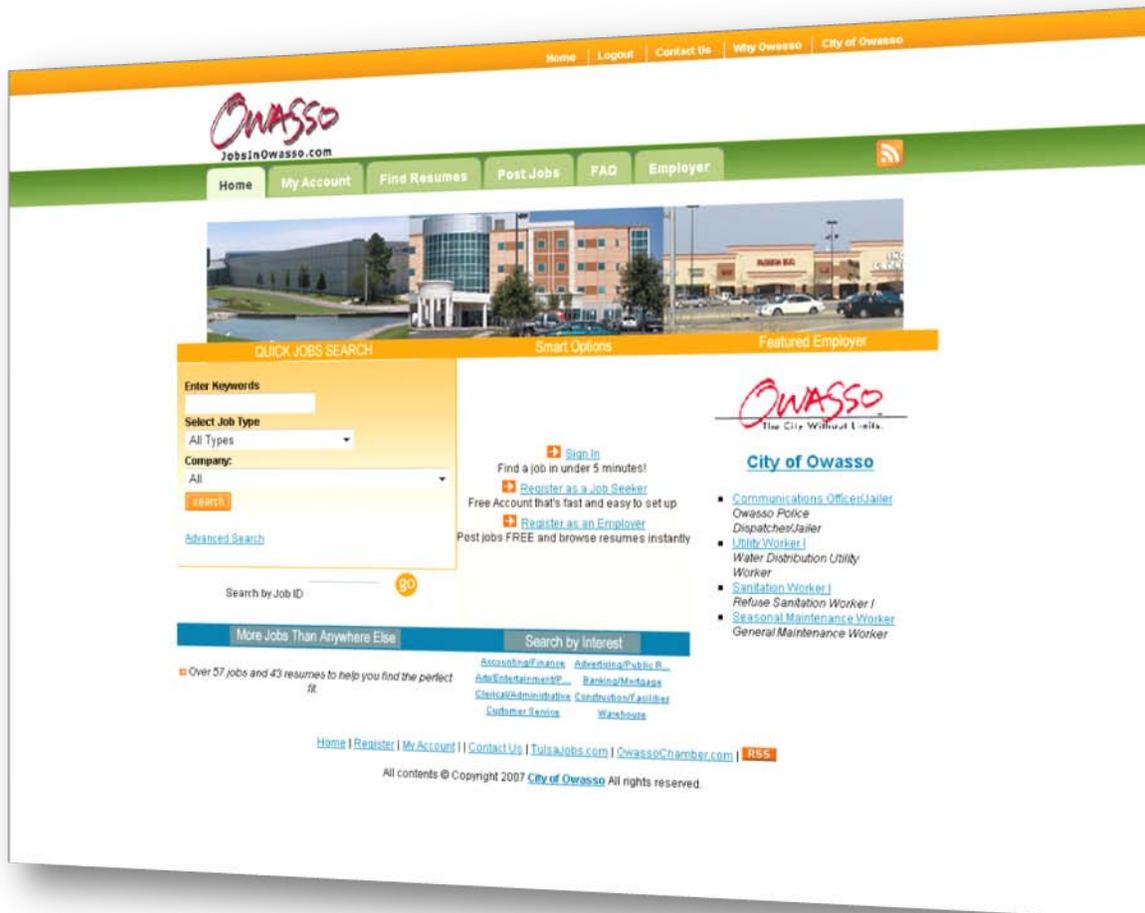


# JobsInOwasso.com



Free Online Job Site for Employers and Applicants  
provided by the City of Owasso.

Employer Instruction Booklet

[www.JobsInOwasso.com](http://www.JobsInOwasso.com)

