# Introduction to Employer Services IowaWORKS.gov

Iowa*WORKS* provides employers with tools to evaluate job seeker skills and profiles, and to locate qualified workers for entry-level or highly skilled positions.

# Registered Employers Can

**Post job openings** – Use the online job order system to enter a complete job description and define required job skills

**Find candidates and review résumés** – Use search tools to locate and review posted résumés of qualified candidates.

# Registered Employers Can

**Create and store résumé searches** – Schedule a weekly or daily automated search for candidates and receive immediate notification of hits.

**Evaluate Applicants** – See how applicants match up to job order requirements. Assign ratings, send messages, and keep notes.

# Registered Employers Can

**Learn about the site and available tools from the Learning Center** – Take advantage of a central location for accessing training videos to learn more about using the employer resources and tools in the site

Third Party Agents (TPA) representing one or more employers (who are already registered in Iowa*WORKS*) can register to conduct recruitment activities on behalf of their client/s.

Each employer selected by a TPA will receive a request notification. The employer will need to review the agent, activate the relationship and determine the TPA's access privileges.

# Job Orders

There are a couple of ways to enter a job order into Iowa*WORKS*. Each method offers unique advantages, building on an existing job order and/or job order templates stored in the system.

The **Job Order Details** page includes all the current settings for the job order with the ability to edit information as needed. The following may be edited:

- Job Title and Occupation
- Transportation Requirements
- Location/Work Site of this Job
- Compensation and Hours
- Contact Person for this Job
- Benefits Offered
- Job Order Information to be Displayed Online
- Job Application Methods Accepted Job Details
- Job Applicant Information Needed

Skills
- Application Question Set Other Skills
- Applicant Notification Method
- Hiring Requirements
- Job Order Upload Options
- Specialized Requirements
- Other Information
- Minimum Education, Experience & Age Requirements

https://www.iowaworks.gov/vosnet/lmi/profiles/profileDetails.aspx?enc=GVaLr/skVT9NzIXXkGevr77DE55OePj0lOO...

Apps | GovDelivery Admin »... | Facebook Business M... | GBus - CR | GBus-IC | GCalendar - CR | GCalendar - IC | IowaWORKS Locations | MyIowaUI - Login

Home   My Dashboard   Sign Out   Services for Individuals   Services for Employers   Quick Search

**Registered Nurses** - Assess patient health problems and needs, develop and implement nursing care plans, and maintain medical records. Administer nursing care to ill, injured, convalescent, or disabled patients. May advise patients on health maintenance and disease prevention or provide case management. Licensing or registration required. Click to view the occupational video for Registered Nurses.

Source: This information is based on O*NET™ data. O*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.

## Jobs Available ℹ️

This section shows the number of job openings advertised online in Iowa for Registered Nurses and for the related occupational group of Healthcare Practitioners and Technical Occupations on June 26, 2019 (Jobs De-duplication Level 2).

| Occupation | Job Openings |
|---|---|
| Registered Nurses● | 1,809 |
| Healthcare Practitioners and Technical Occupations | 7,209 |

☼ BRIGHT OUTLOOK NATIONALLY

Source: Online advertised jobs data

## Jobs Area Distribution ℹ️

This section shows the distribution of number of job openings advertised online for Registered Nurses in Iowa by counties on June 26, 2019 (Jobs De-duplication Level 2).

Click a column title to sort.

| Rank | Area Name | Median Wage | Job Openings |
|---|---|---|---|
| 1 | Linn County | $56,710 state level wages | 195 |
| 2 | Johnson County | $56,710 | 167 |

9:31 AM

# Search for Candidates

| Tab Name | Key Features |
|---|---|
| **Quick Résumé Search** | Search by keyword in a defined area. You may also set some commonly used dropdown options. |
| **Advanced Résumé Search** | Select among extensive parameters for a targeted résumé search. |
| **Résumé Search by Skills** | Define skills before searching. Once defined, you may rerun the search at any time using your customized saved skill set. |
| **Résumé Search by Job Order Criteria** | Incorporate job order parameters into your search criteria. |
| **Résumé Number Search** | Enter a résumé number to quickly bring up a specific résumé. |
| **External Résumé Search** | Search exclusively for external résumés. (Other search tabs give you the option of including external résumés in your search.) |

Apps   GovDelivery Admin »...   Facebook Business M...   GBus - CR   GBus-IC   GCalendar - CR   GCalendar - IC   IowaWORKS Locations   MyIowaUI - Login

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**IowaWORKS**

**Please make selections from the ranking criteria displayed below.**
You may weigh how important an item is to you by making a selection from the radio buttons next to each section. When you are ready to perform a ranking, click the Search button below to view potential candidates in

| Quick | Advanced | Skills | Job Order | Number | External |
|-------|----------|--------|-----------|--------|----------|

Expand / Collapse

**Desired Work Location**

Area (click to change):   Linn County, IA

**Keyword(s)**

Keywords (e.g. Accountant):   [                    ]

   Show Keyword Search Options

**Occupation**

**Education Level**

**Salary**

**Résumé Modification Date**

**Veteran**

Advanced Résumé Search     Reset Criteria

Search

9:26 AM

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **CLARK, VICKI S** | IowaWORKS | Main Resume #327081 (View Résumé) | Active, Online | 5/30/2019 7:54:00 PM | Associate's Degree | $9.50 hourly (Approx. $20,000 annually) or more | 83 % | Details | |
| **SMITH, SARAH C** | IowaWORKS | Main Resume #327251 (View Résumé) | Active, Online | 5/30/2019 7:54:00 PM | Associate's Degree | $9.50 hourly (Approx. $20,000 annually) or more | 83 % | Details | |
| **Contreras, Miguel A** Des Moines, IA | IowaWORKS | Miguel Contreras' Resume #440045 (View Résumé) | Active, Online | 6/14/2019 7:35:00 PM | Bachelor's Degree | ANY | 83 % | Details | |
| **Kraft, Nathaniel X** Davenport, IA | IowaWORKS | Museum Curator #440707 (View Résumé) | Active, Online | 6/21/2019 4:34:00 PM | Master's Degree | ANY | 83 % | Details | |
| **Lowe, Matthew B** Delta, IA | IowaWORKS | Shift Manager #439379 (View Résumé) | Active, Online | 6/8/2019 11:19:00 AM | Associate's Degree | ANY | 83 % | Details | |
| **Russo, Danielle** Cedar Rapids, IA | IowaWORKS | Software Development Resume #440642 (View Résumé) | Active, Online | 6/20/2019 3:07:00 PM | Bachelor's Degree | ANY | 83 % | Details | |
| **HOLMES, HEIDI D** Des Moines, IA | IowaWORKS | Administrative Assistant #439373 (View Résumé) | Active, Online | 6/7/2019 7:03:00 PM | Bachelor's Degree | $16.75 hourly (Approx. $35,000 annually) or more | 67 % | Details | |
| **White, Amber J** Cedar Rapids, IA | IowaWORKS | Amber White Resume #440722 (View Résumé) | Active, Online | 6/23/2019 10:31:00 AM | Bachelor's Degree | $24.00 hourly (Approx. $50,000 annually) or more | 67 % | Details | |

Refer

Page 2 of 10

Rows 50

**500 Records Found**

ript:__doPostBack('ctl00$Main_content$ucGSIMultiViewGrid$gvwData','Sort$fullname')

Automate the Process

Use the **Virtual Recruiter** to save résumé search criteria and schedule automatic searches.

Employers define when and how frequent the **Virtual Recruiter** runs each search, as well as how the system notifies them of search results.

**Quick Search**

| Enter Search... | ℹ |

**Currently Managing**

Release Employer

Assist a new Employer

**Services for Workforce Staff**

Manage Individuals ▸

Manage Employers ▸

Manage Résumés ▸

Manage Job Orders ▸

Manage Labor Exchange ▸

Manage Activities ▸

**Iowa**WORKS

Please make selections from the ranking criteria displayed below.
You may weigh how important an item is to you by making a selection from the radio buttons next to each se
the Search button below to view potential candidates in

Here are the 1 most recent résumés you have viewed: Main Resume (46598),

| Quick | Advanced | Skills | Job Order |

**Desired Work Location**

**Area (click to change):** Linn County, IA

**Keyword(s)**

Keywords (e.g. Accountant):

| |

⊞ Show Keyword Search Options

**Occupation**

Occupation Group:

| Healthcare Support Occupations ▼ |

[ Select Specific Occupation ]

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Quick Search

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Use this folder to manage your Virtual Recruiter saved Résumé Alerts.
Click the Create new Résumé Alert button to schedule a recurring search for candidates that have the qualifications you need. Click on a title in the table below to view the Résumé Alert's criteria.

[ Assist an Employer | Staff Services | Employer Portfolio ]

Employer Profiles            Human Resource Plan            Staff's Profile
                             Job Order Plan
                                 Job Orders
                                 Job Order Templates
                                 Application Questions
                                 Job Skill Sets
                                 Tools and Technology
                             Recruitment Plan

| Job Applicants | Favorite Candidates | Virtual Recruiter |

For help click the information icon.

Show Filter Criteria
To sort on any column, click a column title.

| Title | Expires | Schedule | Next Run | Notification | Action | Select |
|-------|---------|----------|----------|--------------|--------|--------|
| Healthcare Support Worker | 6/28/2019 | Daily | 6/28/2019 | Message Center | Run | |
| | | | | | | Delete |

Page 1 of 1          Rows 50

1 Records Found

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Apps | GovDelivery Admin »... | Facebook Business M... | GBus - CR | GBus-IC | GCalendar - CR | GCalendar - IC | IowaWORKS Locations | MyIowaUI - Login

🏠 Home  👤 My Dashboard  🔓 Sign Out  👤 Services for Individuals  👥 Services for Employers     Quick Search

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**500 Records Found**

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# Questions