Employers - Posting a Job

Video Transcript

1. Introduction

1.1 Introduction

Transcript:

Welcome to the Learning Center. In this video, we will demonstrate how employers create and post job orders to fill their company vacancies.

Let's take a closer look at how employers can create and post job orders.

Please note, your actual system settings and options may differ from those shown in this video.

1.2 Importance of Creating Job Orders

Transcript:

Employers that register in the system to create job openings and look for qualified candidates are known as recruiting employers.

Recruiting employers can quickly post job openings that attract qualified candidates. Jobs are created using a step by step process known as a wizard tool. As employers complete information by navigating from page to page, the system will save the completed pages. If employers are unable to complete all pages of the wizard, they can return later to finish all the steps.

The job order is designed to identify the best qualified candidates in the system. This video will show how this process works.

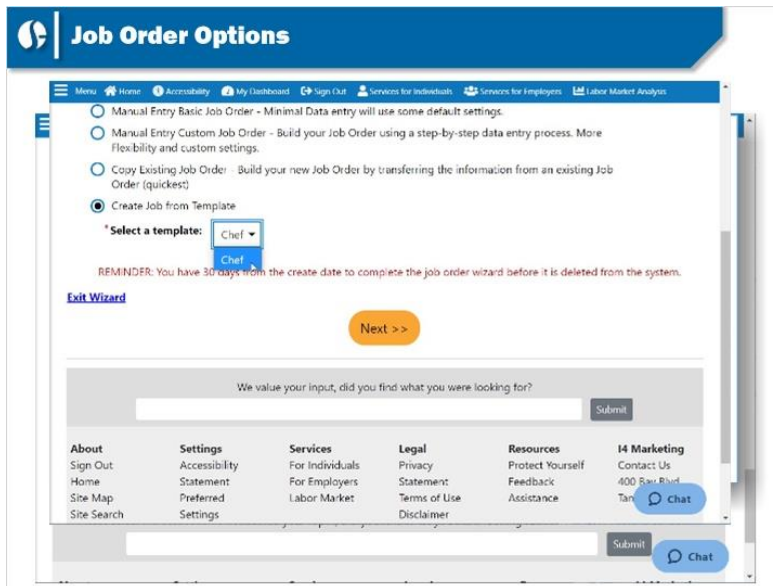## 1.3 Where Do I Create Job Orders in My Employer Account?
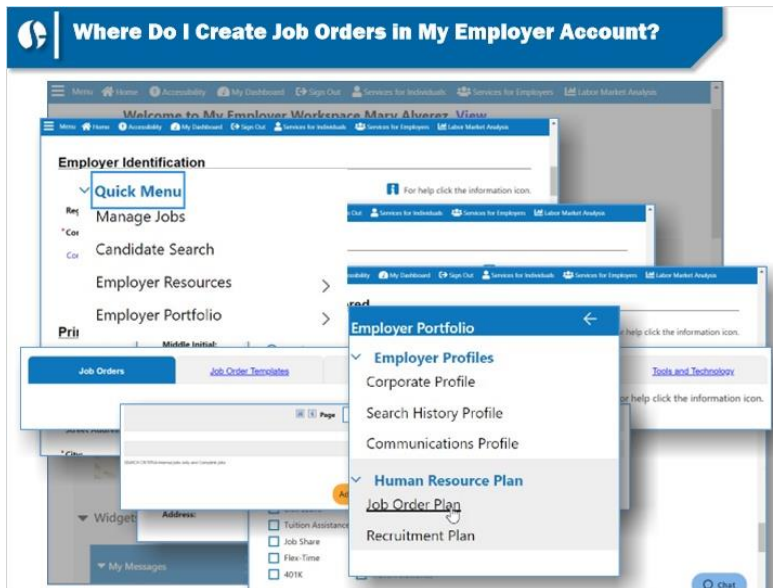
Transcript:

Employers must be a system registered employer to post a job order. As part of this process, employers must be verified by a staff member before the system will allow your job order to be viewed by job seekers.

Employers can create job orders by accessing the Job Orders tab. There are multiple ways to access this location. One way is to click on Manage Jobs in the Quick Menu, or click Employer Portfolio. The Employer Portfolio shows all features available to you. Navigate to the Job Order Plan, and then the Job Orders tab, to begin the process of creating a job order.

1.4 Job Order Options

Transcript:

You can click the **Add a New Job Order** button to begin.

This goes to the first page of the Job Order Wizard form.

