Child Care Provider Desk Aid

How to post job openings and search for candidates for your child care program

TEXAS WORKFORCE COMMISSION

WorkinTexas.com Desk Aid Outline

In this presentation you will find steps to complete:

- Registration Process as an Employer on WorkinTexas.com
- Create Job Orders (also known as job postings)
- Search for Candidates

Register as an Employer

1. Go to www.workintexas.com.
2. Select "sign in" or "register" in the top right hand corner. (Note: If you have filed for unemployment benefits, you should already have a username and password.)

To Change to the Spanish version, you will need to click on En Espanol link.

Register as an Employer

User Name: Username

Password: ••••••••

Sign In

If you have forgotten your user name and/or password, please click Retrieve User Name or Password.

🔍 **Option 2 - Try Us Out**

If you would like to view WorkInTexas as a visitor to see what services are available, please click *Guest Access*.

◉ English ○ Español

👤 **Option 3 - Create a User Account**

If you would like to become a fully registered user with WorkInTexas and have access to all of our online services, select one of the following account types. If you are not sure if you need to register on the system, learn more about the benefits of registering on page: Why Register?.

Individual

Register as this account type if you are an individual and wish to search for the latest job openings, post a résumé online, find

Employers and Agents

If you are looking for industry information, labor market information, job applicants for your business, or want to post job

Registration Steps

- All fields with a red asterisk (*) are required.
- At the bottom of this page and subsequent web pages, click Next or Continue to move to the next page.
- Create a Username, Password and complete the Security questions.
- Complete the registration screens. Based on employer response some items will display additional questions. Account creation acknowledgement page will be displayed when you have finished.

Choose your Representative Type

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Select the representative type that best describes your company.
You may only select one of these options. If you select Direct Representative, you may then select the functionality you need.

Representative Type

Please specify what type of user that you are:

⦿ **Direct Representative of your Organization**
This includes employees, principals and owners of the organization that is registering.

○ **Third Party Agents (TPA)**
This includes companies that represent one or more registered organizations and will perform activities on their behalf.

○ **Professional Employer Organization (PEO)**
This includes companies that have responsibility for managing payroll for one or more registered organizations and will perform activities on their behalf. A PEO is the employer of record for tax purposes and insurance purposes.

Next

Choose your Functionality

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Select the functionality you are interested in accessing by either checking the box or clicking the functionality name. If you want to register for multiple types, check the appropriate boxes, and click the Continue Registration button below.

Please specify the functionality that you wish to access.

☑ **Recruiting**

Perform labor exchange functions such a recruiting talent, posting jobs, online résumé search, applicant tracking and researching the local labor market.

☐ **Marketing Lead**

Create a Marketing Lead account for an organization that you wish to track for purposes of outreach and Customer Relationship Management (CRM).

Cancel   Continue Registration

Enter Your Federal ID

* Indicates required fields.   For help click the information icon next to each section.

Employer Identification

Type of Identification: ⦿ Federal Employer Identification Number
                            ◯ Social Security Number

Federal Employer ID Number (EIN) / Federal Tax ID (FEID) or Social Security Number:

654321897

Do not enter dashes. Example 999001111

Confirm Federal ID Number:

654321897

UI Tax ID:

Do not enter dashes. Example 999001111

Cancel   Continue

Successful Registration

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Learning Tree Academy has been successfully registered.
Please make a selection below to continue.

What would you like to do next?

Staff Services
Select this option to return to staff services.

Open Employer's Folder
Select this option to begin working with this Employer.

Add Locations and Contacts.
Select this option to enter multiple locations and contacts for the employer.

How to Create a Job Order
(also known as a job posting)

- Locate the Quick Menu feature on the left navigation sidebar. Select Manage Jobs link.
- Manage Job Orders page will display.
- Click on Add New Job Order.
- Select Manual Entry Custom Job Order Option.
- Complete steps 1 – 11 to create a Job Order.
- Job Order Details page will display with new Job Order number for employer posting.

Manage Job Orders

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Use this folder to manage your Job Orders.
By clicking the *Add New Job Order* button you may enter Job Orders (employment ads) that can be viewed online by local job seekers. Click on a Job Order title in the table below to view its details.

