



The City of Alexandria  
Workforce Development Center

# Employer Tutorial for Posting Jobs and Searching Resumes at

[www.alexandriava.gov/WorkforceDevelopment](http://www.alexandriava.gov/WorkforceDevelopment)



# Home Page

Click "Employers Start Here."

**Workforce Development**  
www.alexandriava.gov/WorkforceDevelopment

**CITY OF Alexandria VIRGINIA**  
ALEXANDRIAVA.GOV

Home Residents Visitors Business City Departments Call Click Connect Search for... GO

Home > Workforce Development Center Tuesday, April 7 • 70° Air Quality: Green

*Community & Human Services*  
**Workforce Development Center**

Page updated Mar 30, 2015 2:44 PM

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**Job Seekers Start Here**  
Search for a job, post your resume and research programs & services.

**Employers Start Here**  
Post a job, find qualified candidates, access labor market information and review business incentives.

**Welcome to the City of Alexandria Workforce Development Center (WDC)**

The City's Workforce Development Center (WDC), offers staffing solutions that provide businesses with employees who are skilled and ready to work. As a certified One Stop Center, WDC serves a variety of skill levels from those with advanced degrees and many years of experience to those with limited education and work experience. We provide workforce development services for job seekers, including our Career Center with computer, internet and phone access, career readiness workshops, career assessments and customized hiring events to assist job seekers with job placement and retention.

WDC provides a broad range of business services at no cost to employers, including staffing solutions (job placement), recruitment services, labor market information and certified Business Services Specialists to assist in workforce planning. Additionally, WDC operates the Virginia Initiative for Employment not Welfare (VIEW) Program, Workforce Investment Act (WIA - Adult Employment, Dislocated Worker and Youth and Young Adult) Supplemental Nutrition Assistance Program Employment Training (SNAPET), Youth and Young Adult Employment (TeensWork), Migration and Refugee Employment Program, Disability Employment with assistive technology, and Veteran Services. These programs generally include job training and supportive services in addition to the above-mentioned complement of workforce development services. Program eligibility is determined on a case-by-case basis.

**What's New!!**  
What's New! Check out what's new here at the City's Workforce Development Center (WDC) and see what employment-related events are going on in the area.

**Programs & Services**  
Job search and resume posting; Adult Services; Youth Services; Disability Services; and Public Benefits.

**QUICK LINKS**

- Workforce Development Center
- Calendar of Events
- Programs & Services
- Business Services
- Labor Market Services
- On-Site Partners
- Resources
- Recruitment Services
- Services for Employers
- Youth and Young Adult Programs (Teenswork)

**HOW DO I...**

- Find child-care provider information?
- Learn about services for seniors?
- Find out about Medicaid Waiver and services for people with an intellectual disability?
- Access assistance with rent, utilities, employment and public benefits?
- Learn about the Behavioral Health & Criminal Justice Collaboration?

**Workforce Development Center**  
1900 N. Beauregard Street (Map)  
Suite 300  
Alexandria, VA 22311  
703.746.6940  
Fax: 703.746.5983  
Video Phone: 571.384.5244

**Hours of Operation:**  
Monday - Friday  
8 a.m. - 5 p.m.

# Business Services Page

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

Business Services | Workfo x

www.alexandriava.gov/dchs/joblink/default.aspx?id=78644

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Home Residents Visitors Business City Departments Call, Click, Connect. Search for... GO

Home > Workforce Development Center > Business Services

Tuesday, April 7 • 70° Air Quality: Green

Community & Human Services  
**Workforce Development Center**

Page updated Dec 30, 2014 9:45 AM

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**Business Services**

As an Employer, the City of Alexandria Workforce Development Center offers many resources at NO COST to enable you to find the perfect candidate, create job listings, review job market trends, and more.

- Find a Candidate
- Post a Job Opening
- Search for a Business Services Specialist for your industry
- Schedule a Consultation with a Business Services Specialist
- Business Services Orientation
- Employer Website Tutorial for Posting Jobs and Searching Resumes

**Recruitment Services**  
Post job openings, find qualified candidates and access a wide variety of information designed to help a business succeed.

**Labor Market Services**  
Access information about labor market trends, statistics, and economic and demographic data.

**Incentives**  
Find out if you qualify for local, state or federal tax incentives, training for employees, federal bonding program, and rapid response service

**QUICK LINKS**

- Workforce Development Center
- Calendar of Events
- Programs & Services
- Business Services
- Labor Market Services
- On-Site Partners
- Resources
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www.alexandriava.gov/dchs/joblink/

# Job Board Home Page

The City of Alexandria  
Workforce Development Center

[My Account](#) [Logout](#)

[Home](#) [Search Jobs](#) [Search Resumes](#) [Post a Job](#)

[POST A JOB](#) Job Category  Keywords  [SEARCH](#)  
[Advanced Search](#)

**Welcome**

Welcome to The City of Alexandria Workforce Development Center!

