

# MINNESOTA'S POST-A-JOB PLATFORM FREQUENTLY ASKED QUESTIONS

## ■ What is Minnesota's Post-a-Job platform?

Minnesota's Post-a-Job platform is the official no fee job bank funded by the U.S. Department of Labor to promote W-2 job postings in all industries and job types in Minnesota. It is a member of the U.S. National Labor Exchange network.

The platform is the replacement for the MinnesotaWorks.net job-posting system. Both software systems will run concurrently until early 2026. Existing MinnesotaWorks.net employer account users will have access to their MinnesotaWorks.net account until early 2026.

## ■ How does Minnesota's Post-a-Job platform compare to other commercial job posting sites?

1. There is no cost to post jobs. Instructions are found at [careerforce.mn.gov/post-a-job](https://careerforce.mn.gov/post-a-job).
2. All employers are vetted against several key points to ensure the validity of the company and the W-2 positions.
3. CareerForce system has a large network of job counselors and employer services teams who work with employers through their attraction and hiring process to connect with Minnesota job seekers.

## ■ How can employers increase the number of job seekers who see their job postings?

All employers are encouraged to contact [careerforce@state.mn.us](mailto:careerforce@state.mn.us) and CareerForce's **Employer Engagement Specialists** to engage Minnesota's workforce network and maximize promotion to job seekers.

## ■ How many job seekers participate?

Thousands of job seekers search for jobs on [CareerForce.MN.gov](https://CareerForce.MN.gov) each month. In one recent 30-day period alone, 15,530 active users viewed the Job Search page a total of 130,087 times.

## ■ Do employers have to pay to post?

Posting jobs manually and basic indexing on Post-a-Job are free for businesses. Creating a free account allows us to annually report usage data for funding purposes. We also provide access to third party posters who post jobs on behalf of an employer.

## ■ How are employers vetted and job postings verified?

CareerForce Information and Assistance team staff validate employers before their jobs are entered into a state's job bank through a 3- step process to ensure they are hiring for legitimate W-2 positions in Minnesota. Jobs which are indexed through U.S. National Labor Exchange (USNLX) or a corporate website are validated through their system which requires a Federal Employer Identification Number (FEIN).



## ■ When employers post on the labor exchange, where do jobs appear?

When job postings are entered into Minnesota's Post-a-Job platform, they appear on [CareerForce.MN.gov/job-search](https://CareerForce.MN.gov/job-search) within 3 days. From there, the job bank data feeds into the U.S. National Labor Exchange along with 53 other state workforce agency job banks. Positions in the USNLX provides job content to several federal and non-profit job banks, including [CareerForce.MN.gov](https://CareerForce.MN.gov), [CareerOneStop](https://CareerOneStop.org), [My Next Move](https://MyNextMove.org), [USDOL VETS](https://USDOLVETS.org), and more.

Job content is also distributed to partners like LinkedIn and sites in the NLX job syndication network. Find out more about the National Labor Exchange system at the NLX Frequently Asked Questions - [www.naswa.org/national-labor-exchange/nlx-frequently-asked-questions](https://www.naswa.org/national-labor-exchange/nlx-frequently-asked-questions).

## ■ What jobs should employers post on the platform?

All W-2 jobs including entry-level, temporary, mid-level to director level should be posted on Minnesota's Post-a-Job platform. Independent Contractor positions are not allowed. All industries are represented from manufacturing, health care, hospitality, agriculture, education, tech, transportation, and more.

## ■ Which job seekers use the Post-a-Job platform?

Job seekers ages 14 to 75+ with all backgrounds, skills, and education search for their next job opportunity through CareerForce and Minnesota's Post-a-Job platform. Young people looking for an entry-level position, mid-career professionals growing in their career path, and seasoned workers looking for their next step all turn to Minnesota's job bank to find their next position.

## ■ Does the new Post-a-Job platform allow users to search for job seeker resumes?

The Post-a-Job platform is exclusively for posting jobs. The Post-a-Job platform is not an applicant tracking or applicant searching tool. CareerForce offers a wide range of services to support employers, including with recruiting, on [CareerForce.MN.gov/support-for-employers](https://CareerForce.MN.gov/support-for-employers) (Support for Employers | CareerForce).

Get started today at [careerforce.mn.gov/post-a-job](https://careerforce.mn.gov/post-a-job).