

# Getting Started

North Carolina Department of Commerce  
Division of Workforce Solutions

North Carolina JobConnector  
Job Matching System

**Beverly Eaves Perdue, Governor**

Welcome to the Division of Workforce Solutions' (formerly Employment Security) NC JobConnector, the official state Labor Exchange system. Whether you are an employer seeking to post and fill openings or a job seeker looking for suitable employment, we invite you to take advantage of our online job search, posting and referral services.

### Job Seeker

Login to My Account →

Register as a New User

Preview Job Listings

Job Seeker Tutorial




### Employer

← Login to My Account


View Potential Candidates ←

Employer Tutorial



### Admin

Staff Login



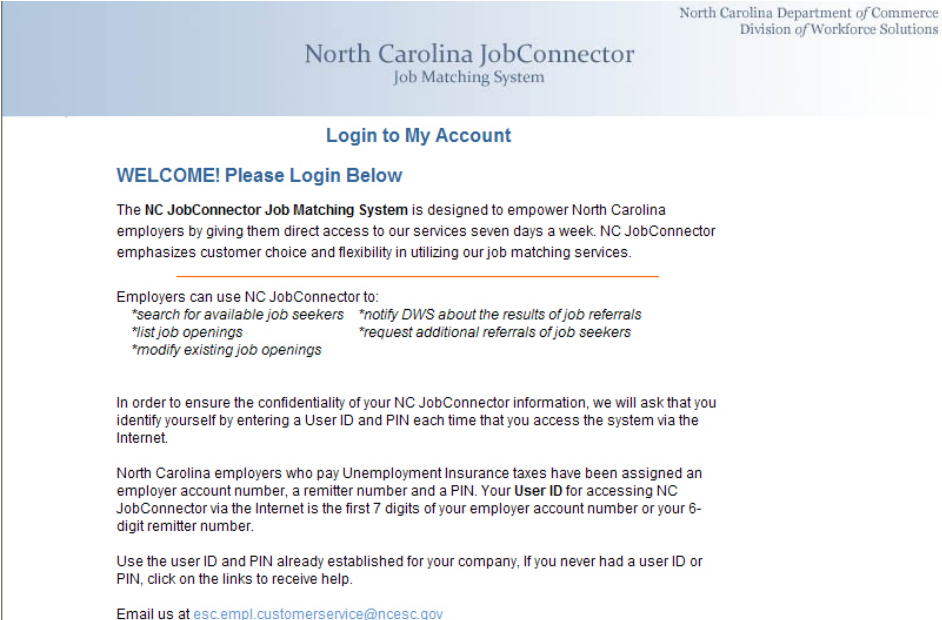
Click **Login to My Account** to login.

Preview applicants by clicking **View Potential Candidates**.

# Gaining Access to Your Account

In order to access NC JobConnector you must enter your User ID and Password. Information concerning the process for obtaining a User ID and recalling your Password is on the introductory screen.

You do not need to do this to Preview Candidates.



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**Login to My Account**

**WELCOME! Please Login Below**

The NC JobConnector Job Matching System is designed to empower North Carolina employers by giving them direct access to our services seven days a week. NC JobConnector emphasizes customer choice and flexibility in utilizing our job matching services.

Employers can use NC JobConnector to:

- \*search for available job seekers
- \*list job openings
- \*modify existing job openings
- \*notify DWS about the results of job referrals
- \*request additional referrals of job seekers

In order to ensure the confidentiality of your NC JobConnector information, we will ask that you identify yourself by entering a User ID and PIN each time that you access the system via the Internet.

North Carolina employers who pay Unemployment Insurance taxes have been assigned an employer account number, a remitter number and a PIN. Your User ID for accessing NC JobConnector via the Internet is the first 7 digits of your employer account number or your 6-digit remitter number.

Use the user ID and PIN already established for your company. If you never had a user ID or PIN, click on the links to receive help.

Email us at [esc.empl.customerservice@ncsc.gov](mailto:esc.empl.customerservice@ncsc.gov)

# Logging Into Your Account

Enter your **User ID** and **PIN**, then click **Login Now**.

