

**EMPLOYRI**  
network online

can assist you with  
your workforce  
development needs. How?

EmployRI offers employers new and improved online workforce development tools including;

- the ability to create and post your job orders
- advanced assistance when writing job descriptions using occupational skills and abilities
- the capability to conduct talent searches that match your job postings
- an enhanced list of eligible training providers and programs
- more personalized resources including an event calendar, appointments, and messages
- interactivity with Job Seeker Services, where registered applicants can view and apply for your job postings
- Quick reference cards to assist you as you utilize services in EmployRI



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

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

EmployRI is a free service accessible from the convenience of *any computer with internet access*. If you can't find what you're looking for, have questions about navigating through the system or just need general assistance, please contact one of our offices;

**Newport Reemployment Office**

Phone: (401) 847-2038

Email: NewportCountyDLT@networkri.org

**Pawtucket netWORKri**

Phone: (401) 721-1800

Email: Pawtucket@networkri.org

**Providence netWORKri**

Phone: (401) 462-8900

Email: Providence@networkri.org

**West Warwick netWORKri**

Phone: (401) 828-8382

Email: WestWarwick@networkri.org

**Woonsocket netWORKri**

Phone: (401) 235-1201

Email: Woonsocket@networkri.org

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

**DLT always welcomes  
comments and suggestions.**



**RI Department of Labor and Training**

**1511 Pontiac Avenue**

**Cranston, RI 02920**

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

TDD: (401) 462-8006

6/09 MDF

The RI Department of Labor and Training  
is pleased to introduce



**for Employers**



**your personal online  
Workforce Development Assistant**

**A place where you can:**


- create, post and submit job orders
- conduct talent search for job openings
- manage correspondence
- research current labor market trends
- find training providers and programs

Register on  today. Why register?

EmployRI has many great features for employers, but only if you're a registered user. Certain functionality, including the ability to post job orders and search candidate résumés, are not available to employers who log on as a guest.

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

#### Registration is confidential and easy.

To register, choose the "Employer" option. Required information is indicated by an \* asteric. Fill each text box, then click on the  button at the bottom. Once you've successfully completed two screens, you'll be brought into the main **Services for Employers** web page. Our team of Business Representatives will verify your company within three business days and then you'll have full access to EmployRI.

As a registered user of  you'll find you have:

- a business profile and recruitment plan
- a Virtual Recruiter to assist you match candidates to your job openings
- a Communications Center with messages and appointments
- access to résumés of potential job candidates
- the most up-to-date Labor Market Information
- an extensive Assistance Center which features Quick Reference Cards and Questions and Answers

## There are four main services available to employers in EmployRI:

### RECRUITMENT Services

Once you've registered and have been verified by a DLT Business Service Representative, Recruitment Services allows you to post your job orders; it also offers search functionality to our job seekers' résumés and lets you manage applicants who have applied to your postings. There is a virtual recruiter that can match job seekers to your postings automatically.

### EDUCATION Services

Education Services will help you find suitable training programs, as well as provide information on the various educational providers and schools in the area. It also contains program completion information.

### LABOR MARKET Services

Labor Market Services will provide you with area, industry and occupational profiles; it also contains frequently asked questions like how much an occupation pays and what industries are hiring.

### HUMAN RESOURCE Information

Human Resource Information contains a multitude of pertinent links to assist business professionals with many of their workforce development needs.

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

## Create and save your workforce development information.

EmployRI is a free tool offered by the Department of Labor and Training to assist 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 will save your job orders and searches so you'll never have to retrace your steps. EmployRI will keep track of your appointments and interviews. You will have access to an events calendar and email correspondence.

Résumés in EmployRI are uploaded by qualified candidates **every day**; labor market data is updated as it is released, so you can be certain that you're viewing the most up-to-date information that we have to offer.

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

### Selecting the right candidate is not always this obvious.



Use  to help you right from the comfort of your PC!

You must be connected to the Internet to access EmployRI