

SMART CAREERS

USER DOCUMENTATION

Version 1.4.1

Create and manage professional job listings, careers pages, active and expired vacancies, TOR downloads, and external application links in WordPress.

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Plugin page: <https://tumusiimerobert.org/smart-careers-plugin>

Licence: GPL v2 or later

1. Introduction

Smart Careers is a free WordPress plugin for organisations that need a focused and professional way to publish vacancies. It adds a dedicated Careers area to WordPress, stores structured vacancy details through Advanced Custom Fields (ACF), and displays current and past opportunities using a shortcode.

Core capabilities

- Create scheduled, active, closed, and incomplete vacancies.
- Automatically move expired vacancies into Past Opportunities.
- Publish complete vacancy pages with job facts and full descriptions.
- Attach PDF, DOC, or DOCX Terms of Reference and vacancy notices.
- Send applicants to an external application form or an application email address.
- Display vacancies in Elementor or any editor that supports WordPress shortcodes.
- Highlight featured vacancies and show helpful status information in WordPress administration.

System requirements

Requirement	Minimum
WordPress	6.5
PHP	7.4
Required plugin	Advanced Custom Fields
Page builder	Optional; Elementor is not required

2. Installation and Initial Setup

New installation

- 1** Sign in to the WordPress administration dashboard.
- 2** Open Plugins > Add New Plugin and install Advanced Custom Fields. Activate it.
- 3** Open Plugins > Add New Plugin > Upload Plugin.
- 4** Select the Smart Careers ZIP file and choose Install Now.
- 5** Activate Smart Careers.
- 6** Open Settings > Permalinks and click Save Changes if individual vacancy links initially return a not-found page.

Creating the Careers page

- 1** Open Pages > Add New and create a page such as "Careers".
- 2** Add a Shortcode block or an Elementor Shortcode widget.
- 3** Enter `[smart_careers]`.
- 4** Publish the page and add it to the website navigation if required.

```
[smart_careers]
```

Important: WordPress compares vacancy dates using the timezone selected under Settings > General. Confirm that the site timezone is correct.

3. Creating and Managing Vacancies

- 1 Open Careers > Add Vacancy.
- 2 Enter the position title at the top of the page.
- 3 Complete the structured Vacancy Details fields.
- 4 Enter the complete job description, responsibilities, qualifications, and application instructions in the normal WordPress content editor.
- 5 Add an excerpt or vacancy summary for the listing card.
- 6 Publish the vacancy. It will appear publicly only when its opening and closing dates make it active.

Vacancy fields

Field	Purpose
Job Reference	Internal or advertised reference number.
Department or Unit	Organisational unit responsible for the vacancy.
Duty Station / Location	Primary work location.
Employment Type	Full-time, part-time, contract, consultancy, internship, or volunteer.
Work Mode	On-site, hybrid, or remote.
Opening Date	Date on which the vacancy becomes active.
Closing Date	Final active date; it becomes closed the following day.
Number of Vacancies	Number of available positions.
Salary / Compensation	Optional salary, rate, or compensation note.
Vacancy Summary	Short introduction shown on the listing card.
External Application URL	Optional link to a Google Form, recruitment portal, or other application page.
Application Email	Optional email alternative when no application URL is supplied.
TOR / Vacancy Notice	PDF, DOC, or DOCX attachment for applicants.
Featured Vacancy	Adds visual emphasis to an active vacancy card.

4. Vacancy Status and Date Behaviour

Status	Condition	Public behaviour
Scheduled	Opening date is in the future.	Hidden from the listing; applications are not open.
Active	Today is between the opening and closing date inclusive .	Shown under Current Opportunities; application action is available.
Closed	Today is after the closing date.	Shown under Past Opportunities when enabled; application action is not available.
Incomplete	One or both required dates are missing or invalid.	Not included in the active or past listing.

