SDWORKS Employer Accounts

CONTENTS

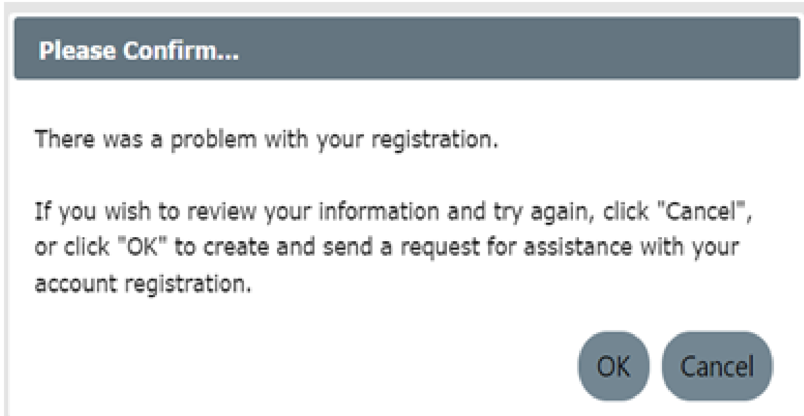
SETTING UP A NEW ACCOUNT

SDWORKS has been integrated with mySD, South Dakota's Citizen Portal, offering users a single sign on to access services within the State of South Dakota. You must complete a mySD profile prior to linking or creating an SDWORKS account.

Requirements

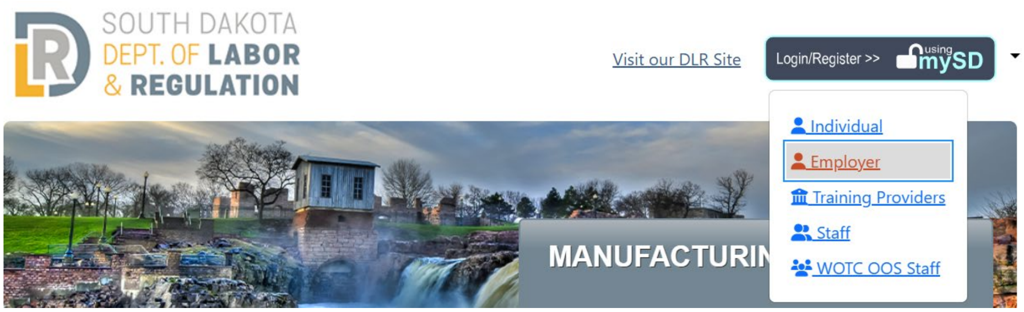
1. Valid email address for verification purposes.
    - Users **cannot** share an email address. Each user profile must have a separate, valid email address.
2. Access to the email account used for mySD profile to receive and verify authentication code.
3. Access to a valid phone number to verify authentication by:
    - Text message via cell phone, or
    - Automated audio call via cell phone or landline.

If you receive the below popup or need assistance with this process, please contact your Job Service Office or email your first and last name, address, and phone number to https://www.southdakotaworks.org/vosnet/ContactUs.aspx.

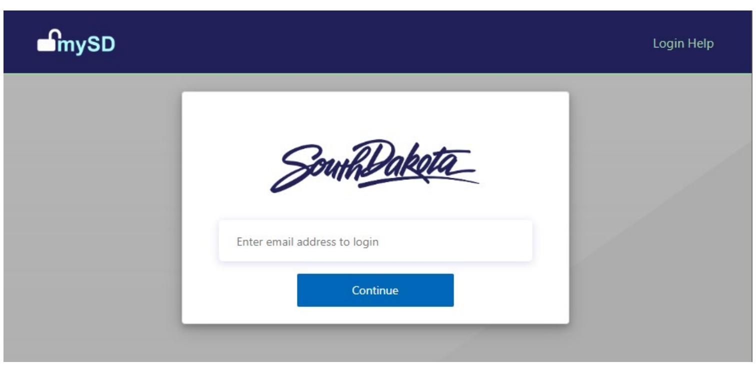


Complete mySD Profile

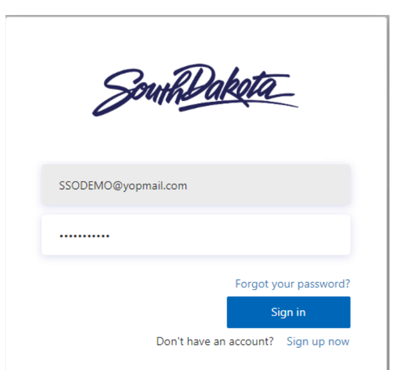
1. Go to www.southdakotaworks.org and click 'Login/Register using mySD' button located in the top right corner
2. Select user type 'Employer'



3. Enter your email address and click 'Continue'



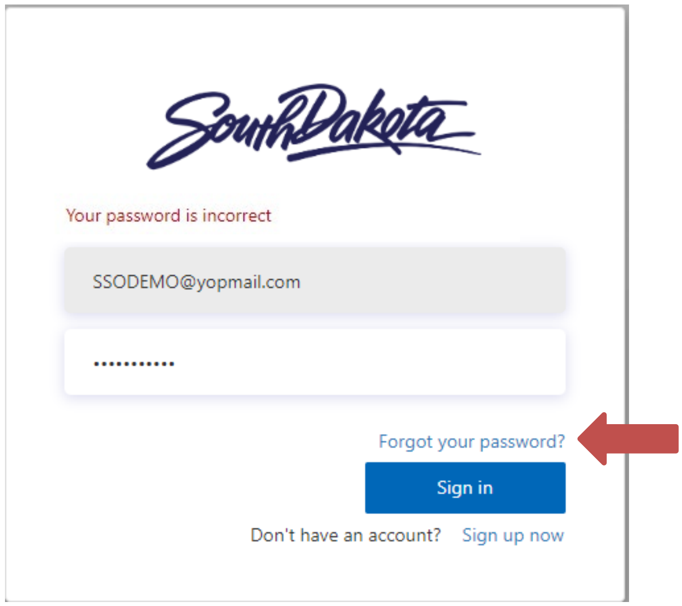
4. Enter password and click 'Sign in'



If you do not receive one of the below messages, **proceed to** [Link SDWORKS Account] and follow the instructions provided.

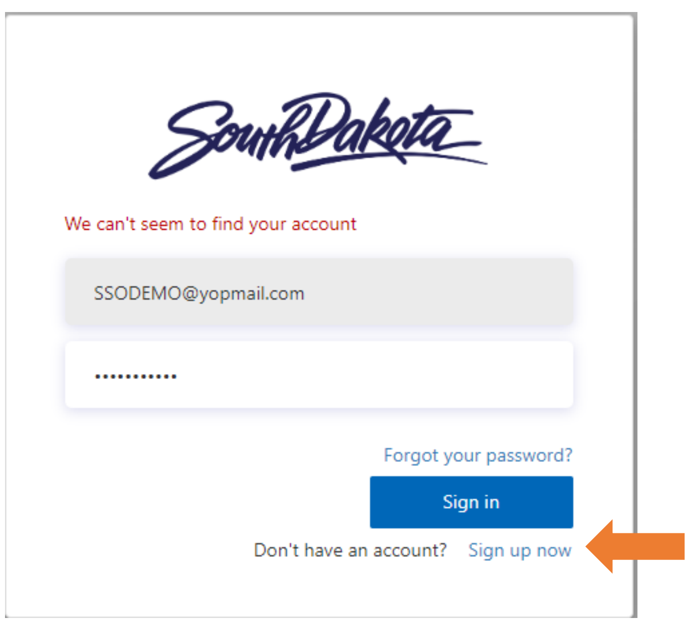
If you receive the message, **'Your password is incorrect'**

- Click 'Forgot your password?'
- Follow the prompts on the screen
- After your password has been reset, **proceed to** Link SDWORKS Account and follow the instructions provided.

