



WORC

WORKFORCE OPPORTUNITIES & RESIDENCY CAYMAN
CAYMAN ISLANDS GOVERNMENT

JobsCayman

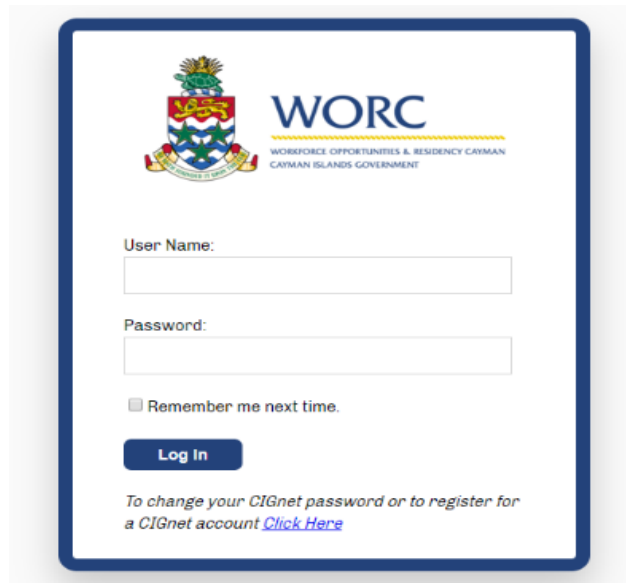
How to View a Job Post Under an Employer A QUICK GUIDE TO USING THE ONLINE PORTAL





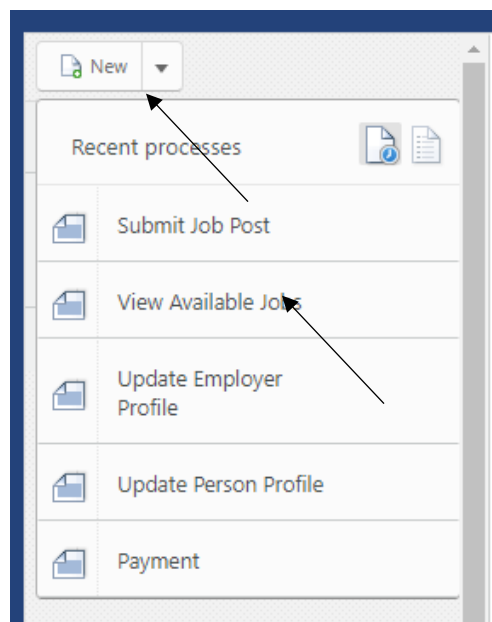
To View Jobs under Employer Profile

1. Log in to the JobsCayman Portal.



The screenshot shows the login page for the WORC portal. At the top left is the Cayman Islands Government crest. To its right is the text 'WORC' in large blue letters, followed by 'WORKFORCE OPPORTUNITIES & RESIDENCY CAYMAN' and 'CAYMAN ISLANDS GOVERNMENT' in smaller blue text. Below this is a 'User Name:' label and an empty text input field. Underneath is a 'Password:' label and another empty text input field. A checkbox labeled 'Remember me next time.' is positioned below the password field. A dark blue button with the text 'Log In' is centered below the checkbox. At the bottom of the page, there is a line of text: 'To change your CIGnet password or to register for a CIGnet account [Click Here](#)'.

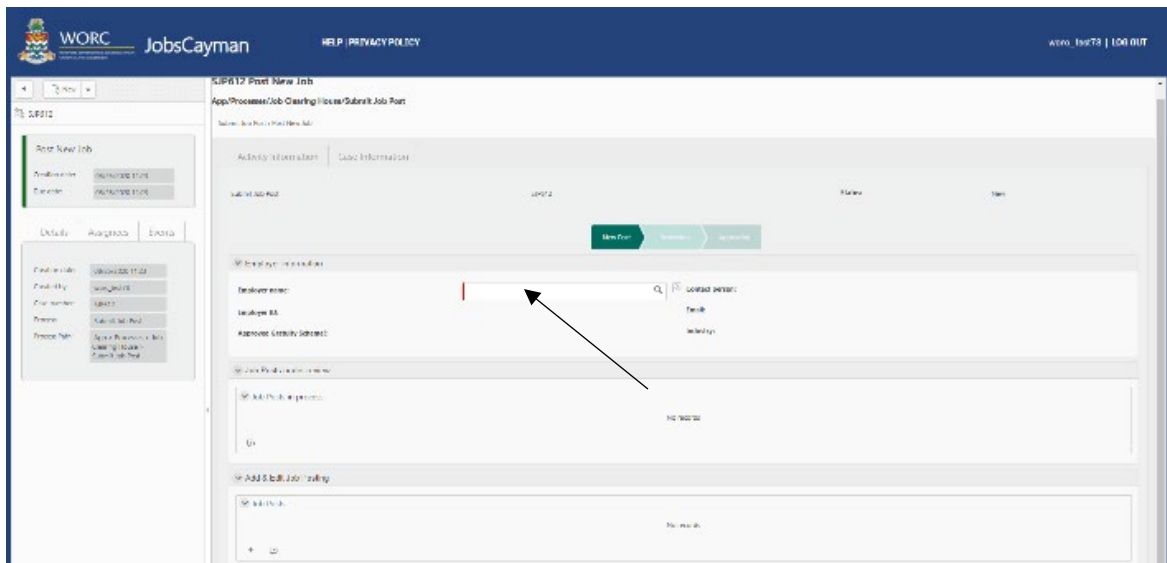
2. Select "New", then "Submit Job Post".