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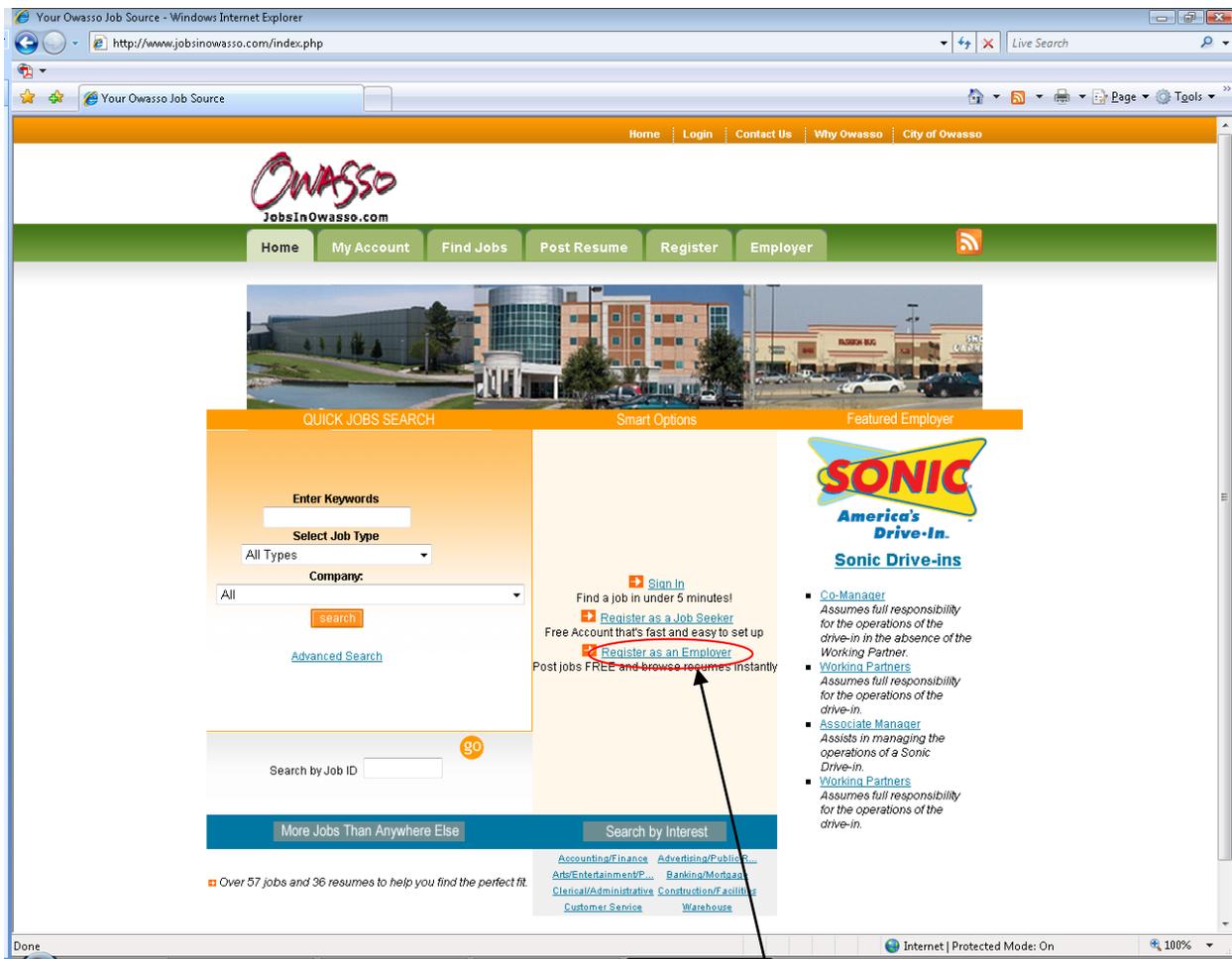
# Employer Instructions

Welcome to JobsInOwasso.com. This booklet has been prepared to provide instructions on how to register as an employer, post jobs, and review resumes and applications.

First, the technical contacts for the site. If you are experiencing any problems with the site, call or email our staff Monday – Friday, excluding holidays, from 8:00 a.m. to 5:00 p.m.

Teresa Willson – 376-1514, [twillson@cityofowasso.com](mailto:twillson@cityofowasso.com)

We continue to look for ways to improve the site. Therefore, if you have suggestions for the site, we would love to hear from you.



To register as an employer, start by clicking on the **Register as an Employer** link as shown above.

