



# WORC

WORKFORCE OPPORTUNITIES & RESIDENCY CAYMAN  
CAYMAN ISLANDS GOVERNMENT

# JobsCayman

## To Submit a Job Post

A QUICK GUIDE TO USING THE ONLINE PORTAL





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**JobsCayman**

## To Submit Job Post

1. Log in to the JobsCayman Portal.

User Name:

Password:

Remember me next time.

**Log In**

To change your CIGnet password or to register for a CIGnet account [Click Here](#)

2. Select “New” button.

**New**

All Processes

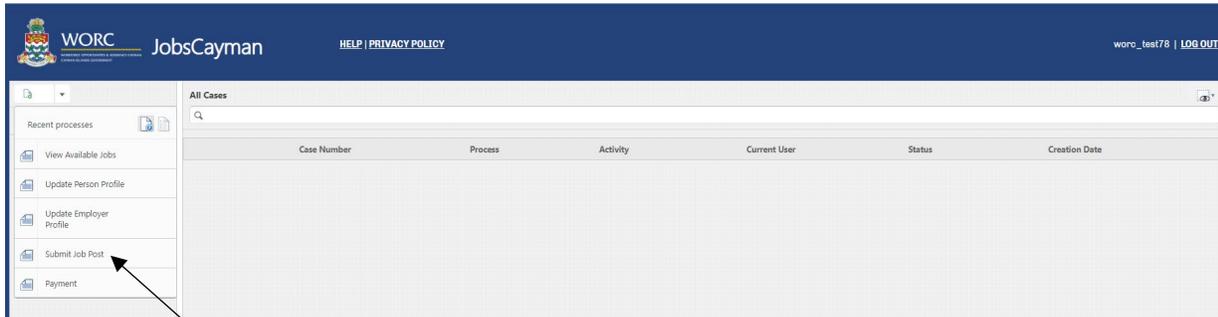
All Cases

All Cases

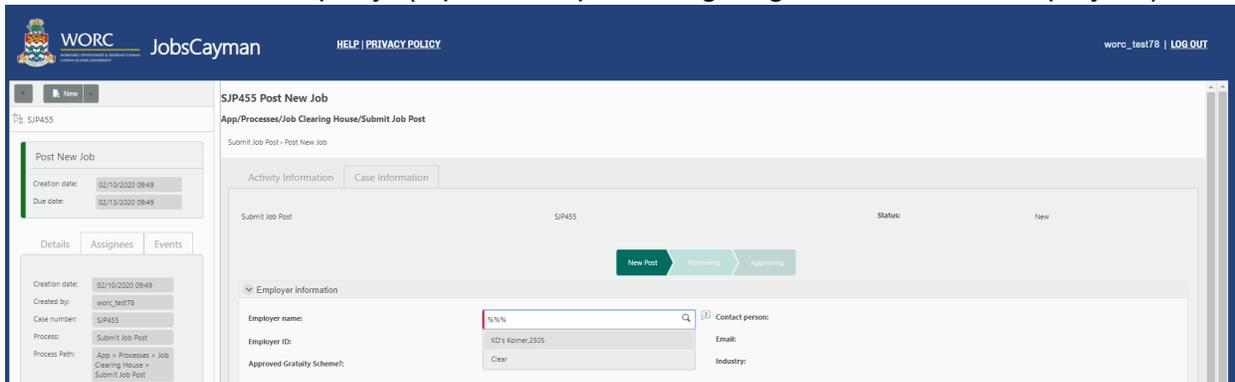
Case Number Process Activity Current User Status Creation Date

## To Submit Job Post

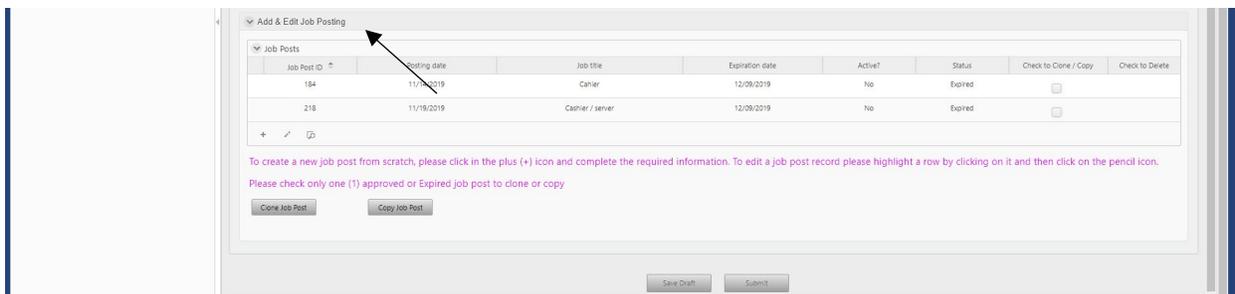
3. Select “Submit Job Post” button.



