



Instructions for Posting a Job on MoJobs:

To begin, you will need to create an employer account:

1. Go to www.jobs.mo.gov
2. Choose the “MoJobs log in” option in the upper right hand corner
3. You will be prompted to enter your username and password for the site. If you do not have an existing account, you will need to choose the “Create Account” option
4. You will be asked if you are creating an Individual or Employer account, choose “Employer”
5. The system will walk you through the steps of creating an account by asking you for business information including business name, FEIN, address, etc. You will also be prompted to create a username and password for the site. This will allow you to log back into your account.

*If at any time you forget this login information, please contact the Job Center and it can be reset for you.

Now that you have an account established, you are ready to post a job:

1. When you login, you will be at your “Employer Dashboard”. Down the left-hand side of the page you will see several Blue Headers with options listed under each.
2. Scroll until you find the header “Quick Menu”
3. Under the “Quick Menu” header there is an option for “Managing Jobs”. Select this option
4. You should now see an option for “Posting a New Job”. Select this option
5. You will now be walked through a Wizard that will assist you in posting your job. You will be answering questions regarding the position you would like to display.

*All jobs posted on the site will be placed on a 24 hour veteran hold. Meaning, for the first 24 hours after posting the job, it will only be available to veterans on the system. After the hold has expired, it will be viewable to all job seekers.

Please feel free to contact me, Jaci Howard, with any questions throughout this process at 573-466-2357.

If you are struggling with this process and would prefer for a staff person to create your account and post the job for you, please complete the attached Job Announcement Form and return to jhoward@copicinc.org