**[JOBS POSTED ON THE JOBSINOWASSO SITE MUST BE FROM THE OWASSO, AIRPORT, CHEROKEE INDUSTRIAL, OR PORT OF CATOOSA AREA EMPLOYERS. NO OTHER POSTINGS WILL BE APPROVED FOR THE SITE.]**

Complete the registration form and click on **Register**.

Privacy settings determine whether the fields you select will be visible to visitors of your job postings.

The screenshot shows a web browser window displaying the 'Employer Registration' page. The page has a navigation bar with links for Home, Login, Contact Us, Why Owasso, and City of Owasso. Below this is a secondary navigation bar with links for Home, My Account, Find Resumes, Post Jobs, FAQ, and Employer. A sub-navigation bar includes Billing History, Edit Profile, and My Preferences. The main content area is titled 'Employer Registration' and contains two main sections: 'User Information' and 'Company Information'. The 'User Information' section includes fields for Username (mycompany), Password, Confirm Password, Email Address (me@mycompany.com), Salutation, First Name (My), Middle Initial, Last Name (Name), Last Name Suffix, and Other Titles. Below these are 'Privacy Settings' with checkboxes for Show Name, Show Fax, Show Location, Show Phone, Show Email, and Show Address. The 'Company Information' section includes fields for Company Name (My Company), Primary Phone (918-999-9999), Fax Number (918-999-9998), Street Address (111 N. Any Street), Street Address (cont), Country (United States), State (Oklahoma), City (Owasso), Zip/Postal Code (74055), Company Type (Direct Employer), and Website (www.mycompany.com). A 'Register' button is located at the bottom of the 'Company Information' section. At the bottom of the page, there are links for Home, Register, My Account, Contact Us, TulsaJobs.com, OwassoChamber.com, and RSS. A copyright notice at the very bottom reads 'All contents © Copyright 2007 City of Owasso All rights reserved.'

Your Owasso Job Source - Windows Internet Explorer  
http://www.jobsinowasso.com/index.php?page=register\_employer

Your Owasso Job Source

Home | Login | Contact Us | Why Owasso | City of Owasso

**Owasso**  
JobsInOwasso.com

Home | My Account | Find Resumes | Post Jobs | FAQ | Employer

Billing History | Edit Profile | My Preferences

Employer Registration

**User Information**

Username: mycompany  
Password: .....  
Confirm Password: .....  
Email Address: me@mycompany.com  
Salutation: [v]  
First Name: My  
Middle Initial: [v]  
Last Name: Name  
Last Name Suffix: [v]  
Other Titles: [v]

**Privacy Settings**

Show Name  Show Phone   
Show Fax  Show Email   
Show Location  Show Address

**Company Information**

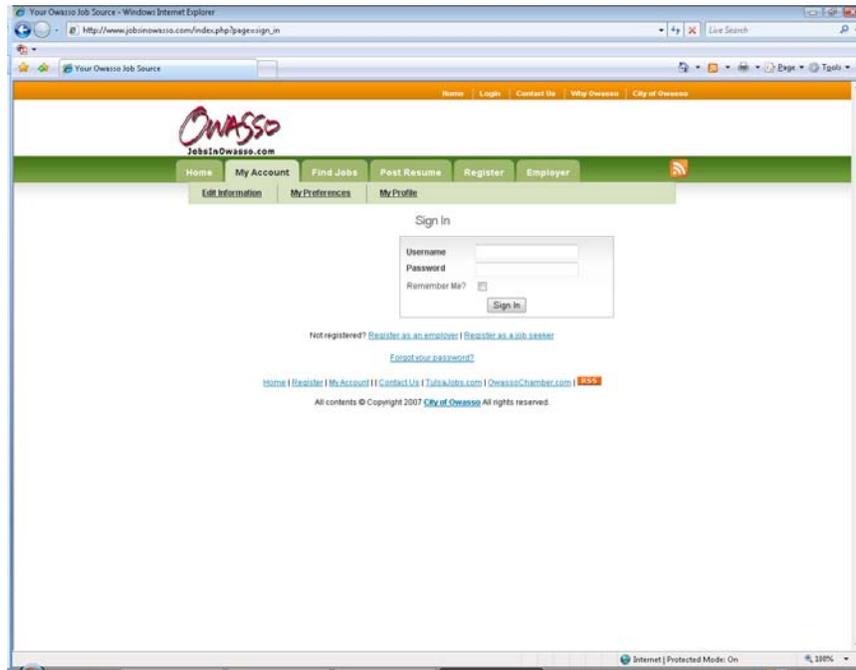
Company Name: My Company  
Primary Phone: 918-999-9999  
Fax Number: 918-999-9998  
Street Address: 111 N. Any Street  
Street Address (cont): [v]  
Country: United States [v]  
State: Oklahoma [v]  
City: Owasso [v]  
Zip/Postal Code: 74055 [v]  
Company Type: Direct Employer [v]  
Website: www.mycompany.com [v]