4. Select the Company. (Input three percentage signs to show the Employers)



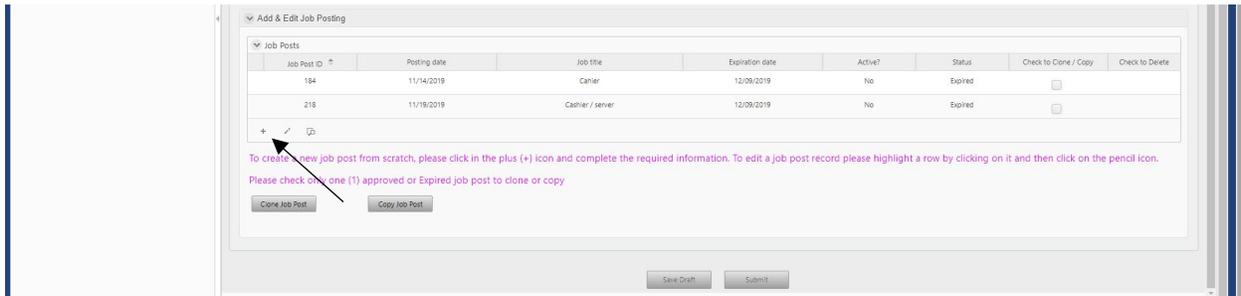
5. Scroll down to “Add/Edit Job Post”



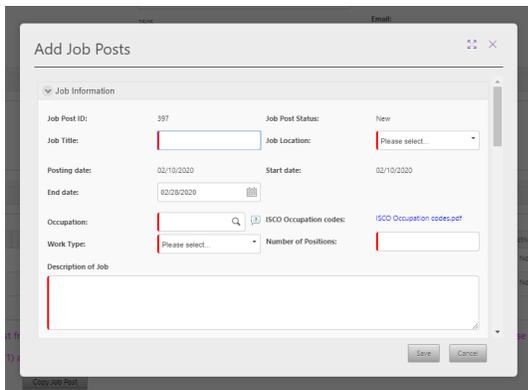
6. Hit the plus (+) button.



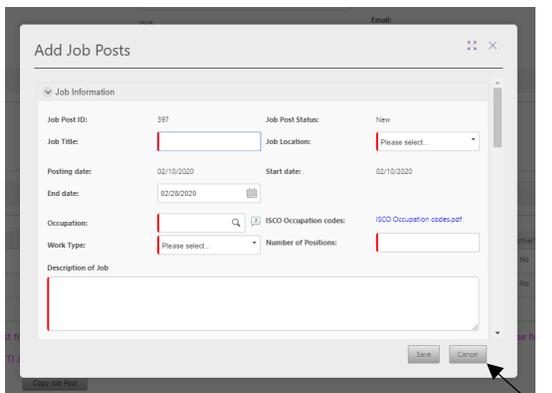
## To Submit Job Post



### 7. Fill out the Job Post Information



### 8. Hit the "Save" button.





## To Submit Job Post

### 9. Hit "Submit" button

Job Post ID	Posting date	Job title	Expiration date	Active?	Status	Check to Clone / Copy	Check to Delete
184	11/14/2019	Cashier	12/09/2019	No	Expired	<input type="checkbox"/>	<input type="checkbox"/>
218	11/19/2019	Cashier / server	12/09/2019	No	Expired	<input type="checkbox"/>	<input type="checkbox"/>

To create a new job post from scratch, please click in the plus (+) icon and complete the required information. To edit a job post record please highlight a row by clicking on it and then click on the pencil icon.

Please check only one (1) approved or Expired job post to clone or copy

*\*Please note that it takes 1 to 3 business days to review*

*\*Please note that if you want to clone a job post select the Job Post then, hit "Clone Job Post" then Submit. Same process for copying a job post*