

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**

These are your currently active location/worksites. Please select a location for this job.

<input checked="" type="radio"/> ABC 123 BALTIMORE, MD 21201	<input type="radio"/> Employer Test 1234 ABC Ave Baltimore, MD 21201
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[\[ Add New Location \]](#)

**Contact Person for this Job**

These are the contacts associated to the location/worksites above. Please select a contact.

<input checked="" type="radio"/> Turn Page Tester Tel: (410) 111-1111
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[\[ Add New Contact \]](#)

Select the **Location** where the job covered by this job order will be based. If you would like to use a Location for this job order that is not yet listed in this section, click the **Add New Location** link.

Select the **Contact** for this job order's listed Location. If you would like to use a Contact for this job order's Location that is not yet listed in this section, click the **Create New Contact** link.

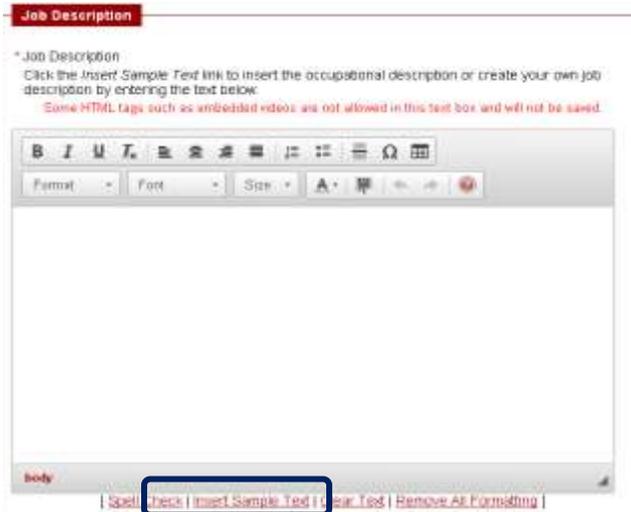
**3 Enter Job Information, click next**

**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)



The screenshot shows a web form titled "Job Description". Below the title, there is a text area with a rich text editor toolbar. The toolbar includes buttons for Bold (B), Italic (I), Underline (U), Text Color (A), Background Color (B), Bulleted List (ul), Numbered List (ol), Indent (L), Outdent (R), Undo (Z), Redo (Y), and a link icon. Below the toolbar is a large empty text area. At the bottom of the form, there is a row of links: "Spell Check", "Insert Sample Text", "Clear Text", and "Remove All Formatting". The "Insert Sample Text" link is highlighted with a blue box.

#### 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.

#### **Skill Set Select Method**

Please select the method which you would like to get a list of skills for:

- Use the default skills for the occupation
- Copy the skills from an existing job order to this new job order
- Select skills for this job from a list of all available skills
- Do not define any skills for this job

**6 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 \(0\)](#)

**7 Select Requirements that applies 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?

**8 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: \$  (Ex: 5.00 or 25000.00 - no commas)

Maximum Salary: \$  (Ex: 5.00 or 25000.00 - no commas)

\*Basis for unit of salary/pay:

Typical Labor Market Rates: [View Typical Labor Market Rates for Software Quality Assurance Engineers and Testers](#)

\*Pay Comments:

Is Supplemental Compensation offered?  Yes  No

\*Hours Per Week:

\*Shift:

### 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

### 9 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 Resumé 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

Required	Section
<input checked="" type="checkbox"/>	Contact Information
<input type="checkbox"/>	Employment History
<input type="checkbox"/>	Education History
<input type="checkbox"/>	Certifications

## 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.

### Application Question Set

Application Question Set:  

[ [Create Job Applicant Questions](#) | [Edit Applicant Questions](#) ]

**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”.

### Applicant Notification Method

Job applicants can be viewed by selecting the Manage Jobs option and clicking on the number in the applicants column or the applicants link. 

Would you like to be notified when a job seeker applies for this job?  Yes  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.

### Job Order Upload Options

Which sites would you like to upload your job to?

- Americas Job Exchange ([visit](#))
- US Jobs ([visit](#))

**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!

### Other Information

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- \*Is Veterans Preference given to this job order?  Yes  No
  - Is this a Green Job? [click here for a definition](#)  Yes  No
  - Are you a Federal Contractor?  Yes  No
  - Does a court ordered affirmative action plan require posting this job order?  Yes  No
  - Does this job order require security clearance?  Yes  No
  - Is this job order for an Enterprise Zone?  Yes  No
  - Is this a mandatory job order being filed in connection with an application to the Department of Labor to employ H-2B, temporary non-agricultural, guest workers in the United States? [click here for a definition](#)  Yes  No  Not Specified

**Finish**