



EMPLOYER SERVICES
IOWAWORKS

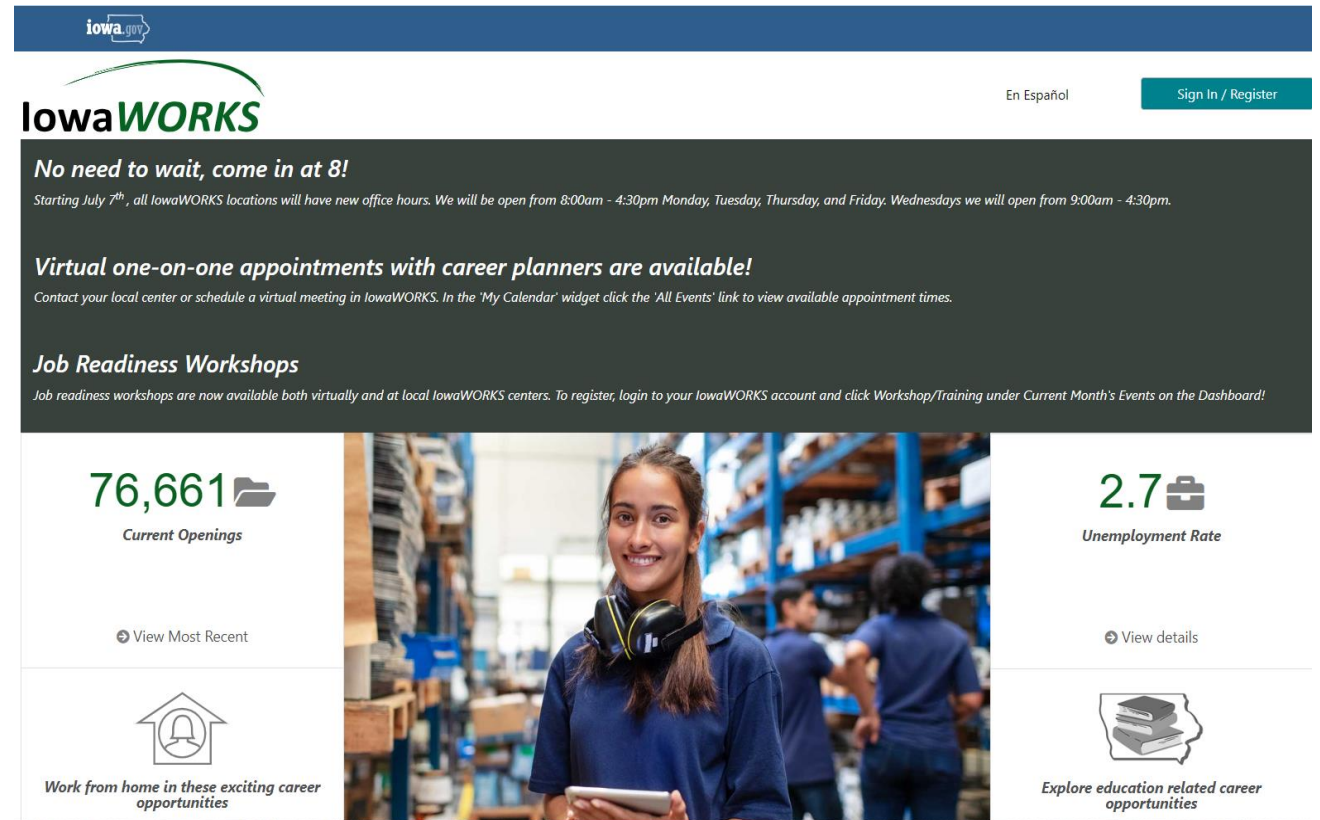
AGENDA

- Iowa *WORKS* Overview
- Signing In
- Updating Profile
- Posting Jobs
- Powerful Tools
 - Recruitment (Virtual Recruiter)
 - Applicant Tracking
 - Rating Candidates



HOME PAGE TOUR

- www.iowaworks.gov
- Sign In/Register
- Current Openings
- Unemployment Rate
- Educational Opportunities Indicator



The screenshot shows the IowaWORKS homepage. At the top left is the 'iowa.gov' logo. The main header features the 'IowaWORKS' logo in green and blue. On the right side of the header, there is a link for 'En Español' and a 'Sign In / Register' button. Below the header is a dark grey banner with white text. The banner contains three sections: 'No need to wait, come in at 8!' with a note about office hours starting July 7th; 'Virtual one-on-one appointments with career planners are available!' with a note about scheduling virtual meetings; and 'Job Readiness Workshops' with a note about virtual and in-person options. Below the banner are three main content areas. The left area shows '76,661' current openings with a folder icon and a 'View Most Recent' link. The middle area is a large image of a smiling woman in a blue uniform wearing a headset, holding a tablet. The right area shows '2.7' unemployment rate with a briefcase icon and a 'View details' link. At the bottom, there are two more sections: 'Work from home in these exciting career opportunities' with a house and bell icon, and 'Explore education related career opportunities' with a stack of books icon.

iowa.gov


IowaWORKS


En Español [Sign In / Register](#)


No need to wait, come in at 8!
Starting July 7th, all IowaWORKS locations will have new office hours. We will be open from 8:00am - 4:30pm Monday, Tuesday, Thursday, and Friday. Wednesdays we will open from 9:00am - 4:30pm.


Virtual one-on-one appointments with career planners are available!
Contact your local center or schedule a virtual meeting in IowaWORKS. In the 'My Calendar' widget click the 'All Events' link to view available appointment times.

Job Readiness Workshops
Job readiness workshops are now available both virtually and at local IowaWORKS centers. To register, login to your IowaWORKS account and click Workshop/Training under Current Month's Events on the Dashboard!

76,661 
Current Openings
[View Most Recent](#)

2.7 
Unemployment Rate
[View details](#)


Work from home in these exciting career opportunities


Explore education related career opportunities

NAVIGATION TABS



Enter a keyword and/or location to find candidates.

Search Candidates ▾ teacher Waterloo, IA Search

Job Seekers	Employers	Labor Market Information
Find a Job >	Find a Candidate >	Labor Market Analysis >
Create a Résumé >	Post a Job Opening >	Labor Market Facts >
Unemployment ▼	Employer Incentives >	Employment and Wage Data >
Additional Services ▼	Additional Services ▼	Additional Services ▼
	Out of State/Non-Covered Employer Response	



Important information displayed near the bottom of the page. This section applies to Job Seekers, Unemployment Claimants, and **Employers.**



Sign up



EMPLOYER SIGN IN



EMPLOYER SIGN IN (ALREADY REGISTERED)



Option 1 - Already Registered

User Name:
Password:

Sign In

If you have forgotten your user name and/or password, please click [Retrieve User Name or Password.](#)

- On the IowaWORKS Homepage; click "Sign In"
- Under Option 1, click "Retrieve Username or Password"
- Click "Retrieve Password" (under Option 1)
- Type in your **Username**, then choose "Employer"; click "Next."
- Enter your ZIP and phone number; Click "Submit."
- Enter your Security Question Response below; Click "Submit."
- Enter a new Password, confirm the Password, and then click "Save."

