



WORC

WORKFORCE OPPORTUNITIES & RESIDENCY CAYMAN
CAYMAN ISLANDS GOVERNMENT

JobsCayman

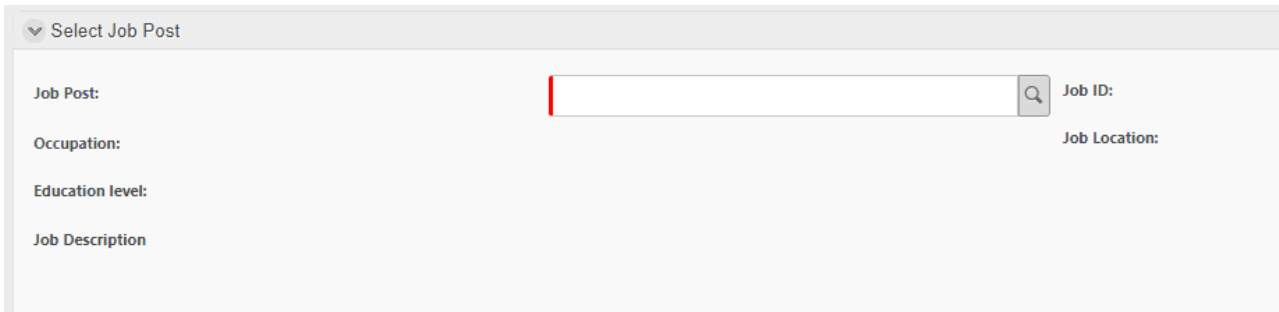
User Guide

Employer – High level Search and Invitation for Potential Candidates



Employer – High level Search and Invitation for Potential Candidates

In the Select Job Post section, click the magnifying glass to open the search screen.



▼ Select Job Post

Job Post: Job ID:

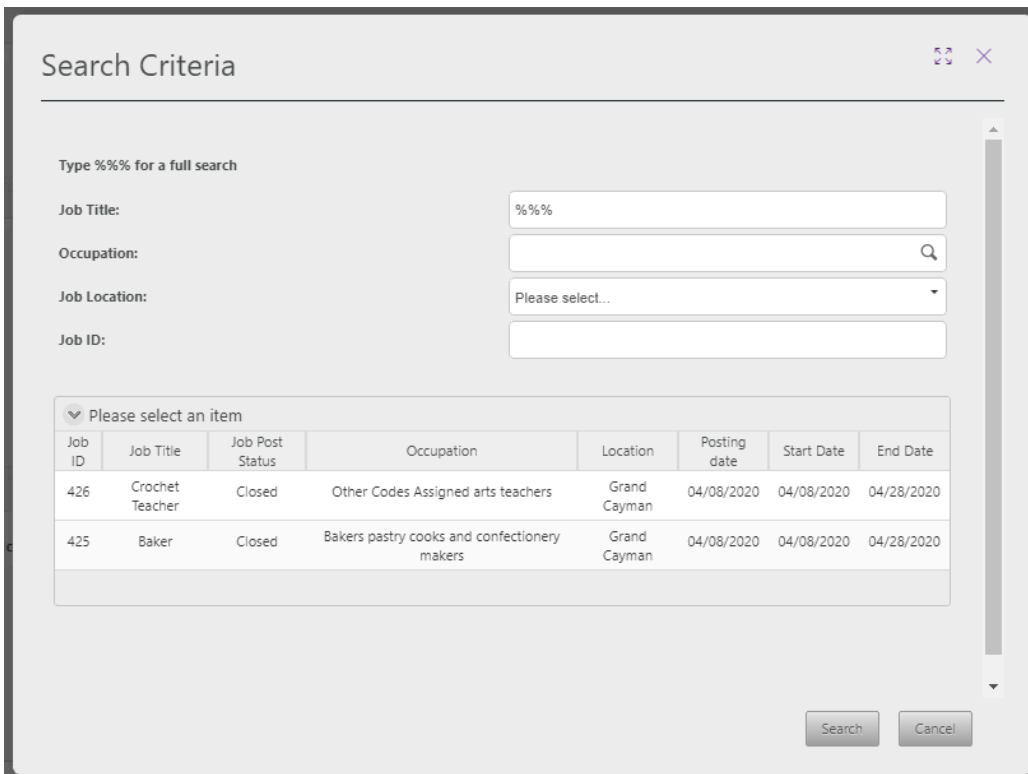
Occupation: Job Location:

Education level:

Job Description:

As on the previous search box you can use %%% to return all available jobs. If you know the job title, occupation, job location or Job id, you can enter that information and then click the search button.

