



The City of Alexandria
Workforce Development Center

Employer Tutorial for Posting Jobs and Searching Resumes at

www.alexandriava.gov/WorkforceDevelopment



Home Page

CITY OF Alexandria VIRGINIA

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! [Use Caution During Extreme Heat](#)
Updated 4:57 p.m. Fri, July 22

Workforce Development Center

The City of Alexandria's Workforce Development Center (WDC), offers staffing solutions that provide businesses with employees who are skilled and ready to work. As a certified One Stop Center, WDC serves a variety of skill levels from those with advanced degrees and many years of experience to those with limited education and work experience.

Page updated on Jun 7, 2016 at 4:49 PM

Click "Employers Start Here."

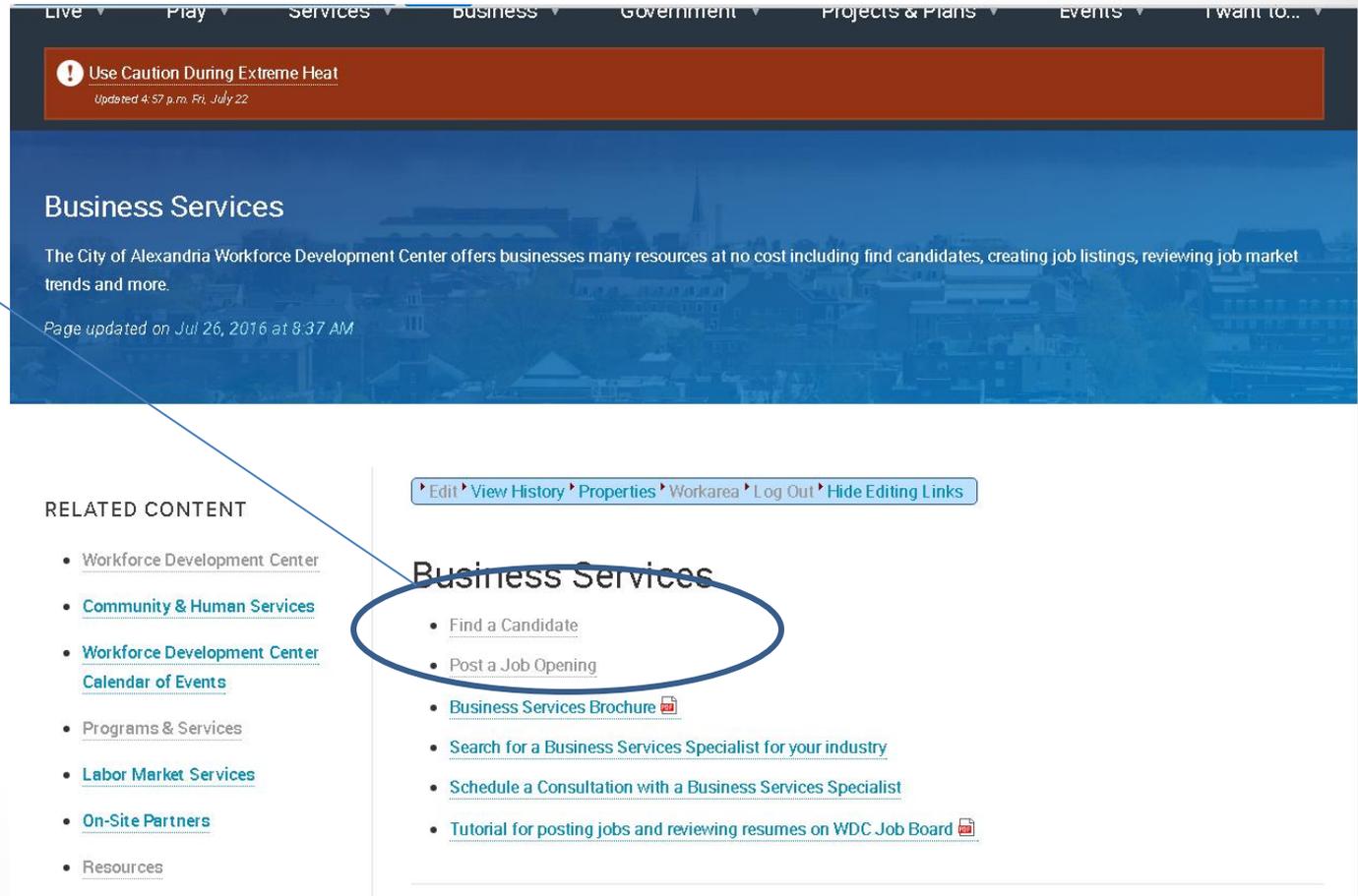
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- [Programs & Services](#)

Job Seekers Start Here
Search for a job, post your resume and research programs & services.