Please enter your User ID and PIN below.

User ID

PIN

[Login Now](#)

**Important:** Rather than close the browser window when you are finished with the NC JobConnector website, it is important to use the logout button. This will protect your personal information and is especially important if you are using a public computer.

NC JobConnector Availability  
Monday - Friday: 2:00 A.M. - 12:00 Midnight ET  
Saturday: 6:00 A.M. - 12:00 Midnight ET  
Sunday: 12:00 Noon - 12:00 Midnight ET

# Understanding Requirements

North Carolina Department of Commerce  
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North Carolina JobConnector  
Job Matching System

Welcome WILLIAM M WADE T/A

Employer Welcome [Logout](#)

Employers who list job openings on NC JobConnector must indicate that they agree with the following requirements:

1. No fee will be charged to the job applicant.
2. The job posted is not involved in a labor dispute.
3. The job will involve an employer/employee (Payroll, W-2, etc) relationship.
4. Job openings listed on this site must pay at least the state minimum wage, and if less than the federal minimum wage, pay must include tips/commission. Job openings may not be described in such a way as to discriminate on the basis of gender, age, race, ethnicity, disability, color, creed or religion.

If you agree with these requirements, you must click on the "Agree" button to continue.



In order to access NC JobConnector, you must consent to the system use requirements by clicking **Agree**.

# Welcome to NC JobConnector

North Carolina Department of Commerce  
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Welcome WILLIAM M WADE T/A

Employer Home [Logout](#)

List/Review Job Openings

Search for Job Applicants

Review Matching Applicants

Helpful Links

Welcome to North Carolina's JobConnector System.

In order to benefit from auto-matching and other features of NC JobConnector, you must have an "active" Job Order in the System. You may either list a new Job Order or activate one previously listed.

During the process of listing a new Job Order you will provide the information needed to match Job Seekers with your hiring requirements. You may then view a list of qualified Job Seekers by clicking the "Review Matching Applicants" button, and you may request referral of any Job Seekers listed. You can also contact staff at the nearest [DWS Local Office](#) for help with these and other services.

From the Menu Bar at the top you may choose your actions.

# Previewing Candidates

Job Title\* :   click to get categories for job title

Job Categories\* :

Minimum Education :

Full/Part Time :

Perm/Temp :

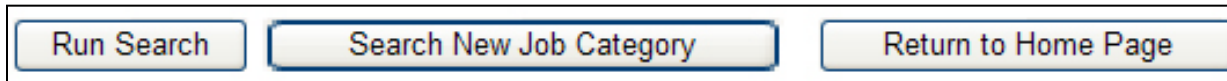
Enter a **Job Title**, then click **Look Up Job Category**.

Select a **Job Category**.

Enter the **Minimum Education**, **Full** or **Part Time**, and **Permanent** or **Temporary**.



# Previewing Candidates, Continued



Click **Run Search** to preview candidates.

Click **Search New Job Category** to conduct a new search.

Click **Return to Home Page** to leave the search page and go back to the Home Page.

# Entering Your Information

List/Review Job Openings

Search for Job Applicants

Review Matching Applicants

Helpful Links

The actions that you can take and the information that you can access are listed on the tab bar at the top of your screen, as well as other system functions:

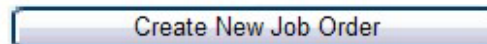
- List/Review Job Openings
- Search for Job Applicants
- Review Matching Applicants
- Helpful Links

# Listing/Reviewing Job Openings



To view information on Job Openings or to modify an existing Job Order, or to list a new Job Order, click the **List/Review Job Openings** option on the Navigation Menu Bar.

To begin a new Job Order click **Create New Job Order**.