To successfully change your Password, you will need to know:

- **Username**
- **Phone**
- **Zip code**
- **Security Question**
- **Security Answer**

EMPLOYER SIGN IN

★ Indicates required fields.

Your Information

We must verify some additional account information in order to retrieve your password. Complete the form below and click *Submit*.

Username: OMEGACABINENTRY2200641081

* **Zip code:**

* **Phone Number:**

Submit

If you can't provide the needed information, you may contact staff by clicking the [Contact Staff](#) link

[\[Contact Staff \]](#)

Security Question Response

Security Question: What is your pet's name?

* **Security Question Response:**

Submit

If you can't provide the needed information, you may contact staff by clicking the [Contact Staff](#) link

[\[Contact Staff \]](#)

Reset Password

Your information has been verified. We recommend you reset your password to complete the retrieval process. Enter your new password below and then click *Save*.

Username: OMEGACABINENTRY2200641081

* **Enter New Password:**

Enter Password (7 - 20 characters, and must include at least one uppercase letter, one lowercase letter, one number and one special character. Allowable characters are # @ \$ % ^ . ! * _ +).

* **Confirm New Password:**

Save

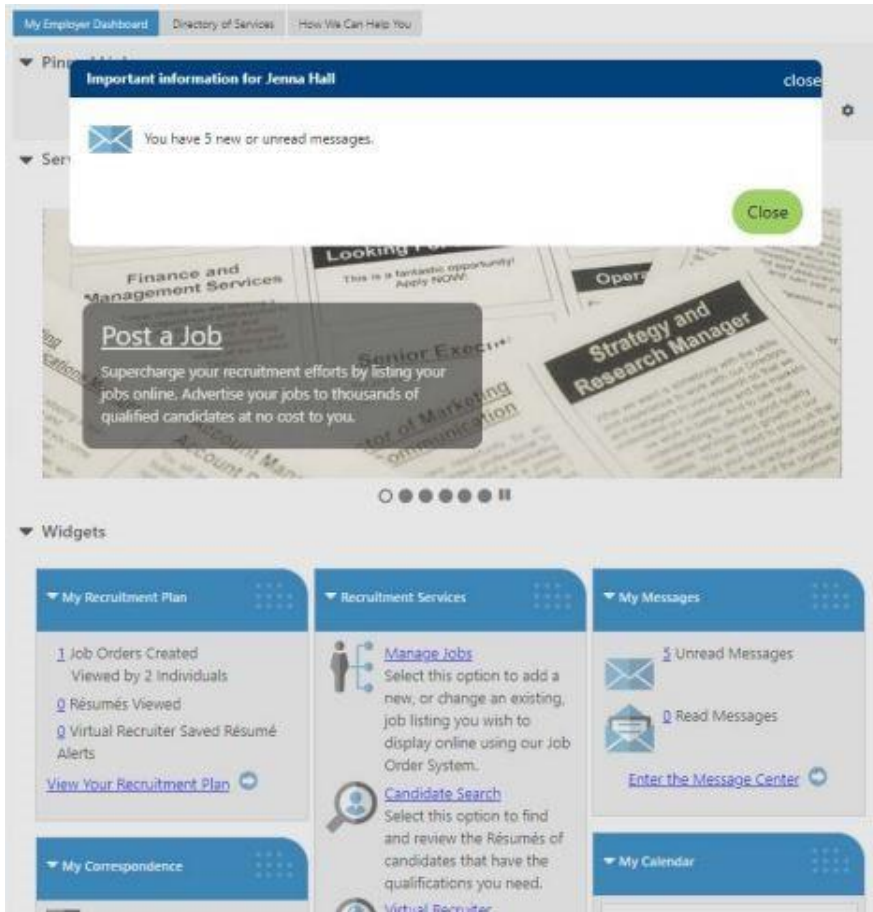


*Enter zip code and phone number of **primary** location*



MY EMPLOYER DASHBOARD

1



Dashboard on sign-in

2



Left menu access

3



Top menu bar access

MY EMPLOYER DASHBOARD

Dashboard Widgets Available

[Check All](#) | [Uncheck All](#)

- Education Services
- Labor Market Services
- My Calendar
- My Correspondence
- My Messages
- My Recruitment Plan
- Need help or more information

- Recruitment Services
- Services Preview
- Surveys
- WOTC Applications Needing Action
- WOTC Completed Decisions (within the last {WIDGET_DAYS} days)
- WOTC Power of Attorney

Dashboard Widgets

- Configure widgets to meet *YOUR* needs

EMPLOYER GENERAL INFORMATION

[Employer Profiles](#)

[Human Resource Plan](#)

[Staff's Profile](#)

General Information

[Locations](#)

[Contacts/Users](#)

[Account Summary](#)

[Documents](#)

[Agents](#)

* Indicates required fields.

For help click the information icon next to each section.

Login Information

Contact Name: Amy MOSLEY
User Name: OMEGACABINETRY2200641081

Password: [Change Password](#)

Security Question: What is your pet's name?

Security Question Response: Iowa123!

You will need your User Name and Password for all future activities in IowaWORKS. Please write this information down and keep it in a secure place.

For help click the information icon.

Employer Identification

Employer Site ID: 15017
* Company Name: MASTERBRAND CABINETS, INC.
Company Name as registered with the State of Iowa
* Federal Employer ID Number (EIN) / Federal Tax ID (FEID): 133346717
Do not enter dashes. Example 999001111
* Confirm Federal ID Number: 133346717
UI Employer Account number (UI ID): 204112
Do not enter dashes. Example
Confirm UI Employer Account Number: 204112
UI Employer Type: Not Specified
[Add WOTC scores](#)

[Update](#)

For help click the information icon.

Primary Location Information

* Street Address 1: 1205 PETERS DR.
Street Address 2:
Street Address 3:
* City: WATERLOO
* State: Iowa
* County/Borough/Parish: Black Hawk County
* Country: United States
* Zip code: 50703

[Update](#) [Edit Location](#)

For help click the information icon.

Mailing Address

For help click the information icon.

EMPLOYER GENERAL INFORMATION

Company Profile

Enter a profile of your company for job seekers to view including a summary of your major products and services. Some HTML tags such as embedded videos are not allowed in this text box and will not be saved.

B I U [List Icons] | Normal | Font | Size | [List Icons]

[The story of Choice Charter School, founded by Dr. Cynthia Knight, is one that began nearly 15 years ago and is still being written today. After teaching in physical classrooms, Dr. Knight went on to organize a network of schools in the State of Iowa before founding [Jordahl Academy](#) in support of students in the State of Iowa.

