



WORC

WORKFORCE OPPORTUNITIES & RESIDENCY CAYMAN
CAYMAN ISLANDS GOVERNMENT

To Submit a Job Post

A QUICK GUIDE TO USING THE UPDATED ONLINE PORTAL



Submit 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

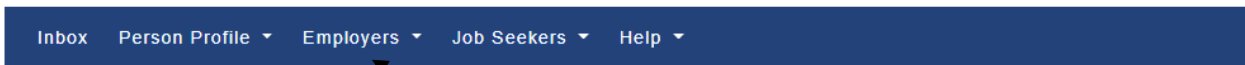
Username

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

Password

Forgot my password [Click Here](#)

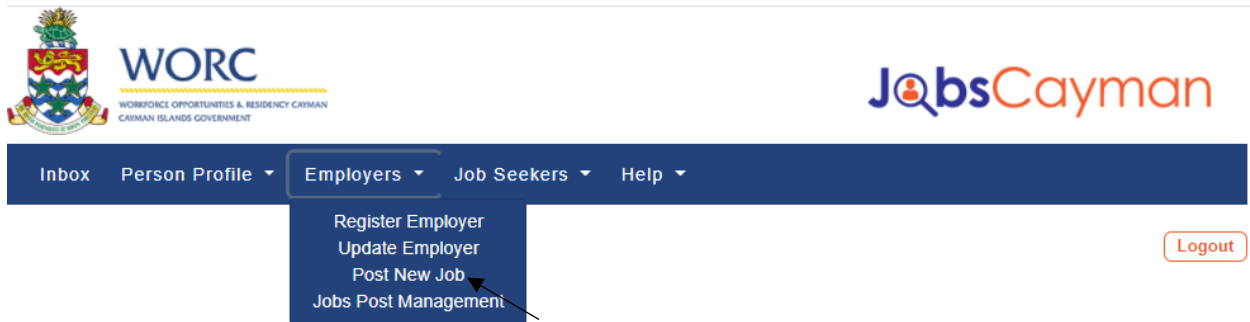
2. Click on the 'Employers' tab.





Submit Job Post

3. Click on 'Post New Job' button.





Submit Job Post

4. Select the Company you would like to use.

Post New Job

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

Please select

Job Information
 Requirements
 Salary

Job Title: **Job Location:** **Posting Date:** **Start Date:**
 Required Field Please select 29-Dec-2020 29-Dec-2020

End Date: **Occupation:** **Occupation Codes List: ISCO** **Work Type:**
 12-Jan-2021 Please select Occupation codes Please select

Number of Positions

Required Field

Description of Job:

Required Field

Does this job has an exemption:

Yes
 No

Required Field



Submit Job Post

5. Fill out the 'Job Information' tab.

Post New Job

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

Please select

Job Information Requirements Salary

Job Title:

Required Field

Job Location:

Please select

Posting Date:

Start Date:

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Occupation:

Please select

Occupation Codes List: ISCO

Occupation codes

Work Type:

Please select

Number of Positions

Required Field

Description of Job:

Required Field

Does this job has an exemption:

Yes

No

Required Field



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6. Fill out the 'Requirements' tab.

Job Information **Requirements** Salary

Years of experience:
 ▼
 Please select

Qualifications:

Required Education:
 ▼

Focus of study:

Preferred education:

Designations / Certifications

Specializations

Required Documents:

- Application Form
- Cover Letter
- Health / Physical
- Police Clearance
- Proof Of Valid Drivers Licence



Submit Job Post

7. Fill out the 'Salary' tab.

Job Information Requirements **Salary**

Frequency Payment: <input type="text" value=""/> <small>Please select</small>	Hours Per Week: <input type="text" value=""/> <small>Required Field</small>	Salary Currency: <input type="text" value=""/> <small>Please select</small>	Minimum Salary: <input type="text" value="0"/>
Maximum Salary: <input type="text" value=""/>	Name of Form: <input type="text" value=""/>	External Link: <input type="text" value=""/>	Form Added: <input type="button" value="Choose File"/> No file chosen

Comments:

8. When finished, hit 'Send'.

Job Information Requirements **Salary**

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Comments:

**Please note that it takes 1 to 3 business days to review.*