

# Employer Guide

Creating an Employer account in Work in Manitoba job portal employer account and posting a job

Through Work in Manitoba you can reach out to a variety of job seekers:

- » Domestic job seekers eligible to work in Canada
- » Student job seekers from Canadian post-secondary institutions
- » Recent graduate job seekers from Canadian post-secondary institutions
- » International job seekers interested in living and working in Canada

This Employer Guide will assist you with creating and setting up a Work in Manitoba job portal account, so you can get started posting job vacancies and attracting applicants.



## Creating an account and completing your profile

Organization Name \*

Please enter your Organization Name

First Name \*

Please enter your First Name

Last Name \*

Please enter your Last Name

Email \*

Please enter your Email

Please enter a valid email address.

Confirm Email \*

Please confirm your Email

Password \*

Passwords must be at least 8 characters long, include at least 1 number and both upper and lower case letters.

Please enter your Password

Create an Account

### Step one

Open the Work In Manitoba Login page by clicking [HERE](#). Start creating an account by clicking **Register Now**.

### Step two

Fill in the registration form. Then click **Create an Account**. The email address you provide will be associated with this account and will serve as a login for the Work in Manitoba job portal.

Hi Alyssa,

**Work in Manitoba**

Work in Manitoba

Before you can access the **Work in Manitoba Community**, you need to [activate your Magnet account](#).

Activate account

By clicking "Activate Account", you indicate that you understand and agree to the [WhoPlusYou User Agreement for Organizations and Privacy Policy](#).

Have questions? Please [contact us](#).

### Step three

After you create your account, you will receive an activation email (sender is Magnet) to the email address you provided when registering. Click the **Activate Account** button embedded in the email, and you will be redirected to the login page.

Welcome to Magnet!

We'd like to ask you a few questions about your organization.

The information you provide here may be displayed in your public Organization Profile.

Your Organization Name

Economic Dev. Winnipeg

Supported Languages \*

Bilingual (English / French)

Organization Website

English

French

Input

Organization Contact Email \*

Your Email

Street Address \*

English

Your Street Address

French

Your Street Address

Postal Code \*

Your Postal Code

Phone Number \*

Your Phone Number

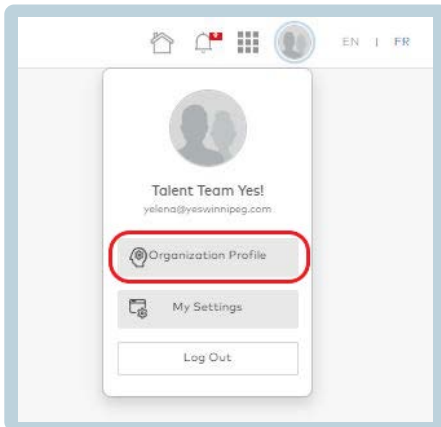
City \*

Your City

CONTINUE

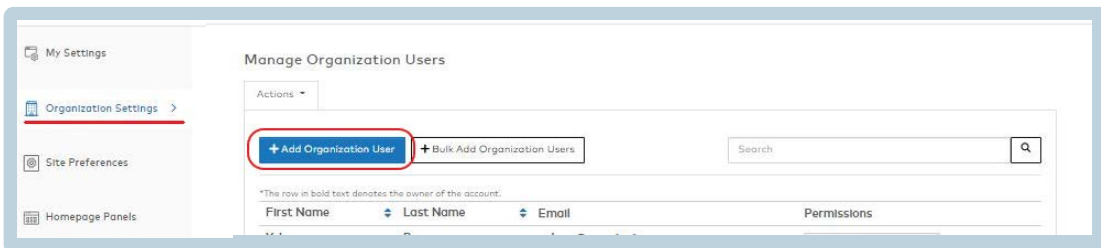
### Step four

After you log in, you can set up your **Organization Profile**. We recommend adding as much information as possible about your company, including company logo, company values, company culture, competitive benefits, professional development opportunities and a link to your website's Career page. Having a detailed account will enable your company to attract more interest from job seekers. Once complete, click **Continue**.



## Step five

Once your account is created, you can modify or change the information about your company in the **Organization Profile** section.



## Step six

In the **My Settings** field, you can change the email address and password associated with the account. You can also add other users to the account. To do so, go to **My Settings** and select **Organization Settings**, then click **Add Organization User** and add new user credentials. Once added, the **New User** will receive an email to complete registration. When completed, new users will have access to the same account with their own emails and passwords.

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Congratulations! You have now completed registration with the Work in Manitoba job portal. This next section of the guide will show you how to post a job.

# Posting a job on the Work in Manitoba job portal

Once you're ready to post a job, select the category that best represents who you are looking to hire. Options include **Students and Recent Graduates, Professional and Skilled Workers, Anyone (No Requirements)**.

Please read the description of each category before proceeding through the guide to ensure you're posting your job to the most suitable category:

## Students & Recent Graduates

Create a Work Integrated Learning opportunity for current students or a job opportunity for recent graduates.

## Professionals & Skilled Workers

Target professionals and experienced workers with formal education and/or educational experience, required licensing and certificates, if needed.

## Anyone

Select this category if your job posting is general and does not require professional or educational experience.

## Definitions

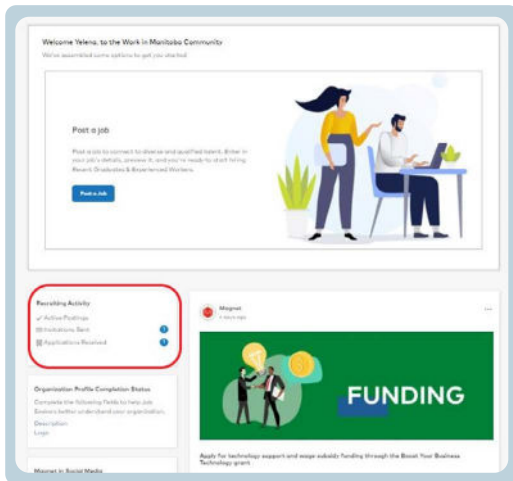
**ATS is an applicant tracking system;** a computer software program purchased by the company that manages the hiring process; it does this by collecting and sorting thousands of resumes.

**Outcome Campus Connect platform** is in partnership with Magnet (the technology service provider of Work in Manitoba job portal). Outcome Campus Connect is Canada's free opportunity platform built for university and college students or recent graduates.

**Work-integrated learning (WIL)** is a form of curricular experiential education that formally integrates a student's academic studies with quality experiences within a workplace or practice setting. WIL experiences include an engaged partnership of at least: an academic institution, a host organization, and a student.

# Students & recent graduates

## How to post a job on the Work in Manitoba job portal



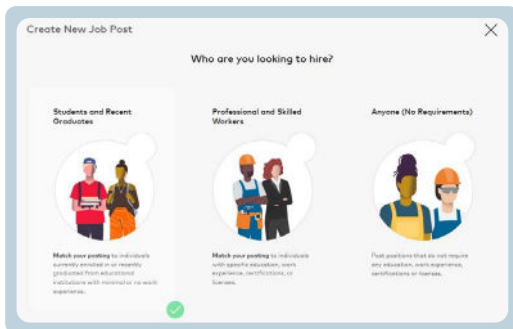
### Step one

Log in to the Work in Manitoba job portal by clicking **HERE** using the credentials you designated when you created your Employer Account.

### Step two

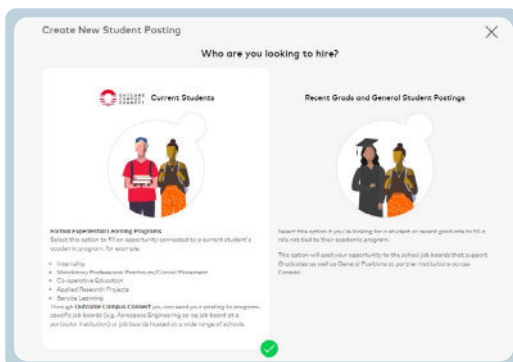
Each time you log in to your Employer Account you will see the Work in Manitoba Community banner with **Post a Job** functionality, as well as with information about your Recruiting Activity.

In the Recruiting Activity section, you will see your number of **Active Postings**, **Invitations Sent** to eligible job seekers, and **Applications Received**.



### Step three

When you're ready to post a job, click **Post a Job** and select the **Students and Recent Graduates** category.



### Step four

Once you've selected Students and Recent Graduates to **Create New Student Posting**, select one of two options:

**Current Students** Post a Work integrated Learning (WIL) opportunity for students enrolled in the required field of study.

**Recent Grads and General Student Postings** Target new graduates or students in general.



## Step four (cont'd)

### Current Student Postings

If you select **Current Students**, you will then select an Experience Type to target your opportunity, including co-operative education, summer jobs, field placements etc. Follow the prompts.

Select **Next** to promote your opportunity through the Outcome Campus Connect open network. Follow the steps and fill in required fields, then click Finish to post your WIL opportunity directly to selected Universities' job boards. You will be able to apply for student placement funding as well as upload your job posting.

### Recent Grads & General Student Postings

If you select **Recent Grads & General Student Postings**, any postings added to this category should not be part of Work Integrated Learning (WIL) programs. Follow the prompts to post your part-time or full-time job opportunities.

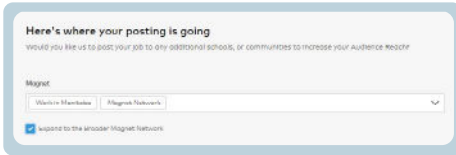
## Step five

Follow the prompts to post your part-time or full-time job opportunities and fill out the information and job description in the “Employment Opportunity Form.”

When selecting your “Application Management” option, you are identifying how you will manage the receipt of incoming applications:

- » Magnet – Receive applications within the Work in Manitoba job portal (recommended)
- » My Applicant Tracking System (ATS) – Receive applications via your organization’s ATS
- » My Email System – Receive applications both in your email inbox and within the Work in Manitoba job portal

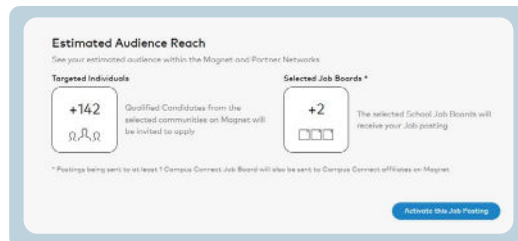
Once the form is complete, click Next. You will then have an opportunity to add more details about the requirements of your job posting.



## Step five (cont'd)

Your job posting is almost ready. Carefully verify your inputs to ensure all information is correct. Before you activate a job opportunity, you must also select to which job boards it will be posted:

- » **Work in Manitoba** – domestic job seekers, legally entitled to work in Canada.
- » **Magnet Network** – You should consider expanding to the broader Magnet network to be sure your job opportunity is matched to job seekers from other communities in Magnet.

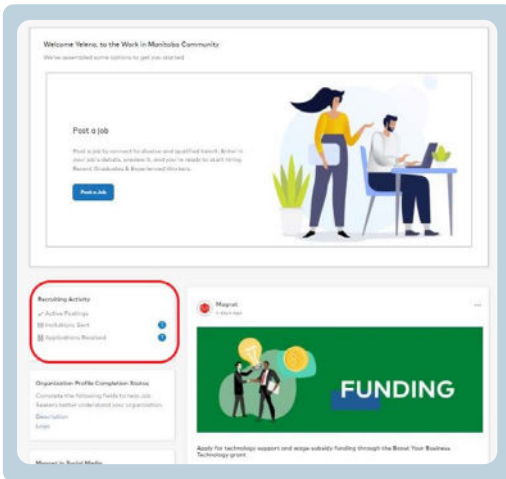


Once all details are filled in, click **Next** to promote your opportunity to Selected Job Boards. Click **Activate this Job Posting** to post the position.

[Get Started Here](#)

# Professional & skilled workers

## How to post a job on the Work in Manitoba job portal



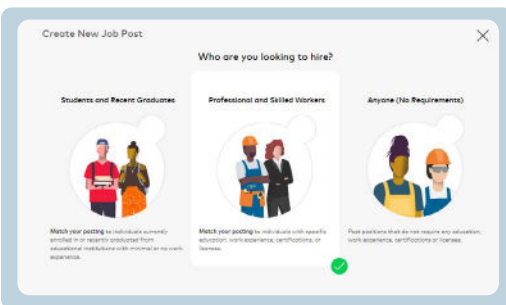
### Step one

Log in to the Work in Manitoba job portal by clicking **HERE** using the credentials you designated when you created your Employer Account.

### Step two

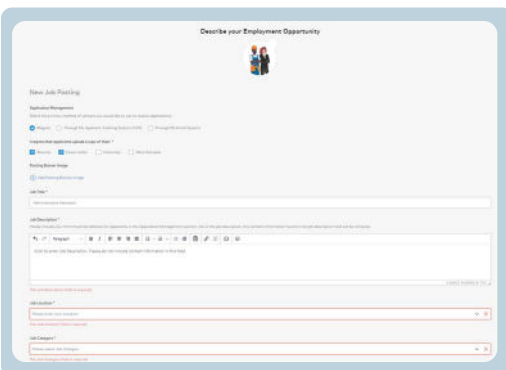
Each time you log in to your Employer Account you will see the Work in Manitoba Community dashboard with **Post a job** functionality, as well as information about your Recruiting Activity.

In the Recruiting Activity section, you will see your number of **Active Postings**, **Invitations Sent** to eligible job seekers, and **Applications Received**.



### Step three

When you're ready to post a job, click **Post a Job** and select the **Professionals and Skilled Workers** category.



### Step four

Follow the prompts to fill out the information and job description in the "Employment Opportunity Form."

When selecting your "Application Management" option, you are identifying how you will manage the receipt of incoming applications:

- » Magnet – Receive applications within the Work in Manitoba job portal (recommended)
- » My Applicant Tracking System (ATS) – Receive applications via your organization's ATS
- » My Email System – Receive applications both in your email inbox and within the Work in Manitoba job portal

*Note: If you select to receive applications in your ATS, you will not be able to see resumés within the Work in Manitoba job portal. You will only see the names of job seekers who applied for the job opportunities in your Employer Account. This is why we recommend you select "Magnet" and utilize the features offered within the portal to manage your talent pipelines.*



## Step four (cont'd)

**Work Eligibility:** This is important matching criteria. If you are looking to hire Domestic job seekers only, then select **Canada** and mark this parameter as required. If you are open to hiring international job seekers, you can indicate the specific country you are looking to hire from or leave this field blank.

Once the form is complete, click **Next**. You will then have an opportunity to add more details about the requirements of your job posting. You can include any education, work experience, and certification or licensing requirements.

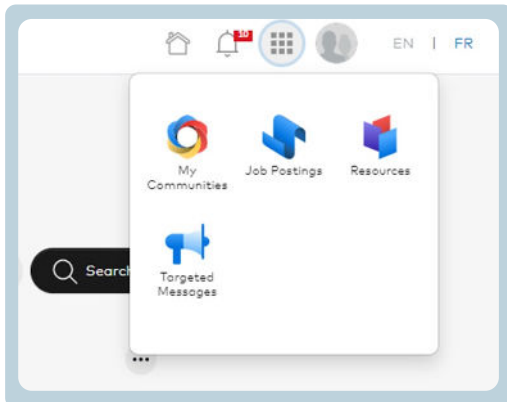
Describe the required experience, skills, education and licensing required for the role. You can select multiple fields of experience and skills. Once complete, click "Continue". As you select required experiences in the first drop-down, you will see that relevant job duties will populate the second drop-down.

Your job posting is almost ready. Carefully verify your inputs to ensure all information is correct. Before you activate a job opportunity, you must also select to which job boards it will be posted:

- » **Work in Manitoba** – domestic job seekers, legally entitled to work in Canada.
- » **Work in Manitoba International** – This is the only job board available through the platform to international job seekers. If you're looking to attract and hire international job seekers, be sure to select this option as shown in the screenshot below. If you are not looking to hire international job seekers, do not select this job board.
- » **Magnet Network** – You should consider expanding to the broader Magnet network to be sure your job opportunity is matched to job seekers from other communities in Magnet.

## Step five

No matter the type of posting you've created, you can check the number in the box beneath **Estimated Audience Reach – Targeted Individuals**. This is the number of job seekers who match the criteria indicated in your job description. These job seekers will each receive an invitation to apply for your job opportunity. You will only receive resumés from those who have opted to apply for your posting.



## Step six

To review your posting's applicants, select **Job Postings** from the button highlighted in blue below, located in the top right hand corner of the Work in Manitoba job portal.

Select **Job Posting** with applicants.

Click **View Applicants** to review submitted resumés.

Job Title	Job ID	Post Status	Posting Type	Author	Posted Date	Applicants	Job Status
MARKETING MANAGER	4470243	Expired	Non-union		December 16, 2022	1	🔗
MARKETING MANAGER	4470242	Expired	Non-union		December 16, 2022	0	🔗
MARKETING MANAGER	4470241	Expired	Non-union		December 16, 2022	0	🔗
MARKETING DEVELOPMENT OFFICER	4470240	Expired	Non-union		December 16, 2022	0	🔗



## Step seven

Using the drop-down menu under **Actions**, mark applicant as per your progression. Options include “Sent to Hiring Manager”, “Hired”, “Under Consideration” and much more.

Once the form is complete, click **Continue**.

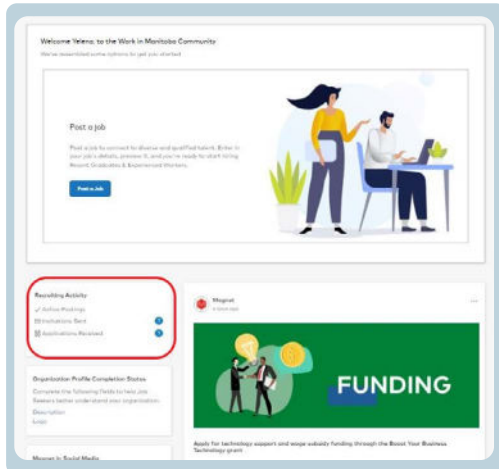
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- » **Work in Manitoba** – domestic job seekers, legally entitled to work in Canada.
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- » **Magnet Network** – You should consider expanding to the broader Magnet network to be sure your job opportunity is matched to job seekers from other communities in Magnet. The Work in Manitoba job portal is powered by Magnet, a pan-Canadian platform developed out of the Toronto Metropolitan University (formally Ryerson University) with funding support from the Government of Canada.

[Get Started Here](#)

# Anyone (no requirements)

## How to post a job on the Work in Manitoba job portal



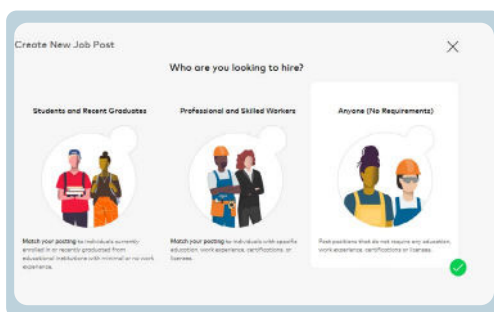
### Step one

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### Step two

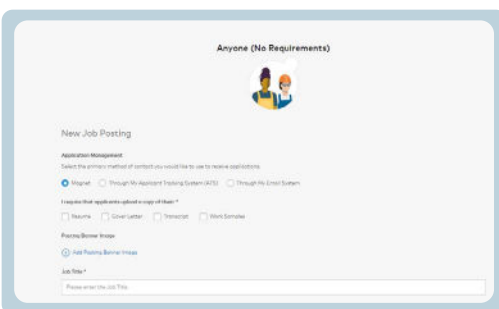
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In the Recruiting Activity section, you will see your number of **Active Postings**, **Invitations Sent** to eligible job seekers, and **Applications Received**.



### Step three

When you're ready to post a job, click **Post a Job** and select the **Anyone (No Requirements)** category. Select this category if your role does not require any specific level of education, work experience, certification of licenses.



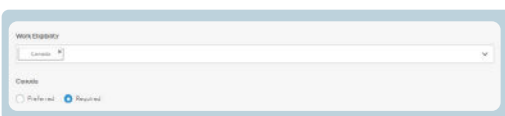
### Step four

Follow the prompts accordingly to fill out the information and job description in the "Employment Opportunity Form."

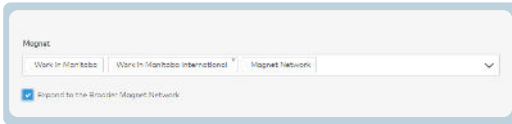
When selecting your "Application Management" option, you are identifying how you will manage the receipt of incoming applications:

- » Magnet – you will receive applications within the Work in Manitoba job portal (recommended)
- » My Applicant Tracking System (ATS)\* – you will receive applications via your organization's applicant tracking system (ATS)
- » My Email System – you will receive applications both in your email inbox and within the Work in Manitoba job portal

**Work Eligibility:** This is important matching criteria. If you are looking to hire Domestic job seekers only, then select Canada and mark this parameter as required. If you are open to hiring international job seekers, you can indicate the specific country you are looking to hire from or leave this field blank.



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Magnet  
Work in Manitoba | Work in Manitoba International | Magnet Network  
 Expend to the Broader Magnet Network

Your job posting is almost ready. Carefully verify your inputs to ensure all information is correct. Before you activate a job opportunity, you must also select to which job boards it will be posted:

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- » **Magnet Network** – You should consider expanding to the broader Magnet network to be sure your job opportunity is matched to job seekers from other communities in Magnet.

## Step five

Click **Activate** to post your job vacancy.

[Get Started Here](#)

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Congratulations! You are now ready to post a job!