From your *Maryland Workforce Exchange* homepage, under Recruitment Services click “Manage Jobs.”

To create a new job order click the **Add New Job Order** tab

1. **Required Information**
   - Job Title
   - Job Occupation

   **Job Title:** Type the Job Title for this job order in the field provided. Be as descriptive as possible as this field will be searched by jobseekers. As you are entering a Job Title, the system will try to match your entry to a list of common job titles. If you see your preferred Job Title in the system generated list, click on it to select it.

   **Job Occupation:** If possible, the system will suggest an occupation for this job order based upon the Job Title that you previously entered. Select the occupation for this job order from the dropdown list. If you do not see the occupation you are looking for, click the **Search for an occupation** link.

2. **Select a Location and Contact Person for this Job**

   **Location/Work Site of this job**
   - ABC
   - 123
   - BALTIMORE, MD 21201
   - Employer Test
   - 1234 ABC Ave
   - Baltimore, MD 21201

3. **Enter Job Information, click next**

   **Required Information**
   - Number of Positions
   - Date to display job order
   - Last date the job order will display
   - Type of job (Regular, Temporary, Seasonal, Contract, Volunteer)
   - Full-Time or Part-Time
   - Anticipated job duration
   - Maximum number of applicants you desire to consider
4 Enter the **Job Description** by either:

- Clicking the “Insert Sample Text” link
- Entering the text below or
- Cut and Paste using the keyboard commands (ctrl "C" to Copy and ctrl "V" to Paste)

5 **Add Skills** - Select a method for determining which skills you wish to associate to the job order.

Options may include:

- **Default skills** - This option associates the default list of skills for the occupation selected for the job order.
- **Saved skill sets** - This option allows you to select from skill sets that you have previously saved in the system.
- **Select skills** - This option allows you to select from a list of all available skills, to create a unique skill list for the job order.
- **Do not define skills** - This option will not associate any skills to the job order.
Optional Step: If you would like to modify the skills associated with the job order, select the skills from the list.

Select Skills for Job Order

Delete All Saved Skills

- General Skills (0)
- Computers & Mathematics (0)
- Construction (0)

Select Requirements that apply to the Job Order

Hiring Requirements

Minimum Education, Experience, & Age Requirements

Drivers License Requirements

Required Fields
- Test Requirement
- Minimum Education
- Minimum Months of Experience
- Is this job accessible by public transportation?
- Is a driver’s license required for this position?

Salary and Benefits:
Require fields: *Basis for unit of salary/pay  *Pay Comments  *Hours per Week  *Shift

Compensation and Hours

For an exact salary, not a range, enter the same amount in the minimum and maximum salary fields below.

Minimum Salary: $0.00

Maximum Salary: $0.00

*Basis for unit of salary/pay: Other

Typical Labor Market Rates: View Typical Labor Market Rates for Software Quality Assurance Engineer and Testers

*Pay Comments: DOE (Depends on Experience)

Is Supplemental Compensation offered? Yes  No

*Hours Per Week: Hours Not Specified

*Shift: Not Applicable
Optional Step: Benefits Offered
If you would like to show the benefits offered for this job posting, select from the list and/or enter a description of your benefits.

Benefits Offered

Benefits offered for this job:  
- Benefits not specified
- No benefits provided
- Benefits provided outlined below

Check the methods that you wish for individuals to use to apply for your job posting.

Job Application Methods Accepted

- Check the methods that individuals may use to apply for this job
  - Provide a MWEJobs.com Resume Online (recommended)
  - Provide a MWEJobs.com Application Online
  - Via Email (the contact for this job does not have an email address) [Edit]
  - By Mail: (123, BALTIMORE, MD 21201) [Edit]
  - By Fax (the contact for this job does not have a fax number) [Edit]
  - By Phone: (410) 111-1111) [Edit]
  - In Person (123, BALTIMORE, MD 21201) [Edit]
  - At the Nearest One-Stop
  - Via Company Website (Address provided below)

  e.g. (http://www.applicationwebsite.com)

Optional Step: Job Applicant Information Needed
If you would like to set the type of information that an applicant will be required to provide, you can click the checkbox beside the section/s that you require to be completed on an individual’s resume. The Contact Information, Employment History and Education History are set by default.

Job Applicant Information Needed

<table>
<thead>
<tr>
<th>Required</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️</td>
<td>Contact Information</td>
</tr>
<tr>
<td></td>
<td>Employment History</td>
</tr>
<tr>
<td></td>
<td>Education History</td>
</tr>
<tr>
<td></td>
<td>Certifications</td>
</tr>
</tbody>
</table>
Optional Step: Job Applicant Questions
This section allows you to attach a set of questions for a job applicant to answer to the job order being created. To create your job applicant questions, click the Create Interview Questions link to begin the process. If you have previously created a set of interview questions in the system, the set(s) will be selectable from the drop-down list.

Applicant Notification Method: If you would like to be notified when a job seeker applies for this job, select “Yes”. The system will notify you via system message. Selecting “Email” will send notifications to the email that was recorded in the account. The default is set to “No”.

10 Optional Step: Job Order Upload Options
If you would like for your job posting to be uploaded to Americas Job Exchange or US Jobs, click the website(s) to which you wish to upload your job order.

Other Information: The default is set to “No”. You may change any information by clicking the “yes” radio button. Click the red Finish button. Your job order is now posted on the Maryland Workforce Exchange!