**Employer Job Posting (detailed “how to” guide)**

Click the “Post a job” quick link button from the home page or select “Jobs – Post a job” from the drop-down menu.

**Job details:**

Posting shortcuts: Allows access to any jobs previously saved to the hiring library for future use.

Job information: Provide information for all required fields (\*).

Job description: Select an option to provide a job description.

1. Use the Shortcuts feature to select a sample description:

* Begin to type out the job title in the “type-ahead” box provided.
* Click on title from list when recognized.
* Click “Search”.
* Select one of the job titles and it will appear in a pop up window.
* Click “Use this Description” and edit if necessary.

1. Upload by clicking the Browse button to upload a Word or Text document.
2. Type or copy/paste text directly into the box.

Company information: Click the box to keep company name confidential.

Apply method: Contact Method - Select at least one of the following options:

1. “Candidates apply online and are managed using my WorkSource account”. This is the default option*. Unclicking this box will prevent you from adding a questionnaire.*

* Click “Flag Resumes” to select desired fields to specify application criteria.

1. “URL” to type in or copy and paste a URL to direct seekers to apply to the job.

Note: URL must include http:// at the beginning.

1. “Candidates Contact me directly” to provide additional contact information.

Additional company information: This section is optional.

Preview your post: Click the link to view posting.

Hiring library: Click to save the information as a template for future reference.

\*\*Select “Continue” to proceed to the next page.

**Posting options:**

Job search criteria:

Select the duration for the job posting.

Search occupation - There are two options to add occupations.

1. Type an occupation in the box and select an option from the drop down list. Click “Add”.
2. To search by category click “Browse list” and click on a category to view occupations. Select an occupation. Click “Add”.

Additional Hiring Tools: This section is optional.

Screening Questionnaire - Select one of two options:

1. Create Questionnaire – Select an option to add or import questions

To Import:

* Click Import Question
* Select Questionnaire from ESD Questionnaires tab
* Scroll to bottom of the screen to view questionnaire
* Click the checkbox next to the questions you wish to import
* Click Import

To Add:

* Click Add Question
* Enter text of the question
* Select answer type
* Assign a score to answers (optional)
* Click Save

1. Use Saved Questionnaire recommended by Washington ESD

* Click on job title of recommended questionnaires, or
* Browse additional categories from the drop down menu
* Select a title
* Click Preview or Continue

All screening questions appear in the questionnaire and can be edited using the Actions drop down menu.

Auto Reply Letter - Select from the following options:

* Opt not to send an auto reply
* Send the same auto reply to all candidates
* Send different letters based on responses to questionnaires

For options B or C:

* Click link to Create a New Letter, or
* Select Saved Letters from drop down menu

Preview your post: Preview and edit as necessary.

\*\*Select “Continue” to complete the job posting.