From here, there are five job order options: Manual Entry Basic Job Order, Manual Entry Custom Job Order, Copy Existing Job Order, Create Job From an Existing Template, and Create Job From one of Your Templates.

Basic is a shorter form that enables you to finish and post your job order quicker. It includes some default settings and asks less information.   In comparison, Custom is a longer form that allows you to elaborate on your candidate expectations.

Copy Existing Job Order is the easiest and quickest job creation method. If you have a job order already, copy it. You can make edits as needed.

Creating a job order from a system template or one of your templates are

two quick methods to build a job order. They are located in the Job Order Templates tab.
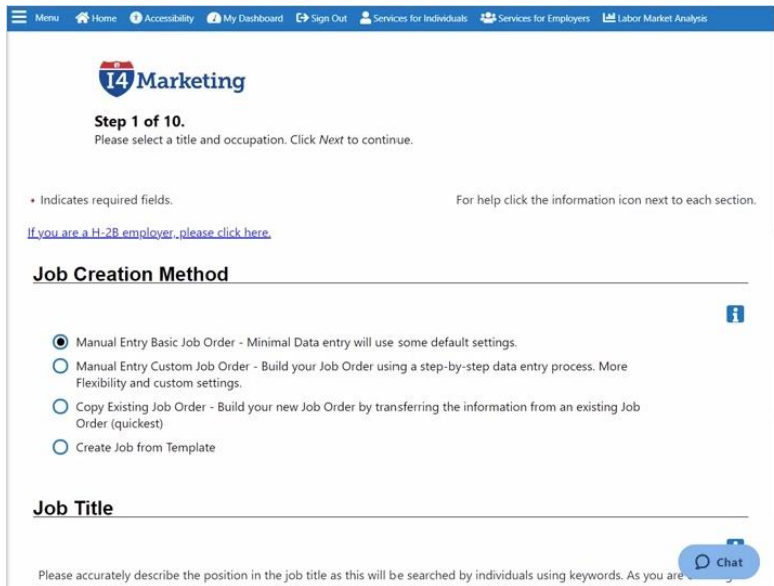
1.5 Walk-through

Transcript:

Let's review how to create a job order in more detail.

2. Posting a Job Order

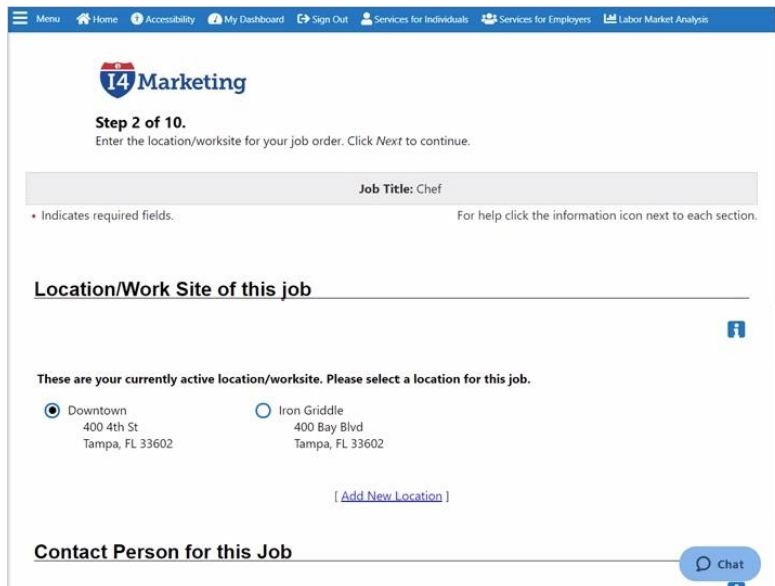### 2.1 Manual Entry Custom Job Order Steps

Transcript:

After selecting the creation method, other options on the first page of the job order wizard asks you to identify a job title and an O*NET occupational code. For jobs like "nurse" or "office assistant," as you type characters, the system provides options. Select the appropriate job title. This step is very important to attract qualified candidates.

The system uses O*NET occupation codes as a method to find qualified candidates. A suggested O*NET code may appear already after completing the job title, or you may have several options. If you have options, select the one that best fits the job order. You can also click Search for an Occupation if no occupation code comes up. Once an occupation is identified, click **Next** to proceed.

You may have some job order customizations. This video will discuss only the required questions related to the wizard.

Click **Next**, and the system will move to Step 2, and additional questions.