Fueled by her passion and dedication for students alongside her expertise as a Licensed Educator, Dr. Knight continues to work towards her vision of seeing each and every young adult attain adequate resources and tools to earn their High School Diploma through Choice Charter School: a FREE, online and virtual immersion option for students who wish to find success on their High School education journey outside the physical classroom that considers their life experiences and circumstances.

The Mission of Choice Charter School is to raise the graduation rate in Iowa by providing a conscientious,

[\[Clear Text \]](#) [\[Remove All Formatting \]](#)



Net High Academy (Jordahl Academy)
Union, IA 50258
<https://jordahlacademy.org/>

Industry Title (NAICS):
611110 - Elementary and Secondary Schools

No. of Employees (Company Size):
20-49

Type of Employer:
Education (K-12)

Company Profile :
The story of Choice Charter School, founded by Dr. Cynthia Knight, is one that began nearly 15 years ago and is still being written today. After teaching in physical classrooms, Dr. Knight went on to organize a network of schools in the State of Iowa before founding Jordahl Academy in support of students in the State of Iowa.

Fueled by her passion and dedication for students alongside her expertise as a Licensed Educator, Dr. Knight continues to work towards her vision of seeing each and every young adult attain adequate resources and tools to earn their High School Diploma through Choice Charter School: a FREE, online and virtual immersion option for students who wish to find success on their High School education journey outside the physical classroom that considers their life experiences and circumstances.

The Mission of Choice Charter School is to raise the graduation rate in Iowa by providing a conscientious, comprehensive program to meet the needs of students who are looking for a non-traditional High School option and/or have dropped out of High School and are motivated to earn their Diploma.

Here, we truly believe in the power of CHOICE.

Available Job Orders:

[Click the job title below to see a summary of the job order](#)

To sort on any column, click a column title.

Job ID	Last Modified date	Job Title	Location	Salary
10530650	7/5/2023	Teacher-Part Time-Family Consumer Sciences	Union IA	\$35.00 to \$46.00 per Hour
10530651	7/5/2023	Teacher-Part Time-Music	Union IA	\$35.00 to \$46.00 per Hour

Page 1 of 1 | Rows 100

2 Records Found

[Return to Employer Profile](#)

Employer Summary Profile

Here is a link for the Employer Summary page that you can add to your website:

<https://tinyurl.com/27xw99mr>

[click link to copy](#)

[View Employer Summary Profile](#) | [Edit Employer Summary Profile Image](#)

EMPLOYER LOCATIONS

[Employer Profiles](#)
[Human Resource Plan](#)
[Staff's Profile](#)

[General Information](#)


Locations

[Contacts/Users](#)

[Account Summary](#)

[Documents](#)

[Agents](#)

 For help click the information icon.

[Show All Worksite Filter Criteria](#)

To sort on any column, click a column title.

Location	Address	Contacts	Action
Main Location (Recruiting) (Primary Location)	1002 W FIRST STREET Cedar Falls, IA 50613	Zach Roquet Lori Bruns Jessica Smith Laurie Speer Tara Estep ...	Edit Location View Contacts Inactivate View Assigned Case Manager
Central Services (Recruiting)	2001 FAIRVIEW DR Cedar Falls, IA 50613	Active Contacts Zach Roquet Rick Gersema Chris Thome	Edit Location View Contacts Inactivate View Assigned Case Manager
Aldrich Elementary (Recruiting)	2526 Ashworth Dr Cedar Falls, IA 50613	Active Contacts Zach Roquet Karl Smith Inactive Contacts	Edit Location View Contacts Inactivate View Assigned Case Manager
Cedar Heights Elementary (Recruiting)	2417 Rainbow Dr Cedar Falls, IA 50613	Active Contacts Zach Roquet Tyler Ruane Inactive Contacts	Edit Location View Contacts Inactivate View Assigned Case Manager
Hansen Elementary (Recruiting)	616 Holmes Dr Cedar Falls, IA 50613	Active Contacts Zach Roquet Savannah Swestka Jenifer Smith	Edit Location View Contacts Inactivate

EMPLOYER CONTACTS/USERS

[General Information](#)


[Locations](#)

Contacts/Users

[Account Summary](#)

[Documents](#)

[Agents](#)

 For help click the information icon.

[Show All Contact/Users Filter Criteria](#)

To sort on any column, click a column title.

Contact Name	Location	Job Title	Phone Number	Sign in capable	Action
PATTEE, Andy (Primary Contact) (Recruiting) <small>Last Successful Login: 6/15/2023 10:17:01 AM</small>	Main Location	SUPERINTENDENT	(319) 553-3000	Yes	Edit Delete Inactivate
Roquet, Zach (Secondary Contact) (Recruiting) <small>Last Successful Login: 7/5/2023 8:12:29 AM</small>	Main Location	Data Specialist	(319) 553-2429	Yes	Edit Delete Inactivate
Bruns, Lori (Recruiting) <small>Last Successful Login: 6/29/2023 3:04:00 PM</small>	Main Location	HR Specialist	(319) 553-2443	Yes	Edit Delete Inactivate
Smith, Jessica (Recruiting) <small>Last Successful Login: 7/5/2023 8:57:13 AM</small>	Main Location	Registrar	(319) 553-3000	Yes	Edit Delete Inactivate
Strub, Jason (Recruiting) <small>Last Successful Login: 7/5/2023 10:41:01 AM</small>	Southdale Elementary	Principal	(319) 553-3000	Yes	Edit Delete Inactivate
Smith, Karl (Recruiting) <small>Last Successful Login: 7/3/2023 2:08:10 PM</small>	Aldrich Elementary	Principal	(319) 553-3000	Yes	Edit Delete Inactivate
Ruane, Tyler (Recruiting)	Cedar Heights Elementary	Principal	(319) 553-3000	Yes	Edit

USER PRIVILEGES

[Contact Information](#)

[Contact Designations](#)

[Sign In Information](#)

User Privileges

[Other Information](#)

