team to enable this function.

- Default Email Recipients: All leads sent to ads within this department will be delivered to one or more email addresses inputted here. Note: If an email is included at the ad level, the replies will go there instead.

- Address: Will appear on your gallery page with other listings within this department.

Departments

Create a new department

Everything in this section is optional. This is most important to fill out if you are representing multiple brands, as this information will represent your "Company" information if you have enabled the Multi Brand Posting function.

- Catch Phrase: Appears on the search results page as bolded text underneath your description. Great for a call to action!

- Contact Phone Number & Website: Appears on your gallery page when Multi Brand Posting is enabled.

Departments

Create a new department

Everything in this section is optional. This is most important to fill out if you are representing multiple brands, as this information will represent your "Company" information if you have enabled the Multi Brand Posting function.

- Managers: Used to grant access to ads within the department to one or more recruiter/manager.

- Veteran Friendly: An optional icon which appears next to your listing, encouraging Canadian veterans to apply. Applies to all ads by default in this department.

Departments

Create a new department

There are three spots for logos: The small size appears on the search and browse pages, the medium size appears on the ad details page, and the large is represented on the gallery page. The Default Ad Image appears on the ad details page, and the search results page.

All logos must be the correct dimensions; however the default image can be any size up to 3.5mb.

Small: 120x60 Pixels

Medium: 300x120 Pixels

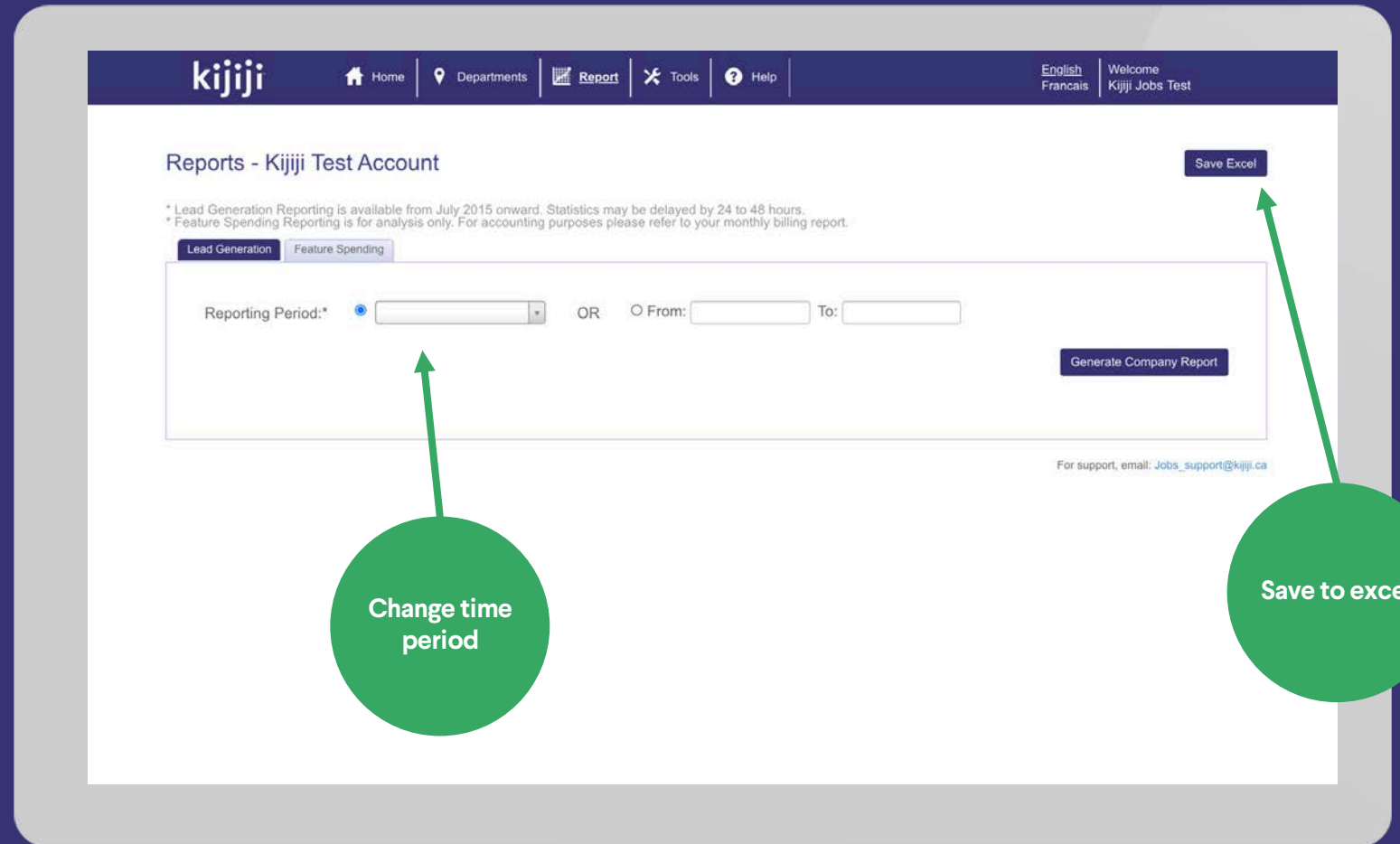Large: 728x90 Pixels
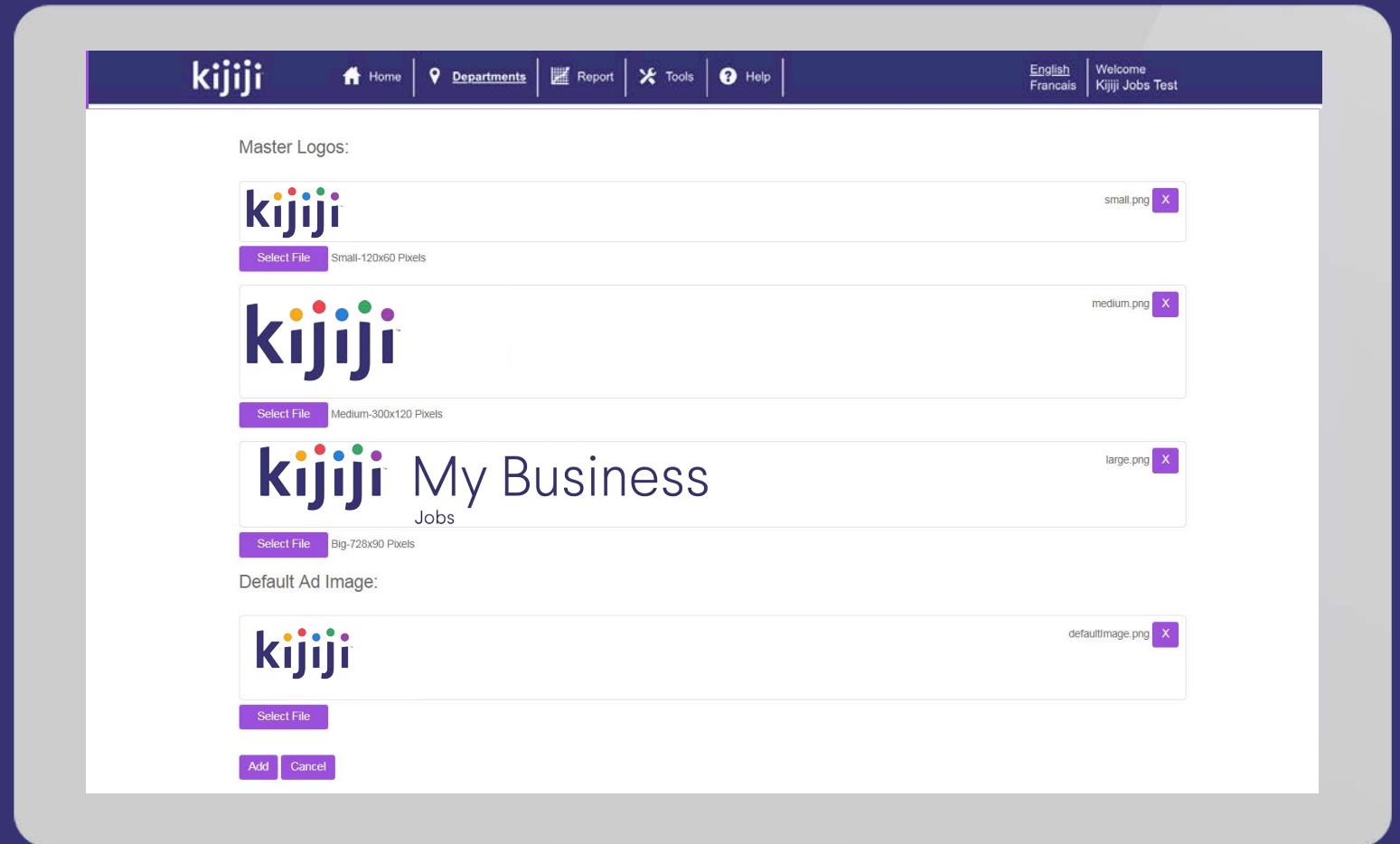
Reporting Tool

Reports

Reporting

We provide lead generation and feature reporting in Kijiji My Business Manager.

