

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*.

Employers

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SaskJobs has partnered with the
National Job Bank to serve you better
[Learn More](#)



Welcome To SaskJobs For Employers!

Do you want to post a job?
[Register to post a job?](#)

Registration will set you up with a SaskJobs account which provides direct access to post jobs or change information on your job postings. You will also have access to the resume database to search for prime candidates. There is no cost for registration and no cost to post a job.

[Register online now.](#)

Posting your own job? Please review the full [Terms of Use](#). Download our instruction sheet, [How to Post Your Job](#), and login below.

For more information and assistance on recruiting employees, please contact a [Canada-Saskatchewan Labour Market Services Office](#) near you.

SaskJobs.ca is committed to providing online services that are accessible to the widest possible audience, regardless of technology or ability.

- Si vous voulez afficher un emploi en Français, utilisez [Guichet-Emplois](#)
- To post a job using adaptive technology, please visit [Job Bank](#)
- If you are planning to apply for a Labour Market Impact Assessment (LMIA), please visit [Job Bank](#)

Username:

Password:

[New User? Click here to Register!](#)

[Forgot your password?](#)



Contact SaskJobs:

Phone: 1-833-354-6914

Email:
saskjobs@gov.sk.ca

Contact National Job Bank:

[Online Support](#)

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

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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 #:

Show all Job Orders: View last 25 jobs posted

- 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	<input type="radio"/>
5735326	plumber test	30-Mar-2020	ABBEY	Cancelled	Approved	<input checked="" type="radio"/>
5728442	Test	03-Feb-2020	REGINA	Cancelled	Approved	<input type="radio"/>
5727861	Test	29-Jan-2020	REGINA	Cancelled	Approved	<input type="radio"/>
5701805	accountant	07-Aug-2019	ABBOTT	Cancelled	Approved	<input type="radio"/>
5701540	accountant	06-Aug-2019	ABBOTT	Cancelled	Approved	<input type="radio"/>
5684001	Dog Walker	02-May-2019	REGINA	Staledate	Approved	<input type="radio"/>
5660470	BABYSITTER	28-Dec-2018	REGINA	Cancelled	Approved	<input type="radio"/>
5660468	BABYSITTER	28-Dec-2018	REGINA	Cancelled	Approved	<input type="radio"/>
5658625	Test	13-Dec-2018	REGINA	Filled	Approved	<input type="radio"/>

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

Employers

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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

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 *

- 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

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

The screenshot shows the SaskJobs.ca Employer Entry Form. The page title is "SaskJobs.ca - Employer Entry Form". The user is logged in as "rowannebress20" with the role "Employer". The page contains a navigation menu with links for "home", "search jobs", "career centre", "employers", and "contact us". The main heading is "Employers" and the sub-heading is "Post A Job: Entry Form". A warning message states: "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." An important note says: "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." The form fields include: "Job Code: 7251 - MAINTENANCE AND REPAIR PLUMBER (NON-CONSTRUCTION)", "Job Title: plumber test", "Order Date: 30-Mar-2020", "Location: ABBEY", and "Job Description". A "Save" button is visible at the bottom right of the form. To the right of the form is a print dialog box with the title "Print" and "3 pages". The "Destination" dropdown is set to "Save as PDF". The "Pages" dropdown is set to "All" and the "Layout" dropdown is set to "Landscape". A "Save" button is also visible at the bottom of the print dialog.

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

The screenshot shows a Windows File Explorer window open to the "Downloads" folder. The file "SaskJobs.ca - Employer Entry Form" is selected. The file name is "SaskJobs.ca - Employer Entry Form" and the file type is "Adobe Acrobat Document". The "Save" button is highlighted with a red circle. To the right of the file explorer is a print dialog box with the title "Print" and "3 pages". The "Destination" dropdown is set to "Save as PDF". The "Pages" dropdown is set to "All" and the "Layout" dropdown is set to "Landscape". A "Save" button is also visible at the bottom of the print dialog.

- 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