Businesses Start Here
Post a job, find qualified candidates, access labor market information and review business incentives

Business Services Page



Live ▾ Play ▾ Services ▾ **business** ▾ Government ▾ Projects & Plans ▾ Events ▾ I want to...

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Business Services

The City of Alexandria Workforce Development Center offers businesses many resources at no cost including find candidates, creating job listings, reviewing job market trends and more.

Page updated on Jul 26, 2016 at 8:37 AM

Edit View History Properties Workarea Log Out Hide Editing Links

RELATED CONTENT

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- Labor Market Services
- On-Site Partners
- Resources

Business Services

- Find a Candidate
- Post a Job Opening
- Business Services Brochure 
- Search for a Business Services Specialist for your industry
- Schedule a Consultation with a Business Services Specialist
- Tutorial for posting jobs and reviewing resumes on WDC Job Board 

Click "Find a Candidate or Post a Job Opening."

Job Board Home Page

The City of Alexandria
Workforce Development Center

[My Account](#) [Logout](#)

[Home](#) [Search Jobs](#) [Search Resumes](#) [Post a Job](#)

[POST A JOB](#) Job Category Keywords [SEARCH](#)
[Advanced Search](#)

Welcome

Welcome to The City of Alexandria Workforce Development Center!

Job seekers can get started by posting a resume or by browsing for opportunities that interest you. Businesses can get started by posting jobs or by browsing job seeker resumes.

Please contact Patricia.Mantilla@alexandriava.gov with any questions or comments.

** Resumes posted on this website have not been vetted for content or design and therefore cannot be endorsed by the City of Alexandria Workforce Development Center**

Employers Hiring Now

Featured Jobs

Administrative Assistant
Arlington, VA
3/24/2015

Cooks
Leesburg, AL
3/30/2015

Register

Choose "Register as an Employer."

The screenshot shows a website interface with a navigation bar at the top containing 'Home', 'Search Jobs', 'Search Resumes', and 'Post a Job'. On the left, there is a 'Browse Jobs' sidebar with a list of industry categories. The main content area is titled 'Register' and is divided into two columns: 'Job Seekers' and 'Employers'. The 'Job Seekers' column contains a button labeled 'Register as a Job Seeker'. The 'Employers' column contains a button labeled 'Register as an Employer', which is circled in blue. A blue callout box from the top left points to this button.

Home Search Jobs Search Resumes Post a Job

Browse Jobs

- Accounting
- Admin & Clerical
- Automotive
- Banking
- BioTech
- Broadcasting
- Construction
- Consultant
- Customer Service
- Education
- Engineering
- Executive

Register

Job Seekers

Register as a Job Seeker

Employers

Register as an Employer

Register as an Employer

1. Fill in Name, Email, Choose Password, Choose Source of how you found out about us, Check if you agree to the Terms of Use and enter Security Code.

2. Click Register.

The screenshot shows a web interface for registering as an employer. At the top, there is a navigation bar with links: Home, Search Jobs, Search Resumes, Post a Resume, and Post a Job. On the left, a 'Browse Jobs' sidebar lists various categories like Accounting, Admin & Clerical, Automotive, Banking, BioTech, Broadcasting, Construction, Consultant, Customer Service, Education, Engineering, Executive, Facilities, Finance, Government, Healthcare, and Hospitality. The main content area is titled 'Register as an Employer' and contains the following fields:

- Name:** First Name (Cindy), Last Name (Test)
- Email:** [Empty text box]
- Password:** [Masked text box]
- Re-Enter Password:** [Masked text box]
- Source:** Business Service Specialist (dropdown menu)
- Terms of Use:** I Agree to the [Terms of Use](#)
- Security Code:** j17482k8 (with a 'Reload Security Code' link and a visual security code display showing 'j17482k8'). Below the code is the instruction: 'Please enter the security code you see above.'

A blue circle highlights the 'REGISTER' button at the bottom of the form.

Email to Complete Registration

1. Click on "Click here to complete your registration."

Dear Cindy Test,

Thank you for registering on alexandriava.gov/joblink.

To complete your registration, please click on the following link:

[Click here to complete your registration.](#)

If you are unable to click on the above link, please copy and paste the following into your web browser address and press enter:

<http://wdc.alexandriava.gov/Employment/RegisterRegVal1.aspx?regvalcode=0b2099b1-5711-45a2-bbf4-c0f54c17b90b&cid=179>

2. Save this email for your records.

Dear Cindy Test,

Thank you for registering on our site alexandriava.gov/joblink

To login to our site you will need the email address and password you used to register:

Your Registration Email Address:

Your Registration Password:

Post a Job

Click on "Create New Job Posting."

