



can assist you with  
your workforce

## development needs. How?

EmployRI offers employers many online workforce development tools that can save you time.

- Create and post job orders
- Write job descriptions using universally recognized occupational skills and abilities (O\*NET)
- Conduct talent searches to match your job openings
- Access a list of eligible training providers and programs
- Personalize resources including an event calendar, appointments and messages
- Interact with potential job seekers, where registered applicants can view and apply for your job postings
- Use online videos to learn how to utilize services in EmployRI. Or call a Business Service Rep. today at 1-888-616-JOBS



**EmployRI is like having a personal recruiting assistant, finding qualified candidates for your job openings**

## Need assistance with EmployRI? Contact us, we can help!

The Business Workforce Center offers many services to employers to promote programs and support business retention and layoff aversion strategies such as WorkShare and Rapid Response. Services are customized to meet the demands of your business and can include developing job orders, coordinating recruitments/job fairs, strategies to identify qualified applicants and access to programs and tax credit information supporting new hires and incumbent workers.

Business Service Specialists act as liaisons to the business community and workforce development resources to simplify the process of doing business in Rhode Island. Employers are invited to the Walk-In Business Workforce Center weekdays from 8 am to 4 pm in the Pastore Complex, 1511 Pontiac Avenue, Cranston. The center is accessible via the main entrance of the Department of Labor and Training. Business Service Specialists will also visit you on site at your location.

For more information or to schedule a visit, please call the Business Workforce Center at our toll-free line 1-888-616-JOBS or email us at [dlt.esu@dlt.ri.gov](mailto:dlt.esu@dlt.ri.gov).



[www.employri.org](http://www.employri.org)

**DLT always welcomes comments and suggestions on improving EmployRI.**

Please email us at [dlt.esu@dlt.ri.gov](mailto:dlt.esu@dlt.ri.gov)



**RI Department of Labor and Training**  
1511 Pontiac Ave., Cranston, RI 02920

DLT is an equal opportunity employer/program. Auxiliary aids and services are available on request to individuals with disabilities.

TTY via RI Relay 711

12/15 MDF

RI Department of Labor and Training



## for Employers



**your personal online  
Workforce Development Assistant**

- create, post and submit job orders
- find talented candidates for job openings
- research labor market trends
- locate training programs for your staff

## How and Why to Register in EmployRI

EmployRI has many features for employers who are registered users. Certain functionality, including posting job orders and searching résumés, are only available to employers who log into EmployRI.

**Registering in EmployRI is easy and confidential.**

The information you enter in EmployRI is held strictly confidential. We do NOT sell or share it with anyone, nor will we contact you or send you data you don't request.

### To register in EmployRI:

1. Click **Not Registered** on EmployRI homepage
2. Choose **Employer** under option 2.
2. Fill out the information - required information is indicated by an \* asteric - then click **Save**.

You'll be brought into the main **Employer Dashboard**. Our team of Business Representatives will verify your company within three business days and then you'll have full access to EmployRI.

## Services on the Employer Dashboard

Once you've registered and have been verified by a Business Service Representative, the Employer Dashboard links you to a multitude of services, including posting jobs, recruiting talent, analyzing the labor market, training and analyzing the job market.

## How to Post a Job in EmployRI

It is very easy to post job openings in EmployRI:

1. Log into EmployRI.
2. Click **Post a Job** on the Employer dashboard.
2. Click the Add New Job Order button.
3. Enter a job title and select an occupational title for your job order then enter the job information.

Business Service Reps are also available to post job openings for you or assist you if you need help with EmployRI.

## How to Set Up a Virtual Recruiter

The virtual recruiter will notify you when an applicant posts a résumé that matches your job opening.

1. Log into EmployRI.
2. On the left side menu in **Services for Employers**, mouse over **Recruitment Services** and click **Virtual Recruiter**.
2. Click the **Create New Résumé Alert** button.
3. Select the criteria for the alert (area, keyword, occupation, etc.) and click the **Search** button

Once you've looked through the résumés, save the search and set the criteria for notification (email, text, frequency).

## Create and Save Searches + Data

EmployRI is a free tool to help employers with all their recruiting needs. As a registered user, information you enter into EmployRI is saved in your business profile. You can write job descriptions, research pay scales for occupations, post a multitude of jobs and manage recruitments.

EmployRI saves your job orders and searches so you'll never have to retrace your steps. There is an event calendar and email correspondence.

Résumés in EmployRI are uploaded by qualified candidates **every day**; labor market data is updated as it is released, displaying the most up-to-date information.

EmployRI is closely integrated with other Labor and Training programs so services like Business Representatives, Workforce Regulation and Safety and Workforce Development are only a click away.

[www.employri.org](http://www.employri.org)