# Entering Your Information



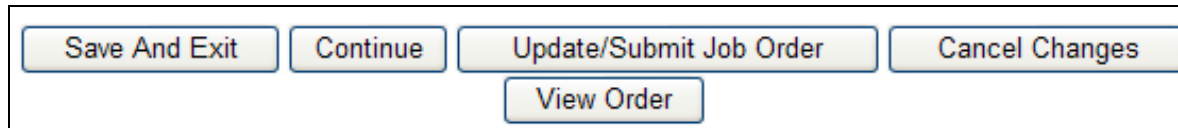
The information you need to enter about the job is on the tab bar at the top of your screen:

- Contact Info
- Job Details
- Education, Licenses & Certifications
- Job Categories
- Additional Skills

Note if this job is a result of the an American Recovery and Reinvestment Act (ARRA) funds, or if it is a Green Job.

To enter information for a tab, click the desired tab, or click **Continue** at the bottom of the screen.

# Saving Your Information



The button bar at the bottom of the screen allows you to do several things:

- **Save** your information and **Exit** NC JobConnector
- **Continue** to save current screen and proceed to the next tab
- **Update/Submit** your **Job Order**
- **Cancel** deletes entered information
- **View Order**

# Working with Job Openings

Job Openings that you have in the system are listed on the **List Job Openings** screen.

Do not show closed Job Orders

<u>Job Order Number</u>	<u>Job Title</u>	<u>Status Update</u>	<u>Job Location</u>	<u>Min Salary</u>	<u>Has Referrals</u>	<u>Matches</u>	<u>Order Status</u>	<u>Update Status</u>
<a href="#">6526021</a>	BODY & PAINT REPAIRER	08/07/2009	BAYBORO NC	/Other	<a href="#">Yes</a>	<a href="#">Search for Matches?</a>	Stop Referrals	<input type="text" value=""/>
<a href="#">010000113</a>	SALES	02/09/2010	CHARLOTTE NC		No	<a href="#">Search for Matches?</a>	Open	<input type="text" value=""/>
<a href="#">010000112</a>	SALES	02/09/2010	CHARLOTTE NC		No	<a href="#">Search for Matches?</a>	Open	<input type="text" value=""/>
<a href="#">010000111</a>	SALES	02/09/2010	CHARLOTTE NC		No	<a href="#">Search for Matches?</a>	Open	<input type="text" value=""/>
<a href="#">010000089</a>	TEACHER	02/08/2010	CHARLOTTE NC		No	<a href="#">Search for Matches?</a>	Open	<input type="text" value=""/>
<a href="#">010000088</a>	LIBRARIAN	02/08/2010	CHARLOTTE NC		No	<a href="#">Search for Matches?</a>	Open	<input type="text" value=""/>
<a href="#">010000074</a>	LOAN ADMINISTRATOR	02/08/2010	CHARLOTTE NC		No	<a href="#">Search for Matches?</a>	Open	<input type="text" value=""/>
<a href="#">010000073</a>	ACCOUNT MANAGER	03/25/2010	CHARLOTTE NC		<a href="#">Yes</a>	<a href="#">Search for Matches?</a>	Open	<input type="text" value=""/>

To view a Job Order click on a **Job Order Number**. If the Job Order has Referrals this will be noted with a “Yes.” Click **Yes** to view the list of Referrals.

To see if a Job Order has Matches click **Search for Matches**. You can update the Status of a Job Order by making a selection in the **Update Status** drop down list (Open or Stop Referrals).

# Reviewing Matches



Click **Review Matching Applicants** on the Navigation Menu bar.

Do not show closed Job Orders

<u>Job Order Number</u>	<u>Job Title</u>	<u>Status Update</u>	<u>Job Location</u>	<u>Min Salary</u>	<u>Has Referrals</u>	<u>Matches</u>	<u>Order Status</u>	<u>Update Status</u>
<a href="#">010000430</a>	AUTO MECHANIC	11/10/2011	RALEIGH NC	\$10 /Hour	No	<a href="#">Search for Matches?</a>	Open	<input type="text"/>



To view a Job Order, click on a **Job Order Number**.

To view referrals for an order, click **Yes**. **No** indicates no referral has been made.

To see if an Applicant has been matched to this Order, click **Search for Matches**.

Change Job Order Status by making a selection in the **Update Status** drop down list.

