



WORC

WORKFORCE OPPORTUNITIES & RESIDENCY CAYMAN
CAYMAN ISLANDS GOVERNMENT

JobsCayman

To Submit a Job Post

A QUICK GUIDE TO USING THE UPDATED ONLINE 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 Mobile App. VISIT us here to get our support throughout every step of the process.



Login to JobsCayman

Username

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

Password

Forgot my password? [Click Here](#)

Login

Submit Job Post

1. Log into the JobsCayman Portal.

Welcome!

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Forgot my password [Click Here](#)

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2. Click on the 'Employers' tab.



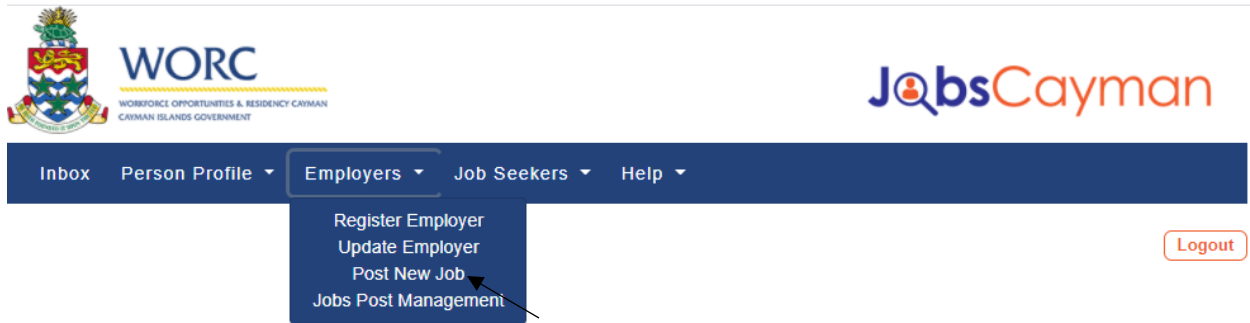
JobsCayman

Inbox Person Profile ▾ Employers ▾ Job Seekers ▾ Help ▾



Submit Job Post

- Click on 'Post New Job' button.



- 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:

Required Field

Job Location:

Please select

Posting Date:

Start Date:

End Date:

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

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: <input type="text"/> Required Field	Job Location: <input type="text" value=""/> Please select	Posting Date: <input type="text" value="29-Dec-2020"/>	Start Date: <input type="text" value="29-Dec-2020"/>
End Date: <input type="text" value="12-Jan-2021"/>	Occupation: <input type="text" value=""/> Please select	Occupation Codes List: ISCO Occupation codes	Work Type: <input type="text" value=""/> Please select
Number of Positions <input type="text"/> Required Field	Description of Job: <input type="text"/> Required Field		
Does this job has an exemption: <input type="radio"/> Yes <input type="radio"/> No Required Field			

Submit Job Post

6. Fill out the 'Requirements' tab.

Job Information **Requirements** Salary

Years of experience:

Please select

Qualifications:

Required Field

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'.

