THE #1 SOURCE OF JOBS
in Indiana

As an employer you will have access to the following **IndianaCAREERconnect.com** features for FREE:

- Job postings
- Thousands of Hoosier job candidates
- Customized searches that allow you to find the right candidates

Need help finding applicants?
Contact your local WorkOne Business Service Representative for additional recruitment assistance.

INDIANA
WORKFORCE
DEVELOPMENT
AND ITS **WorkOne** CENTERS

Indiana Department of Workforce Development

Indiana Government Center South
10 North Senate Avenue • Indianapolis, IN 46204

1-800-891-6499 or **www.in.gov/dwd**

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IndianaCAREERconnect

IndianaCAREERconnect.com

Powered by **WorkOne**

INDIVIDUALS

EMPLOYERS

OTHER RES

USER GUIDE

EMPLOYERS

CREATE AN ACCOUNT

1. To create an account, go to IndianaCAREERconnect.com
2. Click "Not Registered?"
3. Click "Employer"
4. Create a username and password
5. Scroll down the page and fill-in your company and contact information and click "Next"
6. Continue entering your company information and click "Save Information"

If your company has additional worksites
1. Click "Work Sites"
2. Add Work Site, type appropriate information
3. Click "Save"

Now you have registered with IndianaCAREERconnect.com

FORGOT USERNAME AND/OR PASSWORD

1. Click "Forgot Username and/or Password"
2. Select the option that applies to your situation.
   (**Example:** Option 1 - Forgot Password)
3. Select "Employer"
4. Click "Next"
5. Enter your information and click "Verify"
6. Respond to security question and click "Verify"
7. Reset your password and security question
   (**Note:** Password must be 8 or more characters)
8. Click "Save"

POST JOB ORDERS

1. Click "Manage Jobs"
2. Click "Create New Job Order"
3. Type in the job title, select job occupation and creation method, click "Next" when complete
4. Select the location for the job order and click "Next"
5. Select contact and click "Next"
6. Select option 1 or 2 (skills required for the position)
7. Select appropriate skills
8. If additional skills are required click "Modify Skills" at the bottom of the page
9. Add additional skills and click "Continue"
10. Enter the required information including job description, requirements and how to apply. Once your information is complete, click "Save" to post your position

SEARCH FOR RESUMES

1. Click "Candidate Search" from the left side menu
2. Select the search method
3. For Quick Resume Search or Advance Resume Search, enter your search criteria and click "Search"

You may retrieve previously viewed resumes

1. Click "My Employer Profile"
2. Click "Search History Profile"
3. Click "Viewed Resumes"

MANAGE JOB APPLICANTS

Using the Services for Employers Menu (left of the screen)

1. Click "Recruitment Services"
2. Click "Manage Job Applicants"
   (**Note:** Select desired job order to see only those job applicants)
3. Click desired Details link
   (**Note:** Review and/or modify job order status and applicant information, located in the "Action" column)
4. Select desired Applicant Status (for "Hired" status, include the hire date and hourly rate)
5. Click "Save" to record results

SAVE A RESUME TO "FAVORITES" FOLDER

1. Conduct resume search
2. Click "Save to Favorites" under the resume summary
3. Add candidate to existing category or create new one
4. Rate the candidate
5. Type notes if applicable
6. Click "Save"

UPDATE ACCOUNT INFORMATION

1. Click "My Employer Profile" from the left side menu
2. Click "Corporate Profile"
3. Change any information in your profile
4. Click "Save"

VIRTUAL RECRUITER

Let IndianaCAREERconnect.com search candidates for you

1. Click "Candidate Search" from the left side menu
2. Conduct Candidate Search
3. Click "Save Search" at the bottom of the screen
4. Complete Virtual Recruiter search requirements
5. Click "Save"

Official Career Site of the State of Indiana

IndianaCAREERconnect.com SM

GOVERNOR MIKE PENCE

USERNAME   PASSWORD   SIGN IN ▶

Not Registered?
Forgot Username and/or Password
En Español

INDIVIDUALS
Find job openings
Create a Resume
Explore a Career
Research the Job Market