Reporting can be generated by month, or a specific date range.

The ability to export your reports to Excel is a useful feature if you are analyzing your data.
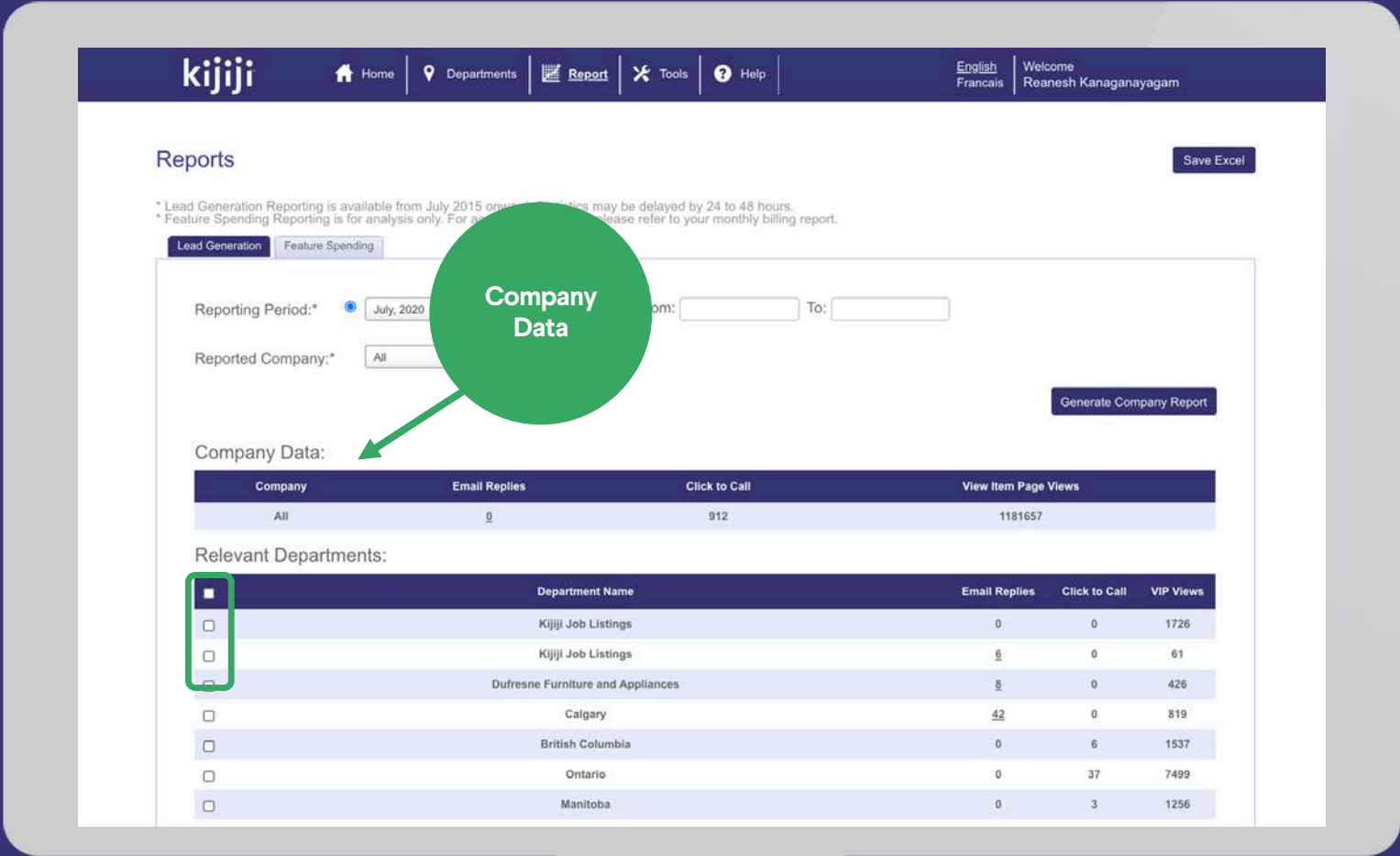
Lead Generation

Company Data

Company wide data appears in the top section as a summary.