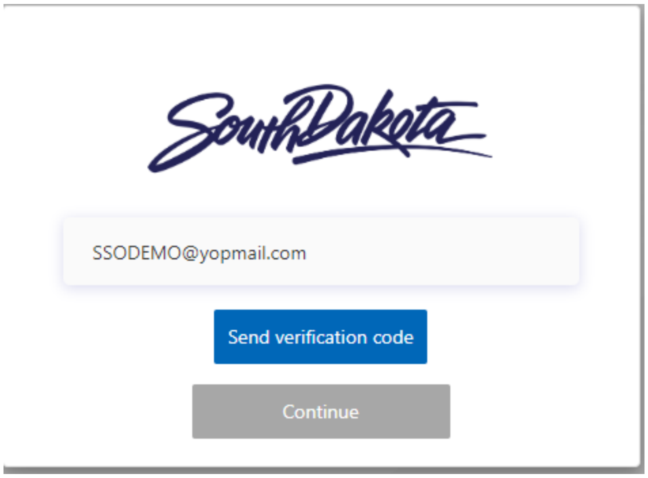


If you receive the message, **'We can't seem to find your account'**

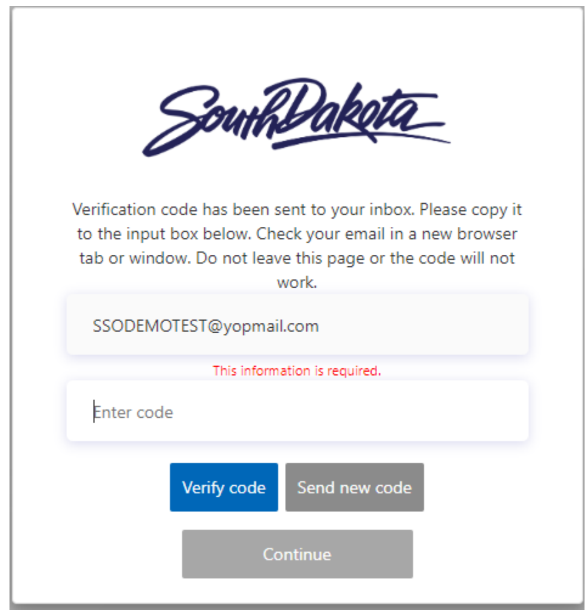
- Click 'Sign up now' to create a mySD profile
- **Continue to step 5.**



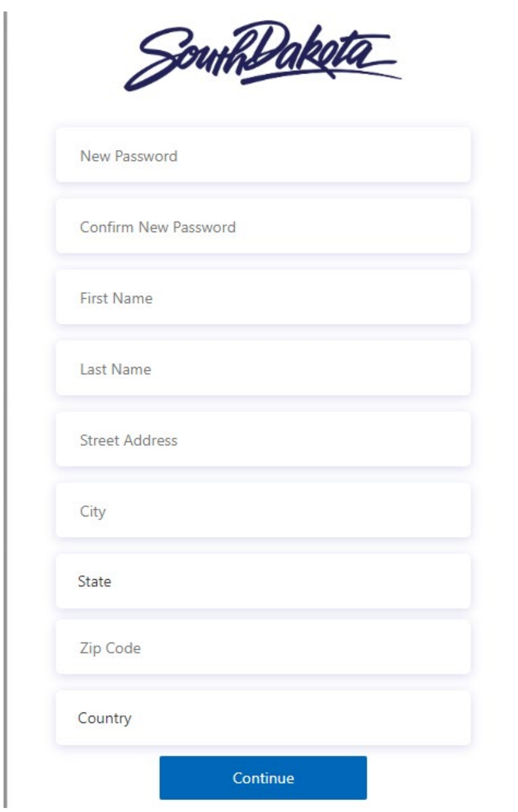
5. Enter your email address
6. Click 'Send verification code'



7. Check your email and look for a message from 'donotreply@state.sd.us'
    - Check your junk/spam folder if you do not see the message
8. Copy and paste the code you received
9. Click 'Verify code'



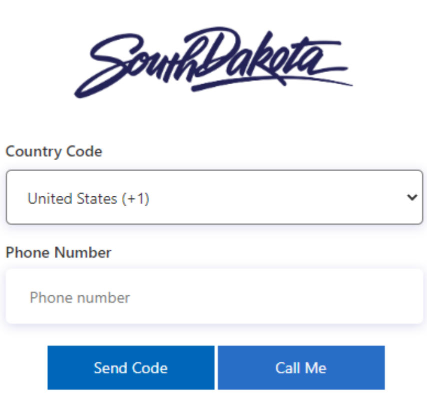
10. Enter **all** information requested
11. Click 'Continue'



Password rules:
8-16 characters, containing 3 out of the below 4:

- •Lowercase characters
- •Uppercase characters
- •Digits (0-9), and
- •One or more of the following symbols: @ # $ % ^ & * - _ + = [ ] { } | \ : ' , ? / ` ~ " ( ) ; .

Enter 'U' for United States and 'United States' will auto-populate in the County field.

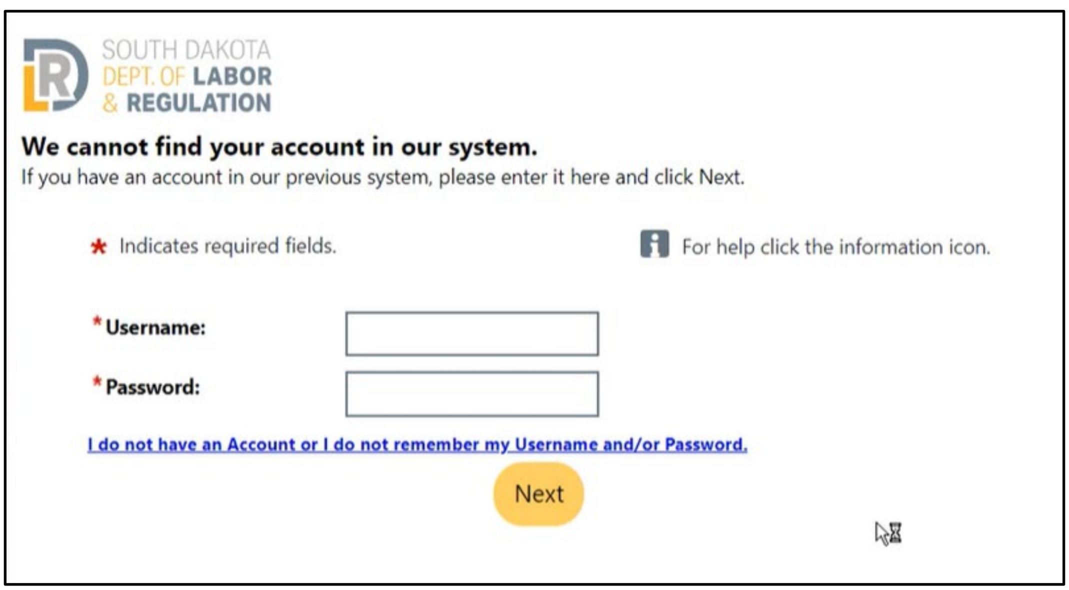


Enter a valid phone number to authenticate your account.

12. Click one option:
    - 'Send Code'
        - System will send a text message to your cell phone with an authentication code to enter
    - **OR** 'Call Me'
        - You will receive an automated call to your cell phone or landline with instructions on how to proceed

