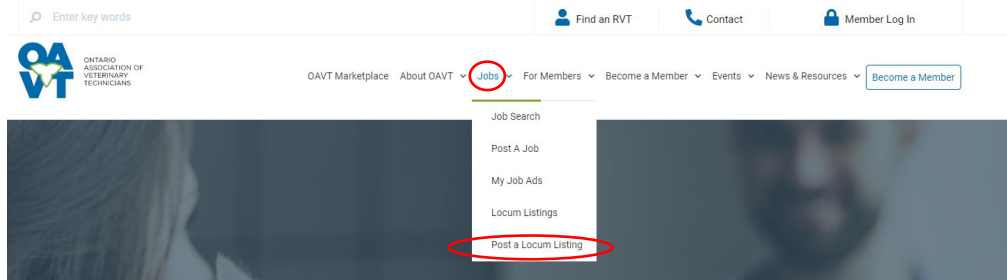
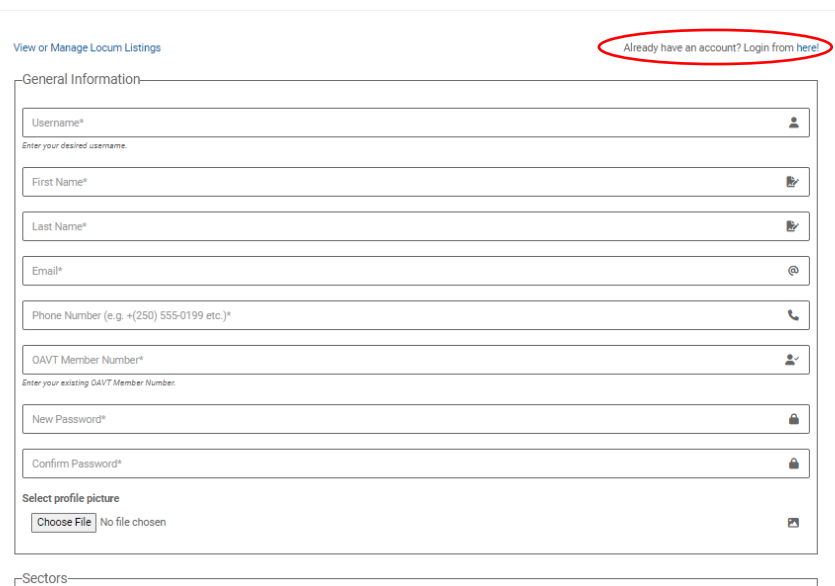


## Posting a Locum Listing: A How-To for First Time Users

1. Go to [www.oavt.org](http://www.oavt.org). From the 'Jobs' dropdown, select 'Post a Locum Listing'



2. Review the OAVT Locum Listing Terms & Conditions linked in the description at the top of the Post a Locum Listing page.
3. To create your listing, fill out the form. Information you provide in the 'General Information' section will be used to create an account on the OAVT website. The email you include on this will be provided to employers seeking to contact you. Please note, if you have used your email to submit job ads on the OAVT website previously, you may already have an account. If that is the case, please select the 'login from here!' option in the top right of the form.



4. After completing all the sections of the form, be sure to accept the Terms of Use and click 'Sign Up'
5. Your Locum Listing will be submitted for approval. Please allow up to five business days for the listing to be reviewed.
6. Once approved, you can edit your posting:
  - To edit your posting, visit the 'Post a Locum Listing' page and select the 'View or Manage Locum Listings' link in the top left corner of the form. This will take you to the 'My Account' page.



[View or Manage Locum Listings](#) Already have an account? [Login from here!](#)

General Information

Username\*    
Enter your desired username.

First Name\*  

- Sign in using the email and password you used when you first created your listing.
- On the side menu, select 'My Locum Dashboard'. From here you can make changes to your listing.

## MY ACCOUNT

- Dashboard
- My Job Dashboard
- **My Locum Dashboard**
- Orders
- Addresses
- Account details
- Logout

First name \*

Last name \*

Display name \*   
This will be how your name will be displayed in the account section and in reviews

Email address \*

Password change

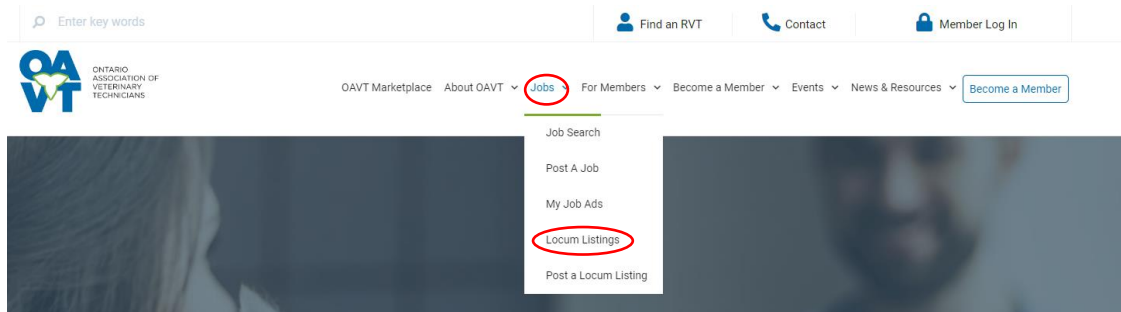
Current password (leave blank to leave unchanged)



