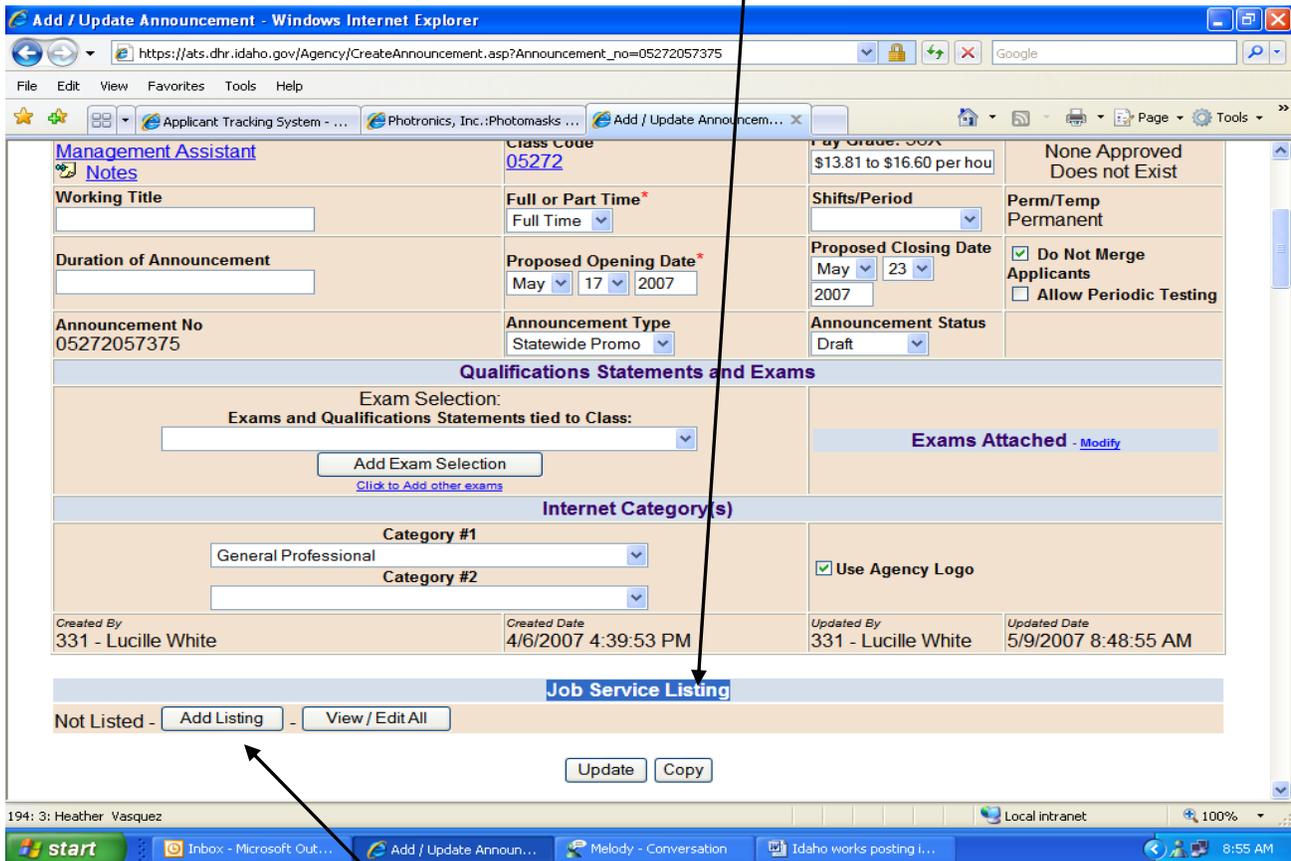


**Posting of Job Announcements through
Applicant Tracking System (ATS) to Idaho Works (Labor)
5/5/2008**

This document will show step by step instructions on how to post a job opening to Labor "Idaho Works" from ATS (Applicant Tracking System).

