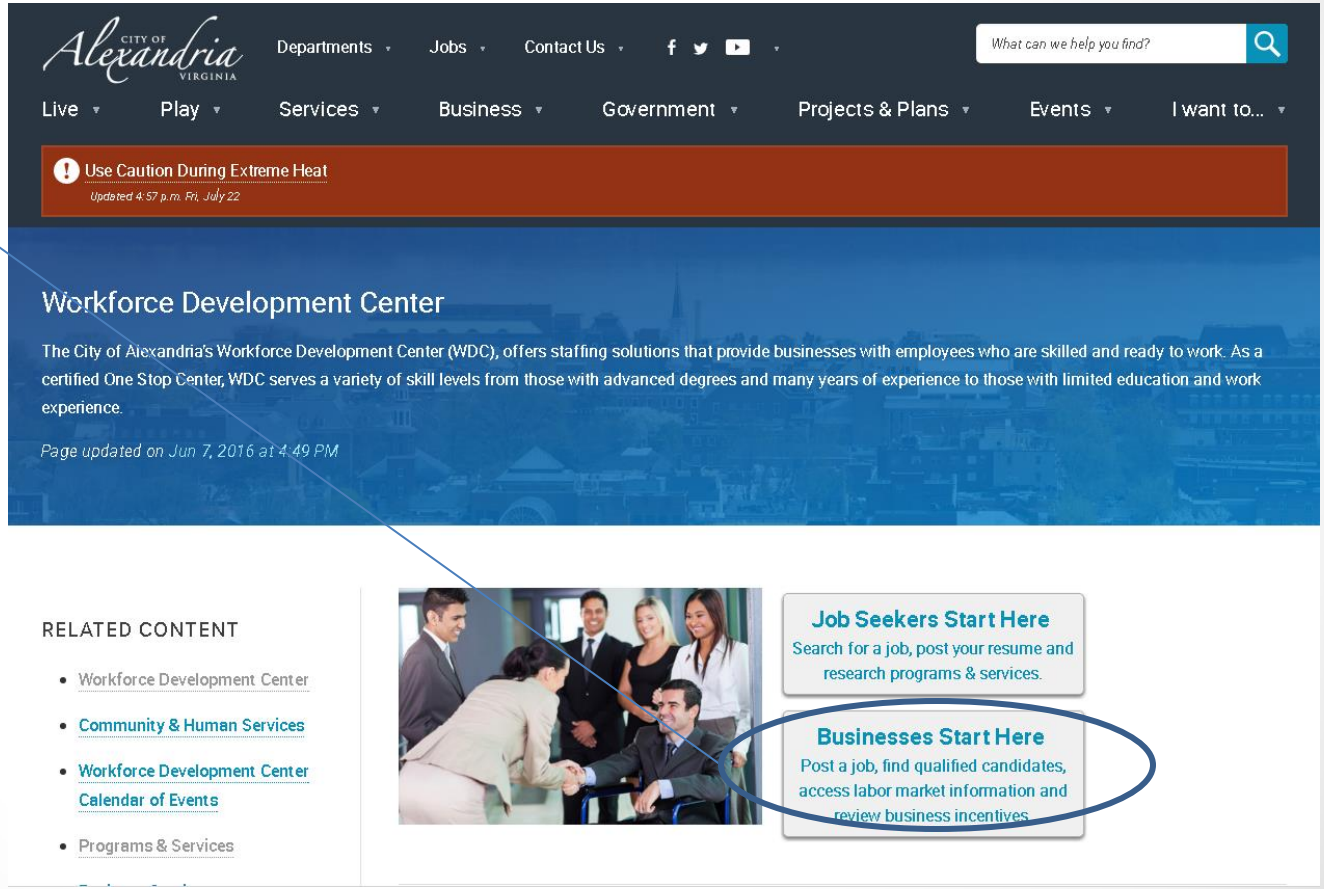
The City of Alexandria
Workforce Development Center

Employer Tutorial for Posting Jobs and Searching Resumes at

www.alexandriava.gov/WorkforceDevelopment

Home Page

Click "Employers Start Here."