Job seekers can get started by posting a resume or by browsing for opportunities that interest you. Businesses can get started by posting jobs or by browsing job seeker resumes.

Please contact [Patricia.Mantilla@alexandriava.gov](mailto:Patricia.Mantilla@alexandriava.gov) with any questions or comments.

\*\* Resumes posted on this website have not been vetted for content or design and therefore cannot be endorsed by the City of Alexandria Workforce Development Center\*\*

**Employers Hiring Now**

**Featured Jobs**

**Administrative Assistant**  
Arlington, VA  
3/24/2015

**Cooks**  
Leesburg, AL  
3/30/2015

# Register

Choose "Register as an Employer."

The screenshot shows a website interface with a navigation bar at the top containing 'Home', 'Search Jobs', 'Search Resumes', and 'Post a Job'. On the left, there is a 'Browse Jobs' sidebar with a list of industry categories. The main content area is titled 'Register' and is divided into two columns: 'Job Seekers' and 'Employers'. The 'Job Seekers' column contains a button labeled 'Register as a Job Seeker'. The 'Employers' column contains a button labeled 'Register as an Employer', which is circled in blue. A blue callout box from the top left points to this button.

Home Search Jobs Search Resumes Post a Job

**Browse Jobs**

- Accounting
- Admin & Clerical
- Automotive
- Banking
- BioTech
- Broadcasting
- Construction
- Consultant
- Customer Service
- Education
- Engineering
- Executive

**Register**

**Job Seekers**

Register as a Job Seeker

**Employers**

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.

The screenshot shows a web interface for registering as an employer. At the top, there is a navigation bar with links: Home, Search Jobs, Search Resumes, Post a Resume, and Post a Job. On the left, a 'Browse Jobs' sidebar lists various industries such as Accounting, Admin & Clerical, Automotive, Banking, BioTech, Broadcasting, Construction, Consultant, Customer Service, Education, Engineering, Executive, Facilities, Finance, Government, Healthcare, and Hospitality. The main content area is titled 'Register as an Employer' and contains the following fields and options:

- Name:** First Name (Cindy), Last Name (Test)
- Email:** [Empty text input field]
- Password:** [Password input field with masked characters]
- Re-Enter Password:** [Password input field with masked characters]
- Source:** Business Service Specialist (dropdown menu)
- Terms of Use:**  I Agree to the [Terms of Use](#)
- Security Code:** j17482k8 (input field) | j17482k8 (image) | [Reload Security Code](#)

Below the security code input, there is a text prompt: 'Please enter the security code you see above.' and a blue 'REGISTER' button, which is circled in blue.

# 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:

# Post a Job

Click on "Create New Job Posting."

The screenshot shows a web interface for a user's employment account. At the top, there is a navigation bar with links for Home, Search Jobs, Search Resumes, and Post a Job. Below this, the user's profile is displayed as 'My Employment Account' for 'Cindy Test', with buttons for 'Update Profile' and 'Order History'. A central 'EMPLOYMENT' section contains tabs for 'Jobs', 'Favorites', and 'Saved Searches'. Under the 'Jobs' tab, it shows 'Active Jobs 0' and 'Inactive Jobs 0'. On the left side of the dashboard, there is a 'Create New Job Posting' button, which is circled in blue. A blue callout box with a line pointing to this button contains the text 'Click on "Create New Job Posting."'. Below the main content area is a footer with a grid of links: About Us, Privacy Policy, Site News, Contact Us, Terms of Use, and Links. On the right side of the footer, there are social media icons for Facebook, Twitter, and LinkedIn, along with the copyright notice: 'Copyright © 2014 JobLink.JobBoard.com All Rights Reserved.'

# Create Job Posting

1. Select a category.

2. Click "Next."

The screenshot shows a web form titled "Create Job Posting" with an orange navigation bar at the top containing links for "Home", "Search Jobs", "Search Resumes", and "Post a Job". The form has three tabs: "Category", "Plan", and "Job", with "Category" selected. The "Name" field contains "Test, Test" and the "Plan Status" is "New Listing". Below this is a "Select a Category" section with a "Category" label and a dropdown menu currently showing "-- Select One --". A blue circle highlights the dropdown menu, and a blue line connects it to the first instruction. Another blue circle highlights a "NEXT" button, and a blue line connects it to the second instruction. At the bottom of the page is a dark footer with a list of links: "About Us", "Contact Us", "FAQs", "Privacy Policy", "Terms of Use", "Site News", and "Links".