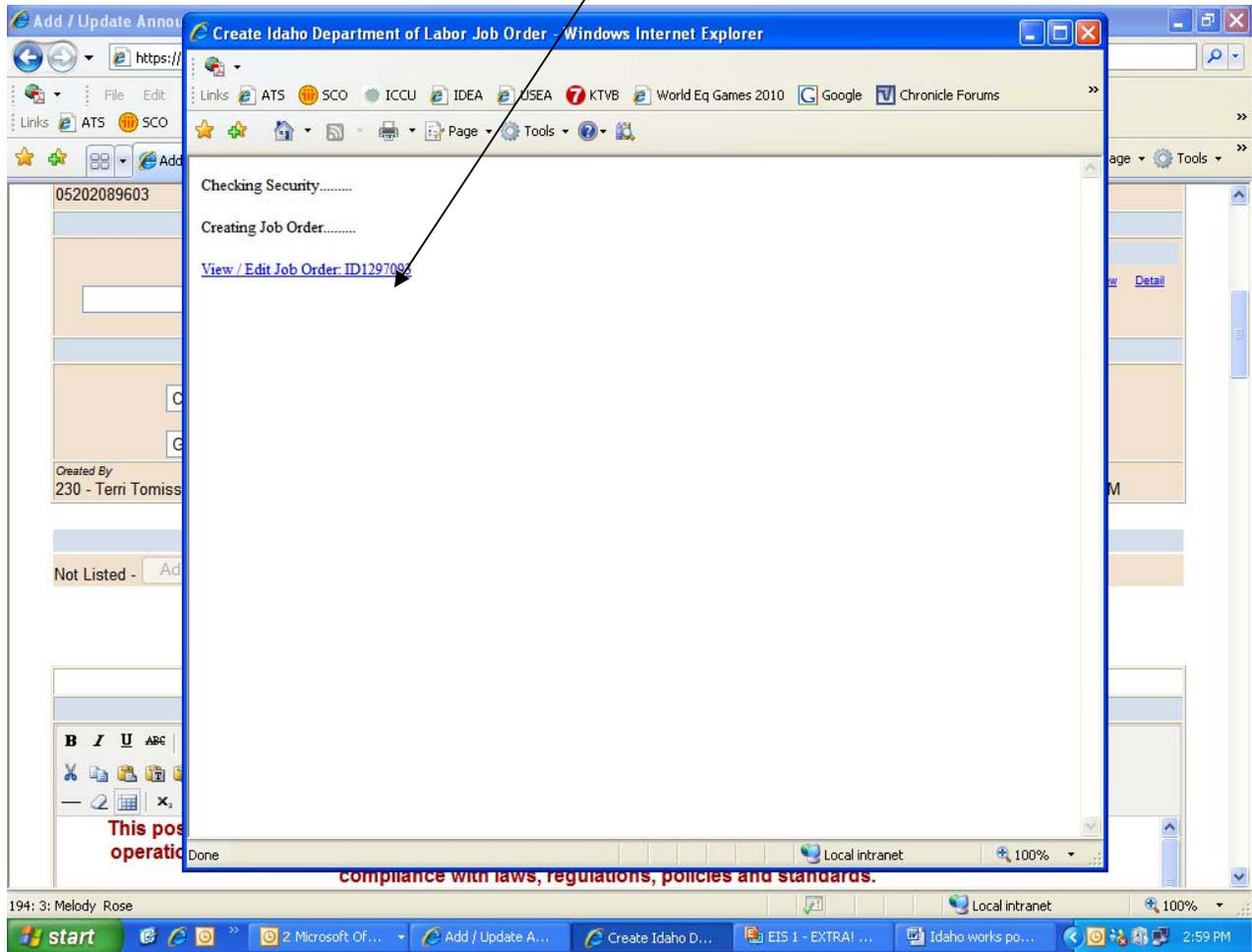
While creating your announcement in the ATS database please ensure that you have followed the instructions provided to you by the Division of Human Resources on Web page development. Following these instructions will assist you in publishing a great announcement as well as help in the process of posting to Idaho Works.

