ONLINE SERVICES

IOWA WORKFORCE DEVELOPMENT

Employer Job Listing and Job Seeker Database Search User Manual

Iowa Workforce Development
Carroll, Iowa – Region 8

Carroll
619 N Carroll St
Carroll, Iowa 51401
712-792-2685

Denison
1413 Broadway
Denison, Iowa 51442
712-263-6102

An Equal Opportunity Employer/Program:
Auxiliary aids & services are available upon request for individuals with disabilities.

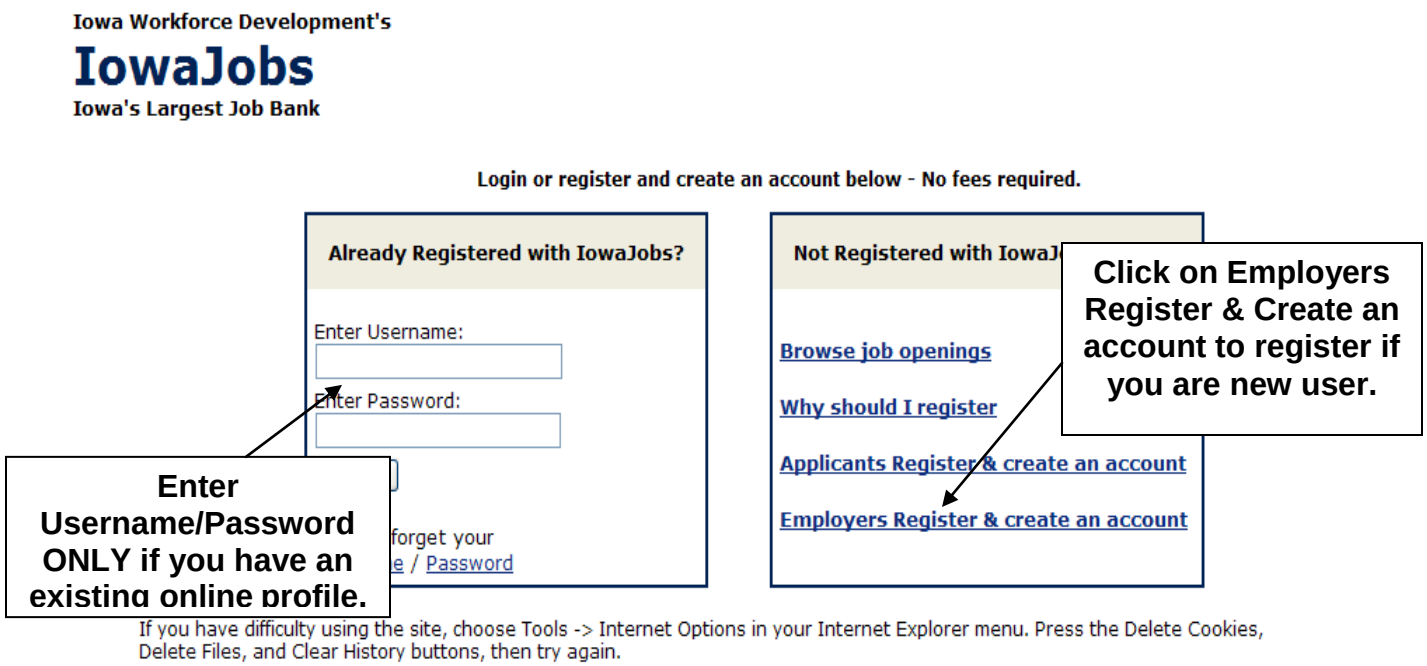
Iowa Workforce Development

Iowa's Employment Security Agency

Putting Iowa To Work!®

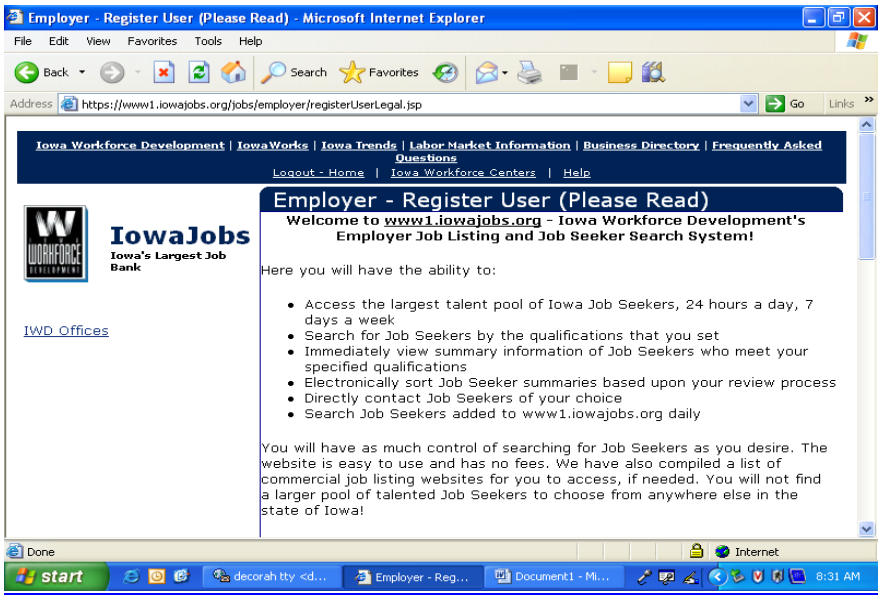
LOG ON TO: www1.iowajobs.org

The page that opens looks like the one below.

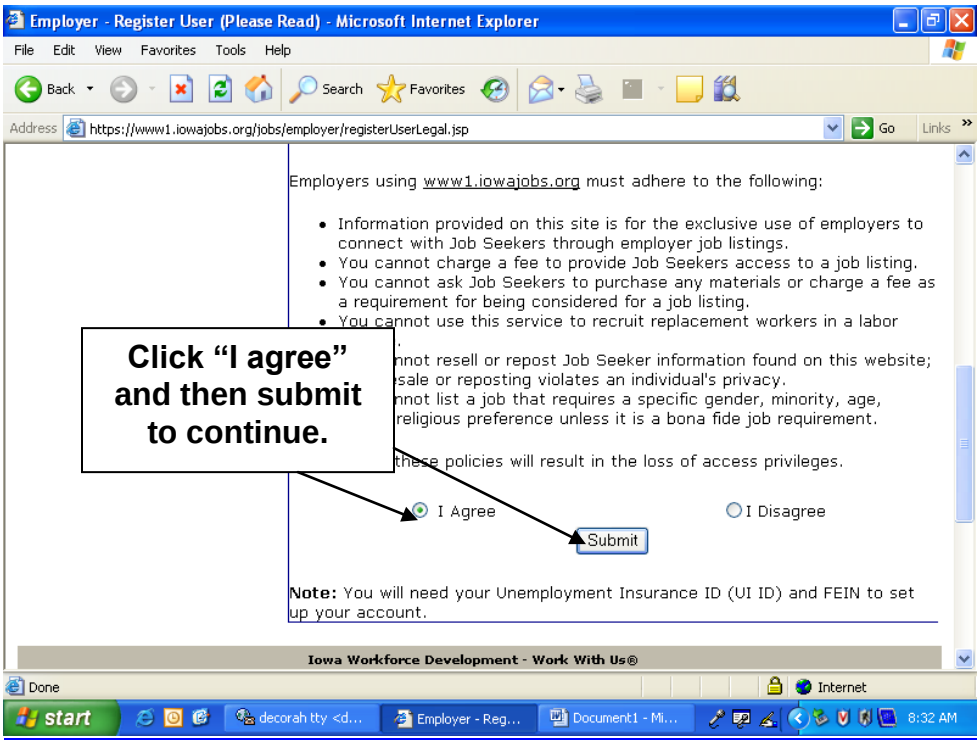


1. Click on Employers Register & Create an account to begin.

2. You will then be brought to the Iowa Workforce Development information screen-This provides equal opportunity & legal information related to our services. Please read this, and then proceed to the bottom of the screen.

