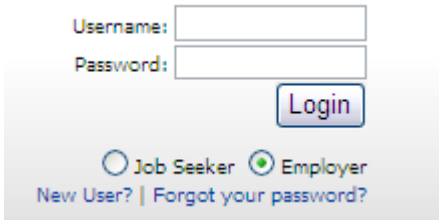


Posting a Job Order on SaskJobs

For assistance call your Canada-Saskatchewan Career and Employment Services Office

<p>1. Access the job posting page on www.saskjobs.ca</p> <p>2. Enter your username and password at the top right hand corner and click on Employer.</p>	
<p>3. The Post a Job: Main Menu page will appear.</p> <p>Employers will find a message about your job order activity on the system. You will see number of vacant job postings, filled and expired job orders.</p> <p>You have 5 options to choose from;</p> <ul style="list-style-type: none"> • Search by Job Order # • Show Job Orders • Add New Job Order • View Resume Bank • Edit Login Account 	<p>Home Employers</p> <h3>Post A Job: Main Menu</h3> <p>If you are not Test 1 please sign out.</p> <p>Welcome Test 1.</p> <p>To date you have posted a total of 2 jobs on SaskJobs. Currently, you have 0 active(vacant) jobs and 2 inactive (filled, cancelled and expired) jobs.</p> <p>The job posting main menu allows you to search for one of your existing job orders either by entering a job order number, or by searching based on job order status or date posted. If you wish to create a new job order click on the "Add New Order" button.</p> <p>Search by Job Order #: <input type="text"/> <input type="button" value="Find"/></p> <p>Show all Job Orders: <input type="button" value="View last 25 jobs posted"/> <input type="button" value="Find"/></p> <p><input type="button" value="Add New Order"/> <input type="button" value="View Resume Bank"/> <input type="button" value="Edit Login Information"/></p>
<p>Select --- Add New Order</p> <p>The screen that comes up is a disclaimer notice. You have to agree to the terms of the disclaimer in order to continue with posting your job</p>	<h3>Post A Job</h3> <p>Please read the disclaimer and consent form below:</p> <div data-bbox="928 1171 1435 1335" style="border: 1px solid gray; padding: 5px;"> <p>Employers are responsible for the content of any job postings they place on SaskJobs. SaskJobs cannot control how third parties use the information posted on its website. SaskJobs randomly monitors job postings placed by external employers. We reserve the right to remove any information that does not meet our job posting standards. SaskJobs reserves the</p> <p style="text-align: right;">Job Posting Policy</p> </div> <p><input type="button" value="I Agree"/> <input type="button" value="I Do Not Agree"/></p>
<p>1. The next screen that appears is the beginning of the job order process</p> <p>Begin with entering a job title and searching</p> <p>In this example we are searching "receptionist"</p>	<h3>Post A Job: Job Title Search</h3> <p>Enter a job title for the job order you will be adding:(i.e. Accountant, Plumber, Welder, Receptionist etc.) in the text box below. Click on the search button when you are finished.</p> <p><input type="text" value="Receptionist"/> <input type="button" value="Search"/></p>
<p>2. Select the closest match and OK.</p> <ul style="list-style-type: none"> ▪ If you have a job title you are having difficulty matching, try looking for similar titles ▪ A "party planner" won't give you results but "event planner" will ▪ You are not tied to displaying this title on your job order. This selection process is strictly for job categorization purposes. All jobs in the system are categorized according to the National Occupation 	<h3>Post A Job: Job Title Search List</h3> <p>Select a job title from the list below which most matches. Click on the Ok button once you have selected a job title.</p> <div data-bbox="1019 1780 1328 1881" style="border: 1px solid gray; padding: 5px;"> <p>BUSINESS RECEPTIONIST DENTAL OFFICE RECEPTIONIST DENTAL RECEPTIONIST DOCTOR'S OFFICE RECEPTIONIST MEDICAL RECEPTIONIST</p> </div> <p><input type="button" value="Ok"/></p>

Codes

- This is an important selection and will properly place your job in the correct occupational category. Many job seekers look for work in a specific category

Please note the warning message. This information is particularly important when you come in to duplicate a job order or update information.

