Employers Guide to Printing SaskJobs Order Information

1) Navigate to the SaskJobs employer tab
   https://www.saskjobs.ca/jsp/account/login/confidential/login-required.jsp

2) Enter your *username* and *password*. If you have forgotten your password, follow the *Forgot your Password link*.

3) On the line "*Show all job orders*" Click *Find* (You may need to ajust the number of posted jobs depending on how active of a user you are).

Employers

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Post A Job: Main Menu

If you are not **Roxanne Test** please log out.

Welcome Roxanne Test.

To date you have posted a total of **10** jobs on SaskJobs. Currently, you have **0** active (vacant) jobs and **10** inactive (filled, cancelled and expired) jobs.

The job posting main menu allows you to search for one of your existing job orders either by entering a job order number, or by searching based on job order status or date posted. If you wish to create a new job order click on the **"Add New Order"** button.

Search by Job Order #: [   ] Find

Show all Job Orders: [View last 25 jobs posted ▾] Find

[Add New Order]   [View Resume Bank]   [Edit Login Information]

4) Select the *position* you are wishing to use and click display. Please make note of the *Order #* as this is also required for the SINP Application.

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Post A Job: Job Listing

To view one of the job orders listed. Click on the radio button to the right of the corresponding job order (under the View heading), then click on the **Display** button. At this point you can make changes to the job order selected.

Note: A job order with a **Filled** or **Cancelled** status cannot be updated, however can be duplicated (posted with a new job order number). Job orders with a **Staledate** (Expired) status may be re-posted (same job order number but with a new order date).

		Job Orders for Roxanne Test				
Order #	**Job Title**	**Date Posted**	**Location**	**Status**	**Approval**	**View**
5748904	test	20-Jul-2020	ABBOTT	Cancelled	Approved	○
5735326	plumber test	30-Mar-2020	ABBEY	Cancelled	Approved	●
5728442	Test	03-Feb-2020	REGINA	Cancelled	Approved	○
5727861	Test	29-Jan-2020	REGINA	Cancelled	Approved	○
5701805	accountant	07-Aug-2019	ABBOTT	Cancelled	Approved	○
5701540	accountant	06-Aug-2019	ABBOTT	Cancelled	Approved	○
5684001	Dog Walker	02-May-2019	REGINA	Staledate	Approved	○
5660470	BABYSITTER	28-Dec-2018	REGINA	Cancelled	Approved	○
5660468	BABYSITTER	28-Dec-2018	REGINA	Cancelled	Approved	○
5658625	Test	13-Dec-2018	REGINA	Filled	Approved	○

[Display]

5) Scroll to the end of the disclaimer and then click I agree

Employers

Post A Job

Please review the disclaimer below.
You must scroll to the bottom before you can select "I Agree".

The failure of SaskJobs to exercise or enforce any right or provision of these Terms
of Use shall not constitute a waiver of such right
or provision. If any provision of this agreement is held invalid, the remainder of
this agreement shall continue in full force and effect.

TERMINATION

ICT may at any time terminate this agreement immediately with or without cause by
closing the SaskJobs website, removing employers' job
postings or by notice to employers. No employer shall be entitled to compensation
for such termination.

[I Agree]   [I Do Not Agree]

6) Once the Job Order Description has loaded right click, and then select *print* from the dialogue Box.

WARNING: Please do not "double-click" on the navigation buttons (i.e. Add New, Update, Duplicate, etc.). These actions could cause unexpected results with your job order.

Important: You are about to duplicate a job order. If you wish, please make any changes to the information below and then click on the Duplicate button. The duplicate function will assign a new order automatically.

✱ - indicates a required field.

Job Order Description *(Information is displayed on SaskJobs.)*	
Job Code:	7251 - MAINTENANCE AND REPAIR PLUMBER (N
Job Title:	plumber test ✱
Location:	ABBEY
Job Description:	
	(Limit of approximately 1900 characters including spaces)
Is this a summer student job?	○ Yes ● No

Right-click menu:

Back	Alt+Left Arrow
Forward	Alt+Right Arrow
Reload	Ctrl+R
Save as...	Ctrl+S
Print...	Ctrl+P
Cast...	
Create QR Code for this page	
Translate to English	
View page source	Ctrl+U
Inspect	

Application Requirements *(Optional Information about education and experience)*

Education:	
Experience:	

Application Information *(All information entered below displayed with job order.)*

How to Apply:	test please disregard [Check Spelling] ✱

7) Set the destination to Save as PDF, and then click save

8) Navigate to the location where you wish to save the document and click Save

9) If need to supply more than one SaskJobs Order Information, click on repeat steps click on *Employers* and repeat steps 4 through 8.

Employers

Home | Employers | Job Entry Form

Post A Job: Entry Form

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Important: You are about to duplicate a job order. If you wish, please make any changes to the information below and then click on the Duplicate button. The duplicate function will assign a new job order number and order date to your job order automatically.

❦ - *indicates a required field.*

10) The saved information can then be uploaded as part of completing the SINP Job Approval Form