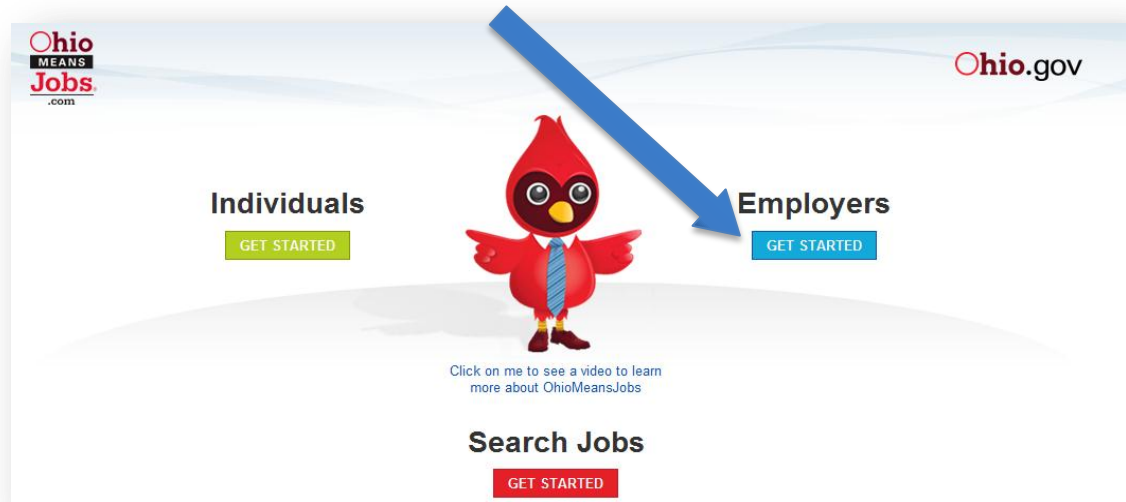


HOW TO POST A JOB

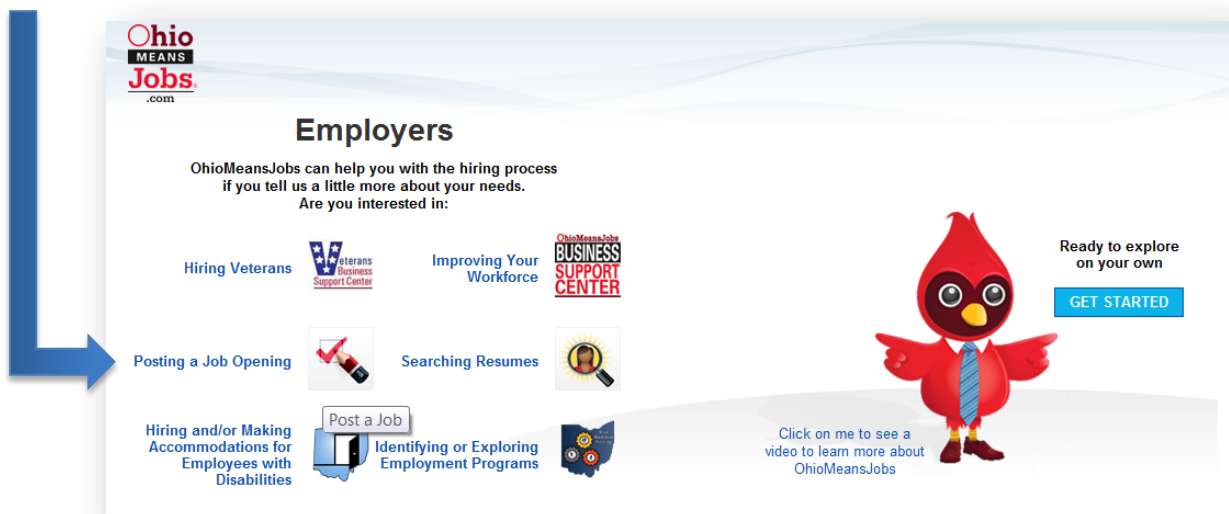
Employers are not required to create an account on OhioMeansJobs.com to simply post their employment opportunities at no cost. In just a few easy steps, businesses can advertise their vacancies to job seekers throughout the entire state of Ohio.

Step 1: Visit www.ohiomeansjobs.com

Step 2: Under “Employers”, select “Get Started”



Step 3: Click on “Posting a Job Opening”



Note: Job will remain on the National Job Bank vendor's website for an initial period of 30 days.