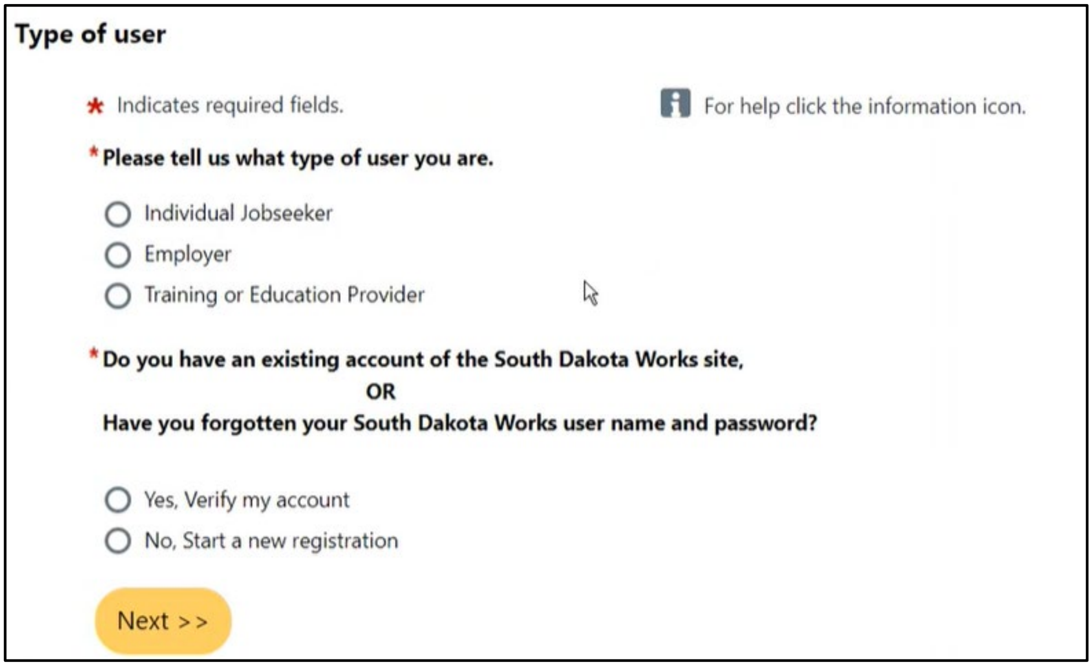
Link SDWORKS account

1. Click 'I do not have an Account or I do not remember my Username and/or Password'



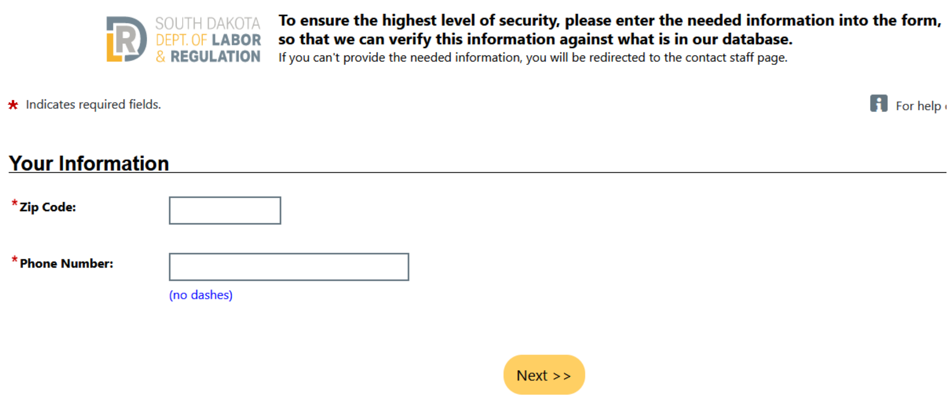
2. Select Type of user – "Employer"

3. SDWORKS account:
    - If you know you have an SDWORKS account, select '**Yes, Verify my account**' and follow the instructions provided below.
    - If you don't have an SDWORKS account, select '**No, Start a new registration**', follow the instructions provided below.



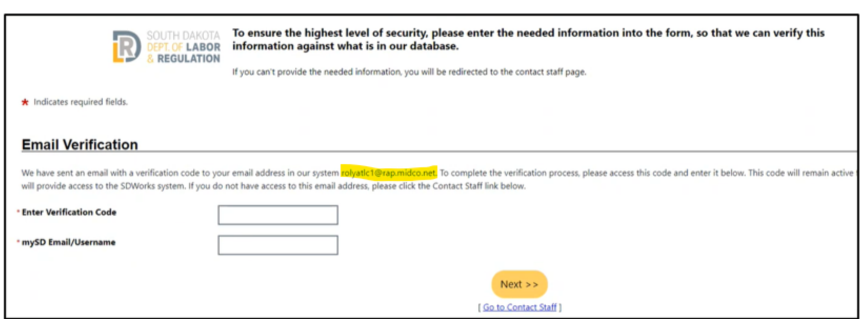
If you selected '**Yes, Verify my account**'

1. Enter **all** information requested
2. Click 'Next'



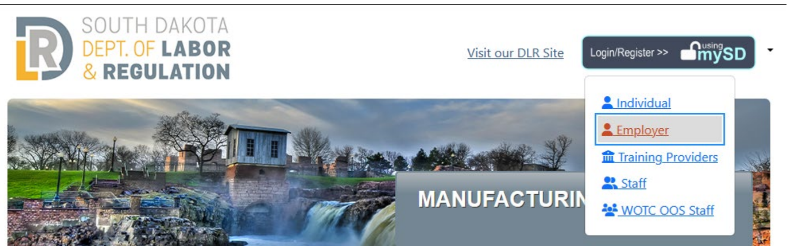
3. If the system finds a matching record, it will send an email to the email address used in your SDWORKS account for verification purposes.
   - If you do not have access to this email address, click the link '**Go to Contact Staff**' for assistance.

4. Enter Verification Code you received in your email
5. Enter the same email address used for mySD profile as mySD Email/Username



6. If successful, you will return to the SDWORKS homepage

7. Click ‘Login/Register using mySD’ button located in the top right corner
8. Select user type – ‘Employer’

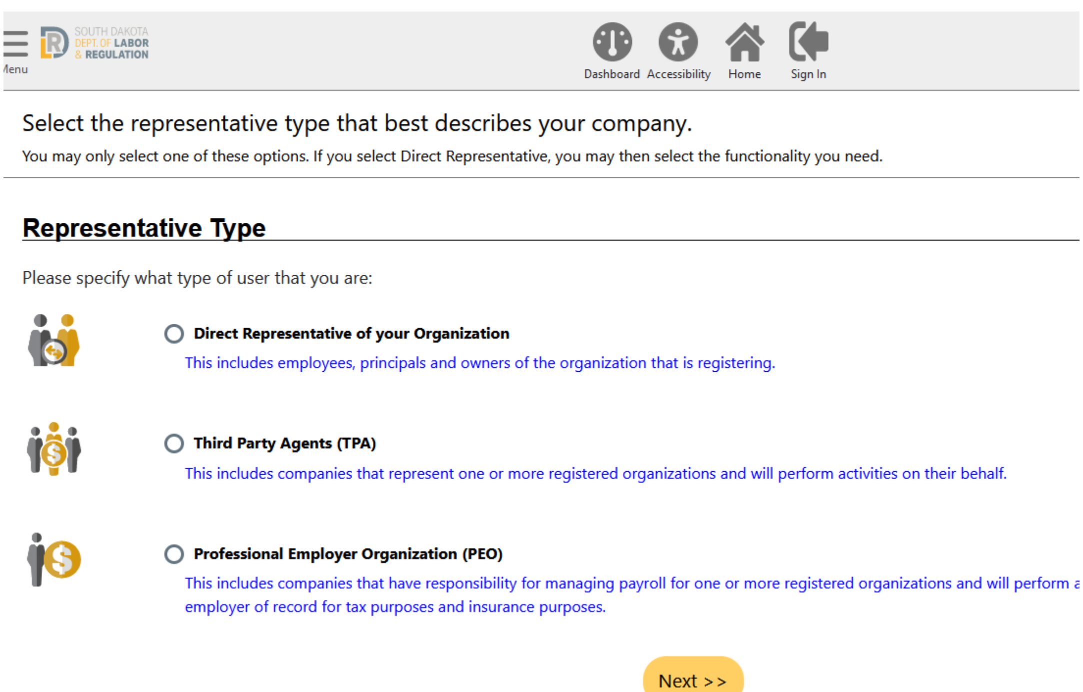


9. You may be prompted to enter your email address, if so, enter and select ‘Next’
10. Enter the password you just created
11. If successful, you will be directed to your SDWORKS dashboard

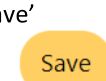
Your mySD profile and your SDWORKS profile are linked.
You can now log into SDWORKS using your mySD login credentials.
Remember to log out when you are done with your SDWORKS session.

If you selected ‘**No, Start a new registration’,** you will be guided through several screens to create an SDWORKS account

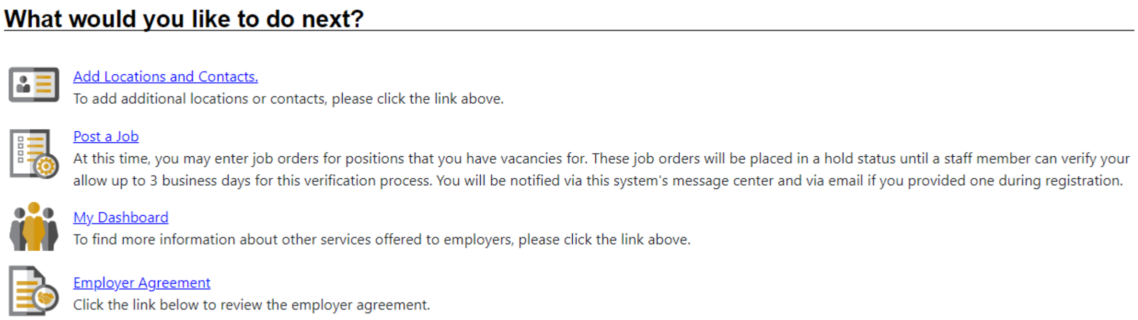
1. Enter **all** information requested
2. On the final screen, click ‘Finish’



3. After each section on each screen is complete, click ‘Save’



4. If successful, you will be directed to a page with additional options to Add Location and Contacts, Post a Job, view Dashboard, and review Employer Agreement



Your mySD profile and your SDWORKS profile are linked.
You can now log into SDWORKS using your mySD login credentials.

