

EMPLOYERS' SET UP PROCESS

Step 1: Create an Employer Profile

- From the Home page, click the Hire Local (see example below).



Find a Job

in Ashtabula County, Ohio

We're dedicated to helping residents and businesses in Ashtabula County work and hire local. Here, you'll search the best local job postings, discover qualified candidates or gain access to skills for the job you want. Whether you're a job seeker, employer, student or educator, we make it easy to find what you need.

Job Seekers

Upload Resumes
Search Local Jobs
Sign Up For Job Alerts

Get Discovered

Students

and educators

Research Career Opportunities
Learn About Local Businesses and Industries
Promote Educational Programs

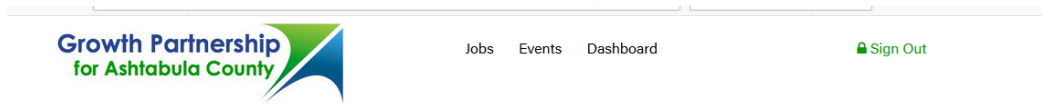
Be Inspired

Employers

Create Your Business Profile
List Job Openings
Connect With Top Prospects

Hire Local

- Complete registration form, then click Submit (see example below).



Employers

Hire local! We make it easier to find top prospects in your area by providing instant access to several qualified candidates right here in Ashtabula County. Register now and be one step closer to quickly filling your open positions.

Registration

Email *

Enter Email

Confirm Email

Username *

Password *

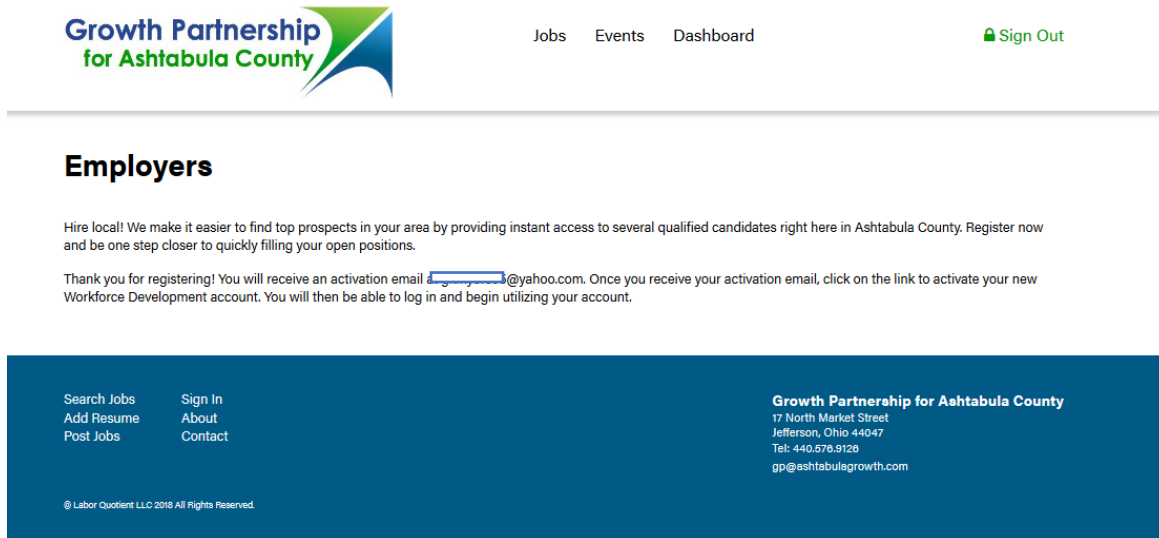
Enter Password

Confirm Password

What type of account would you like? *

Submit

- After you Submit the registration form, you will receive a notice thanking you for registering and notifying you of an activation email you will receive (see example below).



The screenshot shows the website header with the logo for Growth Partnership for Ashtabula County, navigation links for Jobs, Events, and Dashboard, and a Sign Out button. Below the header is a section titled "Employers" with a sub-header "Hire local! We make it easier to find top prospects in your area by providing instant access to several qualified candidates right here in Ashtabula County. Register now and be one step closer to quickly filling your open positions." Below this is a paragraph: "Thank you for registering! You will receive an activation email [redacted]@yahoo.com. Once you receive your activation email, click on the link to activate your new Workforce Development account. You will then be able to log in and begin utilizing your account." At the bottom of the page is a dark blue footer containing navigation links (Search Jobs, Add Resume, Post Jobs, Sign In, About, Contact), contact information for Growth Partnership for Ashtabula County (17 North Market Street, Jefferson, Ohio 44047, Tel: 440.576.9126, gp@ashtabulagrowth.com), and a copyright notice: © Labor Quotient LLC 2016 All Rights Reserved.

- Activation Email (see example below). Click the link as directed in the email to confirm your registration.

From: Growth Partnership for Ashtabula County <noreply@laborquotient.com>
Date: April 8, 2018 at 9:36:56 PM EDT
To: [redacted]@yahoo.com
Subject: Activate Your Account
Reply-To: Growth Partnership for Ashtabula County <gp@ashtabulagrowth.com>

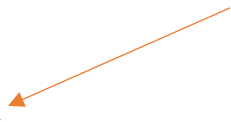
Your account is almost ready. To activate your account, please click the following link:

http://laborquotient.com/growthpartnership/?page=pf_activation&key=5a6a773029354e33

Or copy and paste the following link into your browser.

