

## Lorain County JVS Job Placement – Instruction for Employers

This quick guide will show you how to **Request** an account from Lorain County JVS to add and manage **Job Postings** in the Content Management System (**CMS**). There are sections of the CMS that pertain specifically to the LCJVS. These sections cannot be hidden, however, this guide will show you what button(s) you need to click in order to accomplish your goal of adding job opportunities.



### Step 1 – Employer Enrollment

First, you will request an account by clicking in the EMPLOYER ENROLLMENT BOX.

<https://www.lcjvs.com/protected/EmployerEnrollment.aspx>

The screenshot shows the 'Employer Enrollment' form on the JVS website. The form is titled 'Employer Enrollment' and includes a 'Request Account' button. The form fields are as follows:

- \* Company Name
- \* Primary Contact First Name
- \* Primary Contact Last Name
- \* Address
- \* City
- \* State
- \* Zip Code
- \* Email
- \* Phone Number: (Area Code) (Country Code) (Phone Number) (Fax)

You will fill out ALL fields on this page and click **Request Account**. You will receive an email notification with a Username and Password to login to the CMS.

*This completes step 1*

## **Step 2 – Login to the CMS**

You can now click the EMPLOYER On-Line Job Posting Form to get started by logging in with your Username and Password.

***Please NOTE: You will not be able to go into the Site Sections of Lorain County JVS.***

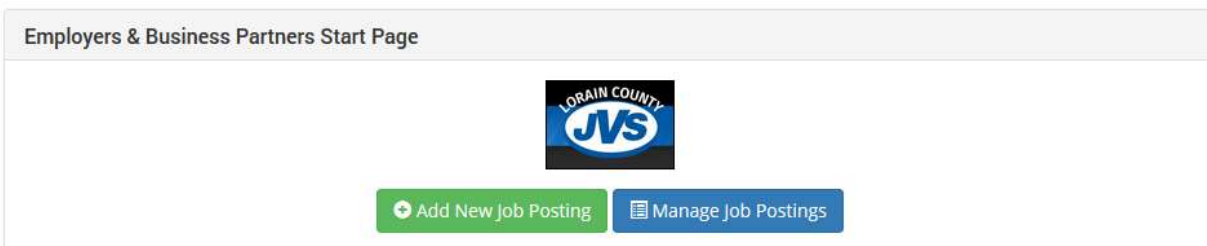


*This completes Step 2*

## **Step 3 – Create Job Posting**

You will click the + Add Job Postings button to add your Job Posting.

### Job Center Home



After you click this button, you will be taken to the page below to fill out the Job Posting details.

*Continue to next screenshot*

Add Job Posting details screenshot below:

**Add/Edit Job Posting**

**Date:** 8/21/2019

**Deadline:**

**Job Title:**

**Category:**

**Company Name:**

**Job Type:**  Part Time  
 Full Time

**Starting Wage (Required):**

**Maximum Hourly Wage:**

**Status:**  Active  
 Inactive  
You must select ACTIVE in order for your Job Posting to appear on the website.

**Job Description:**

**How to Apply:**

Type in the appropriate information and make your Job Active.

- **Save & New** will save your one Job Posting
- **Save & Duplicate** will keep the information entered for similar Job Posting.
- **Cancel** will go back to the Start Page

After you click either **Save** button, you have two links.



You have successfully saved your job posting.  
If you are done adding jobs, please Log Out above or click one of the links below.

[Go back to Start Page](#)  
[See saved Job on the Public Facing site](#)

1. You can go back to the Start Page or
2. See your Job on Lorain County JVS's website.

NOTE: if you click **Save & Duplicate**, you will be able to modify the existing fields to save similar job posting.

*This completes Step 3*

## **Step 4 – Managing Job Postings**

On the screen below you will see your existing Job Postings below the Search Results. You can search for specific ones or ADD another one with the button at the top.

Search/Manage Postings

[+ Add Job Posting](#)

Job Title:

Category:

Job Type:  All  
 Full Time  
 Part Time

Hourly Wage Minimum:

Hourly Wage Maximum:

[Q Search](#)

Search Results (Sorted by creation date)

Job Title	Created By:	Status:		
ICO Test Job Posting 1	James Peters	Active	<a href="#">Edit</a>	<a href="#">Delete</a>

This page is where you can Manage your existing Job Postings.

*This completes Step 4*

### **Public Site page to Search Job Postings**

<https://www.lcjvs.com/protected/JobPostingSearch.aspx>

### **Things to know**

1. You cannot login to the system until your account is approved by LCJVS
2. After your job posting is Active and Saved, it will **be searchable on the Public facing site**
3. You can Inactivate job postings at any time by Managing that Job Posting
4. If you have any questions, please contact
  - a. Mclver, Annette [AMclver@lcjvs.net](mailto:AMclver@lcjvs.net) OR
  - b. Breda, Cindy [CBreda@lcjvs.net](mailto:CBreda@lcjvs.net)