Providing an email address is required

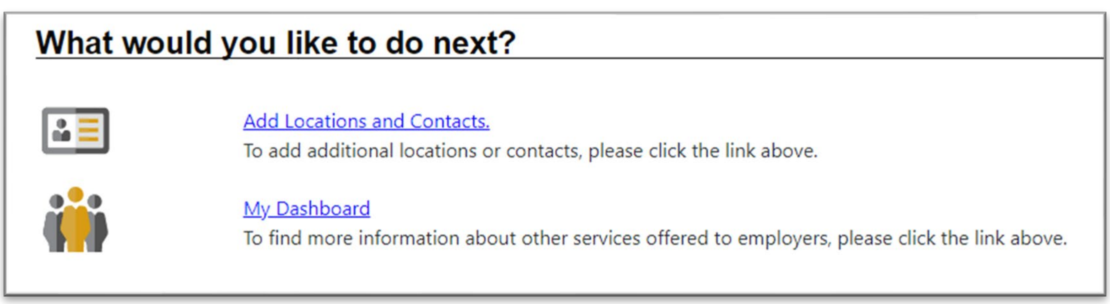
How your email address is used or shared:

- 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.

Remember to log out when you are done with your SDWORKS session.

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*



SIGNING INTO YOUR ACCOUNT

1. On the site home page, click **Login/Register** near the upper right corner. This will drop down a list of options, select **Employer**.
2. Enter the email associated with your mySD account, click **Continue**.
3. Enter the password associated with your mySD account.
4. Click the **Sign In** button to enter your account and display your dashboard.

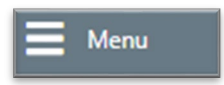
Note: *If you forgot your username and/or password, click Login Help and select your desired retrieval option.*

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.

About	Settings	Services	Legal	Resources	SDWORKS
Sign Out	Accessibility Statement	For Individuals	Privacy Statement	Protect Yourself	Contact Us
Home	Preferred Settings	For Employers	Terms of Use	Feedback	1234 SW Locker
Site Map	Page Preferences	Labor Market	Disclaimer	Assistance	Platte, SD 57369
Site Search			EEO		

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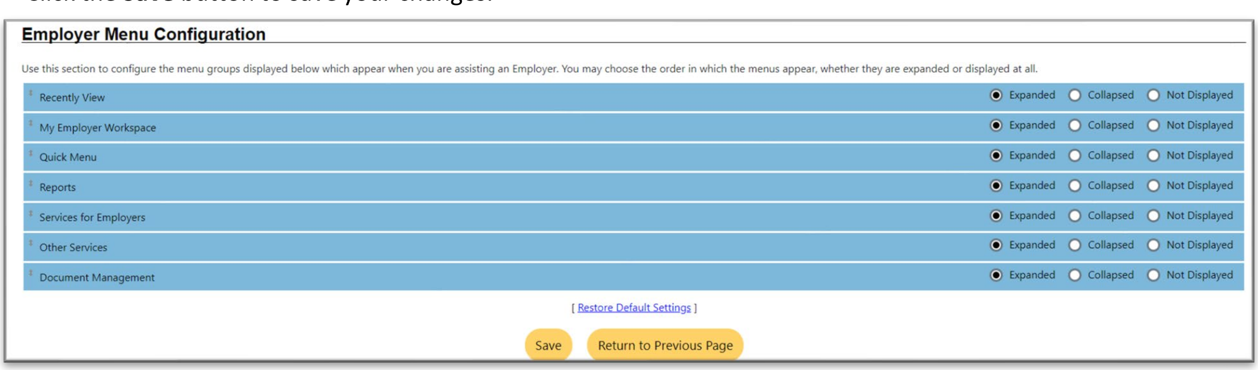
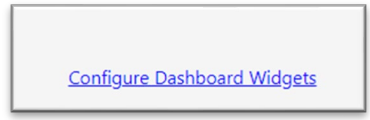
2. Under the Navigation Menus heading, select *Click Here* from the pop-up window.
3. On the Menu Configuration page that displays, you can:
   a. Specify if you want each menu group to be *Expanded* (show sub-options), *Collapsed* (showheading only with the ability to expand options), or *Not Displayed*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



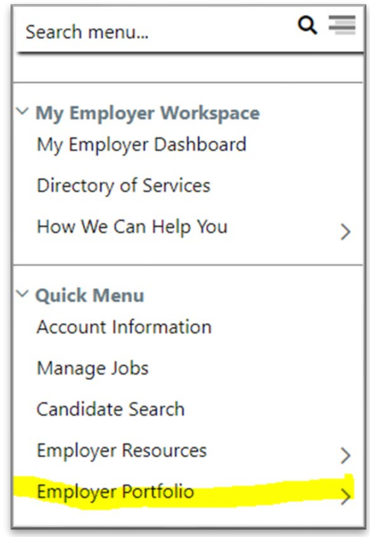
1. At the bottom of the dashboard, click the **Configure Dashboard Widgets** link.
2. On the configuration page that displays, check or uncheck the boxes for the widgets you want to appear on your dashboard, and then click **Save.**
3. To rearrange where the widgets appear, you can:
   a. Follow the 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

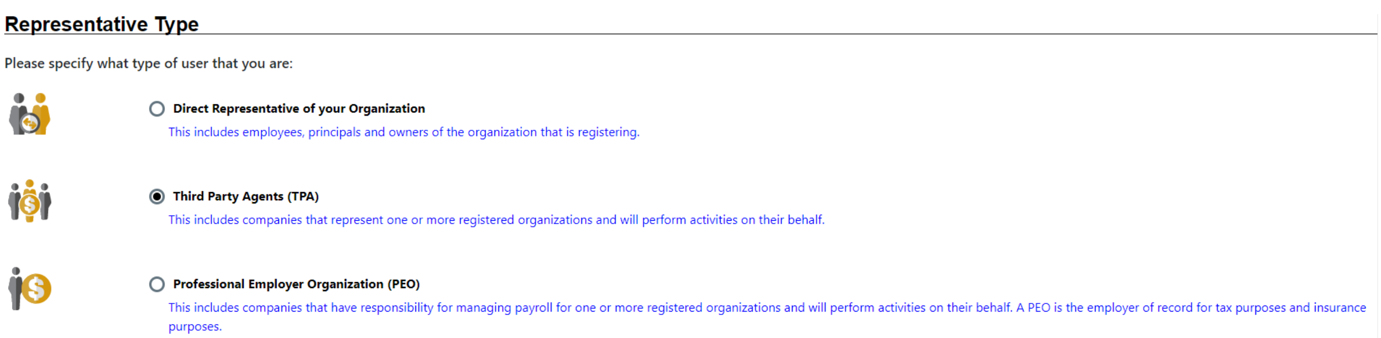
To manage your account information:

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 information,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.



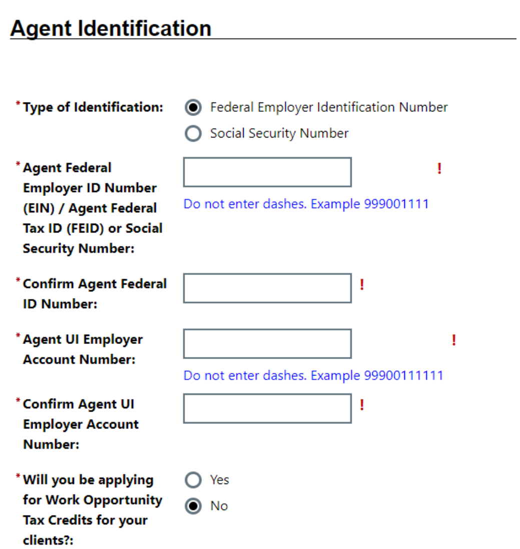
THIRD PARTY AGENT ACCOUNTS

Employers have the option to utilize an agent or attorney to handle their job postings. Our system refers to these parties as a Third Party Agent (TPA). Employer's who are using an agent or attorney to post job orders on their behalf will need to have their representative create a TPA account. Instructions for setting up a TPA account would be the same from pages 1-8. On page 8, instead of selecting "Direct Representative of Your Organization" you will choose the type of representative that you are. As a note, if you are not the employer for tax purposes you will choose option 2, **Third Party Agents**.