When you have completed your announcement and have already published to the DHR website, then scroll down to the bottom left section of the announcement details where it states **“Idaho Works Listing”**



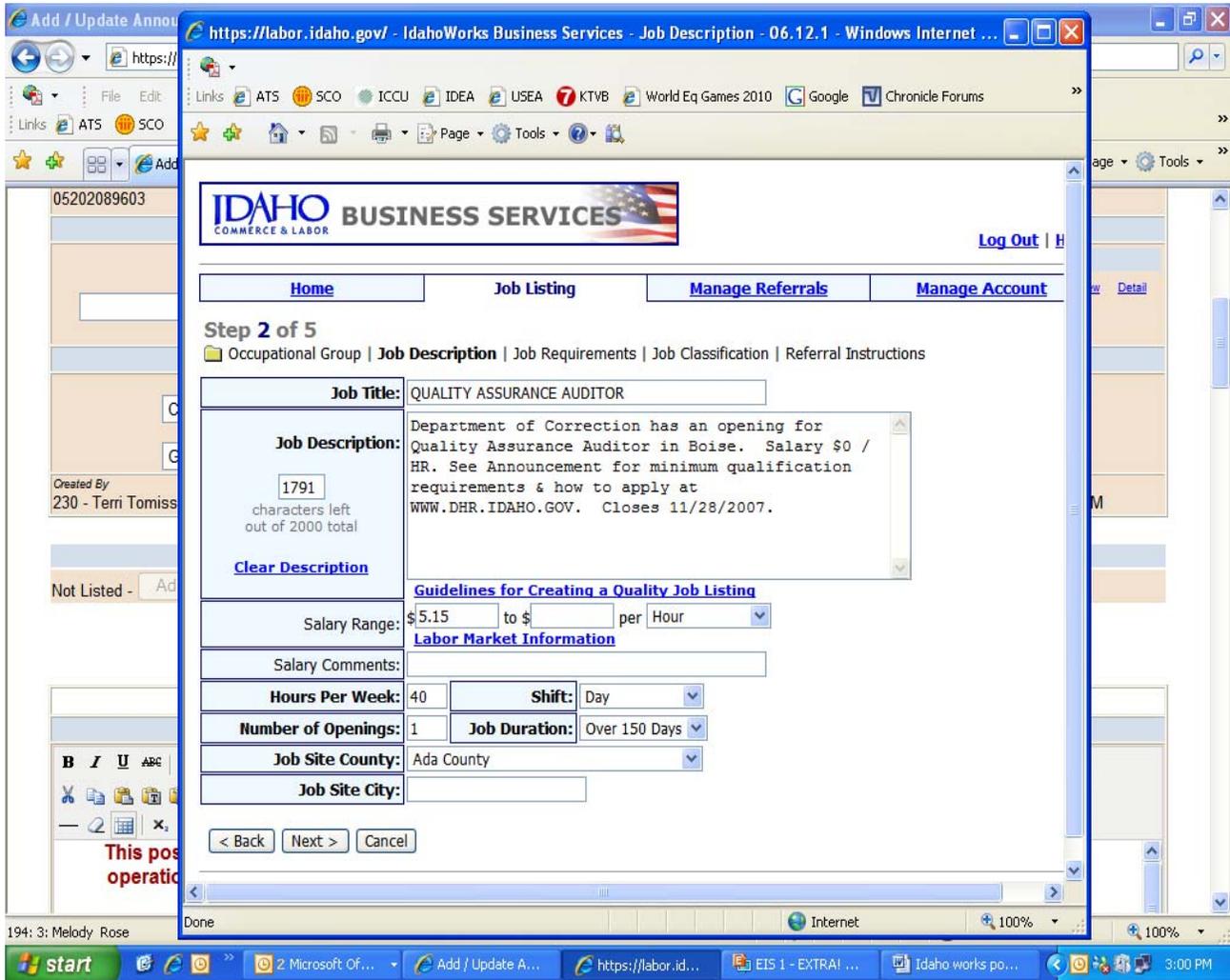
You will then see a button below the Idaho Works listing header that states “Add Listing” (seen above) Press this button and it will take you to the following screen.

