

## Workforce Services Division of Will County

# Job Board Posting Instructions for Businesses

### > First time users

For your first visit only, you will need to register your business as a new user in order to post your job openings.

Please complete the following steps:

1. Go to **www.jobs4people.org**
2. Click on "Businesses"
3. Click on "Job Board"
4. Click on "Not Registered? Click here to set up a new account"
5. Fill in your company information and then click the Register button

You will receive your Company ID and Password via email within a few minutes from our system administrator.

Once this information is received you may log into our website and begin posting your open positions.

### > To post a job opening

To post your openings:

1. Go to **www.jobs4people.org** and follow above instructions Numbers 1 through 3
2. Sign in with your company ID and password
3. To post a new job, go to "Click here to add New Job Post"

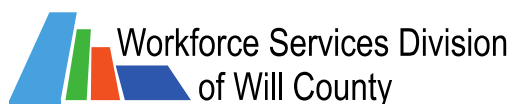
**Please make sure that your Job Description is as detailed as possible** as this is what the employee will be doing on a daily basis. If you need help writing a job description, go to <http://online.onetcenter.org> and click on "Find Occupations." Type in the job title and select the one that best matches your job.

**Please make sure that your Job Requirements are as detailed as possible.** This section is for education required, experience, special skills, and special requirements, e.g., must have steel-toed shoes/boots, must be able to work 12-hour shifts, etc. If your company offers benefits, note them in the benefits section. For example: medical, dental, life insurance, 401K etc.

The company information section is for you to highlight your company if you wish to do so. You may tell about your company history, what makes you the best, etc.

The application instructions sections will allow your website or email address to be hot linked. Please let applicants know how to apply for the job posted.

4. Manage your account by checking your orders frequently to ensure they are kept up-to-date. If you have a new job posting to add that is somewhat similar as a current job, you may go into the current job posting and click the button on top that says "Click here to copy this job post to a new job post."



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