Recruit Employees through jobsnd.com

Create a Virtual Recruiter (Resume Alert)

A virtual recruiter searches résumés to find candidates who have the qualifications you want. Schedule a virtual recruiter to run at specific intervals and notify you when candidates' résumés match your criteria.

1. *Click* the **Recruitment Services** link under the **Services for Employers** menu.
2. Select the **Virtual Recruiter** link.
3. *Click* the **Create New Résumé Alert** button.
4. Enter search criteria in the résumé search fields and *click* **Search** to see résumés that matched your criteria.
5. *Click* **Save Search** at the bottom of the page. The résumé search criteria will appear in the Search Criteria Information area.
6. Complete the Virtual Recruiter Information area and give your Virtual Recruiter Alert a specific title since you can have multiple alerts working at the same time.
7. Select how often you want the Virtual Recruiter to run, how you want to be notified, and when the search should expire.

Your résumé alert is saved in the Virtual Recruiter table from which you can view and modify alerts, run a manual search, or delete the alert. Watch ***The Virtual Recruiter for Employers*** training video for more details. Access training videos through the **Learning Center** link under the **Other Services** menu.

Alert Candidates of Job Openings

When you find candidates who match your criteria, *click* **Details** in the Action column, *click* **Contact Information**, then *click* **Send this Individual a Message** to send a message directly to the job seeker's account.

Job Service North Dakota Offices

Bismarck
1601 E Century Ave
Bismarck, ND 58503
Ph: 701-328-5000

Devils Lake
301 College Dr S
Devils Lake, ND 58301
Ph: 701-662-9300

Dickinson
66 Osborn Dr
Dickinson, ND 58601
Ph: 701-227-3100

Fargo
1350 32nd St S
Fargo, ND 58103
Ph: 701-239-7300

Grand Forks
1501 28th Ave S
Grand Forks, ND 58201
Ph: 701-795-3700

Jamestown
1307 12th Ave NE, Ste 3
Jamestown, ND 58401
Ph: 701-253-6200

Minot
3416 N Broadway
Minot, ND 58703
Ph: 701-857-7500

Wahpeton
524 2nd Ave N
Wahpeton, ND 58075
Ph: 701-671-1550

Williston
422 1st Ave W
Williston, ND 58801
Ph: 701-774-7900

TTY Relay ND
800-366-6888
7-1-1

JOB SERVICE North Dakota
WORKFORCE PROGRAMS
JSND-6132 (R.2.16)

Job Service North Dakota is an equal opportunity employer/program provider. Auxiliary aids and services are available upon request to individuals with disabilities.

JOB SERVICE North Dakota

Start your search for the right employees on **jobsnd.com**. Job Service North Dakota's no-cost, online recruitment services puts employee recruitment at your fingertips.

- Post job openings
- Search North Dakota's largest online résumé database
- Create an automated Virtual Recruiter candidate search to match online résumés to your job postings
- Research occupation and labor market information

Create a Secure Account

Create a secure account to get the most benefit out of Job Service North Dakota's recruitment services. Save profile information, settings, and preferences to make using the system faster and easier with each visit.

1. Go to jobsnd.com and *click* **Recruit Employees**. You will arrive at the registration page.
2. *Click* the **Not Registered?** link.
3. *Click* **Employer** in Option 2 – Create a User Account.
4. Complete the required fields marked with an asterisk then save your information. Job Service will validate your account within one to two business days,* after which time you can post job openings and search for candidates.

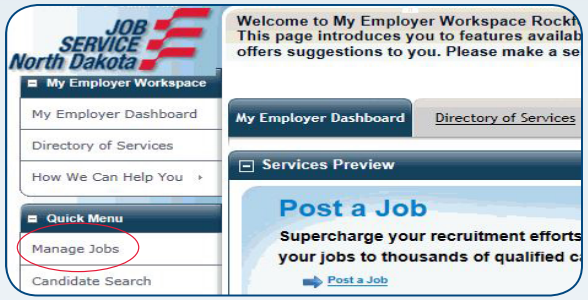
**Except weekends and holidays.*

Already Have an Account?
Log in with your username and password, *click* **Employer Profile**, and you're all set to post job openings.

Post Job Openings

Job Service North Dakota is the go-to site for job seekers looking for work in North Dakota.

1. Log in to your account with your username and password.
2. *Click* **Manage Jobs** in the Quick Menu.



3. *Click* **Add New Job Order**.
4. Answer the series of questions about the job you're posting.
5. *Click* **Save**.

Save Time — Copy a Job Order

1. *Click* **Manage Jobs** then *Click* **Show Filter Criteria.**
2. Choose **Any** from the **Job Orders** dropdown menu.
3. *Click* **Filter** to see all your previous job orders.
4. *Click* **Copy** in the Action column of the job order you want to copy.
5. *Click* **Copy job as is (exact copy)** and *click* **Copy Job.**
6. *Click* **Edit this job.** Review the edited job order for accuracy and make necessary changes.

Job Service validates job postings before they appear online, usually within 24 hours.

Search for Candidates

Search the Job Service résumé database for job candidates that match your job criteria. Here's how:

1. *Click* **Candidate Search** in the Quick Menu. Try out the various tabs to choose the option that provides the best results for your company.
2. *Click* **View Résumé** from the resulting list of résumés.
3. *Click* **Save to Favorites** (located below the résumé) to save a résumé for future viewing.
4. Complete **Category** and **Rating.**
5. *Click* **Save.**

Recruit a Veteran

Veterans bring unique skills and experience to the civilian workforce. They make excellent employees and tend to have a higher rate of retention. Interested? Look for the American flag icon as you search résumés.

Find Your Favorite Résumés

1. *Click* **Employer Portfolio** in the Quick Menu.
2. *Click* **Human Resources Plan**.
3. *Click* **Recruitment Plan**.
4. *Click* the **Favorite Candidates** tab.