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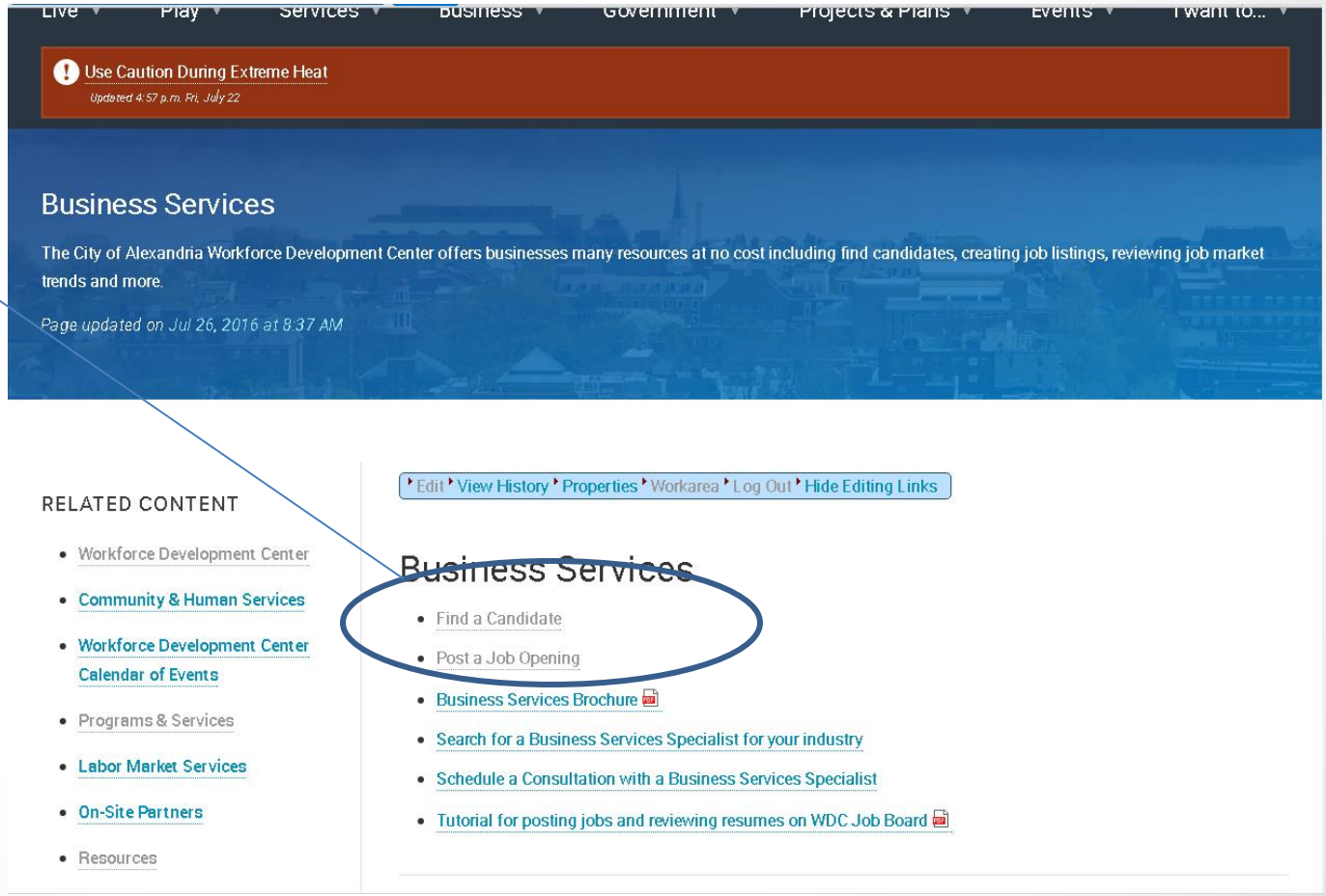
Business Services Page

Click "Find a Candidate or Post a Job Opening."



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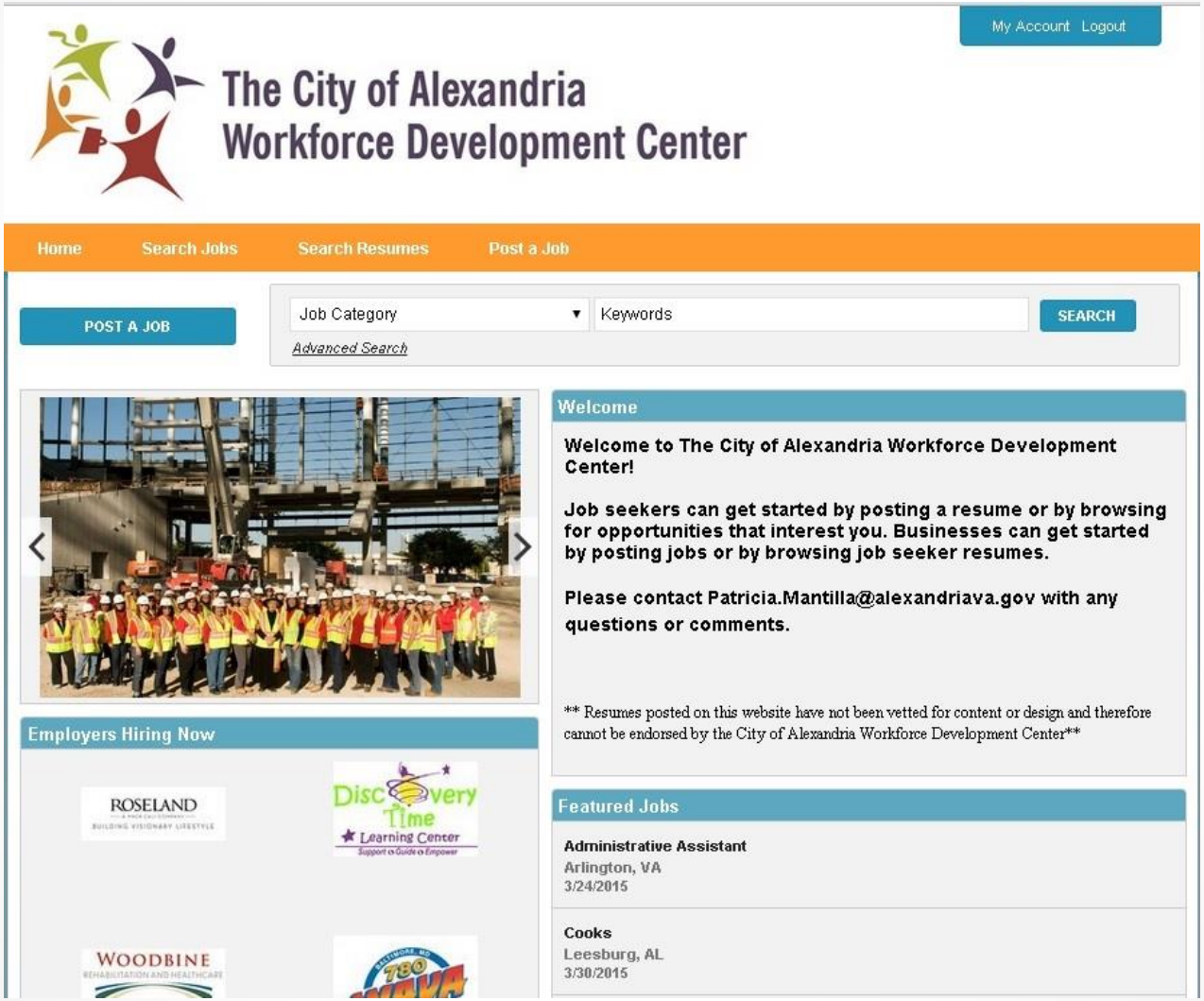
Job Board Home Page