You will then get a pop up window with Job Order ID *(which is the ID number of the listing with Idaho Works)*



Click on the hyperlink which will take you to the Labor posting area.

Once you come to this screen, you will have the opportunity to update important information about your announcement. This will be seen by applicants who visit the Labor website in search of employment, and is your opportunity to talk about your agency as well as promote your position.



The first area to focus on is the **"Job Title:"** It is important that you have the correct title in this field so applicants can search using the Labor engines. In NON-CLASS announcement the Job Title will state NON CLASS CLASSIFICATION (you will have to place the working title of the job in this section.)

The screenshot shows the 'Job Description' form in a web browser. The 'Job Title' field is filled with 'QUALITY ASSURANCE AUDITOR'. The 'Job Description' text area contains the following text: 'Department of Correction has an opening for Quality Assurance Auditor in Boise. Salary \$0 HR. See Announcement for minimum qualification requirements & how to apply at WWW.DHR.IDAHO.GOV. Closes 11/28/2007.' The 'Salary Range' is set to '\$5.15 to \$ per Hour'. Other fields include 'Hours Per Week: 40', 'Shift: Day', 'Number of Openings: 1', 'Job Duration: Over 150 Days', 'Job Site County: Ada County', and 'Job Site City:'. A 'Clear Description' button is visible below the job description text area.

Please leave the First statement, the Salary and the Closing date in the body of the Job Description.

“Job Description” is where you place the most important information about the position that applicants read to see if they are qualified and interested in applying. This area is usually updated from the announcement section of ATS. You will have to do some manual placement of information into this section, which is found in your announcement. You may just copy and paste the responsibilities from the announcement in this area. (NOTE: There are a total of 2000 characters that can be used in this section. If you find that copying and pasting information from the announcement uses more than the 2000 characters make sure you edit the information to less than the 2000 character limit.) In NON CLASS announcement you will have to update the job title here as well.

The screenshot shows a web browser window with the URL <https://labor.idaho.gov/>. The page title is "IdahoWorks Business Services - Job Description - 06.12.1". The browser's address bar shows the URL. The page content includes the Idaho Business Services logo and navigation links: Home, Job Listing, Manage Referrals, and Manage Account. The "Manage Referrals" link is highlighted with a blue bar. Below the navigation is a breadcrumb trail: "Step 2 of 5" | Occupational Group | Job Description | Job Requirements | Job Classification | Referral Instructions. The main form is titled "Job Description" and contains the following fields:

Job Title:	QUALITY ASSURANCE AUDITOR
Job Description:	Department of Correction has an opening for Quality Assurance Auditor in Boise. Salary \$17.67 - \$20.00/HR. RESPONSIBILITIES: Develops overall audit plan in conjunction with management Defines individual audit purpose, scope, Guidelines for Creating a Quality Job Listing
Salary Range:	\$17.67 to \$20.00 per Hour
Salary Comments:	
Hours Per Week:	40
Shift:	Day
Number of Openings:	1
Job Duration:	Over 150 Days
Job Site County:	Ada County
Job Site City:	Boise

At the bottom of the form are buttons for "< Back", "Next >", and "Cancel". A character count indicates "473 characters left out of 2000 total". A link "Clear Description" is also present. The browser's taskbar at the bottom shows the start button, several open applications, and the system clock at 3:10 PM.

In the **Job Description** area you will need to place

- a. Salary Requirement
- b. Job Responsibilities and Minimum Qualifications: copy and paste the responsibilities and minimum qualifications from the announcement in this area. Also include minimum experience, education, special licenses, whether a background check or drug testing will be performed, is P/T, Temp, Seasonal, is shift work, etc. **This information can be easily found by previewing the exam from the published announcement (comes from the typical statements for the questions)**

