

## Job Bank for Employers

***A fast and effective way to advertise your job openings***

- A free bilingual service, administered by Employment Manitoba, that can help you find the right people with the right skills to meet your needs.
- It uses a secure Internet site to advertise your job across Canada
- Over 100,000 job seekers visit the site every day.

### ***How does the Job Bank work?***

The *Job Bank* uses occupation-specific checklists to construct effective job ads. Your vacancy will be displayed after an initial validation process.

Before being posted on the *Job Bank* Internet site, all advertisements are:

- reviewed to confirm that they meet Job Bank standards.
- translated so they are available in both English and French.

### ***How do I list a job?***

You can have your job listed on the site in two ways:

#### **Use the Internet to “Post a Job”**

- The screens will lead you through a series of steps to create a job advertisement. This method gives you the option to use the *Job Match* feature to identify and screen candidates. You can access the service to amend or cancel your Job Order at any time.

#### **Send your information to Employment Manitoba staff**

- You can fax information about your job to your local Employment Manitoba Centre or phone them during business hours (8:30 – 4:30). The *Job Match* feature is not available for jobs posted using this method. Requests for changes or cancellation of these Job Orders must be made by phone or fax.

### ***Job Match Feature***

The *Job Match* feature can provide you with a list of job seekers whose profiles match your current job ad.

Here are a few things that you should know:

- *Job Match* is only available to employers who use the Internet to enter their own Job Orders.
- Job seekers create their job profiles using the same occupational checklists that you use to advertise your job openings.
- You will be able to get a list of individuals whose profiles indicate that they have the skills you asked for in your job posting. This will include information about their skills and experience and a method to contact them.
- At this time, the *Job Match* feature is not available if you are recruiting students for summer employment.

### ***Who can use this service?***

Any employer can use the service as long as the job being advertised falls within the standards of acceptability.

The web site has been designed to make information accessible to all users, including persons with disabilities who use adaptive technologies.

### ***Want to know more?***

Visit [www.jobbank.gc.ca](http://www.jobbank.gc.ca) or contact your local Employment Manitoba Centre to find out more.

To find the Centre nearest you:

- Call 945-0575 (in Winnipeg) or toll free 1-866-332-5077
- Or visit Employment Manitoba Online at [www.manitoba.ca/employment](http://www.manitoba.ca/employment)

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