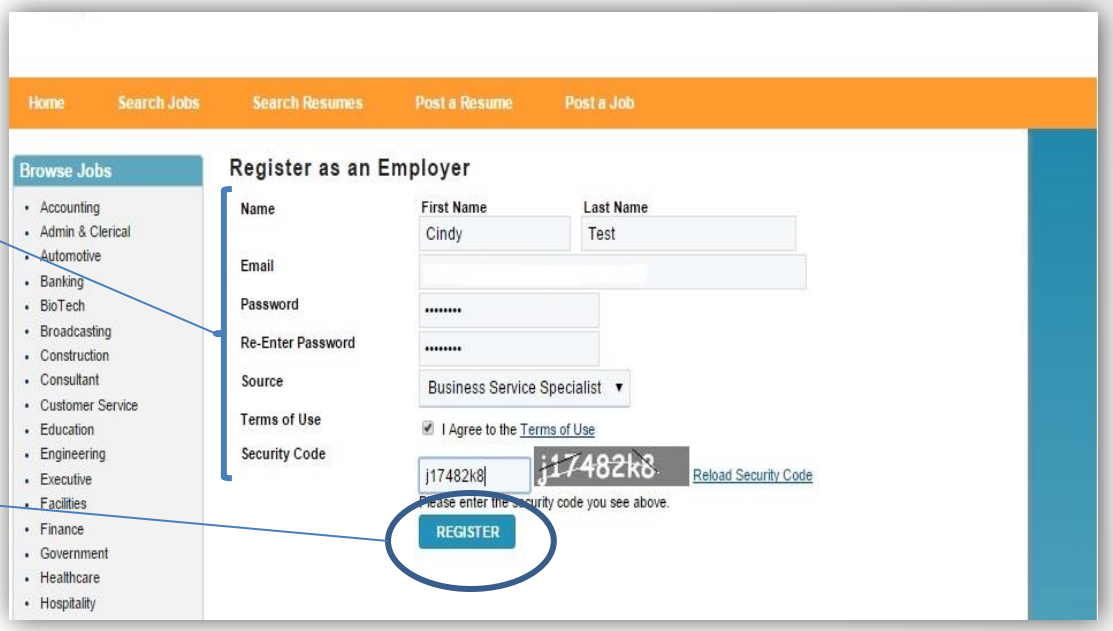
Register

Choose "Register as an Employer."

Register as an Employer

1. Fill in Name, Email, Choose Password, Choose Source of how you found out about us, Check if you agree to the Terms of Use and enter Security Code.

2. Click Register.



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Email to Complete Registration

1. Click on "Click here to complete your registration."

Dear Cindy Test,

Thank you for registering on alexandriava.gov/joblink.

To complete your registration, please click on the following link:

Click here to complete your registration.

If you are unable to click on the above link, please copy and paste the following into your web browser address and press enter:

http://wdc.alexandriava.gov/Employment/RegisterRegVal1.aspx?regvalcode=0b2099b1-5711-45a2-bbf4-c0f54c17b90b&cid=179

2. Save this email for your records.

Dear Cindy Test,

Thank you for registering on our site alexandriava.gov/joblink

To login to our site you will need the email address and password you used to register:

Your Registration Email Address:
Your Registration Password:

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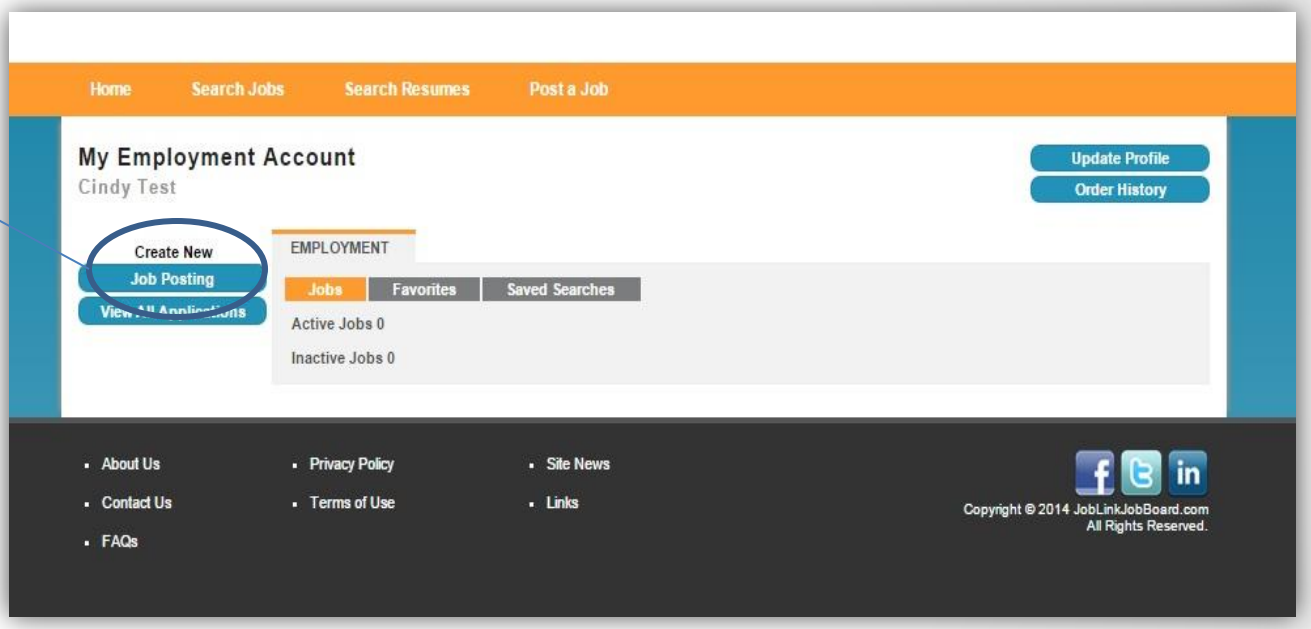
Post a Job

Click on "Create New Job Posting."



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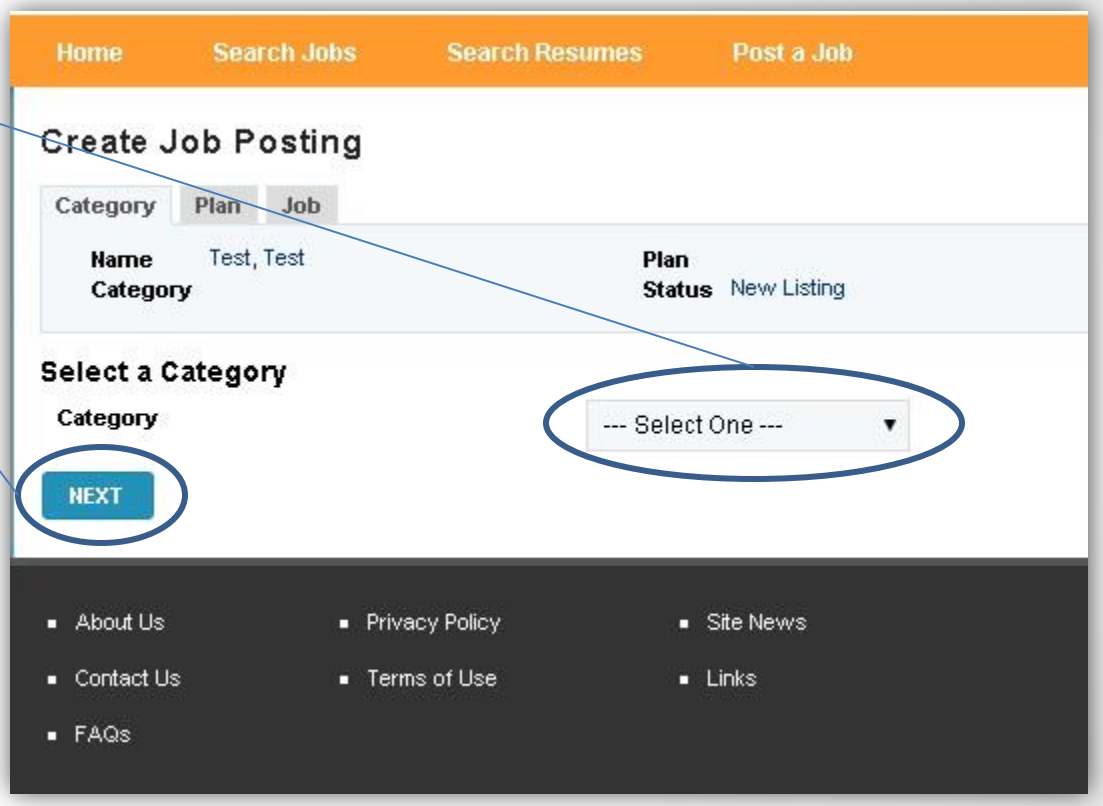
Create Job Posting

