

Quick Reference Guide – Employer

Create a Profile *(Shown with an existing LDS Account or see Obtain an LDS Account)*

1. Type: www.ldsjobs.org into your internet address bar, then press enter
2. Click *sign in*
3. Type User Name and password, then click *I agree, Sign in*
4. Click *Post Jobs and Look for Candidates*
5. Click *Find your organization*
6. Type your company name
7. Click *Search*, if not found, click *Add organization*
8. Select country
9. List company information
10. Click *Save Changes*
11. Enter your contact information
12. Click *Continue*

1. Type: www.ldsjobs.org, then press *Enter*

2. Click here

3. Enter information, then click

4. Click here

5. Click here

6. Enter company name

7. Click here, if not found click here

The screenshots illustrate the initial steps of the employer profile creation process. The first screenshot shows the website URL in the browser address bar and the 'sign in' button. The second screenshot shows the login form with fields for 'LDS Account User Name' and 'Password', and a 'I agree, Sign in' button. The third screenshot shows the 'Identify your company' form with a 'Company' field, a 'Search' button, and an 'Add organization' link. The fourth screenshot shows the 'Post Jobs and Look for Candidates' button.

8. Select Country

9. Enter requested company information

10. Click

11. Enter contact information

12. Click

The screenshots show the 'Add Company' form with fields for 'Country', 'Company Name', and 'Company Description'. The 'Country' dropdown is set to 'United States'. The 'Save Changes' button is highlighted. The 'Contact Information' form has fields for 'Email Address' and 'Phone Number (Optional)'. The 'Continue' button is highlighted.

Obtain an LDS Account

1. Type: www.ldsjobs.org into your internet address bar, then press enter
2. Click *Create an account*
3. Select type of registration: *Quick Registration, Full Registration or Register as a Friend*
4. Enter your contact information
5. Click *Create My LDS Account*
6. Go to personal email account
7. Click *LDSJobs* to sign in

1. Type: www.ldsjobs.org, then press *Enter*

2. Click here

3. Select and click

The screenshots show the website URL in the browser address bar and the 'Create an account' button. The registration options are: 'Quick Registration Verify Membership Later', 'Full Registration Verify Membership Now', and 'Register as Friend Quick & Easy'.

4. Enter your contact information

5. Click here

6. email verification and confirmation

7. Click here to continue

* First Name:
Example: *Peter*, if your name is I

* Last Name:
Example: *Hansen*, if your name

[Create My LDS Account »](#)

[Complete Registration 2Fsfepk9H%2BW7XbptN](#)

[LDSJobs](#)

The screenshots show the contact information form with fields for 'First Name' and 'Last Name'. The 'Create My LDS Account' button is highlighted. The 'Complete Registration' link is highlighted. The 'LDSJobs' button is highlighted.

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Post a Job (manually)

1. Type: www.ldsjobs.org into your internet address bar, then press enter
2. Click *sign in*
3. Type User Name and password, then click *I agree, Sign in*
4. Click *Add a Job Posting*
5. Fill in the form (you may post the position in as many of your company locations as you wish. You may also add other persons to be contact about the job posting)
6. Click *Publish Job*

1. Type: www.ldsjobs.org, then press *Enter*

2. Click here

3. Enter information, then click

NOTE: Employers with large volumes of jobs are invited to contact the Employment Center to discuss options for electronically transferring job postings directly into the website.

4. Click here

5. Fill in the form

6. Click here

Search Candidates

1. Type: www.ldsjobs.org into your internet address bar, then press enter
2. Click *Sign in*
3. Type User Name and password then click *I agree, Sign in*
4. Click *Recruit Candidates*
5. Type in your search criteria
6. Click *Search*
7. Review Candidate profiles, and send an email, if desired

1. Type: www.ldsjobs.org, then press *Enter*

2. Click here

3. Enter information, then click

4. Click here

5. Type in your search criteria

6. Click

7. Review, open files, send emails

NOTE: if already a registered User/Candidate/Specialist in LDSjobs.org, call the employment center to add Employer Role