NEW YORK STATE JOB BANK

A Resource for Businesses

WHAT IS THE NEW YORK STATE JOB BANK?

The New York State Job Bank is the Labor Department's main source for job postings and job seeker resumes. It includes over 130,000 job listings that cover a wide array of industries.

WHY SHOULD I POST MY JOB?

Posting your openings with the NYS Job Bank offers you these benefits:

- Increased interest in your openings
- Improved "fit" of potential hires
- Ability to search the resumes of thousands of job seekers

HOW DO I POST A JOB?

Here are your options to post your jobs with the New York State Job Bank:

INDEXING

This free feature allows jobs posted on your corporate website to upload to the NYS Job Bank automatically, every day. Simply add, change or close job postings on your own site – and the information updates on the Job Bank each night. To sign up, just complete an indexing request on the NYS Job Bank website at **myjobs.ny.gov**.

SELF-POSTING

You create an account on the NYS Job Bank and post your own job orders. This free service allows you to manage your job orders throughout the recruitment process. Register now at **myjobs.ny.gov**.

STAFF-ASSISTED POSTING

E-mail, fax or call in your orders to the Labor Department and staff will post the information for you.

If you have any problems posting your job orders, or are in need of additional assistance, please e-mail the Labor Department at **nysjobbank@labor.ny.gov** or call **1-888-4-NYSDOL**.

JOBS EXPRESS

We also offer a new tool, Jobs Express – **jobs.ny.gov** – that sorts the thousands of jobs listed on the NYS Job Bank by region. This is especially helpful to businesses with multiple locations, and can expand your reach into other job markets.

SKILLS MATCHING AND REFERRAL TECHNOLOGY — NY TALENT

NY Talent is a tool that helps businesses find the most qualified candidates for their job openings. It offers a job order tool and the ability to search resumes. The System uses artificial intelligence technology to analyze job orders and resumes using skills matching, rather than keyword matching.

CONTACTS

Our Business Services staff can answer your questions about these tools, and help with all your recruitment needs. To reach a member of our staff, or find an office near you, visit our website at **www.labor.ny.gov** or call **1-888-469-7365**.

The New York State Department of Labor is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.