Job Posting Guide for Employers- ForestryWorks® Job Board

Listings posted on State ForestryWorks® job boards are automatically populated onto the multi-state ForestryWorks® job board. For assistance contact sfuller@forestryworks.com

Requesting Access to Post on Job Board:

1. Visit www.forestryworks.com
2. Click "Find your State" on top navigation bar
3. Select the state in which your job postings will be located
4. Once on state page, located "Request Job Board Access" button (some states will have the option available at the very top of the state page and other it will be located under the "Recruitment Opportunities" section)- See Examples Below

Access Button a Top of Page- See Image Below
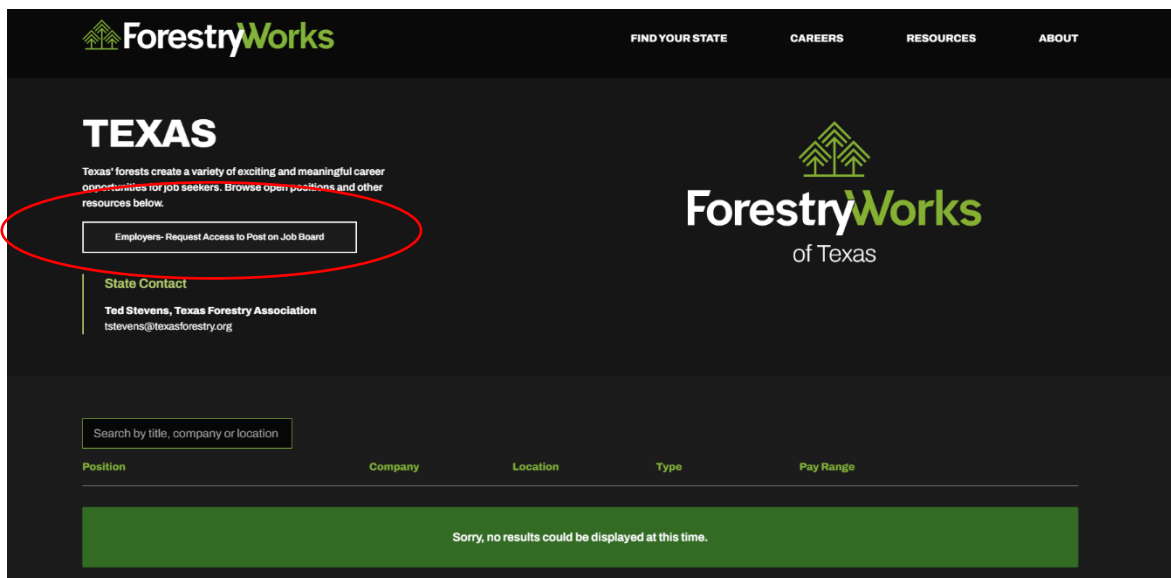
Access Request Button Under "Recruitment Opportunities" Section- See Image Below
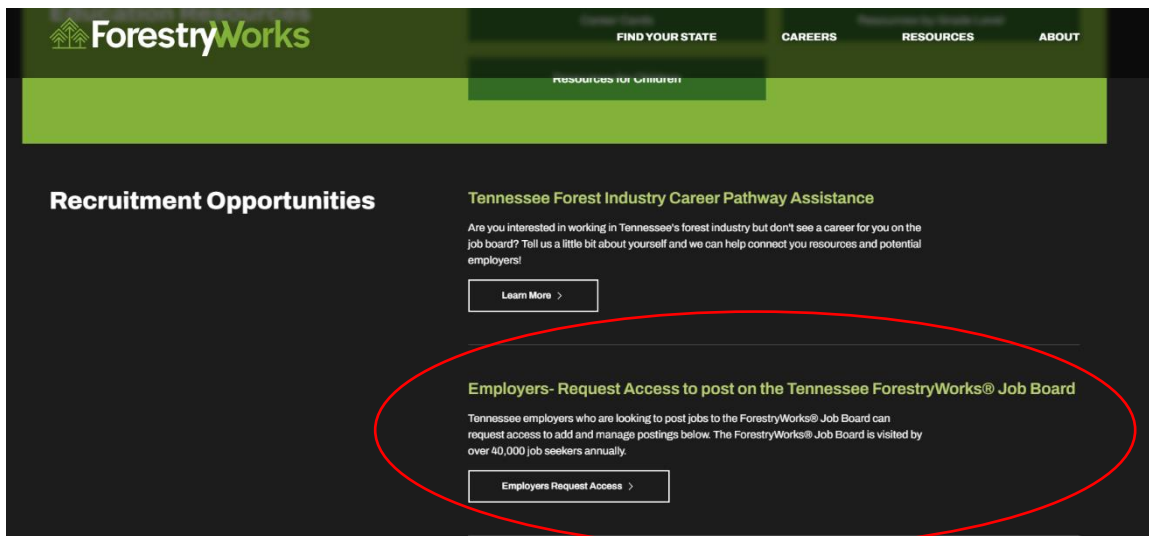
5. Click Employer Request Access Button to be taken to an application page. This page will ask for basic contact information for your account to be created. (The email address provided on this submission will be the email address that receives all correspondence from job board postings or applications.)

6. Once submitted, your request will be sent to the ForestryWorks® staff for your access to be approved and account to be created.
7. Once your access is approved, you will receive an email asking you to activate your www.forestryworks.com user account. (Access emails occasionally get filtered into spam email folders so please check your spam folder for this email.)
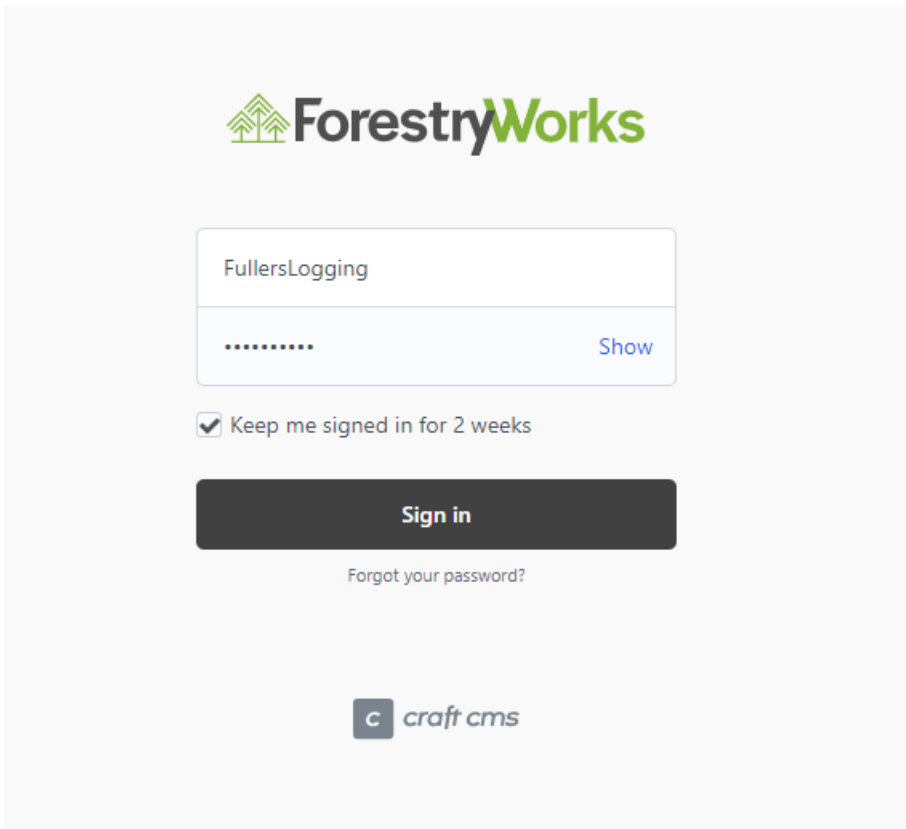
8. Click the link in the email and follow the instructions to create a new password and activate your account
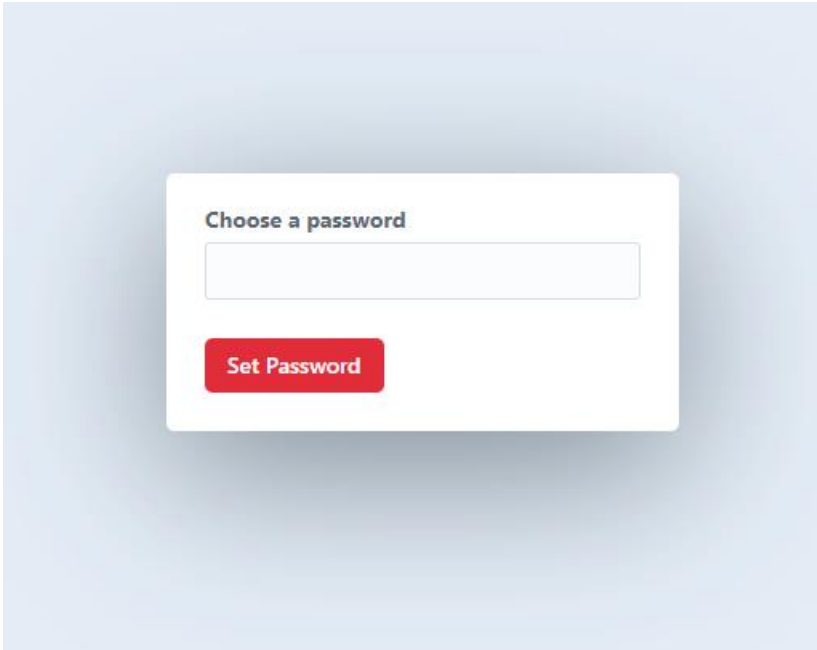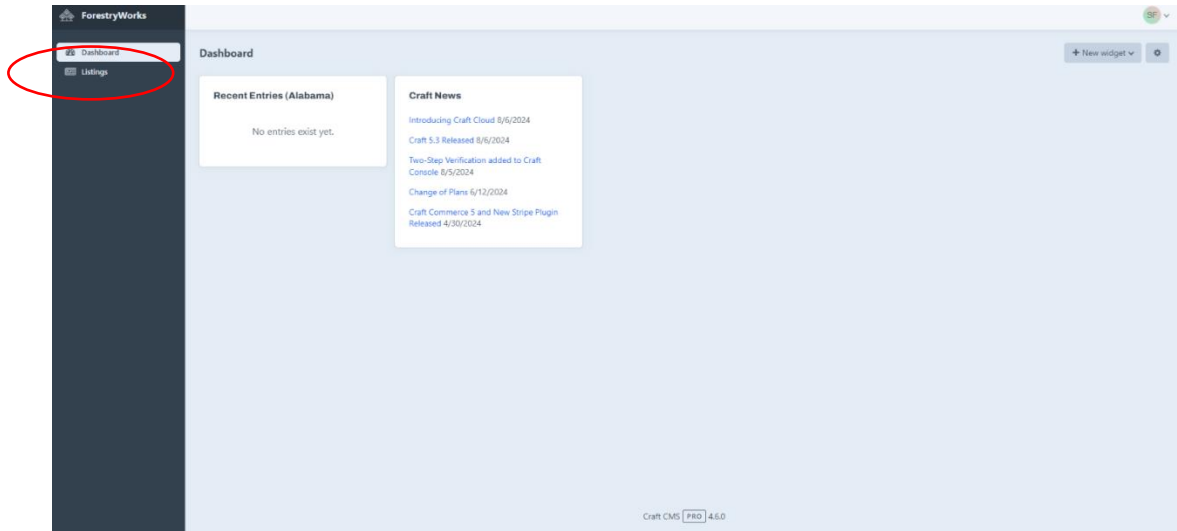

9. Once you set your new password you will be taken to a log in screen. Your username will be automatically populated (name of your company with no spaces) and enter your password to log into site
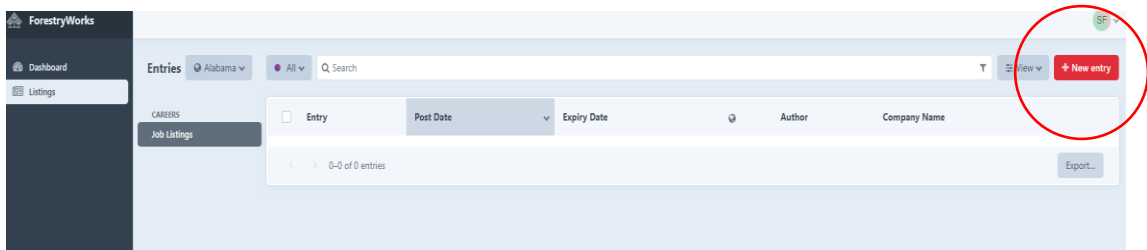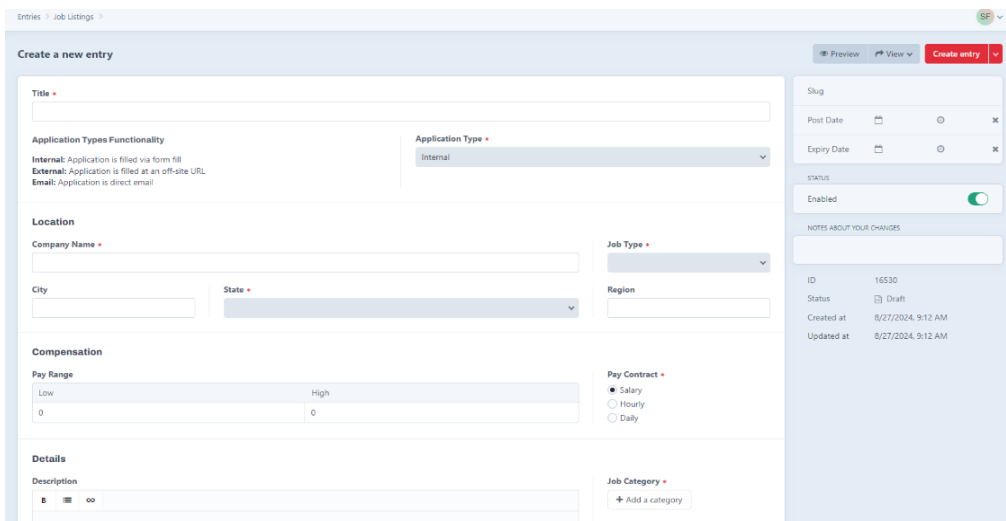
Posting on the Job Board

1. Once signed into your account, locate the "Listings" tab on the left-hand side of the screen

2. This Job Listings page (below) is where you will add/disable or manage job listings. To add a new job posting to the site, click the red "New Entry" button in the top right-hand corner

3. An entry form will appear, and this is where you will input all your job posting information

4. Once you have completed you entry, click the red "Create Entry" button in the top right hand corner of the page and your posting will go live on the ForestryWorks® Job Board

Notes for Job Listing Entries:

-   Application Types: You will need to select an "Application Type" for you job posting. This helps identify the way that you will receive application information as job seekers apply for your job.
    a. Internal- This is a default application that lives on the ForestryWorks® website that allows employers to receive job seeker information even if you don't have a company website or company application. The standard application will be emailed to the author of the job posting (you) when submitted.
    b. External- This is used as a link to send applicants to your company's website where a job listing and application is housed
    c. Email: This allows the job seeker to send an email directly to the employer (you)
-   Job Category: This mandatory category allows job seekers to filter the job board based on their interest in different areas of the forest industry. Choose the category most closely related to the function of your company.
-   Post Expiry Date: It is important to set an expiration date for you job listing. This helps reduce cluttering the job board with jobs that are not available anymore