

What is GreaterMaconWorks.com?

GreaterMaconWorks.com is an interactive workforce development platform that links recruitment, skill building, and career navigation into one comprehensive system. It was developed to close the workforce gaps by informing, educating and developing students and job seekers, while directly connecting them to employers, career pathways and local jobs.

How do employers join GreaterMaconWorks.com?

Employers register in the community-supported system to generate interest in their company and their local jobs by engaging the workforce and students. Companies are able to build a profile page that markets their company as well as post available positions that users can apply for directly through the platform.

1. Registering in GreaterMaconWorks.com is simple, just go to www.greetermaconworks.com and click "Register Now"





2. Choose your user-type – “EMPLOYERS”


SIGN UP


LOGIN

SIGN UP

 I AM UNDER 18

 I AM OVER 18


 EMPLOYERS

 TRAINING PROVIDERS

3. Answer a few questions about your organization and click “Sign Up” to get started!

EMPLOYERS/TRAINING PROVIDERS

ABOUT YOU



Fields with a * are required

* Organization Name
Test Company


* Contact Name
Test User

* Email
testuser@email.com

* Confirm Email
testuser@email.com

* Zip/Postal Code
31201

SECURE YOUR ACCOUNT



* Password
.....

* Confirm Password
.....

* Phone Number (XXX) XXX-XXXX
(478) 555-5555

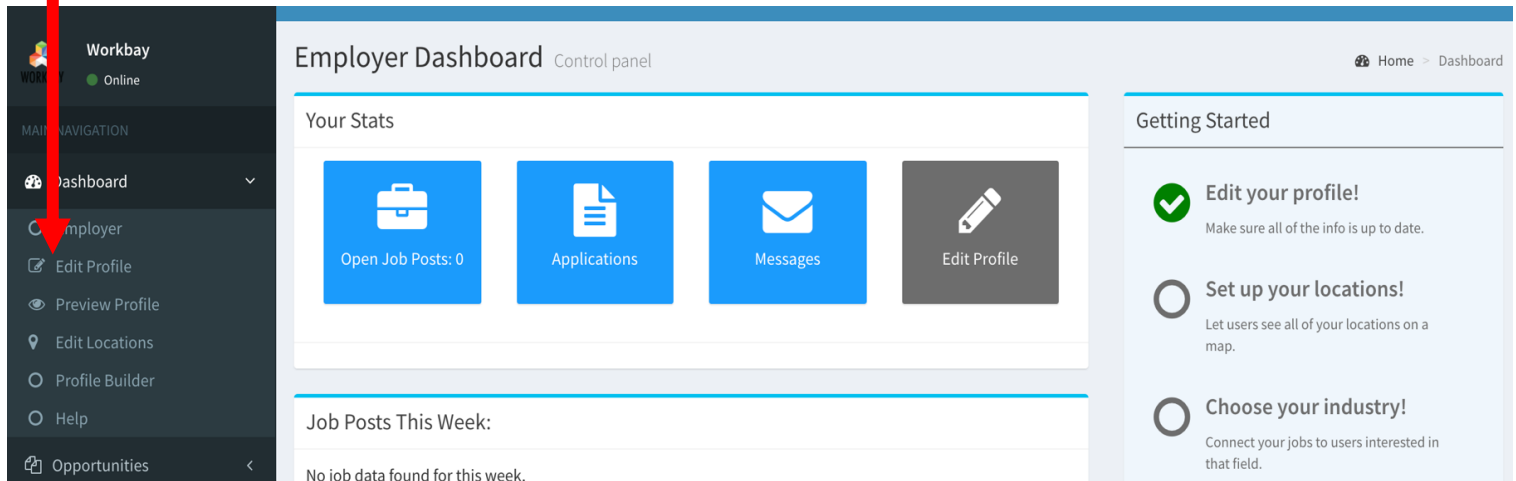
SIGN UP

By signing up you agree to our [Terms of Use](#) and [Privacy Policy](#)

Set-up a Company Profile

Create a comprehensive profile that can be viewed on GreaterMaconWorks.com by the community.

1. To get started, go to the left-hand side of the dashboard, click the arrow next to "Dashboard" and then select "Edit Profile".



2. On the profile page, you can add information about your company, upload your company logo as well as pictures and videos about your company. The more robust the profile, the more job seekers can learn about your company and you can gain interest in your positions.

Edit Profile

A screenshot of the 'Edit Profile' page. At the top is a horizontal navigation bar with tabs: EDIT PROFILE (highlighted with a red arrow), CAREER FAIR, CHANGE PASSWORD, PROFILE MEDIA, INDUSTRY, SKILLS-BASED VOLUNTEERISM, JOB CARDS, and RECOMMENDED LEARNING. The page is divided into two main sections: 'Required Information' and 'Optional Information'. The 'Required Information' section contains fields for 'Account Username' (workbay@workbay.net), 'Email address' (workbay@workbay.net), 'Company Name' (Workbay), 'Postal Code' (55416), and 'Address'. To the right of these fields is a map showing the location of 'CENTURA VILLAGE' and 'Children's Minnesota Hospital'. The 'Optional Information' section contains fields for 'Company Website' (www.workbay.net), 'Company Info Email' (info@workbay.net), 'Company Phone' (9293068270), 'Main Office Location Name' (Main Location), and 'Short Company Description'.

How can employers post jobs to GreaterMaconWorks.com?

Employers can post jobs directly on the GreaterMaconWorks.com site using the easy-to-follow form available in your account under the “Opportunities” section of the menu.

1. Click on “Opportunities” and then select “Post Opportunity”.

The screenshot shows the 'Post an Opportunity' form in the GreaterMaconWorks.com interface. The sidebar on the left contains the 'Workbay' header with a 'WORKBAY' logo and 'Online' status. Below this is the 'MAIN NAVIGATION' section with links to 'Dashboard', 'Opportunities', 'View Opportunities', 'Post an Opportunity', 'Applications', and 'Applicants'. The 'Opportunities' link is highlighted with a red arrow. The main content area is titled 'Opportunities Post an Opportunity' and contains the 'Post an Opportunity' form. The form has several fields: '*Opportunity/Job Type:', 'Schedule Type:', '*Position Title:', and '*Description'. The '*Description' field is a rich text editor with a toolbar containing icons for bold, italic, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, and quote. Below the form is an 'Industry' dropdown menu with the placeholder text 'Please select domain'. A red arrow points from the 'Post an Opportunity' link in the sidebar to the form fields.

2. Fill out the form with the information about your open position.
3. Select “Publish” at the bottom of the screen and the position will be available to job seekers on the site.