

# To list a job opening...

Go to <http://www.jobsnd.com>.

## Step 1



## Step 2



[Click here to enter the jobsnd.com on-line system](#)

It's accessible anywhere / anytime -- a one stop shop for all your workforce needs!

## Step 3

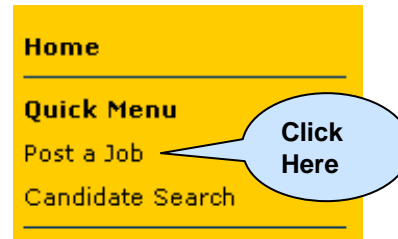
**Your User ID** – First seventeen characters of your business name.

**Password** – Last four numbers of your State Employer Identification Number (SEIN), also known as your Unemployment Tax ID number. (If you have difficulty with this, contact our office for assistance.)



## Step 4

Post a job opening.

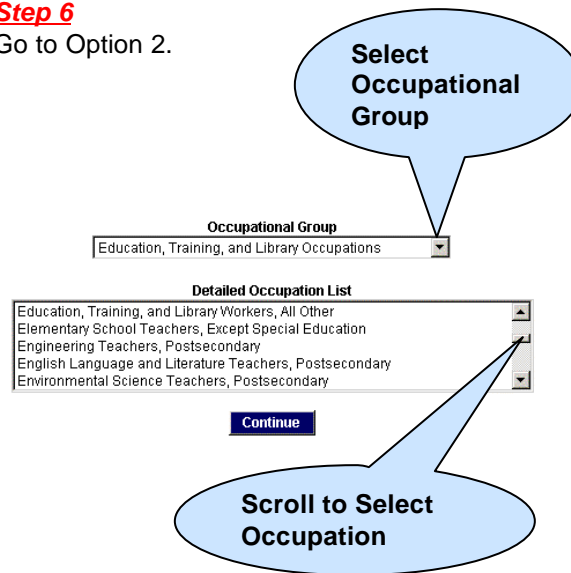


## Step 5



## Step 6

Go to Option 2.



## Common Education Occupational Groups:

- Management Occupations: Education Administrators- Superintendents/ Principals, etc.
- Education, Training, & Library Occupations: Teachers, Librarians, Audio-visual Specialists, etc.
- Community & Social Service Occupations: Education, Vocation, & School Counselors, School Social Workers, etc
- Art, Design, Entertainment, Sports, & Media Occupations: Coaches, Umpires, Art Directors, Interpreters/Translators, etc.

## Step 7

Fill in all the blanks. Asterisked (\*) fields are required.

**Job Duties and Skills:** This will pre-fill from the ONET description (which can be edited), or you can key in your own unique description.

### Job Requirements:

- *Years of Education Required:* Enter type of degree: Bachelor, Masters, etc.
- *Relevant Education:* Scroll down to find English, Music, etc.

**Compensation & Hours:** Enter your *Minimum Salary* or *Maximum Salary* and *Salary Unit (Monthly, Annually)* based on your salary schedule.

As an alternative, you may enter:

- *Salary Unit* – select "Other"
- *Pay Comments* – "per salary schedule"

**Job Order Information to be Displayed On-line:** Select the option you prefer.

**Job Application Methods Accepted:** Select the method(s) you prefer. (You may enter multiple methods). You may enter special instructions on how to apply; submit transcripts, credentials, resume, etc.

## Final Step

Click on **Save** at the bottom. Job Service North Dakota must validate the job order before it will appear on-line. This is normally done within 24 hours after you enter the job order, except on weekends and holidays.

## To do a candidate search...

Go to <http://www.jobsnd.com>.

Follow **Steps 1-3** inside this brochure.

**Step 4** Do a Candidate Search.



**Step 5** Search by state, county, city, or metropolitan area.

Click on the geographic area you prefer.



**Step 6** Go to Occupational Group Search

Option 2 - Occupational Group Search

Click on an occupational group title below to view a break down of resumes within that group.

Occupational Group	Resumes
<a href="#">Office and Administrative Support Occupations</a>	1,229
<a href="#">Construction and Extraction Occupations</a>	624
<a href="#">Sales and Related Occupations</a>	498
<a href="#">Production Occupations</a>	441
<a href="#">Transportation and Material Moving Occupations</a>	355
<a href="#">Food Preparation and Serving Related Occupations</a>	355
<a href="#">Management Occupations</a>	291

### Common Education Occupational Groups:

- Management Occupations
- Education, Training, & Library Occupations
- Community & Social Service Occupations
- Art, Design, Entertainment, Sports, & Media Occupations

**Step 7** View the categories of resumes available within that occupational group.

Occupation Title	Resumes
<a href="#">Teacher Assistants</a>	14
<a href="#">Elementary School Teachers, Except Special Education</a>	14
<a href="#">Education, Training, and Library Workers, All Other</a>	11
<a href="#">Preschool Teachers, Except Special Education</a>	10
<a href="#">Teachers and Instructors, All Other</a>	9
<a href="#">Secondary School Teachers, Except Special and Vocational Education</a>	9
<a href="#">Special Education Teachers, Preschool, Intermediate, and Elementary School</a>	6
<a href="#">Art, Drama, and Music Teachers, Postsecondary</a>	4
<a href="#">Library Technicians</a>	3
<a href="#">Adult Literacy, Remedial Education, and SED Teachers and Instructors</a>	3

Select one of the categories.

**Step 8** View individual resumes.

Resume Title	Veteran	Desired Salary
<a href="#">Domestic Resumes</a>		\$14.50 hourly (\$30,000 annually) or more
<a href="#">Drivers License Examiner</a>		ANY
<a href="#">EDUCATION LAB/ON</a>		\$12.00 hourly (\$25,000 annually) or more
<a href="#">Elementary Education Teacher</a>		\$9.50 hourly (\$20,000 annually) or more
<a href="#">K-12 Certified Music Education</a>		\$12.00 hourly (\$25,000 annually) or more
<a href="#">Music Educator/Extendingians</a>		ANY

Click on a resume title to review.

**Step 9** At the bottom of the resume you will see the following:

[Send an Email](#) [Send Message](#) [Print Resume](#)

[Return to Resume Search](#)

- *Send an E-mail* - dependant on whether the person has listed an e-mail address.
- *Send Message* - inform the candidate to contact you.
- *Print Resume* - will reformat that resume for proper printing.



WORKFORCE PROGRAMS  
JSND-6132 (4-03)

*Job Service North Dakota is an equal opportunity employer/program provider. Auxiliary aids and services are available upon request to individuals with disabilities.*

# Employer Guide to Listing Job Openings and/or Conducting a Candidate Search

