

JOB ORDERS: VIEW/SAVE/PRINT

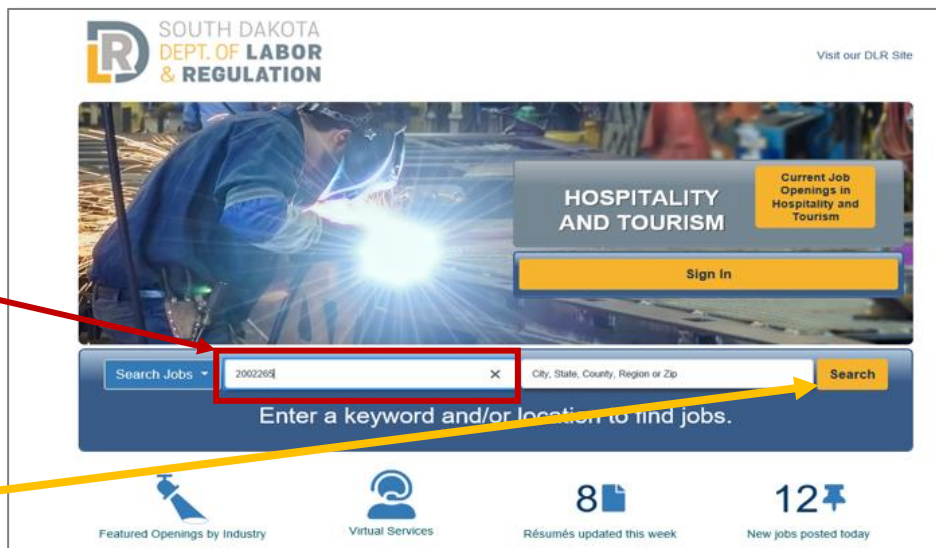
The following steps will assist employers in locating, viewing, saving and printing job orders. For more comprehensive guidance on SDWORKS Job Orders, review the [Employer SDWORKS Quick Reference Guide](#).

TO ACCESS THE JOB ORDER

SEARCH FOR/VIEW JOB ORDER

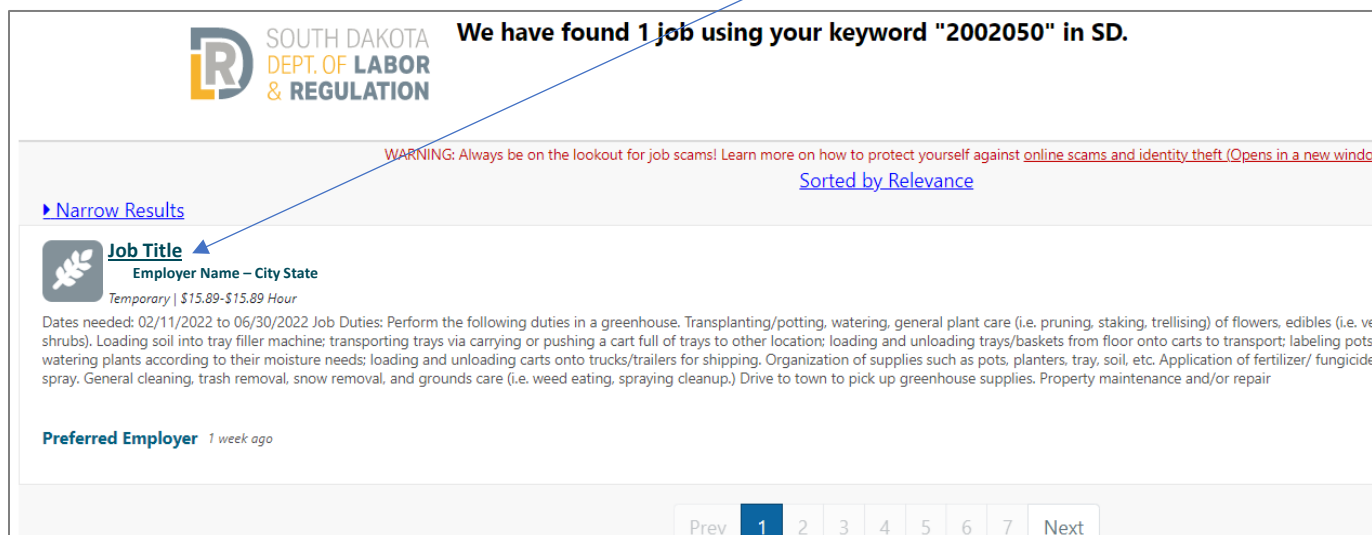
1. In your browser search bar, enter the address www.southdakotaworks.org

2. In the top portion of the page, enter the job order number in the “Job Title, Company, Occupation or Military Code” to the right of the “Search Jobs” button.



3. Click on the **Search** button on the far-right side of the page.

4. You'll be directed to the Job Search page. Click on the underlined **Job Title** to go to the Job Order Detail page to view the job order.



(Continued next page)

5. Here you can view the job order:

SOUTH DAKOTA DEPT. OF LABOR & REGULATION

Here are the details for the selected job.
You may need to scroll down to see all the information about the job, including the job description. If you wish to apply for this job click on the Apply button. **WARNING: Always be on the lookout for job scams!** [Learn more](#)

1 of 1 | Share | More Like This | Apply

Job Title
Occupation: Farmworkers and Laborers, Crop
Location: Armour, SD - 57313 | Job #: 2002050
Positions available: 3 | Updated: 12/17/2021 | Source: SDWORKS
Expires: 4/21/2022 | Site: SDWORKS

Job Requirements | **Job Properties**

Job Description

PRINT/SAVE JOB ORDER

6. Scroll to the bottom of the page and select [Print Job Order](#).

Occupational Videos: [View a short video about Farmworkers and Laborers, Crop](#)

[Change Job Search Criteria](#)

Select Another Job

[Do you have a comment or concern about this job posting?]

Select another Job Seeker Service

7. From the pop-up window you will be able to **Print Job Order** or **Export to PDF** by selecting the **gold** button.

Job Order Print Page - Google Chrome

southdakotaworks.org/vosnet/joborders/JobOrderPrint_disp.aspx?IDNUM=2002050&blnIndView=True&pu=1

Print Job Order | Export to PDF | Close Window

South Dakota Job Order Print Document

Job Information:

Job Order:	Print Date: 12/28/2021 7:47:20 AM
Job Title:	
Type of Job: Temporary	Job Time Type: Full Time (30 Hours or More)
Duration: Over 150 Days	Special Job Category:
Green Job: No	Job Created from ARRA (Stimulus): No
Employer Name:	

Job Duties and Skills:

Description:

8. The job order will display with all information included. Use your internet browser to print or save the PDF.