



## Employer Job Order Entry Guide

Log into your employer account at: [www.employflorida.com](http://www.employflorida.com)

Select:

- ✓ Recruitment Services -> Manage Jobs
- ✓ Create New Job Order
- ✓ Type in Job Title then enter.
  - ❖ Page will refresh with Job Occupation choices available. Select the Occupation you feel best fits the job.
  - ❖ If no occupation choices are available then select another name for the job title that still describes the job and hit enter. You will be able to type in another job title in the job order process if you are using a different one here.
  - ❖ Click Next
- ✓ Either select a job location for the job from what has already been created or create a new location if the location desired does not exist. Click Next.
- ✓ Either select the contact for the job from what has already been created or create a new contact if the contact desired does not exist. Click Next.
- ✓ Under Option 1 click continue to modify skill requirements. You must have at least 1 item selected. Click Continue.
- ✓ Now you are at the job order details page. Starting with Job Title under Job Details enter all the information needed for your job order. All asterisk items are required.
  - ❖ Job Description Tip  
Keeping these factors in mind for the job seeker when writing in the Job Description area will better assist them in selecting the jobs that meet their skills:
    - Must have in order to apply:
    - Preferred Skills:
    - Required Screenings:
    - Job Description:
    - Work Environment:
    - Pay and Hours:
    - Application process (including number of interviews and type such as phone/one-on-one).
- ✓ Save.

Note: All job orders listed within your registration can be viewed/modified/closed under Recruitment Services -> Manage Jobs.