Register

[Home](#) | [Register](#) | [My Account](#) | [Contact Us](#) | [TulsaJobs.com](#) | [OwassoChamber.com](#) | [RSS](#)

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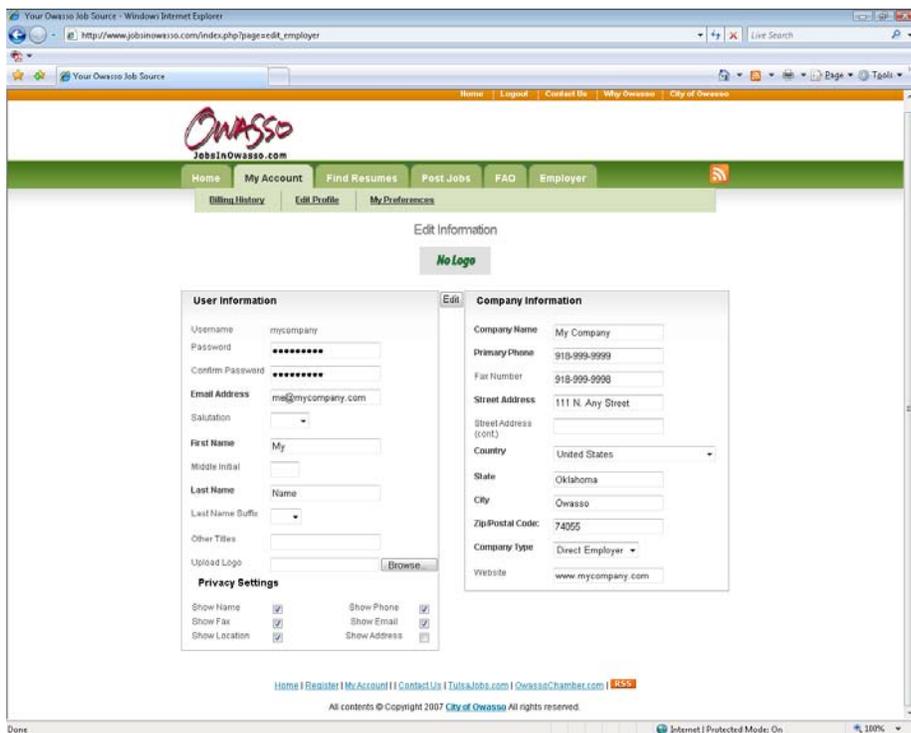
Internet | Protected Mode: On | 100%



When you've completed the registration, the username and password you defined during registration can be used to log you into your account.

After you've registered, each time you visit the site you can click on the **My Account** tab or **Login** to access your profile.

If you forget your password, simply click on the **Forgot your password?** link to have it emailed to you.



To upload your company logo, click on **Edit Profile** when you log in and browse for the file. At this time, logos must be .gif files. If you need assistance, call Teresa.

Even though posting jobs and reviewing resumes is free, it is necessary to click on **Purchase** before you post the first job on the site.

The screenshot shows the 'JobsInOwasso.com' website interface. The browser title is 'Your Owasso Job Source - Windows Internet Explorer' and the address bar shows 'http://www.jobsinowasso.com/index.php?page=employer\_home'. The page features a navigation menu with 'Home', 'My Account', 'Find Resumes', 'Post Jobs', 'FAQ', and 'Employer'. Below the navigation is a 'Resume Search' section with various filters and a 'search' button. The 'Job Postings' section contains a table with two rows: 'Unlimited Job Posting' and 'Unlimited Resume View'. Both rows have a 'Purchase' link in the 'Options' column, which is circled in red. A text box above the table explains that users must purchase the ability to post jobs or view resumes. The 'Listed Jobs' section shows 'You do not have any posted jobs.' The footer includes links for 'Home', 'Register', 'My Account', 'Contact Us', 'TulsaJobs.com', 'OwassoChamber.com', and 'RSS', along with a copyright notice for 2007 City of Owasso.

