

EMPLOYER QUICK START



It's easy to
find job
applicants!



Download the
HIRE UTAH
mobile app



jobs.utah.gov/employer

For no cost, you can:

- Conduct online recruiting
- Post your job openings
- View current applicant profiles
- Get economic information, such as current wages
- Access business resources
- Find information on seminars and workshops

americanjobcenter®



**WORKFORCE
SERVICES**
WORKFORCE DEVELOPMENT

EMPLOYER QUICK START

Get started on your online recruitment:

1. Download the Hire Utah app or go to:
jobs.utah.gov/employer
2. Select **Post a Job Today**
3. If you have never signed in, you can use an existing Google, Yahoo or Facebook account,



OR

Select **Utah ID**, then select **Create a Utah ID** next to the login button.

4. If this is your first time posting a job online, you will be required to enter your Unemployment Insurance (UI) ID and FEIN, or Passphrase (obtained from Workforce Services if you do not have a FEIN and UIID).
5. Enter or update your contact information.
6. Accept the terms of the User Agreement.
7. You are now ready to post jobs and recruit candidates.

If you have any questions, click **Online Help** for online staff assistance or contact a recruitment specialist at **(888) 920-WORK (9675)**.



jobs.utah.gov/employer

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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.