



Welcome to OKJobMatch.com!

Employer's Guide

2014

New Account Creation

OKJobMatch.com

LOG IN

Home >> Create an Employer Account

New Account Creation for Employer
* indicates a required field

Please use a Username that you will not forget, such as your last name with first initial. Spaces and special characters are not allowed in the Username. Spaces are not allowed in the Password. By submitting your e-mail address, you will be able to retrieve your password later, in case you forget it.

If you do not have an e-mail account click the following link for a list of [free Internet e-mail providers](#).

We request that you select a question and enter the answer to be used to remind you of your password should you forget it.

* E-Mail Address

* Confirm Email Address

* Password

* Confirm Password

* Security Question

* Answer

* Company Name

* Company Description (1000 character max.)

[Check spelling](#)

* Address

Address Line 2

* City

Employers can use their OKJobMatch account to:

- Create and/or edit job orders
- Track applicants and provide results to job postings such as hired, interview pending, not hired, etc
- Receive alerts when new candidates are found in the system
- Email candidates regarding your job posting

International State/Province/County

Company website

* Number of Current Employees

* FEIN

State Employment ID Number

* Ownership

* Federal Contractor

Yes

No

N/A

* Contact First Name

Contact Middle Name

* Contact Last Name

* Contact Job Title

* Phone Ext.

Fax

- You are required to use a valid email address when you create an account on OKJobMatch.
- This email address will become your username.

Create A New Job Order

- Once you have created an account on OkJobMatch continue through the screens entering all vital information about the job order.
- After you have entered all required information you will receive a preview of the job listing. After verifying that all information is correct, you will click on the POST JOB button to post the job or you can X out to make changes.
- Please be aware that all employer accounts will be approved by the Oklahoma Employment Security Commission and this process may take up to 24 hours. Once your account has been approved, your job order can be viewed by job seekers.

Preview job listing

Job seekers will see your listing as follows:

Dog Groomer
Goofy Dog
OKC, OK (73112)
Number of openings: 1
Application closing date: 3/31/2014

Salary range \$10.00 - \$12.00 Hourly
Full-time position
Normal work shifts are First (day)
Permanent position
Hourly "Non-exempt" position

- * Provide routine care for pets and animal companions
- * Provide care in a pet store or pet care business.
- * Feed and watered animals according to schedules and feeding instructions
- * Clean animal quarters such as cages or kennels, holding areas

About Goofy Dog
Dog Grooming facility

DASHBOARD | POST A NEW JOB

ACTIVE ON HOLD CLOSED **DRAFT**

Display 10 records per page

Dog Groomer Draft last saved on Mar 14, 2014

View Job

Dog Groomer

There are no applicants and there are no recommended candidates for this job.

Job details

Job closing date: Mar 31, 2014 Position type: Full-time, permanent
Customer Job ID: Number of openings: 1

Job Locations:
OKC, OK (73112)

Job Description:

- * Provide routine care for pets and animal companions
- * Provide care in a pet store or pet care business.
- * Feed and watered animals according to schedules and feeding instructions
- * Clean animal quarters such as cages or kennels, holding areas.

- You may view matches to any of your job orders by clicking on VIEW JOB.
- Click VIEW MATCHES FROM THE DATABASE. You will see a list of job seekers under the ALL RESUMES tab.
- Click REFER and the job seeker will be automatically notified via their OKJobMatch account.

Every resume is analyzed in detail, evaluating a candidate's qualifications, skill gaps, and likely career path, and then banking the information in the database. This helps you decide which candidates are best aligned for the jobs you have available.

Click on an applicant's name to view their resume.

- Once your employer account has been approved, your job posting will move to the ACTIVE tab. Once your job has become ACTIVE, click VIEW ALL APPLICANTS to see a listing of applicants' resumes.
- You can view an applicant's resume by clicking on their name.
- There are options to 1) email an applicant, 2) flag a resume, 3) add/edit a note, or 4) view other candidates with resumes similar to this applicant.