Home | Logout | Contact Us | Why Owasso | City of Owasso

**Owasso**  
JobsInOwasso.com

Home | My Account | Find Resumes | Post Jobs | FAQ | Employer

Billing History | Edit Profile | My Preferences

Resume Search

Enter Keywords  
Job Type  
Select Job Type  
Major  
Select Major  
Minimum Salary  
Select Experience  
Minimum Education  
Select Education  
Select Country  
United States  
Select State  
search

Job Postings

In order to post jobs or view resume's you must first purchase the ability to do so. Resume Views and Job Postings are available in many quantities and price structures to fit all your needs. For each resume view you purchase, you are allowed to view a specific user's resume and cover letter as many times as you would like within the time limit.

Name	Quantity	Duration	Type	Price	Options
Unlimited Job Posting	64000	365 Days	Job Postings	Free	<a href="#">Purchase</a>
Unlimited Resume View	64000	365 Days	Resume Views	Free	<a href="#">Purchase</a>

Listed Jobs

You do not have any posted jobs.

My Job Credits

Name	Quantity
Unlimited Job Posting	64000

My Resume Credits

You have no resume credits to display

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Resumes can be accessed through the Resume Search on the page shown below, or by clicking on the **Find Resumes** tab, as indicated by the red circles below.

The screenshot shows the Owasso JobsInOwasso.com website. The 'Find Resumes' tab is circled in red. Below it, the 'Resume Search' form is also circled in red. The form includes fields for 'Enter Keywords', 'Job Type', 'Major', 'Minimum Salary', 'Select Experience', 'Minimum Education', 'Select Education', 'Select Country', 'United States', 'Select State', and a 'search' button. To the right, there is a 'Job Postings' table and a 'Listed Jobs' section.

**Job Postings**

In order to post jobs or view resume's you must first purchase the ability to do so. Resume Views and Job Postings are available in many quantities and price structures to fit all your needs. For each resume view you purchase, you are allowed to view a specific user's resume and cover letter as many times as you would like within the time limit.

Name	Quantity	Duration	Type	Price	Options
Unlimited Job Posting	64000	365 Days	Job Postings	Free	<a href="#">Purchase</a>
Unlimited Resume View	64000	365 Days	Resume Views	Free	<a href="#">Purchase</a>

**Listed Jobs**

You do not have any posted jobs.

**My Job Credits**

Name	Quantity
Unlimited Job Posting	128000

**My Resume Credits**

Name	Quantity
Resume Views	64000

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Your Owasso Job Source - Windows Internet Explorer  
http://jobsinowasso.com/index.php?page=post\_single\_job1

Your Owasso Job Source

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**OWASSO**  
JobsInOwasso.com

Home | My Account | Find Resumes | **Post Jobs** | FAQ | Employer

Post Single Job | Job Stats

### Post Single Job

Job Information	Job Information (cont.)
Job Title: <input type="text"/>	Position Type: <input type="text"/>
Country: <input type="text" value="United States"/>	Min. Experience: <input type="text"/>
State: <input type="text" value="Oklahoma"/>	Min. Education: <input type="text"/>
City: <input type="text"/>	Approximate Salary: <input type="text"/>
Job Type: <input type="text"/>	Salary Type: <input type="text" value="Per Hour"/>

