Creating a Job Order

on LaborExchange.mn.gov

If already signed in to LaborExchange.mn.gov, Skip to Step #7

- 1. Navigate to LaborExchange.mn.gov
- 2. Enter your username and click "Next"

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|---------------------------------------|--------------|
| Sign In | |
| Username | |
| | \mathbf{i} |
| | |
| Next | |
| <u>Help</u> | |
| Don't have an account? <u>Sign up</u> | |

3. Enter Password, Click "Verify".

| Verify with your password |
|-------------------------------------|
| (8) brittanytschida@gmail.com |
| Password |
| Verify |
| Forgot password? Back to sign in |

4. Click "Send me an email"

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| |
| Get a verification email |
| Ø brittanytschida@gmail.com |
| Send a verification email to b***a@gmail.com by clicking on "Send me an email". |
| Send me an email |
| <u>Back to sign in</u> |

- 5. Sign into email associated with the employer account, and open email titled "One-time Verification Code for DirectEmployers and Recruit Rooster Account". Retrieve verification code from email.
- 6. Enter verification code on Labor Exchange sign-in page, and click "Verify"



7. From main dashboard, Click "Jobs"



8. Click "Create a Job"

| CareerForce Home | obs Employers | | | | | Brittany Tschida • |
|---|---------------------------|--------------------------|--------------------------------|---------------------|-------|--------------------|
| | Jobs Create Job | | | | | |
| Filters Clear (0) Job Order ID | Job Job Title | Job Reference Created By | Locations | Visa Program Status | Dates | |
| Search by exact job ID Keyword Search jobs by keyword | | | There are currently no jobs to | display. | | |
| Status Open | Page 1 of 1 Previous Next | | | | | |
| Scheduled Job Received | | | | | | |
| Pending/Held Draft | | | | | | |
| C Rejected | | | | | | |

9. Fill in fields on the "Job Posting Options" page, click "Submit for Review" (*Notes Required Field)

| | Compensation |
|--|--|
| | minnesota s Pay transparency Law Min Compensation Max Compensation Compensation Type |
| Job Posting Options Employer * | |
| | Additional Compensation |
| The employer ("doing business as") associated with this job. | |
| Scheduled Publish Date | |
| mm/dd/yyyy | Job Benefits * |
| The date this job should be published. | |
| Visa Program | |
| This is should be evaluated using federal guidalings for this vice argument | Benetits offered with this job, such as health insurance, paid time off, retirement benefits, etc. |
| Dave Visible (up to 20 deve). | How to Apply * |
| Daile arginic (nh ro an naile) | Link Email Instructions |
| The number of days this job should be visible before it expires, starting on the day the job is actually published. | |
| lab Description | URL that a job applicant can apply at. |
| The information in this section will be shown in the job posting. | |
| Job Title * | Save as Draft Submit for Review |
| | |
| Title of the job as it will appear on job listings. | |
| Job Reference ID * | |
| | |
| A unique identifier provided by the employer to identify a job. | |
| Place of Work * | |
| On-site | |
| O Hybrid | |
| Select the primary place of work for this job. | |
| | |
| | |
| Job locations (select 1 location) * | |
| Sedici locations | v |
| Job Type * | |
| ······ · | |
| type ot job (eg. part time or full time). | |
| | |
| Shift " | |
| Shift* | |
| Shift * | |
| Shift * Number of Openings * Job Duties * | |
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| Shift * Number of Openings * Job Duties * Job Duties * Minimum Education Required * Minimum Experience Required * Public Transportation Accessible · Physical Required · Drug Test Required · | |
| Shift * | |
| Shift * Number of Openings * Number of Openings * Job Duties * Minimum Education Required * Minimum Experience Required * Public Transportation Accessible Velocation Required Voing Test Required Veterans Encouraged to Apply | |