
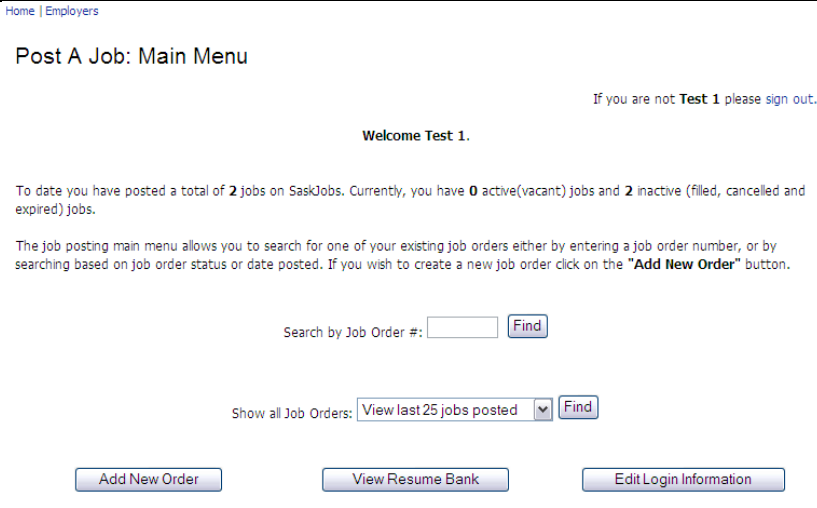

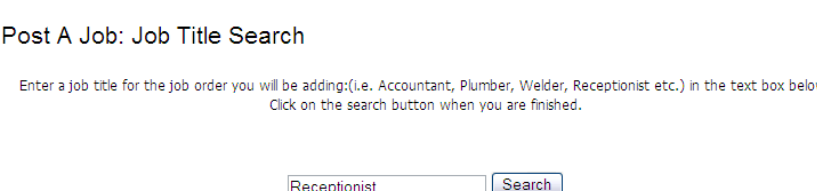
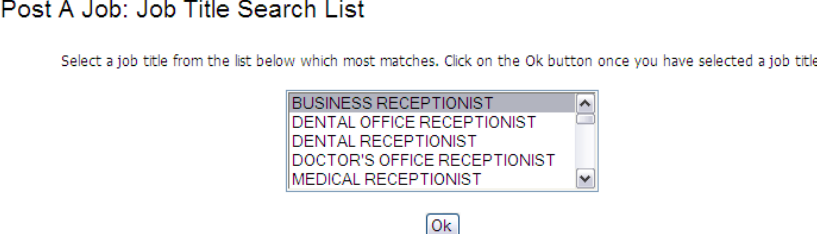


**Posting a Job Order on SaskJobs for assistance, please call 1-833-354-6914**

<p>1. Access the job posting page on <a href="http://www.saskjobs.ca">www.saskjobs.ca</a></p> <p>2. Select Employer and go to the Employer login page.</p>	
<p>3. 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"> <li>• Search by Job Order #</li> <li>• Show Job Orders</li> <li>• Add New Job Order</li> <li>• View Resume Bank</li> <li>• Edit Login Account</li> </ul>	
<p>Select --- Add New Order</p> <p>The screen that comes up is a disclaimer notice. <b>You must read through the disclaimer and reach the bottom of the text box in order to agree to the terms of the disclaimer. You must select "I Agree" to the terms in order to continue with posting your job.</b></p>	
<p>1. 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"</p>	
<p>2. Select the closest match and OK.</p> <ul style="list-style-type: none"> <li>▪ If you have a job title you are having difficulty matching, try looking for similar titles</li> <li>▪ A "party planner" won't give you results but "event planner" will</li> <li>▪ 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</li> </ul>	

- 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

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.

**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.**

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.

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

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.

Check the "Apply Online?" box **only if you have listed a valid email address where you would like to receive applications**. See more information at the end of this document on how this works.

All job employer job postings require an Apply by Deadline. This date may be equal to the length of time the job is posted for or longer.

Special formatting may be required for specific fields. You must enter dates using (dd/mm/yyyy) format  
e.g. January 28, 2011 would be represented as: 28/01/2011

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

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

Once you have completed the form select Add New

**Job Order Description** (Information is displayed on SaskJobs.)

Job Code: 1414 - BUSINESS RECEPTIONIST

Job Title: BUSINESS RECEPTIONIST \*

Location:  \*

Job Description:

(Limit of approximately 1900 characters including spaces.)

Is this a summer student job?  Yes  No

---

**Application Requirements** (Optional Information about education and experience)

Education:

Experience:

---

**Application Information** (All information entered below displayed with job order.)

How to Apply:  \*

Apply Online?  (Check this option if you want to allow job seekers to apply for this job online.)

