

Job Order - Description Tab

This tab includes information on the job itself.

Company Info	Description	Requirements	Pay and Benefits	Details	Job Order Management
<p>* Job Title: <input type="text"/></p> <p>* Number of Openings: <input type="text"/></p> <p>* Duties and Responsibilities of Job:</p> <p>Describe the <u>essential</u> duties and responsibilities of this job, such as:</p> <ul style="list-style-type: none">• Machines, tools, equipment and materials involved• Services Performed• Working conditions and physical demands• Describe the job, not the person <p>Do <u>not</u> include information related to the job order worker requirements. Separate fields are provided for education and training requirements, drivers license and vehicle requirements, experience and qualifications and application instructions.</p> <div style="border: 1px solid black; height: 50px; width: 100%;"></div> <p>Text Limit: 1500 Text Entered: 0</p> <p>O*NET Connector</p> <p>Tip - To save time entering text into the above field you can cut and paste text from documents you already have created such as Word documents, etc.</p> <p><input type="checkbox"/> Military Recruitment This position requires enlistment in the Armed Forces of the United States.</p> <p><input type="checkbox"/> Labor Dispute This position is with a company currently involved with a labor dispute. This position is NOT part of the dispute and the person hired with NOT be replacing an employee involved with the labor dispute.</p>					

Job Title – Enter the job title. Free-text field, maximum 40 characters.

Number of Openings – Enter the number of openings the employer has for this job title. Numeric field, maximum 3 characters.

Duties and Responsibilities – Free-text field, maximum 1500 characters. Watch the handy “Text Entered” counter to see how many characters you have entered.

Link to O*NET Connector – Click this link to navigate to a site where you can find text to use in job descriptions.

Military Recruitment – If the position requires enlistment in the Armed Forces of the United States, click the checkbox. A mandatory statement will then appear on the job order.

Labor Dispute - If the position is with a company involved in a labor dispute, click the checkbox. A mandatory statement will then appear on the job order.

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