More and more employers are using the Job Service website, [https://jobs.mt.gov](https://jobs.mt.gov) to post and monitor their own job listings. Here are some hints that will help make your job listing and recruiting efforts as effective as possible.

If you have registered previously with Job Service, simply log in with your “username” and “password” to start posting jobs.

If you have never posted a job with Job Service, you will need to create an account with us. This is a very simple process and there is no charge to do so.

Whether you are creating a username and password or creating a new account, you will need your Federal Employer's Identification Number (FEIN) and your Montana State Unemployment Insurance Account Number (UIN) to begin the process.

If you are creating a brand new account, you will simply visit our web-site [https://jobs.mt.gov](https://jobs.mt.gov) and then click on Employer sign up.

Read the legal information on the resulting page and select “Accept” to continue.

On the next page, you will enter your FEIN and UIN account numbers. This will allow you to create a new account where you can begin posting your job listings.

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*Please refer to the screen shot below*

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**Department of Labor and Industry**

Enter Keywords to Search for Jobs: **Search**

**Job Seeker Resources**
- Subscribe to an RSS Feed of Jobs
- Who can see my information?
- Key Points to Registering as a Seeker

**Employer Resources**
- Key Points for writing a Job Order

**Create Employer User**

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

*FEIN:*  
(9 digits, Xxxxxx)
Once you have created a new account or accessed your existing account, you will see the following screen:

This screen gives you the options for:

• Creating a brand new job listing, or
• Viewing all current and previous job orders.

If you want to re-open a previous posting, you would select “Create a Copy” which will basically clone that previous listing for you.

When you copy a previous Job posting, you may:

• Update, edit or change any of the information (if necessary), or
• Simply leave things as they are and submit it as-is.
When you create a completely NEW Job posting:

- The system will automatically assign the job number for you.
- You will need to complete all required fields on the listing entry form.

Helpful Tip:

- The more complete your job description, the greater number of qualified applicants you will attract.

- If the name of your business doesn't give some clue as to the type of work your company does, it is helpful to give that information in the job description. This is very important because job seekers want to know what kind of business they are applying to, what they'll be doing, what hours they will work, what qualifications they will need and what the job will pay.

- Your job order will be given more credibility if you take the time to write an interesting job description and give the job seekers the information they want and need.
Many employers want to list the wage as “Negotiable”, because the pay depends on the qualifications or experience level of the applicant. We understand that thinking...

But it is important for you to consider that we have found that job orders which do not list a wage are often passed over for listings that disclose a wage or wage range.

Call it human nature, but many job seekers assume that, “If you don’t say...you don't pay”. Consider providing potential applicants with a wage range, such as $10-12 per hr/DOE. This still allows you to negotiate a starting wage based on an applicant’s experience and skills, but it lets the applicant know what the wage possibilities are for entry level and advanced experience.

If your company offers benefits to employees such as:
- Paid Vacation
- Sick Leave
- Medical Insurance
- Paid Holidays
- Personal Time Off
- Retirement or 401K
- Education
- Childcare

List those benefits here. Doing so will increase your pool of qualified applicants who are seeking benefits.
• While not necessary to post a listing, near the bottom of the form you will see a button that states "Add Detail". By clicking this button you are presented with additional options.

Helpful Tip:

• Please be aware that IF you put a close date in this field, your job will automatically go on “Hold” on that date and applicants will no longer be able to see your posting. You may also enter the Max Date to keep your listing active until that time.

• A job posting that is on "Hold" simply means that the application period for the opening has expired. You may extend the application period if necessary up to the Max date.

• If you don’t hire by the date that you put in that field, you will need to go back to your job order and change the close date, or you can leave the close date blank.

• You don’t have to put a close date in. Please be aware, however, that ALL job orders automatically go on hold in 90 days.

• If your job order is older than 90 days, you will want to go in and close it, and re-open it if are still seeking for that position. The system is set up this way to make sure that the website isn’t clogged with job orders that are old and no longer valid.

• We have found that job seekers tend to ignore job orders that get older than 90 days. Human Nature comes into play here again. If the job order is old the job seeker assumes the job has been filled, or that you’re not really hiring, or that it must be a bad job and nobody wants it. Don’t give them a reason to skip over your job posting simply because you’ve let it get old.

For best Results, Keep your job listings current.
Helpful Tip:

If you have chosen to manage the job yourself, you will be able to search for suitable applicants that are experienced and/or interested in your particular job opening.

As you are reviewing applicant resumés, you will be able to mark them as “accept” or “reject” and this will save you from pulling up the same applicants time after time if you have determined you are not interested in interviewing them.

If you mark a job seeker as “accept”, you will need to contact that person to set up an interview. The job seeker will have no way of knowing you are interested unless you contact them.

Please remember that by the fact that you are able to view an applicant’s resumé means they have given permission for you to contact them.

In addition, be aware that the Montana Electronic Jobs System is also actively attempting to match qualified applicants to your listing. When a match occurs, the system automatically sends the job seeker a notification with details about the job and how to apply.

If at any time during this process you have problems or questions...

Please visit: http://montanajobs.mt.gov/ to contact your nearest Job Service office.