

### Tips for Employers Posting Jobs in WorkInTexas.com

WorkInTexas.com is a job matching site rather than a job lead generation site. We compare job posting requirements and job seeker qualifications in WorkInTexas.com to find good matches. We believe we're providing better customer service by making sure your jobs attract qualified candidates before providing contact information to you or the job seeker. Recruiting can be difficult and expensive and we don't want to waste anyone's time. So, ensuring your job posting is as good and complete as possible is rule #1.

**Rule #1** – Take the time. Quality in means quality out, so spend the extra time up front making sure you've included as much detail as possible. The more complete your job posting, the better your matching results will be. And, a good job posting will keep you from missing out on matching opportunities down the road.

**Rule #2** – Choose occupations wisely. Job “matching” is based on behind-the-scenes computer logic, but it all boils down to the occupations you choose. The more occupations you select, the more job seekers you'll attract (match) to your job posting, and vice versa.

**Rule #3** – Include pay, even if you choose to suppress it from job seeker view. If you're getting too many matches, including pay will narrow your results, and possibly increase the quality of the matching job seekers..

**Rule #4** – Using “Keywords” can help you reduce the number of job seekers that match with your job posting. Keywords are single words or phrases you can enter to clarify specific qualifications you're looking for, such as computer languages, licenses, or certifications.

**Rule #5** – Use “Screening Questions.” These are questions you can add to your posting that job seekers must answer before they contact you or apply. Answers do not limit anyone's ability to apply, but the information offers you a unique opportunity to pre-screen and evaluate interested applicants.

**Rule #6** – View your job posting to see what job seekers will see. This is a great self-test of the quality and completeness of your job opportunity. If it looks short on detail to you, imagine what a job seeker will think. Take the time to go back and enter more information. Better quality match results will be your reward. Don't forget to open your job posting once you're satisfied with it.

**Rule #7** – Use Site Help. It's our version of a “tutorial” and explains in general terms the major functions in WorkInTexas.com.

#### If you're looking for Veterans (only)

- All jobs entered in WorkInTexas.com are automatically made available to veterans only for the first two days.
- When posting your job, you can choose to make it available to veterans only for the lifetime of the posting by selecting “Veterans Only – Yes.”
- Veteran applicants who apply for your job will be marked with an American Flag icon, indicating that they are eligible US Military Veterans in good standing.

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