Agent Identification

Please enter the FEIN for your business, **NOT** the business that you will be representing, that will come later.



Login Information/Business Information

1. Enter **all** information requested

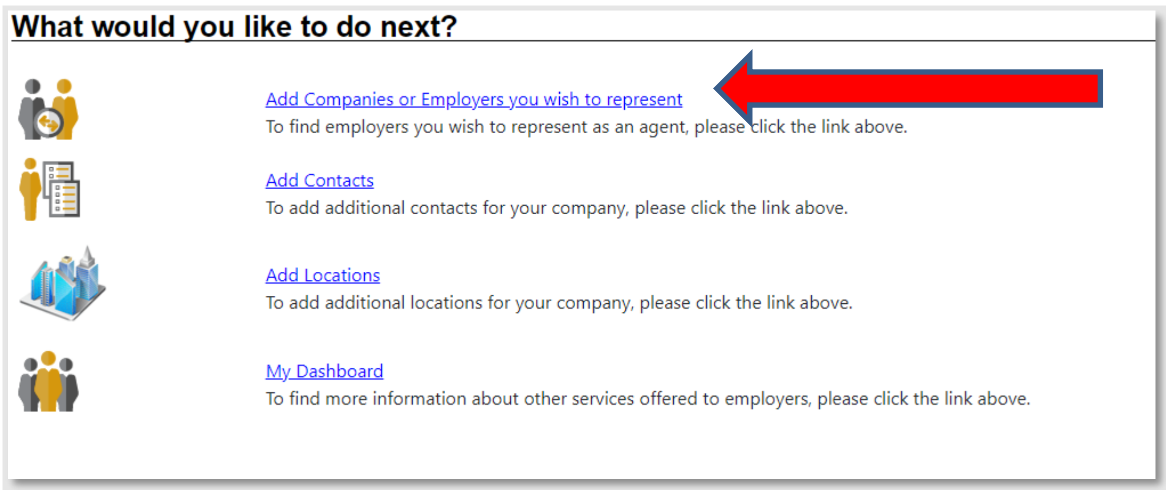
   NOTE: This is NOT the business or businesses that you will be representing. This would be your company and your information about the company.

2. After each section on each screen is complete, click 'Save'

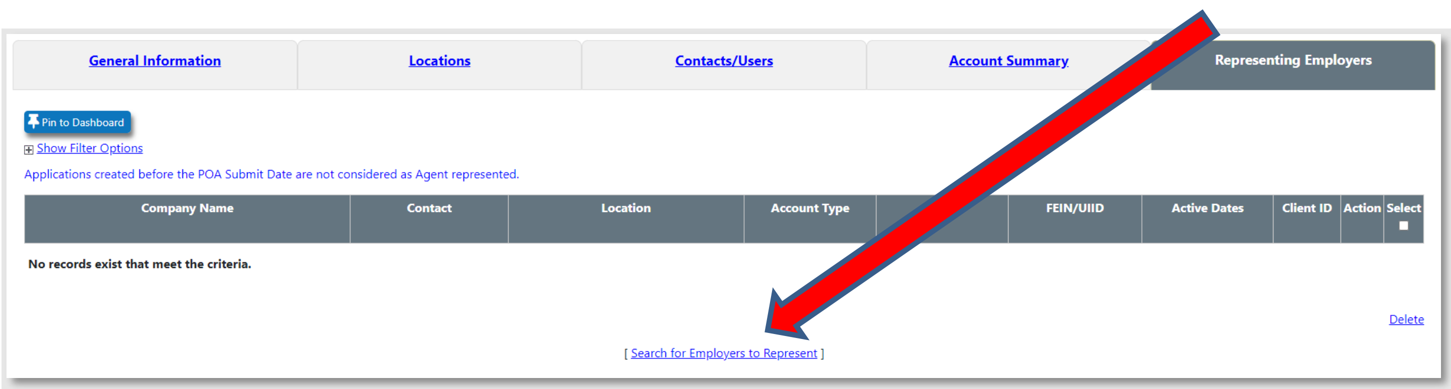
3. On the final screen, click 'Finish'

4. If successful, you will be directed to a page with additional options.

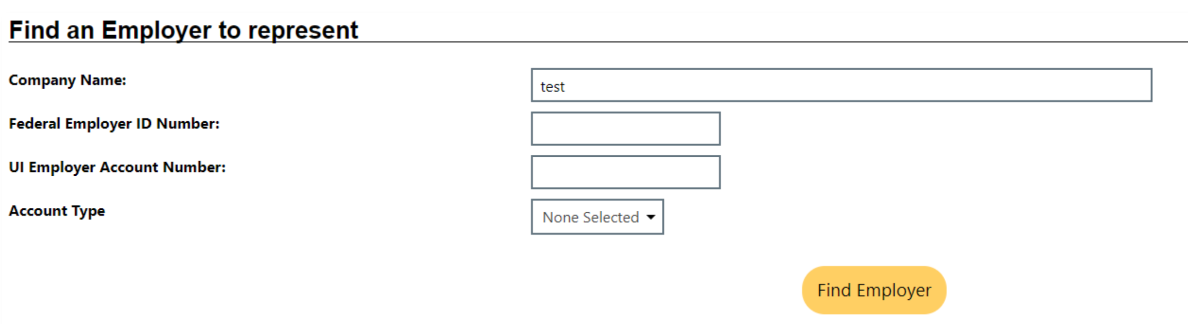
Adding Employers or Editing Employers



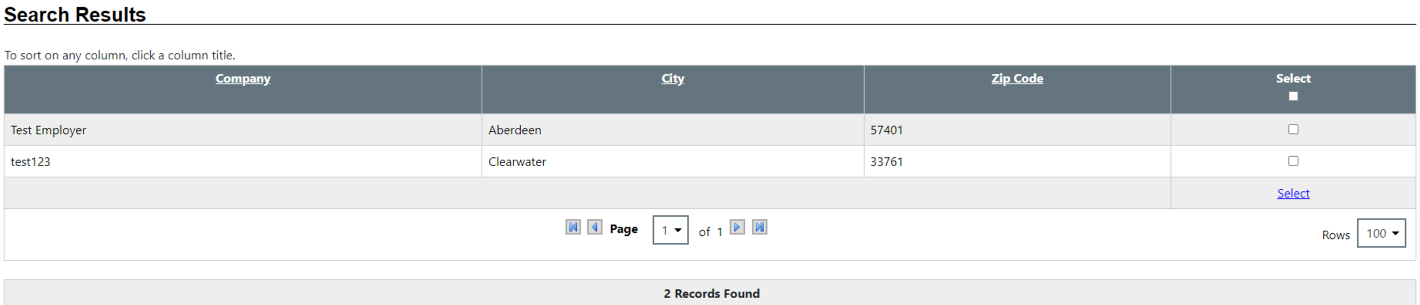
Choose add companies or employer you wish to represent. Then you will click on the "**Search for Employer to Represent"** link.



Once there, you will have to search for your employer. You can use any of the fields but the easiest would be to input the FEIN.



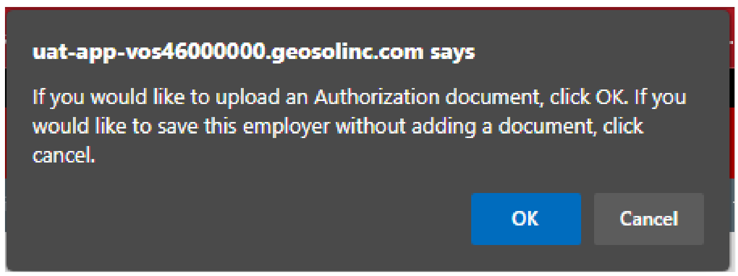
The search results will show right below.



You will need to check the box by the appropriate employer and hit the blue "select" link to proceed.