# Select a Plan

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

2. Click "Next."

The screenshot shows a web interface for creating a job posting. At the top, there is a navigation bar with links for Home, Search Jobs, Search Resumes, and Post a Job. Below this is the 'Create Job Posting' section, which has three tabs: Category, Plan, and Job. The 'Plan' tab is currently selected. The form displays the following information:

<b>Name</b>	Test, Test	<b>Plan</b>	
<b>Category</b>	Accounting	<b>Status</b>	New Listing

Below the form, there is a section titled 'Select a Plan' with a radio button selected next to the option 'Job Posting Pricing Plan (\$0.00) Add Job Posting at NO COST'. At the bottom of this section, there are two buttons: 'PREVIOUS' and 'NEXT'. The 'NEXT' button is circled in blue, indicating it should be clicked.

# Complete Job Posting

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

Home Search Jobs Search Resumes Post a Job

### Create Job Posting

Category Plan Job

Name Test, Test Plan Job Posting Pricing Plan  
Category Banking Status New Listing

#### Job Details

= required field

Title   
The title will appear in search results on the site.

Job Description

2. Only choose one "Job Application Method."

Job Application Method

Form thru this Website   
Enter Email Address  
Applicants can apply for this job on our website and applications will be sent to this email address. This email address will not be visible on the website.

OR

External Link   
Enter Website Address  
Applicants will be sent to the entered website address to apply for this job instead of applying for this job on our website.

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

Choose File No file chosen  
Choose File No file chosen  
Choose File No file chosen

PREVIOUS SAVE AS DRAFT SUBMIT JOB

# Confirmation Job Posting was Received

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

Home Search Jobs Search Resumes Post a Job

## Run Job Posting

Thank you for running your job posting.  
[Return to your My Account Page](#)

Please note that your listing must be approved before it is visible on our web site. Once we approve your listing it will be visible to the public.

Cindy Test  
patricia.mantilla@alexandriava.gov

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

• About Us • Privacy Policy • Site News  
• Contact Us • Terms of Use • Links  
• FAQs

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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](http://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

The screenshot shows a user's employment account dashboard. At the top, there is a navigation bar with links for Home, Search Jobs, Search Resumes, and Post a Job. Below this, the user's name is Cindy Test, and there are buttons for Update Profile and Order History. The main section is titled 'My Employment Account' and contains several tabs: Packages, EMPLOYMENT, and others. Under the EMPLOYMENT tab, there are sub-tabs for Jobs, Packages, Favorites, and Saved Searches. The 'Jobs' sub-tab is active, showing a table of 'Active Jobs 1'. The table has columns for Action, ID, Title, Approved, Start Date, End Date, Viewed, and Applicants. A blue circle highlights the 'Approved' column for the first job listing, which has the value 'Yes'. Below the active jobs, there is a section for 'Inactive Jobs 0'. At the bottom of the page, there is a footer with links for About Us, Contact Us, FAQs, Privacy Policy, Terms of Use, Site News, and Links. Social media icons for Facebook, Twitter, and LinkedIn are also present, along with a copyright notice for JobLinkJobBoard.com.

Home Search Jobs Search Resumes Post a Job

My Employment Account [Update Profile](#)  
Cindy Test [Order History](#)

Packages [Buy Resume Search Subscription](#)

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	1/11/2014	2/11/2015	0	0

Inactive Jobs 0

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[f](#) [t](#) [in](#)  
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# “Buy” Resume Search Subscription at NO COST

Click on “Buy Resume Search Subscription.”

The screenshot shows a user's employment account dashboard for 'Cindy Test'. The navigation bar includes 'Home', 'Search Jobs', 'Search Resumes', and 'Post a Job'. The main content area is titled 'My Employment Account' and includes buttons for 'Update Profile' and 'Order History'. Under the 'EMPLOYMENT' section, there are tabs for 'Jobs', 'Packages', 'Favorites', and 'Saved Searches'. The 'Jobs' tab is active, showing 'Active Jobs 1' and a table with one job listing. The 'Buy Resume Search Subscription' button is highlighted with a blue callout box.

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

Footer links: About Us, Privacy Policy, Site News, Contact Us, Terms of Use, Links, FAQs.

