Check the Benefits

- ☑ Locate qualified candidates based on key word selection.
- ☑ Save time and money vs. costly personnel searches.
- ☑ You control the job order process.
- ☑ Available on your schedule, 24/7.

Benefits for Employers

Registering with **IllinoisJobLink.com** provides access to member-only features and services that assist you in finding employees.

- Search our internet based system of thousands of resumes.
- Post your job openings.
- Find matches based on your qualifications.
- Narrow your search results by using the Refine Search.
- Save your searches and eliminate the need to conduct repeated searches for the same information.
- Receive e-mail updates on new Job Seeker resumes nightly.
- Open and close your online job listing as needs determine.
- Access local and statewide Labor Market Statistics.
- Additional resources available for managing and growing your business.

Take advantage of **IllinoisJobLink.com** by registering today!

IllinoisJobLink.com

IDES is an equal opportunity employer and complies with all state and federal nondiscrimination laws in the administration of its programs. Auxiliary aids and services are available upon request to individuals with disabilities. Contact the office manager of the IDES office nearest you or the IDES Equal Opportunity Officer at (312) 793-9290 or TTY: (888) 340-1007.

Note: The information in this brochure is subject to change anytime. For the latest information, visit the IDES website at www.ides.illinois.gov.

Printed by Authority of the State of Illinois
Rev. 5/18

State of Illinois

Department of Employment Security

IllinoisJobLink.com
For Employers

What is IllinoisJobLink.com?

IllinoisJobLink.com is a robust, dynamic and comprehensive, web-based workforce development system for job seekers, employers, training providers and workforce professionals with real-time data.

For employers, it features job order creation, resume matching, employer assistance and resources.

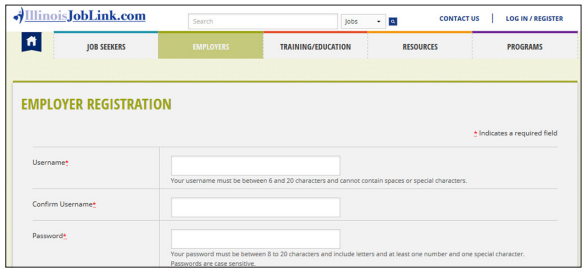
IDES
ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY

IllinoisJobLink.com

You're one step closer finding candidates for your open jobs. Unlike most other online job posting sites, creating an employer account doesn't incur any additional cost. Plus, it's fast and easy!

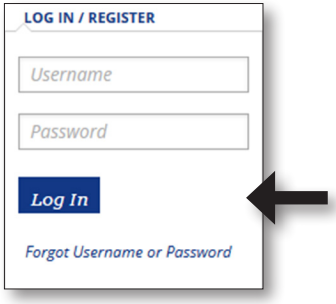
Self-registration allows you to create your personal user name and password. After your account has been approved by staff you can post your job order and search for candidates.

Create an account



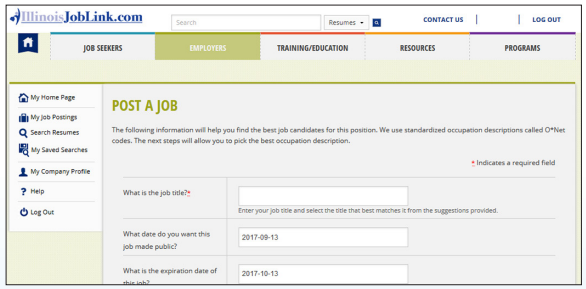
- Go to **www.IllinoisJobLink.com**.
- Click on the tab, "Employers" and click on "Register for a new account".
- Create an account.
- Read and review all information on the "Employer Use Policy" page and select "I Accept".
- Answer all questions on the "New Account Creation for Employer" page.
- Your application is reviewed within two business days and an email sent when your account is approved.

What if I already have an account?



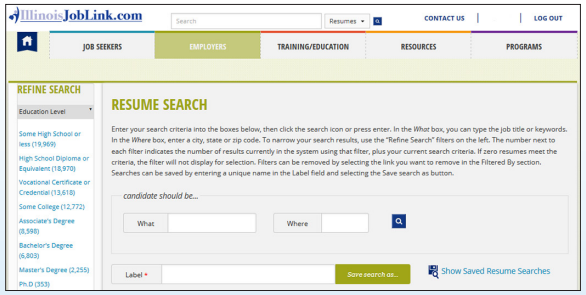
Do not create a new account. Enter your username and password in the log in section of **www.IllinoisJobLink.com**. Click the link, "Forgot Username or Password", if you need assistance retrieving either or both. Click the link, "Contact Us" for more help on username and password retrieval.

Post a Job



- Creating a job posting is a six step process. The more information you provide, the more attractive the job posting will be to job seekers.

- Provide information such as job title, job description, job location, posting preferences, contact information and then review and post.
- Employers may request IDES staff assistance by selecting the staff-assisted option when creating a job posting.
- Open and close your online job posting.

Resume Search

- Search the job seeker resume database by keyword(s) and location in the What and Where boxes.
- Narrow your search results by using the filters under the REFINE SEARCH menu.
- To add a filter to your search criteria, click it. Your search results will automatically update to match the filter you added.
- You can see all of the filters you've added in the FILTERED BY section. To remove a filter and widen your search, click the x next to the filter.