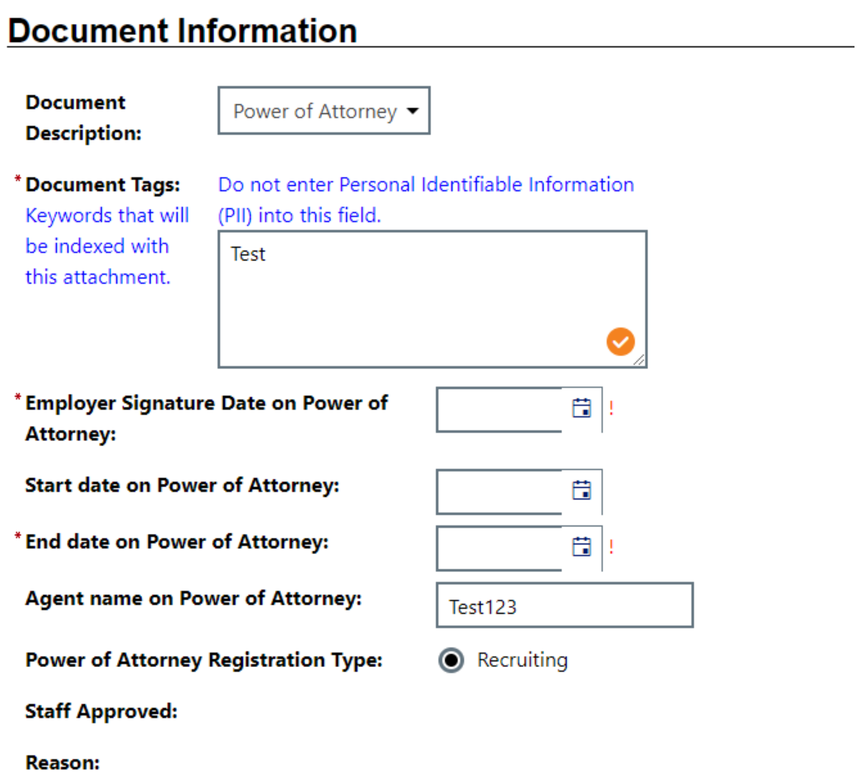
A message will appear to click "OK" **<u>if you have supporting documentation to add</u>.**

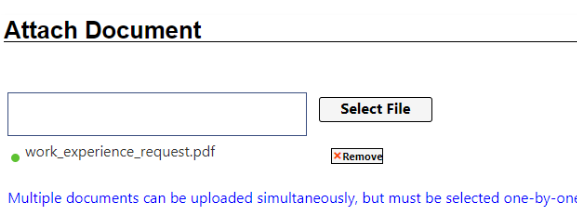
NOTE: You will need to have your supporting documentation to proceed with authorizing your access to an employer's account.



Documentation Information

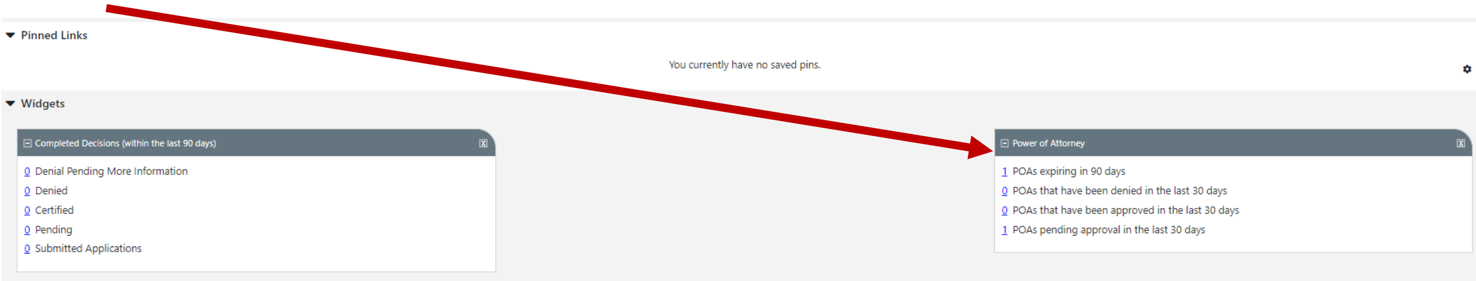
You will need to enter the dates that your employer gave your power of attorney and the end date if applicable. You will then be able to attach your supporting documentation. Once your documentation is attached, our system will notify staff that they have a pending third party verification. Staff will then review the document and approve the request. The employer also has the ability to approve requests.



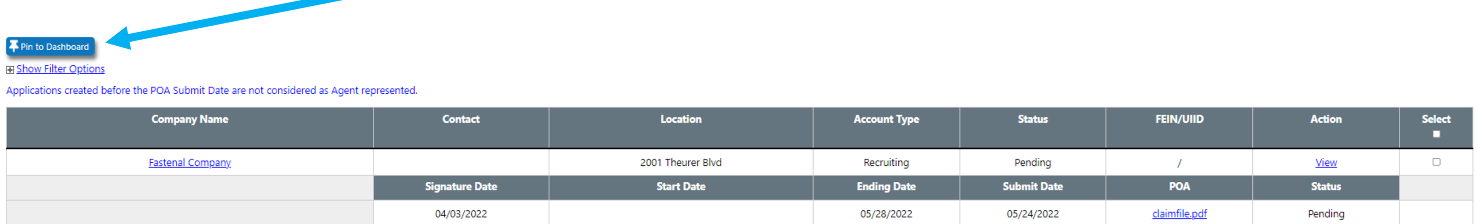


Helpful Tip

Below is a screenshot of your dashboard for being a Third-Party Agent. You will have to click on the **Power of Attorney tab** to get to your representing employer's screen.



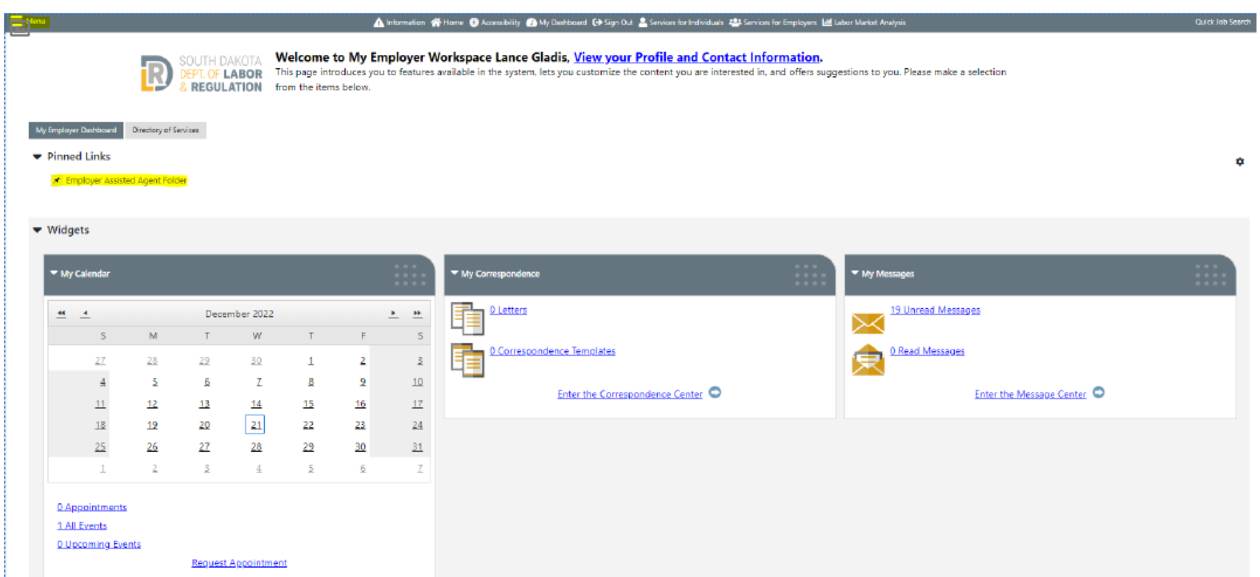
Once there, you can click on the blue "**Pin to Dashboard**" link in the upper left corner and that will put the representing employers tab on your main dashboard under the pinned links section.



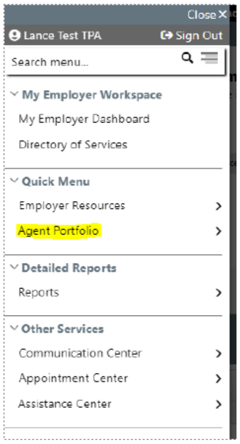
Accessing An Employer's Account

Once logged in and your authorization has been approved to act on behalf of an employer, you'll be able to write a job order for that employer. To access their account and post a job order you'll need to follow these instructions.

Below is a screenshot of your dashboard you should see when logging in. If you have followed the previous "helpful suggestion" to "Pin" your employer assisted link on your dashboard you will see that link highlighted in yellow is the screenshot below. If you have not done so, you will need to go to the "menu" button in the upper left corner.

