SaaSTech Servers

INDUSTRY WEBSITE GUIDE
Workshop workbook

DOMAINS / WEBSITES / BRANDED EMAIL

Recruitment & Staffing Agencies



Connect the right questions before the next hire.



Explore a practical website plan and download the guide and planning resources.

Microsoft 365 for your organization.

Make every page useful.

- Separate employer and candidate journeys
- Explain role briefing and application review
- Keep personal applications in private channels

Register or transfer your domain to SaaSTech Servers.

saastech.net/industry/recruitment-staffing-agencies

Scan for the guide and downloadable resources.

SCAN TO EXPLORE

SaaSTech Servers

SERVING CANADIAN BUSINESSES
Since 1999

Everything your business needs to move online.

Your name. Your website. Your business email.



DOMAIN CITY

Make a name.

Find your domain name or bring one you own.

WEBSITE VILLAGE

Build your online home.

Start with Website Builder or explore WordPress.

EMAIL TOWN

Look the part.

Use your business name in your team's email.

Not sure where to start?

Take a walk down Main Street.

Explore industry guides, website ideas and practical steps for your business.

Start at **saastech.net**

SCAN TO EXPLORE

Getting started with SaaSTech Servers

Create your free account before contacting support. Keep the detachable record private.

1 Create or sign in to your account

Use an email you can access and follow the secure account prompts. No purchase is required.

2 Keep your customer number and call-in PIN ready

Support may ask for both during a call you initiated through verified Contact Us.

3 Enable two-step verification

Have your registered phone or authenticator device with you when calling SaaSTech Servers; you may need it to sign in or verify the account yourself.

Create My Account | saastech.net/create-account

Contact Us	Account Learning Centre	Delegate access playlist

On Contact Us, check your language/region and currency settings, then use the local contact number shown there.

The Account Learning Centre covers setup and delegation for Website Builder and other services. Choose Work with delegates.

Cut or tear out the card below before sharing this workbook

PRIVATE account reference and call-in authentication

Organization or name _____

Account sign-in email _____

Customer number _____

Call-in PIN _____

Domain names _____

Reviewed on _____

Update your call-in PIN at pin.saastech.net or in My Account after signing in.

Never share your account password or call-in PIN with someone helping manage your services. Each helper should create their own SaaSTech Servers account and receive only the delegated permissions they need. Review purchase/payment and account-security permissions carefully.

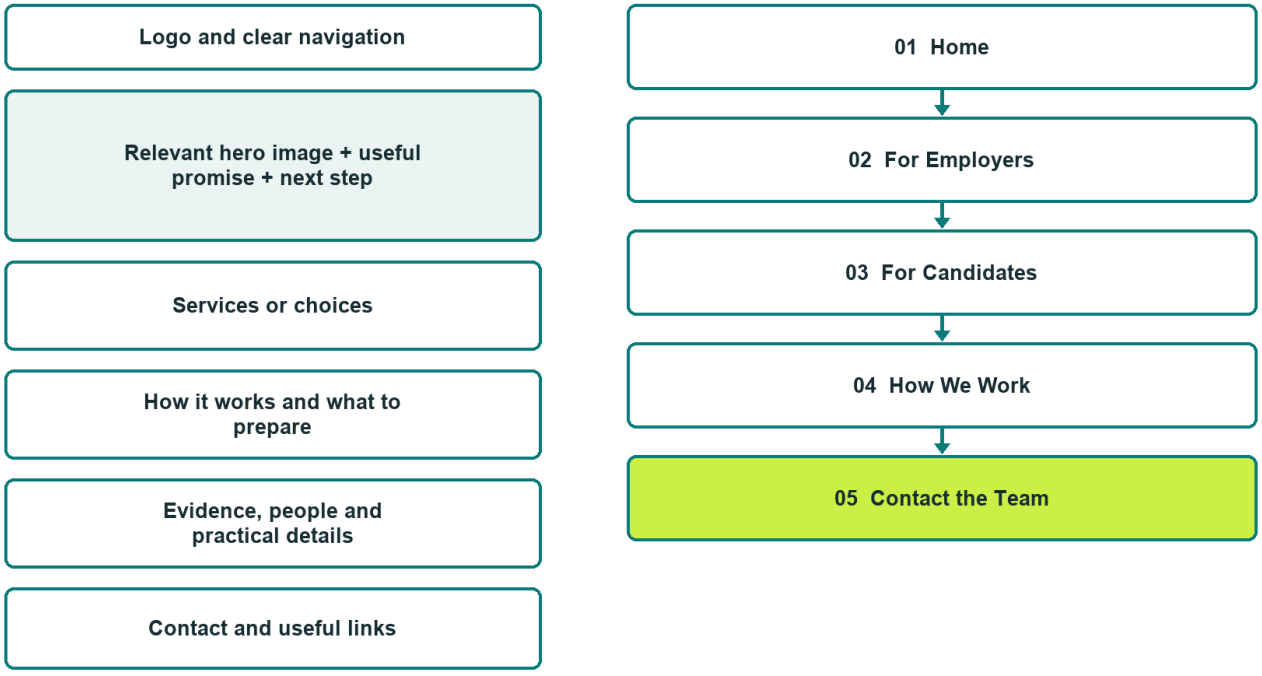
For official support, give the call-in PIN only during a call you initiated through verified Contact Us. Never share passwords, sign-in verification codes or recovery codes.