[Assist an Employer | Staff Services | Employer Portfolio]

- **Employer Profiles**
  - Corporate Profile
  - Search History Profile
  - Communications Profile

- **Human Resource Plan**
  - Job Order Plan
  - Recruitment Plan

- **Staff's Profile**
  - Contact Management Profile
  - Case Management Profile

| **Job Orders** | Job Order Templates | Application Questions | Job Skill Sets | Tools and Technology |

For help click the information icon.

⊞ Show Filter Criteria

0 Records Found

SEARCH CRITERIA:Internal jobs only and Complete jobs

Add New Job Order

How to Create a Job Order Pg.2

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Step 1 of 11.
Please select a title and occupation. Click *Next* to continue.

* Indicates required fields.   For help click the information icon next to each section.

If you are a H-2B employer, please click here.

Job Creation Method

○ Manual Entry Basic Job Order - Minimal Data entry will use some default settings.

● Manual Entry Custom Job Order - Build your Job Order using a step-by-step data entry process. More Flexibility and custom settings.

Job Title

Please accurately describe the position in the job title as this will be searched by individuals using keywords. As you are entering the job title, you may see a list of common job titles similar to what you are entering. If you see your job title in the list, select it.

*Job Title: Child Care Assistant

Job Order Details Page

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Use this form to review the job order information.
You may use the links below to jump to a specific section for review. To modify this job order, click the Edit link underneath the section you want to edit.

[Job Title and Occupation | Location/Work Site of this job | Contact Person for this Job | Job order information to be displayed online | Job Details | Job Description | Skills | Other Skills | Hiring Requirements | Specialized Requirements | Minimum Education, Experience, & Age Requirements | Transportation Requirements | Compensation & Hours | Benefits Offered | Job Application Methods Accepted | Job Applicant Information Needed | Application Question Set | Applicant Notification Method | Job Order Upload Options | Other Information | Staff Information]

For help click the information icon.

Job Order Number 4311

Job Title and Occupation

Job Title:	Child Care Assistant
Occupation:	Childcare Workers (39901100)
Typical Employment Data:	View Typical Job and Employment Data for Childcare Workers
Agency Job ID:	

How to Search for an Candidate

- Locate the Quick Menu feature on the left navigation side bar. Select Candidate Search.
- Under the Quick search tab enter desired location and key word: ex. Childcare.
- Click Search.
- A list of active resumes of candidates matching criteria will display for employer.
- Employer may now review candidate's resume.

How to Search for a Candidate pg.2

How to Search for a Candidate pg.3

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Here is a list of active résumés for candidates in Travis County that matched your criteria.
You may click the (view résumé) link in the Résumé Title column of the Summary display, to display the associated résumé.

ℹ️ For help click the information icon.

Your search found 2 résumé(s) that matched your search criteria.

Results View: **Summary** | Detailed
To sort on any column, click a column title.

Name and Location	Source	Résumé Title	Résumé Status	Résumé Modified Date	Education Level	Desired Salary	Action	Select ☐
Blige, Mary J Austin, TX 🇺🇸	**WorkInTexas**	Chef1 #9778 (View Résumé)	Active, Online	04/09/2020 02:14:00 PM	Master's Degree	$21.75 hourly (Approx. $45,000 annually) or more	Details	☐
Blige, Mary J Austin, TX 🇺🇸	**WorkInTexas**	Child Care Teacher #10744 (View Résumé)	Active, Online	04/09/2020 02:24:00 PM	Master's Degree	$12.00 hourly (Approx. $25,000 annually) or more	Details	☐
								Refer

◀◀ ◀ **Page** 1 ▾ of 1 ▶ ▶▶   Rows 10 ▾

2 Records Found

Change résumé search criteria

View Candidate's Resume

- Employer can view all resumes by clicking on view resume by selected candidate

For Further Assistance Contact Your Local Workforce Development Board

Find your local workforce development board at this link:

https://www.twc.texas.gov/partners/workforce-development-boards-websites