Closing-date rule

The closing date is inclusive. For example, a vacancy closing on 31 July remains active throughout 31 July according to the WordPress site timezone and becomes closed on 1 August.

Administration columns

The Careers list in WordPress includes Status and Closing Date columns. These allow administrators to identify active, scheduled, closed, and incomplete records without opening each vacancy.

5. Shortcode Reference

The only listing shortcode is `[smart_careers]`. Attributes may be combined in one shortcode.

Attribute	Default	Accepted values / purpose
<code>posts_per_page</code>	12	Number from 1 to 50. Controls the maximum current and past items queried.
<code>show_past</code>	button	button, always, or never.
<code>active_heading</code>	Current Opportunities	Custom heading above active vacancies.
<code>past_heading</code>	Past Opportunities	Custom heading above expired vacancies.
<code>no_active</code>	Default message	Custom message displayed when there are no active vacancies.

Default listing

```
[smart_careers]
```

Always display past vacancies

```
[smart_careers show_past="always"]
```

Never display past vacancies

```
[smart_careers show_past="never"]
```

Limit each query to eight items

```
[smart_careers posts_per_page="8"]
```

Custom headings and message

```
[smart_careers active_heading="Open Positions" past_heading="Previous Vacancies"
no_active="There are no current openings."]
```

6. Applicant Experience

Vacancy listing cards

Current vacancies display their status, title, department, location, employment type, work mode, summary, closing date, and a View Details link. Closed vacancies use a subdued visual treatment and remain available for reference when Past Opportunities is enabled.

Individual vacancy page

- Vacancy title, reference, department, and status.
- Location, employment type, work mode, opening and closing dates, vacancies, and compensation.
- Vacancy summary and full description.
- External application or email application action while the vacancy is active.
- Download link for an approved TOR or vacancy notice attachment.
- Back-to-Careers and View All Opportunities navigation.

Application links

Smart Careers does not collect applications. The administrator may supply an external application URL or an application email address. If both are supplied, the external application URL is used. Site owners remain responsible for the privacy notice and data-handling practices of the selected application destination.

Accessibility

The listing uses semantic headings, labelled sections, keyboard-operable buttons, ARIA expansion state, visible focus handling, and reduced-motion support. Site owners should still test the final page with their active theme because theme styles can affect contrast and spacing.

7. Troubleshooting

Vacancy fields are missing

Confirm that Advanced Custom Fields is installed and active. Smart Careers declares ACF as a required dependency.

Individual vacancy shows “Page not found”

Open Settings > Permalinks and click Save Changes to refresh WordPress rewrite rules.

Vacancy does not appear

Confirm it is published and both date fields are valid. Check the opening date, closing date, and WordPress timezone.

TOR button is missing

Confirm that a PDF, DOC, or DOCX file is attached in the Vacancy Notice / Terms of Reference field.

Apply button is missing

The vacancy must be active and must have either an External Application URL or Application Email.

Past opportunities do not appear

Use `show_past="button"` or `show_past="always"`, and confirm at least one vacancy has passed its closing date.

Page styling looks different

The plugin uses scoped styles, but themes and optimisation plugins can still influence output. Clear caches and test for CSS conflicts.

8. Privacy, Maintenance and Support

Privacy

Smart Careers does not collect analytics, track users, transmit visitor data to the developer, or load executable code from external services. External application links are controlled by the site administrator and may lead to services with their own privacy practices.

Updates

Back up the website before major WordPress, PHP, theme, ACF, or plugin updates. After updating Smart Careers, check the Careers page, one active vacancy, one closed vacancy, an application link, and a TOR download.

Uninstallation

Deleting Smart Careers removes only its internal rewrite-version option. Vacancy posts, vacancy metadata, and uploaded attachments are deliberately preserved to prevent accidental loss of recruitment records.

Support information

Plugin information and documentation:

<https://tumusiimerobert.org/smart-careers-plugin>

Developer:

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<https://tumusiimerobert.org>