To select a job, click on the row of the job you wish to search for candidates.



Search Criteria

Type %%% for a full search

Job Title:

Occupation:

Job Location:

Job ID:

▼ Please select an item

Job ID	Job Title	Job Post Status	Occupation	Location	Posting date	Start Date	End Date
426	Crochet Teacher	Closed	Other Codes Assigned arts teachers	Grand Cayman	04/08/2020	04/08/2020	04/28/2020
425	Baker	Closed	Bakers pastry cooks and confectionery makers	Grand Cayman	04/08/2020	04/08/2020	04/28/2020

This will populate the screen with the information about that job.

▼ Select Job Post

Job Post:	<input type="text" value="Baker"/>	Job ID:	425
Occupation:	Bakers pastry cooks and confectionery makers	Job Location:	Grand Cayman
Education level:	Associate Degree		

Job Description

May indulgence difficulty ham can put especially, Bringing remember for supplied her why was confined. Middleton principle did she procuring extensive believing add. Weather adapted prepare oh is calling. These wrong of he which there smile to my front. He fruit oh enjoy it of whose table. Cultivated occasional old her unpleasing unpleasant. At as do be against pasture covered viewing started. Enjoyed me settled mr respect no spirits civility.

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Made last it seen went no just when of by. Occasional entreaties comparison me difficulty so themselves. At brother inquiry of offices without do

Scroll down to the search for candidates' section to begin searching for potential candidates

▼ Search for candidates

Search criteria: Select the desired criteria and press Query to continue

If you don't select any Immigration status, all of them will be showed

<input checked="" type="checkbox"/> Occupation	Immigration status:	<input type="text" value="Please select..."/>
<input type="checkbox"/> Equal Education level		
<input type="checkbox"/> Equal or higher Education level		

▼ Matched candidates

No records

You can select one or more options from the desired criteria section. These include:

Occupation – this will look for job seekers that have chosen the same occupation as selected for the job post you are matching for. This option is chosen by default and cannot be unselected.

Equal Education Level – this will look for job seekers that have the same education level required in the job post you are matching for.

Equal Education Level – this will look for job seekers that have the same or higher education level required in the job post you are matching for.

Immigration status – this will look for job seekers of the immigration status you choose. If you are not limiting this to a single status, do not choose this option. The results will indicate the status of each potential applicant.

Once you have selected your search criteria click the query button. The results in the image below indicate that there are at least 3 job seekers in the system that match the criteria that was selected. Now you can determine which of these you would like to invite to review and apply for your job post. You can click the invite checkbox for individual candidates or you can select all of them or unselect all of them by using the buttons under the query results.

Search for candidates

Search criteria: Select the desired criteria and press Query to continue

If you don't select any Immigration status, all of them will be showed

Occupation

Equal Education level

Equal or higher Education level

Immigration status:

Matched candidates

Occupation	Years of Experience	Immigration Status	Location	Education Level	Invite
Bakers pastry cooks and confectionery makers	3-4 years	Caymanian	George Town	Associate Degree	<input type="checkbox"/>
Bakers pastry cooks and confectionery makers	5-6 years	Caymanian	West Bay	N/A	<input type="checkbox"/>
Bakers pastry cooks and confectionery makers	1-2 years	Married to Caymanian	George Town	N/A	<input type="checkbox"/>

Once you have selected your candidates, click the submit button.

This will send an email invitation to the job seekers that were selecting, inviting them to review your job and apply if they feel that they are a good match for the position.

You will see the message shown below. Click the ok button to complete this process or cancel to return and make changes prior to submitting again.