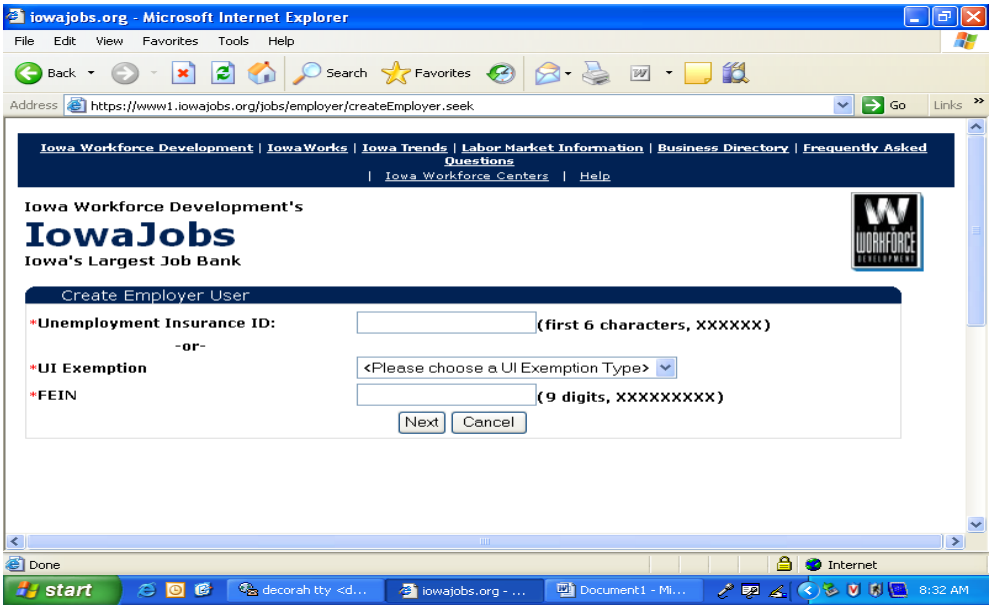


3. At the bottom of the screen-click “I AGREE” then “SUBMIT” to proceed - clicking “I DISAGREE” will close the system.

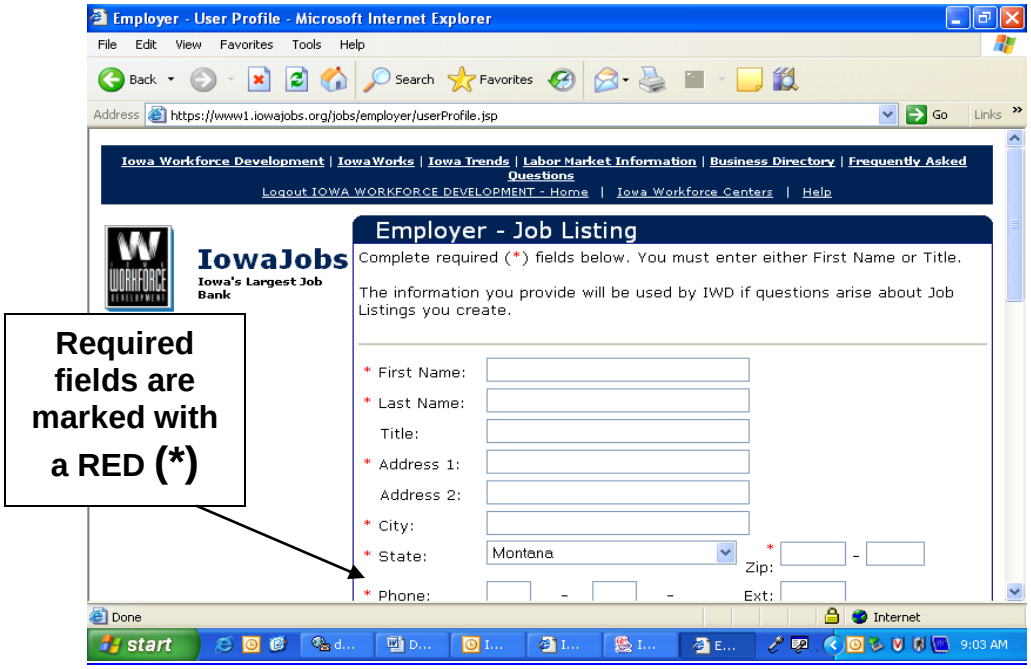


Note: You will need your Iowa Unemployment Insurance ID (UI ID) and FEIN to set up your account. If you do not have an IA UI ID you will choose a UI exemption from the drop down box.

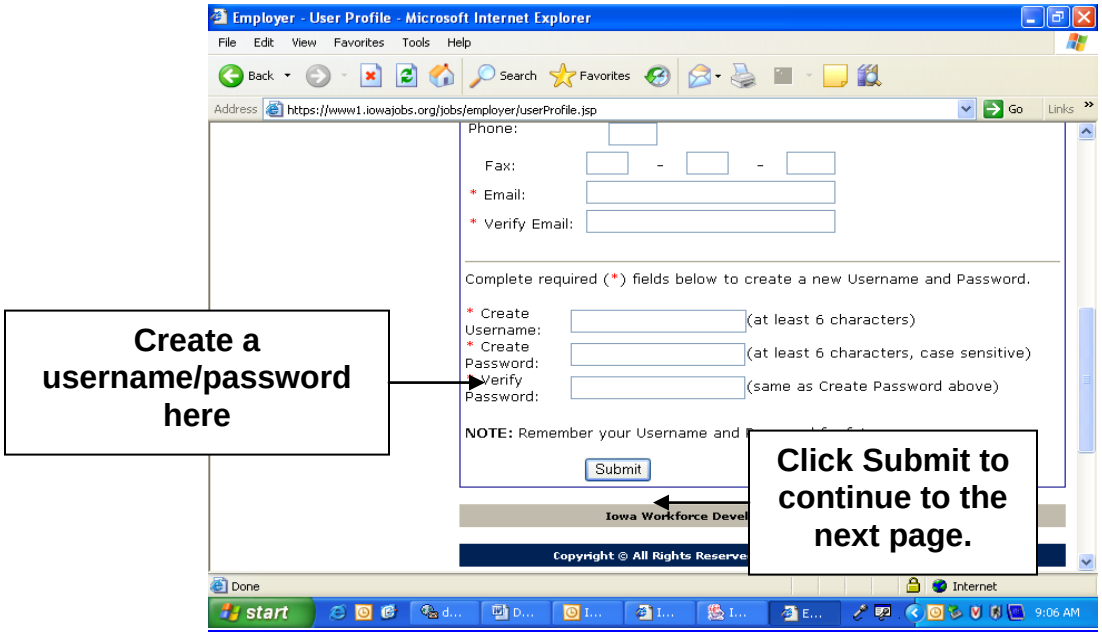
4. Enter in your Unemployment Insurance ID and FEIN number, then click next.