User Privileges

Select All / Un-Select All

Contact: Zach Roquet

Basic Contact Privileges

User Privileges for Corporate Information

Edit General Information

User Privileges for Locations

Add and Edit Locations

User Privileges for Locations Associated with this User

Edit Locations

Activate and Inactivate Locations

User Privileges for Locations NOT Associated with this User

Edit Locations

Activate and Inactivate Locations

User Privileges for Contacts at the Location(s) Associated with this User

Add and Edit Contacts

Edit Contacts

Activate and Inactivate Contacts

User Privileges for Contacts at the Location(s) NOT Associated with this User

Add and Edit Contacts

Edit Contacts

Activate and Inactivate Contacts

User Privileges for Messages

View Messages

Recruiting Privileges

User Privileges for Job Orders at the Location(s) Associated with this User

Create Job Orders

Edit Job Orders

Delete Job Orders

Copy Job Orders

Change Job Order Status

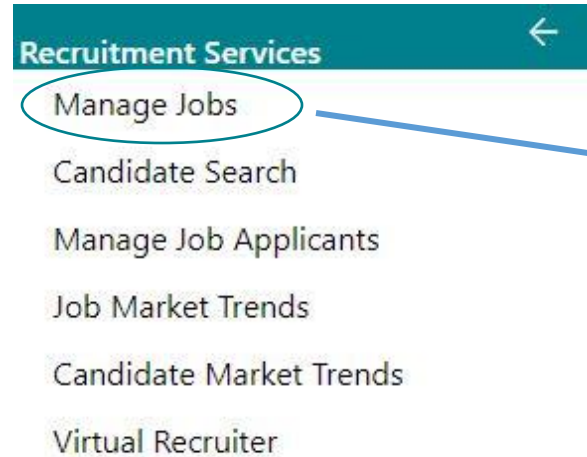
View Job Applicant Details

Edit Job Applicant Details



**MANAGING
JOB ORDERS**

MANAGING YOUR JOB ORDERS



Manage Jobs

- View current job orders
- Edit, delete or copy current job order
- Add new job order
- View applicants
- Search by job criteria

MANAGING YOUR JOB ORDERS



Currently managing:

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

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

#	Job Title	Employer Job Status	On-line Status	System Status	Created	Inactive After	Actual Close Date	Views	Applicants	Action	Select
10347620	Truck Driver/ Heavy Equipment Operator	Open and available	on-line	Open and available	2/18/2022	8/12/2022	N/A	15	2	Copy Print Delete Search by Job Criteria Pre-fill Advanced Resume Search Applicants Preview Template	<input type="checkbox"/>

[Refer](#)
[Map](#)
[Export](#)

Page 1 of 1

Rows 100

1 Records Found

SEARCH CRITERIA: Internal jobs only and Complete jobs

Add New Job Order

ARCHIVED JOB ORDERS

[Job Filter Criteria](#)

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

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

#	Job Title	Employer Job Status	On-line Status	System Status	Created	Inactive After	Actual Close Date	Views	Applicants	Action	Select
10530027	High School English and Language Arts Teacher	Open and available	on-line	Open and available	6/29/2023	7/29/2023	N/A	6	0	Copy Edit Delete Search by Job Criteria Pre-fill Advanced Resume Search Applicants Preview Template View History	<input type="checkbox"/>

[Refer](#)
[Map](#)
[Export](#)

Page 1 of 1

Rows 100

1 Records Found

SEARCH CRITERIA: Internal Jobs only and Complete jobs

[Add New Job Order](#)

The Jobs for Veterans Act mandates priority of service to veterans seeking employment and training opportunities. To ensure compliance with this law, this job posting will be available only to veterans for up to 24 hours. After this period, the job will be released to all job seekers.

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

CREATING NEW JOB ORDER

Job Creation Method

- Manual Entry Basic Job Order - Minimal Data entry will use some default settings.
- Manual Entry Custom Job Order - Build your Job Order using a step-by-step data entry process. More Flexibility and custom settings.
- Copy Existing Job Order - Build your new Job Order by transferring the information from an existing Job Order (quickest)



CREATING NEW JOB ORDER

Job Title

Please accurately describe the position in the job title as this will be searched by

* Job Title:

Job Occupation

Please select the occupation that best matches your job title. You may either select from the dropdown menu or search for an occupation using the search link

* Job Occupation:

Agency Job ID

Occupation Selection Modal:

Please choose a specific occupation by selecting one of the options below.

Here are your most recently selected and/or desired occupations: [Career/Technical Education Teachers, Secondary School](#)

[Occupation Quick Search](#) [Occupations by Keyword](#) [Occupations by Group](#) [Occupation Listing](#) [Occupations by Education Program](#) [Occupations by Military Specialty](#)

Display only Occupations with a Bright Outlook
 Display Green Occupations only

Search for an occupation by keyword(s)

Type a job title or occupational keywords in the box and click the Search button. (e.g. Accountant)

Adapted Physical Education Specialists
Adult Basic Education, Adult Secondary Education, and English as a Second Language Instructors
Career/Technical Education Teachers, Middle School
Career/Technical Education Teachers, Postsecondary
Career/Technical Education Teachers, Secondary School

an alphabetical list of all available occupation

Job Title

- Keep it simple
- Use keywords that job seekers would use

Job Occupation by Keyword

- Select occupation based on Job Title i.e. Teacher Job Title

Agency Job ID

- Internal Job Number (Not Required)

CREATING NEW JOB ORDER

Job Order Information to be Displayed Online

- Display online to job seekers: Yes No
- Display your company name: (Confidential) Yes No
- Display worksite full address: Yes No
- Display worksite street address: Yes No
- Have a local workforce staff member screen your applicants: (Suppressed) Yes No

Job Details

- * Positions: (max: 999)
- * Earliest date to display this job order on the system: [Today](#)
- * Last date this job order will be displayed on the system: [Today](#)
- Job order follow up date: 06/25/2023
- * Type of job:
- * Full-Time or Part-Time:
- * Remote Work / Work at Home: Yes No Not Specified
- * Anticipated job duration:
- Does this job fall within any of the following special categories:
- * Maximum number of applicants you would like to consider at this time: (max: 9999)

CREATING NEW JOB ORDER

[[Text Templates](#) | [Insert Sample Text](#) | [Clear Text](#) | [Remove All Formatting](#)]

Job Description

* Job Description

Click the *Insert Sample Text* link to insert the occupa

B *I* U ~~X~~ | | | | | | | |

Format | Font | Size | |

Help production workers by performing duties requiring less skill.

Please select whether you wish to use the summarized occupational description or the detailed occupational description displayed below and then click *Save* at the bottom of this page. You will have the opportunity to edit the description when you navigate back to the Job Duties display.

Summary Description:
Help production workers by performing duties requiring less skill. Duties include supplying or holding materials or tools, and cleaning work area and equipment.

Detailed Description:
Help production workers by performing duties requiring less skill. Duties include supplying or holding materials or tools, and cleaning work area and equipment. Apprentice workers are classified in the appropriate production occupations (51-0000).

Job Description

- Write your own
- Copy and Paste an existing job description
- Insert Sample Text
- Insert Saved Text Templates

CREATING NEW JOB ORDER

Select Skills for Job Order

[Delete All Saved Skills](#)

General Skills (2)

- oversee execution of organizational or program policies
- advise clients or customers
- use government regulations
- use health or sanitation standards
- use interpersonal communication techniques
- use interviewing procedures
- use oral or written communication techniques
- follow safe waste disposal procedures
- follow tax laws or regulations

Add tools and technology by keyword

Add tools and technology by occupation

<< Back

Next >>

Hiring Requirements

Check any hiring requirements for this job:

- Drug Testing/Screening
- Reference Checks
- COVID - 19 Vaccine
- Other(specify)

Minimum Education, Experience, & Age Requirements

If you have a minimum age requirement for this job, what is that requirement:

Reason for age requirement:

None Selected

*Minimum education required:

Bachelor's Degree

Typical Education Required:

[View Typical Education Requirements for Teachers and Instructors. All Other](#)

*Minimum Months of Experience

0

in Selected Occupation:

Typical Experience Required:

[View Typical Work Experience Requirements for Teachers and Instructors. All Other](#)

* Does this job require a License/Certification?