Below you can select specific departments using the check boxes and generate a report on the individual ads.

Lead Generation

Unit Report

The unit report shows lead generation metrics per unit, allowing to better understand which ads are performing well, and which may need some extra attention.

Clicking on the number of email replies will allow you to download them in Excel format.

Access to additional data or metrics may be available from your advertising consultant by request.
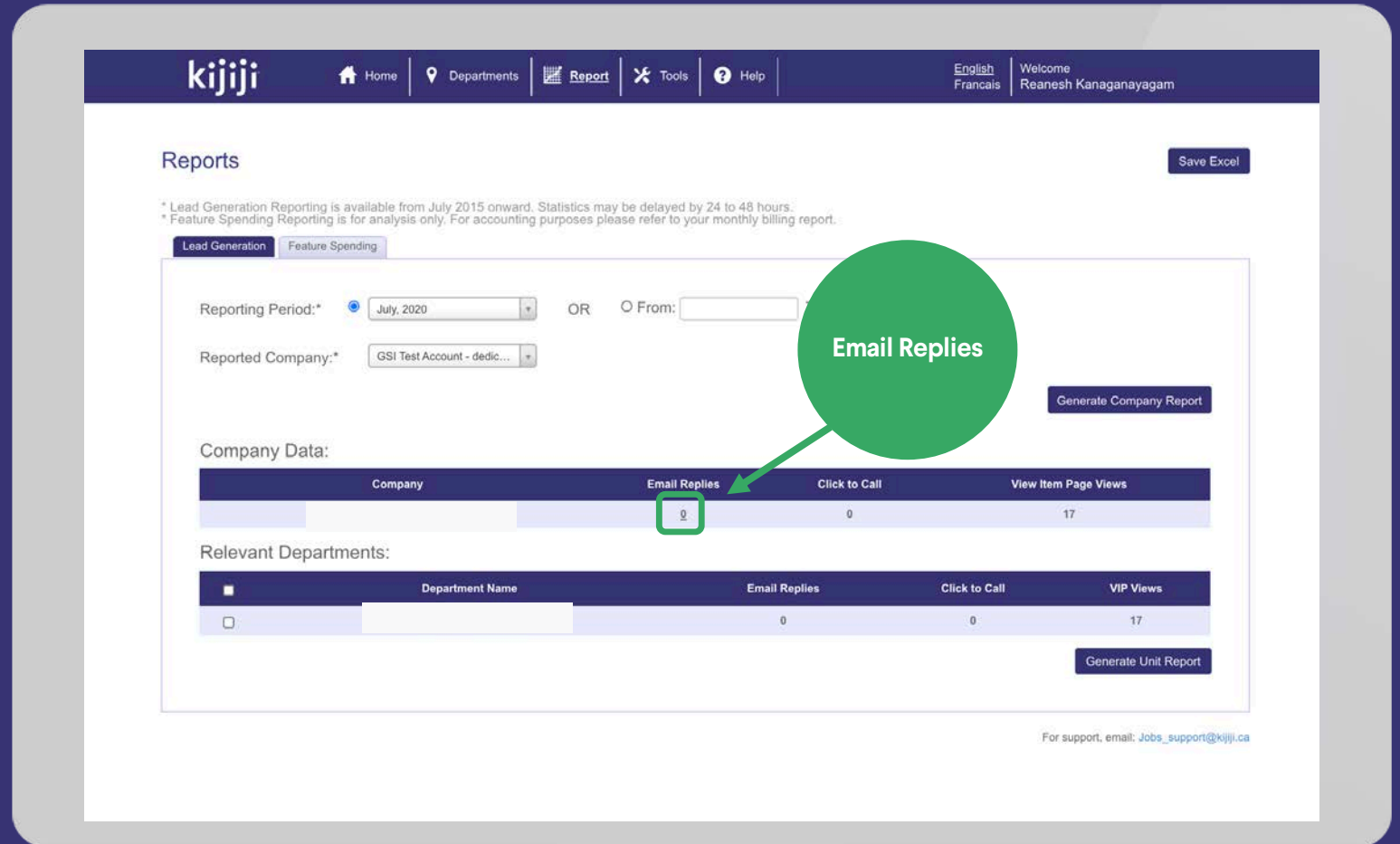
Feature Spending

Company Data

This report is primarily available for checking your investment in visibility features in month. You will receive a detailed breakdown of all purchases separated by department and individual ad on your monthly invoice.