5. You will need to enter your general information (name, address, phone, etc). All fields with a RED * are required and cannot be left empty.



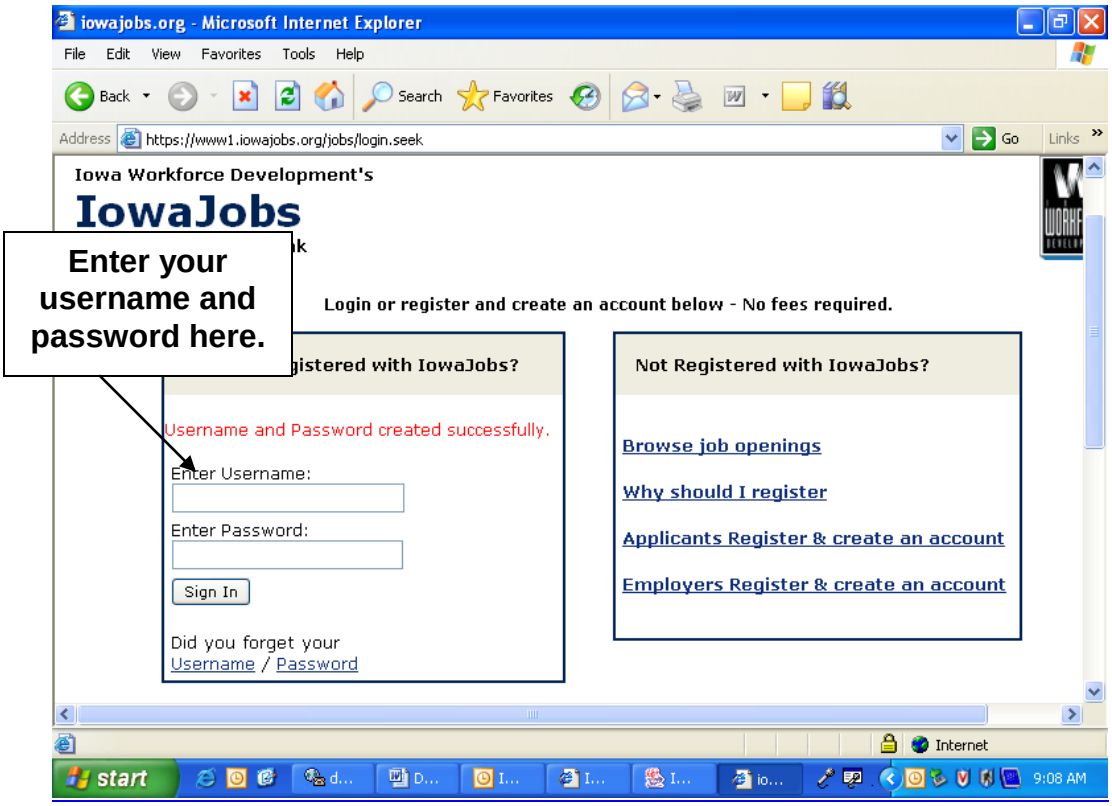
6. At the bottom of the general information screen you will need to create a username and password. Both your username/password must be 6 characters in length and are case sensitive. Click "Submit" to continue.



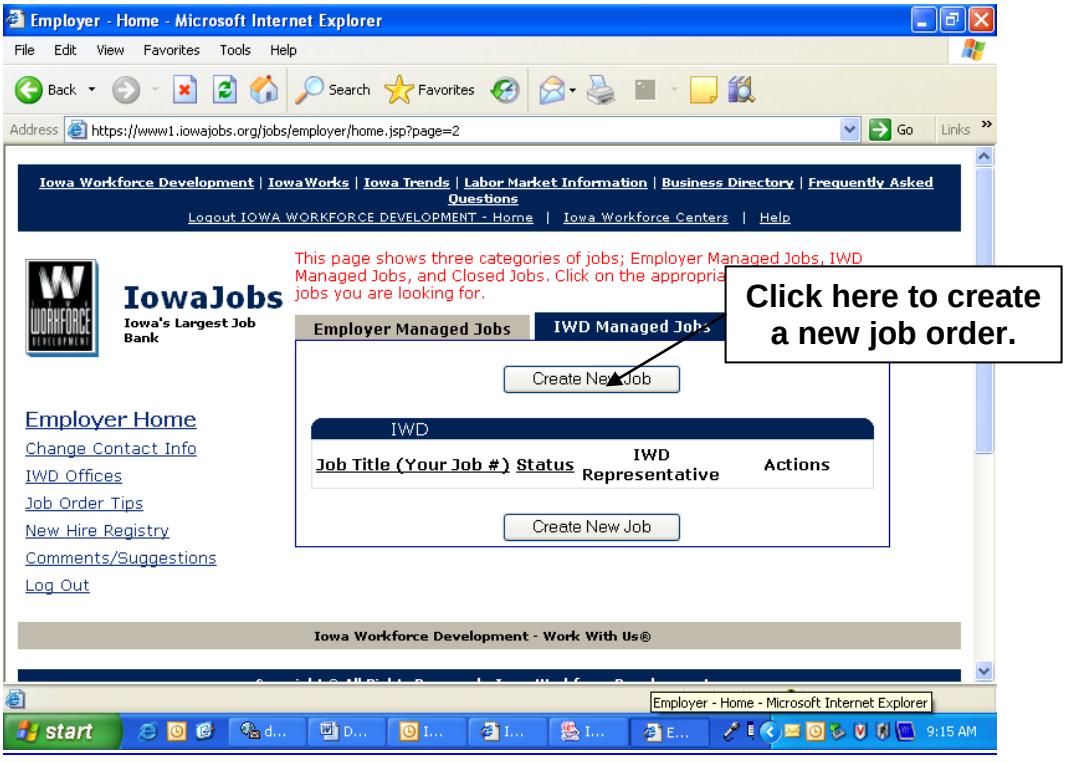
REMEMBER!! VERY IMPORTANT!!

Write down your username/password and place it in a safe place. This is how you will log into the system in the future!

