

Maine's Job Bank is a no fee job match and workforce information service for employers.

Maine's Job Bank is your portal to services offered through the Maine CareerCenter system.

- Post your job opportunities at no charge
- Reach tens of thousands of registered job seekers
- Get matched with qualified candidates
- Review profiles of interested applicants
- Manage your listings 24/7

These services depend on the exchange of accurate and timely information. We make every effort to encourage Job Seekers to keep their information up to date. We depend on you to do the same with your job listings as well as other information about your company.

Step 1: How to locate Maine's Job Bank

Step 1A - *Type:* www.mainecareercenter.com in the address bar on your web browser

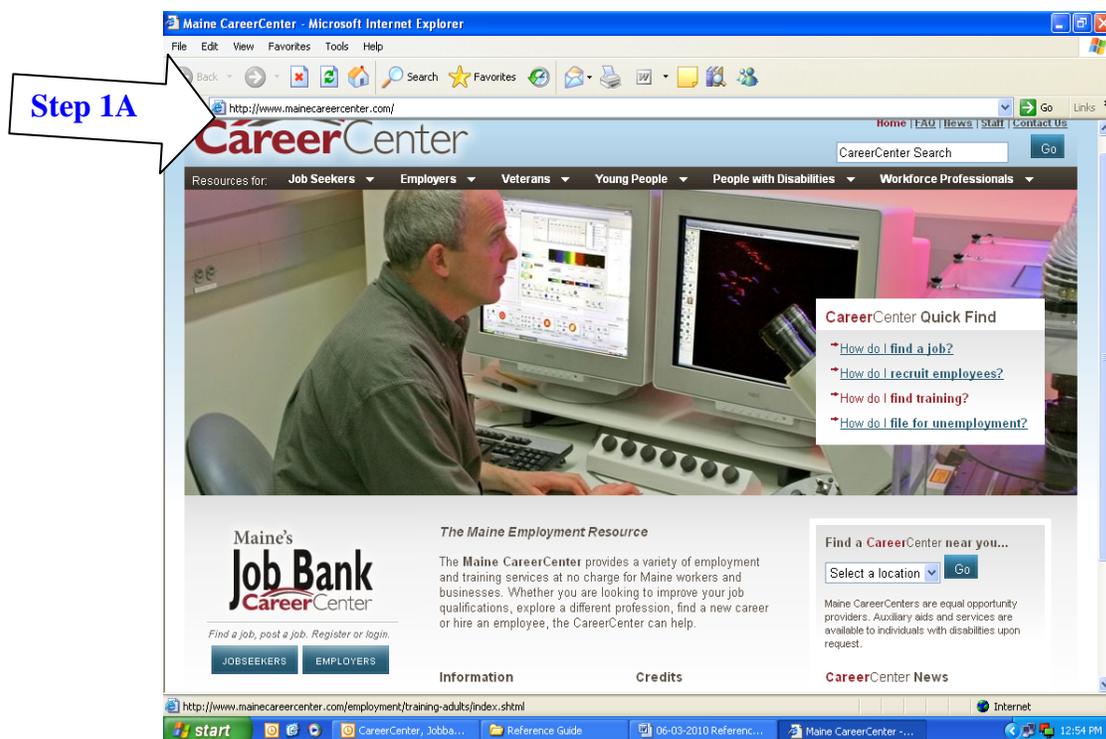


Figure 1

Step 1B - Click: → **“Go”** – located to the right of the address bar or press the “Enter” key on your keyboard