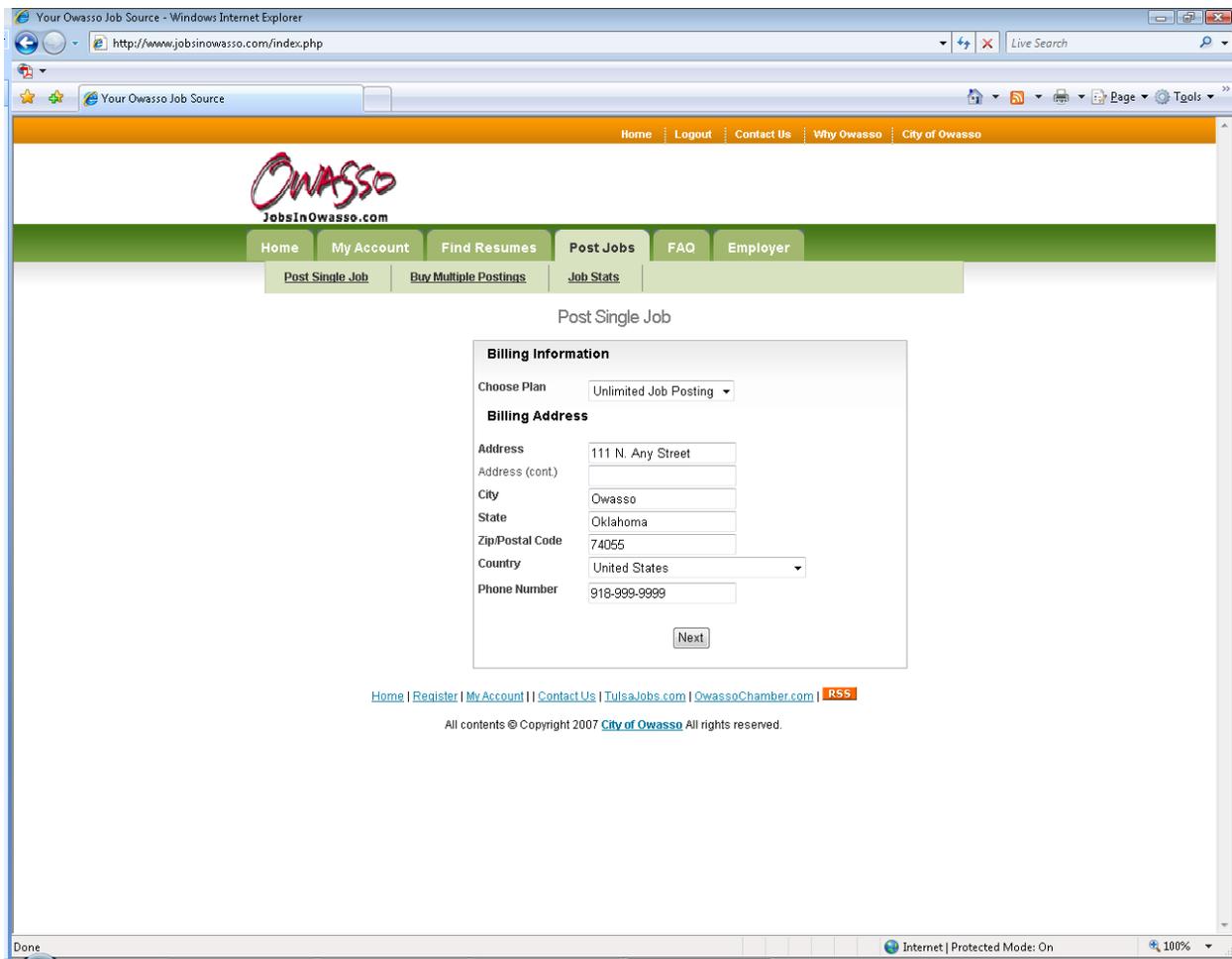
Job Description
Short Description: <input type="text"/>
Long Description: <input type="text"/>

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Done | Internet | Protected Mode: On | 100%

To post a new job, click on the **Post Jobs** tab. Complete the information and click on **Next**.



If Unlimited Job Posting is not displayed in the Choose Plan field, select it, and then click on **Next**. Postings are free, but this is still a necessary step to post the job.

Your postings will be displayed in the Listed Jobs section of your account page. You can Edit or Delete a posting at any time. If applicants apply for your job, you will receive an email notification. You can then log into the site and click on **Statistics** to view the applicant's resume. The statistics will also let you see how many people have viewed your job posting.

