

# NLx Job Indexing

*A no-fee, hassle-free way your job postings can reach more employment candidates*



## What is NLx Job Indexing?

Job indexing refers to the process of extracting data from employer websites, pulling the employment opportunities you have posted on your website and adding them to the National Labor Exchange (NLx) and the state labor exchange website. In Minnesota, that's the [CareerForce Post-a-Job Platform](#). Indexed job postings show up on [CareerForce.MN.gov](#), which is visited by thousands of job seekers every week.



## Why should you want NLx Job Indexing?

*There are lots of reasons! Here are just a few:*

- It is an **automatic, daily process**. There's no need for your staff to enter your job orders on the Post-a-Job platform and you do not have to remember to notify DEED staff when a job is filled.
- Your **staff and job seekers won't be frustrated** by inquiries about jobs posted on the state labor exchange that you have already filled.
- **Your employment opportunities will have increased visibility**. Not only will your jobs show up on [CareerForce.MN.gov](#), they'll also show up on [USNLx.com](#), and other sites, including [HiringOurHeroes.org](#), [MySkillsMyFuture.org](#) and [CareerOneStop.org](#).



## How much does NLx Job Indexing cost?

**There is no fee – it does not cost you anything!** Job indexing is a no-cost business service provided by the NLx, a partnership between DirectEmployers Association and the National Association of State Workforce Agencies (NASWA).



## How do I get started?

First, look at job postings on your website. For jobs to be indexed, your site must have the following:

- Minimum of five job openings
- Job title for each job opening
- City and state for each job opening
- Job description
- Application method (a link to your online application or other application instructions)
- The page where your job openings are posted must be formatted in HTML Note: PDF and Word documents cannot be indexed. Job postings must be webpage copy.
- The page where your job openings are posted must have a unique URL intended solely for job postings

## To get started, complete the form request at:

<https://jobs.usnlx.com/indexingrequest.asp?phase=3&state=MN>

## Don't have a website? You can still get your jobs posted online for NO FEE.

Find out how at [CareerForce.MN.gov/Post-a-Job](https://www.careerforce.mn.gov/Post-a-Job)

## Have Questions?

Contact the CareerForce Information and Assistance Line at 651-259-7500  
[CareerForce@state.mn.us](mailto:CareerForce@state.mn.us)



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



Minnesota's Career Resource