7. **You will then be brought back to the Iowa Jobs login page. Sign in using the username/password you have created.**

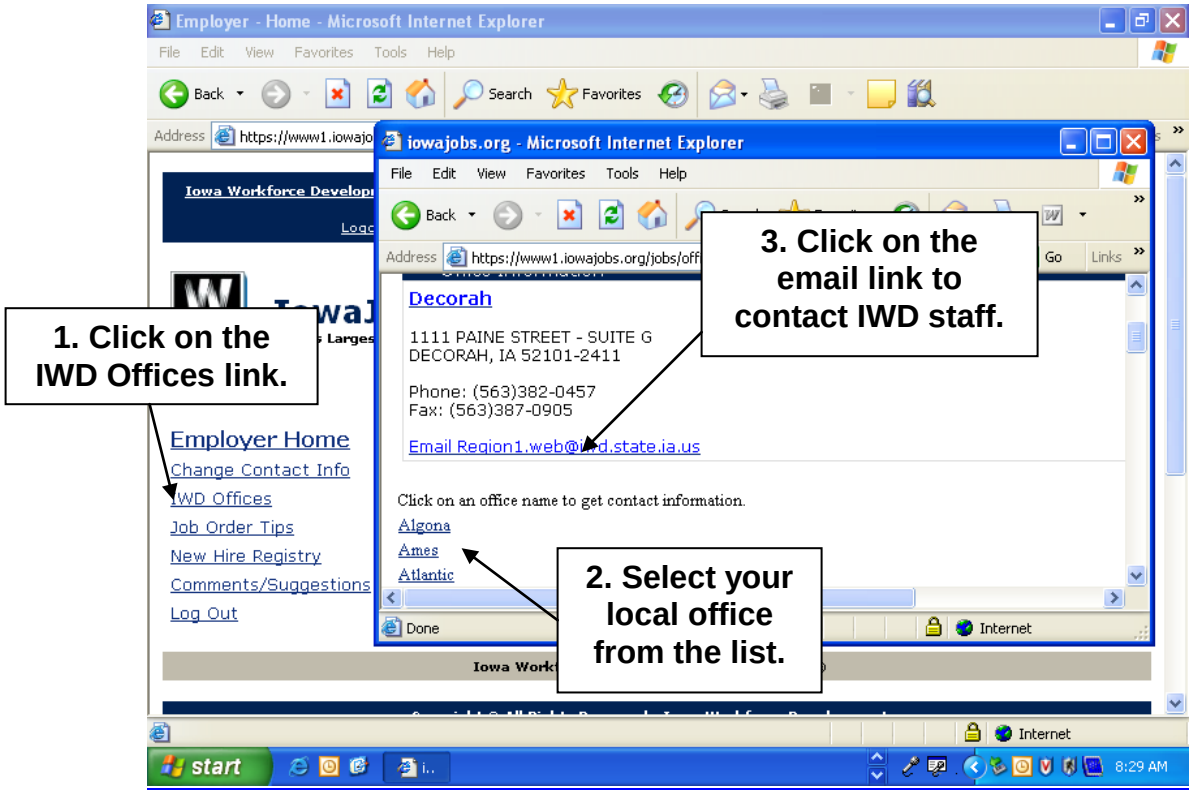


8. **You will be brought to your employer home page. Click on the "Create New Job" box to create a new job order.**

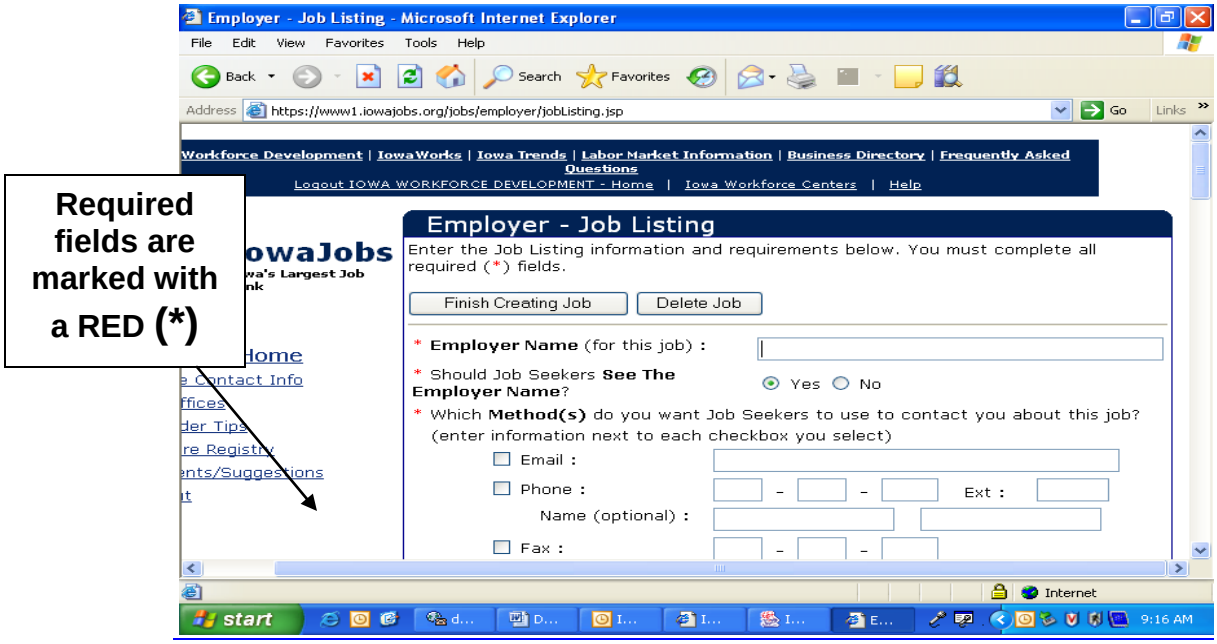


NOTE!! **If at anytime you need assistance from Iowa Workforce Development (IWD) staff:**

1. **Click the IWD office link located to the left of any screen.**
2. **Select your local office from the list.**
3. **Click on the email link to contact IWD staff.**



9. Enter in the information about your job opening. All fields with a Red (*) are required and cannot be left empty.



10. In deciding "Which Job Seekers Can Apply", please note the following:

When selecting "QUALIFIED JOB SEEKERS" this means the following criteria has to be met in order for job seekers to refer to the job. This has the potential to eliminate qualified job seekers who have the experience, just a different job title.

1. Job Classification (Onet): The seeker has to have the same "Months of Experience" required as in the Job Classification of the job order.

2. Degree Code: the seeker has to have the same degree or a higher degree than the job order.

3. Lifting Capacity: the seeker has to have the same or higher.

4. Age: same or higher.

5. Drivers License: same or higher (by higher, someone with a class A CDL will qualify for a job requiring a Standard Drivers License).

