**Who is a Federal Contractor?**

- Employers doing business with the federal government, and employers that subcontract with a company doing business with the federal government

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**How to Identify Yourself as a Federal Contractor:**

- When you are creating your employer account in the SC WORKS system, under the section labeled, “Company Information” be sure to select “Yes, I am a Federal Contractor” next to the corresponding question. This will label you as a Federal Contractor in the SC WORKS system.

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**Posting your Job Order in SC WORKS:**

- The next step is to create a Job Order. A Job Order is an online record of an employer’s requirement for filling a vacant position.

- You want to mark your Job Order however, as a Federal Contractor position. To do so, you will complete filling out a Job Order per normal, however, when you get to the “Other Information” section, be sure to click “Yes” next to “Are you a Federal Contractor.”

- This will mark your job order in the system as a Federal Contractor position.

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**What is a Veteran Hold?**

- New job orders will display only to veterans for a minimum period of 24 hours and over the course of one full business day. It can be longer depending on the time the job order was entered and if there is a holiday in between. It will be displayed as “Veteran Hold” in order for staff to refer qualified veterans to the position per priority basis.

- The job order will be opened to general public automatically after the holding period has expired.