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

Job Information Requirements **Salary**

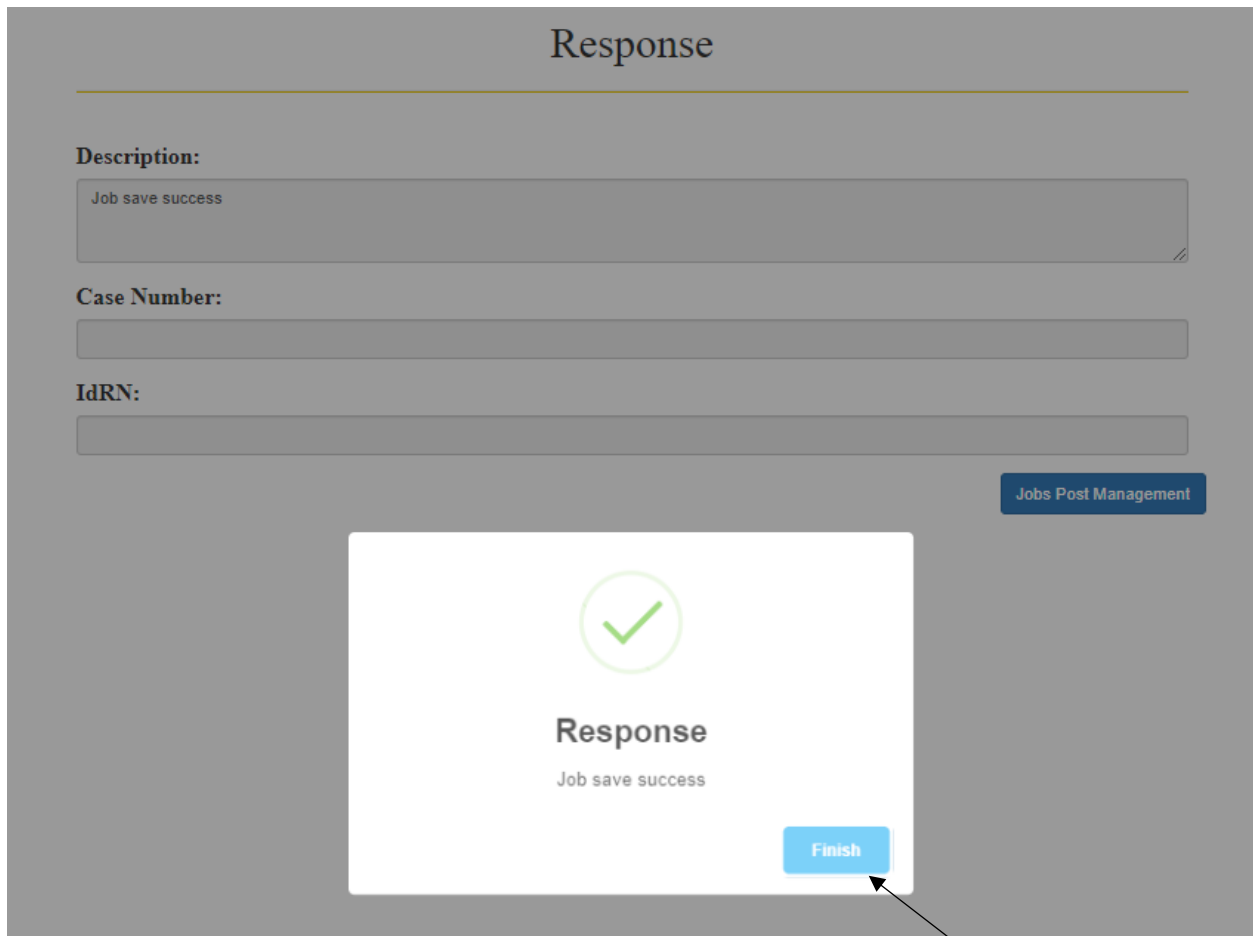
Frequency Payment: <input type="text" value="Per Hour"/>	Hours Per Week: <input type="text" value="40"/>	Salary Currency: <input type="text" value="Cayman Dollar"/>	Minimum Salary: <input type="text" value="8.00"/>
Maximum Salary: <input type="text" value="12.00"/>	Name of Form: <input type="text" value=""/>	External Link: <input type="text" value=""/>	Form Added: <input type="button" value="Choose File"/> No file chosen

Comments:

Submit Job Post

9. You should see this screen, if all information and fields have been entered correctly

Click on FINISH



The screenshot shows a web interface with a grey background. At the top center, the word "Response" is displayed in a large, dark font. Below it, there are three input fields: "Description:" containing the text "Job save success", "Case Number:", and "IdRN:". In the bottom right corner, there is a dark blue button labeled "Jobs Post Management". In the center of the screen, a white modal box is displayed. Inside the modal, there is a green checkmark icon in a circle, followed by the text "Response" and "Job save success". At the bottom right of the modal, there is a blue button labeled "Finish". An arrow points from the text "Click on FINISH" to this "Finish" button.

