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.”

MinnesotaWorks.net is part of CareerForce. Find out more at CareerForceMN.com

First National Bank Building
332 Minnesota Street, Suite E200
St. Paul, MN 55101-1351
Website: MinnesotaWorks.net
Phone from a metro area code: 651-259-7500
Phone outside the metro area codes: 1-800-345-2537

CareerForce locations are an equal opportunity employer and program provider. Upon request, the information in this document can be made available in alternative formats. A proud partner of American Job Center Network.
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
Utilize 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 Federal Identification number (required) and State Unemployment Tax number for quicker authentication.
A MinnesotaWorks representative will contact you within 24 hours to verify and vet (or review) your application.

Create Job Orders
Login, 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 and will be deleted after 90 days.
Employers may search resumes when jobs are in pending status.

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

Search for Resumes
Login 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 matches. Resumes are ranked using a unique five-star rating system.
Select “Find More Like This” when you find a resume that best matches your job order to find similar resumes.

Keyword Search Tips
Use specific and unique terms for best results.
Connect terms with “and” or put 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.
Login to run your “Saved Searches” at a future date.
Set your e-mail notification account preferences to “On” to receive e-mails as new resumes are posted that meet your job requirements.

MinnesotaWorks.net