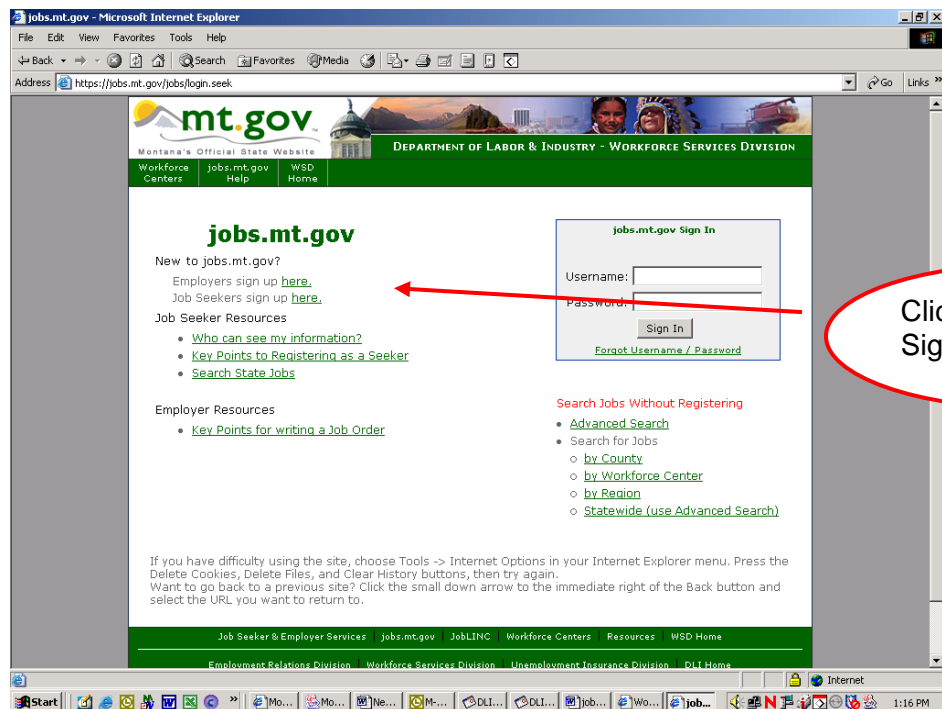


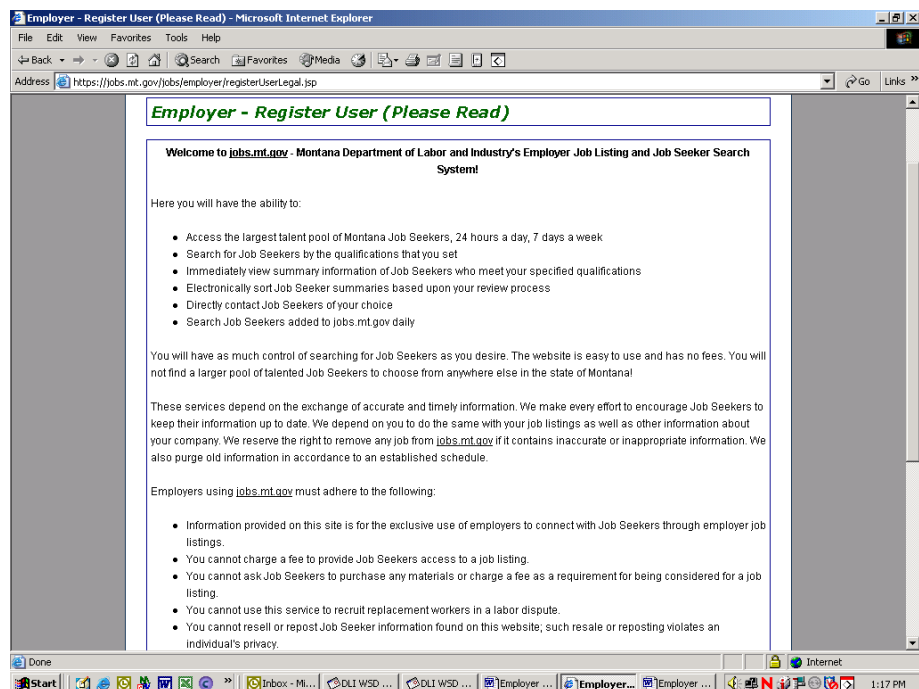
Employer Online Registration at “jobs.mt.gov”

Set up an online account at Workforce Services Division. By signing up with a Username and Password you will be able to post your jobs and search for qualified applicants. When your job is posted at jobs.mt.gov potential job seekers will be searching and finding your job and contacting you according to your instructions.