Please keep in mind that if you have a monthly feature package at a discounted rate, your true rate may differ from the prices shown on this report.
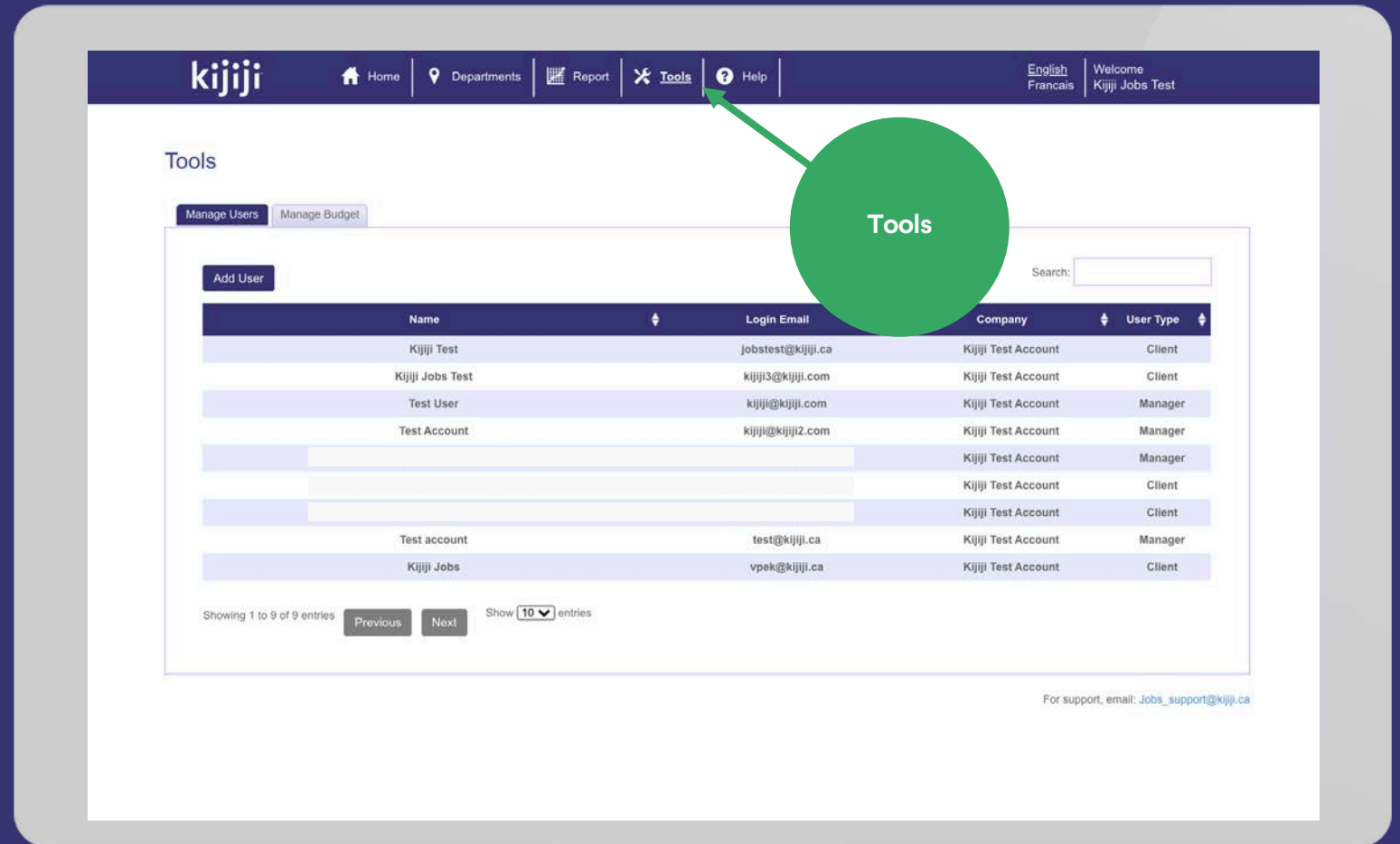
User Management