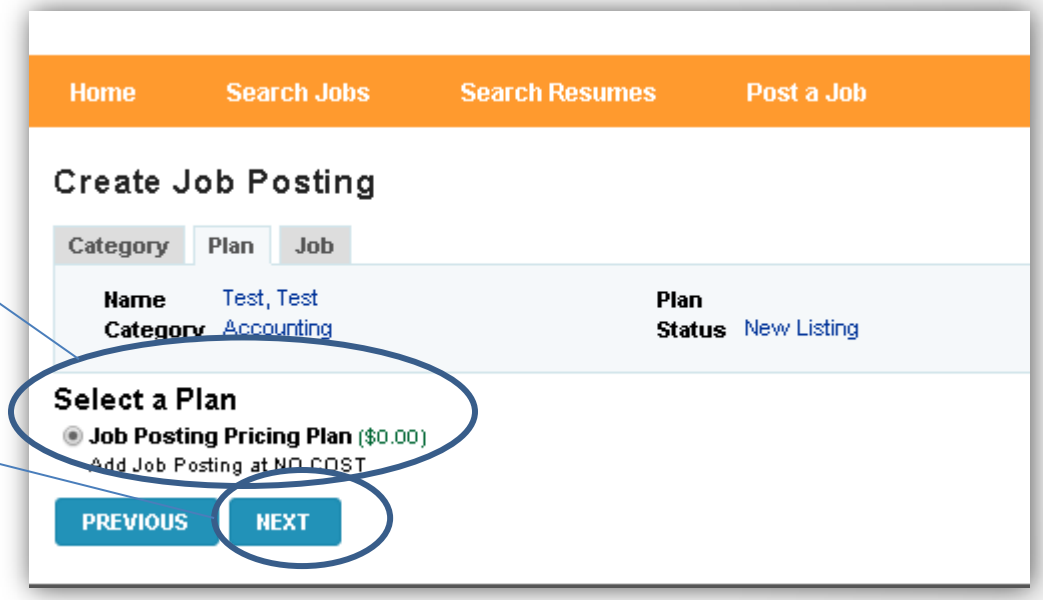
1. Select a category.
2. Click "Next."



Select a Plan

1. Select a Plan "Job Posting Pricing Plan Add Job Posting at NO COST."

2. Click "Next."



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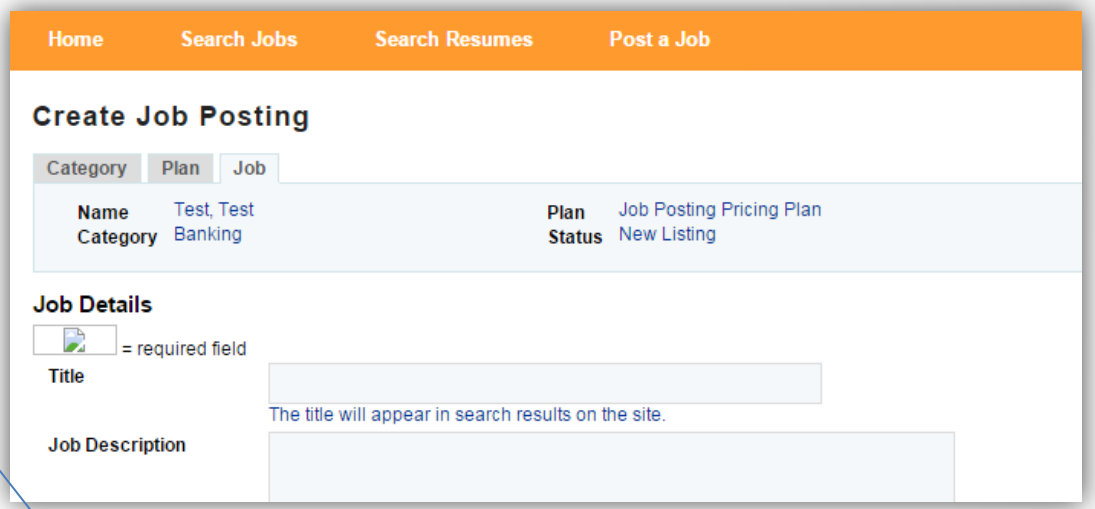
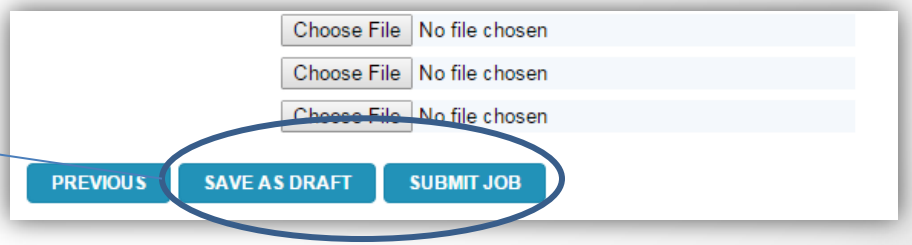
Complete Job Posting