This action will take you to CareerCenter website



Figure 2

Step 1C - Click: The “Employers” button located under the Maine’s Job Bank logo



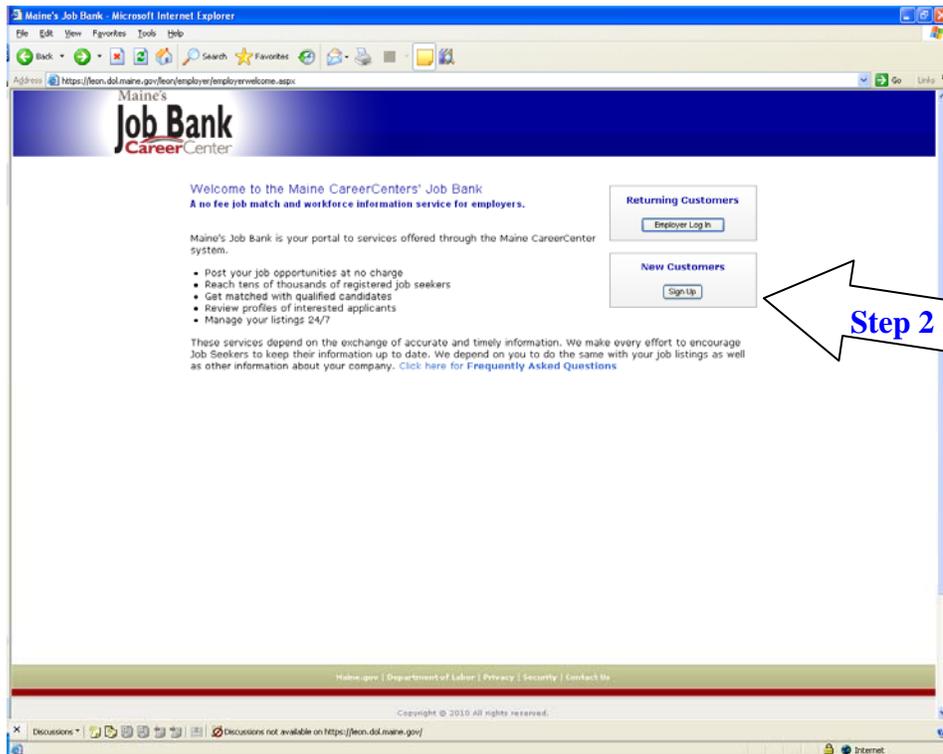
Figure 3

This action will take you to the welcome screen.

Step 2: Begin the registration process

Click: The “Sign Up” button in the New Customer box to begin the registration process

Figure 4



Step 3: Set up account

Step 3A – **Type**: Fill in the following required fields:

- Company SEIN and FEIN
- Industrial classification code (select from pull-down)
- Ownership classification (select from pull-down)
- Business legal name
- Doing business as (if applicable)
- First name of person creating account
- Last name of person creating account
- Business mailing address
- Town or city
- State
- Zip + 4 (first 5 digits required)
- Phone number
- Email address
- Confirm email address

Figure 5

The screenshot shows a web browser window titled "Maine's Job Bank - Create Account - Microsoft Internet Explorer". The address bar shows the URL: <https://leon.dol.maine.gov/leon/employer/EmployerCreateAccount.aspx>. The page content is titled "Employer Information" and contains the following fields:

- State Employer Identification Number [Help](#)
Must Be Numeric and 10 digits
- Federal Employer Identification Number [Help](#)
Must Be Numeric and 9 digits
- Industry classification code (NAICS) [required](#)
- Ownership classification [required](#)
- Business legal name [required](#)
- Doing business as
- First Name of person creating account [required](#)
- Last Name of person creating account [required](#)
- Business mailing address [required](#)
- Business mailing address line 2
- Town or city [required](#)
- State [required](#)
- Zip +4 - [first part required](#)
- Phone 1 [required](#)
xxx-xxx-xxxx
- Phone 2 [required](#)
xxx-xxx-xxxx
- Fax
xxx-xxx-xxxx
- eMail address [required](#)
- Confirm eMail address [required](#)

Step 3B – Set up Security Information by choosing a user name and password

User name tip: Numbers or letters; must be at least six characters long with no spaces. (Required)

Password tip: Must be at least eight characters long; both upper and lower case letters and at least one number. (Required)

Step 3C – Answer two security questions

Security Questions: Select security questions from the pull-downs and provide answers in the appropriate fields.

