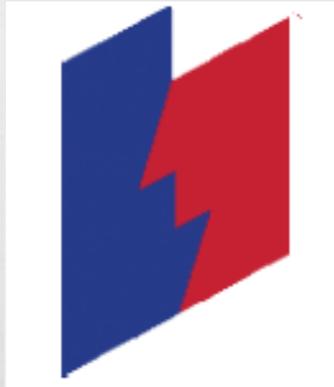


SENATE BILL 22 REQUIREMENTS AND RESOURCES



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WHAT IS SENATE BILL 22?

- 2014 GENERAL LEGISLATIVE SESSION
- INCREASE JOB ACCESS FOR VETERANS
- JOBS.UTAH.GOV - ONE SITE ACCESS TO JOBS AND JOB SEARCH RESOURCES
- LOCAL AND STATE GOVERNMENT MUST POST JOBS ON JOBS.UTAH.GOV
 - INCLUDES CONTRACTORS POSITIONS

POSTING JOBS TO JOBS.UTAH.GOV

The screenshot shows the Utah Department of Workforce Services website. At the top left is the Utah state logo. To its right is a search bar labeled "Search Jobs". Further right are navigation links: "Job Seekers", "Employers", "Temporary Assistance", and "Labor Market". Below these are more links: "About DWS", "Housing & Community", "Refugee Office", and "Office of Child Care". A "Sign In" link is in the top right corner.

The main content area features the heading "Utah Department of Workforce Services" and the tagline "Connecting Job Seekers to Utah Jobs". Below this is a search form with two input fields: "job title, skill or keyword" and "city, county or zip", followed by a green "Search" button. Underneath the search form is the section "Upcoming Hiring Events" with a link "View Hiring Events >".

A central content box contains several articles and a featured image of two women in white uniforms. The articles listed are: "What one American flag in the desert means to Utah veterans", "Workforce Wednesday: Targeted help for veterans", "Public Notice: Food Stamps", "Utah's Employment Summary: July 2015", "Economist Insight: Utah & Location Quotients", and "Workforce Highlights". The featured image is titled "Workforce Wednesday: Targeted help for veterans".

A dropdown menu is open over the "Employer Job Post" link, showing options: "my Job Search", "my Unemployment myCase", "Training Providers", "Employer Tax/New Hire", and "Employer Job Post". The "Employer Job Post" option is highlighted with a blue box.

The footer contains a "Find a DWS Location" section with a map of Utah and a "zip" input field with a "Find" button. Next to it is a "Translate this Page" section with a "Select Your Language" button. To the right is a "Follow Us" section with icons for "Blog", "YouTube", "Twitter", and "Facebook".

At the bottom of the footer are links for "Feedback", "Equal Opportunity", "Contact Us", "Utah.gov Home", "Terms of Use", "Privacy Policy", and "Accessibility Policy", along with the copyright notice "©2015 State of Utah".

The browser address bar at the bottom left shows the URL: `jobs.utah.gov/jsp/utahjobs/employer/home/viewEmployerManagedJobs.do`

POSTING JOBS TO JOBS.UTAH.GOV

The screenshot shows the homepage of jobs.utah.gov. At the top left is the Utah state logo. To its right is a search bar with the text "Search Jobs". Further right are navigation links for "Job Seekers", "Employers", "Temporary Assistance", "Labor Market", and "Department". In the top right corner, there is a "Sign in" link with a dropdown arrow.

The main content area features a "Sign in to jobs.utah.gov" heading. Below it, a message states: "First-time customers, get started by selecting a sign in method". There are four "log in with" buttons: "Utah ID", "Google", "facebook", and "YAHOO!".

At the bottom of the page, there is a grey footer section. On the left, there is a "Find a DWS Location" section with a map icon of Utah, a text input field containing "zip", and a "Find" button. In the center, there is a "Translate this Page" section with a speech bubble icon and a link that says "Select Your Language". On the right, there is a "Follow Us" section with icons for "Blog", "YouTube", "Twitter", and "Facebook".

At the very bottom of the footer, there is a row of links: "Feedback | Equal Opportunity | Contact Us | Utah.gov Home | Terms of Use | Privacy Policy | Accessibility Policy" and a copyright notice: "©2015 State of Utah".

POSTING JOBS TO JOBS.UTAH.GOV

The screenshot displays the Jobs.Utah.Gov website interface. At the top, there is a navigation bar with a search box labeled "Search Jobs" and several menu items: "Job Seekers", "Employers", "Temporary Assistance", "Labor Market", and "Department". Below the navigation bar, the main content area is titled "Your Jobs". It features a search bar with a "Find" button and a "Show:" filter set to "Open".

Four job listings are visible, each with a title, address, and dates:

- Nurse**: 583 W 2700 S, LOGAN, UT, 84321-7942. Open 9/10/2015, Close 10/10/2015. 49 View Recommended, 0 My Favorites, 1 Seeker Views.
- Teller**: 583 W 2700 S, LOGAN, UT, 84321-7942. Open 8/24/2015, Close 9/24/2015. 74 View Recommended, 17 My Favorites, 2 Seeker Views.
- Inspector**: 583 W 2700 S, LOGAN, UT, 84321-7942. Open 8/24/2015, Close 9/24/2015. 12 View Recommended, 0 My Favorites, 0 Seeker Views.
- Radiology Tech**: 583 W 2700 S, LOGAN, UT, 84321-7942. Open 7/28/2015, Close 8/28/2015. 12 View Recommended, 7 My Favorites, 0 Seeker Views.

Each listing includes buttons for "Edit", "Close", "Copy", and "Manual Search". On the right side, there is a user profile for "X TEST EMPLOYER" with a link to "http://jobs.utah.gov" and social media icons. Below the profile is a "Thanks for Supporting Veterans" message and an "Actions" menu. The "Post A Job" option in the "Actions" menu is highlighted with a green box.

The "Actions" menu includes the following options:

- Post A Job (highlighted)
- Upload Jobs
- Edit Profile
- Manage Account Access
- Upload Job Application
- Onsite Recruitment
- On the Job Training
- Economic Data
- Unemployment Insurance
- Work Site Learning

POSTING JOBS TO JOBS.UTAH.GOV

Navigate To ▾ Help Live Chat 1

Create New Job

What company name would you like to display to job seekers?

Do you want your name to be displayed to job seekers prior to viewing details about how to apply for your job? Yes No

What is this job's **Title**?

What is the **Description** of this job? (4000 characters max).
Do not put company name or instructions on how to apply here. [Pre Application Questions](#)

3196 characters left

Formats ▾ **B** *I* [List icons]

SUMMARY

Responsible for acting as a liaison between customers and companies. Assists with complaints, orders, errors, account questions, billing, cancellations, and other queries.

PRIMARY RESPONSIBILITIES

- Resolve customer complaints via phone, email, mail, or social media.
- Use telephones to reach out to customers and verify account information.
- Greet customers warmly and ascertain problem or reason for calling.
- Cancel or upgrade accounts.
- Assist with placement of orders, refunds, or exchanges.
- Advise on company information.
- Take payment information and other pertinent information such as addresses and phone numbers.
- Place or cancel orders.

What **Wage** are you offering? \$ to \$ per [Wage Info](#) Negotiable

NOTE: Did you know that posting a wage on your job will significantly increase your chances of attracting qualified candidates?

What **Minimum Degree** is required for this job?

What is the required **Legal Minimum Age**?

Is this job a **Federal Contract Job Listing**? Yes No

Is this job an **Affirmative Action** job? Yes No

Enter general **Contact Instructions** for Job Candidates! (1000 characters max) [Attach Application](#)

1000 characters left

POSTING JOBS TO JOBS.UTAH.GOV

Is this job an **Affirmative Action** job? Yes No

Enter general **Contact Instructions** for Job Candidates! (1000 characters max) [Attach Application](#)

963 characters left

Formats **B** *I*           

Email resume to testemployer@utah.gov

Job Locations Statewide/Telecommute Physical Locations

How many Openings are available?

When should this job **Close**? (mm/dd/yyyy) (Max date 12/11/2015)

How many Applicants can view your contact information?

NOTE: This is the number Applicants that can view your contact information before your job is placed on hold. This is NOT the number of Applicants that will contact you.

What is the **Worksite Address** for this job?

Address 1 :

Address 2 :

City :

State :

Zip :

[Add More Locations](#)

[More Job Posting Options](#) ↓

POSTING JOBS TO JOBS.UTAH.GOV

The screenshot shows the job posting configuration page on Jobs.Utah.Gov. At the top, there are radio buttons for "Statewide/Telecommute" (selected) and "Physical Locations". Below this, there are three input fields: "How many Openings are available?" with a value of 1, "When should this job Close?" with a date of 10/11/2015 and a note "(mm/dd/yyyy) (Max date: 12/11/2015)", and "How many Applicants can view your contact information?" with a value of 250. A note states: "NOTE: This is the number Applicants that can view your contact information before your job is placed on hold. This is NOT the number of Applicants that will contact you." An "Email Resume" modal is open, asking "Would you like job seekers to email resumes to you?" with "Yes" selected. The email address "testemployer@utah.gov" is entered in the "Email to send resumes to" field. The modal has "Continue" and "Cancel" buttons. Below the modal, there is an "Add More Locations" button and a "More Job Posting Options" link with a downward arrow. At the bottom of the page, there are "Cancel" and "Continue" buttons, and a footer with links for Feedback, Equal Opportunity, Contact Us, Utah.gov Home, Terms of Use, Privacy Policy, and Accessibility Policy, along with the copyright notice "©2013 State of Utah".

POSTING JOBS TO JOBS.UTAH.GOV

X TEST EMPLOYER

Application Instructions: Email resume to testemployer@utah.gov

Location	Open Date	Close Date	Openings
Salt Lake City UT 84111	9/11/2015	10/11/2015	1

Job Title: Customer Service Representative
Salary: \$10 - \$15 per Hourly
Description:

SUMMARY

Responsible for acting as a liaison between customers and companies. Assists with complaints, orders, errors, account questions, billing, cancelations, and other queries.

PRIMARY RESPONSIBILITIES

- Resolve customer complaints via phone, email, mail, or social media.
- Use telephones to reach out to customers and verify account information.
- Greet customers warmly and ascertain problem or reason for calling.
- Cancel or upgrade accounts.
- Assist with placement of orders, refunds, or exchanges.
- Advise on company information.
- Take payment information and other pertinent information such as addresses and phone numbers.
- Place or cancel orders.
- Answer questions about warranties or terms of sale.
- Act as the company gatekeeper.
- Suggest solutions when a product malfunctions.
- Handle product recalls.

Education: None

Occupational Wage Information

Utah hourly wage information published May 2009 for Customer Service Representatives:

Inexperienced: \$9.91 Average: \$14.42 Median: \$13.42 Middle Range: \$10.90 - \$16.78

Training: Short-term on-the-job training

The average wage shown here is from a yearly survey of Utah employers. While it is specific to this occupation, it is not specific to this employer or job opening.

[Edit](#) [Post Job](#) [Post Job & View Matches](#)

POSTING JOBS TO JOBS.UTAH.GOV

The screenshot displays the 'Customer Service Representative' job listing on the Jobs.Utah.Gov website. The job details include the job number (9754464), listing date (9/11/2015), and closing date (10/11/2015). The page features navigation options like 'Navigate To', 'Help', 'Live Chat', and a notification icon for 1 message. Below the job title, there are filters for 'View Recommended', 'Favorites', 'Undecided', 'Not Interested', and 'Seeker Views'. The candidates are divided into two sections: 'Veteran Candidates' and 'General Candidates'. Each candidate entry includes a star rating, the candidate's name, a 'View Resume' button, and three action buttons: 'Add to Favorites', 'Not Interested', and 'Undecided'. The 'Veteran Candidates' section lists five candidates: NATALIE M, ARTHUR H, BRITTNEY P, JEFF W, and MIRANDA H. The 'General Candidates' section lists five candidates: REBECCA J, EDWARD D, GLEN G, JEREMY S, and ALAN A. Both sections include pagination controls at the bottom, showing page 1 of 10.

Customer Service Representative
DWS Job# 9754464
Listed: 9/11/2015
Closes Date: 10/11/2015

Veteran Candidates

☆☆☆	NATALIE M	View Resume	Add to Favorites	Not Interested	Undecided
☆☆☆	ARTHUR H	View Resume	Add to Favorites	Not Interested	Undecided
☆☆☆	BRITTNEY P	View Resume	Add to Favorites	Not Interested	Undecided
☆☆☆	JEFF W	View Resume	Add to Favorites	Not Interested	Undecided
☆☆☆	MIRANDA H	View Resume	Add to Favorites	Not Interested	Undecided

« First < Prev 1 2 3 4 5 6 7 8 9 10 ... Next > Last »

General Candidates

☆☆☆	REBECCA J	View Resume	Add to Favorites	Not Interested	Undecided
☆☆☆	EDWARD D	View Resume	Add to Favorites	Not Interested	Undecided
☆☆☆	GLEN G	View Resume	Add to Favorites	Not Interested	Undecided
☆☆☆	JEREMY S	View Resume	Add to Favorites	Not Interested	Undecided
☆☆☆	ALAN A	View Resume	Add to Favorites	Not Interested	Undecided

« First < Prev 1 2 3 4 5 6 7 8 9 10 ... Next > Last »

POSTING MULTIPLE JOBS TO JOBS.UTAH.GOV

The screenshot displays the Jobs.Utah.Gov website interface. At the top, there is a navigation bar with a search box labeled "Search Jobs" and several menu items: "Job Seekers", "Employers", "Temporary Assistance", "Labor Market", and "Department". Below the navigation bar, the main content area is titled "Your Jobs". It features a search bar with a "Find" button and a "Show:" filter with options for "Open", "Closed", and "All".

Four job listings are visible, each with a title, address, and dates:

- Customer Service Representative**: 140 E 300 S, SALT LAKE CITY, UT, 84111. Open 9/11/2015, Close 10/11/2015. 11585 View Recommended. 0 My Favorites, 0 Seeker Views.
- Nurse**: 583 W 2700 S, LOGAN, UT, 84321-7942. Open 9/10/2015, Close 10/10/2015. 49 View Recommended. 0 My Favorites, 1 Seeker Views.
- Teller**: 583 W 2700 S, LOGAN, UT, 84321-7942. Open 8/24/2015, Close 9/24/2015. 74 View Recommended. 17 My Favorites, 2 Seeker Views.
- Inspector**: 583 W 2700 S, LOGAN, UT, 84321-7942. Open 8/24/2015, Close 9/24/2015. 12 View Recommended. 0 My Favorites, 0 Seeker Views.

Each listing includes buttons for "Edit", "Close", "Copy", and "Manual Search".

On the right side, there is a sidebar for the user "TEST EMPLOYER" with the URL "http://jobs.utah.gov". It includes social media icons for Twitter and Facebook, a "Thanks for Supporting Veterans" message, and an "Actions" menu with the following options:

- Post A Job
- Upload Jobs** (highlighted with a red box)
- Edit Profile
- Manage Account Access
- Upload Job Application
- Onsite Recruitment
- On the Job Training
- Economic Data
- Unemployment Insurance
- Work Site Learning

