



www.constructionjobstores.com

Merit member companies have free use of the site. This means that you can post as many positions as you like, for as long as you like. Any job seeker that applies for a posted position is allowing you to review their credentials and make a decision as to whether you would like to pursue the applicant further, or not. You will also have access to lists of job seeker's and their credentials simply by entering search criteria.

To register your company on the website:

1. Go to the website, www.constructionjobstores.com
2. Click on the [enter your province here] portion of the green map of Canada
3. Click on the red **Employers** button
4. Leave the login ID and password blank. Use [enter your association code here] for the Association Code
5. Then click the **New User** button. From there you can register your company and establish your own login ID and password.

To post available positions on the website:

1. Go to the website, www.constructionjobstores.com
2. Click on the [enter your province here] portion of the green map of Canada
3. Click on **Employers**
4. Enter your login ID and password already established
5. Enter the Association Code, [enter your association code here]
6. Click on the red **Login** button
7. Click on the red **Post A New Job** button
8. Fill in all the required fields
 - We have found better success with companies that share their information as opposed to posting a job and hiding the company information. (Check mark the box that says "Show company info" and also, if you choose, "Show contact info")
 - If you would like to re-post a position that has expired, call the Merit office and we can simply reactivate the posting instead of you re-entering all the information.

Once you have completed your job posting it will show as "pending" until the Construction Job Stores administrator approves it. (Within 24 hours if within the work week)

To search the pool of job seekers:

1. Go to the website, www.constructionjobstores.com
2. Click on the [enter your province here] portion of the green map of Canada
3. Click on **Employers**
4. Enter your login ID and password already established.
5. Enter the Association Code, [enter your association code here].
6. Click on the red **Login** button
7. Click on "Step 3: Find Job Seekers" (on the left side of the page)
8. Choose an area of the map, or choose the grey arrows to the right for "All Regions".
9. Enter as much or as little as you want for search criteria and click on the red **Go** button.
10. Scroll through the list and view the seeker's credentials

If you have any questions or require assistance, contact Merit Contractors Association.

[Enter your office's contact information here]