Click on FINISH

Submit Job Post

10. Click on 'Jobs Post Management'

Response

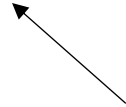
Description:

Job save success

Case Number:

IdRN:

Jobs Post Management



Submit Job Post

11. Select the check box next to the job that you want to submit

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

Id Job

Parent Case

Status

Employer

Tasks

Search

Clear Filters

Amount to pay

Show entries

Select Jobs	Id Job	Case Number	Job Title	Status
<input type="checkbox"/>			TestJob45	New

Previous

1

2

Next

Submit Job Post

12. Your screen should now display the details of the job post.

Now hit the 'submit' button

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
Enter Case Number

Id Job
Enter Id Job

Parent Case
Enter Parent Case

Status
Enter Status

Employer
Enter Employer

Tasks
Enter Task

Search **Clear Filters**

Amount to pay
0 KYD **Submit** **Copy** **Clone**

Show 10 entries

Select Jobs	Id Job	Case Number	Job Title	Status
<input checked="" type="checkbox"/>			TestJob45	New

Posting Date 26-Apr-2021

Expiration Date 10-May-2021

Employer TestingEmployer-40

Parent Case

Previous 1 2 Next

Submit Job Post

13. Now you will see this message

Click on 'OK'

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: Id Job: Parent Case: Status:

Employer: Tasks:

Amount to pay:

Show entries

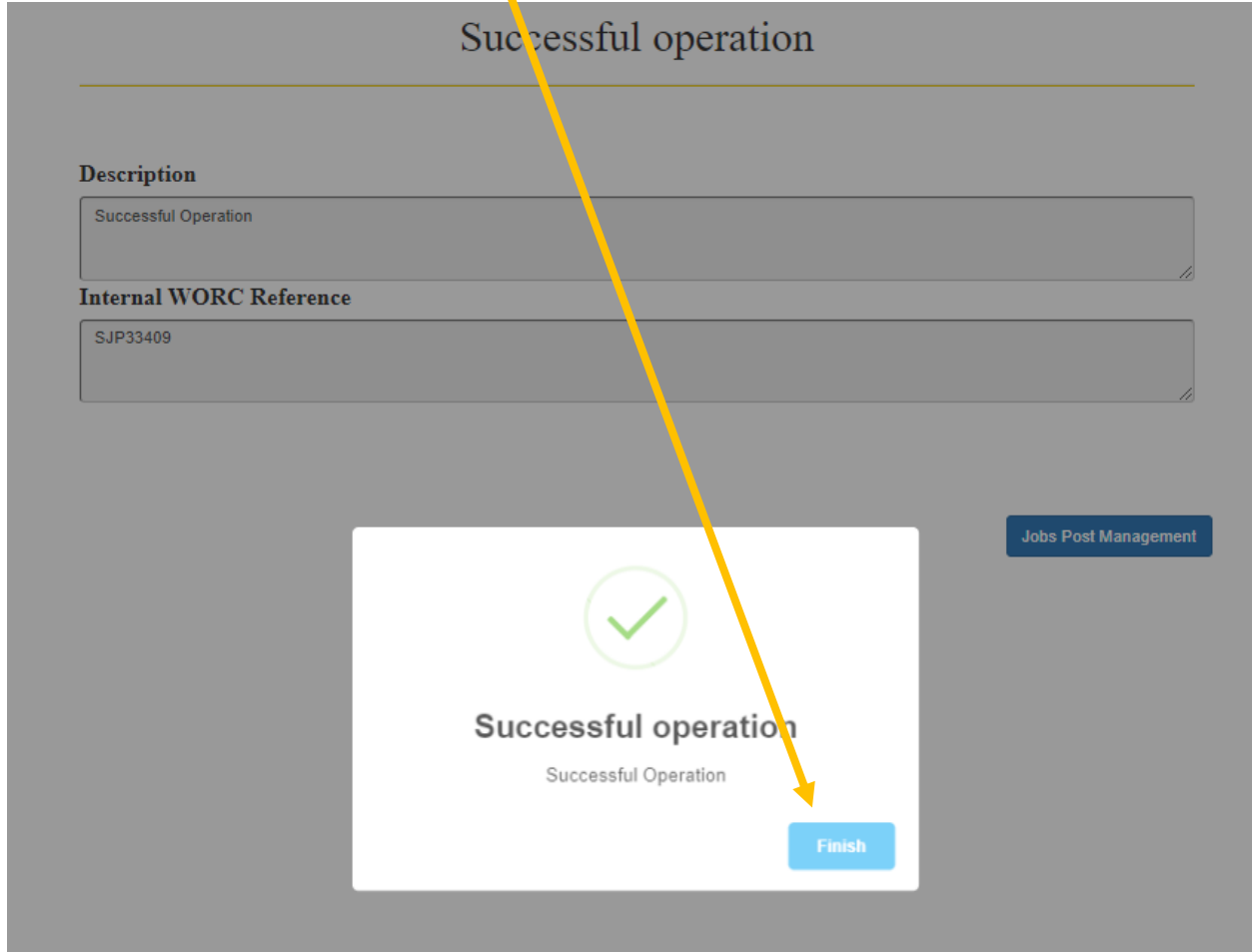
Select Jobs	Id Job	Status
<input checked="" type="checkbox"/>		New
Posting Date 26-Apr-2021		
Expiration Date 10-May-2021		
Employer TestingEmployer-40		
Parent Case		
<input type="checkbox"/>	JF	Reviewing
<input type="text"/>		<input type="text"/>


