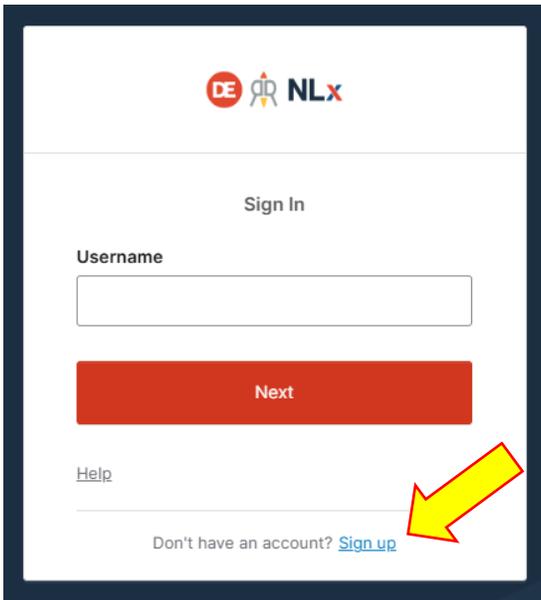


1. Navigate to CareerForce.MN.gov/post-a-job

2. For new accounts, Click “Sign Up”



DE NLX

Sign In

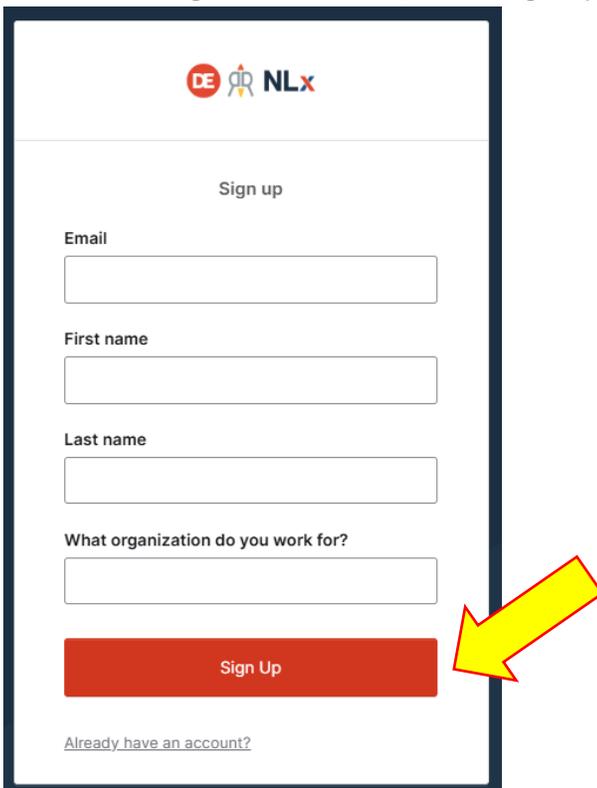
Username

Next

Help

Don't have an account? [Sign up](#)

3. Fill out registration fields, click “Sign Up”



DE NLX

Sign up

Email

First name

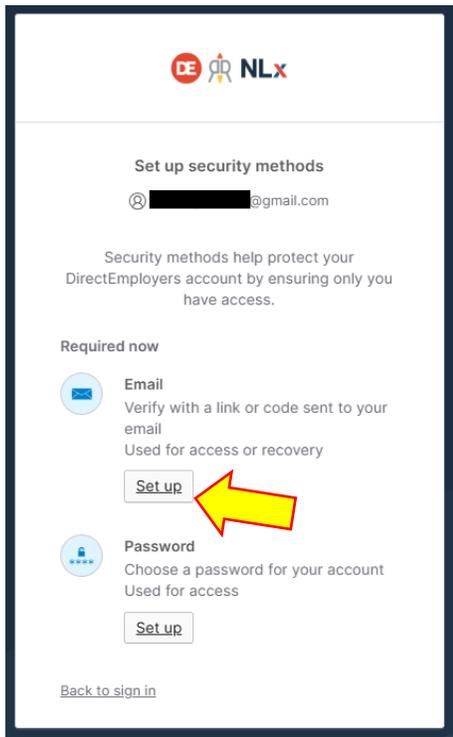
Last name

What organization do you work for?