POSTING MULTIPLE JOBS TO JOBS.UTAH.GOV

The screenshot shows the 'Upload Jobs' page on the Utah State Jobs website. The page has a white header with a search bar and navigation links for 'Job Seekers', 'Employers', 'Temporary Assistance', 'Labor Market', and 'Department'. The main content area is titled 'Upload Jobs' and includes a description: 'This screen allows you to upload multiple jobs using a CSV or XML file. Using this feature often requires some level of technical ability.' There are three main sections for file formats: 'CSV', 'XML', and 'RESTful Service'. Each section has links for 'Instructions', 'File Format', and 'Download Template'. Below these sections is a file upload area with a 'Choose File' button, a 'No file chosen' status, and 'Upload' and 'Cancel' buttons. There is also a radio button selection for 'Close Jobs not in File?' with 'Yes' and 'No' options. A footer contains links for 'Feedback', 'Equal Opportunity', 'Contact Us', 'Utah.gov Home', 'Terms of Use', 'Privacy Policy', and 'Accessibility Policy', along with the copyright notice '©2013 State of Utah'.

[Search Jobs](#) Job Seekers **Employers** Temporary Assistance Labor Market Department

Navigate To Help Live Chat 1

Upload Jobs

This screen allows you to upload multiple jobs using a CSV or XML file. Using this feature often requires some level of technical ability.

CSV
[Instructions](#)
[File Format](#)
[Download Template](#)

XML
[Instructions](#)
[File Format](#)
[Download Template](#)

RESTful Service
[Instructions](#)

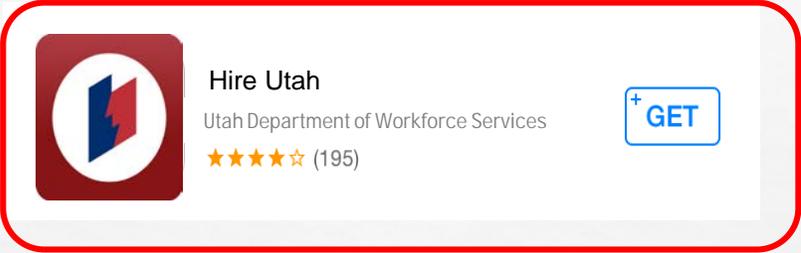
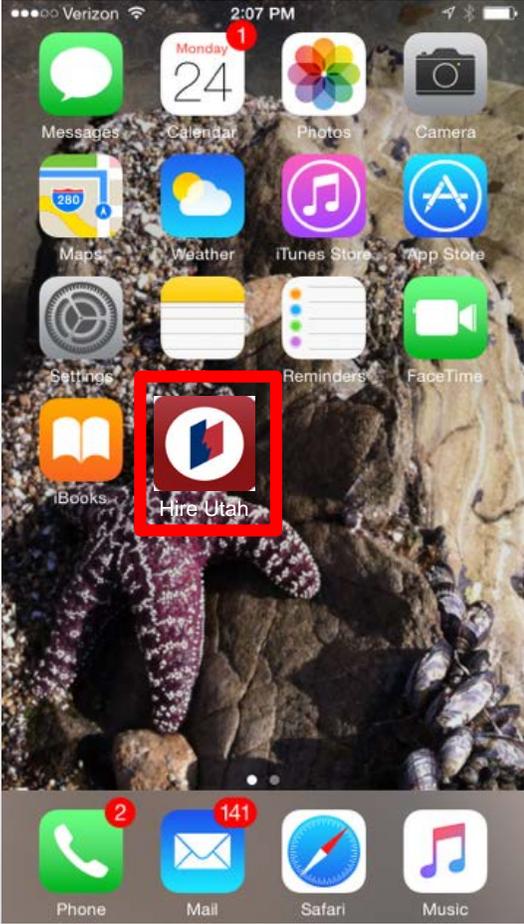
Choose a **File to Upload**. No file chosen

Close Jobs not in File? Yes No

By selecting 'Yes', this will CLOSE all openings for your employer which are not present in the file selected above. Selecting 'No' will ADD the file of job listings to any you may currently have in our system.