1. Fill in all of the fields on the "Create Job Posting" screen.

2. Only choose one "Job Application Method."

3. Choose "save as draft," or if complete submit the job.





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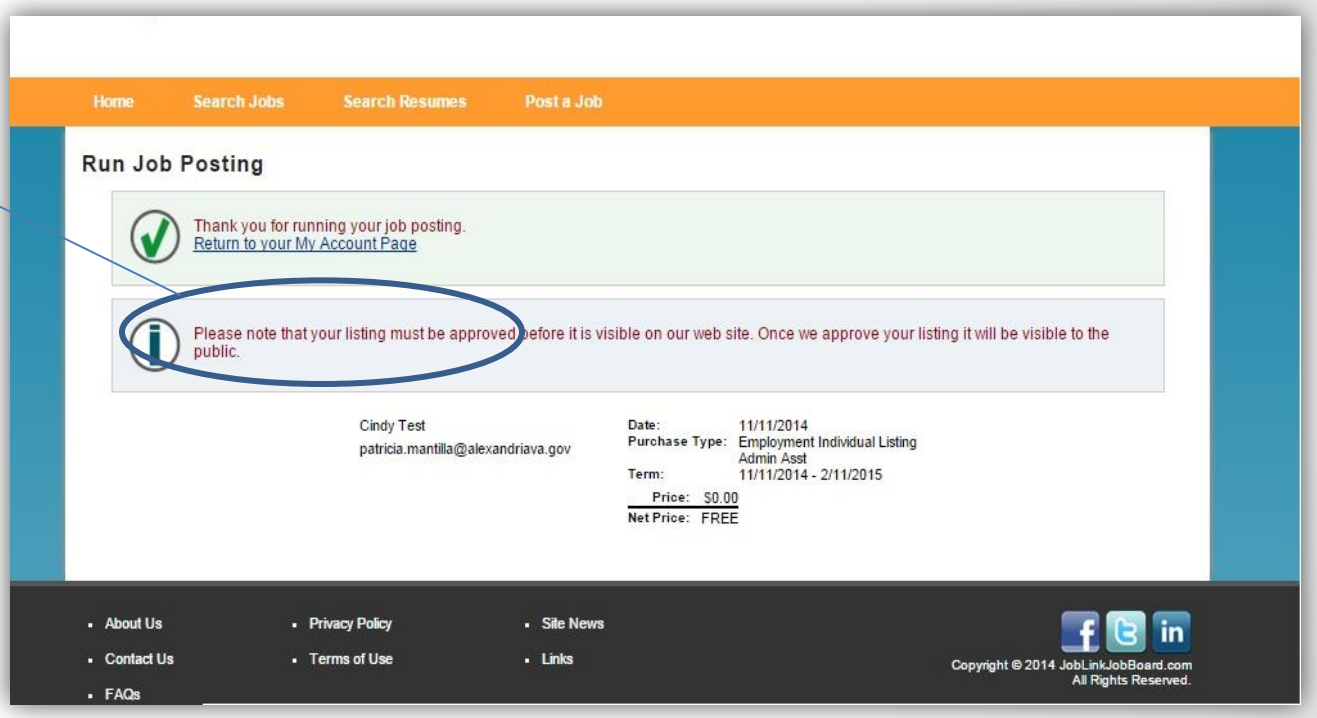
Confirmation Job Posting was Received

Click on "Return to your My Account Page" to confirm listing was approved.



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Email showing Job Posting was received

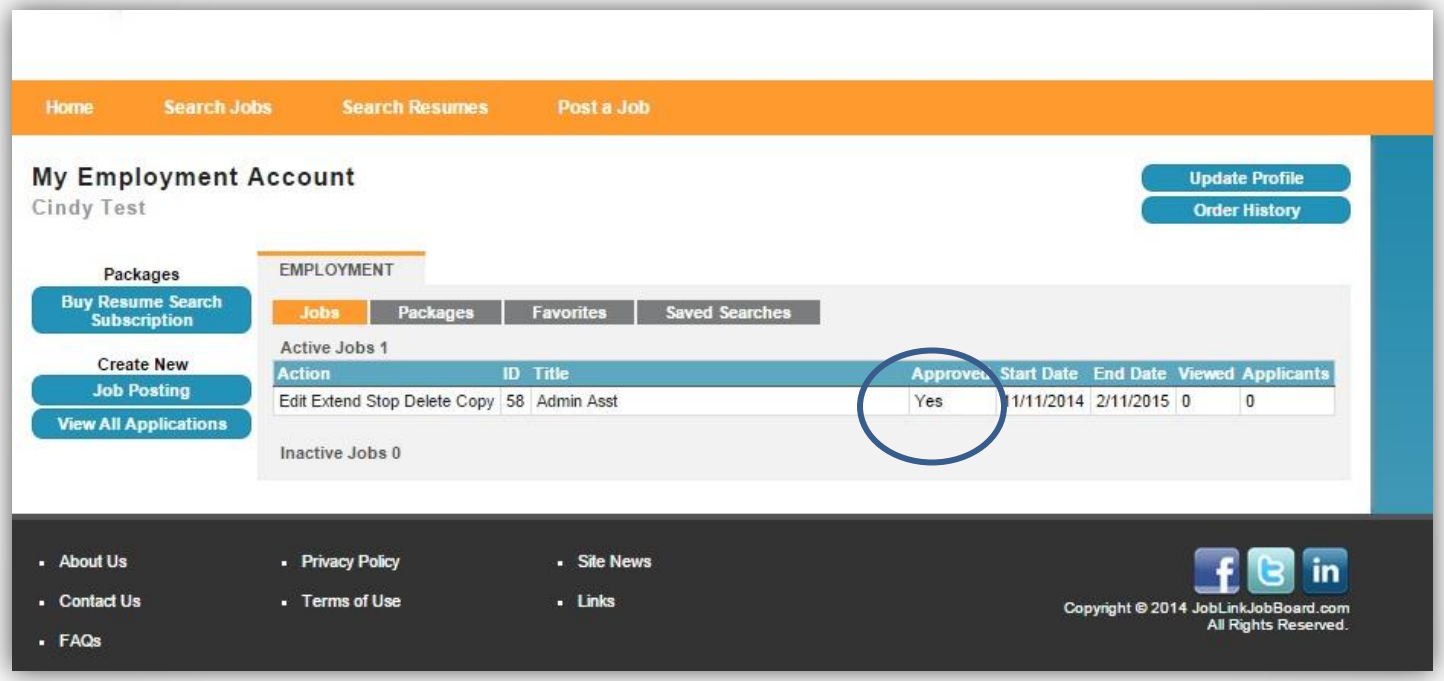
Dear Cindy Test,
Thank you for running your listing:

Admin Asst
Sincerely,

The Staff at JobLink WDC
www.alexandriava.gov/joblink

Date:	11/11/2014
Purchase Type:	Employment Individual Listing Admin Asst
Term:	11/11/2014 - 2/11/2015
Price:	$0.00
Net Price:	FREE

Confirm Job Posting Approval



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Click on "Buy Resume Search Subscription."