Yes No

* License/Certification description:

English Language /

CREATING NEW JOB ORDER

Employment Wage Statistics

This section shows the estimated employment wage statistics for individuals in Waterloo-Cedar Falls, IA Metropolitan Statistical Area employed for Helpers--Production Workers in 2019. **Use the sliders to adjust the Minimum and Maximum salary you wish to offer candidates.**



Use the sliders to adjust the Minimum and Maximum salary you wish to offer candidates. Job postings that meet or exceed market average will attract more applicants.

Minimum Salary: \$ 22,866

Maximum Salary: \$ 30,135

*** Units:** Year

*** Comments:** DOE (Depends on Experience)

Benefits Offered

Benefits offered for this job:

- Benefits not specified
- No benefits provided
- Benefits provided outlined below

- | | | |
|---|--|---|
| <input type="checkbox"/> Medical | <input type="checkbox"/> Tuition Assistance | <input type="checkbox"/> Company Vehicle |
| <input type="checkbox"/> Dental | <input type="checkbox"/> Job Share | <input type="checkbox"/> Other |
| <input type="checkbox"/> Life Insurance | <input type="checkbox"/> Flex-Time | <input type="checkbox"/> None |
| <input type="checkbox"/> Vision | <input type="checkbox"/> 401K | <input type="checkbox"/> Expense Account |
| <input type="checkbox"/> Child Care | <input type="checkbox"/> Stock Options | <input type="checkbox"/> Profit Sharing |
| <input type="checkbox"/> Vacation | <input type="checkbox"/> Retirement/Pension | <input type="checkbox"/> Extended Sick Leave |
| <input type="checkbox"/> Holidays | <input type="checkbox"/> Relocation Assistance | <input type="checkbox"/> Flexible Benefit Account |
| <input type="checkbox"/> Sick Leave | <input type="checkbox"/> Uniform Allowance | <input type="checkbox"/> Travel Allowance |

Enter a brief description of other benefits you may offer (1000 characters max):

[Clear Text]

CREATING NEW JOB ORDER

* Check the methods that individuals may use to apply for this job

- Provide an IowaWORKS Résumé Online or uploaded Résumé (recommended)
- Provide an IowaWORKS Application Online
- Via Email (the contact for this job does not have an email address) [Edit](#)
- By Mail: [Edit](#)
- By Fax (the contact for this job does not have a fax number) [Edit](#)
- By Phone: [Edit](#)
- In Person [Edit](#)
- At the Nearest One-Stop
- Via Company Website (Address provided below)

Company URL

e.g.(http://www.applicationwebsite.com)

Enter a brief description of the application process: (2500 characters max.)

Some HTML tags such as embedded videos are not allowed in this text box and wi

Rich text editor toolbar with icons for Undo, Redo, Bold, Italic, Underline, Strikethrough, Bulleted List, Numbered List, Indent, Outdent, Text Color, Background Color, Link, Unlink, Image, Table, Table of Contents, Smiley, Insert Link, and Insert Unlink.

Styles - Format - Font - Size - A - A - [Link Icon] - [Unlink Icon]

[[Text Templates](#) | [Clear Text](#) | [Remove All Formatting](#)]

Online Résumé Method

Job Seeker résumés and detailed information will be displayed on the **Job Applicants** tab of your **Recruitment Plan** in your **Human Resource Plan**

CREATING NEW JOB ORDER

Job Applicant Information Needed

Required	Section
<input checked="" type="checkbox"/>	Contact Information
<input checked="" type="checkbox"/>	Employment History <input type="checkbox"/> Allow individuals that have never had a job to apply (eg. college graduates)
<input checked="" type="checkbox"/>	Education History
<input type="checkbox"/>	Certifications (if any)
<input type="checkbox"/>	Desired Job Type (Employment type, work hours, travel percent, etc.)

Application Question Set

Application Question Set: *(You do not have any saved job applicant question sets)*

[\[Create Job Applicant Questions \]](#)

Question Set Information

* Question set name:

Example: Accountant

* Question set instructions:

[\[Insert Sample Text \]](#) [\[Clear Text \]](#)

(2000 characters max)

Current Characters: 0

Add a Question

* Question:

[\[Insert Sample Text \]](#) [\[Clear Text \]](#)

(1000 characters max)

Current Characters: 0

* Response Type:

Do you require a response to this question? Yes No

Save

Cancel

CREATING NEW JOB ORDER

Job Order Upload Options

Which sites would you like to upload your job to? National Labor Exchange ([visit](#))

Note: By checking the National Labor Exchange

Other Information

Is this a Green Job? [click here for a definition](#) Yes No

Are you a Federal Contractor? Yes No

Does a court ordered affirmative action plan require posting this job order? Yes No

Is this job order for an Enterprise Zone? Yes No

Green Jobs Definition - IowaWORKS - Google Chrome
uat-app-vos19000000.geosolinc.com/vosnet/greenjobs.aspx?strPageMode=1&pu=1

Green Jobs Definition

Green Jobs Definition

There is no official Federal definition of Green Jobs; however there is a fair consensus of the characteristics of Green Jobs or, as they are sometimes referred to, Green Collar Jobs.

Examples of Green Jobs include:

- Sustainable Manufacturing, or Green Products and Services (related to the manufacture of products that reduce environmental impact and improve use of resources such as energy efficiency, water conservation, use of environmentally preferred materials, and land/property reclamation):
 - Jobs in construction and skilled trades for
 - retro-fitting buildings to be energy efficient
 - to use environmentally preferred materials
 - Jobs related to the production of biofuels or solar components or other renewable energy

Note: By checking the National Labor Exchange box, your job order will be uploaded to the National Labor Exchange, which may share it with other sites.

CREATING NEW JOB ORDER

Job Order: 10388842 – Production Worker

Match Score - General [Refer](#)
[Message](#)
[Filter](#)

Confidential
Resume for [redacted]
ANY
High School Diploma
Confidential
Updated: 06/07/2022

Confidential
Resume for [redacted]
ANY
Certificate of Attendance...
Confidential
Updated: 06/09/2022

Resume for THOMAS ANDERSO...
ANY
High School Diploma

1 of 500

Confidential

Resume Summary: Individual was most recently employed with NESTLE USA INC for the past 1 days, pursuing a career in Helpers--Production Workers. [View Resume](#)

Overview | Qualifications | Skills | Driver's License | References | Resume | Notes

Candidate Qualifications

Name and Location	Confidential
Occupation Experience <i>(Job requires 0 month(s) of experience as Landscaping and Groundskeeping Workers)</i>	n/a View Typical Work Experience for Lawn Care & Snow Removal

Veterans are identified by a flag icon

NOTE: The Jobs for Veterans Act mandates priority of service to veterans seeking employment and training opportunities. To ensure compliance with this law, job postings will be available only to veterans for up to 24 hours. After this period, the job will be released to all job seekers.