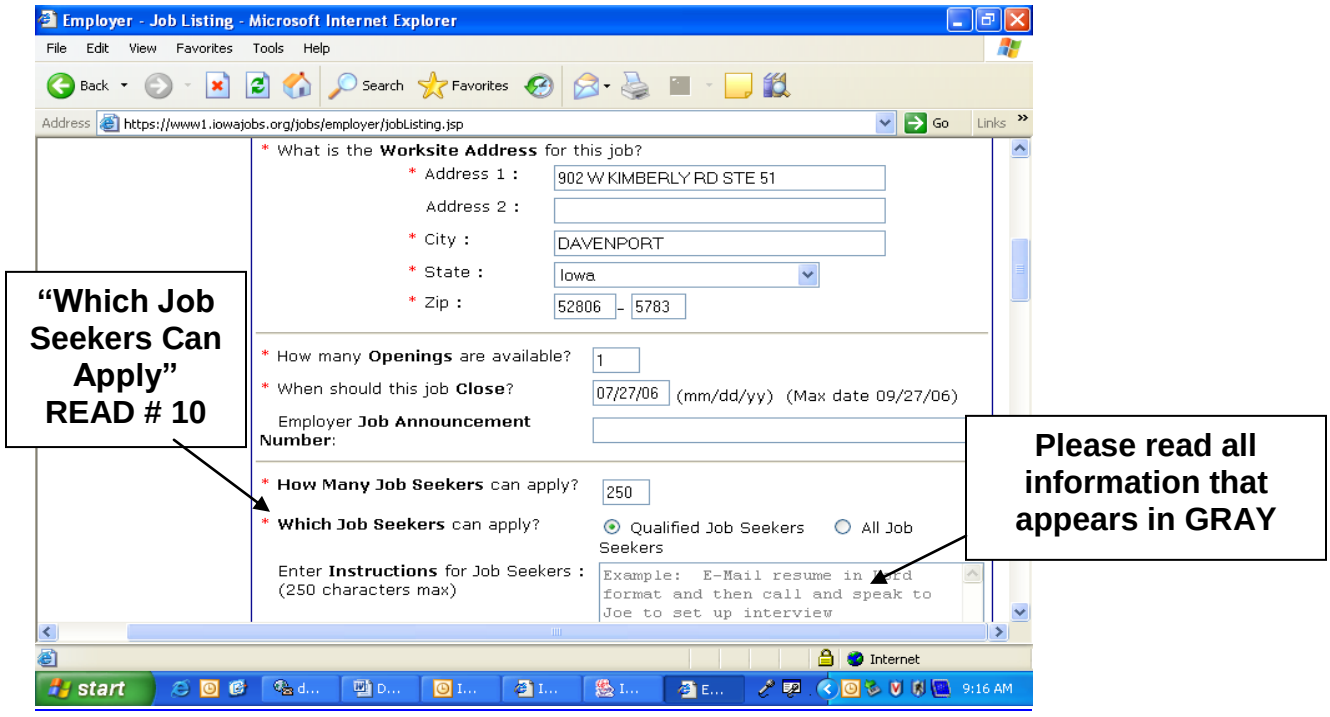
6. Drivers License Endorsements: seeker must have the same endorsements listed on the Job Order.

7. Access to Vehicle: if the job order requires it, the seeker must have access to a vehicle.

8. Skills, seeker must have ALL skills listed on the job order.

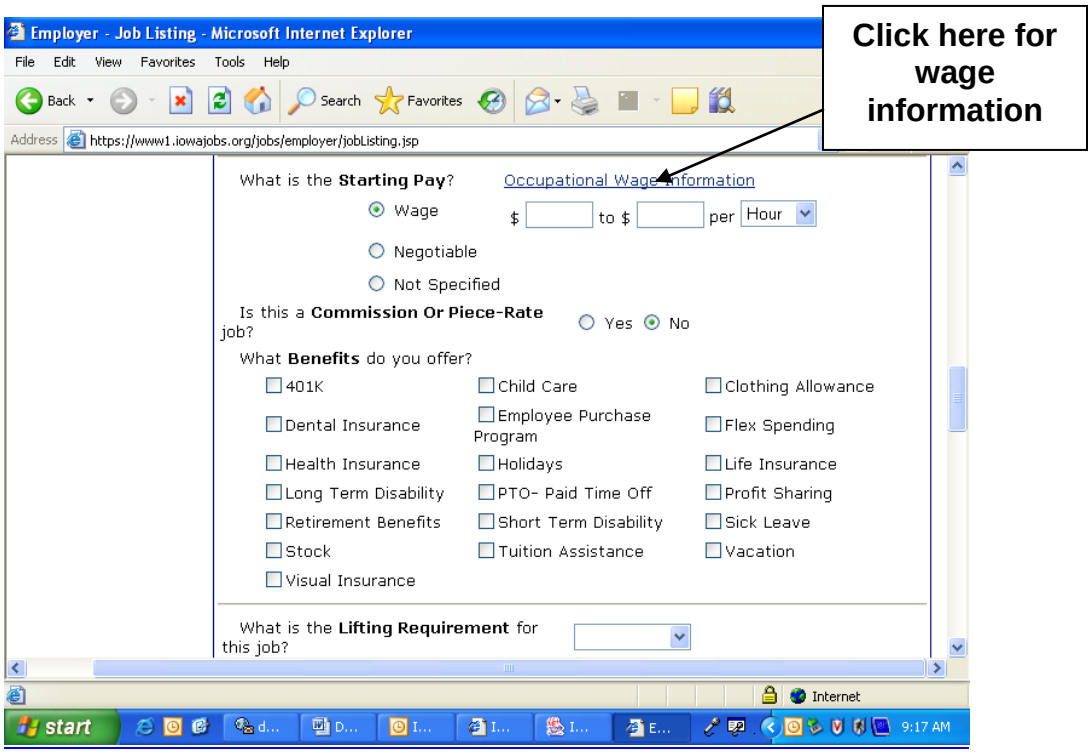
9. License/Certifications: seeker must have all licenses and certifications listed on the job order.

10. Test Scores: seeker must have a score tested at or above the level required on the job order.

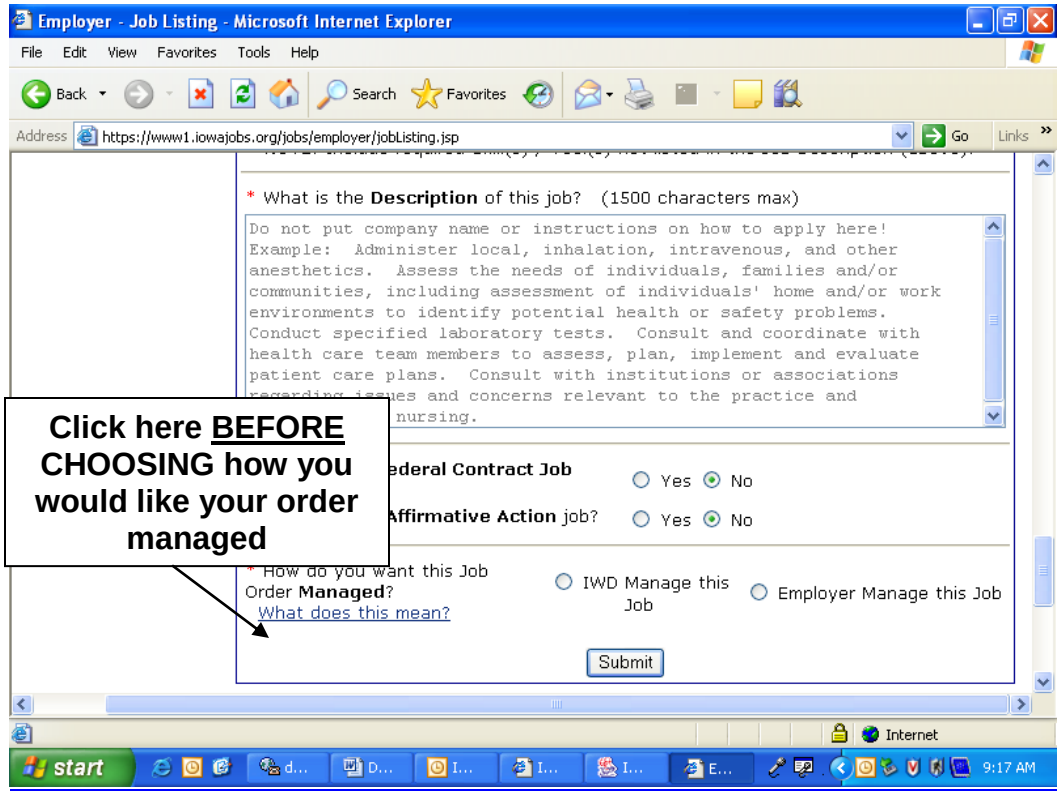


11. Please read all of the information that appears in GRAY for detailed instructions on how to complete that specific area.

