

USER GUIDE: JOB POSTINGS: COMMUNITIES & WIDER MAGNET NETWORK

EFFICIENT RECRUITING: When employers post opportunities to the CareersNOW! platform, they can specify the skills, experience, education, competencies, and certifications they require in a candidate. Only job seekers who have indicated the requirements set by the employer will be invited to apply.

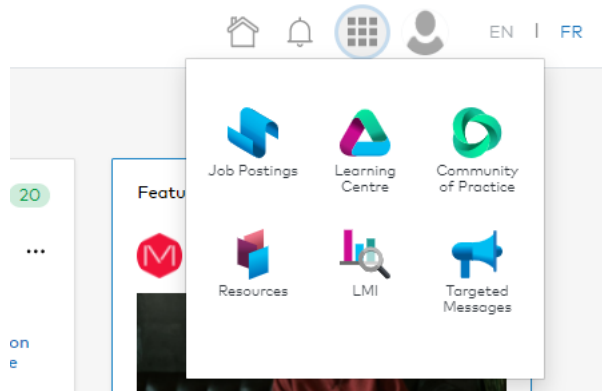
HIRE FOR DIVERSITY: To connect directly with diverse candidates in the CareersNOW! system, take advantage of [Magnet's Diversity Declaration Tool](#), which enables employers to send opportunities to job seekers who have self-identified as belonging to an employment equity group.

SHARE AND COLLABORATE: Employers have direct in-system access to messaging tools to share updates and be alerted to new resources, programs, funding support, and events. Access Magnet's [free tools, resources, and knowledge hubs](#) featuring research and best practices for diverse hiring and retention, funding, and labour market trends.

IT'S FREE TO USE: Job seekers on Magnet create a free profile that highlights their skills, education, experience, certifications, and accomplishments. Employers can also create a Magnet account and post opportunities for free.

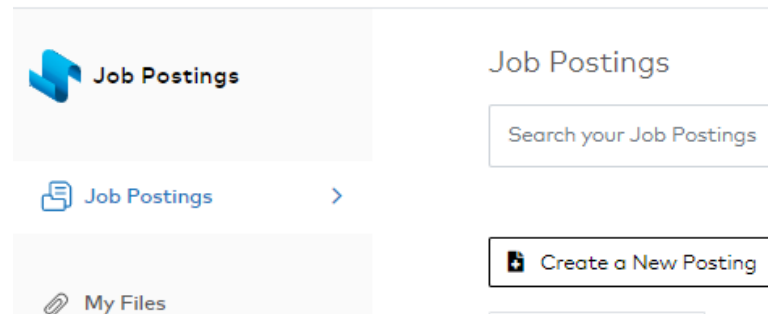
STEP 1: Select Job Postings from the App Drawer.

When you log into Magnet, the App Drawer is located in top right corner of the page beside the Profile Icon. From here, you will be able to select Job Postings from the list of options that appear when you click on the App Drawer.



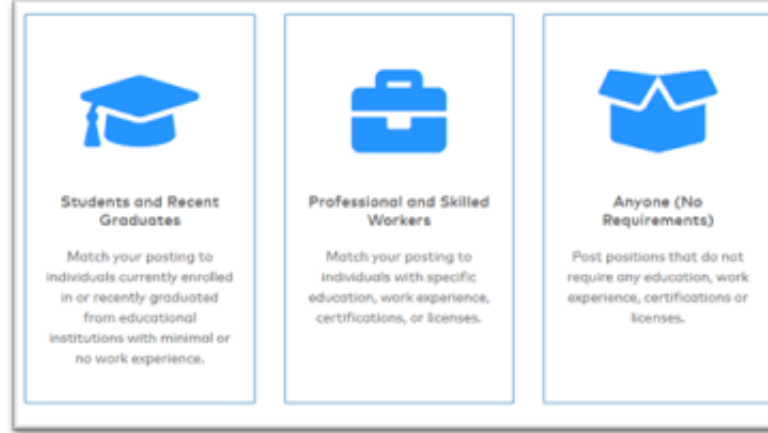
STEP 2 Click on Create a New Posting.

In the Job Posting Page, click on Create a New Posting. You will be brought to the posting type selection screen.



STEP 3: Select the type of job seeker you would like to target.

There are three types of postings you can create on Magnet: 1) Student & Recent Graduate, 2) Professional & Skilled Workers, and 3) Anyone. Each type is intended to help you target different types of job seekers. When you choose one of these options, you will be brought to the first step of the posting creation process; the Basic Information section.



STEP 4: Select a Position Requirement.

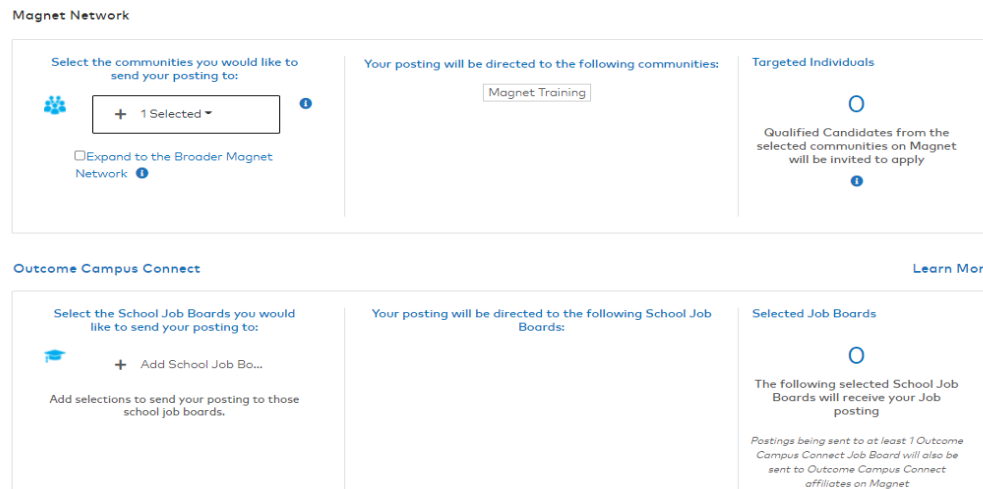
Upon completing the first page of the Job Posting, you will see three options for building your posting: 1) Education Background, 2) Work Experience or 3) Certifications/Licenses. You must choose one of these options and fill out all the required fields to post your job. You will be asked to add more requirements later if needed.

Select a Position Requirement:
You will be able to add more later.

	Education Background Describe the required educational background, including year of study, subject area and skills.
	Work Experience Specify previous work experience requirements, including any relevant skills.
	Certifications / Licenses Select from a wide variety of industry certifications, such as CPR or CPA.

STEP 5: Activate your posting and Additional Filters.

At the top of the General Edit Page, you will see the option to Activate your job posting. Directly below this you will see the number of candidates who match your posting’s requirements as well as which Communities will be targeted once you activate your posting.



If the Community has a Community Job Board, your posting will also appear on that Job Board, in addition to inviting matching candidates. Under this, is a checkbox with the text **Expand My Post to the Broader Magnet Network**. By checking the box, your posting will be sent to any job seeker who matches your requirements, regardless of their Community Affiliation. This will often result in a larger number of matches; however, the posting will no longer be exclusive to a certain Community.