ARCHIVE JOB ORDERS

[Job Filter Criteria](#)

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

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

#	Job Title	Employer Job Status	On-line Status	System Status	Created	Inactive After	Actual Close Date	Views	Applicants	Action	Select
10530027	High School English and Language Arts Teacher	Open and available	on-line	Open and available	6/29/2023	7/29/2023	N/A	6	0	Copy Edit Delete Search by Job Criteria Pre-fill Advanced Resume Search Applicants Preview Template View History	<input type="checkbox"/>

[Refer](#)
[Map](#)
[Export](#)

Page 1 of 1

Rows 100

1 Records Found

SEARCH CRITERIA: Internal Jobs only and Complete Jobs

[Add New Job Order](#)

The Jobs for Veterans Act mandates priority of service to veterans seeking employment and training opportunities. To ensure compliance with this law, this job posting will be available only to veterans for up to 24 hours. After this period, the job will be released to all job seekers.

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

Job Order Statistics

Job Order Number: [10530027](#)
Job Order Title: [High School English and Language Arts Teacher](#)
On-Line Status: Open and available
Employer Status: Open and available
Available Online: On-Line

Positions Available:	1	Number of Applicants Requested:	150
Applicants Hired:	0	Actual Applications Made:	0
Positions Remaining:	1	Applicant Balance:	150

Update Job Order Status

Employer Status: Open and available

*** Staff Status:**

Case Note:

Subject	Action
Open and available	
Closed by staff	
Employer Filled Position	
Employer Position no longer available	
Placed On Hold	
No data found.	

[Save](#) [Cancel](#)

[Return to Previous Page](#)



"SPIDERED" or INDEXED JOB ORDERS



"SPIDERED" OR INDEXED JOB ORDERS



Work from home in these exciting career opportunities

Find Careers

Search Jobs Job Title, Company, Occupation or Military Code

Job Seekers

Find a Job

Create a Résumé



Standard

Advanced

Intelligent

Employer

You may enter any combination of search criteria below. When you have completed entering your search criteria information, click the Search button/link.

Job Title, Company, Occupation or Military Code:

boone community

Keywords can include things like job titles, employer name, o

Additional Search Options

Search Radius:

Exact 5 Miles 10 Miles 25 Miles

Jobs Posted Within:

None Selected

Occupation Group:

None Selected

Specific Occupation:

[Select Specific Occupation](#)
[Click here if you are a veteran and wish to enter your](#)

Minimum Acceptable Salary:

None Selected

Education Level:

None Selected

Sources:

[Check All](#) [Uncheck All](#)

- Preferred Employer
- Corporate
- Education Institution
- Gig Job
- Government
- Hospitals
- Job Distributor
- National Labor Exchange
- Newspaper
- Non-profit
- Private Job Board
- Recruiter
- Social Media
- State Job Board

Remote Work/Work at Home:

- Onsite - Work onsite all of the time
- Hybrid - Onsite and Remote options
- Remote - Work at home all of the time

"SPIDERED" OR INDEXED JOB ORDERS

Education

Select All

(1) High School Diploma or Equivalent

(1) No Minimum Education Requirement

Source

Select All

(38) Private Job Board

(10) Job Distributor


(2) Preferred Employer


Job Type

Select All


(50) Regular


... Boone Community School District has made a significant effort to live our motto Expect the Best...Achieve Success. Boone Community School District Character, and Ensure Learning. We have earned a reputation for being an innovative and progressive school district that includes \$43+million in buildi voted #1 Affordable Small Town... Where You'd Actually Want to Live by Realtor.com

 **Assistant 7th Grade Volleyball Coach**
Boone Community School District - Boone, IA
Regular
Private Job Board - SchoolSpring 1 week ago


 Onsite


... Boone Community School District has made a significant effort to live our motto Expect the Best...Achieve Success. Boone Community School District Character, and Ensure Learning. We have earned a reputation for being an innovative and progressive school district that includes \$43+million in buildi voted #1 Affordable Small Town... Where You'd Actually Want to Live by Realtor.com DUTIES AND RESPONSIBILITES OF ATHLETIC COACHES General 1..


 **Assistant 7th Grade Volleyball Coach**
Boone Community School District - Boone, IA
Regular
Private Job Board - Iowa SchoolSpring 3 weeks ago

 Onsite


... Boone Community School District has made a significant effort to live our motto Expect the Best...Achieve Success. Boone Community School District Character, and Ensure Learning. We have earned a reputation for being an innovative and progressive school district that includes \$43+million in buildi voted #1 Affordable Small Town... Where You'd Actually Want to Live by Realtor.com DUTIES AND RESPONSIBILITES OF ATHLETIC COACHES General 1..

 **Assistant 7th Grade Volleyball Coach**

 **High School Science**
Boone Community School District - Boone, IA
Regular
Private Job Board - SchoolSpring 14 weeks ago

 Onsite

... Boone Community School District has made a significant effort to live our motto Character, and Ensure Learning. We have earned a reputation for being an innova voted #1 Affordable Small Town... Where You'd Actually Want to Live by Realtor.o

 **Classroom Special Education Associate**
Boone Community School District - Boone, IA
Regular
Job Distributor - Indeed 3 weeks ago

 Onsite

... Boone Community School District has made a significant effort to live our motto Character, and Ensure Learning. We have earned a reputation for being an innova voted #1 Affordable Small Town... Where You'd Actually Want to Live by Realtor.o

 **Bus Drivers, School**
Boone Community School District - Boone, IA
Regular
Preferred Employer Today

 Onsite

... Boone Community School District has made a significant effort to live our motto E Character, and Ensure Learning. We have earned a reputation for being an innovativ voted #1 Affordable Small Town... Where You'd Actually Want to Live by Realtor.com

- Preferred Employer = Staff entered job order
- Job Distributor = Example: Indeed, Zip Recruiter, Etc.
- NLx = National Labor Exchange
- Private Job Boards

Powerful Tools With Iowa *WORKS.gov*

- Search for Candidates
- Track Applicants
- Place Notes on Resumes
- Send Emails and Messages to Customers
- Virtual Recruiter
- Receive Email Alerts
- Indicators





CANDIDATE SEARCH



CANDIDATE SEARCH-JOB ORDER & ADVANCED RESUME

Job Title	Employer Job Status	On-line Status	System Status	Created	Inactive After	Actual Close Date	Views	Applicants	Action	Select
Trailer Mechanic	Veteran Hold	on-line	Veteran Hold	6/21/2022	7/21/2022	N/A	0	0	Copy Edit Delete Search by Job Criteria Pre-fill Advanced Resume Search Applicants Preview Template	<input type="checkbox"/>

Your search found 500 résumé(s) that matched your search criteria.

