Check the Benefits

- Locate qualified candidates based on key word selection.
- Save time and money vs. costly personnel searches.
- \checkmark You control the job order process.
- \checkmark Available on your schedule, 24/7.



Benefits for Employers

Registering with **IllinoisJobLink.com** provides access to member-only features and services that assist you in finding employees.

- Search our internet based system of thousands of resumes.
- Post your job openings.
- Find matches based on your qualifications.
- Narrow your search results by using the Refine Search.
- Save your searches and eliminate the need to conduct repeated searches for the same information.
- Receive e-mail updates on new Job Seeker resumes nightly.
- Open and close your online job listing as needs determine.
- Access local and statewide Labor Market Statistics.
- Additional resources available for managing and growing your business.

Take advantage of **IllinoisJobLink.com** by registering today!

HllinoisJobLink.com

IDES is an equal opportunity employer and complies with all state and federal nondiscrimination laws in the administration of its programs. Auxiliary aids and services are available upon request to individuals with disabilities. Contact the office manager of the IDES office nearest you or the IDES Equal Opportunity Officer at (312) 793-9290 or TTY: (888) 340-1007.

Note: The information in this brochure is subject to change anytime. For the latest information, visit the IDES website at www.ides.illinois.gov.

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Department of Employment Security

For Employers

What is IllinoisJobLink.com?

IllinoisJobLink.com is a robust, dynamic and comprehensive, web-based workforce development system for job seekers, employers, training providers and workforce professionals with real-time data.

For employers, it features job order creation, resume matching, employer assistance and resources.





IllinoisJobLink.com

You're one step closer finding candidates for your open jobs. Unlike most other online job posting sites, creating an employer account doesn't incur any additional cost. Plus, it's fast and easy!

Self-registration allows you to create your personal user name and password. After your account has been approved by staff you can post your job order and search for candidates.

Create an account

JUNOISJODLI	nk.com	Search	Jobs		CT US LOG IN / REGISTER
JOB S	SEEKERS	EMPLOYERS	TRAINING/EDUCATION	RESOURCES	PROGRAMS
APLOYER RE	GISTRATION	a la			
Username <u>t</u>					≜ Indicates a required field
Username <u>*</u> Confirm Username <u>*</u>		Your username must be bet	ween 6 and 20 characters and cannot corr	tain spaces or special character	

- Go to www.IllinoisJobLink.com.
- Click on the tab, "Employers" and click on "Register for a new account".
- Create an account.
- Read and review all information on the "Employer Use Policy" page and select "I Accept".
- Answer all questions on the "New Account Creation for Employer" page.

• Your application is reviewed within two business days and an email sent when your account is approved.

What if I already have an account?

If you already have an account and you need to retrieve your username, click the link "Forgot Username or Password", enter your FEIN or SEIN and follow the prompts. To retrieve your password, click the link "Forgot Username or Password", enter your username and reset by answering the security question or by the "Email Password Reset" link at the top of the page.

Post a Job

Jobra	nk.com	Resumes - a CONTACT US	LOG OUT
job s	EEKERS EMPLOYER	TRAINING/EDUCATION RESOURCES	PROGRAMS
My Home Page	POST A JOB The following information will help codes. The next steps will allow you	nou find the best job candidates for this position. We use standardized occupation to pick the best occupation description.	on descriptions called O*Net
-			Indicates a required field
My Saved Searches My Company Profile Help Log Out	What is the job tide? <u>*</u>		
My Company Profile		:	

- Creating a job posting is a six step process. The more information you provide, the more attractive the job posting will be to job seekers.
- Provide information such as job title, job description, job location, posting preferences, contact information and then review and post.

STEP 1 Post a Job
STEP 2 ▼ Job Description ▶ Preferred Talents
 Preferred Tools and Technologies
 Preferred Work Activities
STEP 3

Job Location

Posting Preferences

Additional Information

Contact Information

Review and Post

A My Home Page

My Job Postings

STEP 4

STEP 5

STEP 6

• Employers may request IDES staff assistance by selecting the staff-assisted option when creating a job posting.

• Open and close your online job posting.

Resume Search

• Search the job seeker resume database by keyword(s) and location in the What and Where boxes.

• Narrow your search results by using the filters under the REFINE SEARCH menu.

• To add a filter to your search criteria, click it. Your search results will automatically update to match the filter you added.

• You can see all of the filters you've added in the FILTERED BY section. To remove a filter and widen your search, click the x next to the filter.

