


Posting a Job Order on SaskJobs

For assistance call your Canada-Saskatchewan Career and Employment Services Office

<p>1. Access the job posting page on www.saskjobs.ca</p> <p>2. Click on Employer Login</p>	
<p>3. The login page has important information if you are a first time user, please review the messages and if you have any questions please contact the Career and Employment Services office where you registered.</p>	<p>Welcome to the SaskJobs online job posting for employers. We accept job postings from employers for job openings in Saskatchewan. Employers can also view resumes posted on this system.</p> <p>If you have already registered and you want to view, update, delete or enter a new job order just login below. SaskJobs clients logging into their Job Order accounts will encounter a new convenience feature: Personal Challenge Questions or PCQs.</p> <p>If this is your first visit as an employer you need to register. This allows you and only you to change the information about your job posting. Please contact your nearest Canada-Saskatchewan Career and Employment Office to register. There is no cost for registration and no cost for posting jobs.</p> <p>If you are having trouble logging on or have forgotten your password, please use forgot password feature or send an email message containing your company name, email address, contact name and business phone number to the web administrator . Your login name and password will be sent back to you in an email.</p>
<p>4. Scroll to the bottom of the page Enter your login name and password. (This information should have been provided to you when you registered as an employer)</p>	<p>User Name: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Login"/> Forgot your password?</p>
<p>5. The Post a Job: Main Menu page will appear.</p> <p>Employers will find a message about your job order activity on the system. You will see number of vacant job postings, filled and expired job orders.</p> <p>You have 5 options to choose from;</p> <ul style="list-style-type: none"> • Search by Job Order # • Show Job Orders • Add New Job Order • View Resume Bank • Edit Login Account 	<p>Post a Job: Main Menu</p> <p>If you are not Sample Employer please sign out.</p> <p>Welcome Sample Employer.</p> <p>To date you have posted a total of 2 jobs on SaskJobs. Currently, you have 0 active (vacant) jobs and 2 inactive(filled, cancelled and expired) jobs.</p> <p>The job posting main menu allows you to search for one of your existing job orders either by entering a job order number, or by searching based on job order status or date posted. If you wish to create a new job order click on the "Add New Order" button.</p> <p>Search by Job Order #: <input type="text"/> <input type="button" value="Find"/></p> <p>Show all Job Orders: <input type="text" value="View last 25 jobs posted"/> <input type="button" value="Find"/></p> <p>Add a New Job Order: <input type="button" value="Add New Order"/></p> <p>View Resume Bank: <input type="button" value="View Resumes"/></p> <p>Edit Login Account: <input type="button" value="Edit Password"/></p>

1. Select --- Add New Order

The screen that comes up is a disclaimer notice. You have to agree to the terms of the disclaimer in order to continue with posting your job

Please read the disclaimer and consent form below:

Employers are responsible for the content of any job postings they place on SaskJobs. SaskJobs cannot control how third parties use the information posted on its website. SaskJobs randomly monitors of job postings placed by external employers. We reserve the right to remove any information that does not meet our job posting standards. SaskJobs reserves the

[Job Posting Policy](#)

2. The next screen that appears is the beginning of the job order process

Begin with entering a job title and searching

In this example we are searching "receptionist"

Employers

Post a Job: Job Title Search

Enter a job title for the job order you will be adding:(i.e. Accountant, Plumber, Welder, Receptionist etc.) in the text box below. Click on the search button when you are finished.

3. Select the closest match and OK.

- If you have a job title you are having difficulty matching, try looking for similar titles
- A "party planner" won't give you results but "event planner" will
- You are not tied to displaying this title on your job order. This selection process is strictly for job categorization purposes. All jobs in the system are categorized according to the National Occupation Codes
- This is an important selection and will properly place your job in the correct occupational category. Many job seekers look for work in a specific category

Employers

Post a Job: Job Title Search List

Select a job title from the list below which most matches. Click on the Ok button once you have selected a job title.

ACCOUNTANT

ASSISTANT BANK ACCOUNTANT

BANK BRANCH ACCOUNTANT

BUDGET ACCOUNTANT

CA (chartered accountant)

Please note the warning message. This information is particularly important when you come in to duplicate a job order or update information.

Double clicking will instantly duplicate your job order.

Employers

Post a Job: Entry Form

WARNING: Please do not "double-click" on the navigation buttons (i.e. Add New, Update, Duplicate, etc.) These actions could cause unexpected results with your job order.

* - indicates a required field.

Job Order Description (Information is displayed on SaskJobs.)

4. The Job Order Detail screen will appear. Complete the form

Note: All fields with an asterisk * must be completed.
The Job Title can be modified on this screen to reflect the job title the Employer would like to use.

Special formatting may be required for specific fields. You must enter dates using (mm/dd/yyyy) format

i.e.: 11/01/2003

You will notice that there are drop down boxes and free form fields.

When you choose to use a drop down list, make a selection from the list. You can select a blank line if you don't want to display anything.

The free form fields for the Job Description and How to Apply areas do have limits on how many characters you can enter. Try to keep your Job Description informative but brief.

You must have at least one method of contact indicated. This includes using the check box to display or not display your company address.

If you check the "Apply Online?" box see the information at the end of this document on how this works.

Jobs can only be posted for a maximum of 31 days at a time.