The posting will not show up on the site until it has been approved. Jobs will be approved and posted to the site by 5:00 p.m. each day, Monday – Friday, excluding holidays. If we have a question about your posting we will call or email you, depending on the contact information you submitted when you registered your account.

The screenshot shows the 'Your Owasso Job Source' website in Internet Explorer. The page is titled 'Your Owasso Job Source - Windows Internet Explorer' and the address bar shows 'http://www.jobsinowasso.com/index.php?page=employer\_home'. The website has a green and orange header with the 'OWASSO JobsInOwasso.com' logo. The navigation menu includes 'Home', 'My Account', 'Find Resumes', 'Post Jobs', 'FAQ', and 'Employer'. Below the navigation menu, there are sub-links for 'Billing History', 'Edit Profile', and 'My Preferences'. The main content area is divided into two columns. The left column contains a 'Resume Search' form with fields for 'Enter Keywords', 'Job Type', 'Select Job Type', 'Major', 'Select Major', 'Minimum Salary', 'Select Experience', 'Minimum Education', 'Select Education', 'Select Country', 'United States', 'Select State', and a 'search' button. Below the search form are two tables: 'My Job Credits' and 'My Resume Credits'. The 'My Job Credits' table has columns 'Name' and 'Quantity', with one row: 'Unlimited Job Posting' with a quantity of 128000. The 'My Resume Credits' table has columns 'Name' and 'Quantity', with one row: 'Resume Views' with a quantity of 64000. The right column contains a 'Job Postings' section with a text block explaining that users must purchase the ability to post jobs or view resumes. Below this is a table with columns 'Name', 'Quantity', 'Duration', 'Type', 'Price', and 'Options'. It lists two items: 'Unlimited Job Posting' (64000, 365 Days, Job Postings, Free, Purchase) and 'Unlimited Resume View' (64000, 365 Days, Resume Views, Free, Purchase). Below the job postings is a 'Listed Jobs' section with a table that has columns 'Job Title', 'Status', and 'Options'. The table contains one row: 'Accountant' with a status of 'Waiting for Approval' and options for 'Statistics', 'Edit', and 'Delete'. This row is circled in red. At the bottom of the page, there is a footer with links for 'Home', 'Register', 'My Account', 'Contact Us', 'TulsaJobs.com', 'OwassoChamber.com', and 'RSS'. The footer also includes the text 'All contents © Copyright 2007 City of Owasso All rights reserved.' and 'Internet | Protected Mode: On'.

Your Owasso Job Source - Windows Internet Explorer  
 http://www.jobsinowasso.com/index.php?page=view\_job&post\_id=78

Your Owasso Job Source

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**OWASSO**  
JobsInOwasso.com

Home | My Account | Find Resumes | Post Jobs | FAQ | Employer | RSS

Billing History | Edit Profile | My Preferences

### Accountant

<b>Company Name:</b> <a href="#">My Company</a>	<b>Approximate Salary:</b> 55000.00 - 65000.00 Per Year
<b>Location:</b> Owasso, Oklahoma	<b>Country:</b> United States
<b>Industry:</b> Accounting/Finance	<b>Position type:</b> Full Time
<b>Experience level:</b> 2 - 5 years	<b>Education level:</b> Bachelor's Degree
<b>Website:</b> <a href="#">www.mycompany.com</a>	
<b>Contact:</b> My Name	<b>Email:</b> <a href="mailto:me@mycompany.com">me@mycompany.com</a>
<b>Fax:</b> 918-999-9998	<b>ID:</b> 78
<b>Phone:</b> 918-999-9999	

**Short Description:**  
CPA

**Long Description:**  
We are a rapidly growing manufacturing company in Owasso, Oklahoma. Need an energetic, enthusiastic CPA to join our firm.

