

Employer Guide to Entering Job Listings

Visit www.imatchskills.org

All services through WorkSource Oregon Employment Department are pre-paid through your Federal Unemployment Taxes, there are no additional costs for any level of recruitment services!

WORKSOURCE OREGON Where **Job Seekers & Employers** Connect

Job Seekers Click Here **Employers Click Here**

Reminder - To keep your information private, please **LOGOFF** when you are finished.

Important Information for those who use Oregon Employment Department services or received Unemployment benefits.

Job Offer Scams - be Wary!
Some Oregon job seekers have been contacted with job offers that turned out to be scams. **Keep These in Mind:** Don't pay any money. Don't give out personal information until researching the company. Too good to be true? Probably is. For more information, click [here](#).

Windows 10 and Edge Users - Having difficulties viewing this site? Trying using a different browser such as Firefox or Chrome. WorkSource Oregon is working to support Edge in the future.

WorkSource Oregon Employment Department is an equal opportunity employer/program. Auxiliary aids and services, alternate formats and language services are available to individuals with disabilities and limited English proficiency free of cost upon request.

WorkSource Oregon Departamento de Empleo es un programa/empleador que respeta la igualdad de oportunidades. Disponemos de servicios o ayudas auxiliares, formatos alternos y asistencia de idiomas para personas con discapacidades o conocimiento limitado del inglés, a pedido y sin costo.

TTY/TDD - dial 7-1-1 toll free relay service. Access free online relay service at: www.sprintrelayonline.com
TTY/TDD - marque gratis al N° 7-1-1 de servicio de remisión. Acceda al servicio gratis de remisión en línea www.sprintrelayonline.com

Start Here with "Employers Click Here"

Insert your Username and Password, click "LOGON" or if you are new to the system, create a new registration at "Employers Register Here". You will need your FEIN to establish a new employer account.

iMatchSkills Employer Logon [Help](#)

Returning Customers

Username:

Password:

LOGON

[Forgot Your Password?](#)

New to iMatchSkills

Employers Register Here!

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Returning iMatchSkills Customers - Logon to the left.

New Customers - Select the Registration button on the left under "New to iMatchSkills".
If you are unable to access the system or need assistance, please contact your closest Oregon Employment Department office for assistance.

Reminder - To keep your information private, please **LOGOFF** when you are finished.

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iMatchSkills Employer Home Logoff Help

Welcome MOJO JOJO (Leader) Emp ID: 5000195537

Tools

- My Company Information
- Create New Listing
- Manage Listings

Employer Tools and Recommendations:

- Update your company information as needed; including job listing representatives and work sites.
- Create a new job listing, or find a previous job listing and copy it when a new opening in your company needs to be filled.
- Manage all of your job listings; reviewing matching job seekers, changing status of job listings, and copying job listings for example.

Information

- **Windows 10 and Edge Users - Having difficulties viewing this site? Trying using a different browser such as Firefox or Chrome. WorkSource Oregon is working to support Edge in the future.**
- [Tips](#) for improving the quality of your Job Match.

TIP TELL ME MORE...

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This page gives you Employer Tools and Recommendations, any system information or updates.

Update Company information, User Administration Information and work site location information.

Note: Authorized administrators can update authorized users, post job listings and make changes to your employer profile. You can add a contact in a job listing just for that job listing if preferred.