To get to the web page open an Internet browser window and type jobs.mt.gov in the address bar and click on “Employer Sign up here!”



The following page gives you information and explains some of the features available on the jobs.mt.gov website. Rules for using the web site are also outlined on this page. Review the information and click the “I AGREE” radio button and then the “SUBMIT” at the bottom of the page.



Enter your information: Enter all of the information requested. (Items marked with a red asterisk are required.)

Unemployment Insurance ID: The UI-ID (unemployment tax number) was assigned to you when you registered with the State of Montana. You will need this number to set up your account unless you fall under the UI Exemption Type and include leading zeros (next item below).

OR UI Exemption Type: If you fall under one of these categories (Agriculture, Domestic, Out of State, Tribal) select it and you will not need to enter a UI-ID.

Federal Employer Identification Number: The FEIN is the federal tax number that was assigned to you by the federal government. You will need this number to set up your account.

Click "Next to Continue"

You will need to enter your company information including your contact information. If Workforce Services Division staff have questions or information for you, they will use the name listed as the contact to do so.

Enter data in all fields to create your account.

Industry Description

Next Cancel

Contact Information

*First Name

*Last Name

Title

Copy Worksite Address Same as worksite address above

*Address

*City, State Zip

*Phone Ext

Fax

Email

Confirm Email

Next Cancel

Click "NEXT" to continue.

This is a continuation of your account registration where you enter your contact information and worksite address.

You may be asked to complete an *Employer – User Profile* where you will create a username and password.

Employer - User Profile

Complete required (*) fields below. You must enter either First Name or Title.

The information you provide will be used by DWS if questions arise about Job Listings you create.

First Name:

Last Name:

Title:

*Address 1:

Address 2:

*City:

*State: Montana

*Zip: - -

*Phone: 406 - - Ext: -

Other Phone: - - Ext: -

Fax: - -

Email:

Verify Email:

Complete required (*) fields below to create a new Username and Password.

* Create Username: (4 to 15 characters)

* Create Password: (4 to 15 characters, case sensitive)

* Verify Password: (same as Create Password above)

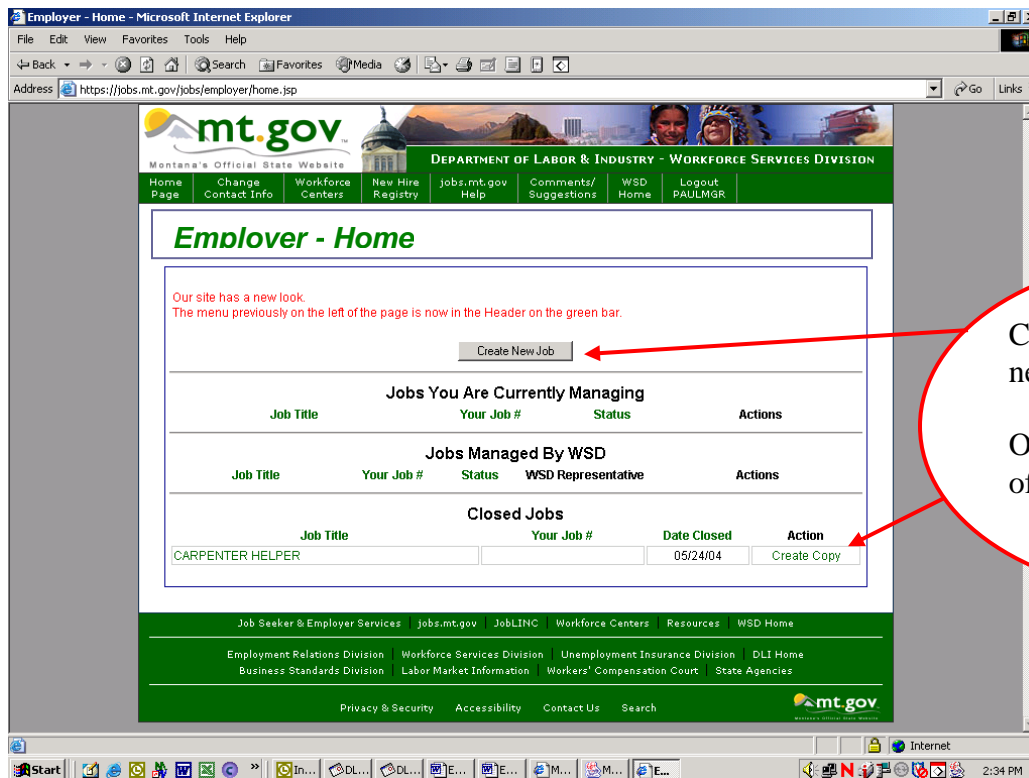
Create a username and password.

