Child Care Provider Desk Aid

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



WorkinTexas.com Desk Aid Outline

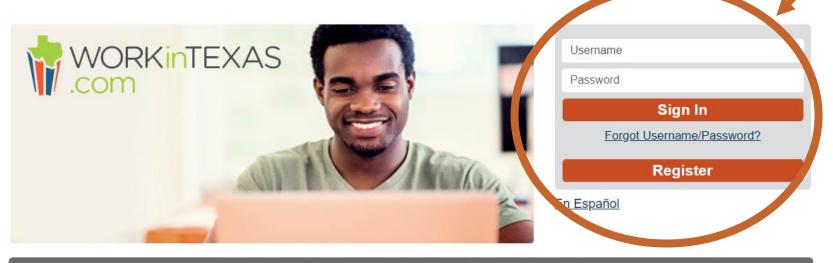
In this presentation you will find steps to complete:

- 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.



Search for jobs in your area.

Enter a keyword and/or city or ZIP code and radius to search for jobs in your area.

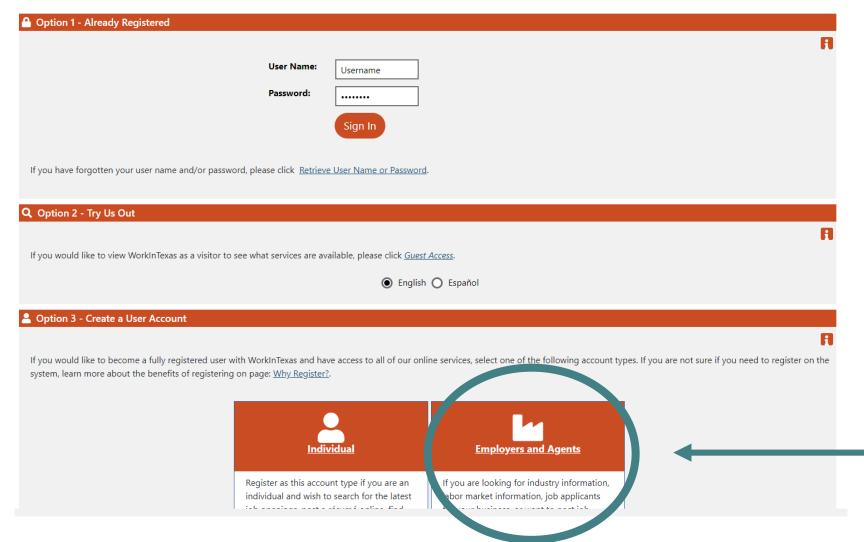
Enter Keyword

Zip Code or City

25 miles

Search

Register as an Employer



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



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.

Choose your Functionality



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

Confirm Federal ID
Number:

UI Tax ID:

Federal Employer Identification Number

654321897

Do not enter dashes. Example 999001111

654321897

Do not enter dashes. Example 999001111



Continue

Successful Registration



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



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		Human Resource Plan	Staff's Profile	!		
Corporate Profile		→ ☐ Job Order Plan	→ Contact Management Profile			
Search History Profile		Recruitment Plan	+ Case Manage	+ Case Management Profile		
Communications 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 onl	v and Complete jobs					

Add New Job Order

How to Create a Job Order Pg.2



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

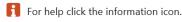
Job Order Details Page



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]



Job Order Number 4311

Job Title and Occupation

Job Title: Child Care Assistant

Occupation: Childcare Workers (39901100)

Typical

View Typical Job and Employment Data for Childcare Workers

Employment Data:

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

Quick	Advanced	<u>Skills</u>	Job Order	Number	External				
					i				
Expand All / Collapse All									
Desired Work Location									
Area (click to change): <u>Travis County, TX</u>									
Keyword(s)					•				
Keywords (e.g. Accountant):	childcare								
		word Search Opt	ions						
Occupation									
Education Level +									
Salary									
Résumé Modification Date									
Veteran					•				
Advanced Résum	<u>é Reset Criteria</u>								
<u>Search</u>		Sea	rch						

How to Search for a Candidate pg.3



Here is a list of active résumés for candidates in Travis County that matched your criteria.

WORKINTEXAS You may click the (view résumé) link in the Résumé Title column of the Summary display, to display the associated résumé.

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	<u>Source</u>	<u>Résumé Title</u>	<u>Résumé</u> <u>Status</u>	Résumé Modified <u>Date</u>	Education Level	<u>Desired Salary</u>	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	<u>Details</u>	
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	<u>Details</u>	
								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



This is a preview of the candidate's résumé.

The résumé title is Child Care Teacher and the resumé number is 10744.

Mary J Blige

1022 Ms Queen
Austin, TX 78701
Phone: (903) 000-0000
Email: MJB@gmail.com

Objective

A position as a child care worker.

Ability Summary

Experience in attending to children at schools, businesses, private households, and child care institutions.

Employment History

Childcare Provider

02/2012 - 02/2020 Little Tots Learining Ctr

11338 Tower Oaks Blvd, Houston, TX

Childcare workers prepare and organize mealtimes and snacks for children.
Childcare workers attend to the basic needs of children, such as dressing,
hathing, feeding, and overseeing play. They may belo younger children prepare

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