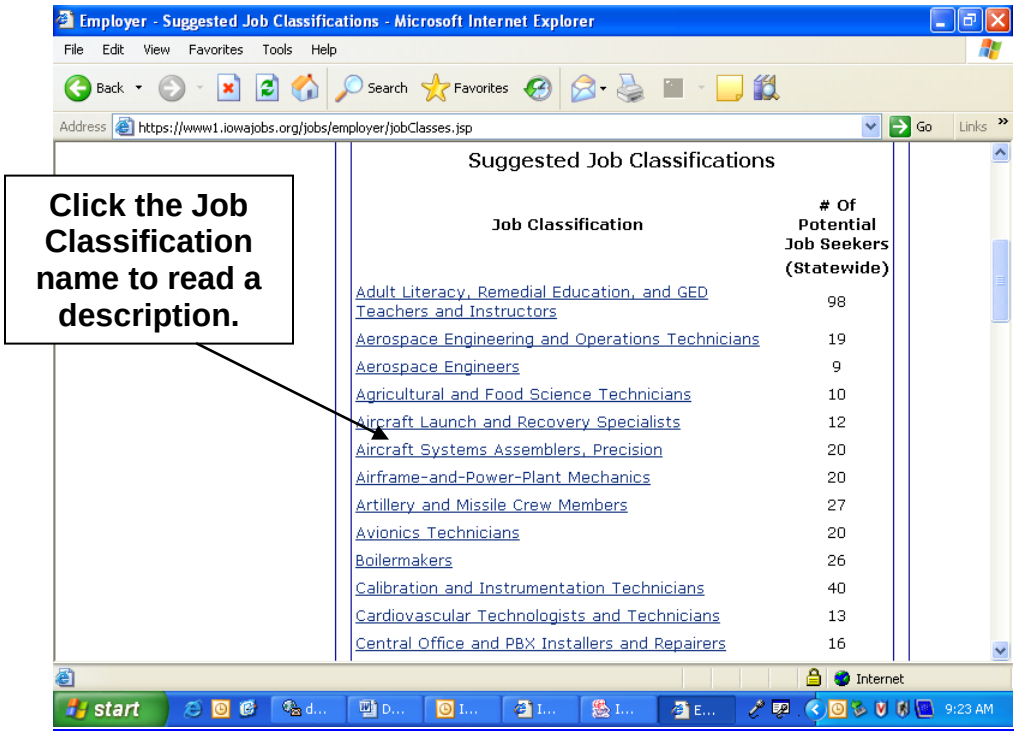
12. If you need help in determining a wage, click the "Occupational Wage Information" link to search current Labor Market Information. It is best to include an entry level wage or wage range.



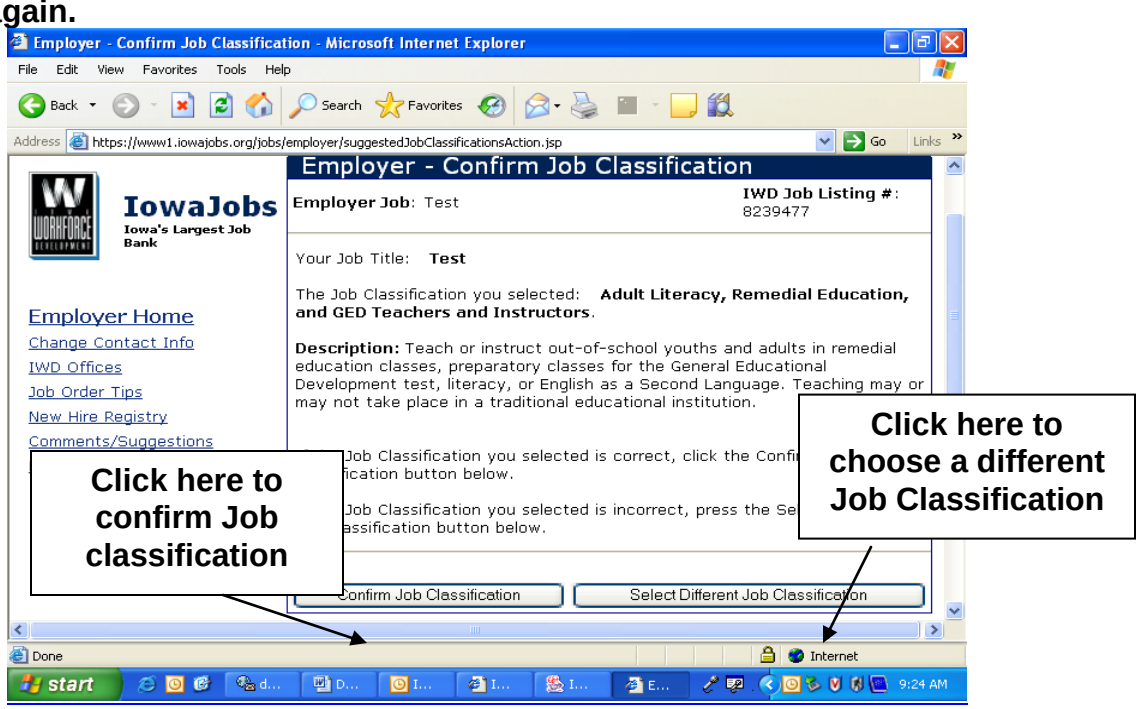
13. Before submitting your job order you will need to choose how you would like your order managed. Click the "WHAT DOES THIS MEAN" link to read about the DIFFERENCES between an IWD MANAGED job order and an EMPLOYER MANAGED job order <u>BEFORE</u> making your decision.



