

[www.vawc.virginia.gov](http://www.vawc.virginia.gov)

## HOW TO POST A JOB OPENING:

1. Using the Internet, go to [www.vawc.virginia.gov](http://www.vawc.virginia.gov)
2. Sign-in using your assigned Username and Password
3. Select **Manage Jobs**, from the left menu bar. This takes you into your job service record. If you had previous jobs listed with VEC, these jobs will show on this screen. If you do not see previously posted jobs Click on **Show Filter Options**. This is in small light blue lettering in the center of screen just below **View Incomplete Job Orders**.
4. Now you can view all of your job orders and can copy, edit, search for applicants and preview the job order under the **Action** column; or at the bottom of the screen, select **Add New Job Order**.
5. The job order process consist of 17 small steps; at the end of each screen you will have an option to save the job order and return later to finish it. Each step is shown on a single screen with informative step by step instructions.

### Here is a detailed look at each screen:

1. The first screen will ask for a job title, as you type in the title, the screen may prompt for a more specific title. You can select one of the suggestions or keep typing in your job title.
  - a. The Job Occupation block will offer you choices if you click on the down arrow next to the blank input line. You can also search for an occupation.
  - b. The last step on this screen is to select if you want to copy a job or manually enter your job posting. If you copy a previously posted job, you will be allowed to change information to tailor the job posting to your current demands.
  - c. Select **Manual Entry** and Click on **Next**.
2. Insure the correct work location is selected or add a new location.

Click on **Next**.

3. Insure the contact person and information is correct.  
Click on **Next**.
4. Now you must select the skills associated with your job opening. You can choose the default listing and then edit the skills you do not need. The default listing option will only benefit you if you have selected an occupation that is not listed with “and all others” in the job title. This generic listing will not have skills assigned.  
Click on **Next**.
5. Scroll, review, and edit the selected skills  
Click on **Next**.
6. If you have special skills, type these skills in the box and  
Click on **Next**.
7. You have three options in posting your job opening.
  - a. Option 1 is for the employer who wants to maintain control on their job order. In this option you can choose how job seekers will apply; online resumes are least intrusive in your busy schedule. You can review resumes online without job seekers contacting you personally or coming to your business.
  - b. If you desire Option 2 or 3, please contact your local workforce center for their assistance in handling your job opening.
  - c. The next block is the Job Details. A job can only be open for 60 days; if you require a longer time, please copy your job order and relist it at the end of the first 60 days. Please complete all times with red asterisk. **Click on Next**.
8. The next screen is for your job description. At the bottom of the screen you can select **Insert Sample Text** to help you get started on writing a new job description. You can also cut and paste a job description that you already have completed. **Click on Next**.
9. Now complete any hiring requirements you prefer and **Click on Next**.
10. Now enter the minimum education, age, and experience demanded by the job. **Click on Next**.
11. Enter the wage and hour information. **Click on Next**.
12. This screen will ask you to verify the benefits offered by this job.  
**Click on Next**.
13. Now select how the job seeker will apply. Online resume is preferred by most employers. **Click on Next**.

14. You now have the opportunity to prescreen your applicants. Do you have any interview questions that will help you sort the applicants? You can ask yes/no, true/false, and text answer questions. If the job seeker does not answer the questions, you will still receive the application/resume but this feature will help you in prescreening. When you are finished completing your questions, **click on the Next** button.
15. This screen offers you the opportunity to be notified whenever a job seeker applies for your posted job. The system can send you an email or leave a message in your Virginia Workforce Connection message box. **Click on the Next** button.
16. Another free employer tool the Workforce Connection offers you is the ability to post your job on Job Central. You only need to check the box and your job will be posted on the Virginia Workforce Connection and Job Central.
17. The final screen ask a few more questions about your job opening, click yes or no and then **click on Finish**.
18. Now you can review your job posting and make any changes. When the Job is saved it will appear on the Manage Jobs screen. Your job will not show as an Open Job or be released for job seekers to view or apply to, until the local VEC Office's Veteran Representative matches the job to available Veterans. This could take up to three days; normally it is performed on the same day the job order is submitted.

If you have any difficulty or desire personal assistance, please contact:

**Carolyn Powell-Nichols 757-865-5839**

or

**David DeBose 757-865-5811 or Shawntez Edmondson 757-865-5835**

or

**Southside: Hosey Burgess 757-455-3960**

Thank you for using the Virginia Workforce Connection to post your job opening.  
We appreciate your business.

