WHY SHOULD YOU USE EMPLOYFLORIDA.COM?

Using EmployFlorida.com will improve your ability to find a qualified job seeker in minimum time using minimum resources. Here's how:

1 . Allows **you** to post job openings in real time.

2 . Allows **you** to control and modify the content at **your** convenience.

3 . Allows **you** to post jobs to multiple work sites with only one registration.

4 . Allows **you** to search and review resumes for qualified applicants when **you** want.

5 . Allows **you** to review labor market information pertinent to **your** business**.**

6 . Offers **you** a text only version for dial-up internet service

WHAT DOES IT COST TO USE EMPLOYFLORIDA.COM?

All services are provided to you at no cost. Our services and expenses are paid through a variety of budgeted revenue streams.

February 21, 2020

A proud partner of the **American**Job**Center** network

Ft. Walton Beach 850-833-7587
Walton – Emerald Coast Technical College
850-520-5990

CareerSource Okaloosa Walton is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Telecommunications Relay Service available using TTY/TDD equipment via the Florida Relay Service at 711.

CareerSource Okaloosa Walton

Presents

EMPLOYFLORIDA.COM

Today's Labor Exchange

Today's Technology

HOW TO REGISTER IN

EMPLOYFLORIDA.COM

1. Go to www.Employflorida.com. In sign in section, click on Not Registered? Learn How and Why. In Option 3 – Create a User Account, click Employer.

2. Complete all information on the next several screens. All items with a red asterisk on the left must be completed. Be sure to read the blue instructions on the right. You cannot go to the next screen unless all data is completed using the requested format.

3. Under company information, click on company NAICS code. Type in a keyword that describes your business. Select the closest match from the drop down box or try a different keyword. Continue completing data.

4. Check all benefits you normally offer. This can be modified on each job order. Click the save box on the bottom of the page.

HOW TO POST A JOB IN
EMPLOYFLORIDA.COM

THESE STEPS WILL WALK YOU THROUGH POSTING YOUR FIRST JOB OR CAN BE FOLLOWED WHEN REPOSTING A PREVIOUS JOB ORDER.

1. First, click on Manage Jobs on the Quick Menu to the left of the screen. Click on Add New Job Order. Type in a keyword for the occupation the job falls under. Next, select the most appropriate occupation title from the list.

2. Worksite information will appear from your registration, or can be chosen if multiple sites were entered. New sites can be added at any time. Contact information will appear next. Select the correct contact and click next.

3. Be sure to choose "display online to job seekers" option unless you want applicants to come to CareerSource Okaloosa Walton first. Please let us know what we are to do with applicants if you choose to have our staff screen your applicants.

4. You can match each job order to the unique needs of the position. Increase the number of applicants allowed if you expect to hire many applicants

5. You may select the skill set associated with your occupation or modify them to meet your specific needs for each job. The more skills you list, the more accurate your resume searches will be. Enter any specific job requirements, certifications, degrees, or software.

6. Write a detailed job description. More detail benefits you and the applicant and helps achieve a better match. The skills you selected will be shown, but you can modify at any time.

7. Review and enter the specific hiring requirements

8. Review the wages and benefits offered. The benefits you listed when you registered will default, but can be modified at any time.

9. Carefully consider how you want applicants to apply. We encourage applicants to complete the Employ Florida.com resume and hope employers will accept it. You may desire more for professional positions. The system will notify you when an applicant applies if you desire. Click the appropriate circle

10. Complete the balance of the boxes and save. A job order number will appear. You may modify this job order at any time. If you need to make a change, simply pull it up from manage jobs, make your changes, and save it. It's that simple.

www.EmployFlorida.com

Log on Today!!!