Apply by:  \*

(dd-mm-yyyy)

Employer: Test Employer 2

Employer Address: 2200 Saskatchewan Dr  
Regina, SK  
S4P 3V7

Display?  (Please consider checking this as the job seekers will be able to use google maps to locate the address on the Job Order Detail page.)

Contact Name:

Phone:  Fax:

Contact Email:

Employer Website:

(Tip: Please do not enter http://)

---

**Employment Terms** (Describes the type of employment, hours of work etc.)

Job Type:  \*

Job Length:

Wage/Salary:

---

**Posting Details** (Describes specific details of the job, number of positions etc.)

Post Job for:   \*

Vacancies:  1

Job Status: Vacant \*

Add New

Change NOC Code

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 at the bottom of the screen 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

Post A Job: Skills Profile

**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.

Identify any additional skills that relate to your job posting by checking specific skills listed below. Check all that Apply.

Language Skills

Read English  Read French  
 Speak English  Speak French  
 Write English  Write French

Additional Skills

Data entry  Maintain records  
 Order office supplies  Provide basic information to clients and the public

6. You now have an opportunity to **preview** your job posting as it appears on SaskJobs, **post another** new job order, return to the **main menu** or proceed directly to the **resume search** area

Post A Job: Preview Option

**Your job posting and skills profile were updated successfully.**

You may now [preview](#) your job order, [post another](#), or return to the [main menu](#)

Also, check out the SaskJobs resume database using the SaskJobs [resume search](#).

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. Do a search for vacant orders using the Show all Job Orders and select Vacant from the drop down box.

Show all Job Orders:

Post A Job: Main Menu

If you are not **Test 1** please [sign out](#).

**Welcome Test 1.**

To date you have posted a total of **3** jobs on SaskJobs. Currently, you have **1** active(vacant) jobs and **2** inactive (filled, cancelled and expired) jobs.

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.

Search by Job Order #:

Show all Job Orders:

8. Employers must provide a valid email address at the time of registration. Automatic notifications will be sent to this listed email account when job orders expire. We encourage you to go into the system and mark your job order status as 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

**Important:** You are about to duplicate a job order. If you wish, please make any changes to the information below and then click on the Duplicate button. The duplicate function will assign a new job order number and order date to your job order automatically.

\* - indicates a required field.

Job Order Description (Information is displayed on SaskJobs.)

Job Code: 1414 - RECEPTIONIST

How the Apply Online System Works	
<p>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 submit a resume/cover letter for the job directly through the Internet. <b>Do not</b> use this option to indicate applicants must create an application through a company website.</p>	<p><b>How to Apply?:</b> E-mail or fax resume. Only those selected will be contacted.</p> <p><a href="#">Apply for this job online now!</a></p>
<p>When the job seeker clicks on the link a window opens and requests the following information:</p> <ol style="list-style-type: none"> <li><b>1. Name</b> – This is mandatory to ensure the employer has a contact name just in case it is not provided in the cover letter or resume.</li> <li><b>2. Phone and email address</b> – 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.</li> <li><b>3. Cover letter</b> – Optional for the time being – 4000 characters. The user can type this or copy and paste an existing cover letter.</li> <li><b>4. Resume</b> – 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.</li> </ol>	<p>Apply Online</p> <p>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.</p> <p>* - indicates a required field.</p> <p>First Name: <input type="text"/> *</p> <p>Last Name: <input type="text"/> *</p> <p>Phone Number: <input type="text"/> *</p> <p>Email: <input type="text"/></p> <p>You may copy and paste your cover letter(optional) in the area below.</p> <p><b>Cover Letter (max. 4000 characters)</b></p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <p>You may copy and paste your resume (mandatory) in the area below.</p> <p><b>Resume (max. 10,000 characters)</b></p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>

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.

Employers should **not reply** to this email message as it comes from the SaskJobs system. If they wish to correspond with the applicant, must do so through the information provided on their job search application.

From: saskjobs@gov.sk.ca [mailto:saskjobs@gov.sk.ca]  
Sent: Friday, March 13, 2009 7:01 PM  
To:  
Cc:  
Subject:

To the employer.

\*\*\*\*\*Please Do Not Reply to this Email - This is an automatic notification\*\*\*\*\*

Attached is an application for the job posting listed in the subject line.

The application was created through the SaskJobs apply online system.

The attached cover letter (if included by the applicant) is in plain HTML format.

The attached resume is in one of plain TEXT, HTML, XML, Rich Text or Adobe Acrobat format.

As with all email attachments, although the content has likely been scanned by a number of sources before delivery to your in-box, it is still best practice to scan locally for viruses before opening attached documents.

Application from: