ForestryWorks

JOB BOARD
EMPLOYER
GUIDE

Information about accessing and posting jobs to the ForestryWorks® Job Board at ForestryWorks.com

JOB BOARD ACCESS & POSTING GUIDE

The ForestryWorks® job board is connecting employers with career seekers in the forestry and forest products manufacturing industry. Listings may be added by industry members within states where ForestryWorks® is operating, and there is no cost for this service. Job listings posted on the state-specific ForestryWorks® job boards will also populate onto the multi-state ForestryWorks® job board. Employers can specify how applications should be submitted, define expiration dates for listings, and customize each listing to suit company needs. This guide details how to access the job board and how to create and manage job postings.

For assistance accessing the job board or managing listings, please contact Emily Vanderford at evanderford@forestryworks.com.

CONTENTS

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 while other states are located under the "Recruitment Opportunities" section)- See Examples Below

Access Request Button at Top of Page- See Image Below
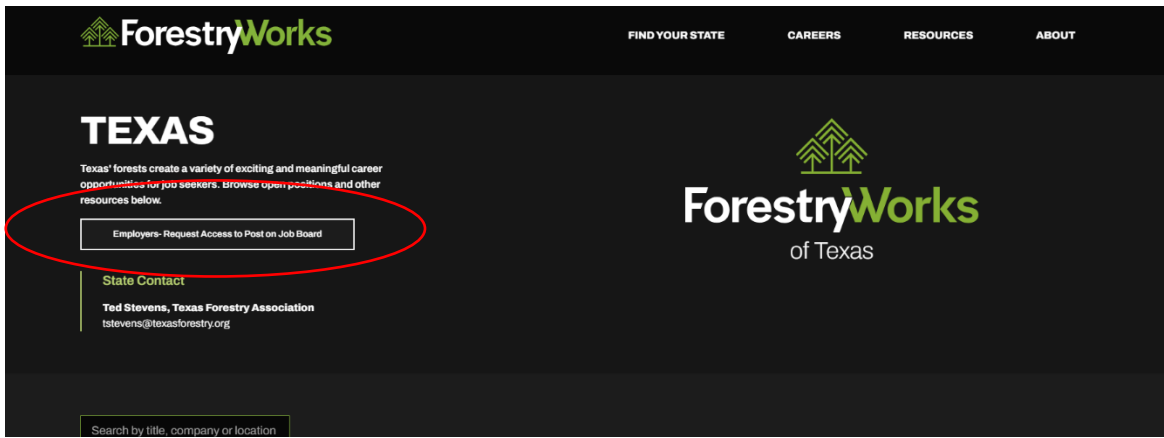
Access Request Button Under "Recruitment Opportunities" Section- See Image Below
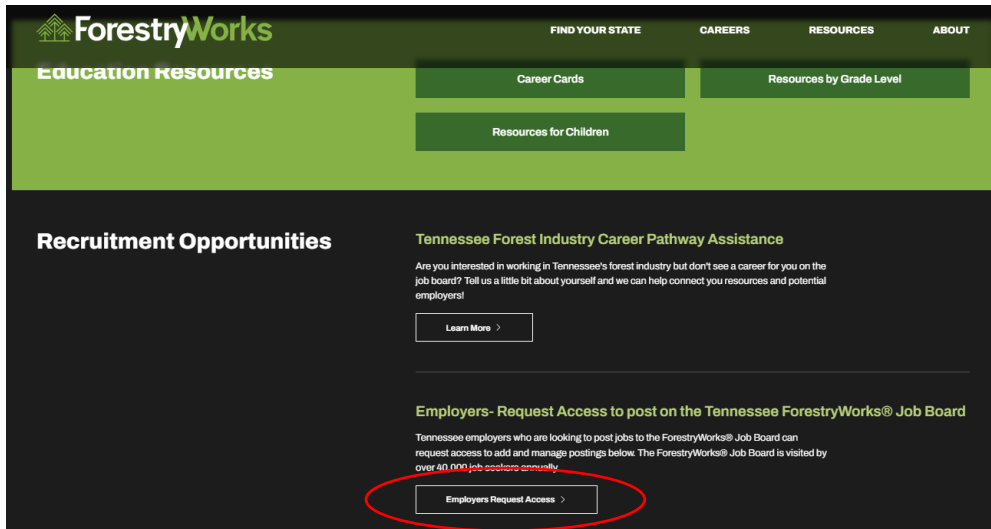
*If you need access to post jobs in multiple states, please reach out to Emily at evanderford@forestryworks.com so that multi-state permissions can be enabled for your account.

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.)
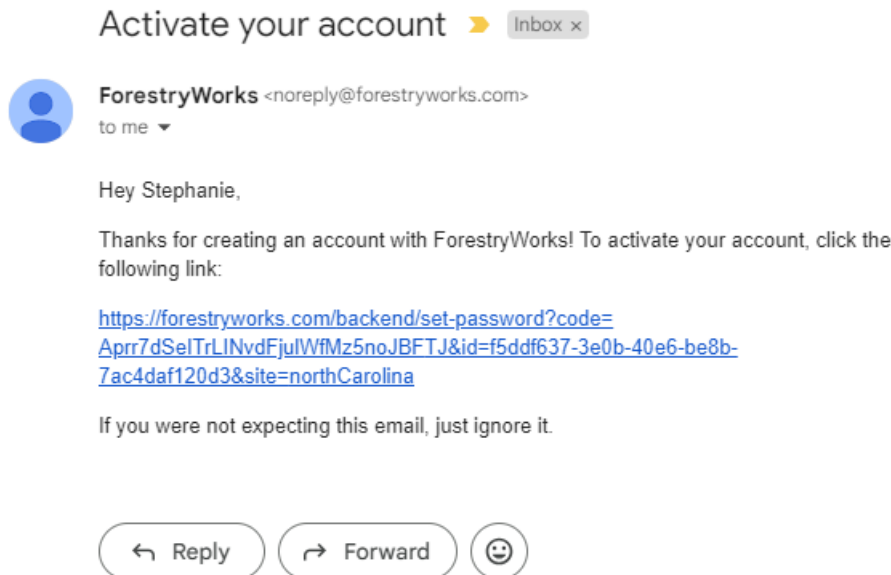
8.   Click the link in the email and follow the instructions to create a new password and activate your account
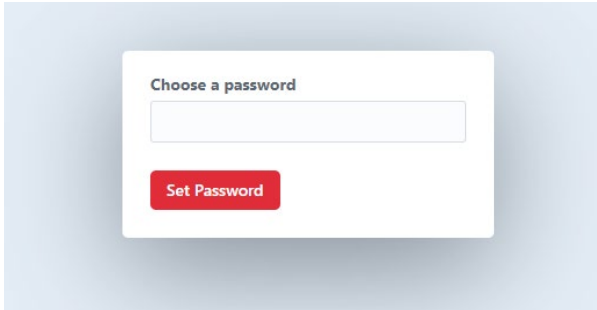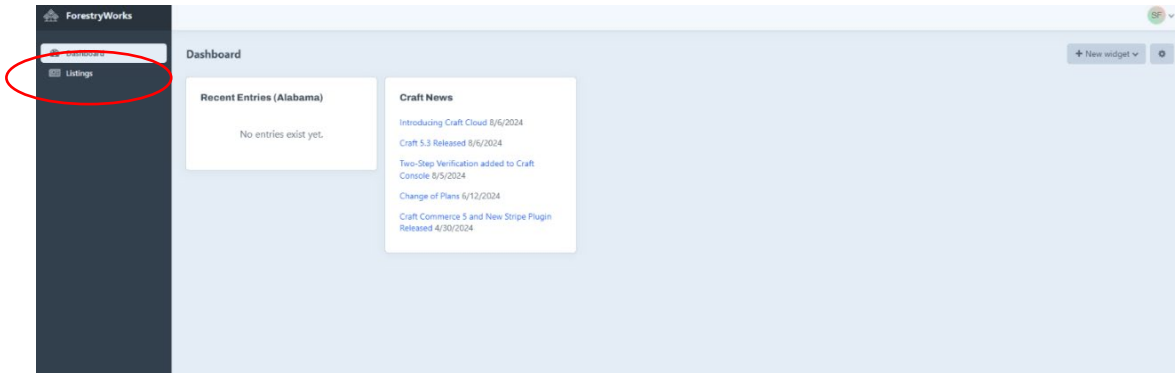

9.   Once you set your new password you will be taken to a log in screen. Your username will be automatically populated (name of your company with no spaces). You can then enter your password to log into site.
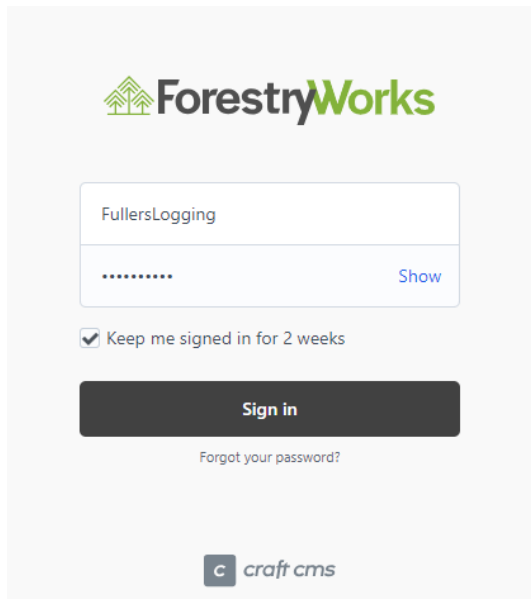
Posting on the Job Board

1. Once signed in, locate the "Listings" tab near the top of the menu panel on the left side of the screen.

2. This Job Listings page (below) is where you will add, manage, or disable job listings. To add a new job posting to the site, click the red "New Entry" button in the top right-hand corner. Always double check that the state where the job posting is based is showing in the drop down at the top of the page.
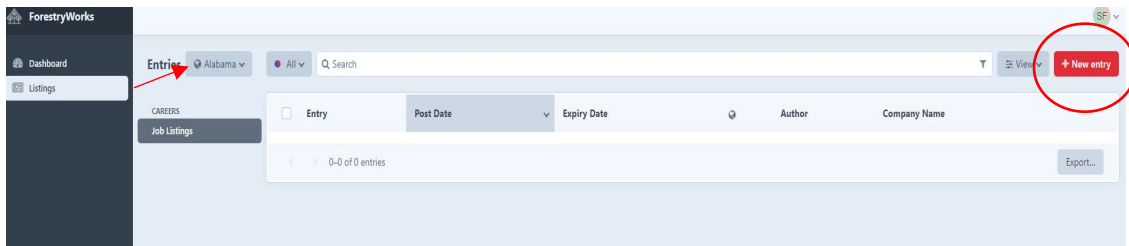
3. An entry form will appear where you will input all your job posting information. Please read notes on next page about required and suggested fields along with formatting information.
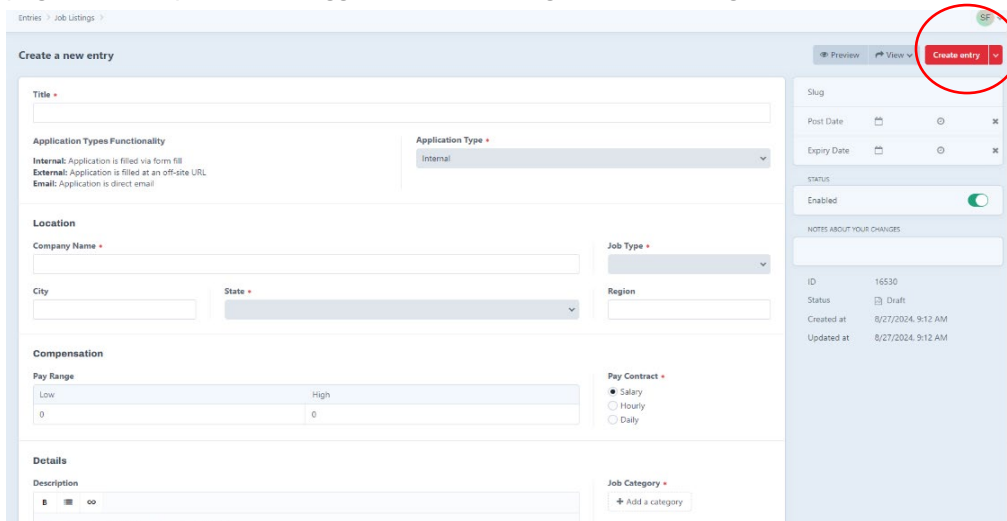
4. Once you have completed your entry, click the red "Create Entry" button in the top right-hand corner of the page. This will publish your listing to the ForestryWorks® Job Board.

Notes for Job Listing Entries

Application Types

You will need to select an "Application Type" for you job posting. This helps identify the way you will receive application information as job seekers apply for your job. Each option is described below:

1. Internal- Job seekers are asked to complete a default application provided by the ForestryWorks® website. This application allows employers to receive job seeker information without the need for a company website or company application. This standard application will be emailed to the author of the job posting (you) when submitted.

2. External- This is used as a link to send applicants to your company's website where a job listing and application is housed

3. 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 unless the position is continuously open. This helps reduce cluttering the job board with unavailable jobs and reduces unnecessary communication and confusion between applicants and employers. Posts can also be manually disabled by toggling the status button.

Formatting Tips for Job Description

Unfortunately, there is not the option to copy and paste from an external document and keep the original formatting. We encourage you to utilize the formatting options within the web page editor to increase readability and look of the posting.

Bold style: Bolding can be applied by (1) selecting the **B** at the top of the editing window before typing, (2) Highlighting the text and selecting the **B** at the top of the editing window, or (3) Highlighting the text that should be bold and pressing Ctrl+b

Underlined style: Underlining can be applied by highlighting the text that should be underlined and pressing Ctrl+u

Italic style: Text can be italicized by highlighting the text that should be italic underlined and pressing Ctrl+i

<u>Unordered list with bullets, Ordered list with numbering:</u> Highlight the text you want to bullet/number, or select this formatting style before typing your list. Each time you select return/enter, a new list item will be created. To end the list, press enter/return twice.