

# Rave Reviews

“I found MinnesotaWorks.net to be a very useful resource, and in the future I’ll use it again to post openings with my company.”

— Brenda Jenkins  
LADIES LENDING A HAND

“In less than two weeks, I had nine to 10 responses from interested job candidates on MinnesotaWorks.net. I interviewed nine drivers and hired two, but I could have hired four.”

— John Graham  
NORTHERN LIGHTS

Ninety-six percent of surveyed employers said, “I would recommend it to my colleagues.”



Find job search advice and tips at:

-  [mn.gov/deed/jobseeker](http://mn.gov/deed/jobseeker)
-  [@MinnesotaWorks](https://www.facebook.com/minnesotaworks) on Twitter
-  [www.facebook.com/minnesotaworks](http://www.facebook.com/minnesotaworks)
-  Read our blog for job seekers and employers at: [blog.minnesotaworks.net](http://blog.minnesotaworks.net)



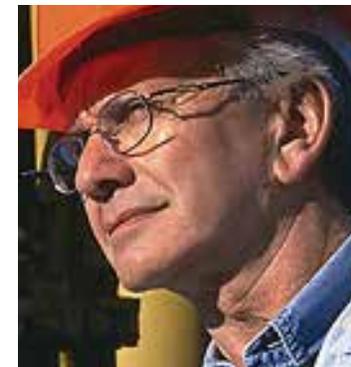
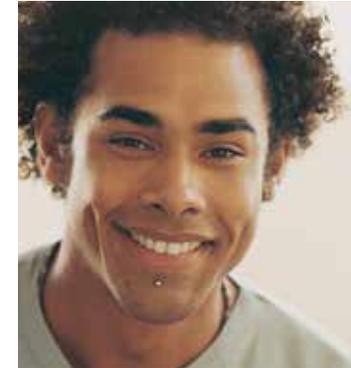
The NO-FEE online job bank for job seekers and employers

## Employer's Guide



MinnesotaWorks.net  
is a service of the  
Minnesota Department of Employment  
and Economic Development

First National Bank Building  
332 Minnesota Street, Suite E200  
St. Paul, MN 55101-1351  
Website: [www.MinnesotaWorks.net](http://www.MinnesotaWorks.net)  
Phone: 1-800-345-2537 or 651-259-7500



Looking for employees?

# How-to Guide

- ▶ Find candidates with wide ranges of experience
- ▶ Search the database for thousands of resumes
- ▶ Post your job openings
- ▶ Use technology to match your job openings to resumes
- ▶ Receive e-mail notifications about new resumes
- ▶ Option to “find more resumes like this”

## Register to Access Resumes

- ▶ Select the “Employer Registration” button to enter your information.
- ▶ Review and accept Terms of Use. All asterisked fields are required to complete the registration process.
- ▶ Provide company’s State Unemployment Tax Number or Federal Identification Number for quicker authentication.
- ▶ Within 24 business hours you’ll be able to log in or a representative will contact you about the status of your account.



## Create Job Orders

- ▶ Logon, select “Post a Job Order” and complete all required sections.
- ▶ Select “Post on Internet” to make the job viewable to job seekers.
- ▶ Jobs that are not made viewable are in pending status for 90 days.
- ▶ Employers may search resumes when jobs are in pending status.

## Manage Job Orders

- ▶ Logon and select “Manage Job Orders.”
- ▶ Select the “Which Type of Job” and “Submit.”
- ▶ Select a job to view, copy, edit, or delete/close/suspend or open.

## Search for Resumes

- ▶ Logon and select “Search for Resumes.”
- ▶ Resume searches may be done by job order, geographic location or keywords.
- ▶ When searching with a job order, the list of resumes represents the best match and ranks them using a unique five-star rating system.
- ▶ Select “Find More Like This” when you find a resume that best matches your job order.



## Keyword Searches

- ▶ Use specific and unique terms for best results.
- ▶ Connect terms with “and” or quotation marks, when you wish to use all the terms.
- ▶ Separate terms with “or” when you wish to use one term or another.
- ▶ Use an asterisk at the end of a series of letters to find results with those letters and anything else that follows.

## Saved Searches

- ▶ Select “Save Search.” after you have searched for resumes. Name your search for future use.
- ▶ Logon to run your “Saved Searches” at a future date.
- ▶ Set your e-mail notification to “On” to receive e-mails as new resumes are posted that meet your job requirements.