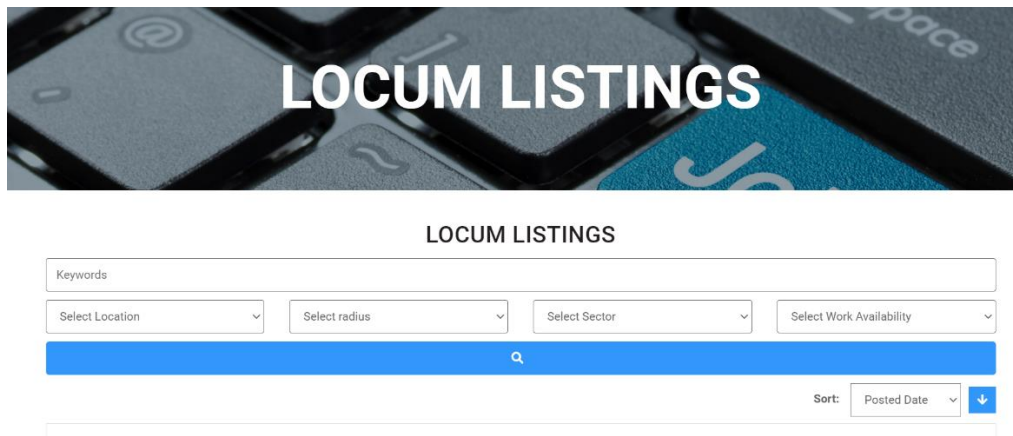
- Please ensure to click the save changes button at the bottom of the page when you are finished. Changes to your listing will be submitted for review.

## Locum Listings: How-To for Employers

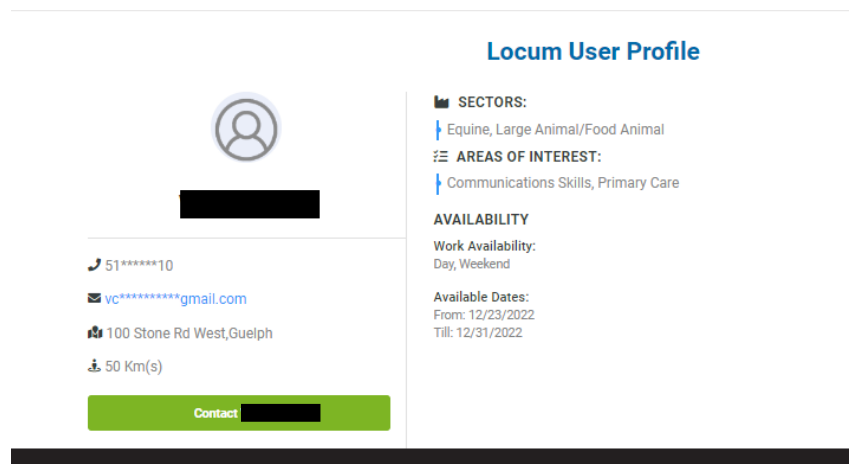
1. Go to [www.oavt.org](http://www.oavt.org). From the 'Jobs' dropdown, select 'Locum Listings'. This will bring up the current list.



2. You can search the list by Keyword, Location, Sector, Work Availability or any combination thereof.



3. Click on the individual's name to bring up their full locum profile including their location, sectors, areas of interest, work availability and available dates.





- To contact an individual, click the 'Contact' button either on the individual's full profile or from the main listings page. You will be required to sign into the OAVT site to view the contact information of the individual.

**LOCUM LISTINGS**

Keywords

Select Location  Select radius  Select Sector  Select Work Availability

Sort: Posted Date

[Redacted] From: 11/08/2022 To: 11/22/2023 Telehealth Guelph [Redacted] riel

You must login to Contact. [Click here to Login](#)

- If you have used the OAVT site before to post a job ad or locum listing, log in using your username and password. If you are new to the site and do not have an account, please click the 'Register here' option.

#### MY ACCOUNT

##### Login

Username or email address \*

Password \*

Remember me

[Lost your password?](#)

[Dont have an account? Register here](#)

- Follow the prompts to create an account. Once you have created an account, you are able to log in and contact anyone on the Locum Listings page.

- Once you have clicked 'Contact' an email pop-up window will appear that contains your contact information and a prewritten message. You can send the prewritten message or create your own up to a maximum of 250 words. Once you are satisfied with your message, click 'Submit' to send your message.

EMAIL [Redacted]

First Name

Last Name

Email

Organization

Email Subject

Message Body (max 250 words)  
Hello Gabriel,  
I'm contacting you via the OAVT Locum Bank. Are you still interested in work? You can reach me via the contact details provided in this email.

Note: Your contact details provided in the form above will be sent along with your message.