Please note: Remember your User Name and Password for future access to jobs.mt.gov.

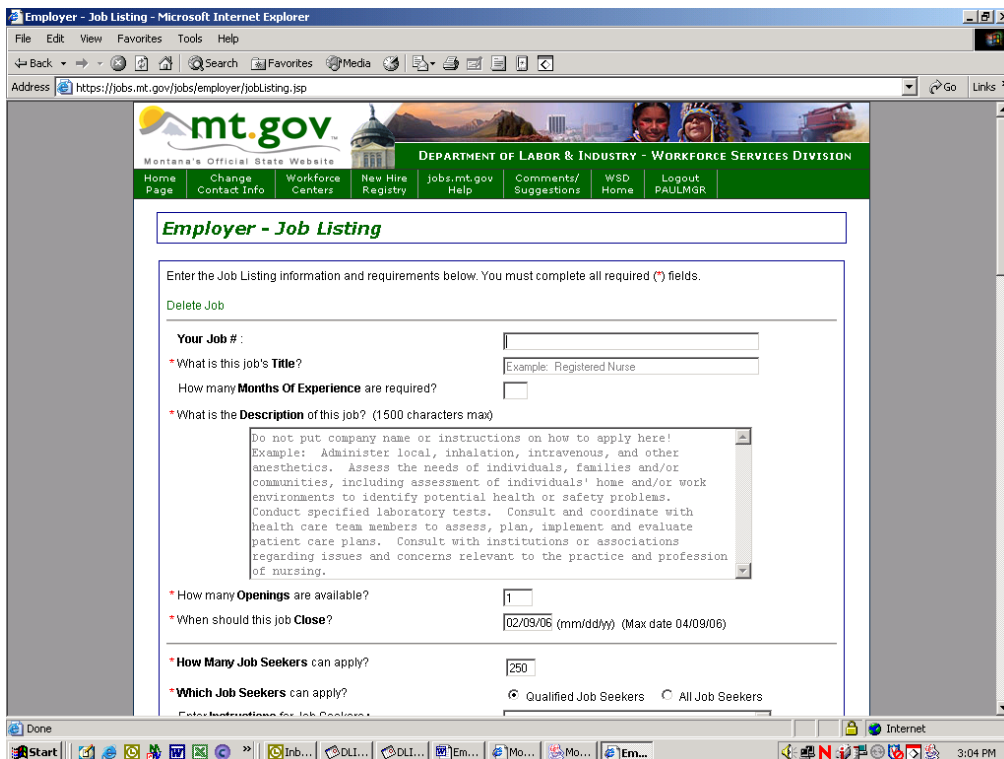
When you click on the SUBMIT button, you will be taken back to the sign in screen.



Job Order Home Page: Your home page gives you a list of the jobs you are currently managing, jobs managed by the WSD (Workforce Services Division – your local Job Service) and any closed job orders

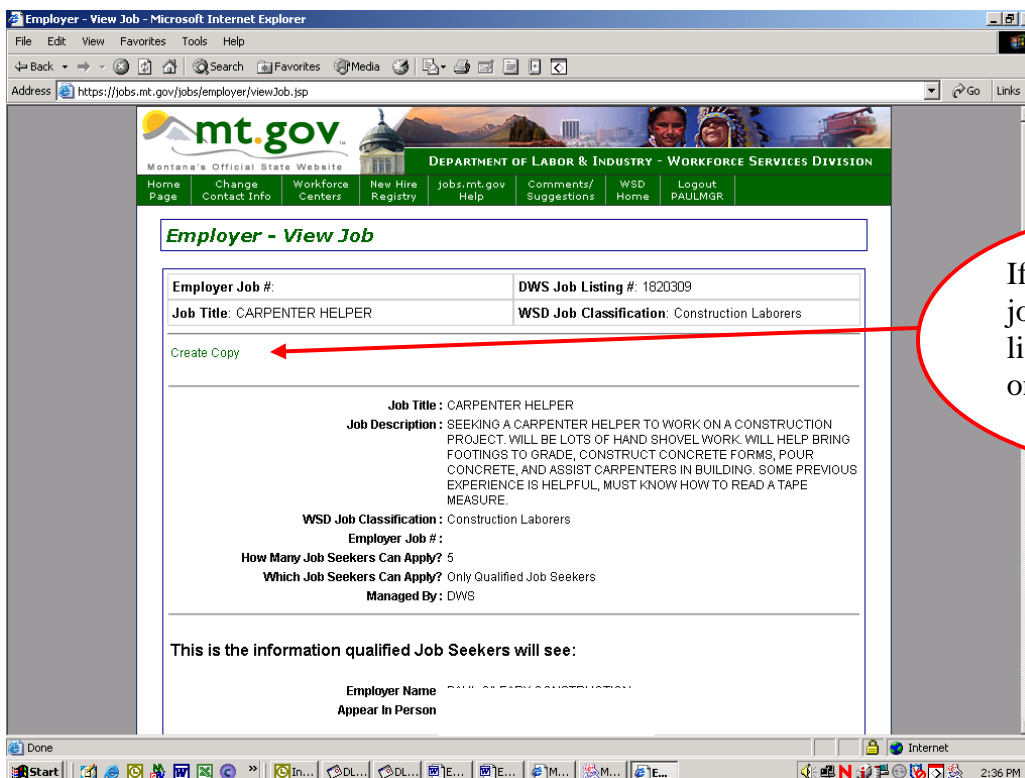


Create New Order: Click on this button to create a new job order in the system. If you have a closed job order, you may create a copy of it by clicking the “Create Copy” link under the Action heading.



You must answer all questions marked with a red asterisk.

If you are creating a new job order from a closed order, you will see the old job order information and will need to click on “create copy” for a new order.



If you are creating a new job from a previous listing, you need to click on CREATE COPY.

To complete and open your job order, you will need to select a Job Classification for your job listing. You will see a list of Suggested Job Classifications and it will list the number of potential Job Seekers under that classification statewide.

Employer - Suggested Job Classifications

Employer Job #: DWS Job Listing #: 9905365
Job Title: Test Position WSD Job Classification: Pending Classification

To complete and open your Job Listing, you must now select a Job Classification.
Select a Job Classification below based on your Job Title: **Test Position**

NOTE: The Job Classification is used to find Job Seekers so it is important that you select a correct Job Classification. Click on the Job Classification name for detailed information.

[Complete List Of Job Classifications](#)
[Edit Job Listing](#)

Job Classification	# Of Potential Job Seekers (Statewide)
<input type="radio"/> Adult Literacy, Remedial Education, and GED Teachers and Instructors	168
<input type="radio"/> Aerospace Engineering and Operations Technicians	42
<input type="radio"/> Aerospace Engineers	26
<input type="radio"/> Agricultural and Food Science Technicians	7
<input type="radio"/> Aircraft Launch and Recovery Officers	7
<input type="radio"/> Aircraft Launch and Recovery Specialists	27

Number of potential Job Seekers (statewide).

You will be prompted to confirm the job classification you selected or to select a different job classification before you can continue.

Employer - Confirm Job Classification

Employer Job #: DWS Job Listing #: 9905365
Job Title: Test Position WSD Job Classification: Pending Classification

Your Job Title: **Test Position**
The Job Classification you selected: **Aerospace Engineers**

If the Job Classification you selected is correct, click the Confirm Job Classification button below.
If the Job Classification you selected is incorrect, press the Select Different Job Classification button below.

[Edit Job Listing](#)

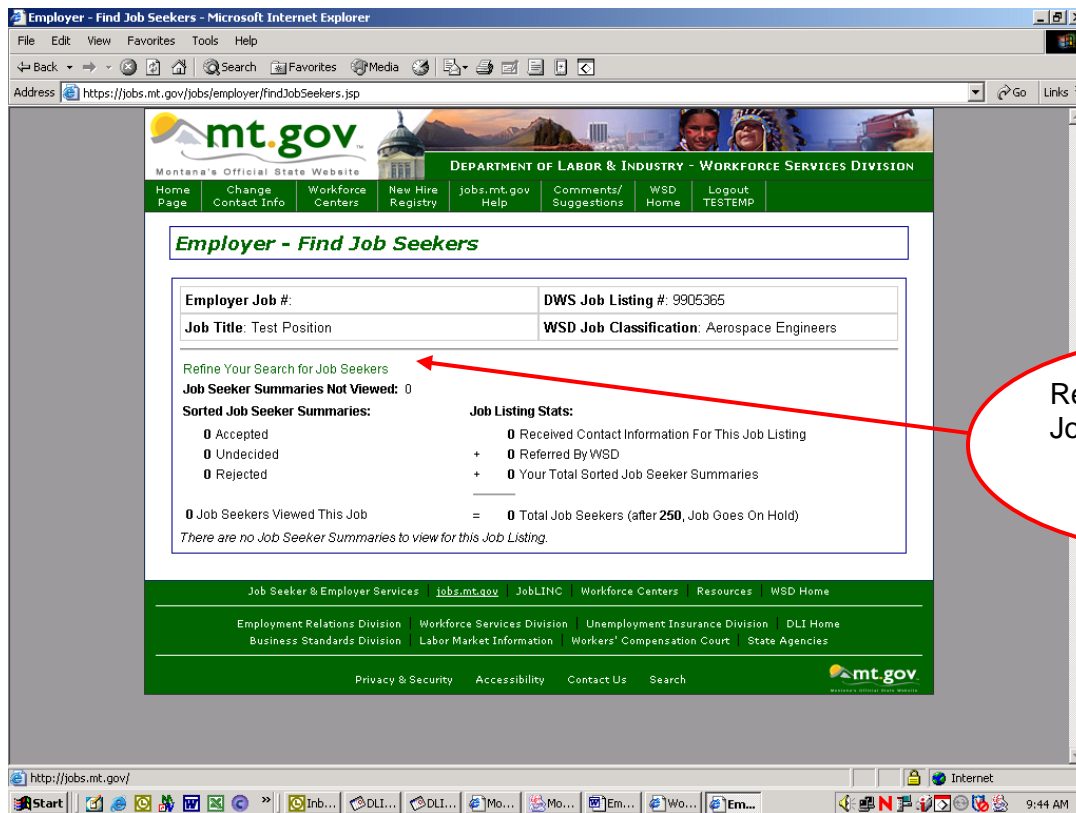
Confirm or Select Different Job Classification

You will receive confirmation that your order is now open and can be viewed by Job Seekers.



Your order is now open!

You are able to search for Job Seekers that match your requirements. In the example below, there were no job seekers that met our criteria. You can click on the link to refine your search.



Refine your search for Job Seekers.

You can change the job listing requirements temporarily to find job seekers.

Employer - Change Job Requirements - Microsoft Internet Explorer

Address: https://jobs.mt.gov/jobs/employer/changeJobRequirements.jsp

mt.gov
Montana's Official State Website

DEPARTMENT OF LABOR & INDUSTRY - WORKFORCE SERVICES DIVISION

Home Page | Change Contact Info | Workforce Centers | New Hire Registry | jobs.mt.gov Help | Comments/Suggestions | WSD Home | Logout TESTEMP

Employer - Refine Your Search for Job Seekers

Employer Job #:	DWS Job Listing #: 9905365
Job Title: Test Position	WSD Job Classification: Aerospace Engineers

Job Seeker Summaries Not Viewed: 0 ([View Job Seekers](#))

Sorted Job Seeker Summaries:

- 0 Accepted
- 0 Undecided
- 0 Rejected

0 Job Seekers Viewed This Job

Job Listing Stats:

- 0 Received Contact Information For This Job Listing
- + 0 Referred By WSD
- + 0 Your Total Sorted Job Seeker Summaries

0 Total Job Seekers (after 250, Job Goes On Hold)

Temporarily Change Job Listing Requirements To Find Job Seekers:
Changes made on this screen are for searching only. Your Job Order will not change.

Where do you want to find Job Seekers? In My Local Area Statewide

Find Job Seekers with this Job Classification: Aerospace Engineers

How many Months of Experience are required? 99

Find Job Seekers using these Key Words:

And Or

We now have 3 job seeker summaries to view that meet our changed requirements.

