# Introduction to Employer Services IowaWORKS.gov

Iowa WORKS provides employers with tools to evaluate job seeker skills and profiles, and to locate qualified workers for entry-level or highly skilled positions.

### Registered Employers Can

Post job openings — Use the online job order system to enter a complete job description and define required job skills

Find candidates and review résumés — Use search tools to locate and review posted résumés of qualified candidates.

### Registered Employers Can

Create and store résumé searches — Schedule a weekly or daily automated search for candidates and receive immediate notification of hits.

**Evaluate Applicants** – See how applicants match up to job order requirements. Assign ratings, send messages, and keep notes.

#### Registered Employers Can

Learn about the site and available tools from the Learning Center – Take advantage of a central location for accessing training videos to learn more about using the employer resources and tools in the site

Third Party Agents (TPA) representing one or more employers (who are already registered in lowa WORKS) can register to conduct recruitment activities on behalf of their client/s.

Each employer selected by a TPA will receive a request notification. The employer will need to review the agent, activate the relationship and determine the TPA's access privileges.

#### Job Orders

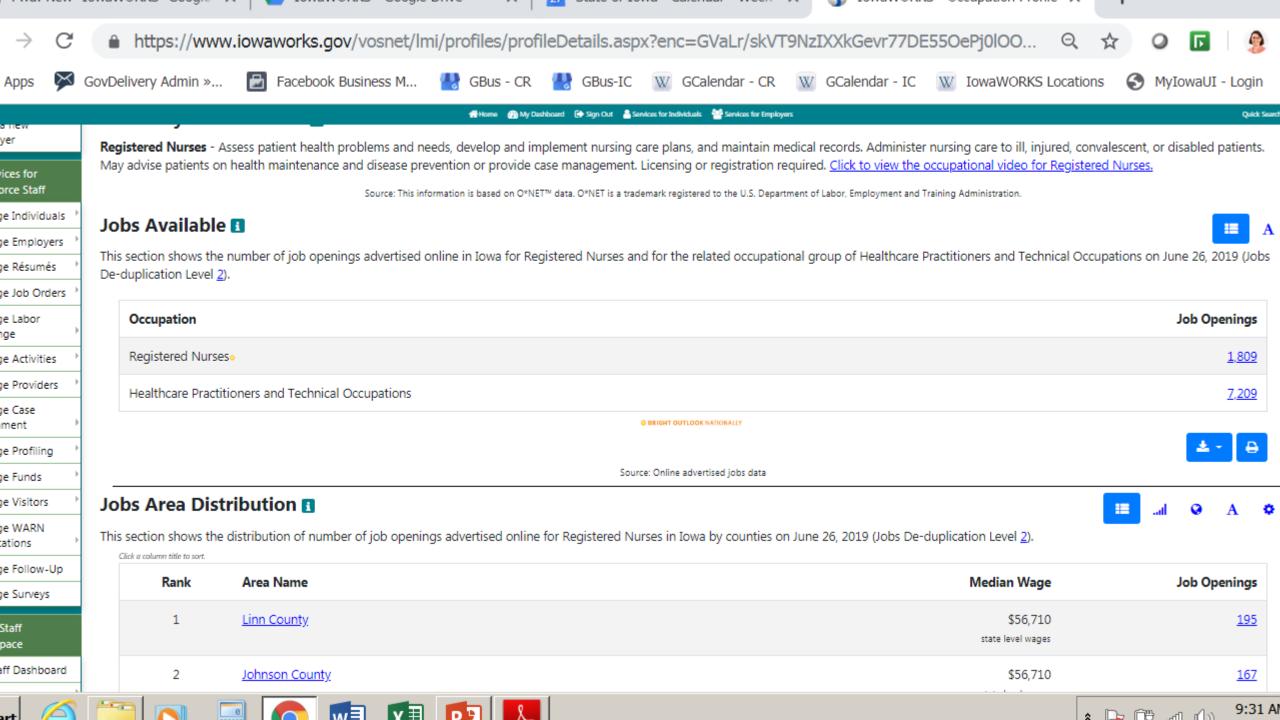
There are a couple of ways to enter a job order into Iowa WORKS. Each method offers unique advantages, building on an existing job order and/or job order templates stored in the system.

