



EMPLOYER SERVICES
IOWAWORKS

WHY IowaWORKS.gov

- Post job openings
- Find candidates and review résumés
- Create and store résumé searches
- Evaluate applicants
- Research Labor Market Information (LMI)
- Learn about the site and available tools from the Learning Center



HOME PAGE TOUR

- Information Cards
- Navigation Tab
- Quick Search Bar on the Home Page
- Exploration Channels
- Helpful Documents in Multiple Languages
- Labor Market Information
- www.iowaworks.gov

The screenshot displays the IowaWORKS website interface. At the top, there is a blue navigation bar with the IowaWORKS logo on the left and a 'Sign In / Register' button on the right. Below the navigation bar, a dark grey banner contains several informational cards: 'IowaWORKS Website Maintenance' with a note about a Friday update, 'The IowaWORKS For Veterans Portal has launched!' with a 'HERE' link, 'Virtual one-on-one appointments with career planners are available!', and 'Job Readiness Workshops'. At the bottom of the page, there are three main sections: a statistics card on the left showing '71,846 Current Openings', a central image of a smiling woman in a warehouse setting, and a statistics card on the right showing '18 Career Centers in IA'.

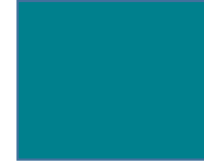
INFORMATION CARDS

Answers frequently asked questions

- The number of current openings posted
- Where Career Centers are located
- Where to find Work from Home opportunities
- The current Unemployment Rate



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 | |



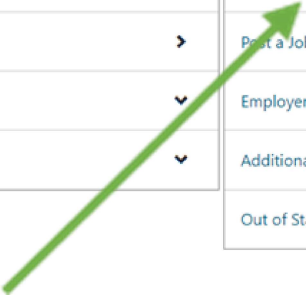
Important information displayed near the bottom of the page. This section applies to Job Seekers, Unemployment Claimants, and **Employers.**

NAVIGATION TABS

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| | Out of State/Non-Covered Employer Response | |



Need employees? Find them here!

QUICK SEARCH BAR

Enter a keyword and/or location to find candidates.

| | | | |
|------------------------|--|----------------------------|--------|
| Search Candidates ▾ | teacher | Waterloo, IA | Search |
| Jobs | | | |
| Candidates | | | |
| Employers | | | |
| Find a Candidate > | Find a Candidate > | Labor Market Analysis > | |
| Education Institutions | | | |
| Career Occupations > | Post a Job Opening > | Labor Market Facts > | |
| Industries | | | |
| Unemployment > | Employer Incentives > | Employment and Wage Data > | |
| Area | | | |
| Articles > | Additional Services > | Additional Services > | |
| | Out of State/Non-Covered Employer Response | | |



- No need to sign in or register
- Choose what you would like to search for and the location

DOCUMENTS IN MULTIPLE LANGUAGES

HELPFUL DOCUMENTS AVAILABLE IN MULTIPLE LANGUAGES

By clicking on the language links below, you will be taken to a web page offering links to documents translated to different languages.

English العربية Hakha བོད་སྐད་ Bosanski Tiếng Việt Deutsch 한국어 Español Français မြန်မာ ကဏ္ဍီကလုံ



DOCUMENTS OF RIGHTS AND INSTRUCTIONS

Click on the links below to view information on helpful topics.

[Customer Service](#)

[Equal Opportunity Is the Law](#)

[IowaWORKS Centers](#)



DOCUMENTS OF RIGHTS AND INSTRUCTIONS IN SPANISH - DOCUMENTOS DE DERECHOS E INSTRUCCIONES EN ESPAÑOL

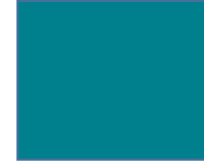
Haga clic en los enlaces de abajo para ver la información sobre temas útiles.

[Servicio al Cliente](#)

[Igualdad de oportunidades es la ley.](#)

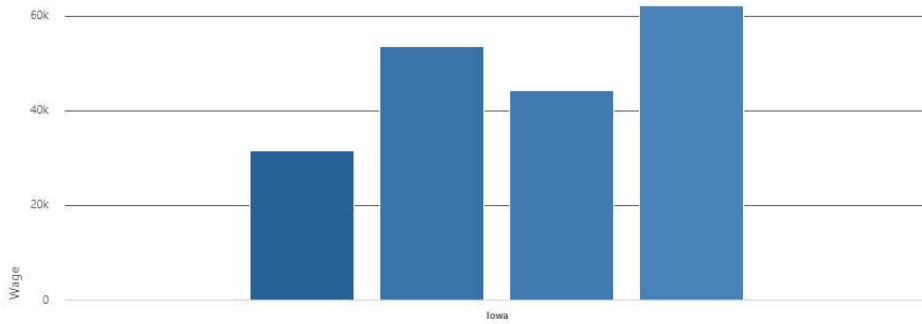
[IowaWORKS Centros](#)