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Tools

- My Company Information
 - Company Profile
 - User Administration
 - Company Work Sites
- Create New Listing
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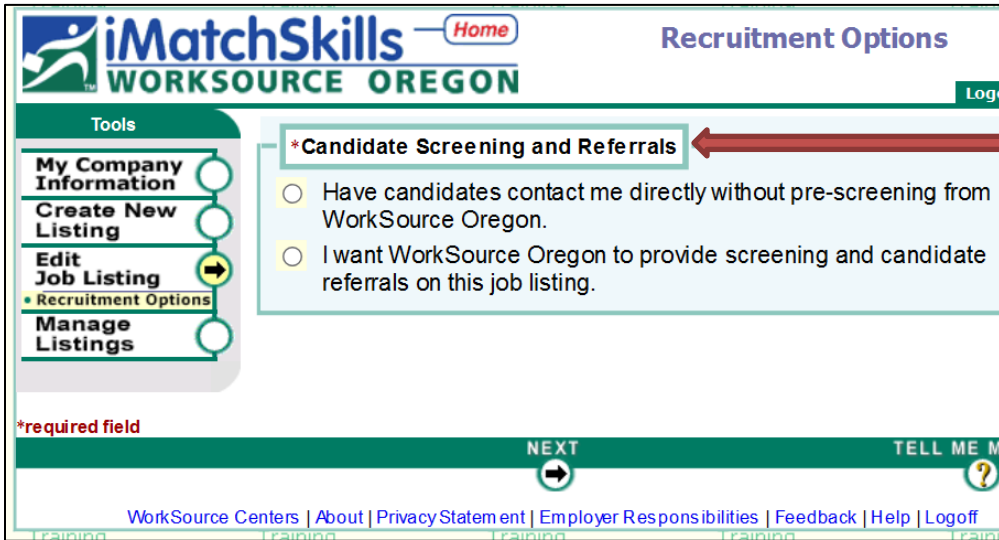
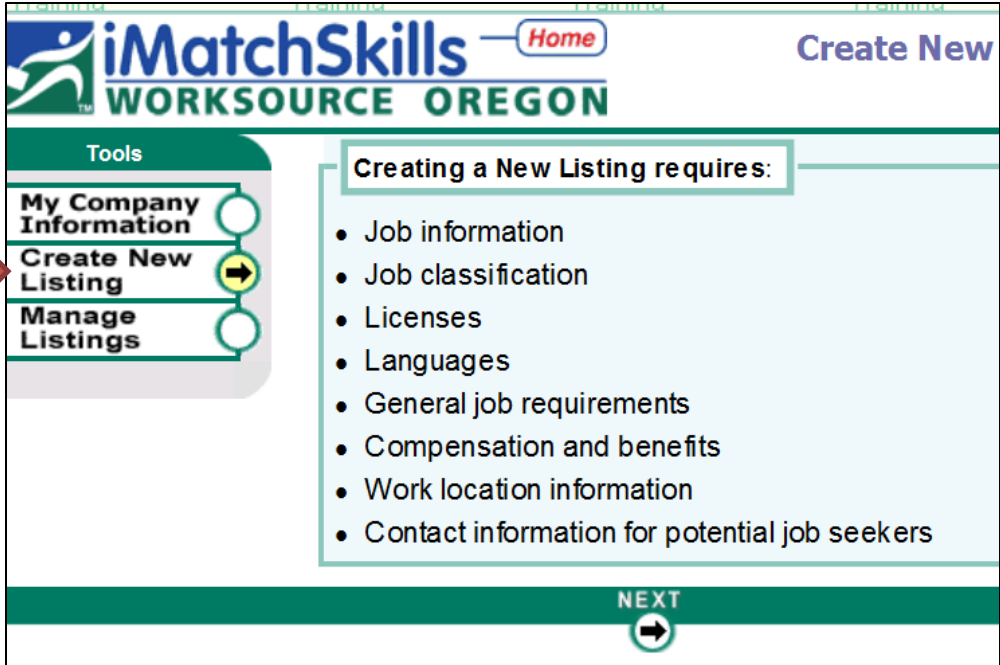
Your Company Information:

- Company Profile
- User Administration Information
- Company Work Site Information

NEXT

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Select "Create New Listing" to start a new job listing. Each position should have its own listing unless there are multiple openings for the same job title.



Choose how you would like your listing to be worked. For recruitment assistance through the business team*, please select the second option. If you'd like to post on our job board and see all candidates, please select the first option.

* Working with the Business Team saves you time and money. We work as an extension of your recruitment team promoting your opportunities, collecting resumes, prescreening candidates and narrowing the talent pool to the top candidates for your consideration. Your company remains confidential through this process until you decide whom you'd like to interview. We can provide potential candidates with skills assessments. WorkSource has many programs and services available, contact us for more information.

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Job Information
JL Summary Logoff

Tools

- My Company Information
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- Edit Job Listing
- Recruitment Options
- Job Information
- Manage Listings

Please Note:
Review your job listing at any time by selecting the JL Summary tab.

*Job Title:
F/T Minion

*Job Description/Duties (3250 character maximum):
Enter minimum requirements and job duties.
Please explain justification for any potentially discriminatory job requirement in this field.

REQUIREMENTS:
* Driver's License to drive getaway cars.
* OLCC license.

PREFERENCES:
* Previous minion experience.

JOB DUTIES:
* Fulfill evil plots as directed.
* Prepare lunch and cocktails.

*Number of Openings: 5

*Hours per Week: 80 Is this position: Full Time Part Time Varies

*Will this job have a duration of six months or more? Yes No

*Shifts Available (check all boxes that apply):
 1st(Days) 2nd(Swing) 3rd(Nights) Rotating Split

Is this an apprenticeship opportunity? Yes No

BACK NEXT TELL ME MORE...