The screenshot shows a web interface for a user's employment account. At the top, there is a navigation bar with links for Home, Search Jobs, Search Resumes, and Post a Job. The main content area is titled "My Employment Account" for a user named "Cindy Test". On the right side of this area, there are two buttons: "Update Profile" and "Order History". On the left side, there is a "Create New Job Posting" button, which is circled in blue. Below it is a "View All Announcements" button. In the center, there is a section titled "EMPLOYMENT" with sub-sections for "Jobs", "Favorites", and "Saved Searches". The "Jobs" sub-section shows "Active Jobs 0" and "Inactive Jobs 0". At the bottom of the page, there is a footer with links for About Us, Contact Us, FAQs, Privacy Policy, Terms of Use, Site News, and Links. Social media icons for Facebook, Twitter, and LinkedIn are also present, along with a copyright notice for JobLink.JobBoard.com.

Create Job Posting

1. Select a category.

2. Click "Next."

The screenshot shows a web form titled "Create Job Posting" with an orange navigation bar at the top containing links for "Home", "Search Jobs", "Search Resumes", and "Post a Job". The form has three tabs: "Category", "Plan", and "Job", with "Category" selected. The "Name" field contains "Test, Test" and the "Plan Status" is "New Listing". Below this is a "Select a Category" section with a "Category" label and a dropdown menu currently showing "-- Select One --". A blue circle highlights the dropdown menu. Below the dropdown is a blue "NEXT" button, also highlighted with a blue circle. A blue line connects the "NEXT" button to the first instruction box, and another blue line connects the dropdown menu to the second instruction box. At the bottom of the page is a dark footer with a list of links: "About Us", "Contact Us", "FAQs", "Privacy Policy", "Terms of Use", "Site News", and "Links".

Select a Plan

1. Select a Plan "Job Posting Pricing Plan Add Job Posting at NO COST."

2. Click "Next."

The screenshot shows a web interface for creating a job posting. At the top, there is a navigation bar with links for Home, Search Jobs, Search Resumes, and Post a Job. Below this is the 'Create Job Posting' section, which has three tabs: Category, Plan, and Job. The 'Plan' tab is currently selected. The form displays the following information:

Name	Test, Test	Plan	
Category	Accounting	Status	New Listing

Below the form, there is a section titled 'Select a Plan' with a radio button selected next to 'Job Posting Pricing Plan (\$0.00)'. Underneath this option, it says 'Add Job Posting at NO COST'. At the bottom of this section, there are two buttons: 'PREVIOUS' and 'NEXT'. The 'NEXT' button is circled in blue, indicating it should be clicked.

Complete Job Posting

1. Fill in all of the fields on the "Create Job Posting" screen.

Home Search Jobs Search Resumes Post a Job

Create Job Posting

Category Plan Job

Name Test, Test Plan Job Posting Pricing Plan
Category Banking Status New Listing

Job Details

= required field

Title
The title will appear in search results on the site.

Job Description

2. Only choose one "Job Application Method."

Job Application Method Form thru this Website Enter Email Address
patricia.mantilla@alexandriava.gov
Applicants can apply for this job on our website and applications will be sent to this email address. This email address will not be visible on the website.

External Link **OR** Enter Website Address
Applicants will be sent to the entered website address to apply for this job instead of applying for this job on our website.

3. Choose "save as draft," or if complete submit the job.

Choose File No file chosen
Choose File No file chosen
Choose File No file chosen

PREVIOUS **SAVE AS DRAFT** SUBMIT JOB

Confirmation Job Posting was Received

Click on "Return to your My Account Page" to confirm listing was approved.

Home Search Jobs Search Resumes Post a Job

Run Job Posting

Thank you for running your job posting.
[Return to your My Account Page](#)

Please note that your listing must be approved before it is visible on our web site. Once we approve your listing it will be visible to the public.

Cindy Test	Date:	11/11/2014
patricia.mantilla@alexandriava.gov	Purchase Type:	Employment Individual Listing Admin Asst
	Term:	11/11/2014 - 2/11/2015
	Price:	\$0.00
	Net Price:	FREE

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• FAQs

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Email showing Job Posting was received

Dear Cindy Test,
Thank you for running your listing:

Admin Asst
Sincerely,

The Staff at JobLink WDC
www.alexandriava.gov/joblink

Date:	11/11/2014
Purchase Type:	Employment Individual Listing Admin Asst
Term:	11/11/2014 - 2/11/2015
Price:	\$0.00
Net Price:	FREE

Confirm Job Posting Approval

The screenshot shows a user's employment account with a table of active jobs. The 'Approved' column for the job 'Admin Asst' is circled in blue, indicating the confirmation step.