LABOR MARKET INFORMATION (LMI)



Labor Market Information

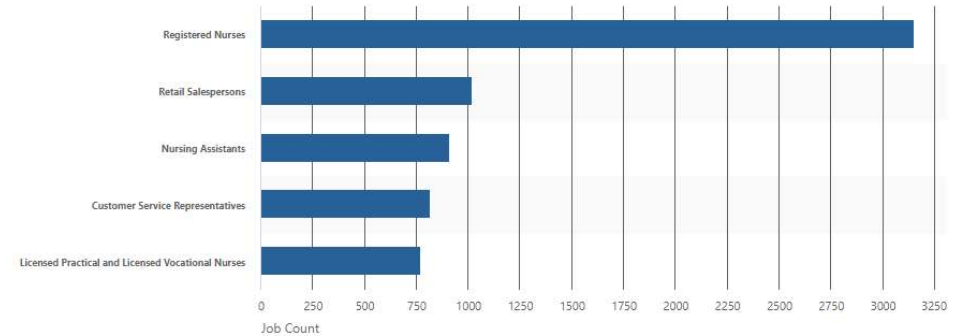
Occupational Wage Rates for 2022



Labor Market Information
Employment and Wage Data

[+ Data Sources](#)

Top Occupations Advertised Online for May 23, 2023



Labor Market Facts
Additional Data Services

EMPLOYER REGISTRATION

Sign up



EMPLOYER REGISTRATION





Sign In / Register

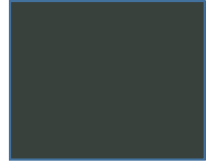
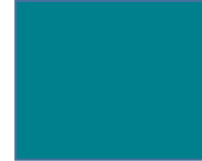
En Español

Option 3 - Create a User Account

If you would like to become a fully registered user with IowaWORKS and have access to all of our online system, learn more about the benefits of registering on page: [Why Register?](#)

|  Individual 12 min(s) estimated |  Employers and Agents 12 min(s) estimated |
|--|--|
| Register as this account type if you are an individual and wish to search for the latest job openings, post a résumé online, find career guidance, search for training and education programs, find information on local employers, etc. | Register as this account type on behalf of your company or on behalf of another company acting as their agent with a valid Power of Attorney. Here you will gain access to industry data, labor market information, job applicants for your business. You can also post job openings online, as well as file for the Work Opportunity Tax Credit (WOTC). |
| Individual Registration | Employers and Agents |

EMPLOYER REGISTRATION



Employer Agreement

Employer Agreement

IowaWORKS is the state of Iowa's online recruitment system for matching job seekers and employers. In order for you or your authorized representative to be agreed to and followed:

This site may not be used for the solicitation of business opportunities. You must have a bona fide job opening. You may only post job listings for sales leads or anything related to network marketing or pyramid schemes.

This site may not be used to solicit Independent Contractors or self-employment opportunities. An employer/employee relationship must

exist. Job seeker information from this site may only be used for the purpose of filling available positions. The sale or re-posting of any job listing to control how his or her data or résumé is distributed. This includes searching this site for referral to an employer with whom no contract opportunity, product or service.

Job listings must meet or exceed state minimum wage requirements, unless exempted by law.

By clicking the I agree button below and continuing with the registration process, you acknowledge that you have reviewed and understand the terms and conditions of the Employer Agreement.

By clicking the I agree button below and continuing with the registration process, you acknowledge that you have reviewed and understand

I Agree

I Disagree

Representative Type

Please specify what type of user that you are:



Direct Representative of your Organization

This includes employees, principals and owners of the organization that is registering.



Third Party Agents (TPA)

This includes companies that represent one or more registered organizations and will perform activities on their behalf.

Next >>

Note: Third Party Agents (TPA) **must** upload either a Power of Attorney, authorization letter on client letterhead or email for each employer the TPA will represent.

EMPLOYER REGISTRATION

Please specify the functionality that you wish to access.



Recruiting

Perform labor exchange functions such as recruiting talent, posting jobs, online



WOTC Services

Apply for tax credits available for employing individuals within targeted demographic

Recruiting

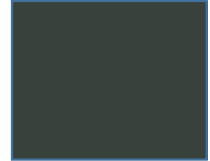
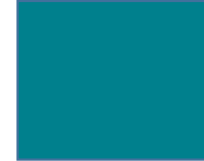
- Recruiting talent, posting jobs, online resume search, applicant tracking and researching the local labor market

WOTC Services

- Apply for tax credits available to employing individuals within targeted demographic groups

Note: An employer account can have both functions, recruiting and WOTC Services.

