

# Job Bank for Employers

## A fast and effective way to advertise your job openings

- A free bilingual service that can help you find the right people with the right skills to meet your needs
- Provides a secure Internet site to advertise your job across Canada
- Over 100,000 job seekers visit the site every day

### How does the Job Bank work?

The Job Bank uses occupation-specific checklists to construct effective job ads. Your vacancy will be displayed after an initial validation process.

Before being posted on the Job Bank Internet site, all advertisements are:

- Reviewed to confirm that they meet Job Bank standards.
- Translated so they are available in both English and French.

You can also use the Labour Market Information tool to get information on wage rates and outlook at link: <https://www.jobbank.gc.ca/explorecareers.do>

The Job Bank has employer resources on human resources management; labour market information; links for programs and services; and the National Occupational Classification (NOC) 2021.

### Who can use this service?

Any employer can use the service as long as the job being advertised falls within the standards of acceptability.

The website has been designed to make information accessible to all users, including persons with disabilities who use adaptive technologies.

### Job Match

By creating an account, this tool allows you to have your job opening matched with job seekers.

- Job seekers create their job profiles (anonymous) using the same occupational checklists that you use to advertise your job openings
- Get a list of individuals whose profiles indicate that they have the skills you asked for in your job posting and invite them to apply. This will include information about their skills and experience and a method to contact them.
- Receive Employer Job Match Activity Reports that show you the number of anonymous profiles you viewed, invitations sent, and job seeker activity for their posting. This report also shows local wage information for the posting, which you can use to assess competitiveness in the market.

## **Want to know more?**

Visit [www.jobbank.gc.ca](http://www.jobbank.gc.ca) or contact your local Manitoba Jobs and Skills Development Centre to find out more.

To find the Centre nearest you:

- Call 945-0575 (in Winnipeg) or toll-free 1-866-332-5077
- Or visit Training and Employment Services online at <https://www.gov.mb.ca/wd/ites/index.html>