Sign Up

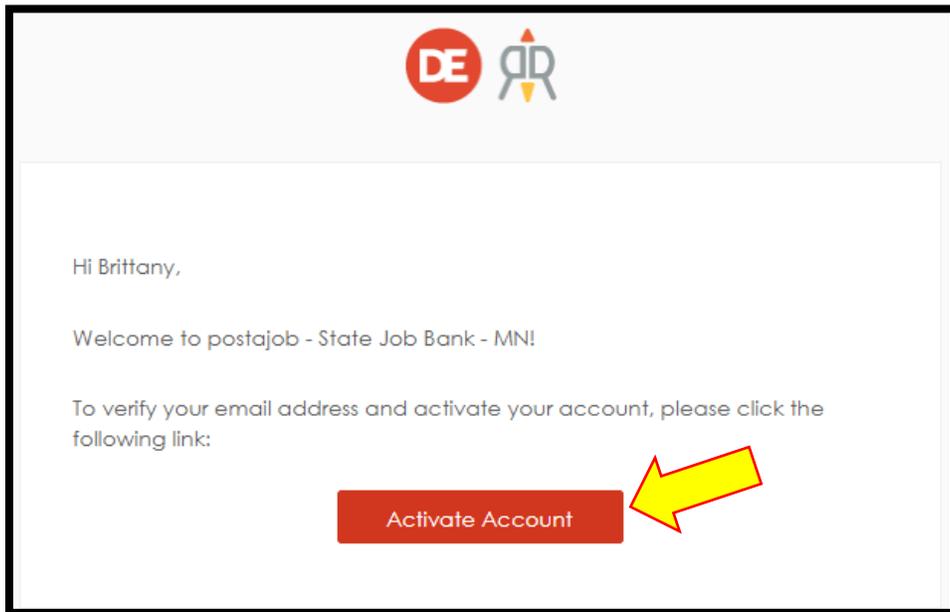
[Already have an account?](#)

4. Set up Security Methods. Click “Set Up” under Email

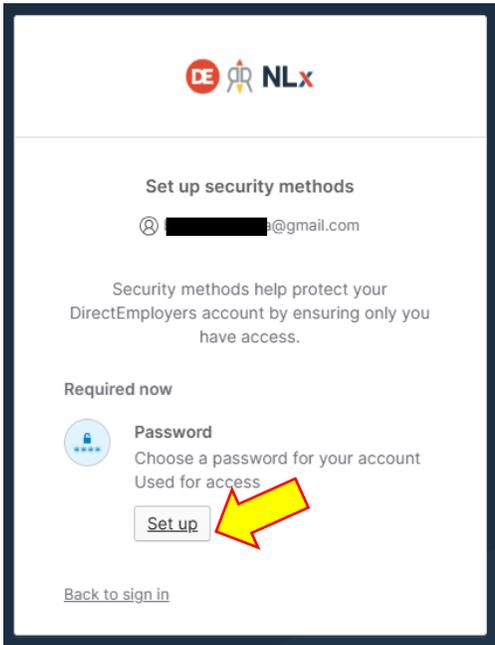


5. Navigate to the email you registered with, and open up the email that is titled “DirectEmployers and Recruit Rooster Single Sign-on (SSO) Account Activation”

6. Click “Activate Account”



7. A new tab will open providing this message, Click “Set Up” under Password



DE NLx

Set up security methods

👤 [redacted]@gmail.com

Security methods help protect your DirectEmployers account by ensuring only you have access.

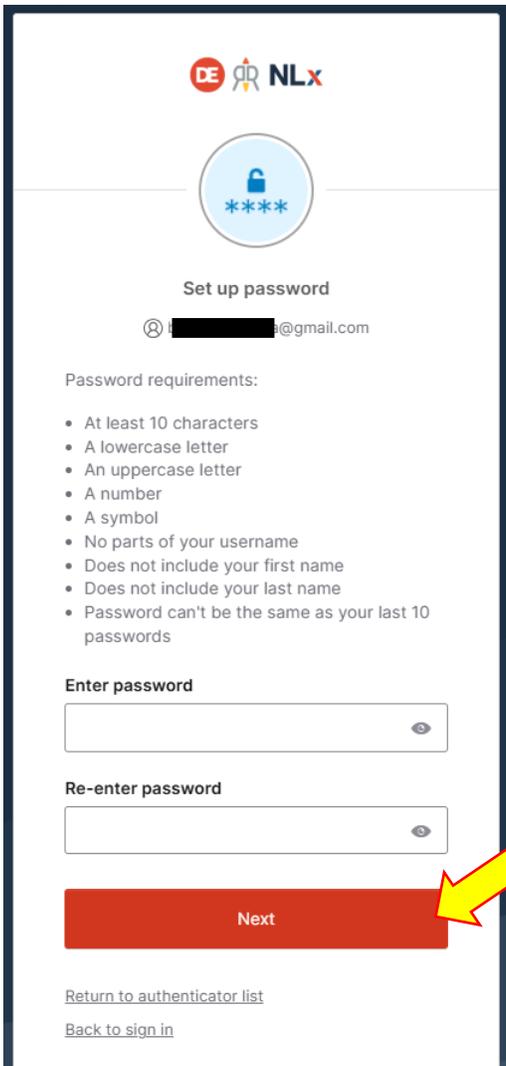
Required now

Password
Choose a password for your account
Used for access

Set up

[Back to sign in](#)

8. Set up a password, creating a password that meets all password requirements. Enter and re-enter the password. Click “Next”.