Step 3D – *Click:* “Continue” button

Security Information

Figure 6

The screenshot shows a web form titled "Security Information". It contains the following fields and instructions:

- User name required:** Can contain numbers or letters and must be at least 6 characters long. Must not contain spaces. *Username tip: Numbers OR letters are OK; Must be at least 6 characters long; Must not contain spaces.*
- Password required:** Must be at least 8 characters long and be a combination of upper case and lower case letters and contain at least one number. *Password tip: Password must be at least 8 characters long; Must be a combination of upper case and lower case letters; Must contain at least one number.*
- Confirm password required:** (Empty text input field)
- Security question 1 required:** Please select a security question (dropdown menu)
- Answer required:** (Empty text input field)
- Security question 2 required:** Please select a security question (dropdown menu)
- Answer required:** (Empty text input field)
- Continue >>** button

At the bottom of the form, there is a footer: "Maine.gov | Department of Labor | Privacy | Security | Contact Us" and "Copyright © 2010 All rights reserved." Three large arrows on the left side of the form point to the "User name" field (Step 3B), the "Security question 1" dropdown (Step 3C), and the "Continue >>" button (Step 3D).

NOTE: You MAY receive this error message once you click continue:

There is 1 error.

An exact street name match could not be found and phonetically matching the street name resulted in either no matches or matches to more than one street name

Error: Address does not match US Postal Address

Step 3E – *Click:* The “Override Address Errors” button

The screenshot shows two buttons: "Continue >>" and "Override Address Errors >>". A large arrow on the right points to the "Override Address Errors >>" button. The caption "Figure 7" is located below the buttons.

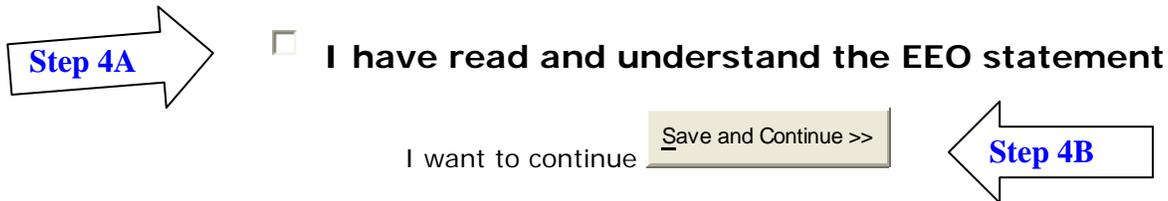
Address Note: Validated street addresses will be reformatted according to US Postal rules.

Step 4: Read and agree to the Equal Employment Opportunity statement

Step 4A – Once you have read the statement, check box, indicating that you have done so.

Step 4B – *Click:* the “Save and Continue” button

Figure 8



Step 4A → I have read and understand the EEO statement

I want to continue

← **Step 4B**

Step 5: Read and agree to the Privacy and Terms of Use

Step 5A – Check the “accept” or “decline” circle

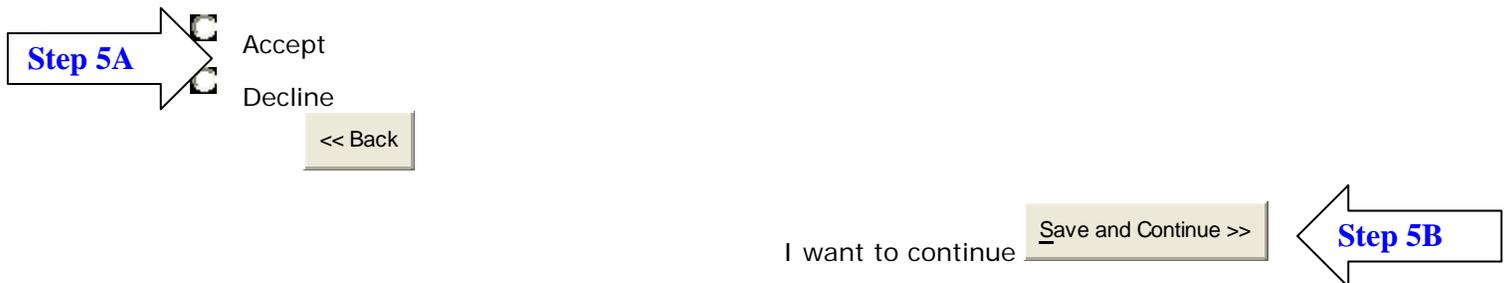
Step 5B – *Click:* the “Save and Continue” button

Figure 9 Privacy and Terms of Use

Your new account set-up is almost complete. To activate your account, you must read the statements below and sign-off at the bottom of the page.

