HOW TO POST A JOB IN SC WORKS

Click on "Manage Jobs" from your left-hand navigation Menu under the Quick Menu section.

On the Manage Jobs page, under the Job Orders tab (highlighted in green) you will be able to see all current and previous job orders you have created in the SC WORKS system.

Click on "Add New Job Order" to create a new job order in SC WORKS. A Job Order is an online record of an employer’s requirement for filling a vacant position. It must contain the qualifications a worker must have to successfully perform a job, and any other specific hiring requirements.

When creating a new Job Order, the first section is the Job Creation Method. Here, you can select the type of job order you would like to create. This guide will show you the Manual Entry Basic Job Order, which is the minimal data entry template with some default settings.

The next section is the Job Title section. Here, accurately describe the position, and keep in mind this can be searched by individuals using a keyword search. As you are entering the job title, you may see a list of common jobs populate. If you see your matching job title in the list, select it.

Under the Job Occupation section, select the occupation for this job order from the drop-down list. If you do not see the occupation you are looking for, click the "Search for an Occupation" link. Once selected, the system uses this to fill in the default sections for the rest of your job order to make things easier.

The first section of the next page, the system will show the Job Title and Occupation again. Following that will be the Job Description section. Add all of the details of the job position in the text box. If you would like to insert system sample text, click on the "Insert Sample Text" link.

The next sections are listed above. Going through each section, select the requirements necessary for this job position. There may be some system default information that has already populated. You are able to add/remove information in all sections. Be as detailed as possible as these are all searchable fields. Also keep in mind, inputting certain fields may populate additional questions/fields.

At the bottom of the page, enter the Captcha code and click "Create Job" to complete your job order. The system will then notify you that your job order has been created and saved successfully.

THINGS TO KEEP IN MIND:

- You must be a verified employer – in "Enabled" status – to have your job order(s) visible to the public.
- The first 24 hours of your Job Order will be on a required "Vet Hold" meaning veterans will have early access to review and apply for that job order before all other individuals.
- Job Orders will expire after 90 Days, unless you request otherwise.

To access SC WORKS, please visit: https://jobs.scworks.org/vosnet/Default.aspx