

Child Care Provider Desk Aid

How to post job openings and search for candidates for your child care program



WorkinTexas.com Desk Aid Outline

In this presentation you will find steps to complete:

- Registration Process as an Employer on WorkinTexas.com
- Create Job Orders (also known as job postings)
- Search for Candidates

Register as an Employer

1. Go to www.workintexas.com.
2. Select “sign in” or “register” in the top right hand corner. (Note: If you have filed for unemployment benefits, you should already have a username and password.)

To Change to the Spanish version, you will need to click on En Español link.

A screenshot of the login and registration form on the website. The form is enclosed in a grey box and contains the following elements: a 'Username' input field, a 'Password' input field, an orange 'Sign In' button, a blue link for 'Forgot Username/Password?', and an orange 'Register' button. Below the form is a blue link for 'En Español'. A large orange circle highlights the entire form area, and an orange arrow points from the top right towards the circle.

**Search for jobs in
your area.**

Enter a keyword and/or city or ZIP code and radius to search for jobs in your area.

Register as an Employer

Option 1 - Already Registered

User Name:

Password:

[Sign In](#)

If you have forgotten your user name and/or password, please click [Retrieve User Name or Password](#).



Option 2 - Try Us Out

If you would like to view WorkInTexas as a visitor to see what services are available, please click [Guest Access](#).

English Español

Option 3 - Create a User Account

If you would like to become a fully registered user with WorkInTexas and have access to all of our online services, select one of the following account types. If you are not sure if you need to register on the system, learn more about the benefits of registering on page: [Why Register?](#)

 Individual	 Employers and Agents
Register as this account type if you are an individual and wish to search for the latest job openings, create a resume online, find	If you are looking for industry information, labor market information, job applicants or your business, account to post job



Registration Steps

- All fields with a red asterisk (*) are required.
- At the bottom of this page and subsequent web pages, click Next or Continue to move to the next page.
- Create a Username, Password and complete the Security questions.
- Complete the registration screens. Based on employer response some items will display additional questions. Account creation acknowledgement page will be displayed when you have finished.

Choose your Representative Type



Select the representative type that best describes your company.

You may only select one of these options. If you select Direct Representative, you may then select the functionality you need.

Representative Type

Please specify what type of user that you are:



Direct Representative of your Organization

This includes employees, principals and owners of the organization that is registering.



Third Party Agents (TPA)

This includes companies that represent one or more registered organizations and will perform activities on their behalf.



Professional Employer Organization (PEO)

This includes companies that have responsibility for managing payroll for one or more registered organizations and will perform activities on their behalf. A PEO is the employer of record for tax purposes and insurance purposes.

Next

Choose your Functionality



Select the functionality you are interested in accessing by either checking the box or clicking the functionality name. If you want to register for multiple types, check the appropriate boxes, and click the Continue Registration button below.

Please specify the functionality that you wish to access.



Recruiting

Perform labor exchange functions such a recruiting talent, posting jobs, online résumé search, applicant tracking and researching the local labor market.



Marketing Lead

Create a Marketing Lead account for an organization that you wish to track for purposes of outreach and Customer Relationship Management (CRM).

Cancel

Continue Registration

Enter Your Federal ID

* Indicates required fields.

For help click the information icon next to each section.

Employer Identification



Type of Identification: Federal Employer Identification Number
 Social Security Number

**Federal Employer ID
Number (EIN) / Federal
Tax ID (FEID) or Social
Security Number:**

[Do not enter dashes. Example 999001111](#)

**Confirm Federal ID
Number:**

UI Tax ID:

[Do not enter dashes. Example 999001111](#)

Cancel

Continue

Successful Registration



Learning Tree Academy has been successfully registered.

Please make a selection below to continue.

What would you like to do next?



[Staff Services](#)

Select this option to return to staff services.



[Open Employer's Folder](#)

Select this option to begin working with this Employer.



[Add Locations and Contacts.](#)

Select this option to enter multiple locations and contacts for the employer.

How to Create a Job Order

(also known as a job posting)

- Locate the Quick Menu feature on the left navigation sidebar. Select Manage Jobs link.
- Manage Job Orders page will display.
- Click on Add New Job Order.
- Select Manual Entry Custom Job Order Option.
- Complete steps 1 – 11 to create a Job Order.
- Job Order Details page will display with new Job Order number for employer posting.

Manage Job Orders



Use this folder to manage your Job Orders.

By clicking the *Add New Job Order* button you may enter Job Orders (employment ads) that can be viewed online by local job seekers. Click on a Job Order title in the table below to view its details.

[[Assist an Employer](#) | [Staff Services](#) | [Employer Portfolio](#)]

[Employer Profiles](#)

[Corporate Profile](#)

[Search History Profile](#)

[Communications Profile](#)

[Human Resource Plan](#)

[Job Order Plan](#)

[Recruitment Plan](#)

[Staff's Profile](#)

[Contact Management Profile](#)

[Case Management Profile](#)

Job Orders

[Job Order Templates](#)

[Application Questions](#)

[Job Skill Sets](#)

[Tools and Technology](#)



For help click the information icon.