Insert the "Job Title" the "Job Description", generally our listings are written with four, sometimes five headings: REQUIREMENTS, PREFERENCES (optional), JOB DUTIES, HOURS, and PAY. Complete number of openings, hours per week and shifts.

Note: Requirements are quantifiable and/or measurable hard skills and qualifications or experience. Describe the job, not the applicant.

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Please Note:
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*Job Description/Duties (3250 character maximum):
Enter minimum requirements and job duties.
Please explain justification for any potentially discriminatory job requirement in this field.

* Previous minion experience.

JOB DUTIES:
* Fulfill evil plots as directed.
* Prepare lunch and cocktails.
* Other duties as assigned.

HOURS: Full time, Monday-Sunday, nights and weekend. Lots of overtime offered.

PAY: \$9.75 an hour. Plus lots of bonuses.

*Number of Openings: 5

*Hours per Week: 80 Is this position: Full Time Part Time Varies

*Will this job have a duration of six months or more? Yes No

*Shifts Available (check all boxes that apply):
 1st(Days) 2nd(Swing) 3rd(Nights) Rotating Split

Is this an apprenticeship opportunity? Yes No

*required field

BACK NEXT TELL ME MORE...

Screenshot showing hours and pay below the Job Duties section, part two of above screenshot.

Select occupational title most closely matching the position you're recruiting for, use the drop down menu to select experience that qualified job seekers should have.

Remember, the higher you set the experience, the more you limit your candidate pool.

28	Combined Food Preparation and Serving Workers, Including Fast Food	★☆☆☆☆ (16)	-- Select Exp --
29	Retail Salespersons	★☆☆☆☆ (16)	-- Select Exp --
30	Set and Exhibit Designers	★☆☆☆☆ (15)	-- Select Exp --
31	Medical Assistants	★☆☆☆☆ (15)	-- Select Exp --
32	Pest Control Workers	★☆☆☆☆ (15)	-- Select Exp --
33	Counter and Rental Clerks	★☆☆☆☆ (14)	-- Select Exp --
34	Real Estate Sales Agents	★☆☆☆☆ (14)	-- Select Exp --
35	Automotive Body and Related Repairers	★☆☆☆☆ (14)	-- Select Exp --
36	Rehabilitation Counselors	★☆☆☆☆ (13)	-- Select Exp --
37	Parking Lot Attendants	★☆☆☆☆ (13)	-- Select Exp --
38	Insurance Sales Agents	★☆☆☆☆ (12)	-- Select Exp --
39	Door-to-Door Sales Workers, News and Street Vendors, and Related Workers	★☆☆☆☆ (12)	-- Select Exp --
40	Payroll and Timekeeping Clerks	★☆☆☆☆ (12)	-- Select Exp --
41	Maintenance and Repair Workers, General	★☆☆☆☆ (12)	-- Select Exp --
42	Railroad Conductors and Yardmasters	★☆☆☆☆ (12)	-- Select Exp --
43	Packers and Packagers, Hand	★☆☆☆☆ (12)	-- Select Exp --
44	Radiologic Technologists	★☆☆☆☆ (11)	-- Select Exp --
45	Stock Clerks and Order Fillers	★☆☆☆☆ (11)	-- Select Exp --
46	Dental Assistants	★☆☆☆☆ (10)	-- Select Exp --
47	Childcare Workers	★☆☆☆☆ (10)	-- Select Exp --
48	Demonstrators and Product Promoters	★☆☆☆☆ (10)	-- Select Exp --
49	Office Clerks, General	★☆☆☆☆ (10)	-- Select Exp --
50	Roofers	★☆☆☆☆ (10)	-- Select Exp --

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Add any licenses or certifications qualified jobseekers should possess to be eligible for consideration of this position.



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[JL Summary](#) [Logout](#) [Help](#)

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- Licenses**
- Contact Details
- Manage Listings

F/T Minion (JL ID 5001694481) Incomplete

Do you prefer that candidates have a National Career Readiness Certificate (NCRC)?

Please select any required or preferred Licenses/Certifications for this job listing.

+
ADD
LICENSES / CERTIFICATIONS

Can't find a particular License?

