

# Job Board Reference Guide

Using the provided menu allows you to select criteria that will provide general results and a large number of job postings or a focused results and specific job postings:

1. **Search Jobs by Key Words** - allows you to search by job title, which provides a targeted search for jobs that contain the identified key words.

2. **All Industries** - is a drop down menu that allows you to select industries based on the North American Industry Classification System of NAICS as they are more commonly known.

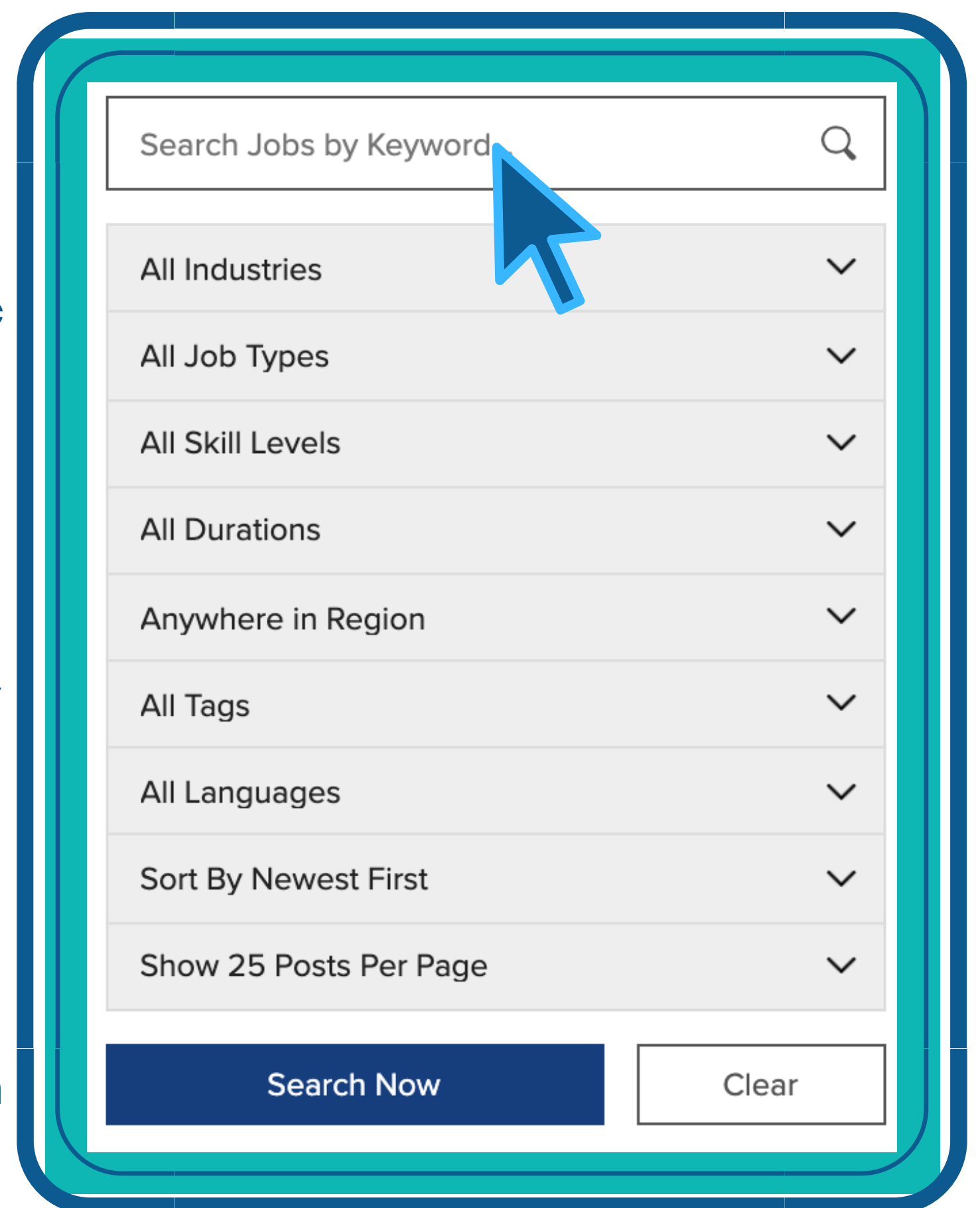
3. **All Job Type** - allows you to search for job postings that advertise full-time or part-time work.

4. **All Skill Levels** - allows you to identify the level of the job you would like to search for such as an entry- level position, intermediate position or professional position.

5. **All Durations** - identifies jobs that are permanent, temporary or contract positions.

