

Confused about how to List a Job Opening?

An Employer's Guide to jobs.mt.gov

1. To post jobs, you can access our website at the following link: **jobs.mt.gov**.
IF you have not created an account, skip to step 4.

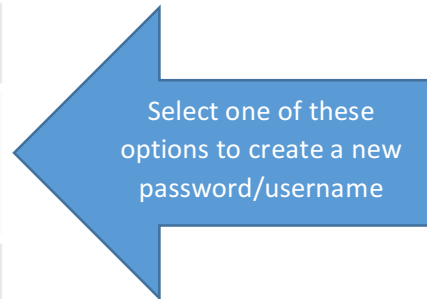
1. **Already have an account?** Begin by entering employer login information. You will be prompted by the sign-in screen below:

The image shows a user interface for logging in. At the top is a grey button with a downward arrow and the text 'SIGN IN'. Below this are two white input fields: 'Username' and 'Password'. A green button with the text 'Sign In' is positioned below the password field. Underneath the sign-in section are three more grey buttons with rightward arrows: 'REGISTER AN ACCOUNT', 'FORGOT INFORMATION', and 'LIVE CHAT'. A blue arrow points from the right towards the sign-in section, containing the text 'Sign-in here if you already have an account'.

As you can see, if you cannot remember your account information or are having difficulty logging in, we welcome you to contact your local Job Service office or utilize the Live Chat option below the sign-in.

2. **IF you forget your log-in information**, you can reset your employer information by selecting “Forgot Information”. See below:

- REGISTER AN ACCOUNT
- ▼ FORGOT INFORMATION
- Forgot Username?
- Forgot Password?
- LIVE CHAT



HELPFUL TIP: You do not need to enter your email information. You can **RESET** your username and password by the following, short steps:

Forgot Password

*Username:

[Forgot your Username?](#)

[Do not remember your information or having trouble?](#)

Seekers

If you are a Job Seeker (a person who is looking for work), you can also try resetting your password [here](#).

Employers

If you are an Employer (a person or company advertising job announcements and looking for applicants) , you can also try resetting your password [here](#)



You will then be able to **RESET** your employer password.

Reset Employer Password

Please enter the following information to reset your password.

* FEIN:

 (9 Digits XXXXXXXXX)

UI Exemption:

UIID:

 (7 Digits XXXXXXXXX)

* Username:

 [view user list](#)

* New Password:

* Confirm New Password:



3. **IF you have not created an account**, simply click "REGISTER AN ACCOUNT". Remember to have your FEIN and Unemployment Insurance ID on-hand to do so.

- SIGN IN
- REGISTER AN ACCOUNT
 - [Seeker Signup](#)
 - [Employer Signup](#)
 - [Provider Signup](#)
- FORGOT INFORMATION
- LIVE CHAT



Create Employer User

If you received a passphrase enter it here.

Passphrase:

If you do not have a passphrase enter the Unemployment Insurance ID and FEIN for the business.

*Unemployment Insurance ID: (last 7 digits, XXXXXXXX)

*FEIN (9 digits, XXXXXXXXXX)

- Once you sign in, your current listings will be displayed. As you can see from the example below, these jobs can be edited, closed, or placed on hold at any time.

Your Jobs

 Show: Open Closed All

Data Management Unit Manager 04605

SEE JOB LISTING FOR DETAILS, HELENA, MT, 59625





339 [View Recommended](#)

0 [My Favorites](#)

5 [Seeker Views](#)

Open 1/4/2017

Close 1/24/2017

-  [Edit](#)
-  [Close](#)
-  [Copy](#)
-  [Manual Search](#)

Program Manager (04602)

SEE JOB LISTING FOR DETAILS, HELENA, MT, 59625




149 [View Recommended](#)

0 [My Favorites](#)