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Tools F/T Minion (JL ID 5001694481) Incomplete

Search by Keyword **OR** Search by License / Certification Group

Keyword Search:

- Enter license titles as keywords
- Single and partial words work best
- Results may be similar licenses with other names, or included in the title of an unrelated license

Select a License / Certification Group:

- Agriculture
- Architect, Engineer, Phys. Sciences
- Computer
- Construction and Maintenance
- Dental
- Education
- Educational Endorsements
- Electrical
- Fire and Forest Fire Fighter
- Food, Personal and Other Service
- Health Technicians and Therapists
- Inspectors
- Insurance, Financial, Real Estate

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Insert Keyword Search for the license or certificate you would like to require for this position, for best results, use one word. *Note:*
Driver's Licenses are on another screen.

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Tools F/T Minion (JL ID 5001694481) Incomplete

Minimum Level of Education:

Preferred Major in (NOT used in match):

There must be a legal reason for a worker to be over the age of 18. Any such bona fide occupational qualification regarding age must be explained in the Job Description. Please specify the Minimum Legal Age required for this job.

Minimum Legal Age:

Choosing Gender requires a valid occupational qualification and must be explained in the Job Description.

Gender: Male Female Specific Gender not a job listing requirement

I require job seekers referred to this job to have a Preferred Worker Card: Yes No

This job also requires: (Check all that apply)

union membership

Employers will perform: (Check all that apply)

physical exam after job offer drug test background check DMV records check

WorkSource Oregon does not perform any type of background checks. These options are required by employers prior to an offer of employment or after hire and are displayed as a courtesy for job seeker self-screening purposes.

Important: Effective July 1, 2010, a new Oregon law bans most employment credit history checks in Oregon. There are only a few exceptions to this ban, which includes any check required by law and evidence that the check is substantially job-related.

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Insert minimum level of education and answer the subsequent questions as applicable.

For any needed clarification, select the blue title to be connected to guidance on subject through hyperlink.

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Driver License Information

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Tools F/T Minion (JL ID 5001694481) Incomplete

You should only require a driver license if it is necessary to perform the job.

Required: Preferred:

Select the Required or Preferred Driver License Endorsements:

Endorsement	Required	Preferred	Not Needed
Doubles/Triples	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Farm	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Hazardous Materials	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Passenger	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Tanker	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
School Bus	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

D.O.T. Medical Card or waiver: Required Preferred Not Needed

Provide justification for requiring driver license. (250 character maximum)

To drive getaway cars.

If you require a Driver's License you must justify the reason for this. It needs to be a Bona Fide Occupational Qualification, meaning it's necessary to perform the duties of the job.

Insert the wage range that will be displayed to the job seeker. If it is depending on experience or qualifications, select that box and leave the wage range blank. You will need to enter a number in the Maximum Wage/Salary Offered field (Only seen by WSO staff) and certify that you are offering a minimum of minimum wage. Select benefits offered for this position.

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Compensation & Benefits Information

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Display Wage on Job Listing as:

Minimum Starting Wage: \$ per Hour \$ per Hour

Maximum Starting Wage: \$ per Hour

Add text (Check all that apply)

Depending on Experience Negotiable Depending on Qualifications

Piece Work Plus Bonus Plus Commission

Plus Shift Differential Plus Tips Commission

Wage will be shown to Matching Job Seekers as: [Preview](#)

Maximum Wage/Salary Offered (Not displayed; used to match applicants within your salary range)

\$ per Hour

*Minimum Wage Certification

I certify that the wage/salary above meets or exceeds the Oregon minimum wage requirement of \$8.40 per hour.

I certify that this job is exempt by law from meeting the Oregon minimum wage requirement of \$8.40 per hour. This will be verified by Employment Department staff.

*Do you currently have federal contracts of at least \$100,000 for products and services?

Yes No

Benefits Offered for Position (Check all that apply):

These are displayed to the job seeker, but not used in the match.

Medical Education Reimbursement/Incentive Dependent Care

Dental Retirement Plan Long Term Disability

Life Deferred Compensation Short Term Disability

Vision Travel Expenses Paid Vacation

Sick Pay Work Share Profit Sharing

Additional Benefit Information (2000 character maximum):

(Enter benefits not listed such as mileage reimbursement, room & board or bilingual language differential.)

Wage range displayed to jobseekers.

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Tools F/T Minion (JL ID 5001694481) Incomplete

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Current Work Sites

Work Site Name	City	State	Zip Code	Country	Select
Add New Work Site					
	MEDFORD	OR	97501-2629		Edit <input type="radio"/>

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Select or add the new Work Site for this position.

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Tools F/T Minion (JL ID 5001694481) Incomplete

My Company Information

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Select or add a new contact for this job listing.

Current Contacts Select

Add New Contact	
MOJO JOJO (Leader)	Edit <input type="radio"/>

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Select contact person for this listing. If they are not an available JLR, please add them by selecting the "Add New Contact".

