
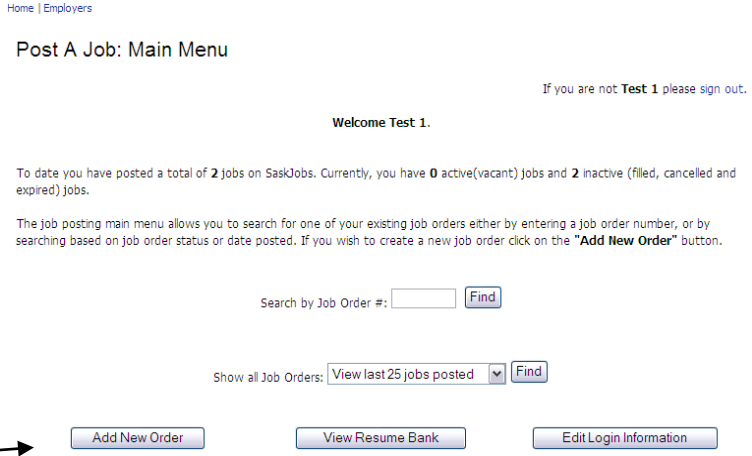
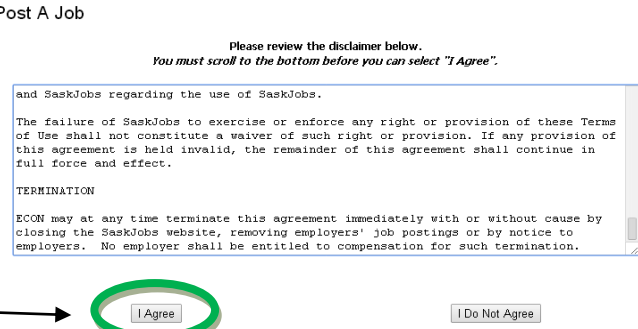
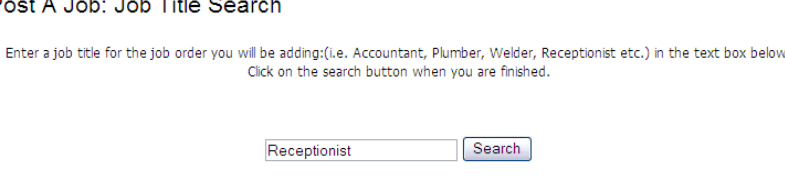
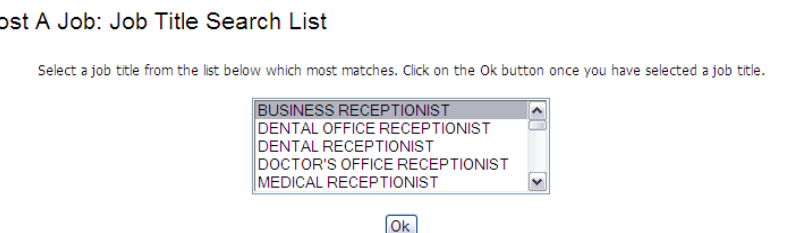


Posting a Job Order on SaskJobs

For assistance contact your local Canada-Saskatchewan Labour Market Services Office

<p>1. Access the job posting page on www.saskjobs.ca</p> <p>2. Select Log in as: Employer and go to the Employer login page. You can also select the Employer tab of SaskJobs to sign in as an employer.</p>	
<p>3. The Post A Job: Main Menu page will appear.</p> <p>Employers will find a message about job order activity on the site. Information on the number of vacant job postings, filled and expired job orders, and other account details.</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>To Post a New Job Order Select - Add New Order</p>	
<p>Post A Job</p> <p>The screen that comes up is a disclaimer notice. Please read through the disclaimer and agree to the terms of the disclaimer. "I Agree" will become active once the bottom of the scroll box has been reached.</p> <p>You must select "I Agree" to the terms in order to continue posting your job.</p>	
<p>1. The next screen that appears is the beginning of the job order process.</p> <p>2. Start your job posting by entering a job title. In this example we are searching "Receptionist". Once you have input your title, select Search.</p>	
<p>3. A listing of possible matches will display. Select the closest match and OK.</p> <ul style="list-style-type: none"> ▪ If you have difficulty matching a job title, try looking for similar titles. e.g. "party planner" won't give you results but "event planner" will. ▪ You are not tied to displaying this title in your job order. This process is strictly for job categorization purposes. SaskJobs categorizes all jobs according to Federal National Occupation Codes. ▪ This important selection places your job in the correct occupational category. Many job seekers look for work in a specific category. 	

4. The **Post A Job: Entry Form** will appear.
 Please note the warning message at the top of this page. This information is particularly important when you access your account to duplicate a job order or update information.

Double clicking will instantly duplicate your job order.

Complete the fields in the Job Entry form
Note: All fields with an asterisk * must be completed. The Job Order form contains free form fields and drop down boxes.

The **Job Title** can be customized on this screen to reflect the job title unique to the employer's job opportunity.

The free form fields for the **Job Description** and **How to Apply** areas do have limits on how many characters can be entered. 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. **Do not** use this option to indicate applicants must create an application through a company website or if multiple email addresses are listed. See more information at the end of this document on how this works.

An **Apply by Deadline** must be set. This date may be equal to the length of time the job is posted for or longer. You must enter dates using **(dd-mm-yyyy)** format.
e.g. May 28, 2014 must be entered as: 28-05-2014

At least one method of contact must be indicated. This includes using the check box to display or hide your company address.

Jobs can only be posted for a maximum of 31 days at a time.
 For information on the Temporary Foreign Worker options, please review the next page.

Once you have completed the form select the **Add New** button.

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.