DE NLx

Set up password

👤 [redacted]@gmail.com

Password requirements:

- At least 10 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username
- Does not include your first name
- Does not include your last name
- Password can't be the same as your last 10 passwords

Enter password

Re-enter password

Next

[Return to authenticator list](#)

[Back to sign in](#)

9. Set up (optional) security methods. Click “continue”

DE NLx

Set up security methods

① [redacted]@gmail.com

Security methods help protect your DirectEmployers account by ensuring only you have access.

Optional

Google Authenticator
Enter a temporary code generated from the Google Authenticator app.
[Set up](#)

Okta Verify
Okta Verify is an authenticator app, installed on your phone or computer, used to prove your identity
[Set up](#)

Security Key or Biometric Authenticator
Use a security key or a biometric authenticator to sign in
[Set up](#)

[Continue](#)

[Back to sign in](#)

10. You will be redirected to a new page where you will read through the **LaborExchange.MN.gov Notice.**

- Select the checkbox next to “**I have read the LaborExchange.MN.gov Notice.**”

I have read the LaborExchange.MN.gov Notice. *

- Click “**Submit**”

LaborExchange.MN.gov Notice

To make an Employer Account to post Jobs on LaborExchange.MN.gov, certain information is required. The point of contact for the Employer Account is required to provide a name, valid business email address, and business phone number associated with the respective Employer Account. This information will be used to contact you for research purposes and to evaluate our service delivery. You do not have to provide this information, but if you do not, you will be unable to log in to and use LaborExchange.MN.gov. This information may be shared with the United States Department of Labor, Employment and Training Administration, and other government entities with a legal right to this data may access your information.

Jobs posted to LaborExchange.MN.gov will be distributed through the National Labor Exchange (NLx) network, reaching USNLx.com and associated sites, state and federal job sites, veteran and disability-focused job boards, and LinkedIn Jobs. This broad distribution enhances visibility and supports recruitment and hiring efforts.

I have read the LaborExchange.MN.gov Notice. *

[Submit](#)

11. You will then need to read through the Terms of Use

- Select the checkbox next to **“I understand and accept the above Terms of Use.”**



- Click **“Submit”**

Terms of Use

Federal Law prohibits the use of these services for the purpose of replacing workers in a labor dispute and for soliciting business opportunities (including independent contractors paid with 1099s).

Effective January 1, 2025, employers in Minnesota with at least 30 employees must include, in all postings for a specific available position, the starting salary range and a general description of all benefits and other compensation offered for the position. If the employer does not offer a salary range, they must list a fixed pay rate on the posting. A salary range may not be open ended. [Minn. Stat. § 181.173.](#)

MINNESOTA MINIMUM WAGE as of January 1, 2025

- All employers must pay at least \$11.13 an hour.
- The training wage rate, \$9.08 an hour, may be paid to employees younger than 20 years of age for the first 90 consecutive days of employment.
- The state minimum-wage rates will not apply to work performed in the cities of Minneapolis and St. Paul, which have higher minimum-wage rates.

Full information available at: <https://www.dli.mn.gov/news/new-year-new-minimum-wage-rates-jan-1-2025>

Also, employers using these services agree not to:

- Charge a fee for applying
- Post a job or use this service when there is no current opening in Minnesota
- Discriminate in the hiring process

Under [Title VII of the Civil Rights Act of 1964](#), the [Americans with Disabilities Act \(ADA\)](#), the [MN Human Rights Act \(MNHA\)](#), and the [Age Discrimination in Employment Act \(ADEA\)](#), it is illegal to discriminate in any aspect of employment because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local human rights commission, disability, sexual orientation, or age

This includes: hiring and firing; compensation; assignment or classification of employees; transfer, promotion, layoff, or recall; job retirement plans, and disability leave; or other terms and conditions of employment.