Job Title:	LIBRARIAN
Job Description:	<p>Idaho State Historical Society has an opening for Librarian in Boise.</p> <p>Salary \$15.57 - \$18.68/HR.</p> <p>Duties: Apply professional judgment to fulfill a variety of information requests; manage the acquisition, organization and dissemination of information; and evaluate and improve information projects and programs; analyze work processes and procedures; make and evaluate improvements; and provide technical assistance to others; manage projects and coordinate the work of others.</p> <p>Minimum Requirements: Possession of a Master's degree in Library Science; 4 yrs experience: developing, implementing, and evaluating a library project, program or service; in librarianship including applying current (last two years) library trends and technology.</p> <p>Desirable Qualifications: Experience providing reference services for historical and genealogical research, using special collections such as governmental records, manuscripts, photographs, and maps (See question #4 on examination).</p> <p>Closes 2/8/2008.</p>
Salary Range:	\$15.57 to \$18.68 per Hour
Salary Comments:	
Hours:	40 Hours per Week
Shift:	Day
Number of Openings:	1 Opening
Job Duration:	Over 150 Days
Job Site County:	Ada County
Job Site City:	Boise

- c. Any other information that would be helpful to the potential employees of your agency.
- d. Ensure that the close date (M/D/Y) is at the end of the announcement

Update the **“Salary Range:”** on the Idaho Works webpage. By updating this information, applicants can search based on salary.

The screenshot shows the Idaho Works Business Services Job Description page for a Quality Assurance Auditor position. The page is titled "Step 2 of 5" and includes a navigation menu with "Home", "Job Listing", "Manage Referrals", and "Manage Account". The job title is "QUALITY ASSURANCE AUDITOR". The job description is "Department of Correction has an opening for Quality Assurance Auditor in Boise. Salary \$17.67 - \$20.00/HR." The salary range is currently set to "\$17.67 to \$20.00 per Hour". The hours per week is 40, the number of openings is 1, and the job duration is "Over 150 Days". The job site county is "Ada County" and the job site city is "Boise". A red box highlights the "Salary Range" field, and a red arrow points to the "Clear Description" link.

The next area to focus on would be the **Hours per Week: Number of Openings: Shift: and Job Duration**. Some of the agencies have part time positions, seasonal positions and temp positions. This would be an area where you would complete if you had some type of circumstance where it was not a single opening, full time, day shift position.

The next area of importance would be the **Job Site County** (*this is a drop down menu where you select the county where the job is located*). This area is a searchable area on the Labor database and needs to be correct so applicants know where the position is as well as the **Job Site City** (**you have to manually enter this information into the field**). If an applicant places information in the search engine and you do not have this filled out correctly, the applicant will not see your position and you could potentially lose the opportunity of a great employee.

After updating the fields on this section you will then press the button labeled “NEXT”
You will then go to the next set of criteria which is known as “**Job Requirements**”.

The screenshot shows a web browser window with the URL <https://labor.idaho.gov/>. The page title is "IdahoWorks Business Services - Job Requirements - 06.12.1 - Windows Internet Explorer". The browser's address bar and toolbar are visible. The main content area features the "IDAHO BUSINESS SERVICES" logo and navigation tabs for "Home", "Job Listing", "Manage Referrals", and "Manage Account". The current step is "Step 3 of 5" in the "Job Requirements" section. The form includes the following fields:

- Minimum Experience: 1 Years 0 Months
- Minimum Age: 18 (Leave blank if not applicable)
- Minimum Education: None
- Typing Speed: 0 Words Per Minute
- Driver's License: None
- Driver's License Endorsements: Hazardous Materials Tank 16 or More Passengers Doubles or Triples
- Occupational License or Certification: Not Required Required