Employer - Change Job Requirements - Microsoft Internet Explorer

Address: https://jobs.mt.gov/jobs/employer/changeJobRequirements.jsp

mt.gov
Montana's Official State Website

DEPARTMENT OF LABOR & INDUSTRY - WORKFORCE SERVICES DIVISION

Home Page | Change Contact Info | Workforce Centers | New Hire Registry | jobs.mt.gov Help | Comments/Suggestions | WSD Home | Logout TESTEMP

Employer - Refine Your Search for Job Seekers

Employer Job #:	DWS Job Listing #: 9905365
Job Title: Test Position	WSD Job Classification: Aerospace Engineers

Job Seeker Summaries Not Viewed: 3 ([View Job Seekers](#))

Sorted Job Seeker Summaries:

- 0 Accepted
- 0 Undecided
- 0 Rejected

0 Job Seekers Viewed This Job

Job Listing Stats:

- 0 Received Contact Information For This Job Listing
- + 0 Referred By WSD
- + 0 Your Total Sorted Job Seeker Summaries

0 Total Job Seekers (after 250, Job Goes On Hold)

Temporarily Change Job Listing Requirements To Find Job Seekers:
Changes made on this screen are for searching only. Your Job Order will not change.

Where do you want to find Job Seekers? In My Local Area Statewide

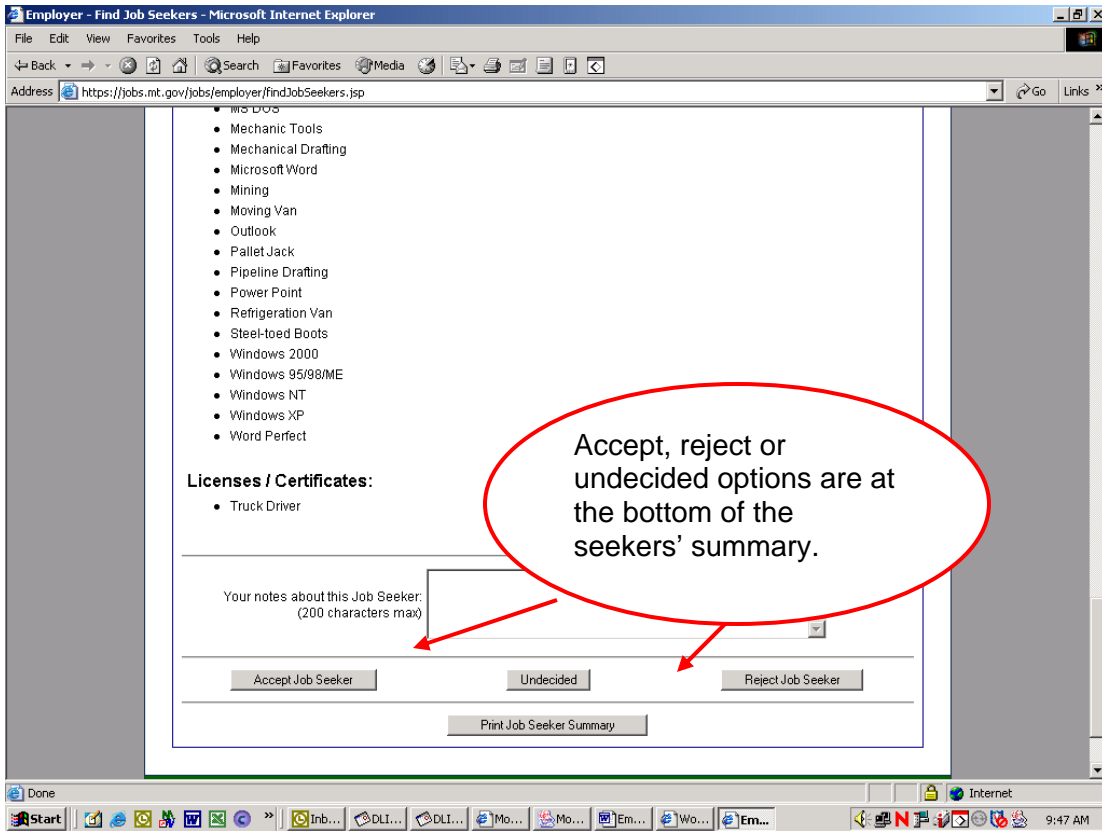
Find Job Seekers with this Job Classification: Civil Drafters

How many Months of Experience are required?