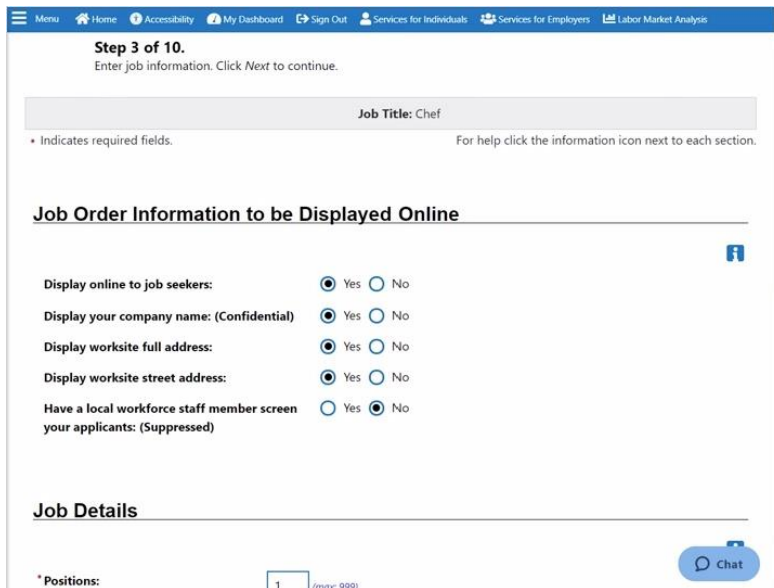### 2.2 Locations and Contacts

Transcript:

In this step, you can verify the worksite where the job opening is located, and the primary contact person. Default locations and contacts will appear based on registration information. Additional locations and contacts can be added here by clicking the links.

A link at the bottom of the page, Exit Wizard, enables you to exit the form before the final step. This will automatically create an Incomplete Job Order. You can return later and continue from the page where you left off.

Click the **Next** button to continue.
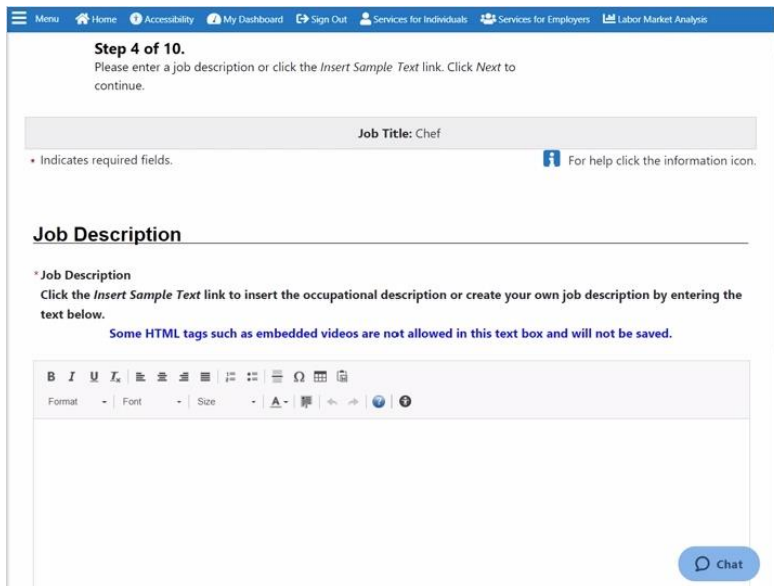
2.3 Job Details

Transcript:

In Step 3, you can provide some important information about the job order.

Information to be displayed online is how you want your company to appear in the job order. Do you want your name and address hidden or accessible? You may want workforce staff to review all applicants instead of doing it yourselves. You must select the radio buttons based on how you want to be visible to job seekers.

Job Details includes job characteristics, such as number of positions, date to display, job type, work at home, full or part time positions, special categories and the number of applicants you are willing to consider.

Click **Next** to move forward to the next step.

2.4 Job Description

Transcript:

The *Job Description*, enables you to be informative in explaining the requirements and tasks of the job, what is expected of a successful candidate, and any interview expectation steps. Links at the bottom enable you to paste any saved text, use an O*NET job description based on the occupation, and other tools.

When complete, click **Next** to continue.