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My Employment Account
Cindy Test

Update Profile
Order History

Packages
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Create New
Job Posting
View All Applications

EMPLOYMENT

Jobs | Packages | Favorites | Saved Searches

Active Jobs 1

Action	ID	Title	Approved	Start Date	End Date	Viewed	Applicants
Edit Extend Stop Delete Copy	58	Admin Asst	Yes	11/11/2014	2/11/2015	0	0

Inactive Jobs 0

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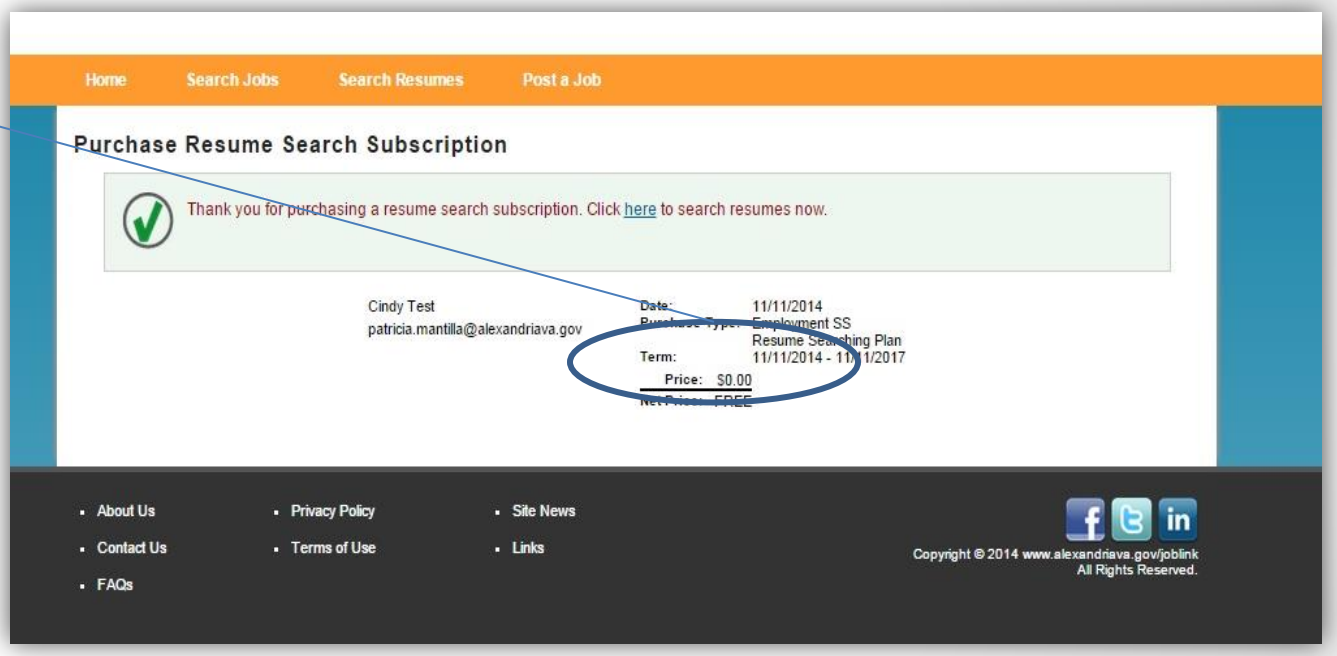

