

Rave Reviews

I found MinnesotaWorks.net to be a very useful resource, and in the future I'll use it again to post openings with my company.

— BRENDA JENKINS
LADIES LENDING A HAND

In less than two weeks, I had nine to 10 responses from interested job candidates on MinnesotaWorks.net. I interviewed nine drivers and hired two, but I could have hired four.

— JOHN GRAHAM
NORTHERN LIGHTS

Ninety-six percent of surveyed employers said, "I would recommend it to my colleagues."



MinnesotaWorks.net is part of CareerForce.
Find out more at CareerForceMN.com

First National Bank Building

332 Minnesota Street, Suite E200

St. Paul, MN 55101-1351

Website: MinnesotaWorks.net

Phone from a metro area code: 651-259-7500

Phone outside the metro area codes: 1-800-345-2537

CareerForce locations are an equal opportunity employer and program provider. Upon request, the information in this document can be made available in alternative formats. A proud partner of American Job Center Network.



The NO-FEE online job bank for job seekers and employers



Employer's Guide



LOOKING FOR
EMPLOYEES?



How-to Guide

To view helpful video instruction, select “User Training Lessons” link on the home page

- › Find candidates with wide ranges of experience
- › Search the database for thousands of resumes
- › Post your job openings
- › Use technology to match your job openings to resumes
- › Receive e-mail notifications about new resumes
- › Utilize option to “find more resumes like this”

Register to Access Resumes

- › Select the “Employer Registration” button to enter your information.
- › Review and accept Terms of Use. All asterisked (*) fields are required to complete the registration process.
- › Provide Company’s Federal Identification number (required) and State Unemployment Tax number for quicker authentication.
- › A MinnesotaWorks representative will contact you within 24 hours to verify and vet (or review) your application.



Create Job Orders

- › Login, select “Post a Job Order” and complete all required sections.
- › Select “Post on Internet” to make the job viewable to job seekers.
- › Jobs that are not made viewable are in pending status and will be deleted after 90 days.
- › Employers may search resumes when jobs are in pending status.

Manage Job Posting Orders

- › Logon and select “Manage Job Orders.”
- › Select the “Which Type of Job” and then “Submit.”
- › Select a job to view, copy, edit, or delete/close/suspend or open.

Search for Resumes

- › Login and select “Search for Resumes.”
- › Resume searches may be done by job order, geographic location or keywords.
- › When searching with a job order, the list of resumes represents the best matches. Resumes are ranked using a unique five-star rating system.
- › Select “Find More Like This” when you find a resume that best matches your job order to find similar resumes.



Keyword Search Tips

- › Use specific and unique terms for best results.
- › Connect terms with “and” or put quotation marks, when you wish to use all the terms.
- › Separate terms with “or” when you wish to use one term or another.
- › Use an asterisk at the end of a series of letters to find results with those letters and anything else that follows.



Saved Searches

- › Select “Save Search” after you have searched for resumes. Name your search for future use.
- › Login to run your “Saved Searches” at a future date.
- › Set your e-mail notification account preferences to “On” to receive e-mails as new resumes are posted that meet your job requirements.