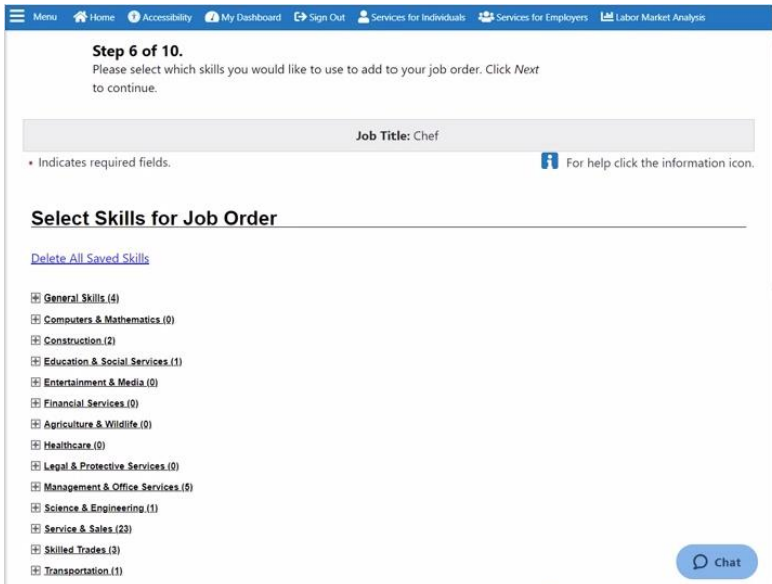## 2.5 O*NET Skillsets

Transcript:

The system works closely with O*NET skill sets. You can create skill sets to find qualified job seekers. This enables you to add or copy a skill set using multiple methods. Additional search tools include O*NET Tool and Technology sets, which add more matching criteria so you can make educated decisions. Information can also be provided on any special skills that are necessary.
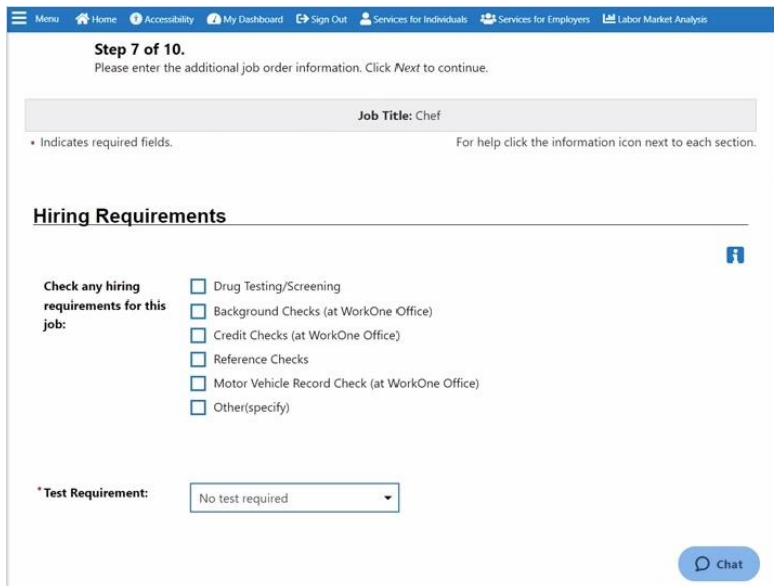
2.6 Skillset Review

Transcript:

Step 6 enables you to review and edit your completed skill set.

You can also build Tool and Technology Sets which are useful in finding qualified candidates.

Once these are in place, click **Next** to move forward to the next step.

2.7 Additional Requirements
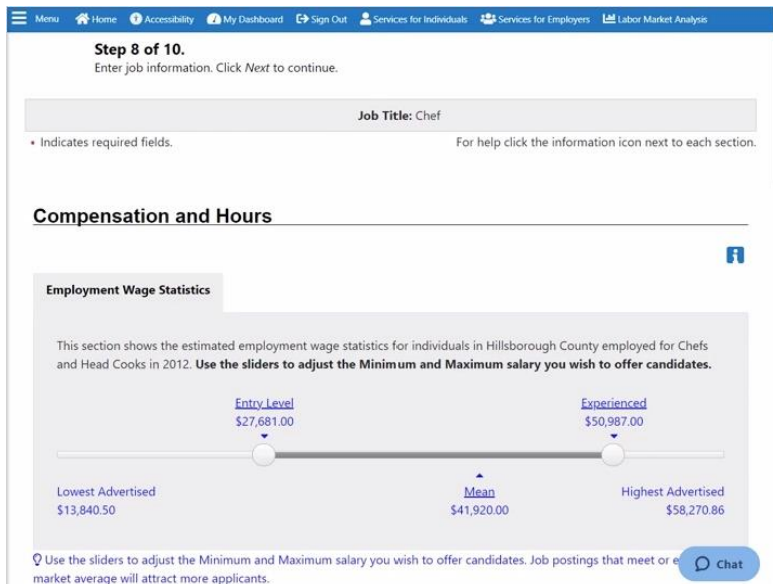

Transcript:

Step 7 is designed to identify the necessary candidate requirements. Requirements are divided into different sections, including:

- Background, Drug Testing, and Reference Requirements

- Education, Experience and Age Requirements

- Minimum Months of Experience and Education

- Licensing Requirements

- Job Accessibility, and

- Typing Speed and Security Clearance.