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

To sort on any column, click a column title.

Name and Location	Source	Résumé Title	Résumé Status	Résumé Modified Date	Education Level	Desired Salary	Skills Matched	General Requirements	Specialized Requirements	Action	Select
	IowaWORKS	A. O. HBI Resume #592158 (View Résumé)	Active, Online	06/20/2022 12:31:00 PM	Bachelor's Degree	\$16.75 hourly (Approx. \$35,000 annually) or more	20%	50%	Yes	Details	<input type="checkbox"/>
	IowaWORKS	Analytical and detailed person with diverse background. #581322 (View Résumé)	Active, Online	06/17/2022 10:55:00 AM	Bachelor's Degree	\$28.75 hourly (Approx. \$60,000 annually) or more	4%	35%	Yes	Details	<input type="checkbox"/>



Tracking Applicants



Tracking Applicants

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






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

#	Job Title	Employer Job Status	On-line Status	System Status	Created	Inactive After	Actual Close Date	Views	Applicants	Action	Select
10506885	Warehouse Machine Operator Marshalltown	Open and available	on-line	Open and available	5/1/2023	7/30/2023	N/A	21	5	Copy <hr/> Edit <hr/> Delete <hr/> Search by Job Criteria <hr/> Pre-fill Advanced Resume Search <hr/> Applicants <hr/> Preview <hr/> Template <hr/> View History	<input type="checkbox"/>

Tracking Applicants & Rating

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

To sort on any column, click a column title.

Name and Location	Last 4 SSN	Education Level	Desired Salary	Applicant Status	Your Rating	Skills Matched	General Req's	Specialized Req's	Action	Select
[REDACTED] Of Marshalltown, IA United States - Ph: N/A	[REDACTED]	High School Diploma	N/A	Hired	Exceptional	N/A		N/A	Details <hr/> How Do they Measure Up	<input type="checkbox"/>
[REDACTED] Of marshalltown, IA United States - Ph: N/A	[REDACTED]	High School Equivalency Diploma or GED	N/A	Not Hired	Not Suitable			N/A	Details <hr/> How Do they Measure Up	<input type="checkbox"/>
[REDACTED] Of Marshalltown, IA United States - Ph: N/A	[REDACTED]	High School Equivalency Diploma or GED	N/A	Not Hired	High	N/A		N/A	Details <hr/> How Do they Measure Up	<input type="checkbox"/>
[REDACTED] Of Marshalltown, IA United States - Ph: N/A	[REDACTED]	11th Grade Completed	N/A	Not Specified	Not Rated	N/A		N/A	Details <hr/> How Do they Measure Up	<input type="checkbox"/>

Adding Resume Notes



RESUME NOTES



Resume Summary: [redacted] was most recently employed with **Extreme Concrete** for the past **14 years, 8 months**. He has more than **23 years, 4 months** of experience as . He is currently pursuing a career in **Carpenters**. [View Resume](#)

[redacted]
[redacted]
Cedar Rapids, IA 52402 US
[redacted]

Overview

Qualifications

Skills

Driver's License

References

Résumé

Notes

View / Add Notes

Note	Job ID	Create Date	Action
Construction skills Good work history	N/A	6/9/2023	<input type="button" value="Edit"/> <input type="button" value="Delete"/>



VIRTUAL RECRUITER



VIRTUAL RECRUITER

Recruitment Services



Manage Jobs

Candidate Search

Manage Job Applicants

Job Market Trends

Candidate Market Trends

Virtual Recruiter

[Job Applicants](#)

[Favorite Candidates](#)

Virtual Recruiter


[Job Filter Criteria](#)

0 Records Found

Create new Résumé Alert

VIRTUAL RECRUITER

Virtual Recruiter Information

- * Title of Virtual Recruiter Alert:
- * How often to run:
- * Notification method: Message Center Email Text Message
- Send Email when no résumés found:
- * Expires on: 

Last modified on:

VIRTUAL RECRUITER

Quick

[Advanced](#)

[Skills](#)

[Job Order](#)

[Number](#)

[External](#)

[Expand All / Collapse All](#)

Desired Work Location

Area (click to change): [Marshall County, IA](#)

Keyword(s)

Keywords (e.g. Accountant) :

Construction

[Keyword Search Options](#)

Occupation

Education Level

Salary

Résumé Modification Date

Veteran

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

To sort on any column, click a column title.

Name and Location	Source	Résumé Title	Résumé Status	Résumé Modified Date	Education Level	Desired Salary
Mckinney, TX	IowaWORKS	Alfredo Talent #588189 View Résumé	Active, Online	05/25/2022 08:59:00 PM	Bachelor's Degree	\$28.75 hourly (Approx. \$60,000 annual)
Piano, TX	IowaWORKS	Darrien Resume June 2022 #591082 View Résumé	Active, Online	06/16/2022 11:12:00 AM	3 Year of College or a Technical or Vocational School	ANY
COUNCIL BLUFFS, IA	IowaWORKS	maintenance #560887 View Résumé	Active, Online	05/13/2022 07:33:00 AM	1 Year of College or a Technical or Vocational School	\$24.00 hourly (Approx. \$50,000 annual)

Page 1 of 1

3 Records Found

[Change résumé search criteria](#)

[Save this Candidate Search](#)

If you would like to save this search criteria that found these results and setup a schedule to be notified when new candidates have been found matching this criteria, click the Save search button below.

[Save Search](#)



Emails & Messages



SENDING EMAILS & MESSAGES

Contact
Information

[Applicant
Overview](#)

[Employment /
Qualifications](#)

[Skills](#)

[References](#)

Contact Information

Applicant Name:

[REDACTED]

Address:

[REDACTED]

Marshalltown, IA 50158 US

Primary Phone:

[REDACTED]

(Cell/Mobile Phone)

Alternate Phone:



Displaying 3 of 5 Applicants



[[Search for similar candidates](#) | [Save to favorites](#) | [Send this individual a message](#)]

[Return to Applicant List](#)

SENDING EMAILS & MESSAGES

Communication Center



Message Center

Communication Templates

Correspondence

Subscriptions

Email Log

Saved Text

[[Mark As Read](#) | [Delete Selected Item\(s\)](#) | [Mark As Unread](#) | [Move To Folder](#)]

Create New Message

IP: 205.221.255.62

[[Contact Us](#)]

My Staff Dashboard

Email Alerts



SET UP EMAIL ALERTS

[Read Our Email Security Policy](#) | [Resend Email Confirmation](#)

*** Please select a method in which you prefer to receive your notifications:**

Internal Message with Email Notification ▾

None Selected

Internal Message

Email (If Available)

Text Message (If Available)

Text Message Notification (If Available)

Internal Message with Email Notification

Company Website



HOME BASE
IOWA 

Indicators



INDICATORS FOR EMPLOYERS & JOB CANDIDATES

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

To sort on any column, click a column title. Current Sort: *City ascending*

<u>Username</u>	<u>Account Type</u>	<u>Employer</u>	<u>Employer Site ID</u>	<u>Primary Contact Login</u>	<u>City</u>
MN@3	Recruiting - Enabled	DES MOINES INDEPENDENT COMMUNITY SCHOOL DISTRICT 	14041	Yes	Des Moines

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

To sort on any column, click a column title.

