

# Learning Center Transcript

## Post a Job

### Description:

Learn how to create and manage job orders to fill job vacancies in your company. The Job Order Wizard relies on the O\*NET program, the nation's primary source of occupational information.

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### 1. Posting a Job

Welcome to the Learning Center. In this training Segment, we will demonstrate how employers create a job order in the system. At the conclusion of this video, you will be able to

- Find your job orders
- Select an occupation
- Record job order details

Your actual system settings and option may differ from those shown in this video. Let's get started.

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### 2. Services for Employer Page

This is a sample Services for Employers page. From here there are several ways to create a job order. The easiest is to select the Manage Jobs link on the Quick Menu.

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### 3. Security Features

Here are some employer system security features to be aware of:

- Only system registered employers may post jobs.
- Staff must verify employer registration before the system displays their "pending" job orders.
- Depending on your system setup, employer verification can take up to 72 hours.
- Your system setup may require staff to verify each job order for posting.

Check with your business services representative for more details.

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### 4. Creating a Job Order

To begin, click the Add New Job Order button.

Now select the job creation method from one of the following:

- Manual Entry, which requires data entry using a step-by-step process
- Copy existing Job Order, which duplicates one of your existing job orders for editing purposes,  
OR

- Create job from template, which is used to create a new job order from a preexisting template.

For this example, let's continue with the Manual Entry radio button selected

Next, enter the job title for this job order in the field provided.

The system will suggest an occupation for this job order based upon the Job Title that you entered.

Select the Suggested occupation drop-down button to select from an occupational listing to match the job title.

You always have the option conducting a manual occupation search.

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## 5. Worksite Location and Contact

Now you must select the worksite location sponsoring the job order. You may create a new location, if necessary.

If you need to modify your work site information, you can do so in the *Corporate Profile* that is included in the Employer Profiles area.

Based on the worksite you selected, choose the contact person who will administer the job order.

Again, you may select an existing contact, create a new one, or edit existing contact information using the Corporate Profile folder.

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## 6. Job Order Details

Now the system displays the Job Order Details page.

In the Job Order Information to be Displayed Online section, choose whether you want your company information to be displayed online or hidden. If you want your company information hidden, you may wish to have one-stop staff screen your applicants.

In the Job Details section, many items are pre-filled for you, so be sure to review each line item for accuracy. Observe blue text for data entry assistance.

Minimally, you must complete all required items with a red asterisk in order to successfully save the job order.

The maximum number of applicants represents the cutoff limit for accepting candidates. This occurs when applicants apply directly or when staff create referrals on their behalf.

Click Next to continue.

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## 7. Job Description

In the Job Description, you can click the Insert Sample Text link to use the default description.

You can edit the default description, paste text from an outside source, or type your own description.

All options allow you to modify text.

You can also choose from various formatting control options such as bold text, colored text and bullet lists to enhance the appearance of the description.

There is also a Spell-Check option.

Click the **Next** button.

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## 8. Job Skills Search Options

The next step in creating a job order is to select the required job skills. From the screen displayed, choose one of the following options:

Let's start with the first options, which will display a list of the job skills retrieved from the O\*NET database for the selected occupation. O\*NET is the nation's primary source of occupational information.

Option 2 will only be available if you previously established required job skill lists using the *Skill Sets* tab located within the *Template Profile* that is included in the *Employer Profiles* area.

In the *Skill Sets* option, you can create a custom list of required job skills

The last options will not associate any skills to the job order and you will proceed directly to the next step.

The Other Skills section allows you to include other required skills – such as specific degrees, certifications, software, or licenses – that you require for the job.

Enter information about these unique skills in the text box.

Click the **Next** button.

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## 9. Select Skills for Job Order

This page allows you to modify the skills associated with a job order.

To clear all the selected skills, click the Delete All Saved Skills link.

Click the plus symbol beside each category of skills to expand that selection. Drill through the categories until you reach specific skill statements.

Below, you can also add Current Technology and Current Tools. These can be saved or added through the links below the section.

Click Next to proceed.

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## 10. Hiring Requirements

In this step, you can specify any hiring requirements for this job order, such as reference checks, drug testing or specialized licensing.

If you require any sort of testing for applicants being considered for this job order, select the source of the testing from Test Requirement drop-down menu, to include a brief description of your testing.

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## 11. Minimum Requirements

If you require applicants to be a minimum age in order to apply for this job, enter the age in the text box provided. Then, select a reason for the age requirement from the drop-down list.

Select the preferred Minimum Education Required from the drop-down menu, then enter the Minimum Months of Experience in Selected Occupation that you would like applicants to have to be in order to be considered for this job order. If no experience is required, enter zero for this required field.

You can click link to view *Typical Education Requirements* or *Typical Work Experience Requirements* for the job order's occupation to review local labor market information.

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## 12. Drivers License Requirements

Scrolling down, you'll find the Drivers License Requirements section.

Select whether the job is accessible by public transportation, and whether a driver's license is required.

If you select **Yes** for commercial or operator's license, the system will expand the screen so you may select additional information.

Click **Next** to proceed.

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## 13. Compensation and Hours

In the Compensation and Hours section, enter the Minimum and Maximum Salary figure and select the appropriate salary unit.

Click the **View Labor Market Wage Rate** link to view summary wage data for the selected occupation in your state.

Next, click the **Pay Comments** drop-down box to further define salary information.

If you select Yes, supplemental compensation is offered. Indicate the type of compensation, such as the use of a car or cell phone, etc.

Select a response for **Hours Per Week**. If you select Hours are Specific you will be required to enter the number of hours in the field provided.

Select the appropriate shift for this job order. To learn more, click the **Question Mark** icon in the top right corner to access Help text.

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## 14. Benefits Offered

Scrolling down, select checkboxes that apply for Benefits. You may select as many boxes as needed. You may also type a brief description of other benefits in the text box.

Click the **Next** Button.

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## 15. Job Application

Check the boxes next to each job application method to instruct individuals interested in applying

Options will only be available if you have provided the necessary information. For example, if you have not provided a mailing address, you cannot select the By Mail application option.

You have the option to enter a brief description of the application process.

The following section allows you to select the types of information an applicant can provide when responding to this job posting.

The Application Question Set section allows you to attach a set of questions pertaining to the job order that an applicant can answer. If you have a previously created set of interview questions in the system, you can select them from a drop-down list.

The system will present these questions to all job seekers when they apply. This will help you better determine an applicant's qualifications based on their responses.

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## 16. Applicant Notification Method

In the Applicant Notification Method section, indicate whether and how you'll be notified when job seekers apply for the job.

Email notification is only available if you record your email address in the system.

Click the Next button to proceed.

This step allows you to select other job board websites where you may upload your job order.

The visit link allows you to first review those websites in a new browser window before making the decision to upload.

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## 17. Other Information

In the Other Information section, confirm all *Yes or No* responses.

You can click the **Preview Job** link to review the job order

Click the **Finish** button.

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## 18. Job Order List

This screen displays the information associated with the job order you have completed. Click the Edit link in a section to modify the information.

Click the Return to Job Orders button and the system displays the Job Order List page.

There are numerous links displayed to manage these jobs. For more information, click the **Question Mark** icon in the top right corner to access Help text

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## 19. Completion

You have successfully completed this video demonstration.

Don't forget to access the other videos that are available on topics such as creating an Employer Account or conducting a resumes search.

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