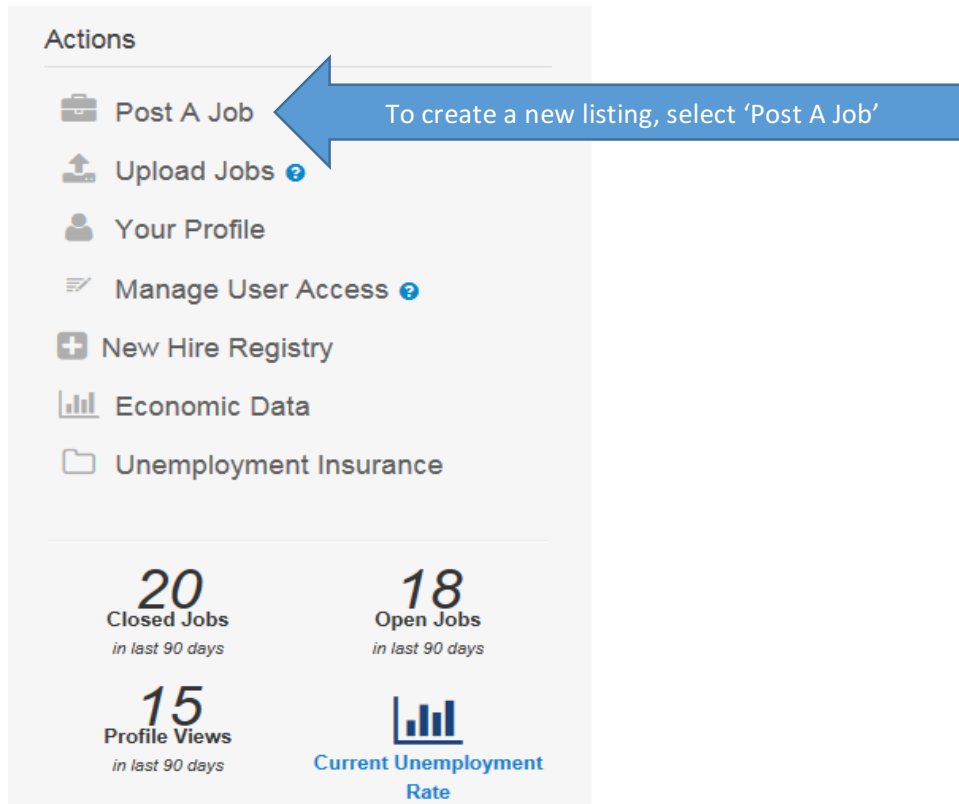
6 [Seeker Views](#)

Open 12/27/2016

Close 1/18/2017

-  [Edit](#)
-  [Close](#)
-  [Copy](#)
-  [Manual Search](#)

- To list a job, select “Post A Job” located under Actions on the right-hand column of your screen. See the screenshot below:



- A new screen will open, as you will see from the screenshot below. Please just complete all fields on this page, including your company name, job title, job description, to name a few.

HELPFUL TIP: In today's labor market it is highly recommended to list a competitive wage or wage range, as well as creative and competitive company benefits for all positions in order to draw qualified job seekers. For assistance with verbiage or how to attract a qualified pool of applicants, please contact your local Job Service office. Our office is trained in providing accurate and local wage data for your position, as well as other techniques to improve interest in your listing.

Create New Job







What company name would you like to display to job seekers?

Do you want your name to be displayed to job seekers prior to viewing details about how to apply for your job? Yes No

What is this job's Title?

What is the **Description** of this job? (4000 characters max).

4000 characters left [?](#)

Formats **B** *I*      

What **Wage** are you offering? \$ to \$ per [Wage Info](#) Negotiable







NOTE: Did you know that posting a wage on your job will significantly increase your chances of attracting qualified candidates?

What **Minimum Degree** is required for this job?

Is this job a **Federal Contract Job Listing**? Yes No

Enter general **Contact Instructions** for Job Candidates! (1000 characters max)

1000 characters left [?](#)

Formats **B** *I*      

This Job's URL :

HINT: Do not forget to enter your link if your company has a website.

Job Locations

Statewide/Telework
 Physical Locations

How many **Openings** are available?

When should this job **Close**? (mm/dd/yyyy) (Max date 04/06/2017)

How many **Applicants** can view your contact information?

What is the **Worksite Address** for this job?

Address 1 :	<input type="text" value="1327 Lockey"/>
Address 2 :	<input type="text"/>
City :	<input type="text" value="Helena"/>
State :	<input type="text" value="Montana"/> ▼
Zip :	<input type="text" value="59601"/>



[Add More Locations](#)

[More Job Posting Options](#) ▼

[Cancel](#) [Continue](#)

Again, if you have any questions about this process, our trained Workforce Consultants are available for help at your local Job Service Workforce Center.