



EMPLOYER SERVICES
IOWAWORKS



**MANAGING
JOB ORDERS**

MANAGING YOUR JOB ORDERS

The screenshot shows a navigation menu on the left with the following items: > My Employer Workspace, > Quick Menu, and < Services for Employers. Under 'Services for Employers', 'Recruitment Services' is highlighted with a blue bar and a right-pointing arrow. To the right, a secondary menu is open, showing 'Recruitment Services' with a left-pointing arrow. Below it, 'Manage Jobs' is circled in blue, and a blue arrow points from this circle to the 'Manage Jobs' section on the right. Other items in the secondary menu include Candidate Search, Manage Job Applicants, Job Market Trends, Candidate Market Trends, and Virtual Recruiter.

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

Menu Information Home Accessibility My Dashboard Sign Out Services for Individuals Services for Employers Quick Search

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 Edit Delete Search by Job Criteria Pre-fill Advanced Resume Search Applicants Preview Template	<input type="checkbox"/>

Refer
Map
Export

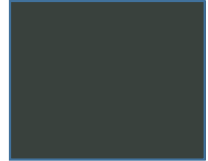
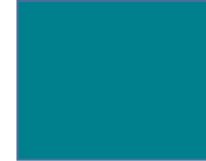
Page 1 of 1 Rows 100

1 Records Found

SEARCH CRITERIA: Internal jobs only and Complete jobs

[Add New Job Order](#)

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

- 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)

Job Title

Please accurately describe the position in the job title as this will be searched by individuals using keywords. As you are entering the job title, you may see suggestions.

* Job Title:

Job Occupation

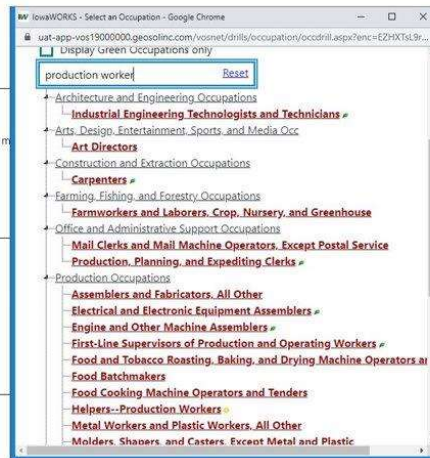
* Job Occupation:

[Search for an occupation]

Agency Job ID

Please enter the job order ID you have assigned internally to this job.

Agency Job ID:



Job Title

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

Job Occupation

- Select occupation based on Job Title
- i.e. Production Worker Job Title = Helpers—Production Workers Job Occupation

Agency Job ID

- Internal Job Number

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)

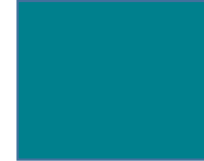
CREATING NEW JOB ORDER

Job Description

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

The screenshot displays the 'Job Description' interface. At the top, a toolbar contains links for '[Text Templates]', '**Insert Sample Text**', '[Clear Text]', and '[Remove All Formatting]'. A green arrow points from the 'Insert Sample Text' link to a modal window. The modal window, titled 'IowaWORKS - Additional Occupational Description - Google Chrome', contains the following text: '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.' Below this text are two radio button options: 'Summary Description:' and 'Detailed Description:'. The 'Summary Description' option is selected. The text for 'Summary Description' is: 'Help production workers by performing duties requiring less skill. Duties include supplying or holding materials or tools, and cleaning work area and equipment.' The text for 'Detailed Description' is: '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)'. At the bottom of the modal are 'Submit' and 'Cancel' buttons.

CREATING NEW JOB ORDER



Job Title: Production Worker

* Indicates required fields.

Skill Set Select Method

*Please select the method which you would like to get a list of skills for:

- Use the default skills for the occupation
- Copy the skills from an existing job order to this new job order
- Select skills for this job from a list of all available skills
- Do not define any skills for this job

Tools and Technology Skills

Include Tools and Technology skills with this job: Yes No

Other Skills

Special Software/Hardware skills needed: Yes No

Enter other specific skills required (e.g. degrees, certification, software, etc.)

Some HTML tags such as embedded videos are not allowed in this text box and will be removed.

Rich text editor toolbar with options: Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Font Size, Font Family, Undo, Redo, Help. Below the toolbar is a large text input area.

[Clear Text | Remove All Formatting]

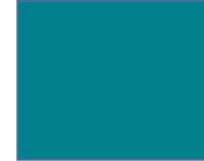
Does this position require or prefer applications to have a specific WorkKeys® score? Yes, requires Yes, prefers No [About WorkKeys® scores](#)

Using WorkKeys® test scores as a mandated part of your hiring process may require that you have completed the appropriate [WorkKeys® Job Profile](#) in order to r

WorkKeys

WorkKeys® Skill	WorkKeys® Skill Level
Applied Mathematics v1.0	< 2 3 4 5 6 7

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)

*Test Requirement:

No test required

Minimum Education, Experience, & Age Requirements

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

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:

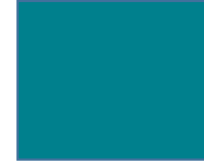
- Benefits not specified
- No benefits provided
- Benefits provided outlined below

- | | | |
|---|--|---|
| <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)

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**

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

[Text Templates | Clear Text | Remove All Formatting]

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

1 of 500

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

Confidential
Resume for THOMAS ANDERSO...
ANY
High School Diploma

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 Workers

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.



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

QUESTIONS?