WARNING: Please do not "double-click" on the navigation buttons (i.e. Add New, Update, Duplicate, etc.) These actions could cause unexpected results with your job order.

Double clicking will instantly duplicate your job order.

4. The Job Order Detail screen will appear. Complete the form

Note: All fields with an asterisk * must be completed. The Job Title can be modified on this screen to reflect the job title the Employer would like to use.

Special formatting may be required for specific fields. You must enter dates using (dd/mm/yyyy) format

i.e.: 11/01/2008

You will notice that there are drop down boxes and free form fields. The free form fields for the Job Description and How to Apply areas do have limits on how many characters you can enter. Try to keep your Job Description informative but **brief**.

When you choose to use a drop down list, make a selection from the list. You can select a blank line if you don't want to display anything.

You must have at least one method of contact indicated. This includes using the check box to display or not display your company address.

If you check the "Apply Online?" box see the information at the end of this document on how this works.

Jobs can only be posted for a maximum of 31 days at a time.

Once you have completed the form select Add New

The screenshot shows a web form titled "Job Order Description (Information is displayed on SaskJobs.)". The form is divided into several sections:

- Job Code:** 1414 - RECEPTIONIST
- Job Title:** RECEPTIONIST * (with an asterisk and a blue asterisk icon)
- Order Date:** 01-Feb-2008
- Location:** (dropdown menu) *
- Job Description:** (text area) (Limit of approximately 1900 characters including spaces).
- Application Requirements (Optional Information about education and experience)**
 - Education:** (dropdown menu)
 - Experience:** (dropdown menu)
- Application Information (All information entered below displayed with job order.)**
 - How to Apply:** (text area) *
 - Apply Online?** (Check this option if you want to allow job seekers to apply for this job online.)
 - Apply by:** (dd-mm-yyyy) (text field)
 - Employer:** Test 1
 - Employer Address:** 2425 Wallace St, Regina, SK S4N 4B. **Display?**
 - Contact Name:** (text field)
 - Phone:** (text field) **Fax:** (text field)
 - Contact Email:** (text field)
 - Employer Website:** (text field) (Tip: Please don't enter http://)
- Employment Terms (Describes the type of employment, hours of work etc.)**
 - Job Type:** (dropdown menu) *
 - Job Length:** (text field)
 - Wage/Salary:** (text field)
- Posting Details (Describes specific details of the job, number of positions etc.)**
 - Post Job for:** (dropdown menu) *
 - Vacancies:** 1
 - Job Status:** (dropdown menu) *

At the bottom of the form are two buttons: "Add New" and "Change NOC Code".

5. The next screen provides you with an opportunity to specify certain skills

- You can fill out this profile or just continue, Just click on Add Profile at the bottom of the screen and it will take you to the next screen.

Completion of this section is highly recommended and will increase your chances of having the best-qualified candidates apply for the job.

This area is also a time saver when it comes to listing the skills and education required for the job

Post A Job: Skills Profile

WARNING: Please do not "double-click" on the navigation buttons (i.e. Add New, Update, Duplicate, etc.) These actions could cause unexpected results with your job order.

Identify any additional skills that relate to your job posting by checking specific skills listed below. Check all that Apply.

Language Skills

<input type="checkbox"/> Read English	<input type="checkbox"/> Read French
<input type="checkbox"/> Speak English	<input type="checkbox"/> Speak French
<input type="checkbox"/> Write English	<input type="checkbox"/> Write French

Additional Skills

<input type="checkbox"/> Data entry	<input type="checkbox"/> Maintain records
<input type="checkbox"/> Order office supplies	<input type="checkbox"/> Provide basic information to clients and the public

6. You now have an opportunity to preview your job posting as it will appear on SaskJobs, you can return to the main menu or proceed directly to the resume search area

Post A Job: Preview Option

Your job posting and skills profile were posted successfully.

You may now [preview](#) your job order, or return to the [main menu](#)

Also, check out SaskJobs resume database using the [SaskJobs resume search](#).