NOTE: Contacts added here will only be authorized to work this job listing. This does not authorize them to insert new job listings or make changes on the employer account.

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Contact Details [JL Summary](#) [Logoff](#) [Help](#)

Tools: F/T Minion (JL ID 5001694481) Incomplete

Contact Details
[Edit this Contact Information](#)

Name: MQJO JOJO
 Title: Leader
 Physical Address: - none entered - Mailing Address: - none entered -
 Phone: (541) 776-6060
 Alternate Phone:
 Fax:
 Email Address:
 Contact Website:

Contact Information

How do you prefer to be contacted?
 Please keep CONFIDENTIAL this Job Listing's CompanyName, Contact Name, and Work Site.
Note: Your contact information is ALWAYS treated CONFIDENTIAL until released to job seekers in the form of a referral to your business containing your specified contact instructions. Selecting "CONFIDENTIAL" means your company name, contact name, and work site are NEVER given to the job seeker.

*Contact Display
 Display my name and job title to Job Seekers
 Display only my job title to Job Seekers

*Contact me by (check all that apply):
 Mail Phone Alternate Phone Fax Email Apply In Person
 Website
 Contact the Oregon Employment Department [Medford Field Office](#).
 Other (enter Referral Instructions)

[Referral Instructions Shown to Job Seekers](#) (2000 character maximum):
 This job is with Incredibly Evil Inc., Please contact Mojo Jojo at (541) 776-6060 for a brief phone interview.

[Employer Referral instructions to Employment Department Staff](#) (2000 character maximum):

Contact information is where you provide application instructions to the job seeker. Checking other and entering instructions is the easiest, but you can select for the contact details above to be shown based on the boxes you select under Contact Information.

If you chose to have applicants apply directly to you without pre-screening from WorkSource, please DO NOT check the confidential box. Choose to display your job title and name or just job title to job seekers.

You can also enter Employer Referral instructions to Employment Department Staff, if you have a special request.

NOTE: We do not review auto-open self-refer listing. If you chose to have job seekers apply directly to you without screening from our staff or choose to auto open your listing we most likely will not see any special instructions entered here.

F/T Minion (JL ID 5001694481) Incomplete

Job Listing Status Control Dates

Application Deadline: place in Hold status the evening of:
-month- -day- -year-

Future Open date: place in Open status the morning of:
-month- -day- -year-

This job listing will be **Closed** on: February 5, 2017.
If you need to shorten or extend this Close Date, please contact your local [Employment Department Staff](#).

US.jobs

Make this job listing available on [US.jobs](#) ?

Miscellaneous Programs and Services

Please have Employment Department Staff contact me about this job listing's eligibility for the following programs:

- [Work Opportunity Tax Credit](#)
- Please contact me about services provided by the [Oregon Employer Council](#)
- Please have Workers' Compensation Division Staff Contact me about the [Preferred Worker Program](#)

- You may want to verify that the correct information has been entered by viewing the [Job Listing Summary](#)
- All job listings will be reviewed by Employment Department Staff for compliance with state and federal laws.
- Editing completed job listings may result in the need for another review, if fields are modified that could allow potentially discriminatory information.

Insert Application Deadline if there is one, otherwise, leave it to default. Self-Refer Listings generally stay open for 90 days, you can edit or delete during that time as needed by visiting "Manage Listings". Future open date means the posting will not be made public until this date.

Manage Listings

Lastly, submit listing at the bottom if you'd like staff to review before posting or read special instructions. Review the summary and choose from the available options. If needing to be reviewed, a WSO staff member will process the listing in the next 48 business hours and contact you with any questions. If the listing is eligible for auto opening to make live on our job board immediately, you will see the option to automatically open:

By entering this job listing, I certify that:

- I understand WorkSource Oregon does not perform criminal background checks.
- All candidates will be considered regardless of age, race, color, religion, gender, national origin, or disability.
- This job listing is in compliance with state and federal law.

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[AUTOMATICALLY OPEN](#)

[PRINT](#)

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Creating a New Listing requires:

- Job information
- Job classification
- Licenses
- Languages
- General job requirements
- Compensation and benefits
- Work location information
- Contact information for potential job seekers

NEXT **TELL ME MORE...**

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All your listings can be managed from this tab.

For additional assistance, questions or inquiries, please contact your local WorkSource office and ask to speak to a business representative.

<http://www.worksourceoregon.org/Centers.html>

For other available business programs and services, please visit

Employment.oregon.gov