

JobsCayman

To Submit a Job Post A QUICK GUIDE TO USING THE ONLINE PORTAL







1. Log in to the JobsCayman Portal.

	WORKOREL OPPORTUNIES & RESIDENCY CAMAAN CATMAN ISLANDS COVERNMENT
User Name:	
Password:	
Remember me	next time.
To change your Cl a CIGnet account	Gnet password or to register foi <u>Click Here</u>

2. Select "New" button.

	C Jol	bsCayman	HELP PRIVACY	POLICY				woro_test78 <u>LOG OUT</u>
New All Processes		All Cases						@*
All Cases			Case Number	Process	Activity	Current User	Status	Creation Date





3. Select "Submit Job Post" button.

🙇 worc Job	sCayman HELP PRIV	ACY POLICY				woro_test78	3 <u>Log Out</u>
D +	All Cases						ap *
Recent processes	٩						
View Available Jobs	Case Number	Process	Activity	Current User	Status	Creation Date	
Update Person Profile							
Update Employer Profile							
Submit Job Post							
Payment							

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

Sec. Wol	RC JobsCay	yman HELP PRIVACY POLICY			worc_test78 LOG OUT
New V		SJP455 Post New Job			A A
章h SJP455		App/Processes/Job Clearing House/Submit Job Post			
Post New Job		Submit Job Post > Post New Job			
Creation date:	02/10/2020 09:49	Activity Information Case Information			
Due date:	02/13/2020 09:49	Submit Job Post	SJP455	Status:	New
Details A	ssignees Events		New Post Reviewing	Approxing	
Creation date:	02/10/2020 09:49	Semployer information			
Created by:	worc_test78				
Case number:	SJP455	Employer name:	SSSS Q Pro Contac	t person:	
Process:	Submit Job Post	Employer ID:	KD's Komer,2505 Email:		
Process Path:	App > Processes > Job Clearing House > Submit Job Post	Approved Gratuity Scheme?:	Clear Industr	y:	

5. Scroll down to "Add/Edit Job Post"

164 110 019 Canter 12/08/2019 No Epinet 218 11/18/2019 Canter / anner 12/08/2019 No Baned + * To create a new job post from soratch, please click in the plus (+) icon and complete the required information. To click 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	14 10 Canter 1209/2019 No Eventst 218 11/18/2019 Canter / server 12/08/2019 No Eventst + × 0 - - -	Job Post ID 🗢	Posting date	Job title	Expiration date	Active?	Status	Check to Clone / Copy	Check to D
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6. Hit the plus (+) button.





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7. Fill out the Job Post Information

Job Information			
Job Post ID:	397	Job Post Status:	New
Job Title:		Job Location:	Please select
Posting date:	02/10/2020	Start date:	02/10/2020
End date:	02/28/2020		
Occupation:	٩	3 ISCO Occupation codes:	ISCO Occupation codes.pdf
Work Type:	Please select	Number of Positions:	
Description of Job			

8. Hit the "Save" button.







9. Hit "Submit" button

Job Posts							
Job Post ID	Posting date	Job title	Expiration date	Active?	Status	Check to Clone / Copy	Check to Delete
184	11/14/2019	Cahler	12/09/2019	No	Expired		
218	11/19/2019	Cashier / server	12/09/2019	No	Expired		
+ / 12							
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*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