Do not record passwords, verification/recovery codes, security answers or payment details here. Keep this card safe and cut or tear it out before sharing the workbook.

Use a secure password manager for passwords and recovery information.

Recruitment & Staffing Agencies Website workbook

A practical workshop for a 5-page website. Study the example, plan the content and draft your own version in Word or on paper.



Plan → Draft → Build → Test

Capture edition: five genuine unpublished Website Builder desktop excerpts. Review mobile views on the industry page.

Explore Website Builder and compare plans

Before you build

Your business supplies the facts. Prairie Bridge Talent is a fictional teaching example, not a live service.



- ☐ Start a staffing conversation
- ☐ Verified identity, service scope and current contacts
- ☐ Clear enquiry and confirmation steps
- ☐ Choose original photographs and confirm permission to use them.
- ☐ Keep private customer records out of public website forms.

Your audience and the action you want them to take

Facts to verify and people who must approve them

Create your SaaSTech Servers account

01 Home

Give this page one clear job in the customer journey.



Unpublished Website Builder desktop excerpt. Page content continues below.

Sample wording — adapt and verify

Connect the right questions before the next hire.

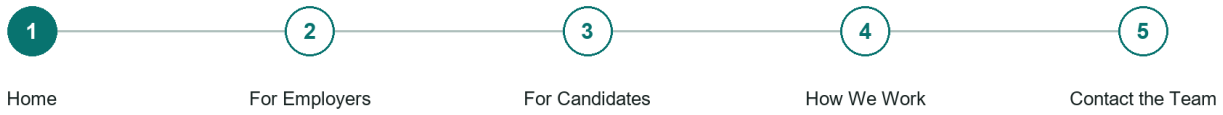
Whether you are planning a hire or exploring your next role, start with the information that matters to you. Our team explains how enquiries are reviewed and what the next conversation covers.

Explore the relevant information below, then contact the team with a focused enquiry. Arrangements are confirmed only after a direct response.

Suggested button: Start a staffing conversation

Website advice

Separate employer and candidate journeys, explain the review process and provide safe contact routes without placement promises.



Your draft: Home

Write in the voice of your own business. Use facts you can verify, not promises copied from the example.