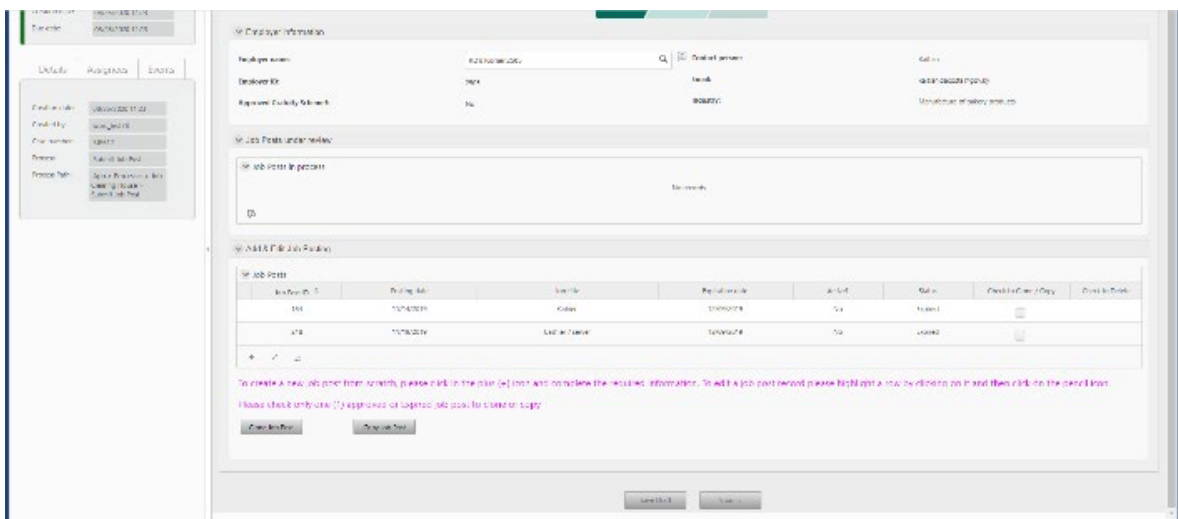


To View Jobs under Employer Profile

3. Select the Employer.



4. All jobs that were posted under that Employer will appear.





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5. Select the job post that you want to view. (It highlights in grey)

The screenshot shows the 'Employer Information' page for 'K2's Kamez 2505'. The 'Job Posts' table is as follows:

Job Post ID	Posting date	Job title	Expiration date	Active?	Status	Check to Clone / Copy	Check to Delete
184	11/14/2019	Cheer	12/06/2019	No	Expired	<input type="checkbox"/>	<input type="checkbox"/>
218	11/18/2019	Cashier / server	12/06/2019	No	Expired	<input type="checkbox"/>	<input type="checkbox"/>

The row for Job Post ID 218 is highlighted in grey. Below the table, there are buttons for 'Clone Job Post' and 'Copy Job Post'.

6. Hit the magnifying glass.

This screenshot is identical to the previous one, but a black arrow points to the magnifying glass icon in the 'Add & Edit Job Posting' section, which is used to search for a specific job post.



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7. The details of the Job Post appears.

The screenshot shows the 'Open detail form' for Job Post ID 184. The form is divided into two sections: 'Job Information' and 'Job Exemption Information'. The 'Job Information' section contains the following details:

Job Post ID:	184	Job Post Status:	Expired
Job Title:	Cahler	Job Location:	Grand Cayman
Posting date:	11/14/2019	Start date:	11/14/2019
End date:	12/09/2019	Active?:	No
Occupation:	Cashiers and ticket clerks	Number of positions:	1
Work Type:	Full time		

The 'Description of Job' section contains the text: "To take payments, greet customers and serve food & beverages when needed".

The 'Job Exemption Information' section is currently empty.

Buttons for 'Clone Job Post' and 'Copy Job Post' are visible at the bottom of the form. The background interface shows a sidebar with 'Employer information', 'Job Posts under review', 'Job Posts in process', and 'Add & Edit Job Posting'. The 'Job Posts' table in the sidebar lists Job Post IDs 184 and 218.