



2023 International Recruitment Mission Employer Orientation Session

In partnership with



Immigration, Refugees
and Citizenship Canada

Immigration, Réfugiés
et Citoyenneté Canada



WINNIPEG
MADE FROM WHAT'S REAL

Work in Manitoba job portal



Powered by *Magnet*, a pan-Canadian platform with funding support from the **Government of Canada**

- Work in Manitoba is built on an existing job connections platform used by Economic Development Winnipeg (EDW).
- EDW has already been successfully using the platform for international recruitment missions for the past two years.

Businesses can easily connect with job seekers:

- Interested in living and working in Manitoba.
- With in-demand skills and competencies.
- Who align with diversity and inclusion strategies.

The value of the portal

For employers

- No cost and easy to use.
- Job connection technology invites qualified job seekers to apply, thus **reducing employer's administration.**
- Benefit from **year-round recruitment** supported by the Manitoba government, EDW and partners.
- **Marketing campaigns** to drive qualified job seekers into the portal.
- Efficiently connect with **local, national and international** job seeker pools.
- Job post can be seen by many Manitoba **post-secondary career centres** and over 300 campus partners across Canada.
- As of today, the portal has over **17,000 job seekers** subscribed.

Obtained from Work In Manitoba April 4, 2023

Work in Manitoba job portal



Click here to create your employer account

Work in Manitoba job portal – How to create an account

EN | FR

Work in Manitoba

Email

Password

 
 Remember Me

[Log in](#)

[forgot password?](#)

Log in with Social Media

OR

[Create an Account](#)

Create your account or log in if you already have a Work in Manitoba profile



Invest Manitoba
Open for Business

Work in Manitoba

Work in Manitoba connects employers with skilled talent who wish to pursue a career in our province.

What?

Where?

[Submit](#)

Work in Manitoba job portal – How to create an account

Create an Account as

Select an Option

- Employer
- Job Seeker
- Recruiting Agency

Organization Name *

Please enter your Organization Name

First Name *

Please enter your First Name

Last Name *

Please enter your Last Name

Email *

Please enter your Email

Please enter a valid email address.

Confirm Email *

Please confirm your Email

Password *

Passwords must be at least 8 characters long, include at least 1 number and both upper and lower case letters.

Create an Account

By creating an account I agree to the [WhoPlusYou User Agreement for Organizations](#) and [Privacy Policy](#)

Two registration options for business

Register through Recruiting Agency

- Post jobs on behalf of businesses providing support to members of organization.
- Allows you to promote jobs within your sector.

Business registers as an Employer

- Post jobs.
- Allows you to promote jobs within your sector.

Guidance that agencies can provide to businesses:

- Work in Manitoba business page needs to attract job seeker interest.
- Provide a full description of the business.
- Include links to corporate career websites.

Work in Manitoba job portal – Post a job

Post a job

Post a job to connect to diverse and qualified talent. Enter in your job's details, preview it, and you're ready to start hiring Recent Graduates & Experienced Workers.

Post a Job



Create a new job posting

- Takes approximately 10 minutes
- Fill out the online form with required and optional fields

Who are you looking to hire?

Students and Recent Graduates



Match your posting to individuals currently enrolled in or recently graduated from educational institutions with minimal or no work experience.

Professional and Skilled Workers



Match your posting to individuals with specific education, work experience, certifications, or licenses.

Anyone (No Requirements)



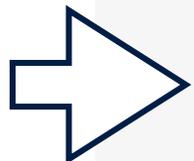
Post positions that do not require any education, work experience, certifications or licenses.

Select Professional and Skilled Workers

Work in Manitoba job portal – Post a job

Make sure to select **Magnet** as primary method of contact so the EDW Talent Team can support with tracking and following up on your recruitment process for the upcoming **Recruitment Mission**

Continue filling in the information as needed



Describe your Employment Opportunity



New Job Posting

Application Management
Select the primary method of contact you would like to use to receive applications.

