

# Sharing and/or Getting a Link to Your IowaWORKS Job Listing

You do not have to wait for the Veteran Hold period to end to get the link for your job listing.

1. Login to IowaWORKS and navigate to the Job Orders tab of the Human Resources Plan

Currently Managing [Redacted] ? Info

Use this folder to manage your Job Orders.

By clicking the *Add New Job Order* button you may enter Job Orders (employment ads) that can be viewed online by local job seekers. Click on a Job Order title in the table below to view its details.

★ Indicates required fields.

[\[ Assist an Employer | Staff Services | Employer Portfolio \]](#)

Employer Profiles**Human Resource Plan**Staff's Profile

- Job Order Plan
  - Job Orders**
  - Job Order Templates
  - Application Questions
  - Job Skill Sets
  - Tools and Technology
- Recruitment Plan
  - Job Applicants
  - Favorite Candidates
  - Virtual Recruiter

Job OrdersJob Order TemplatesApplication QuestionsJob Skill SetsTools and Technology

[Job Filter Criteria](#)

Results View: **Summary** | [Detailed](#)

To sort on any column, click a column title. Current Sort: *System Status descending*

| #        | Job Title                                   | Employer Job Status <small>(learn more)</small> | On-line Status | System Status      | Created    | Inactive After | Actual Close Date | Views | Applicants | Action  | Select                   |
|----------|---|---|----------------|--------------------|------------|----------------|-------------------|-------|------------|---|--------------------------|
| 10604833 | <a href="#">High School Science Teacher</a> | <a href="#">Veteran Hold</a>                    | on-line        | Veteran Hold       | 11/21/2023 | 12/21/2023     | N/A               | 0     | 0          | <a href="#">Copy</a><br><a href="#">Edit</a><br><a href="#">Delete</a><br><a href="#">Search by Job Criteria</a><br><a href="#">Pre-fill Advanced Resume Search</a><br><a href="#">Applicants</a><br><b><a href="#">Preview</a></b><br><a href="#">Template</a><br><a href="#">View History</a> | <input type="checkbox"/> |
| 10527180 | <a href="#">7-12 SPED Resource Teacher</a>  | <a href="#">Open and available</a>              | on-line        | Open and available | 6/26/2023  | 11/30/2023     | N/A               | 75    | 0          | <a href="#">Copy</a><br><a href="#">Edit</a><br><a href="#">Delete</a><br><a href="#">Search by Job Criteria</a><br><a href="#">Pre-fill Advanced Resume Search</a><br><a href="#">Applicants</a><br><a href="#">Preview</a><br><a href="#">Template</a><br><a href="#">View History</a>        | <input type="checkbox"/> |
| 10527132 | <a href="#">9-12 English Teacher</a>        | <a href="#">Open and available</a>              | on-line        | Open and available | 6/26/2023  | 11/30/2023     | N/A               | 83    | 2          | <a href="#">Copy</a>  | <input type="checkbox"/> |

[\[ Show all jobs \(including inactive and expired\) | Convert External Job Order | Mass Job Order Import \]](#)

My Dashboard

2. Click the Preview link in the Action column of the job listing.

To sort on any column, click a column title. Current Sort: System Status (descending)

| #        | Job Title                                   | Employer Job Status (learn more)   | On-line Status | System Status      | Created    | Inactive After | Actual Close Date | Views | Applicants | Action   | Select                   |
|----------|---|------------------------------------|----------------|--------------------|------------|----------------|-------------------|-------|------------|--|--------------------------|
| 10604833 | <a href="#">High School Science Teacher</a> | <a href="#">Veteran Hold</a>       | on-line        | Veteran Hold       | 11/21/2023 | 12/21/2023     | N/A               | 0     | 0          | <a href="#">Copy</a><br><a href="#">Edit</a><br><a href="#">Delete</a><br><a href="#">Search by Job Criteria</a><br><a href="#">Pre-fill Advanced Resume Search</a><br><a href="#">Applicants</a><br><a href="#">Preview</a><br><a href="#">Template</a><br><a href="#">View History</a> | <input type="checkbox"/> |
| 10527180 | <a href="#">7-12 SPED Resource Teacher</a>  | <a href="#">Open and available</a> | on-line        | Open and available | 6/26/2023  | 11/30/2023     | N/A               | 75    | 0          | <a href="#">Copy</a><br><a href="#">Edit</a><br><a href="#">Delete</a><br><a href="#">Search by Job Criteria</a><br><a href="#">Pre-fill Advanced Resume Search</a><br><a href="#">Applicants</a><br><a href="#">Preview</a><br><a href="#">Template</a><br><a href="#">View History</a> | <input type="checkbox"/> |
| 10527132 | <a href="#">9-12 English Teacher</a>        | <a href="#">Open and available</a> | on-line        | Open and available | 6/26/2023  | 11/30/2023     | N/A               | 83    | 2          | <a href="#">Copy</a>   | <input type="checkbox"/> |

3. Click the Share button at the top of the job listing.

Currently Managing [REDACTED]

Here are the details for the selected job.

You may need to scroll down to see all the information about the job, including the job description. If you wish to apply for this job click on the Apply button. **WARNING: Always be on the lookout for job scams! [Learn more about identity theft](#)**

Onsite - Work onsite all of the time

Share

More Like This
Apply

No wage data provided

### High School Science Teacher

Whiting Community Schools

Occupation: Secondary School Teachers, Except Special and Career/Technical Education

|                               |                         |
|-------------------------------|-------------------------|
| Location: Whiting, IA - 51063 | Job #: 10604833         |
| Positions available: 1        | Source: IowaWORKS       |
| Posted: 11/21/2023            | Work At Home option: No |
| Updated: 11/21/2023           | Site: IowaWORKS         |
| Expires: 12/21/2023           |                         |

4. Select Email

## Share this Job

×

LinkedIn Share

Facebook Share

Tweet This

Email

Close

5. Fill in the Recipient's Email and Your Email fields and click the Send Message button.

## Share this Job ✕

LinkedIn Share
 Facebook Share
 Tweet This
 Email

### Email

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**Recipient's Email:**

**Your Email:**

Below is the email message that will be sent.

Staff has sent you a link to the following job they viewed on IowaWORKS.

Send Message

Close

6. The Recipient will receive an email with the link to the job listing.

🗑️ Delete 📁 Archive ↩️ Reply ↩️ Reply all ➡️ Forward 📖 Read / Unread 🏷️ Categorize 🚩 Flag / Unflag 🖨️ Print ⋮

Job Listing at IowaWORKS
🔍

D

donotreply@geosolinc.com

Block donotreply@geosolinc.com

Tue 11/21/2023 1:55 PM

Email sent on behalf of [Redacted]

Staff has sent you a link to the following job they viewed on IowaWORKS.

Click here to view this page.

You were selected as a recipient for an email from another member, staff, or an automated process. If you would like to unsubscribe to all emails from IowaWORKS, [Click Here](#)

↩️ Reply
➡️ Forward