



NEW YORK STATE JOB BANK

A Resource for Businesses



WHAT IS THE NEW YORK STATE JOB BANK?

The New York State Job Bank is one of the Labor Department's main sources for job postings. It includes over 130,000 job listings that cover a wide array of industries.

WHY SHOULD I POST MY JOB?

Posting your openings with the NYS Job Bank offers you these benefits:

- Seamlessly post jobs directly from your company's career site through an automatic refresh process
- See increased interest in your openings with visibility on both the NYS Job Bank and the Virtual Career Center
- Get additional exposure by automatic posting to one of our five microsites

HOW DO I POST A JOB?

Here are your options to post your jobs with the New York State Job Bank:

Indexing

This free feature allows jobs posted on your corporate website to upload to the NYS Job Bank automatically, every day. Simply add, change or close job postings on your own site – and the information updates on the Job Bank each night. To sign up, just complete an indexing request on the NYS Job Bank website at myjobs.ny.gov.

Staff-Assisted Posting

E-mail, fax or call in your orders to the Labor Department and staff will post the information for you.

If you have any questions posting your job orders, or are in need of additional assistance, please e-mail the Labor Department at nysjobbank@labor.ny.gov or call **1-888-4-NYSDOL**.

SKILLS MATCHING SERVICES

Virtual Career Center For Businesses

The New York State Virtual Career Center (dol.ny.gov/virtual-career-center) is a new job posting and talent sourcing platform using advanced artificial intelligence (AI) to connect businesses to candidates. This new and improved platform gives businesses and jobseekers the ability to communicate throughout the hiring process. You also get access to a matched list of candidates, which will allow you to search for qualified individuals who meet your hiring needs. Recruiting candidates is fast, easy and no cost!

CONTACTS

Our Business Services staff can answer your questions about these tools, and help with all your recruitment needs. To reach a member of our staff, or find an office near you, visit our website at dol.ny.gov or call **1-888-469-7365**.