The **Job Order Details** page includes all the current settings for the job order with the ability to edit information as needed. The following may be edited:

- Job Title and Occupation
- Transportation Requirements
- Location/Work Site of this Job
- Compensation and Hours
- Contact Person for this Job
- Benefits Offered
- Job Order Information to be Displayed Online
- Job Application Methods Accepted Job Details
- Job Applicant Information Needed

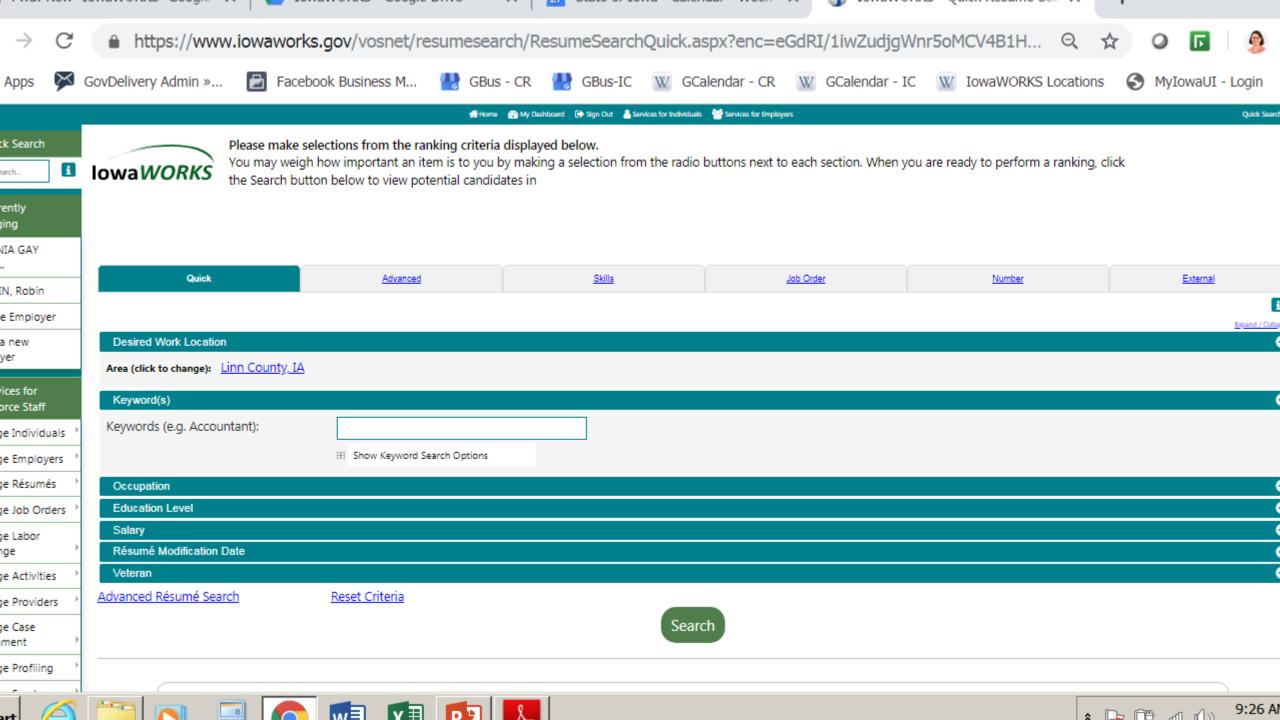
#### Skills

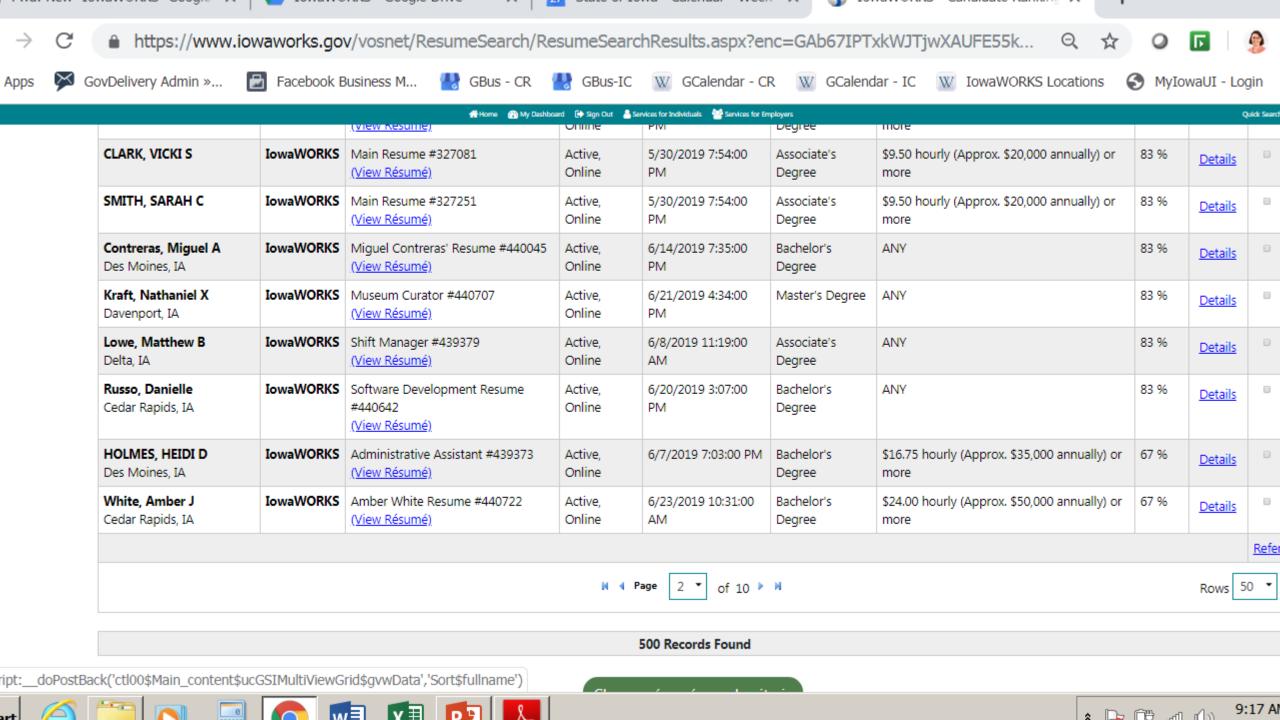
- Application Question Set Other Skills
- Applicant Notification Method
- Hiring Requirements
- Job Order Upload Options
- Specialized Requirements
- Other Information
- Minimum Education, Experience & Age Requirements



#### **Search for Candidates**

Tab Name	Key Features
Quick Résumé Search	Search by keyword in a defined area. You may also set some commonly used dropdown options.
Advanced Résumé Search	Select among extensive parameters for a targeted résumé search.
Résumé Search by Skills	Define skills before searching. Once defined, you may rerun the search at any time using your customized saved skill set.
Résumé Search by Job Order Criteria	Incorporate job order parameters into your search criteria.
Résumé Number Search	Enter a résumé number to quickly bring up a specific résumé.
External Résumé Search	Search exclusively for external résumés. (Other search tabs give you the option of including external résumés in your search.)