Headline and short introduction

Main content and details visitors need

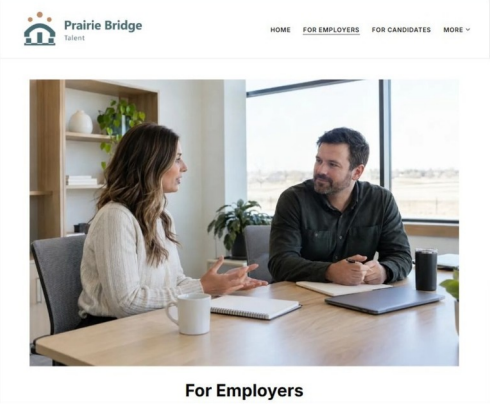
Button wording and destination

Photo choice, permission and facts still to confirm

Partner check: can someone unfamiliar with the business find a useful next step?

02 For Employers

Give this page one clear job in the customer journey.



Unpublished Website Builder desktop excerpt. Page content continues below.

Sample wording — adapt and verify

For Employers

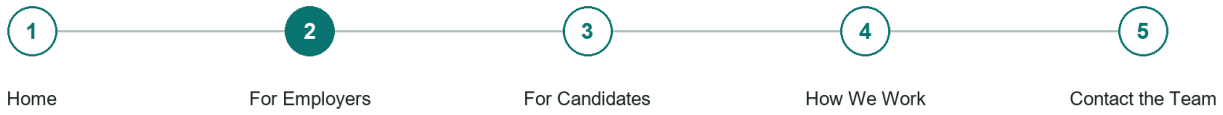
Describe the role, location and skills you would like to discuss. We clarify the brief and service arrangements before any search or introductions are agreed.

Contact the team to discuss your questions and confirm the next step.

Suggested button: Contact the team

Website advice

Explain role briefing, agreed scope and candidate review without promising availability or hiring results.



Your draft: For Employers

Write in the voice of your own business. Use facts you can verify, not promises copied from the example.

Headline and short introduction

Main content and details visitors need

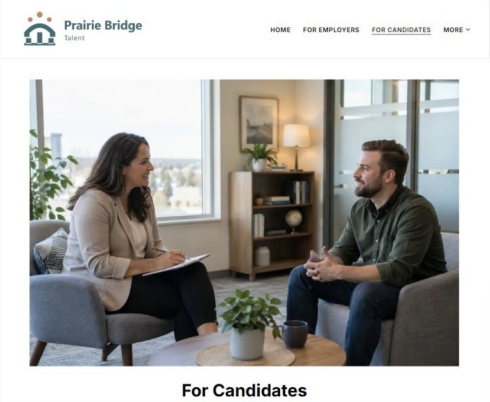
Button wording and destination

Photo choice, permission and facts still to confirm

Partner check: can someone unfamiliar with the business find a useful next step?

03 For Candidates

Give this page one clear job in the customer journey.



Unpublished Website Builder desktop excerpt. Page content continues below.

Sample wording — adapt and verify

For Candidates

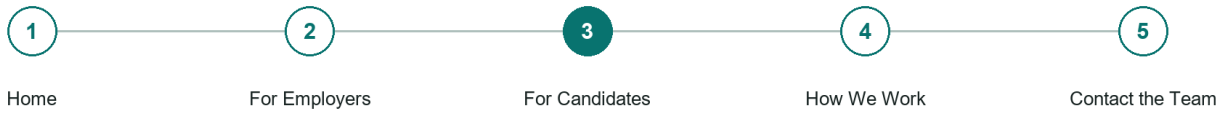
Tell us the type of work you want to explore and how to contact you. We explain the current application route and the information needed for a relevant conversation.

Contact the team to discuss your questions and confirm the next step.

Suggested button: Contact the team

Website advice

Explain how to enquire and where approved private applications go. Do not imply current vacancies.



Your draft: For Candidates

Write in the voice of your own business. Use facts you can verify, not promises copied from the example.

Headline and short introduction

Main content and details visitors need

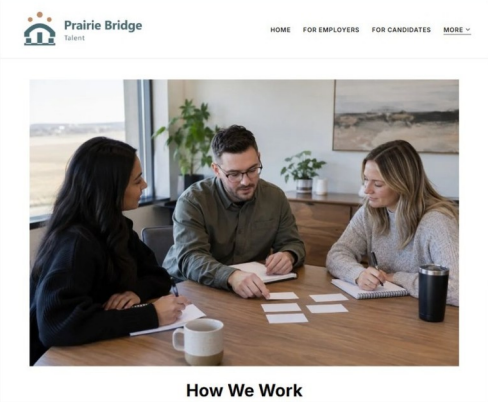
Button wording and destination

Photo choice, permission and facts still to confirm

Partner check: can someone unfamiliar with the business find a useful next step?