Discriminatory practices under these laws also include:

- Harassment based on an individual's protected class status or retaliation against an individual for filing a charge of discrimination, participating in an investigation, or opposing discrimination practices.

AND

- Denying employment opportunities to a person because of marriage to, or association with, an individual who is a member of one or more of the aforementioned protected classes.

LaborExchange.MN.gov reserves the right to discontinue access to an employer violating any of these policies. Wagner-Peyser Act of 1998 and Title 20 CFR Chapter 5, part 652.

I understand and accept the above Terms of Use *

Submit

12. You will then be brought to the main dashboard, click **“Add Employer Profile”**

Dashboard

Employers

Please create an employer profile to start posting jobs.

Add Employer Profile

13. Fill out the requested Employer Information, Click “Submit”

Add Employer Profile	
<p>Employer Name (doing business as) *</p> <input type="text"/> <small>Public-facing business name. No abbreviations or acronyms. This is the business name that will display on the job posting.</small> <p>Legal Name</p> <input type="text"/> <small>The official name that appears on government and legal documents. This may or may not be the same as the Employer Name.</small> <p>FEIN *</p> <input type="text"/> <small>Federal Employer Identification Number.</small> <p>State Unemployment Insurance (UI) Account Number</p> <input type="text"/> <small>7-digit State Unemployment Insurance (UI) Account Number (not the state tax ID).</small> <p>Main Business Phone</p> <input type="text"/> <small>Employer's main or general business phone number.</small> <p>Employer's Website URL</p> <input type="text"/>	<p>Country *</p> <p>United States of America ▾</p> <p>State / Territory *</p> <p>----- ▾</p> <p>City *</p> <input type="text"/>
<p>NAICS Code *</p> <p>----- ▾</p> <small>Select the Employer's North American Industry Classification System (NAICS) code.</small>	<p>Postal Code *</p> <input type="text"/> <small>The ZIP code or postal code for the employer.</small> <p>Contact Name *</p> <input type="text"/> <small>Name for the point of contact at this employer.</small> <p>Contact Job Title</p> <input type="text"/> <small>Job title of the point of contact at this employer.</small> <p>Contact Email *</p> <input type="text"/> <small>Email address for the point of contact at this employer.</small> <p>Contact Direct Phone *</p> <input type="text"/> <small>Phone number for the point of contact at this employer.</small> <p><input type="checkbox"/> Uses a third-party poster <small>Employers must submit a third-party Letter of Authorization to CareerForce@state.mn.us in order to be approved for posting jobs.</small></p> <p><input type="button" value="Submit"/></p>
<p>Employer Size *</p> <p>----- ▾</p> <small>Current number of employees.</small> <p>Employer Address Line 1 *</p> <input type="text"/>	
<p>Employer Address Line 2</p> <input type="text"/>	

NOTE if the employer is a third party, they will be checking this box

<p><input type="checkbox"/> Uses a third-party poster Employers must submit a third-party Letter of Authorization to CareerForce@state.mn.us in order to be approved for posting jobs.</p>

14. You will then be brought to a page where you can choose where you would like to navigate, depending on what you would like to do with your account next.

The screenshot shows a web interface for 'EMPLOYMENT AND ECONOMIC DEVELOPMENT'. The top navigation bar includes 'Home', 'Jobs', and 'Employers'. The 'Employers' tab is active. On the left, there are links for 'Main Dashboard' and 'Job order listings'. The main content area is titled 'Employer profile page' and displays details for 'Brittany Test 2'. On the right, there are buttons for 'Add a job order', 'Create Job', and 'Edit'. A sidebar on the right contains 'Employer Status Pending' and 'Created on May 16, 2025'. Red arrows point to the 'Home' and 'Jobs' links, the 'Employers' tab, the 'Add a job order' text, the 'Create Job' button, and the 'Edit' button.

EMPLOYMENT AND ECONOMIC DEVELOPMENT Home Jobs **Employers**

Main Dashboard **Job order listings**

Employer profile page

Brittany Test 2

Contact Email [redacted]@gmail.com

Contact Name
Brittany Test 2

Uses a third-party poster
No

Contact Job Title
Transponster

Contact Direct Phone
3201236547

FEIN
123654

Address
Brittany Test 2
City Test 2, MN 55319
USA

Employer's Website URL
-

Employer Size
0-4

Legal Name
Brittany Test 2

Main Business Phone
Brittany Test 2

NAICS Code
42 - Wholesale Trade

State Unemployment Insurance (UI) Account Number
654321

Add a job order **Create Job** **Edit**

Edit current page

Employer Status
Pending

Created on
May 16, 2025