Find Job Seekers using these Key Words:

And Or

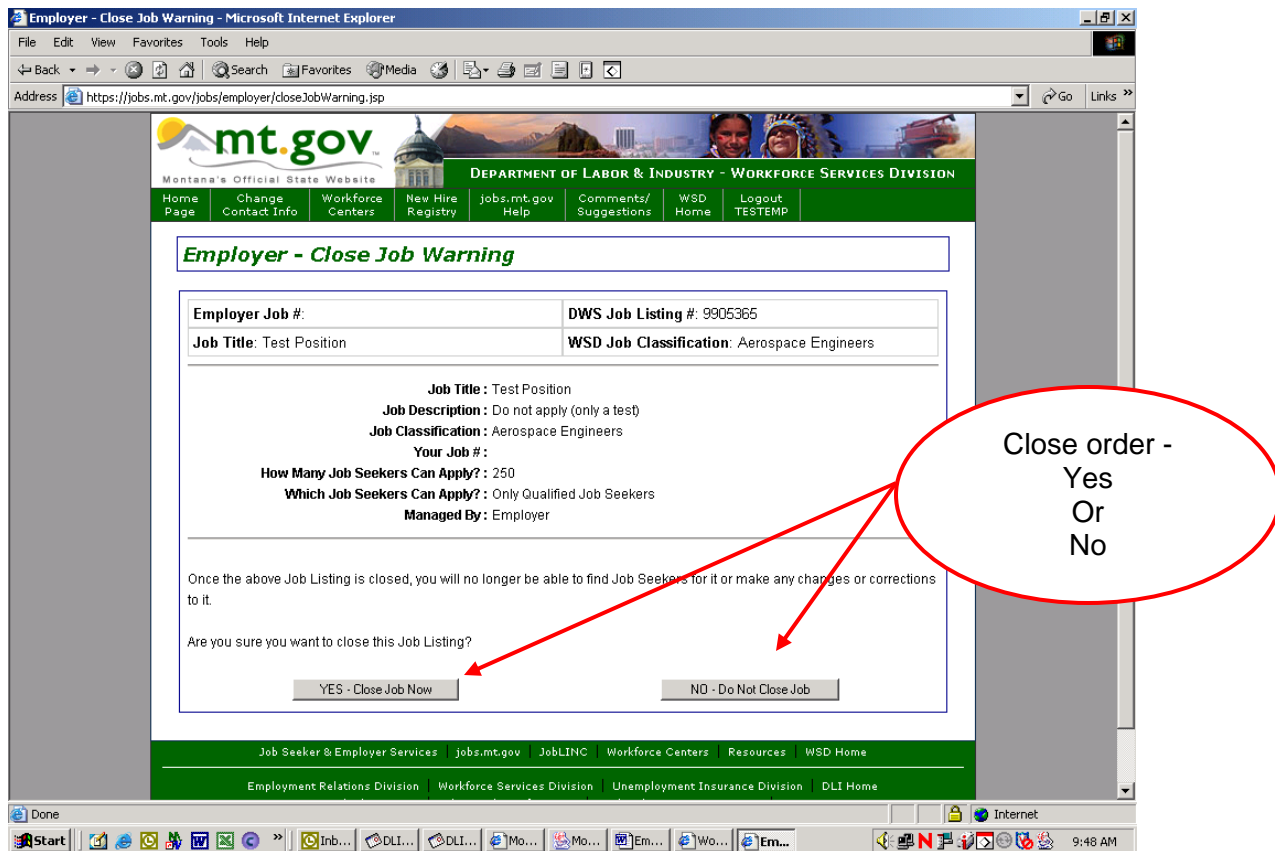
Once you view the seekers resume/summary, you will be asked to either accept the job seeker, reject the job seeker, or click on undecided. You may also print a copy of the job seekers summary.