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

Job Code: 1414 - DENTAL OFFICE RECEPTIONIST
 Job Title: Junior Dental Receptionist *
 Location: [Dropdown] *
 Job Description: [Text Area]
(Limit of approximately 1900 characters including spaces)
 Is this a summer student job? Yes No
 Order Date: 21-Mar-2014

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

Education: [Dropdown]
 Experience: [Dropdown]

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

How to Apply: [Text Area] [Check Spelling] *
 Apply Online? *(Check this option if you want to allow job seekers to apply for this job online)*
 Apply by: [Text Area] *
(dd-mm-yyyy)
 Employer: Test Employer 2011
 Employer Address: 8-1945 Hamilton St
 Regina, SK
 S4P 2C8
 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: [Text Area]
 Phone: [Text Area] Fax: [Text Area]
 Contact Email: [Text Area]
 Employer Website: [Text Area]
(Tip: Please do not enter http://)

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

Job Type: [Dropdown] *
 Job Length: [Text Area]
 Wage/Salary: [Text Area]

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

Post Job for: [Text Area] [Dropdown] *
 Vacancies: [Text Area] *
 Job Status: Vacant *
 If no Canadians, permanent residents, and/or foreign nationals with a valid work permit are found to be qualified to fill the advertised position(s), do you intend on accessing the Temporary Foreign Worker Program in order to find a qualified individual? Yes No ?
 If yes, would the advertised position(s) be for any of the following: Yes No
 a) Live-in Caregiver Program;
 b) Seasonal Agricultural Worker Program;
 c) Agricultural Stream; or
 d) Positions related to on-farm primary agriculture.

[Add New] [Change NOC Code]

Per the new rules in the Temporary Foreign Worker Program, SaskJobs was asked to allow a job order to stay active for 120 consecutive days in order to accommodate the process to obtain a Labour Market Opinion.

This section of the job order form will allow a job to be posted for the required advertising period under the **Temporary Foreign Worker Program** and allow the employer to submit a copy of the job posting as evidence under this program.

*****PLEASE DO NOT USE THIS SECTION IF YOU ARE NOT GOING TO PURSUE A LABOUR MARKET OPINION AND APPLICATION FOR A TEMPORARY FOREIGN WORKER.*****

All job postings not recruiting for Temporary Foreign Workers can be advertised for a maximum of 31 days.

number of positions etc.)

If no Canadians, permanent residents, and/or foreign nationals with a valid work permit are found to be qualified to fill the advertised position(s), do you intend on accessing the Temporary Foreign Worker Program in order to find a qualified individual?

Yes ?
 No

If yes, would the advertised position(s) be for any of the following:

Yes
 No

a) Live-in Caregiver Program;
 b) Seasonal Agricultural Worker Program;
 c) Agricultural Stream; or
 d) Positions related to on-farm primary agriculture.

5. The **Post A Job: Skills Profile** provides you with an opportunity to specify certain skills related to the job title chosen.

- You can fill out this profile, or just continue by clicking 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	
<input type="checkbox"/> Read English	<input type="checkbox"/> Read French
<input type="checkbox"/> Speak English	<input type="checkbox"/> Speak French
<input type="checkbox"/> Write English	<input type="checkbox"/> Write French

Additional Skills	
<input type="checkbox"/> Data entry	<input type="checkbox"/> Maintain records
<input type="checkbox"/> Order office supplies	<input type="checkbox"/> Provide basic information to clients and the public

6. You now have the 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 to review job seeker resumes.

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. Select - **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.**

Use the Show all Job Orders box to search for vacant orders.

Simply select Vacant from the drop down box options.

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 are sent to this listed email account when job orders expire.

In choosing to post online, it is the employer's responsibility to monitor the status and content of their jobs (e.g. to mark your job order status as filled, ensuring the status of expired positions have been updated).

9. If you would like to repost your job you can update the Post A Job: Entry Form content and change the **Job Status** to Vacant. Once complete, the Update button appears at the bottom of the page.

Please note that any job order that has expired more the 10 days past the original posting expiry date cannot be updated and must be duplicated. Any previous job order that has a job status of Filled or Cancelled can also be duplicated.

To do this search for an expired job order.

The Post a Job Entry form appears with the following message displayed at the top of the page. This indicates that you will be creating a new job order number based on the job details being viewed.

The Post a Job Entry form populates with the previously entered job details allowing edits, updates or changes to be made. Once complete, the Duplicate button appears at the bottom 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
	b) Seasonal Agricultural Worker Program; c) Agricultural Stream; or d) Positions related to on-farm primary agriculture.
<input type="button" value="Duplicate"/>	
<input type="button" value="Change NOC Code"/>	

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 submit a resume/cover letter for the job directly through the Internet.

Do not use this option to indicate applicants must create an application through a company website or if you have listed multiple contact email addresses.

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.

Once the job seeker selects Apply Now, they will receive a confirmation message if the job application email was sent successfully.

An email message containing the application 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 is an automated message from the SaskJobs system. If they wish to correspond with the applicant, must do so through the information provided on the job search application.

How to Apply?: E-mail or fax resume. Only those selected will be contacted.

[Apply for this job online now!](#)

Apply Online For Job Order

[Return to detail page.](#)

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:

6H4Z2

Please insert the same letters and numbers you see in the image into the input field.
If you cannot make out the letters and numbers in the image, click the reload link until you get an acceptable image.

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

Cover Letter

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

Resume

[Apply Now](#)

Apply Online For Job Order

Apply Online: Confirmation

Your application for job posting # Job Posting Title has been sent to the employer.
It is highly recommended that you follow up with the employer to ensure that they have received and processed your application.

[Return to detail page.](#)

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: