

SDWORKS Employer Supplement

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SETTING UP A NEW ACCOUNT

You'll need your Federal Employer ID (FEIN) or Social Security (SSN) number, as well as information for the primary company location and contact. To create a new account:

1. Click **Sign In** near the upper right corner on the site home page.
2. Under Option 3 – Create a User Account, click **Employer**
3. Follow the steps, fill in all required (*) fields on all pages, and click **Continue**.



Providing an email address is required

How your email address is used or shared:



- DLR staff will utilize this email address to contact you about promising candidates for your job openings.
- Your email address will be displayed when you contact job seekers through SDWORKS.
- If you select "Apply By Email" when creating a job order (Step 16 - Creating a Job Order), your email will be available for those viewing your job order.

4. Login Information – Follow the steps, fill in all required (*) fields on all pages, and click **Save**.

When *What would you like to do next?* page displays, your account has been created, and you're signed in.

IMPORTANT: New employer accounts and any associated job orders are automatically placed in a 'Pending Verification' status while DLR Staff conducts verification. You will have limited capabilities during this time. Contact your local Job Service Office for expedited services if you require immediate assistance. <https://dlr.sd.gov/localoffices/default.aspx>

What would you like to do next?

	Add Locations and Contacts. To add additional locations or contacts, please click the link above.
	My Dashboard To find more information about other services offered to employers, please click the link above.


SIGNING INTO YOUR ACCOUNT



1. On the site home page, click **Sign In** near the upper right corner
2. Enter your Username & Password in the Option 1 – Already Registered section.
3. If displayed, enter the case-sensitive CAPTCHA code at the bottom of the page.
4. Click the **Sign In** button to enter your account and display your dashboard.

Note: If you forgot your username and/or password, click [Retrieve Username or Password](#) and select your desired retrieval option.

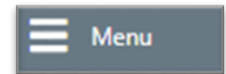
Getting Help


Wherever you see the information icon  on a page, you can click it to display help text for that section in a pop-up window.

ACCESSING THE MENUS AND QUICK SEARCH

The top menu bar appears on every page. You can access two key features from here: the left navigation menu and the Quick Search fields to find candidates and other important resources.

- **Menu** – (sometimes called a "hamburger menu") Displays/hides the left navigation menu. Click on the right arrow > of the menu to view options within that menu group. The menu retracts and displays the selected page when you click on an option.

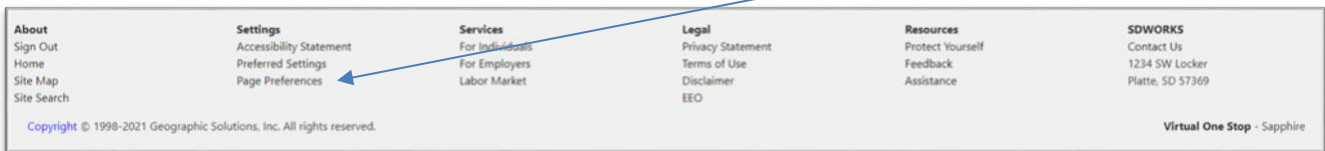


Many of these options are also available as widgets on your dashboard (see figure below). Use the  to minimize or maximize the widgets.

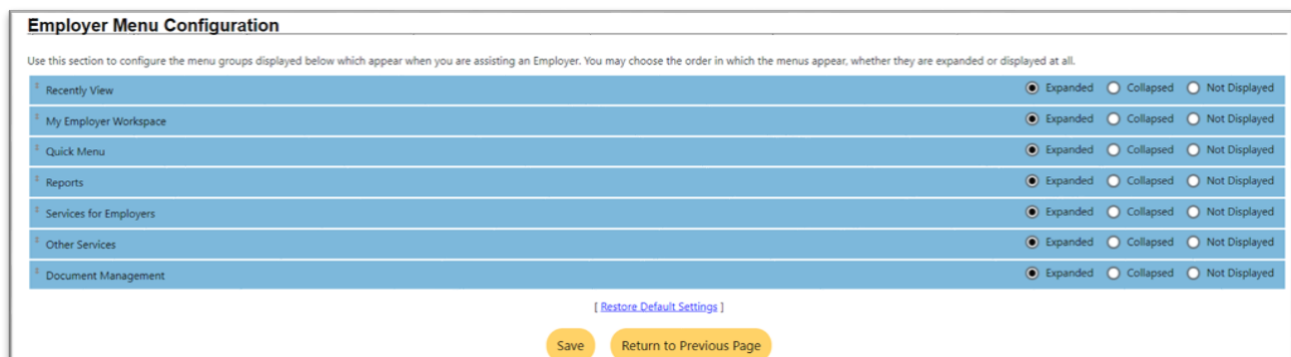
- **Quick Search Menu** – Displays search fields, from which you can search for candidates, education institutions, career occupations, industries, and more.

To configure your left navigation menus:

1. In any page's footer (bottom), click **Page Preferences** under Settings.



2. Under the Navigation Menus heading, select [Click Here](#) from the pop-up window.
3. On the Menu Configuration page that displays, you can:
 - a. Specify if you want each menu group to be *Expanded* (show sub-options), *Collapsed* (show heading only with the ability to expand options), or *Not Displayed* at all.



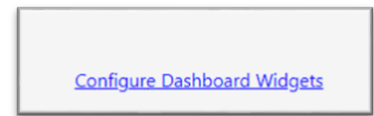
- b. Rearrange the order of the menu groups by dragging and dropping the menu bars using your mouse.
4. Click the **Save** button to save your changes.

Exploring Your Dashboard

You can use the widgets from our Employer Dashboard to access all the key features you'll need to set up your employer account, create job orders, search for candidate resumes, and access your messages. Most of these features are also accessible from the left navigation menu.

To configure your dashboard widgets:

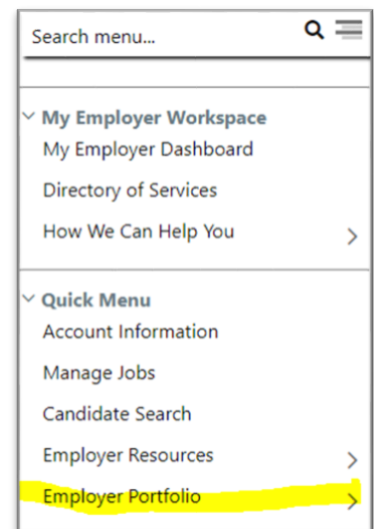
1. At the bottom of the dashboard, click the **Configure Dashboard Widgets** link.
2. On the configuration page that displays, check or uncheck the boxes for the widgets you want to appear on your dashboard, and then click **Save**.
3. To rearrange where the widgets appear, you can:
 - a. Follow the on-screen instructions on the configuration page to use the keyboard to move widgets between the three columns, and then click the **Save**.
OR
 - b. On the dashboard page itself, hover the mouse over the widget heading bar until the cursor changes to a 4-sided arrow, and then use your mouse to drag and drop widgets where you want.



MANAGING YOUR EMPLOYER ACCOUNT INFORMATION

To manage your account information:

1. From the Quick Menu group in the left navigation menu, click **Employer Portfolio**
2. Select Corporate Profile.
3. Add or change any information in your company profile as desired by clicking on the tab title, making the changes as directed on the page, and clicking **Save**.
 - **General Information** – Company name, primary location address, primary contact info, company information, benefits, and profile "about" text.
 - **Locations** – Additional physical locations and contact persons for each location.
 - **Contacts/Users** – Additional contacts' information, including login and other site privileges to control their capabilities to work on behalf of the Employer.
 - **Account Summary** – Current statistics, including numbers of contacts and locations, job orders, job applicants, viewed resumes, etc.
 - **Agents** – (available only for employers who use third-party agents for recruiting) Review agents' access requests, activate the relationship, and change their access privileges.
 - **Documents** – (available only for sites with this module) Manage scanned and uploaded documents.



JOB ORDERS

Job Order Best Practice Considerations

- Do not use discriminatory or offensive language.
- Utilize inclusive language and consider all applicants to fill the position.
- Indicate any assessments required during the application process or as a job requirement. This might include drug screens, background checks, personality assessments, credit reports, etc.
- Identify as *Veteran Friendly*, *Older Worker Friendly*, or *Justice-Involved Friendly*. This "friendly" status is self-disclosed and does not need to be verified.
- Clearly and accurately represent the required job duties.
- Identify knowledge, skills, and abilities required for the occupation.
- Consider what education is truly necessary for the position.
- Instructions for applying.
- Location of where the job will be completed.
- Working conditions

- Hours, including information regarding the schedule
- It is encouraged to identify the minimum and maximum salary to attract applicants.
- Abbreviations and technical jargon should only be used when necessary
- Only one job title to reduce confusion

Creating a Job Order

The Job Order wizard is a multi-page form that collects all required job information. You can exit the wizard from any page using the link at the bottom and return later to complete it. To create a full, custom job order:

1. From the Quick Menu group, click **Manage Jobs**.
2. On the Job Orders tab, click the **Add New Job Order** button.
3. Select the **Manual Entry Custom Job Order** option.
 - **Manual Entry Basic** job order option minimizes data entry and uses more defaults.
 - **Copy Existing** lets you build a new job order from an existing one.
 - **Create from Template** enables you to build a new job order from an existing template.
4. Enter the **Job Title** using keywords job seekers would use.
5. Select an occupation based on your Job Title from the **Suggested Occupations** drop-down list, or if necessary, use the "Search for an occupation" link to find the associated occupation.
6. If you are an agent posting a job, you can enter your **Agency Job ID**.
7. Click **Next** to proceed, and then continue entering required data and clicking **Next** to save your data and advance to the next page.
8. If there are multiple worksites for your company, select the job **Location** for this job. If necessary, you can add new locations by clicking the links on this page.

WORKSITE LOCATION

- When a job order is posted for a physical work location other than the primary business headquarters or home office address, that location should be entered into SDWORKS as the **Worksite Location**.
 - If there is one position, but the work can be performed in three different locations, it is recommended that an employer post the position multiple times, identifying the various **Worksite Locations**.
 - Individuals willing to travel for employment can view job opportunities by conducting an **Area Search** to include multiple worksite locations.
 - A **Work from Home** job order is an option on SDWORKS. The position description will identify this position as being **Work At Home**. The Worksite Location should read as the Employer's primary business headquarters.
9. If there are multiple contacts for your company, select the job **Contacts** for this job. If necessary, you can add new contacts by clicking the links on this page.
 10. Specify the Job Order Information to be Displayed Online options.

- Display online to job seekers
 - Yes = the job will be available for job seekers, with a complete job description and contact information;
 - No = only authorized staff will see the job; selecting No causes all subsequent display questions to be removed.
- Display your company name (Confidential)
 - Yes = display the company name in the online job order (Yes must be selected for the previous question);
 - No = the company name is replaced by the word 'Confidential.'
- Display worksite full address –
 - Yes = display the worksite's street address, city, state, Zip Code, and website address, if available.
 - No = only city and state are displayed (and the Display worksite street address prompt is disabled).

Job Order Information to be Displayed Online	
Display online to job seekers:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Display your company name: (Confidential)	<input checked="" type="radio"/> Yes <input type="radio"/> No
Display worksite full address:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Display worksite street address:	<input checked="" type="radio"/> Yes <input type="radio"/> No

Note: Keep in mind the following combinations when making company name and address selections:

- 'No' to Company Name and 'Yes' to Address would display the street address, but not the name and website.
- 'No' to Company Name and 'No' to Address will display only city and state.
- 'Yes' to Company Name and 'No' to Address displays the company name and website, but not the street address

11. Complete the **Job Details** section.
12. Enter a **Job Description**. To start with editable sample text for the position, click "Insert SampleText," or if you have a Saved Text Template click the "Text Templates" link.
13. Select a **Skill Set Select Method**, specify if **Tools and Technology Skills** for the occupation should be included, and specify if any **Other Skills** are needed. If so, enter them in the text box provided.
14. Confirm or modify the selected skills, tools, and technologies on the next page.
15. Specify your other requirements, including **Hiring; Minimum Education, Experience, and Age;Transportation;** any other **Specialized Requirements**, and then enter the case-sensitive CAPTCHA code.
16. Enter the Compensation, Hours, and Benefits information.
17. Identify the Job Application Methods Accepted and Job Applicant Information Needed.

Note: When applicants choose to apply with the Online Resume method, their resume and detailed information will be displayed on the Job Applicants tab of your Recruitment Plan in your Human Resource Plan.

18. If applicable, add an Application Question Set, and specify your preferred Applicant Notification Method.
19. Specify your **Job Order Upload Options** for external sites and provide any **Other Information**.
20. Click the **Finish** button.

As soon as the job order is saved, it is assigned an ID number, which will display on the next page that shows any active resume for potential candidates.

Creating an Application Question Set to Link to Job Orders

Create reusable sets of questions to link to job orders, which will display when a job seeker applies for a job.

1. From the Quick menu group, click **Employer Portfolio ▶ Job Order Plan ▶ Application Questions**.
2. Click the **Create Application Questions** button.
3. Enter the **Question** set name.
4. Enter introductory **Question Set Instructions** by entering text manually or clicking **Insert Sample Text**; modify as desired.
5. Enter a **Question** in the text box. Text will spell checked automatically.
6. Select the appropriate **Response Type**. Depending on the selection, more fields may appear and need to be completed.
7. Indicate whether a response is required for this question.
8. Click **Save**.


 A yellow rounded rectangular button with a thin black border, containing the text "Create Application Questions" in a dark grey sans-serif font.

Click **Add a Question** and repeat the steps necessary to add more questions to this set. When the set of questions is complete, click the **Return to Question Set List** button.

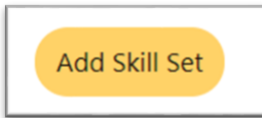
Creating a Skill Set to Add to Job Orders

Create reusable skill sets to add to job orders or when searching for candidate resumes.

1. From the Quick menu group, click the **Human Resources Plan ▶ Job Order Plan ▶ Job Skill Sets** tab.
2. Click the **Add Skill Set** button.
3. Choose the desired method of selecting skills:
 1. Select **Analyze Skills** to drill down into categories and select skills in each applicable category. Click **Save Skills and Continue** when complete.

OR

 2. Select **Skill Matching** to choose the default skills set for the selected occupation. You can modify the default skills set once you save it. Click **Continue**.
4. Name the skill set and click **Save**. You can now select this setting when creating a job order or from the **Skills or Advanced** tab when searching for candidates.


 A yellow rounded rectangular button with a thin black border, containing the text "Add Skill Set" in a dark grey sans-serif font.

Edit an Active Job Order

1. Click on the menu in the top left corner.
2. Click on **Manage Jobs**
3. A menu will open in the center of the page.
4. In the second column, click on **Job Orders**
5. On the **Job Orders** tab, to search for and display the job order you wish to edit, click the Show Filter Criteria link, enter your criteria, and click **Filter** towards the bottom.
6. When you find the job order you are searching for, click **Edit** in the Action column of the Job Orders tab.

7. For each section you wish to change, click **Edit**.

NOTE: If a job order needs to be extended beyond 45 days and the job order has not yet closed, you can extend the job order another 45 days. Click **Save**.

8. When all changes are complete for the job order, click **Return to Job Orders** at the bottom of the page.

Re-Open or Copy a Job Order

If you want to re-post the job order after it has been closed, open a new job order or copy an existing job order. **Do not re-open a closed job order.**

1. Repeat steps 1 – 4 in editing a job order.
2. When you find the job order you are searching for, click the Copy link in the Action column of the Job Orders tab.
3. To make an exact copy with a new number, click **Copy job as is (exact copy)** and click the **Copy Job** button.

OR

To change key areas for the copy, click **Copy job with advanced options**, make the changes, then click the **Copy Job Now** button at the bottom of the page.

Create Template

1. Repeat steps 1 – 4 in editing a job order.
2. Click the Template link in the Action column of the Job Orders tab.
3. Name the Template, specify the benefits offered, and click **Save**. You can access your templates from the Job Order Templates tab of your Job Order Plan.

Setting Application Question

1. Repeat steps 1 – 4 in editing a job order.
2. Click the Edit link in the Action column of the Job Orders tab.
3. Scroll down to the Application Question Set section and click the Edit Application Question Set link.
4. Select a question set to add from the **Application Question Set** list

OR

Select whether to create new or edit existing Application Questions and follow on-screen directions. If there are no saved job applicant question sets, you will have to create questions.

5. Click Save, then Return to Job Orders.

MANAGING JOB CANDIDATES AND APPLICANTS

Searching for Candidate Resume

You have several options to find desirable candidates with the skills and attributes you need. To search for candidate resume:

1. From the Quick Menu group, click **Candidate Search**. This action can only be done if the company has an open job order.
2. Click to change the Desired Work Location Area, if desired.
3. Select one of the following search method tabs, enter your criteria, then click **Search**:
 - **Quick** – Search by keyword, occupation, education level, veteran status, etc.
 - **Advanced** – Rank certain criteria by specifying if it is Required or Desired; you can also further filter search results by numerous criteria, such as percentage of skills match, security clearance, or WorkKeys scores.
 - **Skills** – Search by an existing skillset or create a new one to search by.
 - **Job Order** – Search by using the requirements in a specific job order.
 - **Number Search** – Enter a Resume ID number when looking for a specific candidate.
 - **External** – Look for candidates on external job sites (links to sites open new browser windows.)

Creating a Tools and Technology Set to Filter Resume Search Results

When looking for candidate resumes, create reusable sets of tools and technologies as filtering criteria.

1. From the Quick Menu group, click **Employer Portfolio ▶ Job Order Plan ▶ Tools and Technology**.
2. Click **Add Tools and Technology**.
3. Search for and select an occupation to get a list of tools and technologies by using any of the Occupation search tabs.
4. Click in the **Select** checkboxes for the items you wish to add.
5. Click **Continue**.
6. Name the set and click **Save**. You can now select this set from the Advanced tab when searching for candidates.

Managing Resume Search Results

On a Resume search results page (see "Searching for Candidate Resume"), you can:

- Choose between the Summary or Detailed Results View.
- Re-sort results – Click a column heading; click again to reverse the sort order.
- View Resume details – Click the "Details" link in the Action column or the "Candidate Overview" link in Detailed Results View.
- View a formatted Resume – Click the "View Resume" link under the Resume Title/number.
- Save a Resume to your favorites – From either the Details tabs or the Resume Preview page, click the "Save to favorites" link at the bottom of the page, enter a category and rating, and **Save**. It is added to the Favorite Candidates folder of your Recruitment Plan.
- View skills/requirements matching – Click a percentage or Yes/No icon.
- Email the Resume to a recipient – Click the [Email this Resume](#) link in the Action column.

Creating a Virtual Recruiter Resume Search Alert

Save candidate Resume search criteria to create a Virtual Recruiter search alert.

1. Conduct a candidate Resume search as described in "Searching for Candidate Resume" on the previous page.
2. At the bottom of the search results page, click the **Save Search** button.
3. Enter a title for this candidate search alert.
4. Specify how often to run the search.
5. Select how you wish to be notified (e.g., email, text message). If you select *email*, you may specify a location contact as the recipient.
6. Enter an expiration date (defaults to 90 days), then click **Save**. It is added to the Virtual Recruiter folder of your Recruitment Plan.

MANAGING JOB APPLICANTS

Applicants have applied for a job either by submitting a resume or online application or selecting to share their contact information through any of the alternative application methods specified for the job.

To manage job applicants:

1. From the Services for Employers menu group, click **Recruitment Services ▶ Manage Job Applicants**.
2. If desired, you can select to display all applicants, including inactive job orders, and select a job order from the drop-down list to see only those specific applicants.
3. From the Job Applicants tab, you can:
 - Choose between the Summary or Detailed Results View.
 - Re-sort results – Click a column heading; click again to reverse the sort order.
 - View applicant details on a series of tabs – Click an Applicant Name link or Details in the Action column or the Candidate Overview link in Detail Results View.
 - Review job order details – Click a Job Order Title link.
 - Update their status in the recruitment process – Click a Change Status link.
 - Rate the applicant and add notes – Click a Your Rating link.
 - See how they match up percentage-wise to a job's skills and general and specialized requirements (if included in the job order) – Click any of the percentage links or icons, or click How Do They Measure Up in the Action column to drill into the details.
 - View applicant's Resume – Click a Resume link in the Action column.
 - Select applicant(s) to send internal messages to, rate, change their status, print selected information, or map their locations in Google Maps – Click their checkbox and desired action link in the Select column.