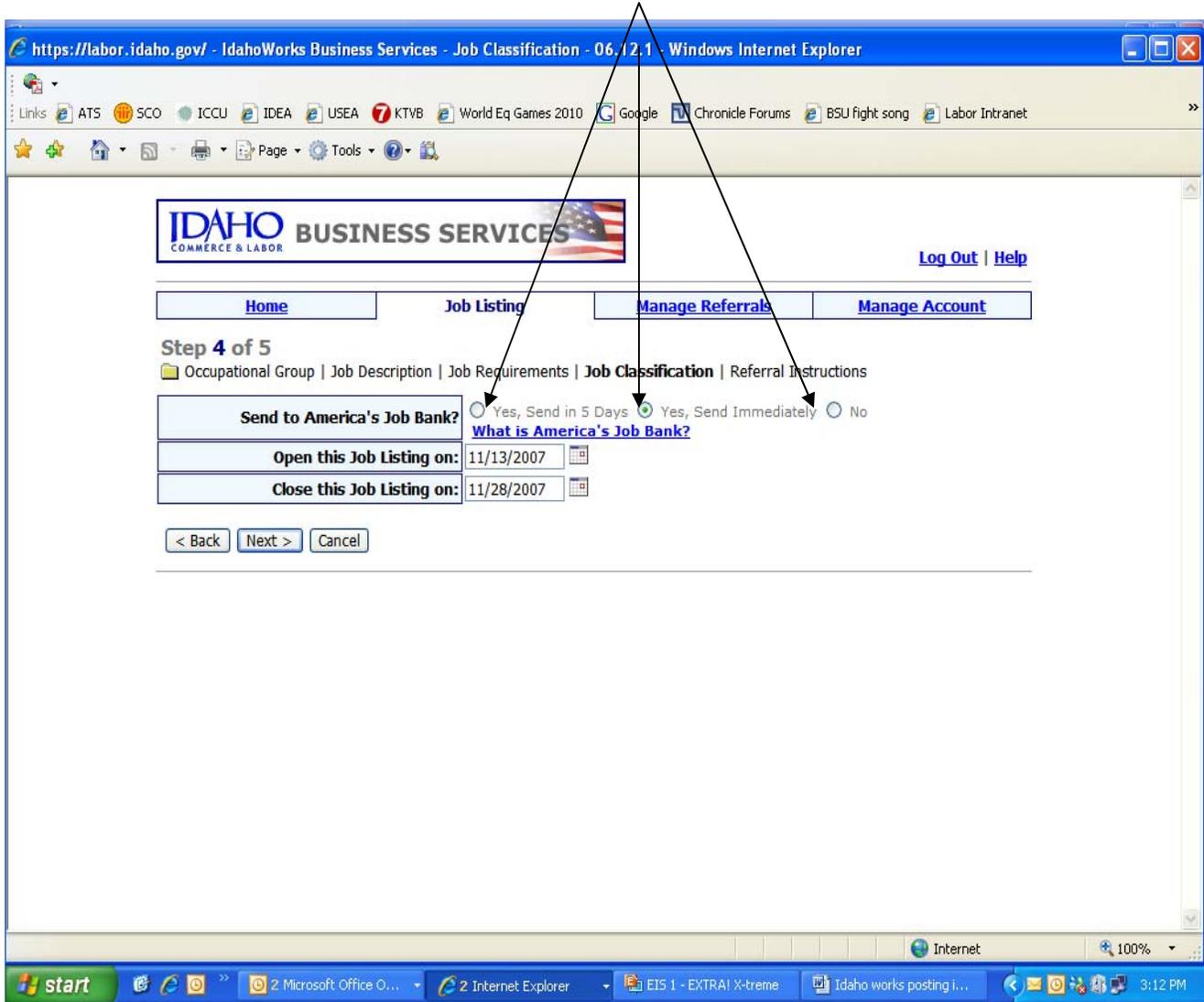
At the bottom of the form are buttons for "< Back", "Next >", and "Cancel". A red error message is displayed below the form: "Sorry, an error occurred: Index 0 is not non-negative and below total rows count." The Windows taskbar at the bottom shows the Start button, several open applications (Microsoft Office, Internet Explorer, EIS 1 - EXTRA! X-treme, Idaho works posting...), and the system clock showing 3:11 PM.

This section is very important if you are screening applicants based on experience, education and licensing. Fill out each field where you would need applicants to meet certain criteria for the position. (NOTE: *If you need an employee with a specific license or certification, please make note of this in the first section of the posting site. It is important that applicants know what licensure and certifications you are requiring. This should be based on the Minimum Requirements of the position.*)

Once you have updated these fields, press the “NEXT” button to continue forward with the posting process.