EMPLOYER REGISTRATION



Employer Identification

* Federal Employer ID Number (EIN) / Federal Tax ID (FEID):
Do not enter dashes. Example 999001111

* Confirm Federal ID Number:

UI Employer Account number (UI ID):
Do not enter dashes. Example 99900111111

Confirm UI Employer Account Number:

* Legal Forms Holder: Employer Agent

[Legal Form Holder Description](#)

Note: If there is already an IowaWORKS account, you will receive a message in the upper part of the page advising you of this.

- *Contact IowaWORKS to locate your username and assist in accessing your account.*

Please correct the following errors:

- [An employer account already exists in the system with the FEID in the Zip Code area that you entered.](#)

[You may enter a different FEID and/or Zip Code, then click 'Continue' to proceed with the Employer Registration process, or you may contact your nearest One Stop Center for assistance in accessing your account.](#)

EMPLOYER REGISTRATION (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 REGISTRATION

Login Information

* **User Name:** Enter User Name (3 - 20 characters, and must include characters, letters or numbers. Allowable characters are + @ . _)

* **Password:** **Strong!** 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 Password:**

* **Security Question:**
The response to the security question will be required if you forget your user name or password.

* **Security Question Response:**
Use Letters and numbers. Special characters are not allowed.



Employer Identification

* **Company Name:**

Company Name as registered with the State of Iowa

Federal Employer ID Number (EIN) / Federal Tax ID (FEID):

Legal Forms Holder:

Legal Form Holder Description

Primary Location Information

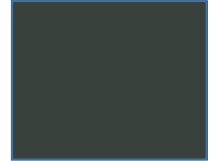
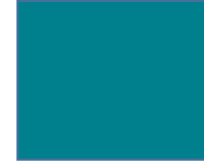
* **Zip code:**



Enter zip code of primary location

Mailing Address

EMPLOYER REGISTRATION



Employer Identification

* Company Name:

Company Name as registered with the State of Iowa

Federal Employer ID 123445555

Number (EIN) / Federal

Tax ID (FEID):

Legal Forms Holder: Employer

[Legal Form Holder Description](#)

Primary Location Information

* Zip code:

Primary Location Information

* Street Address 1:

Street Address 2:

Street Address 3:

* City:

* State:

* County/Borough/Parish:

* Country:

* Zip code:

Mailing Address

Check here if Mailing Address is the same as the address above.

Address has been standardized.

* Mailing Address 1:

Mailing Address 2:

Mailing Address 3:

* Mailing City:

* Mailing State:

* Mailing Country:

* Mailing Zip/Postal:

99999 or 99999-9999

EMPLOYER REGISTRATION

Contact Information

* Job Title:

* First Name:

Middle Initial:

* Last Name:

* Primary Phone: - - Ext

Alternative Phone: - - Ext

Contact Text Message Phone Number: - -

Fax: - -

* Contact Email Address:







* Confirm Contact Email Address:

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

Company Website:
e.g. <https://www.companywebsite.com>

Company Job Application Website:
e.g. <https://www.companywebsite.com>

Social Media

| | | |
|---|--------|---|
|  | None ▾ | <input type="text" value="http://twitter.com/companyname"/> |
|  | None ▾ | <input type="text" value="http://www.facebook.com/companyname"/> |
|  | None ▾ | <input type="text" value="https://www.linkedin.com/company/companyname"/> |
|  | None ▾ | <input type="text" value="https://www.pinterest.com/companyname/"/> |
|  | None ▾ | <input type="text" value="http://instagram.com/companyname/"/> |
|  | None ▾ | <input type="text" value="http://www.youtube.com/user/companyname"/> |

- Internal Message – all messages appear here in addition to the preferred method selected
- Email
- Text Message
- Text Message Notification
- Postal Mail
- Fax
- Internal Message with Email Notification

EMPLOYER REGISTRATION

Company Information

* Industry Title (NAICS):

[Search for Industry Code \(NAICS\)](#)

* No. Of Employees (Company Size):

None Selected

* Type of Employer:

None Selected

* Are you a Federal Contractor?:

- Yes, I am a Federal Contractor
 No, I am not a Federal Contractor

* Would you be willing to hire remotely located candidates?:

- Yes
 No

Are you ADA Compliant?:

- Yes, I am ADA compliant
 No, I am not ADA compliant

Would you like to be designated as a **Second Chance Employer**? Yes No

Automatically upload jobs to external sites?: National Labor Exchange

Home Base Iowa Employer: Yes No

The screenshot shows a web browser window titled "IowaWORKS - Select an Industry - Google Chrome". The address bar shows the URL "cuat-app-vos19000000.geosolinc.com/vosnet/drills/industry/ind...". The page content includes a search bar and a list of industry options. The "61 - Educational Services" option is circled in red.