7. Click --- Main Menu

You will see an update of your job posting activity.

At any time you can go into the system and update the information on your job order. Do a search for vacant orders using the Show all Job Orders and select Vacant from the drop down box.

Show all Job Orders:

Post A Job: Main Menu

If you are not **Test 1** please [sign out](#).

Welcome **Test 1**.

To date you have posted a total of **3** jobs on SaskJobs. Currently, you have **1** active(vacant) jobs and **2** inactive (filled, cancelled and expired) jobs.

The job posting main menu allows you to search for one of your existing job orders either by entering a job order number, or by searching based on job order status or date posted. If you wish to create a new job order click on the "**Add New Order**" button.

Search by Job Order #:

Show all Job Orders:

8. Employers who have provided an email address at the time of registration will also receive automatic notifications when their job orders expire.

We encourage you to go into the system and mark your job order filled.

If you would like to repost you just need to update the job order. However you will be required to duplicate any job order that has expired more the 10 days past the original posting expiry date.

To do this just call up any expired job order

You can also duplicate any previous job order that has been categorized as Filled or Cancelled

You will see this message displayed at the top of the page

Important: You are about to duplicate a job order. If you wish, please make any changes to the information below and then click on the Duplicate button. The duplicate function will assign a new job order number and order date to your job order automatically.

* - indicates a required field.

Job Order Description (Information is displayed on SaskJobs.)	
Job Code:	1414 - RECEPTIONIST

How the Apply Online system works

Checking the Apply Online box on the job order will create an “**Apply for this job online now!**” statement on the job posting in the How to Apply: area. The job seeker will have the option to apply for the job directly through the Internet.

How to Apply:

In person with resume at 4113, 5th Avenue, Regina, or Tanya
[Apply for this job online now!](#)

When the job seeker clicks on the link a window opens and requests the following information:

- 1. Name** – This is mandatory to ensure the employer has a contact name just in case it is not provided in the cover letter or resume.
- 2. Phone and email address** – Phone number is mandatory to ensure a means of contacting the job seeker. If the job seeker supplies an email address they will receive an email confirmation that their application has been sent.
- 3. Cover letter** – Optional for the time being – 4000 characters. The user can type this or copy and paste an existing cover letter.
- 4. Resume** – Mandatory with a minimum of 100 characters, maximum of 10,000 characters. The user can type this or copy and paste an existing resume. If the user attempts to add a resume with less than 100 characters an alert message appears and prompts the user to enter at least 100 characters.

Apply Online

Please enter your name and contact information (your email address is optional). This information will be provided to the employer in case you did not provide it in your cover letter or resume.

* - indicates a required field.

First Name: *
Last Name: *
Phone Number: *
Email:

You may copy and paste your cover letter(optional) in the area below.
Cover Letter (max. 4000 characters)

You may copy and paste your resume (mandatory) in the area below.
Resume (max. 10,000 characters)

Once the job seeker’s application has been submitted an email message is sent to the employer. The subject heading of the email contains the job order number and job title for which the applicant is applying.

The body of the email contains a message to the employer about where the email came from and an explanation of the content. In this example the applicant did not have anything in the cover letter area so only the resume is displayed.

Employers should not reply to this email message as it comes from the SaskJobs system. If they wish to correspond with the applicant they should contact them directly based on the information provided.

Message Options
From: SaskNetWork LRN [Sasknetwork@sasked.gov.sk.ca] Sent: Thu 11/20/2003 1:12 PM
To: lynn.penner@sasked.gov.sk.ca
Subject: Application for Job Posting #4846763 - CASHIER

To: the employer,
Attached is a job application for the job posting listed in the subject line. The application was created through the SaskNetWork-SaskJobs apply online system.

We are sending all resumes and cover letters (if included by the applicant) in a plain text format. This is to protect your computer systems from possible computer virus infection.

-----BEGIN RESUME-----

QUALIFICATIONS

- → Computer Skills
- → A+ Certification -- ID No.: COMP10474561
- → Proficient user of: Office 2000, including Word, Excel, PowerPoint, Access, Outlook.