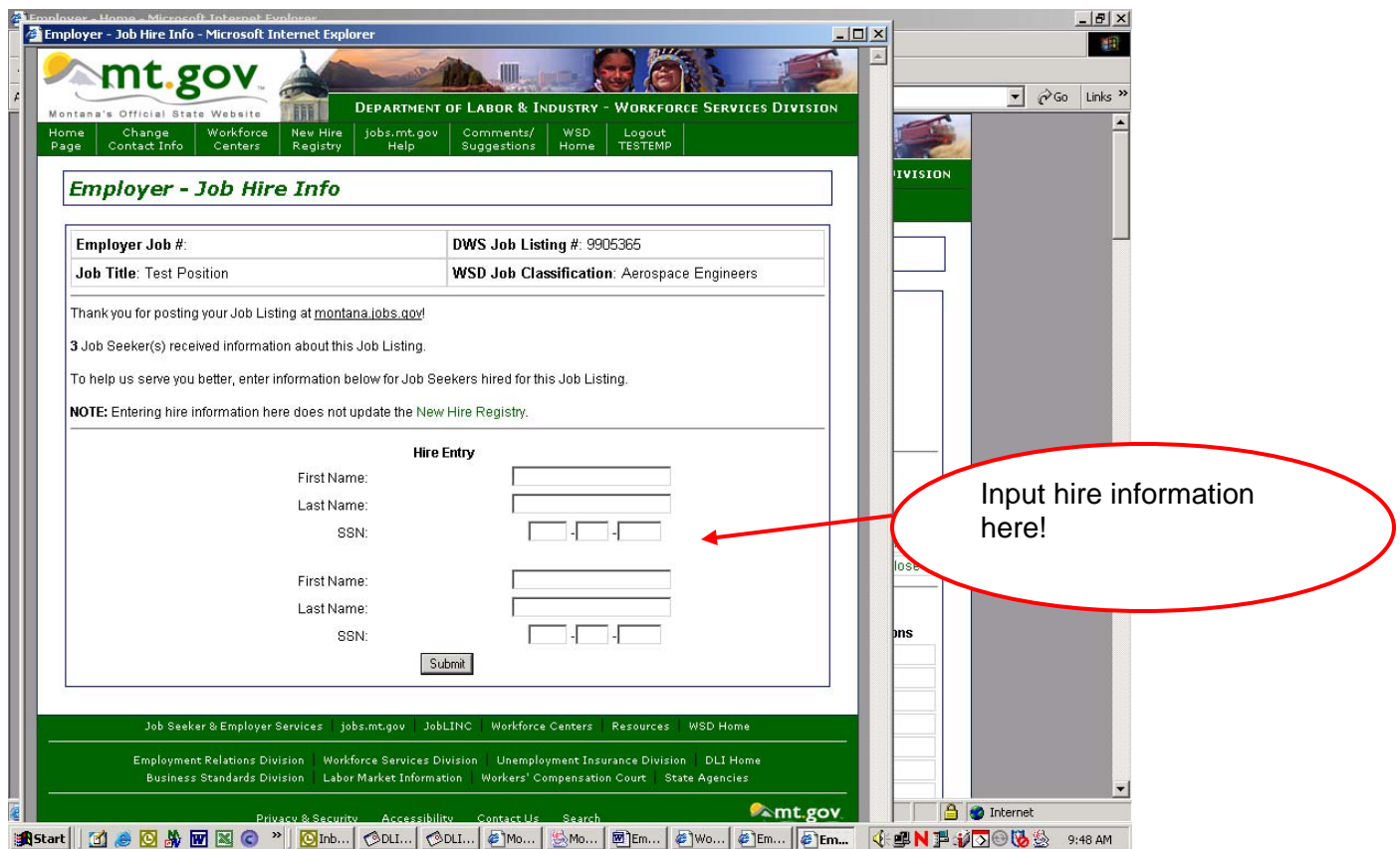
If you return to your home page, you will be able to go back to your open job order and review the job seeker summaries if you need to.



Once you have made your selection and want to close your job order, you will receive a Close Job Warning to verify that you DO want to close the order.



You will be asked to complete the information shown below on who you hired for the position.



TEST EMPLOYER (NOT REAL) - Home

Our site has a new look.
The menu previously on the left of the page is now in the Header on the green bar.

[Create New Job](#)

Jobs You Are Currently Managing

Job Title	Your Job #	Status	Actions			
Test Position		In Process	Finish Creating Job			Delete
Test Position		In Process	Finish Creating Job			Delete
Test Position		On Hold	Reopen Job	Edit	Create Copy	Close
Trapper		On Hold	Reopen Job	Edit	Create Copy	Close

Jobs Managed By WSD

Job Title	Your Job #	Status	WSD Representative	Actions
12		In Process	Assignment Pending	
BARTENDER		In Process	Assignment Pending	
Bartender		In Process	Assignment Pending	
Bartenderish		In Process	Assignment Pending	
Brattice Builder test 2		In Process	Assignment Pending	
Cashier	9876543210	In Process	Assignment Pending	
Delivery Driver		In Process	Assignment Pending	
driver		In Process	Assianment Pending	

On your HOME page, you can view all of your current and closed job orders

Thank you for listing your job order with *jobs.mt.gov*. We hope you found the employee you were looking for. If you have any questions using this web site, please contact your local Workforce Center for assistance.