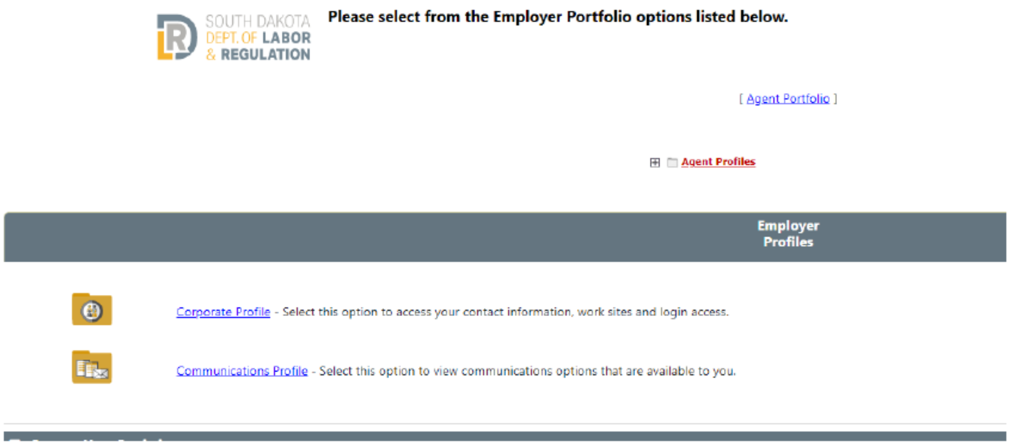


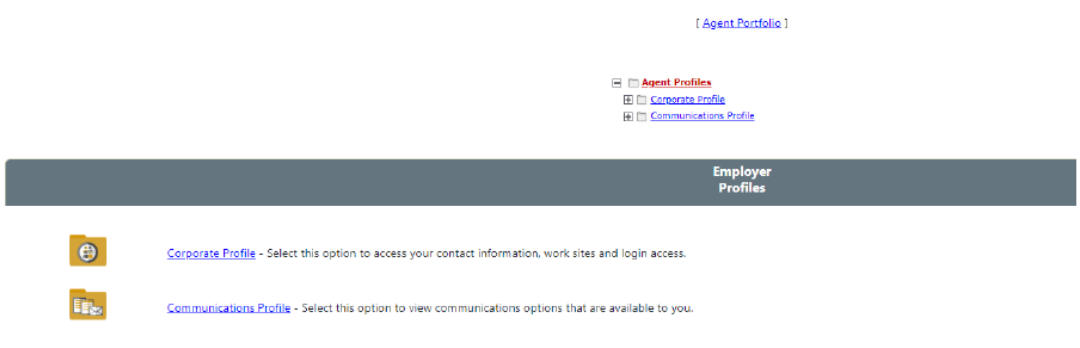
If you do NOT have the pinned link on your dashboard the below instructions are for you.

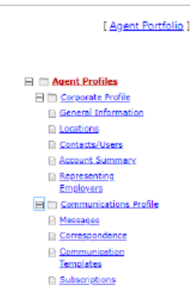


Click on the “MENU” button in the upper left and click on the words “Agent Portfolio”. Do not click on the right facing arrow

You should land on the screen that looks like the screenshot below. Click on the red + sign next to the agent profiles. Then, click on the red + sign next to the corporate profile and communications profile. The very bottom picture below is what you should be seeing.

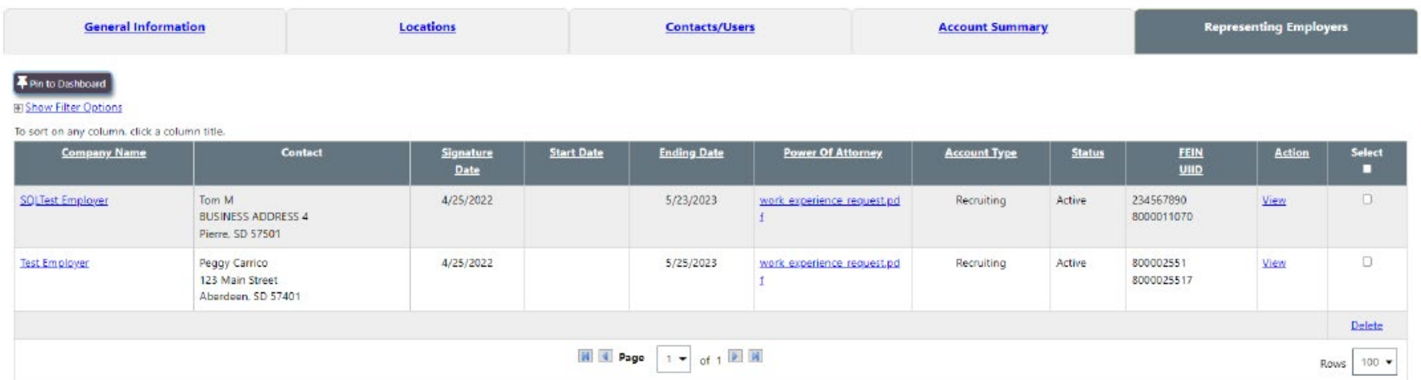




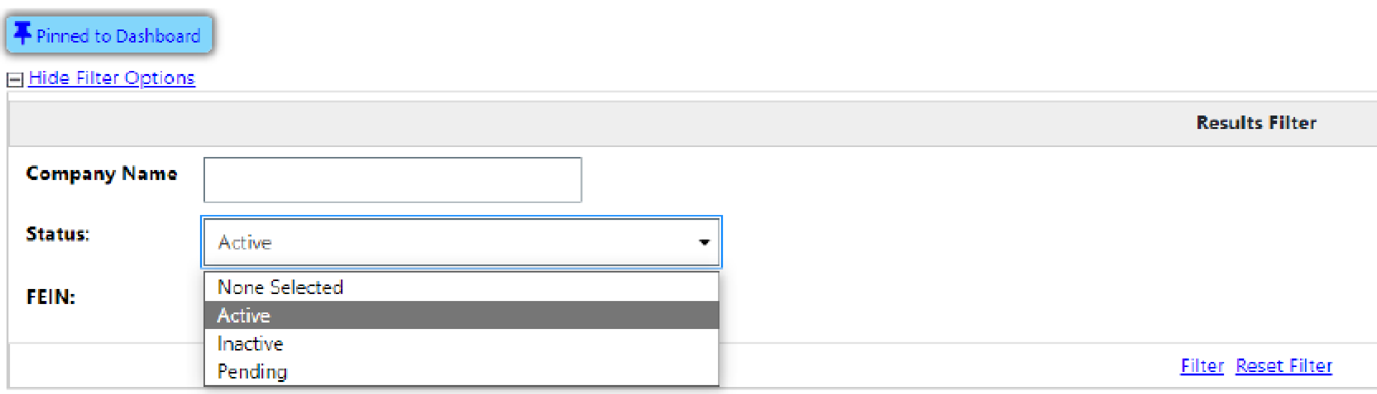


After you have opened all of the + signs, you will need to click on the blue representing employers link highlighted in yellow below.

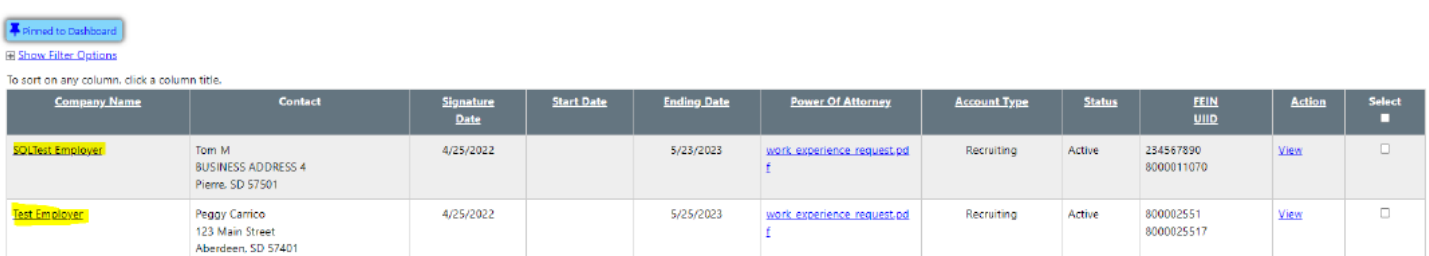
You should now be on your representing employers tab. On the left hand side right under the General Information tab you should see a “Pin to Dashboard” link, if you have not already done so, click on it to make sure it says “Pinned to Dashboard”.



Directly under the “pin to dashboard” link, you will see a blue “show filter options” the default is always set to active. If you think you do not have all of your businesses shown, you may need to click on the + sign and change the status to pending to see businesses that have not been approved yet.

