



WORC

WORKFORCE OPPORTUNITIES & RESIDENCY CAYMAN
CAYMAN ISLANDS GOVERNMENT

JobsCayman

How to Clone/Copy a Job Post

A QUICK GUIDE TO USING THE UPDATED ONLINE PORTAL





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JobsCayman

How to Clone or Copy a Job Post

1. Log into the JobsCayman Portal.

Welcome!

JobsCayman is the online portal where employers and job seekers meet for success. Job seekers can register to view and apply for available jobs or request assistance in finding employment. Employers can post job advertisements and review applicant details.

Here, you can also receive Customer Care support by speaking with us through our Live Chat service, searching for answers in our knowledge base, or submit a question using the fillable form. WORC is here to provide support throughout every step of the journey.



Login to JobsCayman

Username

Don't have a username [Click Here](#)

Password

Forgot my password [Click Here](#)

Login

2. Click on the 'Employers' tab.



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Inbox Person Profile ▾ Employers ▾ Job Seekers ▾ Help ▾





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3. Click on 'Job Post Management' tab.



4. All Job Post appear.

Job Post Management

This Overview page provides a list of all tasks entered in the system and its status including when the task was created. This page allows the viewer an easy way to see what activity is taking place in their account.

Case Number Parent Case Status Employer

Tasks

Amount to pay

Show entries

Select Jobs	Case Number	Job Title	Status	Posting Date	Expiration Date	Employer
<input type="checkbox"/>	JPR335	Test Job	Requires Revision	21-Dec-2020	04-Jan-2021	Genshin Impact
<input type="checkbox"/>	JPR333	Aventurero	Reviewing	21-Dec-2020	04-Jan-2021	Genshin Impact
<input type="checkbox"/>	JPR332	Manager_01	Reviewing	18-Dec-2020	01-Jan-2021	Test Employer
<input type="checkbox"/>	JPR330	Job Title x8	Requires Revision	18-Dec-2020	01-Jan-2021	Test Employer
<input type="checkbox"/>	JPR329	Job Title x6	Reviewing	18-Dec-2020	01-Jan-2021	Test Employer
<input type="checkbox"/>		Job Title x4	New	18-Dec-2020	01-Jan-2021	Test Employer
<input type="checkbox"/>		Job Title x3	New	18-Dec-2020	01-Jan-2021	Test Employer
<input type="checkbox"/>		Job Title	New	18-Dec-2020	01-Jan-2021	Test Employer
<input type="checkbox"/>		Job Title x2	New	18-Dec-2020	01-Jan-2021	Test Employer
<input type="checkbox"/>	JPR328	Manager_tst	Reviewing	18-Dec-2020	01-Jan-2021	Test Employer



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How to Clone or Copy a Job Post

5. Select Job Post you want to Clone.

Job Post Management

This Overview page provides a list of all tasks entered in the system and its status including when the task was created. This page allows the viewer an easy way to see what activity is taking place in their account.

Case Number: Parent Case: Status: Employer:

Tasks:

Amount to pay:

Show entries

Select Jobs	Case Number	Job Title	Status	Posting Date	Expiration Date	Employer
<input checked="" type="checkbox"/>	JPR218	Test manager	Approved	26-Nov-2020	30-Nov-2020	Test Employer
<input type="checkbox"/>		Job Title n2	New	25-Nov-2020	26-Nov-2020	Test Employer
<input type="checkbox"/>		Job Title	New	25-Nov-2020	26-Nov-2020	Test Employer



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How to Clone or Copy a Job Post

6. Then hit 'Clone' or 'Copy.'

Job Post

Employers are asked to complete this section to post a new job. Here you will state the necessary job requirements such as salary, job description, required and preferred education, years of experience needed among other things.

Select Employer

Test Employer

Job Post ID:

Job Post Status:

Reviewal

Job Information

Requirements

Salary

Job Title:

Test manager

Job Location:

Please select

Posting Date:

26-Nov-2020

Start Date:

29-Dec-2020

End Date:

12-Jan-2021

Occupation:

1112 - Senior Government O:

Occupation Codes List: ISCO

Occupation codes

Work Type:

Full Time

Number of Positions

1

Description of Job:

Test

Does this job has an exemption:

Yes

No

7. If copying a Job Posts, make the necessary adjustments



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How to Clone or Copy a Job Post

8. When finished, hit 'Send'

Job Post

Employers are asked to complete this section to post a new job. Here you will state the necessary job requirements such as salary, job description, required and preferred education, years of experience needed among other things.

Select Employer

Test Employer

Job Post ID:

Job Post Status:

Reviewal

Job Information

Requirements

Salary

Frequency Payment:

Per Week

Hours Per Week:

72

Salary Currency:

Us Dollar

Minimum Salary:

405

Maximum Salary:

2000

Name of Form:

TestForm

External Link:

dsad

Form Added:

Choose File No file chosen

Comments:

dsadasd

Send