Magnet Through My Applicant Tracking System (ATS) Through My Email System

I require that applicants upload a copy of their: *

Resume Cover Letter Transcript Work Samples

Posting Banner Image

[+ Add Posting Banner Image](#)

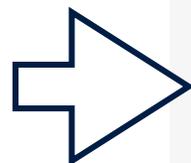
Job Title *

Administrative Assistant

Work in Manitoba job portal – How to post a job

Leave **Work Eligibility** blank to make sure job seekers from various European countries can access your job posting.

Select the Application Deadline for June 30, 2023, to benefit from the continuous job seeker marketing campaign **for the 2023 international recruitment mission.**



Please select a Start Date

Please select an End Date

ASAP

Open-ended

Remote Work *

On-Site / No Remote ✓ ▾

Compensation *

Paid - Hourly ✓ ▾

Language Requirements

English X ▾

English

Preferred Required

Work Eligibility

Select the country(s) in which you are eligible to work ▾

Number of Open Positions

5

Application Deadline *

30 June 2023

Continue



Work in Manitoba job portal – How to post a job

Select the following communities to target your job posting to:

- Work in Manitoba
- Work in Manitoba International
- **WIM International Missions**

Remember to **Expand to the Broader Magnet Network** to widen your search to all job seeker pools.

Important: Your selection of the Job Boards should look exactly as the screenshot to the right.

Once you **Activate the Job Posting**, a direct email will be sent to all the matching job seekers for them to apply.

The screenshot shows the 'Here's where your posting is going' section. A large blue arrow points to the 'Magnet' section, which includes a dropdown menu with 'Work in Manitoba', 'WIM International Missions', 'Work in Manitoba International', and 'Magnet Network'. Below this, a checkbox labeled 'Expand to the Broader Magnet Network' is checked. Another section, 'Post directly to post-secondary schools through Outcome Campus Connect', has a dropdown menu with 'None selected'. The 'Estimated Audience Reach' section shows 'Targeted Individuals' as '+416' (circled in red) and 'Selected Job Boards' as '0'. A blue arrow points to the 'Activate this Job Posting' button at the bottom right.

Work in Manitoba job portal – Job posting status

Check your job posting and applicants' status on the portal and keep them updated by selecting the actions accordingly.

This will allow the EDW team to follow up faster and be in sync with your timeline.



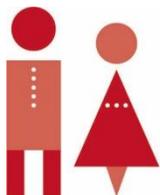
We can promote your job postings in the Work In Manitoba portal to draw job seekers to your profile.

<input type="checkbox"/>	Name	Type	Application Status	Application Date	
<input checked="" type="checkbox"/>		Skill match	Expired	2022-11-04	
<input type="checkbox"/>		Skill match	Expired	2022-11-05	Note
<input type="checkbox"/>		Independent	Expired	2022-11-05	Note
<input type="checkbox"/>		Independent	Expired	2022-11-14	Note
<input type="checkbox"/>		Independent	Expired	2022-11-09	Awaiting Review Note
<input type="checkbox"/>		Independent	Expired	2022-11-12	Awaiting Review Note
<input type="checkbox"/>		Independent	Expired	2022-11-16	Awaiting Review Note

More Actions

- Mark as Reviewed
- Mark as Interviewed
- Mark as Turned Down Offer
- Mark as Hired
- Mark as Contacting
- Mark as Rejected
- Mark as Under Consideration
- Mark as Read
- Mark as Unread

If you are joining us in person:

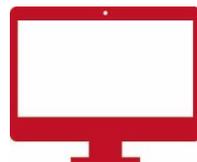


The EDW team will schedule your in-person interviews for you and assign you a private meeting space.



Keep your job posting and applicant statuses up to date in the portal.

If you are joining us virtually:



Please feel free to schedule the online interviews at your convenience and through the video conferencing tool of your preference.



Keep your job posting and applicant statuses up to date in the portal.

Winnipeg



Please contact me for any support or to schedule a one-on-one demo!



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