Once you have completed the form select Add New

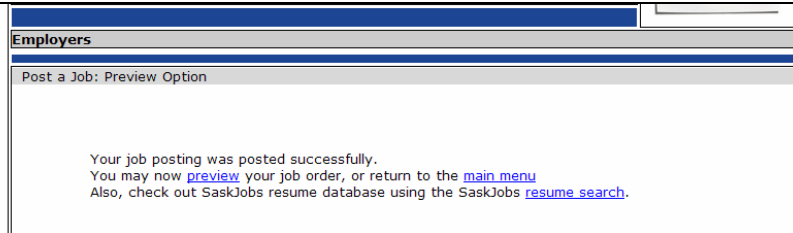
5. The next screen provides you with an opportunity to specify certain skills

- You can fill out this profile or just continue, Just click on Add Profile and it will take you to the next screen.

Completion of this section is highly recommended and will increase your chances of having the best-qualified candidates apply for the job.

This area is also a time saver when it comes to listing the skills and education required for the job

6. You now have an opportunity to preview your job posting as it will appear on SaskJobs, you can return to the main menu or proceed directly to the resume search area



7. Click --- Main Menu

You will see an update of your job posting activity.

At any time you can go into the system and update the information on your job order. You can do this two ways, search by the job order #. This was the number displayed when you originally entered the information



Or you can do a search for vacant orders using the Show all Job Orders



8. Employers who have provided an email address at the time of registration will also receive automatic notifications when their job orders expire.

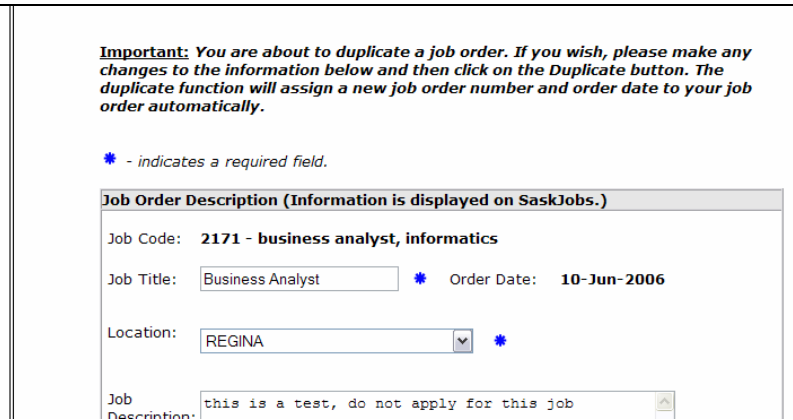
We encourage you to go into the system and mark your job order filled.

If you would like to repost you just need to update the job order. However you will be required to duplicate any job order that has expired more the 10 days past the original posting expiry date.

To do this just call up any expired job order

You can also duplicate any previous job order that has been categorized as Filled or Cancelled

You will see this message displayed at the top of the page



How the Apply Online system works

Checking the Apply Online box on the job order will create an “**Apply for this job online now!**” statement on the job posting in the How to Apply: area. The job seeker will have the option to apply for the job directly through the Internet.

How to Apply:

In person with resume at 4113, 5th Avenue, Regina, or Tanya
[Apply for this job online now!](#)

When the job seeker clicks on the link a window opens and requests the following information:

- 1. Name** – This is mandatory to ensure the employer has a contact name just in case it is not provided in the cover letter or resume.
- 2. Phone and email address** – Phone number is mandatory to ensure a means of contacting the job seeker. If the job seeker supplies an email address they will receive an email confirmation that their application has been sent.
- 3. Cover letter** – Optional for the time being – 4000 characters. The user can type this or copy and paste an existing cover letter.
- 4. Resume** – Mandatory with a minimum of 100 characters, maximum of 10,000 characters. The user can type this or copy and paste an existing resume. If the user attempts to add a resume with less than 100 characters an alert message appears and prompts the user to enter at least 100 characters.

home / saskjobs / saskjobs for job seekers / job search / apply online

Apply Online

Please enter your name and contact information (your email address is optional). This information will be provided to the employer in case you did not provide it in your cover letter or resume.

* - indicates a required field.

First Name: *

Last Name: *

Phone Number: *

Email:

You may copy and paste your cover letter(optional) in the area below.

Cover Letter (max. 4000 characters)

You may copy and paste your resume(mandatory) in the area below.

Resume (max. 10,000 characters)

Once the job seeker’s application has been submitted an email message is sent to the employer. The subject heading of the email contains the job order number and job title for which the applicant is applying.

The body of the email contains a message to the employer about where the email came from and an explanation of the content. In this example the applicant did not have anything in the cover letter area so only the resume is displayed.

Employers should not reply to this email message as it comes from the SaskJobs system. If they wish to correspond with the applicant they should contact them directly based on the information provided.

Message Options

From: SaskNetWork LRN [Sasknetwork@sasked.gov.sk.ca] Sent: Thu 11/20/2003 1:12 PM
 To: lynn.penner@sasked.gov.sk.ca
 Subject: Application for Job Posting #4846763 - CASHIER

To: the employer, ¶
 Attached is a job application for the job posting listed in the subject line. The application was created through the SaskNetWork-SaskJobs-apply-online-system ¶

We are sending all resumes and cover letters (if included by the applicant) in a plain-text format. This is to protect your computer systems from possible computer-virus infection ¶

-----BEGIN RESUME----- ¶

QUALIFICATIONS ¶

- → Computer Skills ¶
- → A+ Certification -- ID No.: COMP10474561 ¶
- → Proficient user of: Office 2000, including Word, Excel, PowerPoint, Access, Outlook. ¶