[Feedback](#) | [Equal Opportunity](#) | [Contact Us](#) | [Utah.gov Home](#) | [Terms of Use](#) | [Privacy Policy](#) | [Accessibility Policy](#)
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HIRE UTAH MOBILE APP

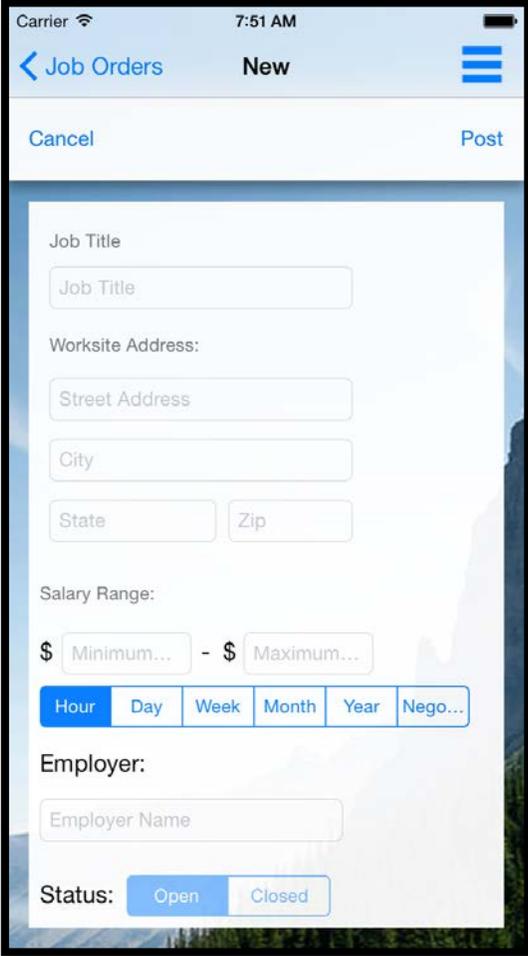
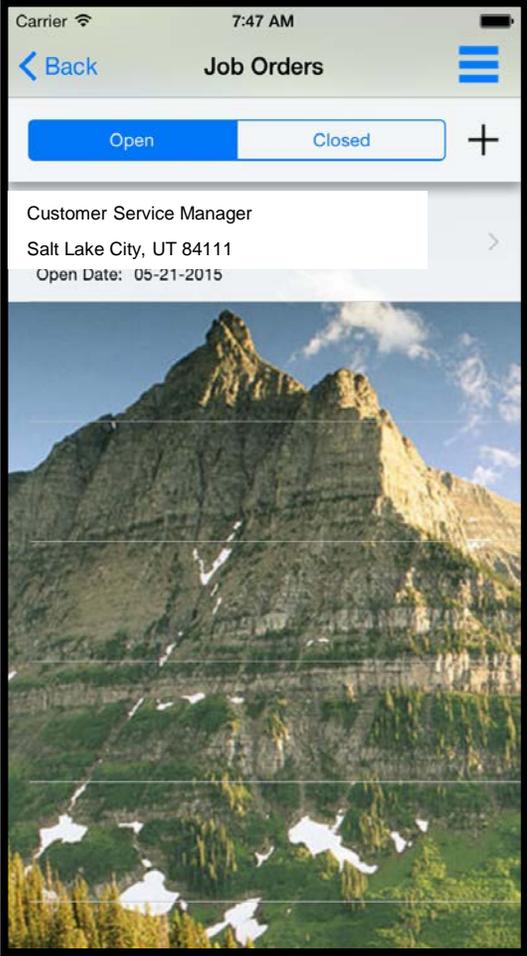


Apple App Store



Google Play Store

HIRE UTAH MOBILE APP



DWS EMPLOYER SERVICES TEAM

- EMPLOYER SERVICES TEAM
 - ASSIST WITH QUESTIONS WHILE POSTING A JOB, RUNS THE LIVE CHAT
- 801-526-0997 OR TOLL FREE 1-888-920-9675
 - POSTAJOB@UTAH.GOV

QUESTIONS?