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# Thank You for Purchasing Resume Search Subscription

Click [here](#) to search resumes now.

Home Search Jobs Search Resumes Post a Job

## Purchase Resume Search Subscription

Thank you for purchasing a resume search subscription. Click [here](#) to search resumes now.

Name:	Cindy Test
Email:	patricia.mantilla@alexandriava.gov
Date:	11/11/2014
Purchase Type:	Employment SS Resume Searching Plan
Term:	11/11/2014 - 11/11/2017
Price:	\$0.00
Net Price:	FREE

- About Us
- Privacy Policy
- Site News
- Contact Us
- Terms of Use
- Links
- FAQs

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# Resume Search

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

The screenshot shows a web interface for searching resumes. The navigation bar includes 'Home', 'Search Jobs', 'Search Resumes', and 'Post a Job'. The 'Search Resumes' section contains the following fields and options:

- Job Category: Any (dropdown)
- Keywords: [text input]  ALL words must be found
- Country: Any (dropdown)
- State/Province: Any (dropdown)
- City: [text input]
- Postal Code: [text input] or Select Proximity (dropdown)
- Employment Type: Any (dropdown)
- Work Schedule: Any (dropdown)
- Currently Employed:
- Has Security Clearance:
- Minimum Years Experience: [text input]
- Salary/Wage: From [text input] To [text input]  
Per Year (selected) Per Hour
- New in Last: Any Time (dropdown)

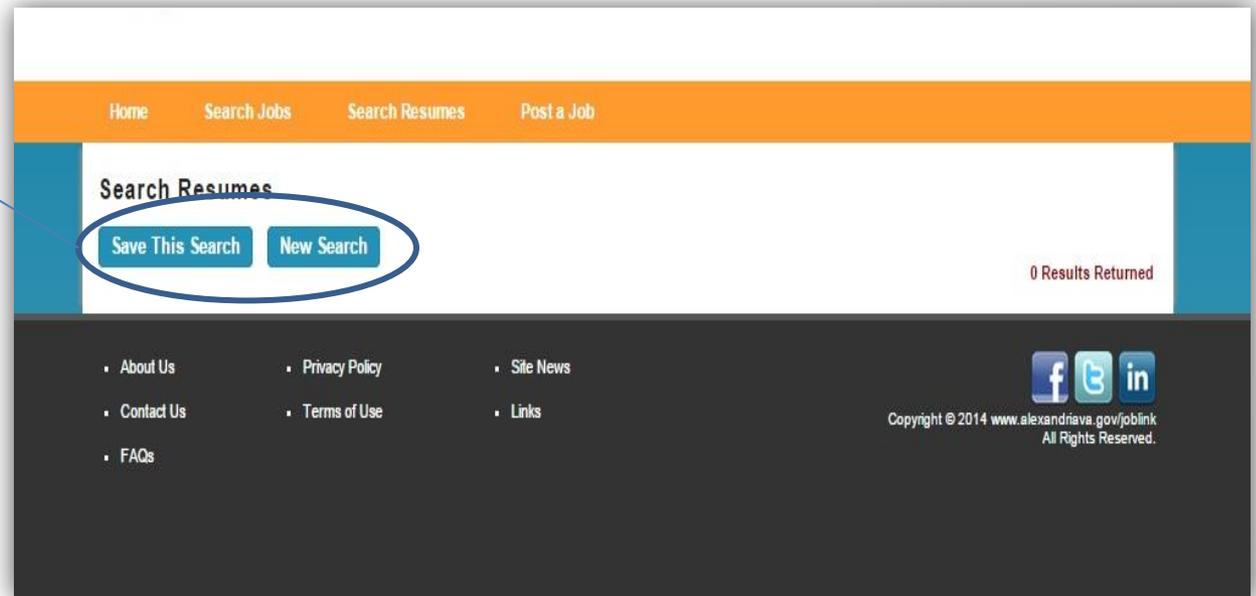
A blue circle highlights the 'SUBMIT' button at the bottom of the form.

Footer links: About Us, Privacy Policy, Site News, Contact Us, Terms of Use, Links, FAQs.

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# Save Resume Search

Click on “Save This Search” or click on “New Search.”



Home Search Jobs Search Resumes Post a Job

## Search Resumes

Save This Search New Search

0 Results Returned

- About Us
- Privacy Policy
- Site News
- Contact Us
- Terms of Use
- Links
- FAQs

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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](mailto:patricia.mantilla@alexandriava.gov)  
or call at 703.746.5940.