Some information is required and some can be skipped. Based on the job, this is useful information to know from every job seeker before they apply.

Complete the Captcha at the bottom of the page and click **Next** to move forward.

2.8 Compensation and Hours

Transcript:

In Step 8, you can identify salary, shift information, and benefits.

Under Compensation, you have 3 options: identifying a single salary rate, a salary range, or no salary at all.
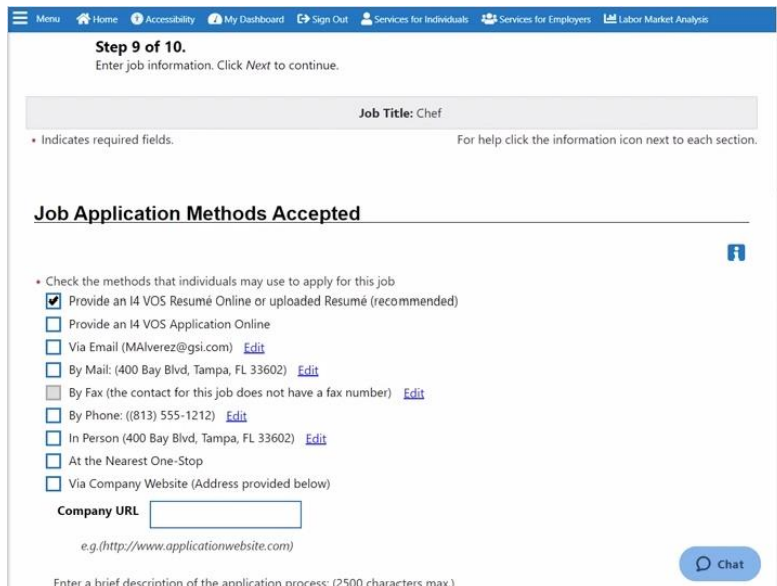
A Compensation Salary Slider makes the job of identifying minimum and maximum salaries easy by allowing you to show different salary requirements based on experience.

Additional information can be provided on shifts, pay types and hours per week.

Job applicants may want to know what additional benefits are available. The bottom of the page enables you to list benefits, like insurance and paid time off.

Click **Next** when you are ready to move forward.

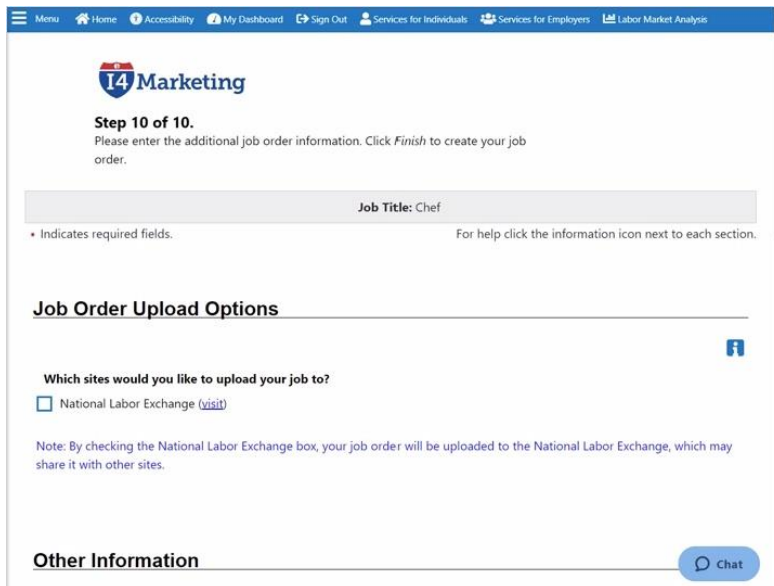## 2.9 Application Methods and Question Sets

Transcript:

In Step 9, you will be asked to:

- Identify the acceptable application methods. By default, résumé is checked, but other methods may be selected.

- Select the default information required from all applicants, such as education and employment history.

- Include an Interview Question Set as part of the application process. Question sets are part of the system and they can provide additional insights about each applicant.

- Identify how you want to be notified when job seekers apply.

Click **Next** to continue.