# Recording Referral Results

Click **Yes** to view a Job Applicant's Referrals.  
Click the **Status** to view Results.  
Select a **Result** for the Referral.

What was the result for each applicant referred for this job order?

1 - 2 of 2 records

JobSeekerID	Name	Date Referred	Result
376339		07/10/2008	<input type="text"/>
376558	<input type="text"/>	07/18/2008	<input type="text"/>

1

Rows per page     Page 1 of 1

Hired

Applicant Refused Job

Applicant Did Not Report to Work

Filled By Employer

Not Hired

Not Qualified



Results include:

- Hired
- Applicant Refused Job
- Applicant Did Not Report to Work
- Filled by Employer
- Not Hired
- Not Qualified

# Searching for Candidates

Click Search for Job Applicants on the Navigation Menu Bar.

A screenshot of a search form. At the top, a red arrow points upwards from the "Search for Job Applicants" button in the navigation bar to the form. The form contains the following fields:

- Job Title\*** : A text input field with a "Look Up Job Category" button to its right. Below the button is the text "click to get categories for job title".
- Job Categories\*** : A large, empty text area.
- Minimum Education** : A dropdown menu.
- Full/Part Time** : A dropdown menu with "All" selected.
- Perm/Temp** : A dropdown menu with "All" selected.

Search for candidates by clicking **Search for Job Applicants** on the Menu Bar. Enter a **Job Title**, then click **Look Up Job Category**.

Select a **Job Category**.

Enter the **Minimum Education**, **Full** or **Part Time**, and **Permanent** or **Temporary**.

# Searching for Candidates, con'd.

**DWS Region I**      **DWS Region II**      **DWS Region IV**      **DWS Region V**

**DWS Region III**      **DWS Region VI**

\*Please Select a County or a Region

County       Region

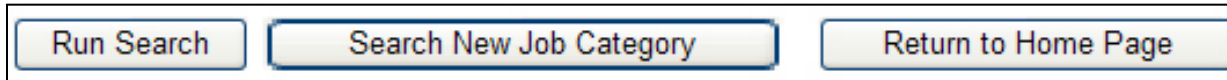
Alamance  
Alexander  
Alleghany  
Anson  
Ashe  
Avery

OR

Region I  
Region II  
Region III  
Region IV  
Region V  
Region VI

Select the County or Region in which you would like to preview candidates.

# Searching for Candidates, con'd.



Click **Run Search** to view candidates.

Click **Search New Job Category** to conduct a new search.

Click **Return to Home Page** to leave the search page and go back to the Home Page.

# Using Helpful Links

Click **Helpful Links** to access more resources for your Job Search.

The screenshot displays the North Carolina JobConnector Job Matching System interface. At the top, there is a navigation bar with four buttons: 'List/Review Job Openings', 'Search for Job Applicants', 'Review Matching Applicants', and 'Helpful Links'. The 'Helpful Links' button is highlighted with a red arrow. Below the navigation bar, the main content area features the North Carolina Department of Commerce Division of Workforce Solutions logo and the text 'North Carolina JobConnector Job Matching System'. A user greeting 'Welcome WILLIAM M WADE T/A' is visible, along with 'Helpful Links' and 'Logout' links. A secondary navigation bar is present below the greeting. The main content area contains a section titled 'Here are some links that might be of help and interest' with the following links and descriptions:

<a href="#">Employer Tutorial</a>	NC JobConnector tutorial for Employers
<a href="#">Local Office Locator</a>	To Find the nearest North Carolina Department of Commerce, Division of Workforce Solutions Office
<a href="#">NAICS Codes</a>	For additional assistance in finding codes from the North American Industry classification system
<a href="#">ONET Code Connector</a>	For additional assistance in finding job titles/categories
<a href="#">Frequently Asked Questions (FAQs)</a>	Frequently Asked Questions

At the bottom of the main content area, there is a red 'Contact Us' link, a copyright notice '©2012 - Department of Commerce, Division of Workforce Solutions (7b)', and a blue 'DES Home' link.