<u>Name and Location</u>	<u>Last 4 SSN</u>	<u>Education Level</u>	<u>Desired Salary</u>	<u>Applicant Status</u>	<u>Your Rating</u>	<u>Skills Matched</u>	<u>General Req's</u>	<u>Specialized Req's</u>	<u>Action</u>	<u>Select</u>
Of Davenport, IA United States - Ph: N/A  - Veteran		High School Diploma	N/A	Hired	Exceptional	N/A		N/A	Details How Do they Measure Up	<input type="checkbox"/>

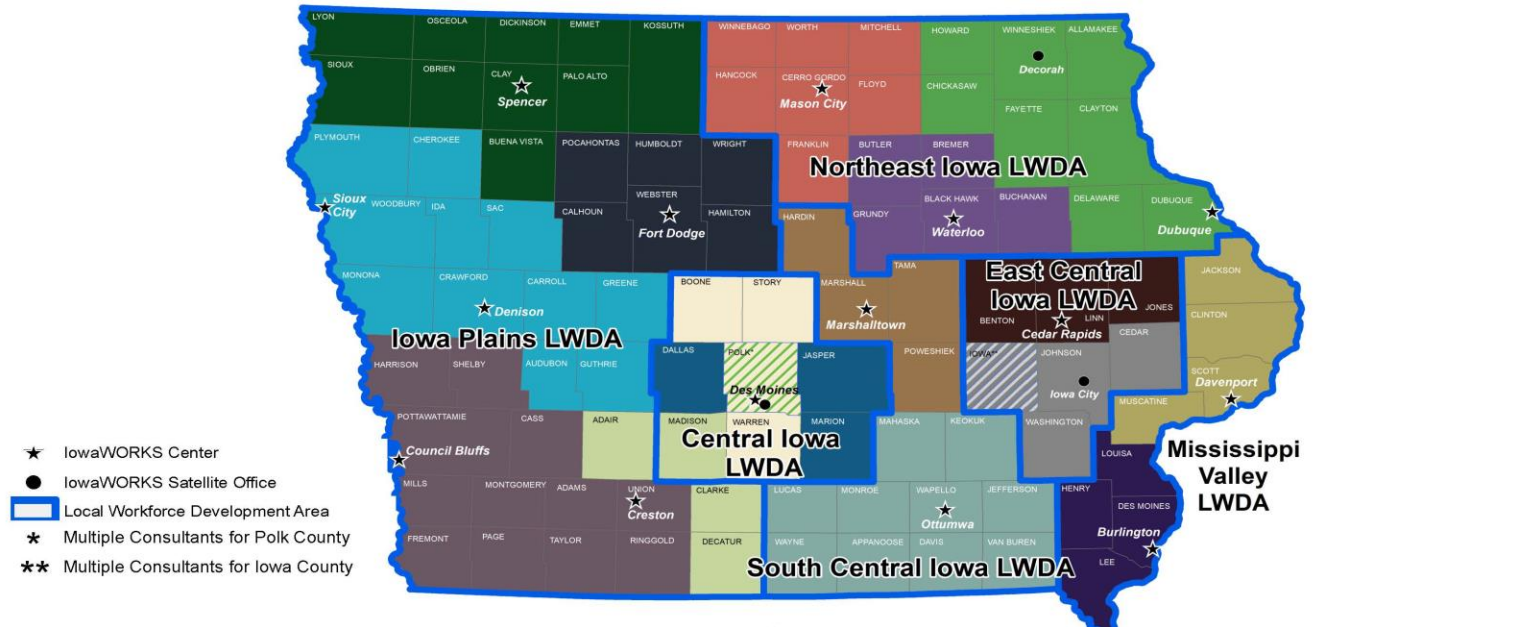
NEXT STEPS:

- Remember to update your website to lowaWORKS.gov instead of Teach Iowa
- Start searching for your next employee using lowaWORKS.gov
- Contact your local Business Engagement Consultant for one-on-one assistance



CONTACTS

Local Workforce Development Area Map
with Business Engagement Consultant Contacts by Area



Area Covered	Business Engagement Consultant	Email	Phone Number	Area Covered	Business Engagement Consultant	Email	Phone Number
	Chad Hauswirth	chad.hauswirth@iwd.iowa.gov	712 203-6852		Niki Litzel	nicole.litzel@iwd.iowa.gov	319 290-1317
	Chad Pierce*	chad.pierce@iwd.iowa.gov	515 777-8002		Paula Buenger	paula.buenger@iwd.iowa.gov	712 260-9939
	Drew Emerson*	drew.emerson@iwd.iowa.gov	515 218-0665		Sandra Wirfs	sandra.wirfs@iwd.iowa.gov	641 931-0469
	Katelyn Orth	katelyn.orth@iwd.iowa.gov	319 850-9810		Sara Cook	sara.cook@iwd.iowa.gov	641 436-7932
	Laura Hartman	laura.hartman@iwd.iowa.gov	712 417-0166		Shelby Hollett**	shelby.hollett@iwd.iowa.gov	319 893-1601
	Mace Huffman**	mace.huffman@iwd.iowa.gov	319 423-2809		Theresa Bullock	theresa.bullock@iwd.iowa.gov	515 667-0251
	Maria Morales	maria.morales@iwd.iowa.gov	641 530-4137		Victor Ochoa	victor.ochoa@iwd.iowa.gov	563 387-7801
	Martha Garcia-Tappa	martha.garcia-tappa@iwd.iowa.gov	563 265-7475		Vonnie Stewart-Kai*	vonceil.stewart-kai@iwd.iowa.gov	515 333-1793

- 
- The background of the entire image is a photograph of the Iowa State Capitol building in Des Moines, Iowa. The building is a grand, classical-style structure with a prominent central dome covered in gold leaf. To the left and right of the main dome are smaller domes with green patina. The building features a portico with several columns. In the foreground, there is a well-maintained green lawn. The sky is blue with scattered white clouds. On the right side of the image, there is a large, semi-transparent white circle that serves as a background for the text and logo.
- Local Business Engagement Consultant (BEC)
 - iaworks@iwd.iowa.gov
 - 1-833-469-2967

QUESTIONS?

The logo for IowaWORKS features a green swoosh above the text. The word "Iowa" is in a dark green, sans-serif font, and "WORKS" is in a lighter green, bold, sans-serif font.

IowaWORKS

A proud partner of the AmericanJobCenter[®] network