News Anchor position was posted

ACTIVE ON HOLD CLOSED DRAFT

Display 10 records per page

News Anchor Posted 7/31/2014 11:53:32 AM, expires Aug 07, 2014

View all applicants (2) View Job

Search summary

The following criteria was applied in the search:
Job title: Mechanic
All resumes without matching this job

ALL RESUMES APPLICANTS YOUR FLAGGED RESUMES

Display 10 records per page

Tim Forsythe 14 years
Tire Technician - NTB (2009-2011)
Gutter Installer - S & S Guttering (2005-2009)
Electronic Installer - Cool Tint (1997-1998)

sort by

Page: « previous 1 next »

New applicant

Recommended
New applicant
Under consideration
Did not apply
Interview scheduled
Interview denied
Failed to show
Refused offer
Hired
Not hired

Resume for Tim Forsythe

1 2 3 4

Summary
I have 6 years of experience, as a Tire Technician and as a Gutter Installer in industries including Automotive Dealers and Gasoline Service Station Technician at NTB from December 2009 to April 2011. My skills and experiences include: Carpentry, Framing, Impression Fabrication, Welding. I hold a S

Experience
NTB, kansas city, KS
Tire Technician
Repaired and changed tires. * Found tire damage and problems. * Inflated tires to the correct pressure. * Used balancing machines to find counterweight hand tools, lug wrenches, power tools, jacks. * Fitted tires onto wheels. * Hammered counterweights into wheel rims. * Rotated tires. * Mounted tires on dr

S & S Guttering, kansas city, KS
Gutter Installer
Fabricated and installed sheet metal products such as gutters, down spouts. * Worked with materials such as copper sheet, aluminum. * Laid out and mar and joints with bolts, cement. * Smoothed seams and joints of burred surfaces. * Assembled and installed components into products. * Set up and opera materials prior to bonding. * Fabricated or altered parts at construction sites. * Maintained and repaired all tools and equipment. * Knowledge sets include:

Cool Tint, Kansas City, KS
Electronic Installer
Maintained electronic communication equipment on ground vehicles. * Installed communication equipment. * Installed electronic equipment. * Experie

You can update the applicant's status by clicking on the APPLICANT STATUS drop down menu and selecting the appropriate outcome.

April | Account settings | Change username | Change password | Sign out | Help

OK Job Match.com

JOBS TALENT POOL Post a new job

Find and manage talent with the search features and tabbed areas below.

Search resumes Save this search and notify me of new talent

Search for type keywords in Full resume within Entire work history Go

Clear search

Search options

Search open jobs

- select open job - Go

Search by saved query

- select saved search - Go

Advanced search options

Location

Education

High school diploma or equivalent

Associate's degree/some college

Bachelor's degree

Graduate degree

Languages

Status

Veterans or Military Service

Search score

Driving licenses

Occupational licenses

type license Add

Certifications

type certification Add

Availability

Candidate

Apply advanced search

- You can further narrow the search for qualified applicants by clicking on the TALENT POOL tab.
- Enter the appropriate search criteria in any of the SEARCH OPTIONS fields and click APPLY ADVANCED SEARCH.
- Once you have selected specific search filters, you can save the set of search criteria for future use by clicking SAVE THIS SEARCH AND NOTIFY ME OF NEW TALENT.

Did you know that our local Workforce Center staff can assist you with creating and posting job orders as well as finding qualified applicants? To find contact information for a local Workforce Center staff person to help you with your future recruitment needs, please [click here](#).

In addition, check out these resources available to all of our valued employers.

- Employer Resources Video
- Employment Labor Law Posters
- Oklahoma Employer Councils/Business Seminars
- Oklahoma Unemployment Tax Filing (EZ Tax Express) Video
- Work Opportunity Tax Credit — WOTC (tax credit for employers)
- Labor Market Information

You can access these and other resources by visiting www.oesc.ok.gov and clicking on *Employer Resources*.

Thank you for using OKJobMatch.com!

