



Department of  
Job and Family Services

Ted Strickland, Governor

Douglas E. Lumpkin, Director

TO: WIA Administrative Entities  
Workforce Investment Board Directors  
One-Stop Operators

FROM: John Weber, Assistant Deputy Director, Ohio Department of Job and Family Services,  
Office of Workforce Development

DATE: May 15, 2009

SUBJECT: Requirement for Local Workforce Investment Areas to Post ODNR Recovery  
Conservation Corps and All other Jobs Created with ARRA Funds on  
OhioMeansJobs.com

The American Recovery and Reinvestment Act (ARRA) of 2009 provides Ohio with \$138 million for Workforce Investment Act (WIA) programs to assist adults, dislocated workers, and youth with job training, job search assistance and youth employment services. The \$138 million includes \$2 million statewide funding for the Recovery Conservation Corps, a youth initiative between the Ohio Department of Job and Family Services (ODJFS), the Ohio Department of Natural Resources (ODNR) and Ohio's 20 workforce investment boards (WIBs). This unique initiative provides work experience sites for the WIBs to hire youth ages 16 to 24 to improve Ohio's state parks and natural areas.

Governor Ted Strickland requires that all jobs created with American Recovery and Reinvestment Act dollars be posted on OhioMeansJobs.com and with the closest One-Stop Center. The purpose of this memorandum is to remind local workforce investment areas to post ODNR Recovery Conservation Corps crew leader jobs as well as all other jobs created with ARRA funds to the website. Further, to meet the requirement of veterans preference under the Recovery Act, local areas must apply the priority of services requirement for veterans and eligible spouses when hiring for ARRA jobs.

To assist the local Areas/One-Stops in this process and in meeting their goals of enabling youth to gain critical work experience and cultivate leadership skills, ODJFS has included a step-by-step instructional document for how to post and perform resume searches for ARRA jobs on OhioMeansJobs.com (Attachment A). ODJFS strongly encourages all youth interested in ARRA jobs through the Recovery Conservation Corps and other summer employment opportunities to post their resumes on OhioMeansJobs.com. By youth including the key words "Recovery Conservation Corps" in the body of their resumes, Areas/One-Stops will be able to easily locate interested applicants through the OhioMeansJobs.com resume search function. Local areas who elect to have ARRA summer youth prepare and post resumes on OhioMeansJobs.com, may use this method as one option to measure their youth job search and work readiness skills.

Should you have any questions related to this memorandum, please contact Teresa Applegarth at (614) 644-0818 or Mark Birnbrich at (614) 644-0783.

## Attachment A

### Recovery Conservation Corps – Guidance for Recipients

To assist the local Area/One-Stops in meeting their goals of enabling youth ages 16 to 24 to gain critical work experience and cultivate leadership skills, we have included a step-by-step instructional document on how to post jobs pertaining to the Recovery Conservation Corps Program on OhioMeansJobs.com. Our step-by-step instructions provide basic instructions on how to perform a resume search for candidates interested in employment with the Recovery Conservation Corps Program.

#### How to Post Job Opportunities on OhioMeansJobs.com

Step 1: Go to [www.OhioMeansJobs.com](http://www.OhioMeansJobs.com)

Step 2: From the home page, on the left-hand side under “Employers,” select the third option, labeled “Quick Job Post.”

Step 3: On the “Quick Job Post” screen, fill out the fields under “General Information” and “Contact Information.”

