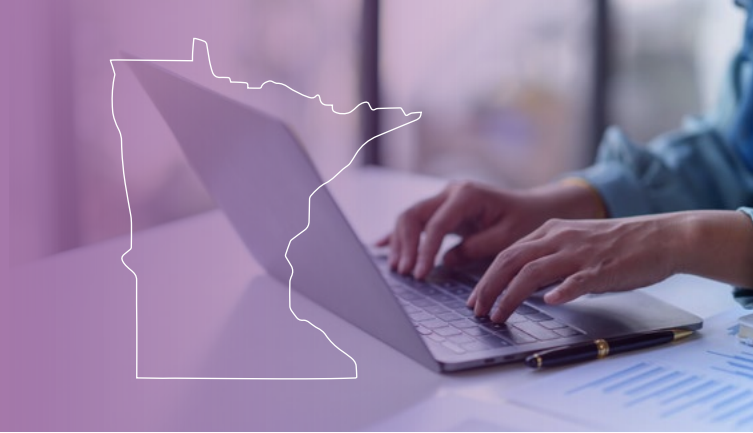


# Employer Job Posting Guide



## Post your open positions for free!

Employers with open jobs in Minnesota have **two options** for free posting on the state's labor exchange.

Jobs posted on the state labor exchange show up on **CareerForce.MN.gov** and several other job search sites.



### OPTION 1:

#### Register on Post-a-Job and manually post your jobs

To manually post your open positions at no cost on Post-a-Job:

1. Create an account at <https://laborexchange.mn.gov/>
  - Note that a **valid first and last name are required for your account**. Accounts with generic names such as "Human Resources" or "Recruiter" will not be approved to post jobs.
  - Add all of the required information about your organization.
2. Once your account is approved, start posting!

### OPTION 2:

#### Request free indexing by the U.S. National Labor Exchange

If you post your open positions on your company website, you may request free indexing of your open positions by the National Labor Exchange, rather than posting them manually.

To request free indexing of the job listings on your corporate website, the first step is to complete and submit a request form to the National Labor Exchange at <https://jobs.usnlx.com/indexingrequest.asp?phase=3&state=mn>

### MinnesotaWorks.net is retiring soon

If you currently have an employer job posting account on MinnesotaWorks.net make sure you make the switch to the Post-a-Job platform or sign up for National Labor Exchange indexing soon!

### CareerForce.MN.gov job search is used by thousands of job seekers each month

People can search thousands of open positions, filtering by location, job title, company name and keyword at <https://careerforce.mn.gov/job-search>

*Snap to find out more*



<https://careerforce.mn.gov/post-a-job>

### Need Assistance?

Call the CareerForce Information and Assistance Line at 651-259-7500

**CareerForce**<sup>™</sup>

Minnesota's Career Resource