



# WORC

WORKFORCE OPPORTUNITIES & RESIDENCY CAYMAN  
CAYMAN ISLANDS GOVERNMENT

## JobsCayman

# To Submit a Job Post

A QUICK GUIDE TO USING THE ONLINE PORTAL





## To Submit Job Post

1. Log in to the JobsCayman Portal.

**WORC**  
WORKFORCE OPPORTUNITIES & RESIDENCY CAYMAN  
CAYMAN ISLANDS GOVERNMENT

User Name:

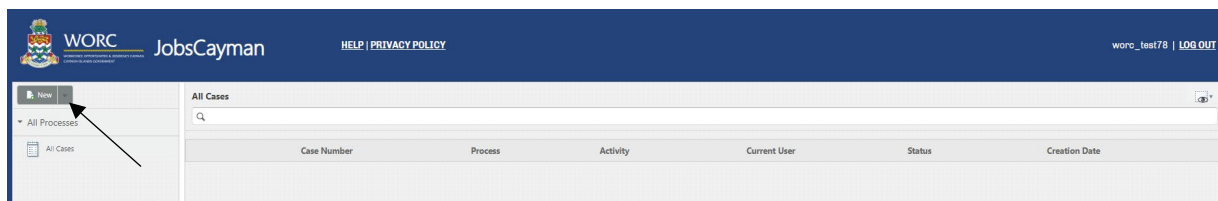
Password:

☐ Remember me next time.

**Log In**

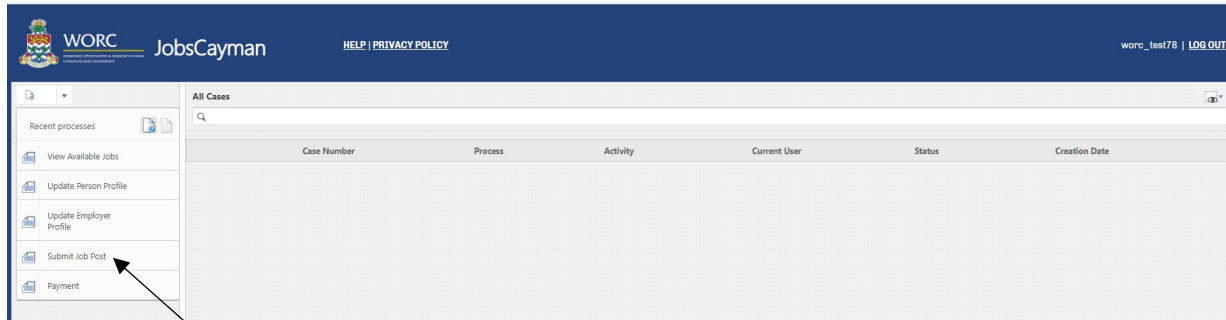
To change your CIGnet password or to register for a CIGnet account [Click Here](#)

2. Select “New” button.

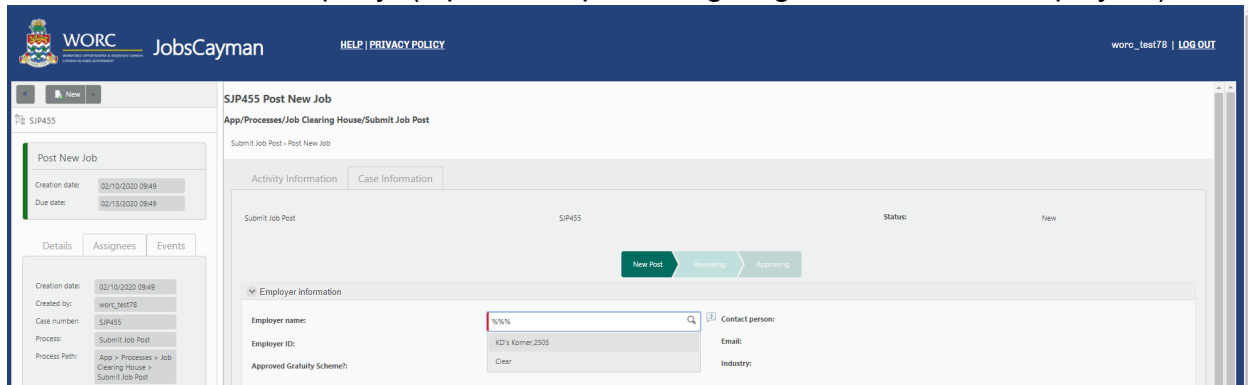


## To Submit Job Post

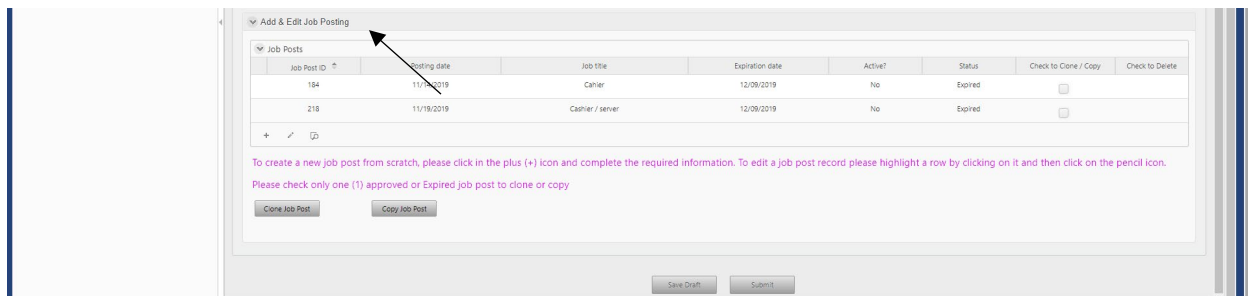
3. Select “Submit Job Post” button.



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

**Add & Edit Job Posting**

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

**Create Job Post** **Copy Job Post**

**Save Draft** **Submit**

### 7. Fill out the Job Post Information

**Add Job Posts**

**Job Information**

Job Post ID: 397 Job Post Status: New

Job Title:  Job Location:

Posting date: 02/10/2020 Start date: 02/10/2020

End date: 02/28/2020

Occupation:  ISCO Occupation codes: [ISCO Occupation codes.pdf](#)

Work Type:  Number of Positions:

Description of Job:

**Save** **Cancel**

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

**Add Job Posts**

**Job Information**

Job Post ID: 397 Job Post Status: New

Job Title:  Job Location:

Posting date: 02/10/2020 Start date: 02/10/2020

End date: 02/28/2020

Occupation:  ISCO Occupation codes: [ISCO Occupation codes.pdf](#)

Work Type:  Number of Positions:

Description of Job:

**Save** **Cancel**



## To Submit Job Post

### 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	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*