[Show Filter Criteria](#)

0 Records Found

SEARCH CRITERIA: Internal jobs only and Complete jobs

Add New Job Order

How to Create a Job Order Pg.2



Step 1 of 11.

Please select a title and occupation. Click *Next* to continue.

* Indicates required fields.

For help click the information icon next to each section.

[If you are a H-2B employer, please click here.](#)

Job Creation Method



- Manual Entry Basic Job Order - Minimal Data entry will use some default settings.
- Manual Entry Custom Job Order - Build your Job Order using a step-by-step data entry process. More Flexibility and custom settings.

Job Title



Please accurately describe the position in the job title as this will be searched by individuals using keywords. As you are entering the job title, you may see a list of common job titles similar to what you are entering. If you see your job title in the list, select it.

* **Job Title:**

Child Care Assistant


Job Order Details Page



Use this form to review the job order information.

You may use the links below to jump to a specific section for review. To modify this job order, click the Edit link underneath the section you want to edit.

[\[Job Title and Occupation\]](#) | [\[Location/Work Site of this job\]](#) | [\[Contact Person for this Job\]](#) | [\[Job order information to be displayed online\]](#) | [\[Job Details\]](#) | [\[Job Description\]](#) | [\[Skills\]](#) | [\[Other Skills\]](#) | [\[Hiring Requirements\]](#) | [\[Specialized Requirements\]](#) | [\[Minimum Education, Experience, & Age Requirements\]](#) | [\[Transportation Requirements\]](#) | [\[Compensation & Hours\]](#) | [\[Benefits Offered\]](#) | [\[Job Application Methods Accepted\]](#) | [\[Job Applicant Information Needed\]](#) | [\[Application Question Set\]](#) | [\[Applicant Notification Method\]](#) | [\[Job Order Upload Options\]](#) | [\[Other Information\]](#) | [\[Staff Information\]](#)

 For help click the information icon.

Job Order Number 4311

Job Title and Occupation


Job Title: Child Care Assistant
Occupation: Childcare Workers (39901100)
Typical Employment Data: [View Typical Job and Employment Data for Childcare Workers](#)
Agency Job ID:


How to Search for an Candidate

- Locate the Quick Menu feature on the left navigation side bar. Select Candidate Search.
- Under the Quick search tab enter desired location and key word: ex. Childcare.
- Click Search.
- A list of active resumes of candidates matching criteria will display for employer.
- Employer may now review candidate's resume.


How to Search for a Candidate pg.2

Quick [Advanced](#) [Skills](#) [Job Order](#) [Number](#) [External](#)

 [Expand All / Collapse All](#)


Desired Work Location 


Area (click to change): [Travis County, TX](#)


Keyword(s) 


Keywords (e.g. Accountant):


Show Keyword Search Options

Occupation 

Education Level 

Salary 

Résumé Modification Date 

Veteran 

[Advanced Résumé Search](#) [Reset Criteria](#)


Search

How to Search for a Candidate pg.3



Here is a list of active résumés for candidates in Travis County that matched your criteria.





You may click the (view résumé) link in the Résumé Title column of the Summary display, to display the associated résumé.

 For help click the information icon.

Your search found 2 résumé(s) that matched your search criteria.

Results View: [Summary](#) | [Detailed](#)

To sort on any column, click a column title.

Name and Location	Source	Résumé Title	Résumé Status	Résumé Modified Date	Education Level	Desired Salary	Action	Select
Blige, Mary J Austin, TX 	WorkInTexas	Chef1 #9778 (View Résumé)	Active, Online	04/09/2020 02:14:00 PM	Master's Degree	\$21.75 hourly (Approx. \$45,000 annually) or more	Details	<input type="checkbox"/>
Blige, Mary J Austin, TX 	WorkInTexas	Child Care Teacher #10744 (View Résumé)	Active, Online	04/09/2020 02:24:00 PM	Master's Degree	\$12.00 hourly (Approx. \$25,000 annually) or more	Details	<input type="checkbox"/>
								Refer
<div style="text-align: center;">  Page <input type="text" value="1"/> of 1  </div>								Rows <input type="text" value="10"/>

2 Records Found

[Change résumé search criteria](#)

View Candidate's Resume

- Employer can view all resumes by clicking on view resume by selected candidate



This is a preview of the candidate's résumé.

The résumé title is Child Care Teacher and the résumé number is 10744.

Mary J Blige

1022 Ms Queen

Austin, TX 78701

Phone: (903) 000-0000

Email: MJB@gmail.com

Objective

A position as a child care worker.

Ability Summary

Experience in attending to children at schools, businesses, private households, and child care institutions.

Employment History

Childcare Provider

02/2012 - 02/2020 Little Tots Learning Ctr 11338 Tower Oaks Blvd, Houston, TX

Childcare workers prepare and organize mealtimes and snacks for children. Childcare workers attend to the basic needs of children, such as dressing, bathing, feeding, and overseeing play. They may help younger children prepare

For Further Assistance Contact Your Local Workforce Development Board

Find your local workforce development
board at this link:

[https://www.twc.texas.gov/partners/
workforce-development-boards-websites](https://www.twc.texas.gov/partners/workforce-development-boards-websites)