04 How We Work

Give this page one clear job in the customer journey.



Unpublished Website Builder desktop excerpt. Page content continues below.

Sample wording — adapt and verify

How We Work

We begin by clarifying the request and explaining our process. You will know which next step is proposed and what still needs confirmation before an introduction or arrangement proceeds.

Contact the team to discuss your questions and confirm the next step.

Suggested button: Contact the team

Website advice

Outline enquiry, review, communication and confirmation separately for employers and candidates.

Your draft: How We Work

Write in the voice of your own business. Use facts you can verify, not promises copied from the example.

Headline and short introduction

Main content and details visitors need

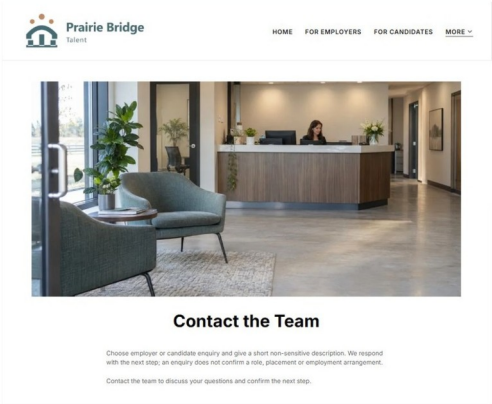
Button wording and destination

Photo choice, permission and facts still to confirm

Partner check: can someone unfamiliar with the business find a useful next step?

05 Contact the Team

Give this page one clear job in the customer journey.



Unpublished Website Builder desktop excerpt. Page content continues below.

Sample wording — adapt and verify

Contact the Team

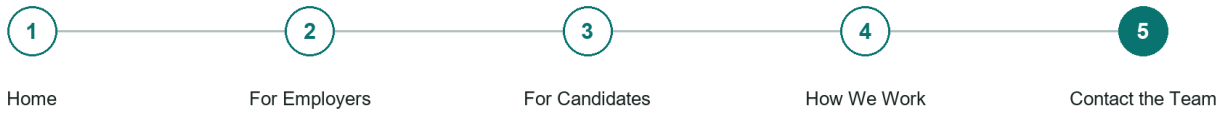
Choose employer or candidate enquiry and give a short non-sensitive description. We respond with the next step; an enquiry does not confirm a role, placement or employment arrangement.

Contact the team to discuss your questions and confirm the next step.

Suggested button: Contact the team

Website advice

Give verified contacts and a minimal initial form. Route sensitive information privately.



Your draft: Contact the Team

Write in the voice of your own business. Use facts you can verify, not promises copied from the example.

Headline and short introduction

Main content and details visitors need

Button wording and destination

Photo choice, permission and facts still to confirm

Partner check: can someone unfamiliar with the business find a useful next step?

Test before publishing

Review the whole journey on a desktop and phone. Compare these desktop excerpts with the mobile captures on the industry page.

- □ Fictional agency example. Verify employment terms, fee arrangements and privacy practices. Do not request identity documents, banking details or full candidate histories through public forms.
- □ Verify contact routes, location, hours, service scope and all commercial terms.
- □ Replace fictional identities and AI illustrations or label them accurately.
- □ Remove unverified testimonials, results, credentials and availability.
- □ Check every link, form and download on desktop and mobile.
- □ Keep sensitive documents, access information and payment details out of public forms.
- □ Check every link, form destination, download and confirmation message.
- □ Check logo contrast, hero framing, text sizes and image loading.
- □ Save a named backup and assign a content-review date.

Changes to finish and person responsible

Approval and next review date

Website Builder plans and signup