#### Helpful Hints:

- Be sure to read the “Quick Post Terms and Conditions” by clicking on the underlined terms and conditions line in the top blue box.
- Fields denoted in RED are mandatory.
- You must enter start and end dates for how long you would like the position to be posted. The system defaults to a 30-day posting. However, you may post positions for as little as 1 or as long as 90 days.
- In the “desired Skills/Duties” field, you may cut and paste from other documents.
- In the “desired Skills/Duties” field, make a special note to instruct the job applicant to place “Recovery Conservation Corps” in the body of their resume that will be posted on OhioMeansJobs.com.
- To post multiple job openings for the same job description, we suggest that you state the number of openings in the “Job Title” or “Desired Skills/Duties” fields.
- Once you post a job, it is not possible for you to edit it. If you need assistance with a job opportunity after you have posted it, you may contact us at the following e-mail address and phone number:
  - E-mail: [omj-help-desk@jfs.ohio.gov](mailto:omj-help-desk@jfs.ohio.gov)
  - Phone: 1-888-296-7541. After calling, select Option #2 for OhioMeansJobs, next select your desired language (Option #1 for English or Option #2 for Spanish), then select Option #1 for Employers, and finally select Option #3 to speak with a customer service representative.

Step 4: Once you have completed entering the required information, scroll to the bottom of the page and click on “Save.”

Step 5: On the “Job Post Complete” page, you will receive a job post number and will be given the opportunity to print the page or the job posting.

Helpful Hints:

- Select the “Print this Page” option. This will enable you to keep track of both your posting and your job post number. You will need this number if you ever need to contact us.

In addition to posting jobs for the Recovery Conservation Corps on OhioMeansJobs.com, we are encouraging all youth ages 16 to 24 to upload their resumes to OhioMeansJobs.com. By including the wording “Recovery Conservation Corps” in the body of their resumes, Area/One-Stops will be able to easily locate interested applicants via the OhioMeansJobs.com resume search function.

**How to Perform a Resume Search on OhioMeansJobs.com**

Step 1: Go to [www.OhioMeansJobs.com](http://www.OhioMeansJobs.com)

Step 2: From the home page on the left-hand side under “Employers” at the bottom of the page, click on option “Find Resumes.”

Step 3: On the login screen, type in your Ohio Business Gateway (OBG) username and password. If you do not have one, you will need to follow the steps on the screen to create an account.

\*\*If you do need assistance, you may contact us at the following e-mail address and phone number:

- E-mail: [omj-help-desk@jfs.ohio.gov](mailto:omj-help-desk@jfs.ohio.gov)
- Phone: 1-888-296-7541. After calling, select Option #2 for OhioMeansJobs, next select your desired language (Option #1 for English or Option #2 for Spanish), then Option #1 for Employers, and finally Option #1 to speak with a customer service representative.

Step 4: Click “Search Resume” button.

Step 5: In the key word search field enter in “Recovery Conservation Corps.”

**\*\*Note you must put the phrase in “quotes.”**

Helpful Hints:

- Be sure to use the “Search By Date” section and select the dropdown for “All Resumes,” to ensure that you locate all “Recovery Conservation Corps” resumes.
- To further narrow your search, go to the “Search By Location” box and search within a postal/zip code radius.

Step 6: Click the search button for results.

## How to Post a Resume on OhioMeansJobs.com

Step 1: Go to [www.OhioMeansJobs.com](http://www.OhioMeansJobs.com)

Step 2: From the home page, on the right-hand side under “Job Seekers,” select the second option, labeled “Post/Update Resume.” Then click “continue.”

Step 3: Enter the in your username and password into the login field. If you do not have a username and password, you will need to click on the “GO” button to create an account.

Step 4: Now click on the word “Resume.” You will then be presented with three resume methods:

- Build Online
- Copy & Paste
- Upload File

Step 5: Select the method that best fits your needs and follow through the resume process.

\*\*If you do need assistance, you may contact us at the following e-mail address and phone number:

- E-mail: [omj-help-desk@jfs.ohio.gov](mailto:omj-help-desk@jfs.ohio.gov)
- Phone: 1-888-296-7541. After calling, select Option #2 for OhioMeansJobs, next select your desired language (Option #1 for English or Option #2 for Spanish), then select Option #2 for Job Seekers, and finally select Option #1 to speak with a customer service representative.

Helpful Hints:

- Be sure to include in the body of the resume “Recovery Conservation Corps.” This will enable the local Area/One-Stops to quickly locate perspective resumes.