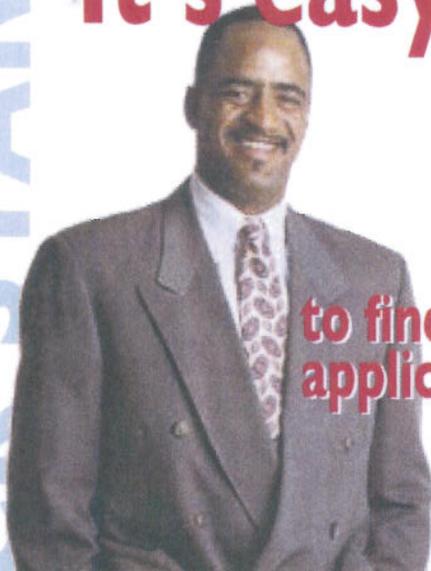


# It's easy...



**to find job applicants**

just go to  
**jobs.utah.gov**

What you can do at **jobs.utah.gov**:

- Conduct online recruiting
- Post your job openings online
- View current résumés
- Get economic information, such as current wages
- Access business resources
- Find information on seminars and workshops
- And much more!

**Online recruitment—no fee!**  
**Convenient Access**  
**Available 24/7**



Here's how to get started on your online recruitment:

1. Go to: **http://jobs.utah.gov**
2. Click on the tab **for Employers**.
3. Locate the box entitled **Employer Login** in the upper right-hand corner.

If you have registered with us before, enter your **User name** and **Password**.

If this is your first time using the system, select **Sign up**.

4. You will first be asked to **Submit** a policy statement about using our online services. Once submitted, you will then be asked to input your Utah Unemployment ID Number (UI ID) and your Federal Employer Identification Number (FEIN).
5. You will now be able to create a personalized Employer Account. To create your account you will need to provide all **\*Required Information**.
6. Once you've created your account, you will then be able to post jobs to the website and search for potential applicants.

**IMPORTANT REMINDER:** You can only search for applicants AFTER you have posted a job online.

If you have any questions, click on the **FAQs** for answers to Frequently Asked Questions OR select the **Online Help** for online staff assistance.

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Auxiliary aids and services are available upon request to individuals with disabilities by calling (801) 526-9240. Individuals with speech and/or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.