In this section of the posting area you will have to update if you wish to send the posting to “**America’s Job Bank in 5 days**” or send “**Immediately**” or “**NO**”. You will also have to verify that the dates for opening and closing are correct (this information is auto-filled from ATS and if you post a day after you post to DHR this date will have to be updated). If you see that the dates are incorrect, then you need to update them.

To continue through the process, press the “NEXT” Button.



*Jobs like the clerical categories, which have an on-going recruitment, are generally put in for 6 month period and will need to be re-entered, if still need to recruit after six months.

This section is auto-filled with DHR information and must be edited.

Step 5 of 5
Occupational Group | Job Description | Job Requirements | Job Classification | Referral Instructions

Note - All information presented on this page will be given to job applicants.

Do You Want Idaho Commerce and Labor to Screen Each Applicant? Yes No [Click Here for More Information](#)

Business Name: Idaho Division of Human Resources
Contact Name: Front Desk
Address: 700 W. State
City: Boise
State: Idaho
Zip Code: 83720 Zip + 4: 0066
Phone: (208) 334-2263 Extension:
Fax: (208) 334-3182 Extension:
E-Mail: idhr@dhr.idaho.gov

Send a Confirmation E-Mail for this Job Listing? Yes No
Note - If you select 'Yes' for this question and you leave the E-Mail address blank on this page, the confirmation E-Mail will be sent to the default address for this account.

Web Site URL: <http://www.dhr.idaho.gov>

How To Apply:
You can apply online at any Idaho Department of Labor local office or from any home computer. Go to the Division of Human Resources' website at www.dhr.idaho.gov and click on State Jobs. Then click on Current Openings, and then click on By Title Alphabetically. Click on QUALITY ASSURANCE AUDITOR (announcement).

'How to Apply' 'Apply With'
 Call E-Mail Resume
 Fax Go Directly Business Application
 Mail Apply Online Idaho Commerce and Labor Application

State Agencies do not have the option of Labor screening their applicants so this option has to be selected “NO”. All other information on this screen is auto-filled based on DHR information. **EDIT** this information to state your agency and contact phone numbers. Also, “*Send a Confirmation E-Mail for this Job Listing*” should be marked **NO**. Please remember this is the information that is given to applicants who are interested in your positions and it is important that this information is current and correct at all times or applicants can be missed. If a **non-classified announcement has been published**, then the reference to apply online needs to be deleted and replaced with the instructions on how to apply from the announcement so the applicants know they must contact the agency. Click on the “NEXT” button to the final screen. Once you have completed posting your job announcement on the Idaho Works website, you now have the opportunity to verify the information you placed in the announcement is correct. You will also be able to see the job posting as applicants will see it.



If you click on the link that states “**View the Details of your Job Listing**”. You will be able to view all the information that you placed in the announcement and update information that is inaccurate or looks funny.

https://labor.idaho.gov/ - IdahoWorks Business Services - Job Detail - 06.12.1 - Windows Internet Explorer

Links ATS SCO ICCU IDEA USEA KTVB World Eq Games 2010 Google Chronicle Forums BSU fight song Labor Intranet

Page Tools

Description

[Edit Job Description](#) [Back to top](#)