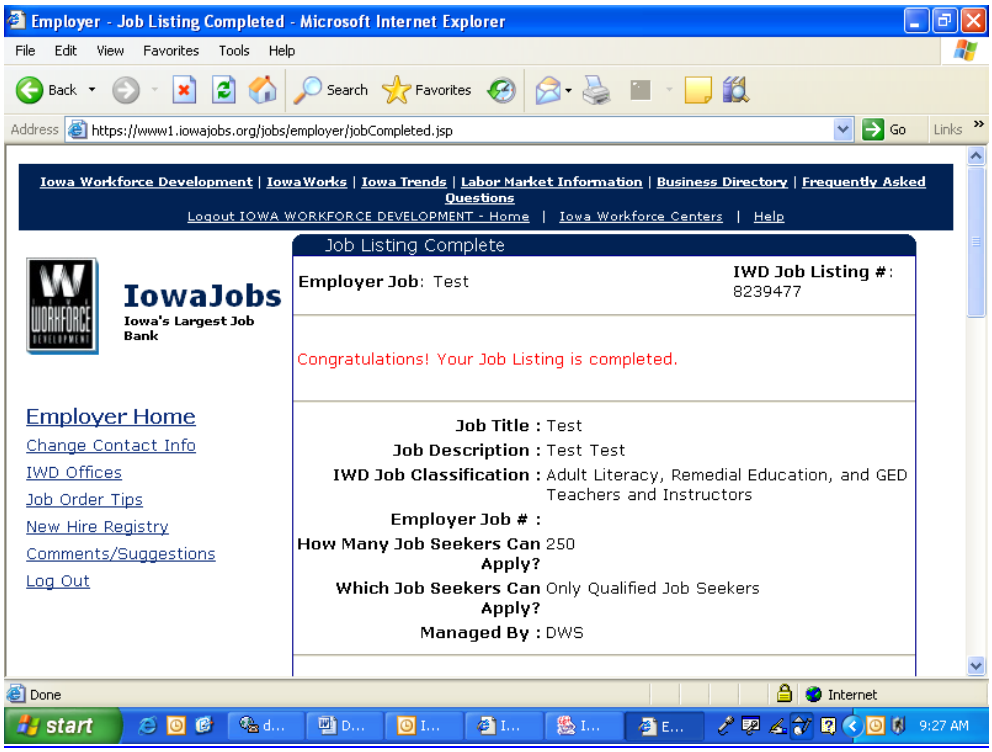
14. You will now have to select the Job Classification that best fits your job listing. Click on the Job Classification name to read the description of that classification. *NOTE!! The Job Classification is used to find job seekers so it is important that you select a correct classification. ONCE YOUR SELECTION IS CONFIRMED YOU WILL NOT BE ABLE TO CHANGE IT!!!*



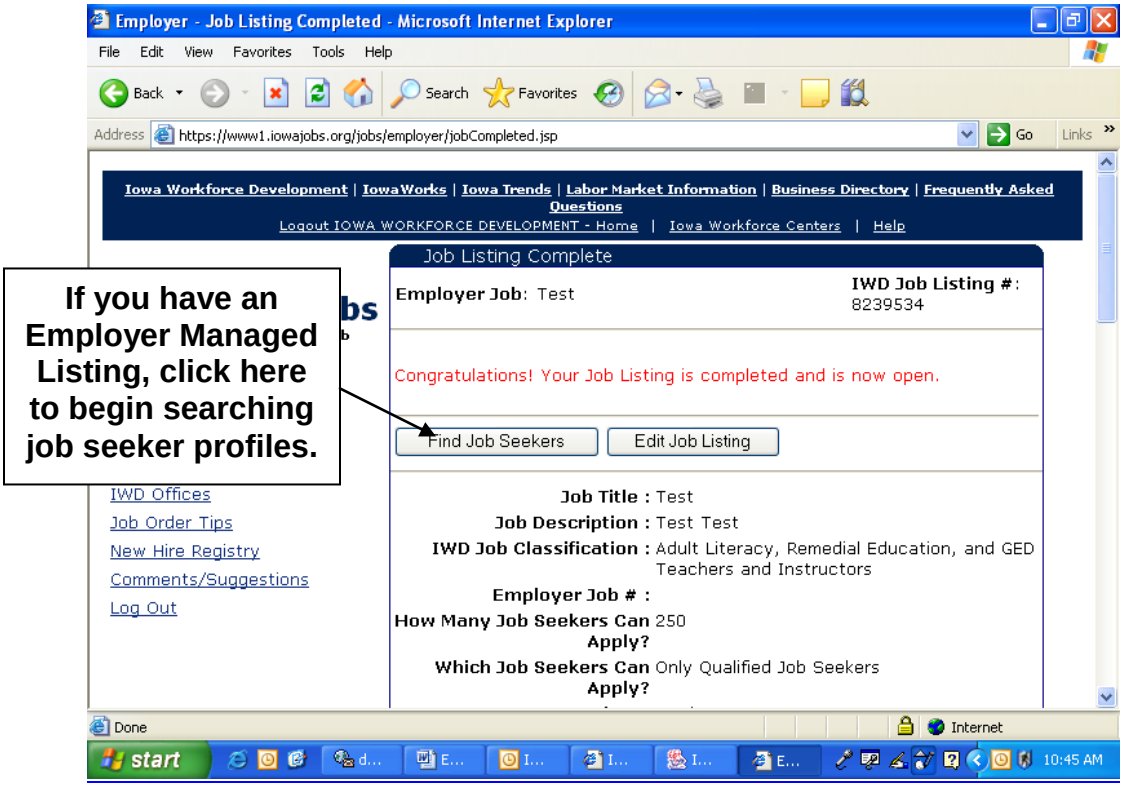
15. If the Job Classification description matches your job listing, click "Confirm Job Classification", if not, then click "Select Different Job Classification" to choose again.



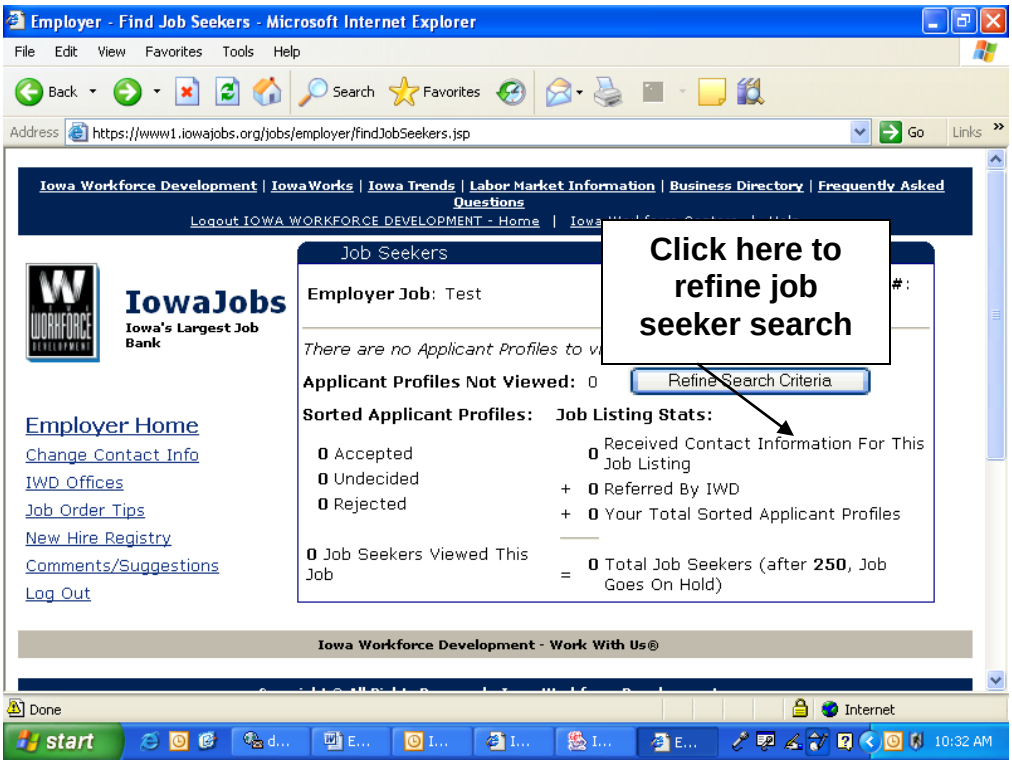
16. Once you have confirmed your Job Classification choice your job listing will be complete. You will see a Congratulations page like the one below.