Note: Email address entered is for the receipt of confirmation number only and is not visible to job seekers.

READ: To enable the ability to make future updates or to print out your job post, please provide a valid e-mail address below. (Note: A confirmation e-mail will be sent to the email address that you have provided below. Please check your SPAM mail box as this e-mail may be sent there).

* E-mail Address:

* Employer Name:

* Job Title You Are Hiring/Training For:

* Posting Active Date: (mm/dd/yyyy)

* Posting Expiration Date: (mm/dd/yyyy)

* Type of Job
 REGULAR EMPLOYMENT
 APPRENTICESHIP
 FEDERAL CONTRACTOR
 AGRICULTURE, H-2A, FLC
 INTERNSHIP
 TRAINING OPPORTUNITY

Please send resumes to me for this Type of Job

* Is this a Green Job?

* Desired Skills/Duties:
(maximum 4,000 chars)
The keywords in this section will be used to match job seekers' searches with your job. A detailed description will enhance your ability to attract qualified job candidates.

Number of Characters Left =4000

Licenses/Certifications Required:

Salary: Hourly Yearly

* Education Level:

* Work Days: Sun Mon Tues Wed Thur Fri Sat

* Work Shifts: 1st 2nd 3rd Rotating Split

* Employment Type: Full Time Part Time Permanent Temporary Contract

Note: You may select multiple values.

* Worksite Zip Code:

Note: City, State and County are automatically determined from the Zip Code

Contact Information

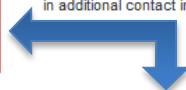
Note: This information will be visible to job seekers.

* Contact Name:

* Preferred Method of Direct Contact:
Note: Choose your preferred method(s) of contact from job seekers. Selecting these will allow you to fill in additional contact information.

- Calls wanted E-mail wanted
 Resumes Wanted Fax Resume
 Apply in Person at Interview Site Apply Online

Step 5: Once all fields have been entered and reviewed, click "Save".



Would you like resume mining access?

Employers can create an employer account through OhioMeansJobs.com to gain free access to Monster.com's resume database for the state of Ohio. (FEIN and State of Ohio Tax Withholding ID Number required.)

Ask your county Business Services Representative to find out how!

Step 6: This message indicates your posting is ALMOST complete. Review the information; as a best practice, write down or print the “Job Post/Training Opportunity” confirmation number for your records.

Job Post/Training Opportunity Complete

Job Post/Training Opportunity Successfully Updated


Your Job Post/Training Opportunity has been successfully updated and the changes will be visible within 4 - 6 hours.


Job Title: **Machine Operator**

Job Post/Training Opportunity expiration date: **11/05/2014**

Your Job Post/Training Opportunity number: **2847860**

If you have any questions, please contact [the nearest OhioMeansJobs Center location](#).

 [Print this Page](#)

 [Print this Job Post/Training Opportunity](#)

Step 7: Visit the inbox of the email address you entered to receive your confirmation number. You must click on the link within the email to activate your posting (which will become searchable within 4-6 hours).



IMPORTANT - YOU MUST TAKE FURTHER ACTION TO DISPLAY THIS JOB ON OUR WEB SITE!

PLEASE KEEP THIS EMAIL. You will need it to make future updates to your job order or to print out your job post.

Click on the link below to confirm your job posting.

<https://ohiomeansjobs.com/omj/employer/joborder/quick/update.do?command=VALIDATE&addr=Whitney.Read@jfs.ohio.gov&id=1409022828861>

If your email program does not recognize the Web address above as an active link, please copy and paste it into your Web browser.

ONCE CONFIRMED, YOUR JOB POSTING SHOULD BECOME SEARCHABLE WITHIN 4 - 6 HOURS.

Step 8: Once you have clicked on the confirmation link, your posting will reappear for editing. If you are not making any changes to the posting and are simply confirming, click “Close” at the bottom of the page.



Revisiting this link prior to the expiration date will permit editing of the job posting to include closing or extending the posting for a total of ninety (90) days in addition to making changes to the posting criteria.

Step 9: Share posting confirmation # with your county Business Services Representative for additional exposure (ie: have posting linked to local sites, Facebook, shared with partner agencies, emailed, etc.).



Questions about posting? Contact the OhioMeansJobs Business Support Center by:

1. Using the “Live Chat” feature on OMJ Employer page
2. Calling 1-888-385-2588 (Monday-Friday, 8 AM- 4 PM)
3. Emailing employerassistance@jfs.ohio.gov