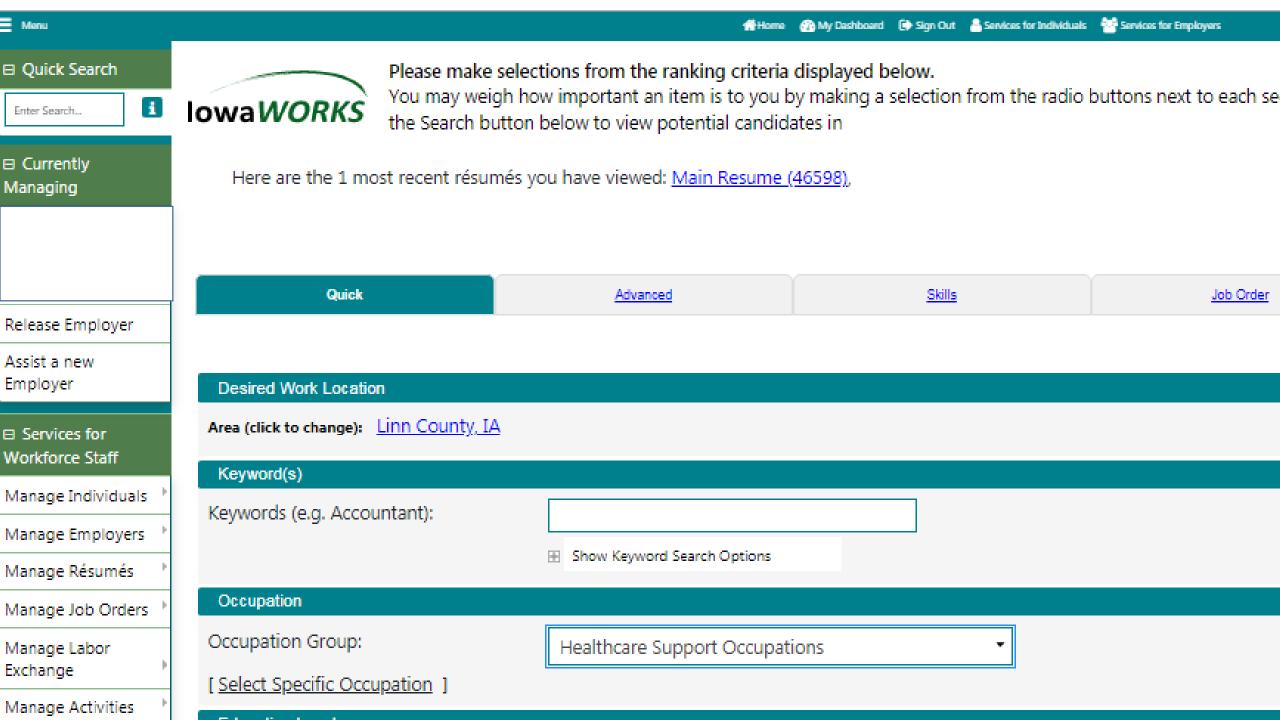


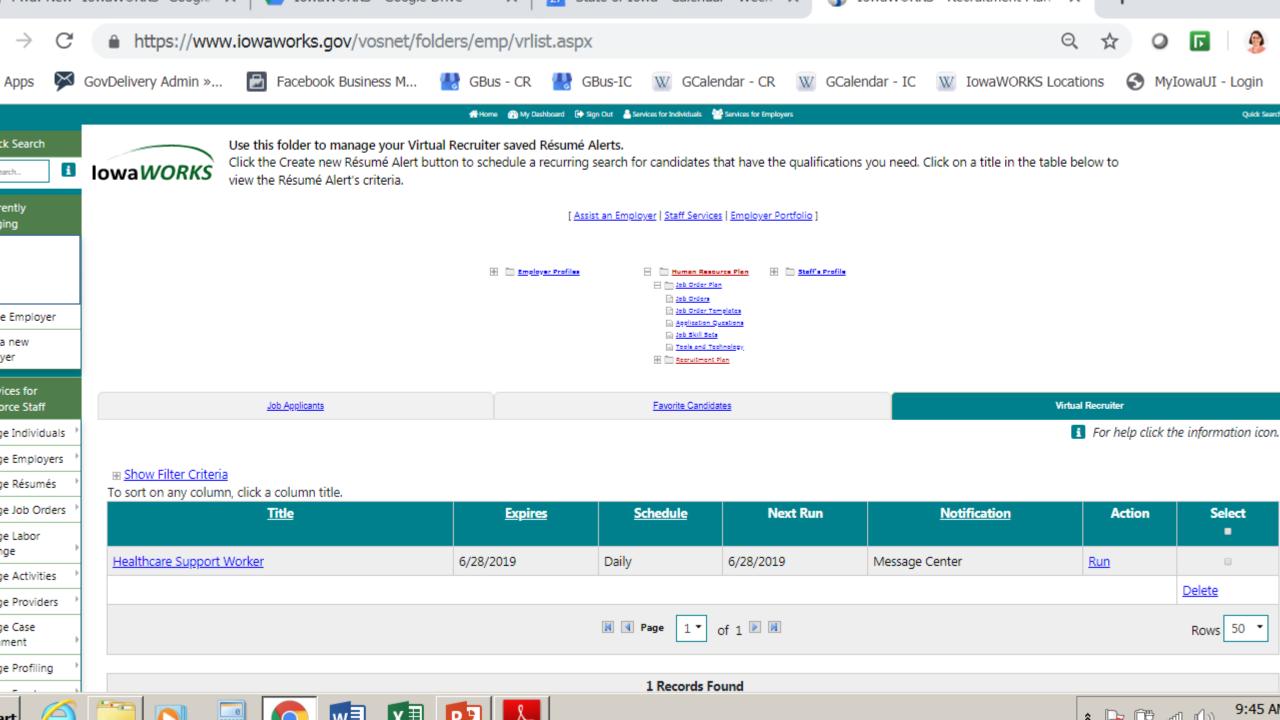


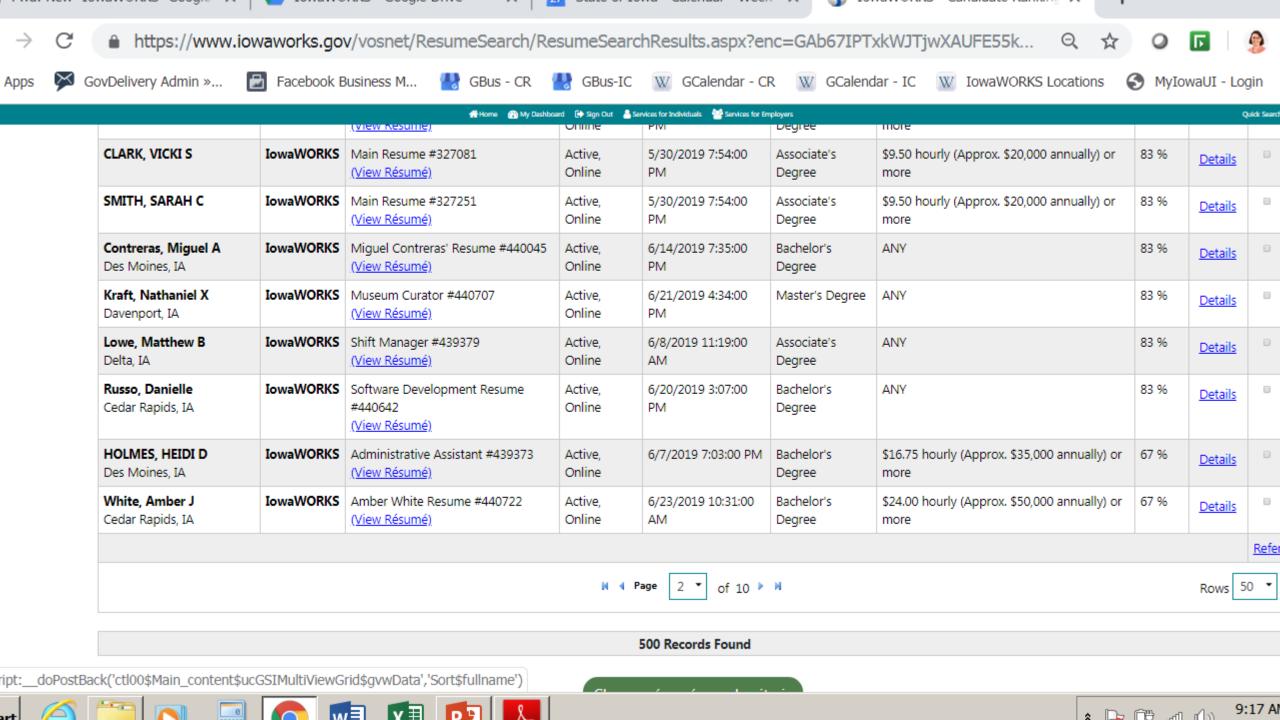
#### Automate the Process

Use the **Virtual Recruiter** to save résumé search criteria and schedule automatic searches.

Employers define when and how frequent the Virtual Recruiter runs each search, as well as how the system notifies them of search results.







## Questions