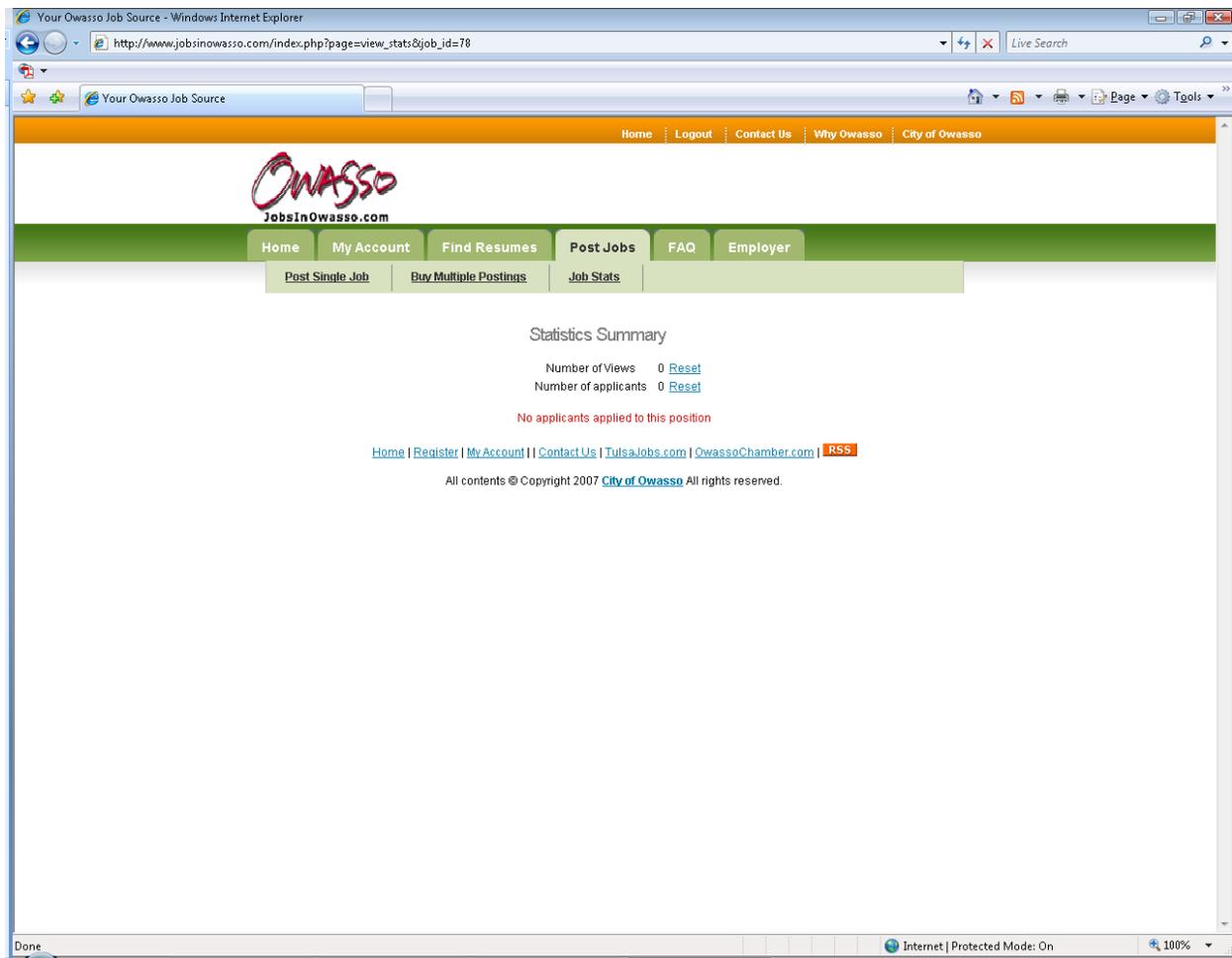
Benefits include:  
 Health/Dental  
 Retirement/401K  
 Life Insurance  
 Paid sick/vacation

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Done | Internet | Protected Mode: On | 100%

This is an example of a competed job posting.



This is the statistics page of a job posting. If there were applicants for this posting, a link to their resume would be listed here.

To get to this page, you click on the **Statistics** button of a job posting in the Listed Jobs section of your account.







**Economic Development Department**

Director, Chelsea M.E. Harkins  
111 N. Main, Owasso, Oklahoma  
918-376-1518

[www.cityofowasso.com](http://www.cityofowasso.com)

[www.whyowasso.com](http://www.whyowasso.com)

[www.jobsinowasso.com](http://www.jobsinowasso.com)