

Job Indexing

Offering Greater Exposure for Your Job Opportunities

What is it?

Job indexing refers to the process of extracting data from career sites. Automated software pulls the employment opportunities you have listed on your corporate career website and adds them to the National Labor Exchange (NLX) and your state's workforce agency job bank.

Why should you want it?

There are lots of reasons! Here are just a few:

- ☒ It is an automatic, daily process. There is no need for your staff to enter your job orders into one or more state job bank systems, and you do not have to remember to notify the state(s) when the job is filled. When you remove it from your corporate career site, it's also removed from the state job bank(s). It increases job exposure, and you can still search your database for applicants.
- ☒ Job seekers appreciate having fresh, current, and unduplicated job information. All jobs on the National Labor Exchange (NLX) are original, always fresh, and offered by vetted employers. You will no longer need to be frustrated with job seekers inquiring about jobs no longer available or employment counselors referring people to you for positions you have already filled.
- ☒ Your employment opportunities will have increased visibility. Not only are your jobs sent to your state's job bank, but they are also added to the national job bank, USNLX.com, and many other sites, including, HiringOurHeroes.org, MySkillsMyFuture.org, and CareerOneStop.org, amongst others. If your company has jobs in multiple states, indexing will make those jobs available to the appropriate state job bank(s).
- ☒ Your staff can spend their valuable time doing other duties—such as interviewing the job seekers applying for employment with your company—instead of data entry.

How much does it cost?

Here is the amazing part—it does not cost you anything! Job indexing is a no-cost business service provided by the National Labor Exchange, a partnership between DirectEmployers Association and the National Association of State Workforce Agencies (NASWA), which includes participation from all 50 state workforce agencies and the U.S. territories of D.C., Guam, Puerto Rico, and U.S. Virgin Islands.

How do I get started?

First, look at your corporate career site. For jobs to be indexed, your site must have the following:

- Minimum of five job openings
- Job title
- City and state
- Job description
- Application method
- Formatted in HTML
- A unique URL

Note: PDF and Word documents cannot be indexed.

HAVE QUESTIONS?

Contact your state's workforce agency:

STATE WORKFORCE AGENCY _____

CONTACT INFORMATION _____

NLX National Labor Exchange

NASWAX NATIONAL ASSOCIATION OF STATE WORKFORCE AGENCIES

Select Language | [Job Seekers](#) [Employers](#)

Add Your Jobs to US National Labor Exchange and Participating State Sites at No Cost

By this request, you are authorizing US National Labor Exchange to index jobs from your corporate web site and provide links from The National Labor Exchange search results page back to your jobs. If we are unable to index your jobs, we will contact you with the details and possible alternatives.

Caution: These indexed jobs are NOT distributed, tracked or recorded for OFCCP compliance. Only federal contractor job listings (FCJL's) from DirectEmployers Association member companies' postings are distributed, tracked, and recorded for Vietnam Era Veterans Readjustment Assistance Act (VEVRAA) and Jobs for Veterans Act compliance as required by the Office of Federal Contract Compliance Programs (OFCCP).

*Required Fields, *Required Field for US Companies

*Company Name		*Company Country	United States
*Company URL		*Company State	--
*Career Site URL		*Company City	
ATS (Provider)		*Company Zip/Postal Code	
*Company Size		*Company Address	
*Number of Jobs			
*Company Contact		*FEIN	
*Email Address		*Referring State	
*Phone Number		*Staffing Firm?	☐ YES ☒ NO
*Federal Contractor?	☐ YES ☒ NO		

☒ Receive email updates from DirectEmployers

*Terms and Conditions : ☐ I accept the US National Labor Exchange Terms and Conditions

SUBMIT

To get started, complete the form request at:

<https://jobs.usnlx.com/indexingrequest.asp?phase=3&state=MT>

A national partnership provided by