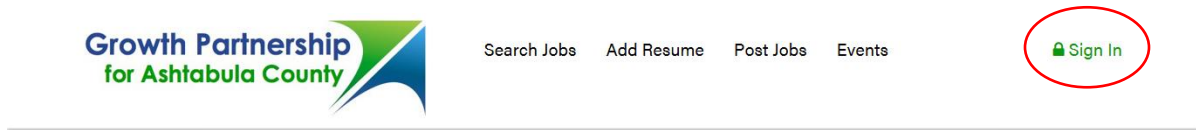
http://laborquotient.com/growthpartnership/?page=pf_activation&key=5a6a773029354e33

Sincerely,
Growth Partnership for Ashtabula County



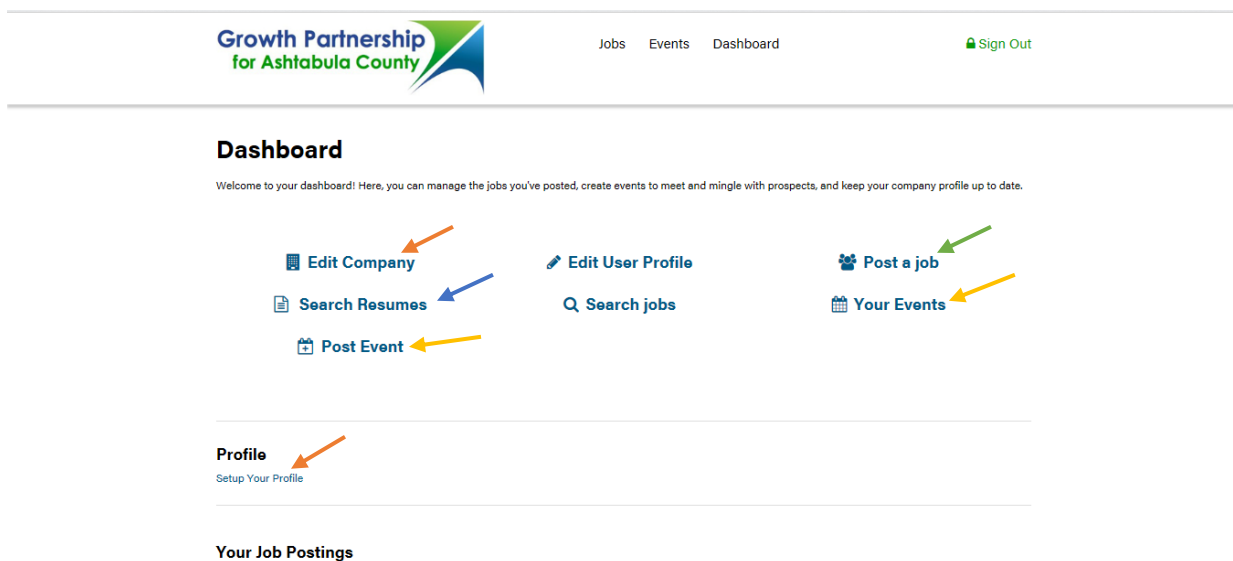
Step 2: Sign In

- After clicking the link to activate your account, you will be linked to the website and get an activation confirmation message (see example below). You can **SIGN IN NOW!**



The screenshot shows the top navigation bar of the Growth Partnership for Ashtabula County website. The logo is on the left, followed by links for Search Jobs, Add Resume, Post Jobs, and Events. The 'Sign In' link is circled in red. Below the navigation bar, a message states: 'Your account is now active! Your account is now activated. Log in or go back to the homepage.'

- Once you are logged in, you will see your Dashboard (see example below).



The screenshot shows the user dashboard for Growth Partnership for Ashtabula County. The navigation bar includes 'Jobs', 'Events', 'Dashboard', and 'Sign Out'. The main content area is titled 'Dashboard' and contains a welcome message: 'Welcome to your dashboard! Here, you can manage the jobs you've posted, create events to meet and mingle with prospects, and keep your company profile up to date.' Below this are several action links: 'Edit Company' (highlighted with a red arrow), 'Search Resumes' (highlighted with a blue arrow), 'Post Event' (highlighted with a yellow arrow), 'Edit User Profile' (highlighted with a green arrow), 'Search jobs' (highlighted with a blue arrow), 'Post a job' (highlighted with a green arrow), and 'Your Events' (highlighted with a yellow arrow). At the bottom, there is a 'Profile' section with a 'Setup Your Profile' link (highlighted with a red arrow) and a 'Your Job Postings' section.

- From your Dashboard, you can:
 1. Set up and/or Edit your Company Profile (see links highlighted by red arrows above);
 2. Post your open positions/jobs (see links highlighted by green arrows above);
 3. Post and View your events – e.g., job fairs (see links highlighted by yellow arrows above); and
 4. Search for qualified candidates to fill your open jobs (see links highlighted by blue arrows above).