Tools

Tools

Clicking Tools in the Navigation Menu will take you to a new page where you can manage users and view your feed history.
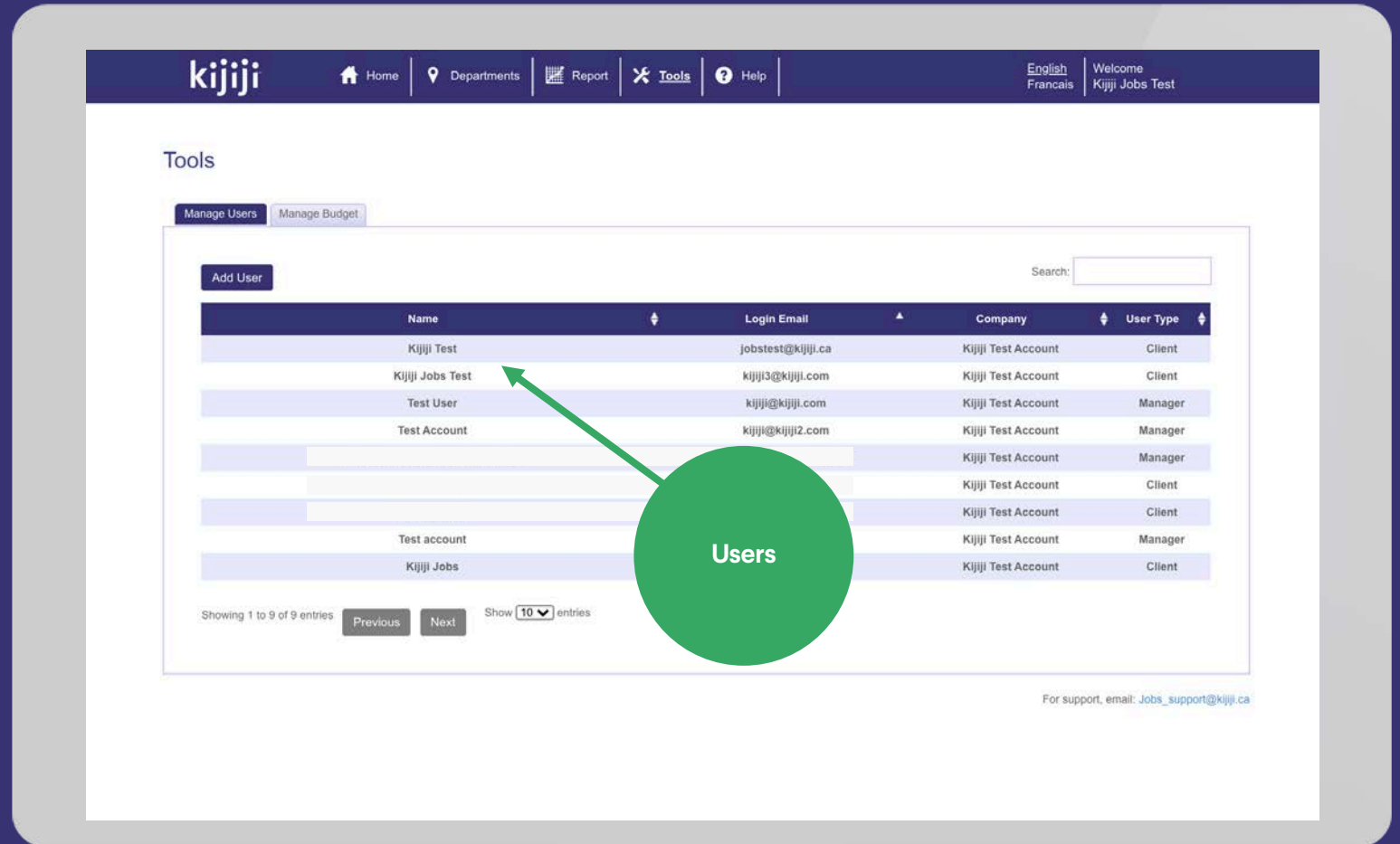
Tools

Manage Users

In this section, you can create, delete, and edit user profiles that have access to your company account.

Client profiles are the master account, they can control user access, see all listings within the account, and have unrestricted access to create, delete, edit and feature ads.

Manager profiles can be created to manage a subset of listings within the account. Access can be delegated by department to allow for individual recruiters, departments or managers to independently manage their job postings.

Ask your advertising consultant, or our support team for advice on how we can best accommodate your desired workflow.

Tools

Add Users

To add a new user, fill in all required fields, and optional fields as preferred, then click Add to save. Your new user will immediately be sent their welcome email which contains their username and password.

User Type: Client profiles have full access, while manager accounts will only see departments to which they have been granted access, or created themselves.

Departments: Choose from your pre-existing departments to grant access to a manager. Department access can also be granted when creating or editing in the Departments tab.

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Questions?

We're happy to help!

Contact our local support team
by phone at
1-866-Kijiji-6 (866-545-4546)
or email us at
jobs_support@kijiji.ca