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

[Industry Quick Search](#) [Industries by Keyword](#) [Industries by Sector](#) [Industry Listing](#) [Industries by Industry Code](#)

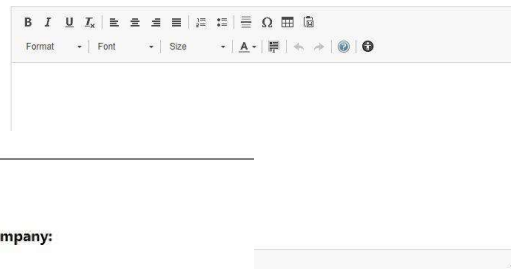
Keyword Search

- [72 - Accommodation and Food Services](#)
- [56 - Administrative and Support and Waste Management and Remediation Services](#)
- [11 - Agriculture, Forestry, Fishing and Hunting](#)
- [71 - Arts, Entertainment, and Recreation](#)
- [23 - Construction](#)
- [61 - Educational Services](#)**
- [52 - Finance and Insurance](#)
- [9 - Government](#)
- [90 - Government](#)
- [62 - Health Care and Social Assistance](#)
- [51 - Information](#)
- [55 - Management of Companies and Enterprises](#)
- [31-33 - Manufacturing](#)
- [21 - Mining, Quarrying, and Oil and Gas Extraction](#)
- [81 - Other Services \(except Public Administration\)](#)
- [54 - Professional, Scientific, and Technical Services](#)
- [92 - Public Administration](#)
- [53 - Real Estate and Rental and Leasing](#)

EMPLOYER REGISTRATION

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.



Special Characteristics

Check each special characteristic that applies to your company:

- Union Shop
- Non-Union Shop
- Registered Apprenticeship
- Refugee Friendly
- Minority Owner
- Veteran Owner
- Woman Owner

Registered Apprenticeship Program Number:

[move All Formatting](#)

Benefits Offered

- Benefits not specified No benefits provided Benefits provided outlined below



What would you like to do next?



[Add Locations and Contacts.](#)

To add additional locations or contacts, please



[Post a Job](#)

At this time, you may enter job orders for posit process. You will be notified via this system's m



[My Dashboard](#)

To find more information about other services

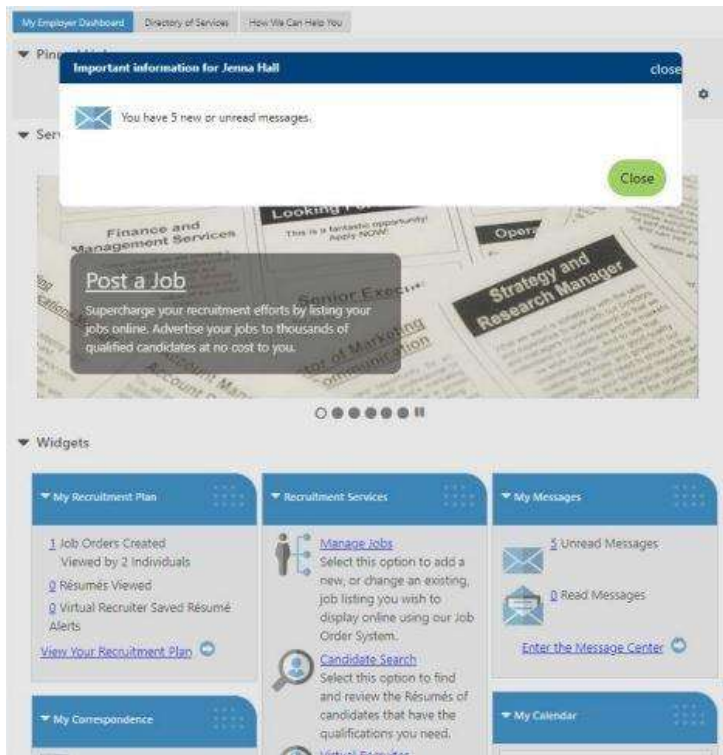
EMPLOYER VERIFICATION PROCESS

- Method to prevent fraud and bad actors from posing as actual employers.
- Protects Job-seeker Information
- New Employer and Third-Party Agent (TPA) accounts must be reviewed and verified.
- Call from IWD:
 - Contact person (IowaWORKS registration)
 - Representative from HR Department
- Contact attempt: 24-48 hrs



MY EMPLOYER DASHBOARD

1



Dashboard on sign-in

2



Left menu access

3



Top menu bar access

MY EMPLOYER DASHBOARD

Dashboard Widgets

- Configure widgets to meet *YOUR* needs

Access key features:

- Create job orders
- Search for Candidates
- Access messages

Dashboard Widgets Available

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

- Dashboard Assistant
- 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



- Local Business Engagement Consultant (BEC)
- iaworks@iwd.iowa.gov
- 1-833-469-2967

QUESTIONS?

IowaWORKS
A proud partner of the AmericanJobCenter network