Job Title:	QUALITY ASSURANCE AUDITOR
Job Description:	<p>Department of Correction has an opening for Quality Assurance Auditor in Boise. Salary \$17.67 - \$20.00/HR.</p> <p>RESPONSIBILITIES: Develops overall audit plan in conjunction with management Defines individual audit purpose, scope, objectives, time frames, and resource requirements Conducts pre-audit interviews. Schedules and conducts audits of business activities to ensure compliance with laws, regulations, policies, procedures, generally accepted accounting principles, financial accountability standards, or other requirements. Collects and analyzes financial, operational, managerial, and performance data. Reviews operations for efficiency, effectiveness, and compliance with program requirements, and financial and managerial principles and practices Identifies operational problems or deficiencies, and ascertains probable causes. Prepares comprehensive written reports of completed audits and provides supporting conclusions, possible deficiencies, and recommendations for improvement. Presents findings and results to management and advises on compliance with established requirements and standards. Develops and recommends policy, procedure, or system modifications.</p> <p>MINIMUM QUALIFICATIONS: Good knowledge of accounting principles and practices. Some knowledge of: management practices. Experience performing professional level audits involving financial and/or performance systems and processes. Experience writing financial or process audit plans and preparing audit reports.</p> <p>Closes 11/28/2007.</p>
Salary Range:	\$17.67 to \$20.00 per Hour
Salary Comments:	
Hours:	40 Hours per Week

Done Internet 100%

start 2 Microsoft Office O... 2 Internet Explorer EIS 1 - EXTRA! X-treme Idaho works posting I... 3:18 PM

https://labor.idaho.gov/ - IdahoWorks Business Services - Job Detail - 06.12.1 - Windows Internet Explorer

Links: ATS, SCO, ICCU, IDEA, USEA, KTVB, World Eq Games 2010, Google, Chronicle Forums, BSU fight song, Labor Intranet

Requirements  [Edit Job Requirements](#) [Back to top](#)

Minimum Experience:	1 Year
Minimum Age:	18
Minimum Education:	None
Typing Speed:	
Driver's License:	None
Driver's License Endorsements:	
Occupational License or Certification:	Not Required

Classification  [Edit Job Classification](#) [Back to top](#)

Send to America's Job Bank?	Yes, Send Immediately
Open this Job Listing on:	11/13/2007
Close this Job Listing on:	11/28/2007

Referral Instructions  [Edit Referral Instructions](#) [Back to top](#)

Have Job Service Screen Applicants?	No
Business Name:	Idaho Department of Correction
Contact Name:	Brandi Thomas
Address:	P.O. Box 83720
City:	Boise
State:	Idaho
Zip:	83720-0018

Done Internet 100%

start 2 Microsoft Office O... 2 Internet Explorer EIS 1 - EXTRA! X-treme Idaho works posting i... 3:18 PM

https://labor.idaho.gov/ - IdahoWorks Business Services - Job Detail - 06.12.1 - Windows Internet Explorer

Links AT5 SCO ICCU IDEA USEA KTVB World Eq Games 2010 Google Chronicle Forums BSU fight song Labor Intranet

Page Tools

Classification [Edit Job Classification](#) [Back to top](#)

Send to America's Job Bank?	Yes, Send Immediately
Open this Job Listing on:	11/13/2007
Close this Job Listing on:	11/28/2007

Referral Instructions [Edit Referral Instructions](#) [Back to top](#)

Have Job Service Screen Applicants?	No
Business Name:	Idaho Department of Correction
Contact Name:	Brandi Thomas
Address:	P.O. Box 83720
City:	Boise
State:	Idaho
Zip:	83720-0018
Phone:	(208) 658-2022
Fax:	
E-Mail:	bthomas@idoc.idaho.gov
Web Site URL:	http://www.corrections.state.id.us
How To Apply:	You can apply online at any Idaho Department of Labor local office or from any home computer. Go to the Division of Human Resources' website at www.dhr.idaho.gov and click on State Jobs. Then click on Current Openings, and then click on By Title Alphabetically. Click on QUALITY ASSURANCE AUDITOR (announcement #05202089603) for additional information about the position & how to apply online.

[Create a Duplicate of this Job Listing](#)

Done Internet 100%

start 2 Microsoft Office O... 2 Internet Explorer EIS 1 - EXTRA! X-treme Idaho works posting i... 3:19 PM

If any of the areas need to be adjusted, you will have to click on the hyperlink above the section to edit. This process updates immediately so you can see the results of your update. DO NOT click on the “Create a Duplicate of this Job Listing” button..

You have completed the process of placing your announcement onto the Labor “Idaho Works” Website. If you are experiencing any difficulties please contact a representative from either DHR or Labor.