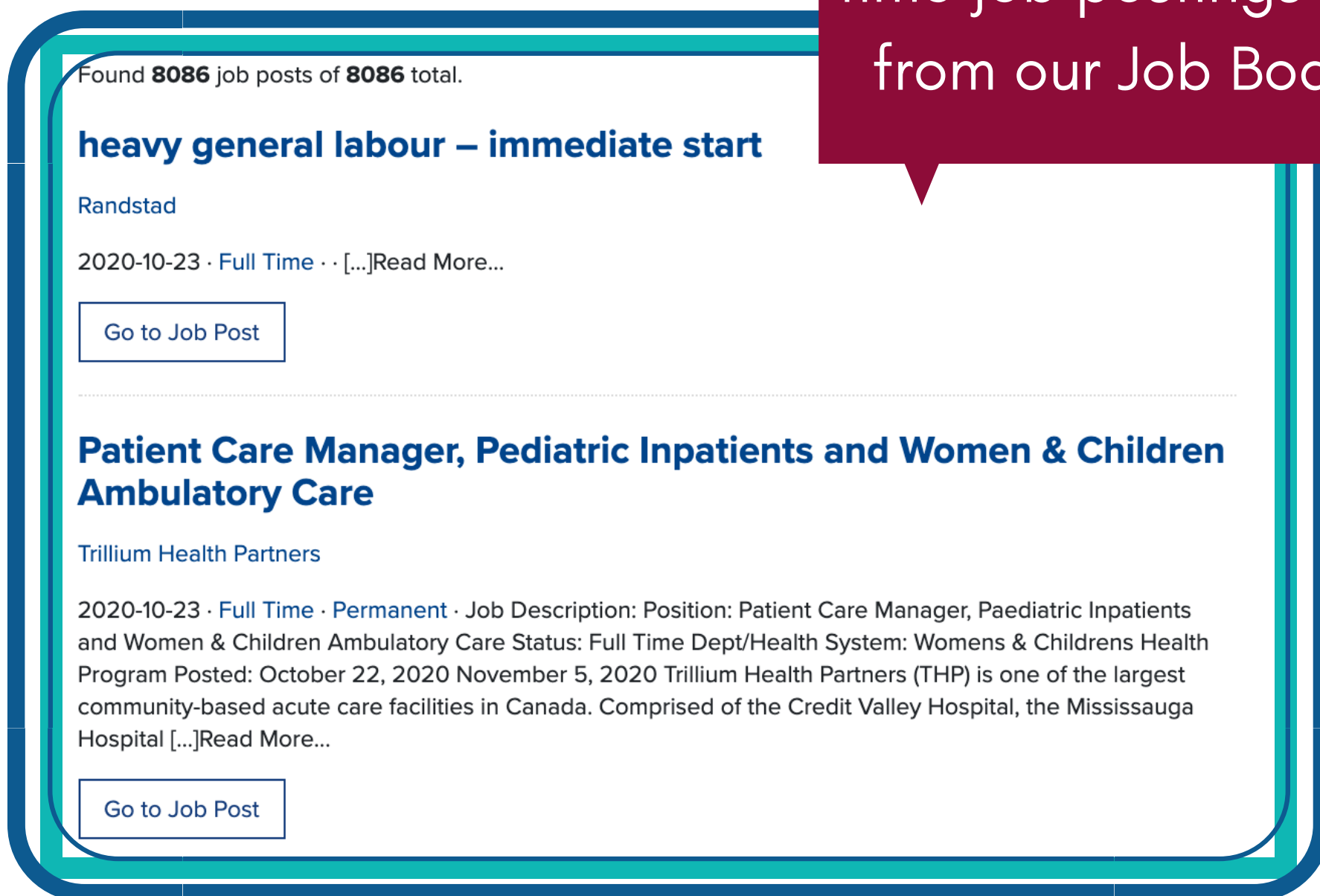
6. **Anywhere in the Region** - allows you to identify jobs that are located in specific towns and cities within the nine municipalities located in York Region.

7. **All Languages** - allows you to search for jobs where a specific language has been identified in the job posting.



The screenshot displays a job search interface. At the top is a search bar labeled "Search Jobs by Keyword" with a magnifying glass icon. Below the search bar is a list of filter options, each with a downward arrow: "All Industries", "All Job Types", "All Skill Levels", "All Durations", "Anywhere in Region", "All Tags", "All Languages", "Sort By Newest First", and "Show 25 Posts Per Page". At the bottom of the interface are two buttons: "Search Now" and "Clear". A blue mouse cursor is pointing at the search bar.

Screenshot of some real-time job postings obtained from our Job Board tool



8. **Sort by Newest First** – by selecting one of these options, you will be able to view the most recent postings or the oldest posting first.

9. **Show 25 Posts Per Page** – allows you to select how many job postings you would like to view on each page.

10. **Search Now** – will begin the search process based on the criteria you have identified.

11. **Clear** – will remove all search criteria back to the default setting and allow for a new search

**Find the words “All Tools” on the right hand side of the web page to find additional job finding tools, career development tools and workforce development tools.**

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**This project is funded by the Government  
of Ontario**