Are you sure you would like to submit for all the jobs selected?

Previous Next

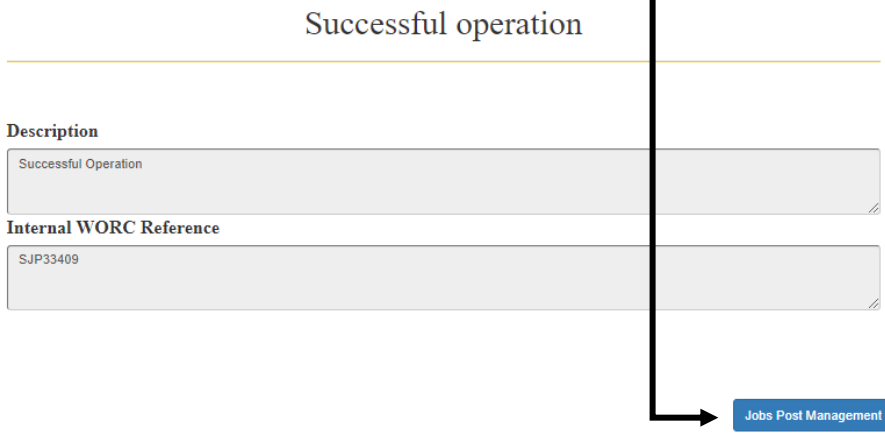
Submit Job Post

14. On the next screen, hit the 'FINISH' button



15. Now click on 'Jobs Post Management'

This is the final step!



Submit Job Post

16. You should now see that the status of your job is in Review or Approved if the job was cloned.

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 <input type="text" value="Enter Case Number"/>	Id Job <input type="text" value="Enter Id Job"/>	Parent Case <input type="text" value="Enter Parent Case"/>	Status <input type="text" value="Enter Status"/>
Employer <input type="text" value="Enter Employer"/>	Tasks <input type="text" value="Enter Task"/>	<input type="button" value="Search"/>	<input type="button" value="Clear Filters"/>
Amount to pay <input type="text" value="Amount"/>	<input type="button" value="KYD"/>	<input type="button" value="Submit"/>	<input type="button" value="Copy"/> <input type="button" value="Clone"/>

Show entries

Select Jobs	Id Job	Case Number	Job Title	Status
<input type="checkbox"/>		JPR12576	TestJob45	Reviewing

Previous 2 Next

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