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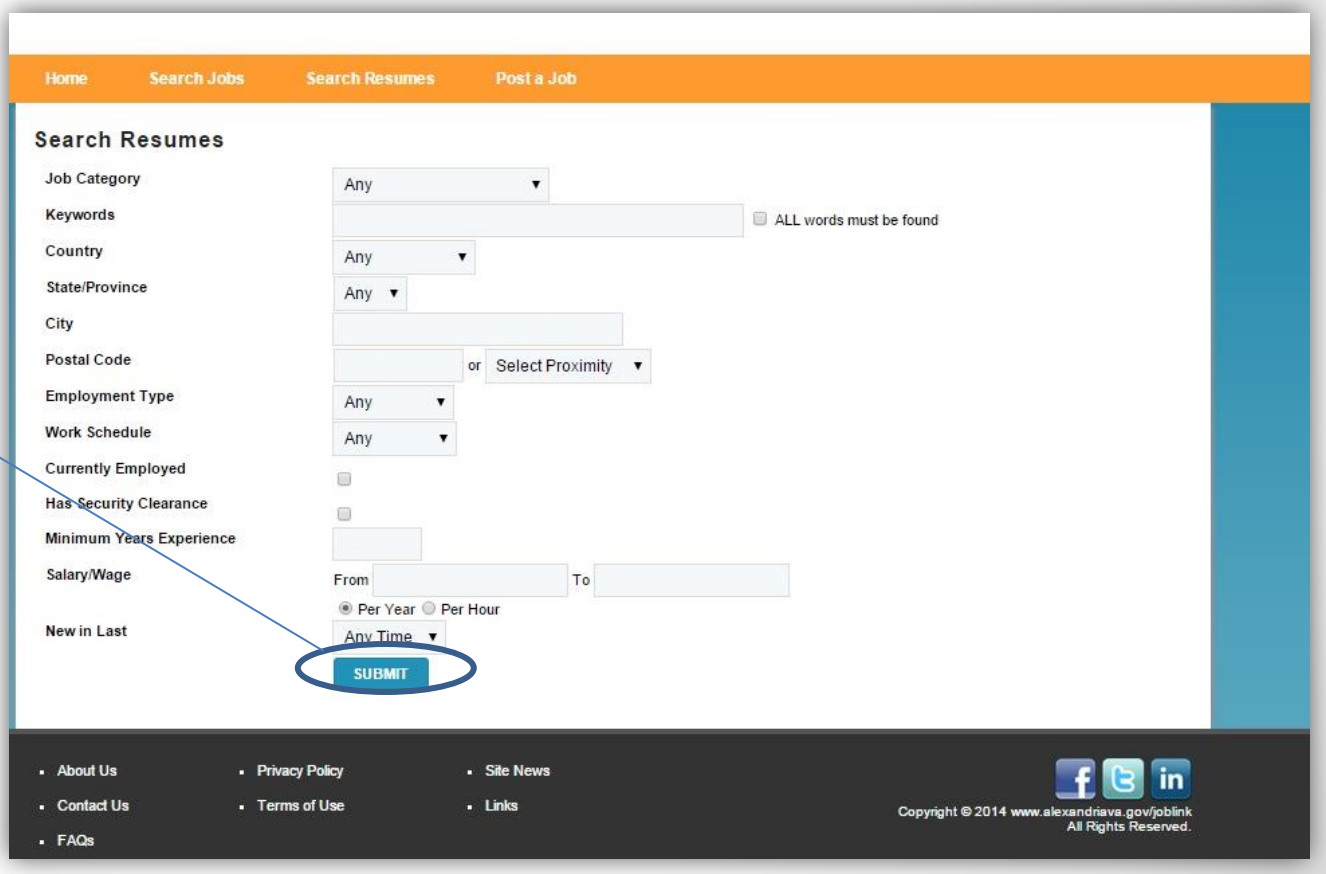
Resume Search

1. Choose resume search parameters.
2. Click submit.



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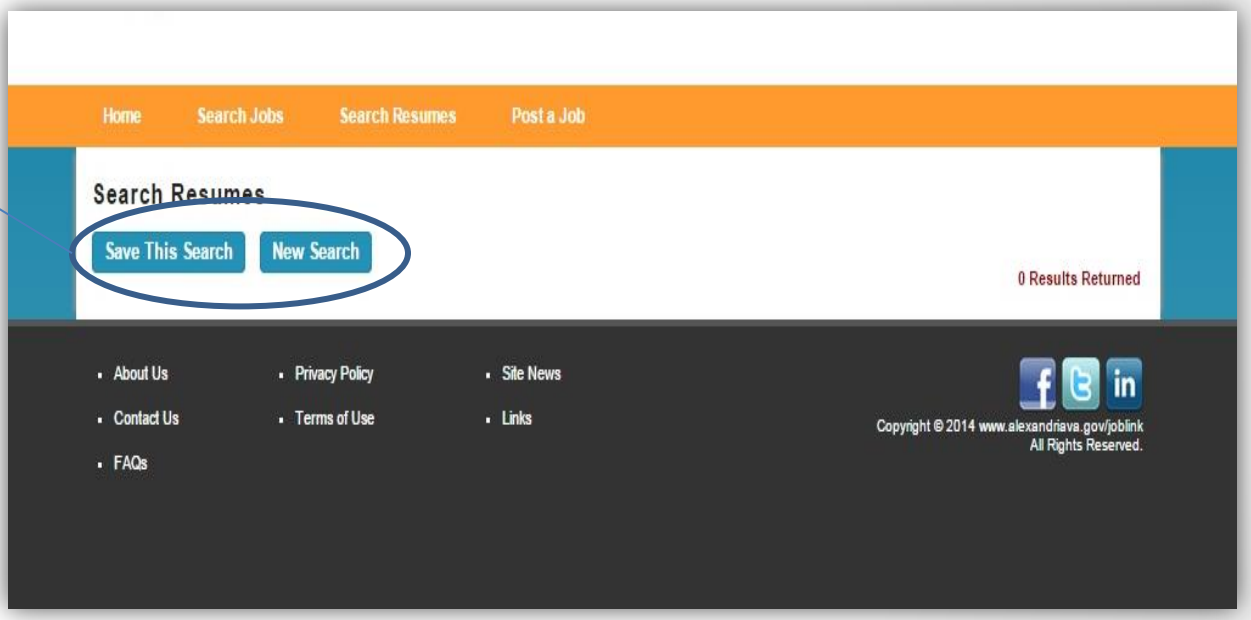
Save Resume Search

Click on "Save This Search" or click on "New Search."



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Contact Us for Questions

For questions or help on How to Post a Job or Search Resumes contact Patty Mantilla at patricia.mantilla@alexandriava.gov or call at 703.746.5940.