2.10 Upload Options

Transcript:

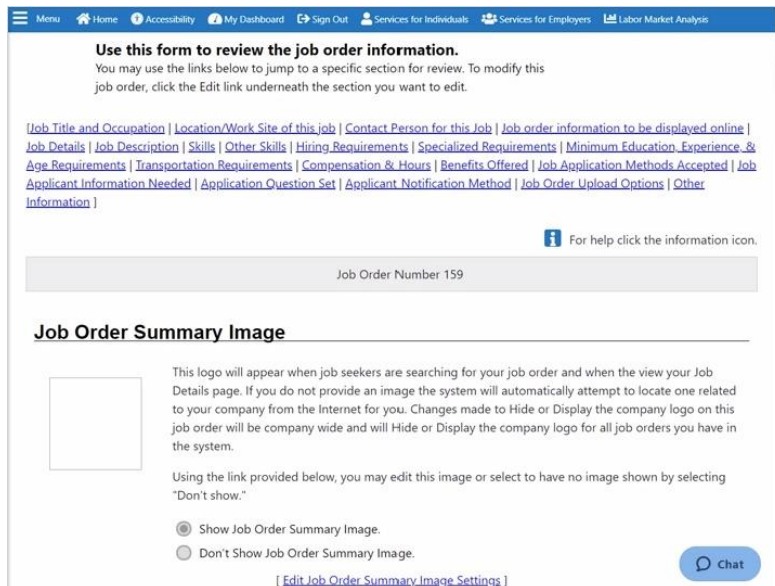Step 10 asks you if you want to upload your job order to other job boards. Additional questions are asked to better identify job order characteristics, such as whether it is a Federal Contractor job or an H2-A or H2-B defined position.

This is the last page of the job order. You can also preview the job to get an idea of how it will appear to the job seeker.

When completed, click **Finish** at the bottom of the page.
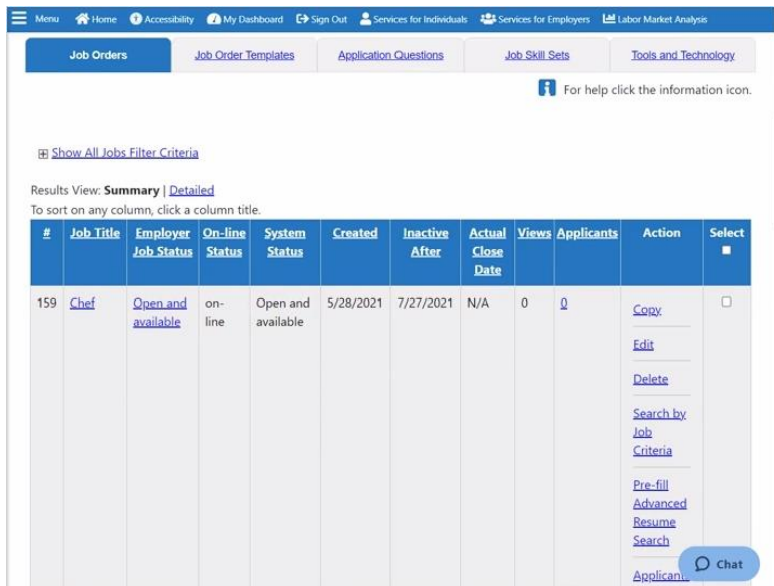
2.11 Final Job Order Review

Transcript:

Once the job order steps are complete, there is a section-by-section edit page that shows the information provided. If the job order is acceptable, there are multiple buttons at the bottom of the page, including:

- View any Applicants for the position.

- Preview how the job will appear online.

- Conduct a cold search for candidates.

- Turn the job order into a template for future use on similar job orders

- Copy the Job Order, Print the Job Order, and Print a QR Code of the job order,

- Conduct a résumé search of candidates that match the job characteristics, or simply

- Return to the Job Orders tab.

Let's select **Return to Job Orders**.

2.12 Job Orders tab

Transcript:

The new job order appears in a table, and it includes:

- Job Title, which is a link to edit or view

- Status

- Creation Date

- Inactive Date

- Close Date

- Number of job seeker Views and Applicants

- Action column that includes Copy the job order and make another one, Edit, Delete, Conduct two different candidate searches, review any applicants, preview the job order, and convert into a template.

You may wish to return often to check on applicants or make modifications.

3. Conclusion

3.1 Conclusion

Transcript:

This concludes the "Creating a Job Order" video presentation.

Be sure to access the Learning Center to explore other system features.