

# Guide for businesses

Hiring Ukrainian job seekers – Professional and Skilled Workers and General Labour roles

The screenshot shows a form section titled "Work Eligibility". At the top, there is a dropdown menu with "Ukraine" selected and a red circle around it. Below this, there are two radio buttons: "Preferred" (unselected) and "Required" (selected with a red circle). Further down, there are two input fields: "Number of Open Positions" with the placeholder text "Please enter the Number of Open Positions" and "Application Deadline \*" with the placeholder text "Please Select an Application Deadline". At the bottom right of the form is a blue "Continue" button.

## 1 Work eligibility criteria

As you create job postings for Ukrainian job seekers, in the Work Eligibility field select "Ukraine" as shown below and click the "Required" option button. This helps the portal match the job posting you have created with Ukrainian job seekers and will allow them to identify the jobs that have been specifically posted for them. This feature can be applied for both Professional and Skilled Workers and General Labour job postings.

The screenshot shows two sections of a form. The top section is titled "Language Requirements" and has a dropdown menu with the placeholder text "Please select a Language Requirement". The bottom section is titled "Work Eligibility" and has a dropdown menu with "Ukraine" selected. Below this, there are two radio buttons: "Preferred" (unselected) and "Required" (selected with a blue dot).

## 2 Language requirements

If English/French language is a requirement for the position you are posting, please indicate in the Language Requirements field. If fluency in English/French is not required, leave this option blank. This field is not included in the General Labour job postings. Leaving this field blank will allow more matches as job seekers who do not have fluent English/French language skills will be included in the match as well.

The screenshot shows a section titled "Here's where your posting is going" with the subtext "Would you like us to post your job to any additional schools, or communities to increase your Audience Reach?". Below this is a "Magnet" dropdown menu with three options: "YES! Winnipeg", "YES! Winnipeg International" (highlighted with a red circle), and "Magnet Network". At the bottom left, there is a checked checkbox labeled "Expand to the Broader Magnet Network".

## 3 Job board

Before activating your job posting, it is very **important** to select YES! Winnipeg International job board. When you have selected this job board, your job posting will be visible to the designated international community. This will ensure proper matching between intended job seekers and job postings. If this job board is not selected, your job posting will not be visible on the International Job Board. This feature can be applied to both Professional and Skilled Workers and General Labour job postings.



If you have any questions or are having any difficulties setting up your profile, please contact:

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