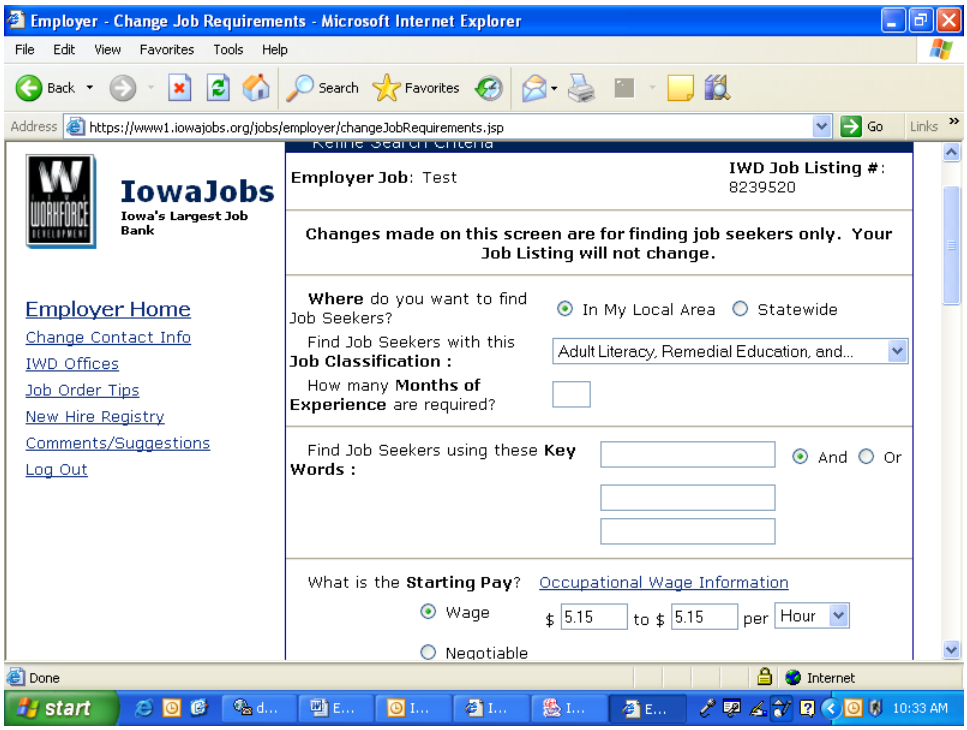
★ **If you chose to have an Employer Managed Job Order, you will see a congratulations page like the one below. Click "Find Job Seekers" to begin searching job seeker profiles.** ★



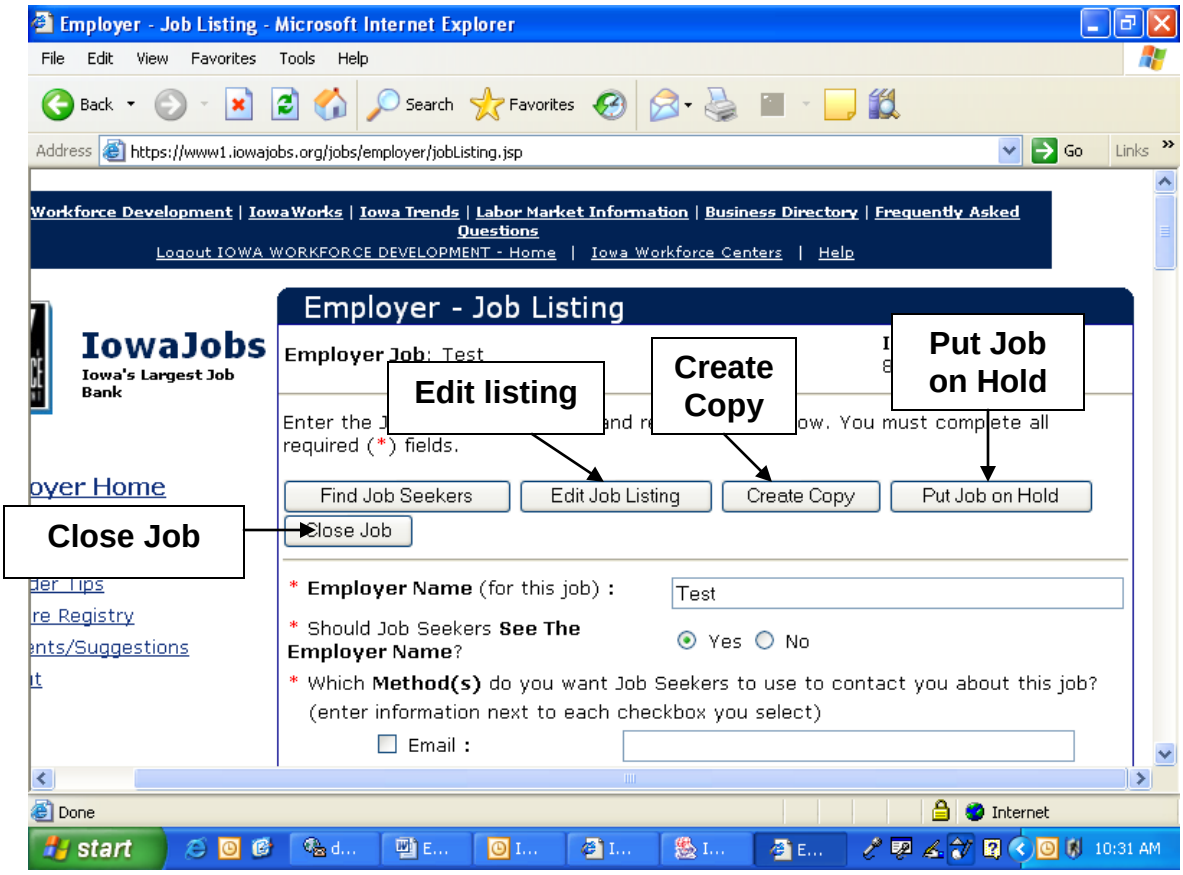
Click on "Refine Search Criteria" to change the criteria for finding job seekers.



CHANGES MADE ON THIS SCREEN ARE FOR FINDING JOB SEEKERS ONLY. YOUR JOB LISTING WILL NOT CHANGE.



Select the appropriate box to: make changes to an Employer Managed Job Order, create a copy of the listing to open another order, put the order on hold while interviewing applicants, or close your job order.



Thank you for listing a job with Iowa Workforce Development. You can use this no fee service from any computer with internet access 24 hours a day, 7 days a week!!

7/24/2006