

Benefits and Services WorkInTexas.com

unlimited free job postings.
Post them at any time yourself, or
let Texas Workforce Solutions experts
help you.

Post your job postings to a national job
board with a single click.

Upload your resumés by:
Meeting specific job requirements
Using keywords
Including your work experience
Providing contact information

Identify your preferred candidates
Identify them for you.

Ensure general contractor compliance
with regulations.

Compare your offered salary to other
employers hiring for the same type of job.

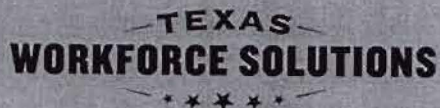
Free... We have workforce experts
available to assist you with all your hiring
needs at no cost.

Visit WorkInTexas.com
today to access free
employer services.

To find your local
Workforce Solutions office, visit
directory.texasworkforce.org.

Contact workforce staff at
<http://tinyurl.com/MsgUs-Emp>.

www.texasworkforce.org



Equal Opportunity Employer/Program
Auxiliary aids and services are available upon
request to individuals with disabilities.
Relay Texas: 800-735-2989 (TTY) and 711 (Voice).

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WORK  **TEXAS**
com



Find a Job.



**Find an
Employee.**



**Find another
Reason to
Love Texas.**

**Looking for a great
new employee?**

Visit WorkInTexas.com today.

Tips for Posting Jobs



USER ID:

PASSWORD:

Mount Pleasant: (903) 572-9841
Paris: (903) 784-4356

Sulphur Springs: (903) 885-7556
Texarkana: (903) 794-4163

Details: Take the time to include as many details as possible—quality in means quality out. The more complete your job posting, the better your match results will be.

Occupations: Choose occupations wisely. Job matching is based on computer logic, but it all boils down to occupations. Select multiple occupations to increase the number of job seekers who match to your posting.

Pay: Include pay in your posting, even if you choose to suppress it from view. This will narrow your results and possibly increase the quality of matching job seekers.

Keywords: Add keywords to clarify specific qualifications you want candidates to have. Keywords can easily be turned on or off to broaden or narrow your results.

Screening Questions: Use screening questions to evaluate interested job seekers. Screening questions do not impact match results, but must be answered before job seekers can see your contact information.

Preview: View your job posting to see what job seekers will see. Add details and clarify qualifications prior to releasing your job posting.

Si Help—it's our version of a tutorial and explains in general terms the major functions of WorkInTexas.com.

Veterans: Looking to hire a veteran? We can help. All veteran job seekers have an American flag icon for easy identification, and you can make your posting available *only* to veterans if you choose.



WorkInTexas.com is the fastest, easiest way to recruit qualified applicants.



Employer Services Frequently Asked Questions

Job Postings

I'd like to post a job announcement in WorkInTexas.com. How do I start?

Contact your local Workforce Solutions office to set up an employer account. Registration is free, and it takes approximately 5 minutes. Have the following information available:

- TWC Tax ID or Federal Employer ID (FEIN)
- Business address, phone, fax, and primary point of contact

Can I enter job announcements on my own?

Absolutely! A Workforce Solutions representative will be happy to create a User ID and Password for you. With this User ID, you can enter or edit job announcements 24 hours a day, from any computer with internet access. See the enclosed *Desk Aid for Employers* for step-by-step instructions.

When I post a job listing in WorkInTexas.com, why does Workforce Solutions need to know when and who was hired?

There are several reasons:

- If a job opening has been filled, we do not want to waste your time by continuing to send applicants.
- If your new hire is receiving Unemployment Insurance or public assistance, noting his/her hire information promptly will help prevent fraud.
- Texas law requires that all new hires or re-hired employees be reported within 20 calendar days of the hire.

I have an immediate job opening, and I need some leads quickly. What is the fastest way to get job applicants?

By state law, each job listing entered into WorkInTexas.com is placed on a 2-day veterans' preference hold. If you post a job announcement on Monday, then it will not be available to the general public until Wednesday.

If you need more immediate results, you are free to search the database and review resumes at any time.

- Log on to your employer account.
- Click on the *Browse Job Seekers* tab.
- Click on the *By Occupation and Location* link.
- Type a keyword into the *Job Title* field and select the appropriate location (ex. "Medical Secretary" in Texarkana.)

WorkInTexas.com will display a list of active job seekers and their resumes; you may contact the applicants directly to discuss your job opening.

Assessments

I have a job opening that requires strong typing skills and proficiency with Microsoft Excel software. Can Workforce Solutions pre-screen all applicants for these skills?

Yes! Workforce Solutions offers over 400 individual skills assessments, including: typing, data entry, Microsoft Office, and more! If needed, staff can administer one or more tests prior to distributing your company's application or accepting a resume; this will ensure that you receive only qualified applicants.

What do these assessments cost?

Testing fees are normally paid by Workforce Solutions, which means that tests are administered **free** to both job seekers and employers. If your company chooses to make use of these customized assessments in large quantity, then you may be asked to pay a portion of the fees. Contact your local office for bulk assessment pricing information.

Helpful Contact Information

**Texas Workforce Commission
Commissioner Representing Employers**
101 E. 15th Street, Room 630
Austin, TX 78778-0001
800-832-9394
employerinfo@twc.state.tx.us

Greater Texarkana Workforce Center
1702 Hampton Road
Texarkana, TX 75503
903-794-4163
903-792-2976 (fax)

**Texas Workforce Commission
Unemployment Tax Assistance**
2409 Moores Lane
Texarkana, TX 75503
903-832-7597
903-832-8159 (fax)

**Texas Workforce Commission
Work Opportunity Tax Credit Office**
101 E. 15th Street, Room 332T
Austin, TX 78778-1442
512-463-9602
800-695-6879
512-463-8819 (fax)

**Arkansas Department of Workforce Services
Work Opportunity Tax Credit Office**
P.O. Box 2981
Little Rock, AR 72203-2981
501-682-3749
866-330-9459

**Texas Department of Insurance
Division of Workers' Compensation**
3800 Paluxy Drive, Suite 570
Tyler, TX 75703-1665
903-534-6250