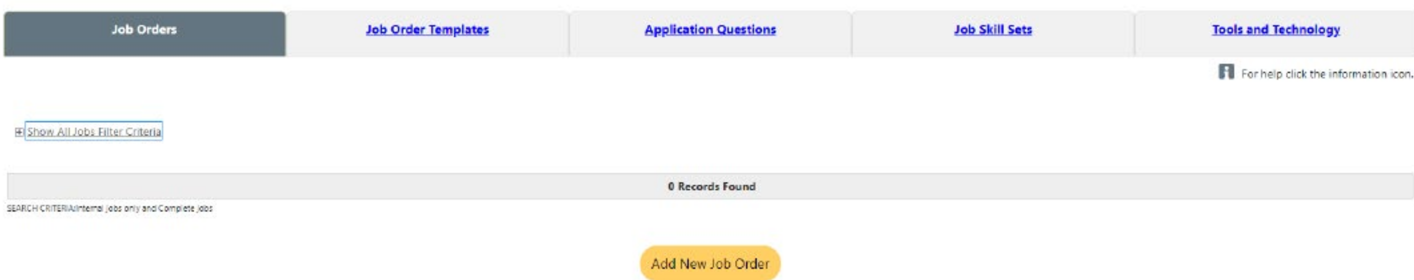


To enter an employer account simply click on their name in the company name.



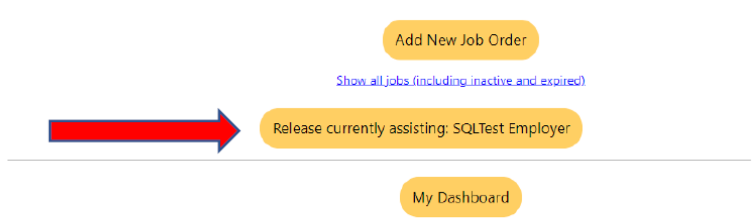
Once you click on their name, you will land on the general information tab of the employer screens that should look like the screenshot below. You might have to open all of the + signs in order to see all of your options, depending on your permissions. To list a job, you will want to go under the human resource plan section and go into the Job Orders section that is highlighted yellow below.

You should now be in the job order section seen below. The system defaults to "active" job order so you might have to open the + sign next to the show all jobs filter criteria and change the job orders status settings to any and hit filter. Employers should have all previous job orders saved from previous years. You can click on the yellow "add new job order" link at the bottom of the screen and go through the steps of writing the job order. For more information, please go to Job Orders.



Once you change the filter status to any or if you have some job listings that are posted it should look like the picture below. You will see on the right-hand side the options for each job listing.

At any point, to release your current employer that you are assisting scroll to the very bottom of the page you are on and click on the yellow "release currently assisting:" link and it will take you back to your Representing Employers screen.



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).

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 Sample Text," 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.*

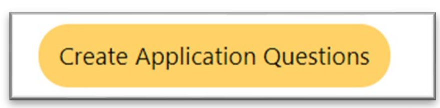
18. If applicable, add an Application Question Set, and specify your preferred Applicant Notification Method.
19. Specify your **Job Order Upload Options** for external sites and provide any **Other Information**.
20. Click the **Finish** button.

As soon as the job order is saved, it is assigned an ID number which is also known as a Job Order 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**.



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.

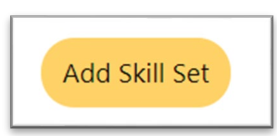
Creating a Skill Set to Add to Job Orders

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.



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.

SEARCHING FOR JOB CANDIDATES

Candidate Resumes

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:

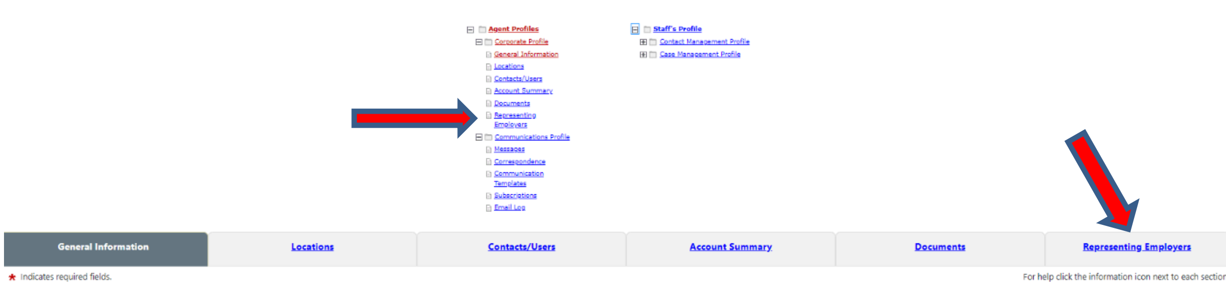
1. From the Services for Employers menu group, click **Recruitment Services** ▸ **Manage Job Applicants**.
2. If desired, you can select to display all applicants, including inactive job orders, and select a job order from the drop-down list to see only those specific applicants.
3. From the Job Applicants 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.

AUTHORIZING A THIRD PARTY AGENT

Employers have the option to utilize an agent or attorney to handle their job postings. Our system refers to these parties as a Third Party Agent (TPA). The TPA will need to request access to their clients' dashboards within their own SDWORKS TPA Account, see Third Party Agent Accounts for more information on creating a TPA account and requesting access to an employer account.

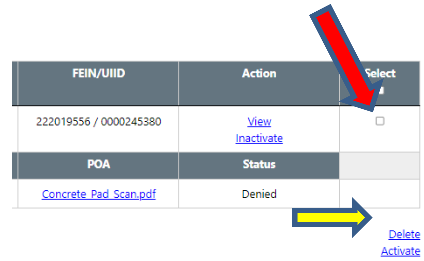
If using a TPA to manage the Employer Dashboard for your business, please follow the below steps to grant them access.

1. From your Employer Account Dashboard, click on **Representing Employers** under the menu at the top or the far right tab as indicated below.

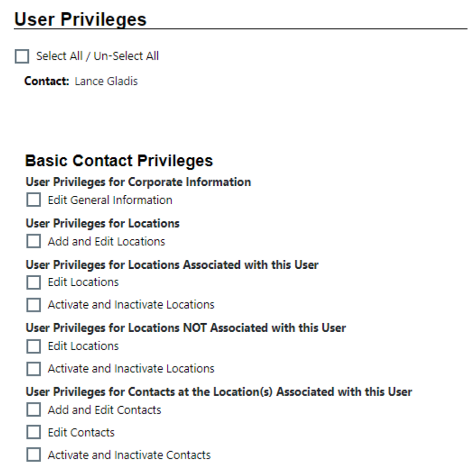


2. Once on the Representing Employer Screen, change the filter to show Pending Requests.

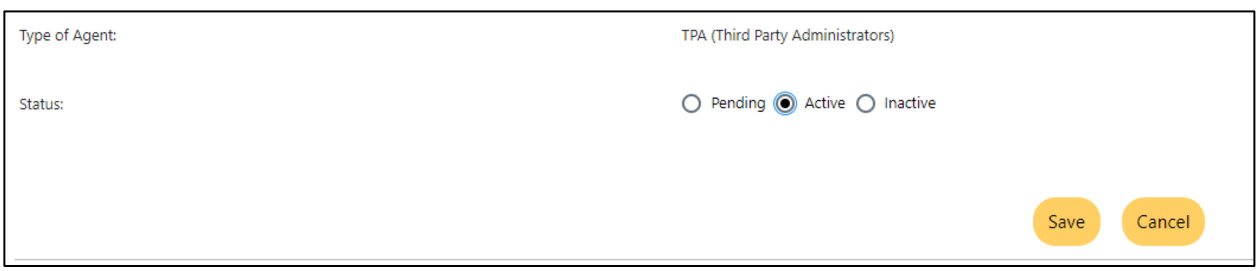
3. Once the filter is changed, the list of TPAs that have requested to access your account will be displayed. Select the Administrator you wish to activate by the check box on the far right side. Then click **Activate**.



4. The privileges will need to be adjusted for the TPA that has been activated. These are the same privileges a normal employer would have so read and select carefully.



5. Make the Status of the TPA Active at the bottom of the screen and click **Save**.



6. This TPA will now show up under the active list of representing employers.

If you do not have access to log in to your account to approve via this method, you can also contact your local Department of Labor Job Service office. There you will be directed to the proper individuals who can work directly with your Third Party Agent.