Home Search Jobs Search Resumes Post a Job

My Employment Account

Cindy Test [Update Profile](#) [Order History](#)

Packages
[Buy Resume Search Subscription](#)

Create New
[Job Posting](#)
[View All Applications](#)

EMPLOYMENT

- Jobs** Packages Favorites Saved Searches

Active Jobs 1

Action	ID	Title	Approved	Start Date	End Date	Viewed	Applicants
Edit Extend Stop Delete Copy	58	Admin Asst	Yes	1/11/2014	2/11/2015	0	0

Inactive Jobs 0

- About Us
- Contact Us
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- Privacy Policy
- Terms of Use
- Site News
- Links

[f](#) [t](#) [in](#)

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“Buy” Resume Search Subscription at NO COST

Click on “Buy Resume Search Subscription.”

The screenshot displays the 'My Employment Account' page for a user named Cindy Test. The page features a navigation bar with links for Home, Search Jobs, Search Resumes, and Post a Job. On the right side, there are buttons for 'Update Profile' and 'Order History'. The main content area is divided into 'Packages' and 'EMPLOYMENT' sections. In the 'Packages' section, the 'Buy Resume Search Subscription' button is highlighted with a blue circle. Below it are buttons for 'Create New Job Posting' and 'View All Applications'. The 'EMPLOYMENT' section has tabs for 'Jobs', 'Packages', 'Favorites', and 'Saved Searches'. Under the 'Jobs' tab, there is a table for 'Active Jobs 1' with columns for Action, ID, Title, Approved, Start Date, End Date, Viewed, and Applicants. The table contains one row for a job with ID 58 and Title 'Admin Asst'. Below this is a section for 'Inactive Jobs 0'. The footer contains a list of links: About Us, Privacy Policy, Site News, Contact Us, Terms of Use, Links, and FAQs. Social media icons for Facebook, Twitter, and LinkedIn are also present, along with the copyright notice: Copyright © 2014 JobLinkJobBoard.com All Rights Reserved.

Action	ID	Title	Approved	Start Date	End Date	Viewed	Applicants
Edit Extend Stop Delete Copy	58	Admin Asst	Yes	11/11/2014	2/11/2015	0	0

Thank You for Purchasing Resume Search Subscription

Click [here](#) to search resumes now.

Home Search Jobs Search Resumes Post a Job

Purchase Resume Search Subscription

Thank you for purchasing a resume search subscription. Click [here](#) to search resumes now.

Cindy Test	Date:	11/11/2014
patricia.mantilla@alexandriava.gov	Purchase Type:	Employment SS Resume Searching Plan
	Term:	11/11/2014 - 11/11/2017
	Price:	\$0.00
	Net Price:	FREE

- About Us
- Privacy Policy
- Site News
- Contact Us
- Terms of Use
- Links
- FAQs

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Resume Search

1. Choose resume search parameters.
2. Click submit.

The screenshot shows a web interface for searching resumes. The navigation bar includes 'Home', 'Search Jobs', 'Search Resumes', and 'Post a Job'. The 'Search Resumes' section contains the following fields and options:

- Job Category: Any (dropdown)
- Keywords: [text input] ALL words must be found
- Country: Any (dropdown)
- State/Province: Any (dropdown)
- City: [text input]
- Postal Code: [text input] or Select Proximity (dropdown)
- Employment Type: Any (dropdown)
- Work Schedule: Any (dropdown)
- Currently Employed:
- Has Security Clearance:
- Minimum Years Experience: [text input]
- Salary/Wage: From [text input] To [text input]
Per Year (selected) Per Hour
- New in Last: Any Time (dropdown)

A blue circle highlights the 'SUBMIT' button at the bottom of the form.

Footer links: About Us, Privacy Policy, Site News, Contact Us, Terms of Use, Links, FAQs.

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Save Resume Search

Click on “Save This Search” or click on “New Search.”

Home Search Jobs Search Resumes Post a Job

Search Resumes

Save This Search New Search

0 Results Returned

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- Privacy Policy
- Site News
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- FAQs

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Contact Us for Questions

For questions or help on How to Post a
Job or Search Resumes contact
Patty Mantilla at
patricia.mantilla@alexandriava.gov
or call at 703.746.5940.