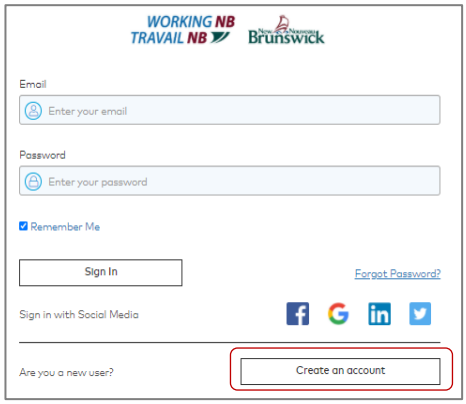
JobMatchNB - A short guide for employers: creating your account and posting a job

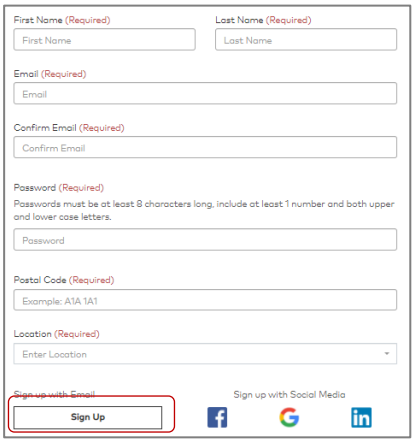
Note: *For the best experience, we recommend that you use an updated browser like: Chrome, Firefox, Edge, or Safari.*

STEP 1 - Creating your JobMatchNB Employer Account

i. Navigate to JobMatchNB.WorkingNB.ca and select your region from the menu.
ii. Click on "Create an Account" then select "Employer" from the pop-up window
iii. Complete the following information on the Employer Sign Up Form:
   - Organization Name and email address
   - First and last name of contact person
   - Password (at least 8 characters long, include at least 1 number and both upper- and lower-case letters)
iv. Click "Sign up" (a confirmation email "Welcome to Magnet" will be sent to the provided email address).



Note: A recruiter account can be created by organizations who manage job postings for employer clients (temp agencies, etc.). Recruiter accounts can enter job postings on behalf of other employers.



v. To activate your account, click on the "Activate Your Account" link in the confirmation email. *If the email does not arrive within five minutes, please check the junk folder and if not received, contact Support at:* support@whoplusyou.com

STEP 2: Completing your Organization Profile

Note: The icon is available should you have questions or need clarifications pertaining to a category.

i. Sign in to your account if you have not already and complete the basic contact information of your organization then click "Continue". The following information is required:
   - Supported languages (choose which language the free text fields of your Profile will appear in)
   - Organization URL (your organization's Facebook or LinkedIn link will be accepted as well)
   - Phone number and Postal Code (will not be visible to Job Seekers)
   - City, Province, Country

ii. On the next window, fill out the following information and then click "Finish":
   - Accessibility Features
   - Organization Type
   - Organization Size (Number of Employees)

Your basic profile is now complete, and you will be brought to your home page where you can complete your more detailed profile, view and track your recruitment activity, messages, etc. Completing a more detailed profile will help market your organization to job seekers.

STEP 3 - Creating and Managing your Job Postings

i. Select “Job Postings" from the application menu at the top right of the page, then click on "Create New Posting".

ii. Select the posting type that best represents the job and the type of candidates you are targeting (Student, Professional/Workplace, or General).

Then complete the information on the “Employment Opportunity” pop-up screen including:

- Job Title
- Job Level and Functions
- Job Description
- Compensation
- Start and End Dates
- Language requirements

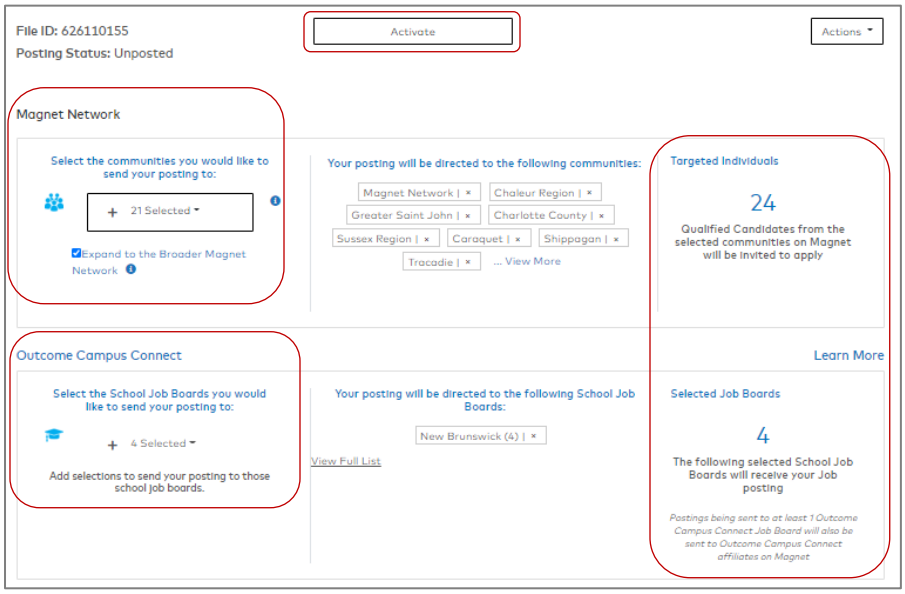
Note: Each posting type is intended to help you target different types of people, but all three postings are posted on the Magnet job board.

Click “Continue” once you have completed all the required information. You will be brought to the next step.

iii. Select a category (Education, Work Experience, or Certifications/Licenses) and fill out required information. Click “continue”. You can later add or edit any of the information provided.

iv. The posting can now be activated.

Best practice: Before activating your posting, you can view the number of qualified candidates in the network that your posting will be sent to. You can increase or decrease the number of matches by adding additional filters, editing details, etc.



v. Once you have reviewed and adjusted all the information, click the “Activate” button.

Note: All postings go through a review process to ensure they comply with WhoPlusYou’s terms and conditions. Postings are also checked for major errors, such as posting requirements that do not match those expressed in the job description. You do not need to do anything during this time unless you are contacted by Support. The review process typically takes 1-2 hours.

You are now ready to review your matches by clicking on “Job Postings” in the Navigation Bar.

Need help?
- *Click here to learn more about the communities and the benefits of affiliating with them.*
- *Visit WorkingNB.ca – New Brunswick’s home for employment and labour market services; or*
- *From your JobMatchNB account, click on “Technical Support” to access support directly from the technology provider (Magnet).*