This Privacy and Terms of Use Statement governs the way the Maine Department of Labor collects holds and uses the data that you submit. Please be sure to read this entire Statement before using or submitting information. The Maine Department of Labor takes every precaution to protect users' information. Sensitive information is protected both on-line and off-line. Personal identifying information will not be disclosed to third parties except as allowed by applicable federal and state disclosure laws, unless the website user has expressly permitted the disclosure.

Violations of these policies will result in the loss of access privileges.



Step 5A → Accept
 Decline

I want to continue

← **Step 5B**

Step 6: Validating your account registration

After completing step 5, a validation email notification from joborders@maine.gov will be sent to the email that was submitted in the “Employer Information” section.

Step 6A: Log in to your email account and locate the notification.

Step 6B: *Click* on the link in the email to complete account validation.

Figure 9 – Sample validation email

Dear Employer:

Thank you for visiting Maine's Job Bank and for creating an account. Maine's Job Bank is an automated labor exchange system created to bring Maine job seekers and employers together. As an employer, you may create and update job postings that you enter into Maine's Job Bank.

Your company's UserID and Password are ready for you to use. Following is the user name for your account:
Login Name: build222

Using your login name and password, you may now enter your job posting at <https://leon.dol.maine.gov/leon/employer/EmployerWelcome.aspx>.



Step 6B

If you have questions about this order or need additional assistance please contact Maine's Job Bank at 1-888-457-8883, Monday – Friday, 8:00 AM to 4:30 PM or e-mail joborders@maine.gov.

Thank you, Maine's Job Bank Staff.

Account registration and validation is now complete. You may now begin to post your job orders.

Maine's Job Bank FAQ - Employer

If you don't find what you are looking for here, please [contact us](#) to ask more specific questions. We'll do our best to help you find the answer. Please refer to the Maine Department of Labor's [Job Posting Guidelines](#) for more information on what kinds of jobs can be posted in Maine's Job Bank.

FAQ Categories:

- [Account Setup](#)
- [Posting Job Orders](#)
- [Résumés & Referrals](#)

How much does it cost to use this site?

Nothing, this site is a part of the public workforce system and funded with federal dollars.

Account Setup

How do I set up an employer account?

Click on the "Sign Up" button under "New Customers" on the [employer welcome page](#) of Maine's Job Bank. You will need your Federal Employer Identification Number (FEIN) and State Employer Identification Number SEIN numbers to complete the account registration process.

I do not have a FEIN (Federal Employer Identification Number). Can I still use the Maine Job Bank?

Only if you are a small business owner and pay taxes under your Social Security Number (SSN). In this case, you can use your SSN instead of a FEIN.

How will I know my FEIN/Account has been validated?

You will be sent an email if one was provided on your registration. Usually validation occurs within 24 hours or the next business day if you placed the order on a weekend.

Is there a username and password retrieval process?

Yes, from the [employer login window](#), click on "I forgot my username" or "I forgot my password." You will then complete a method to retrieve your username and/or password.

If I set up a company account with Maine's Job Bank, will job seekers see this information and contact me directly for employment?

No. The names of employers who register with Maine's Job Bank are confidential and are not available to job seekers, or other employers. When you create a job order, you decide how the job seeker will contact you.

I want separate usernames/passwords for each individual in the company who will be using Maine's Job Bank. Can I do this?

Yes. However, each individual will have to register with a unique username and password and each account will require validation.

If my account becomes inactive, do I have to create a new account?

No, you do not need to create a new account.

How do I activate my account after it has become inactive?

It will automatically be reactivated when you log in to your account. Use the user name and password that you currently have been using.

How do I reset my password?

If your password is not working you can do the following:

- You can click on "I forgot my password" and a temporary password will be emailed to you.
- If you are in the CareerCenter: Ask for assistance at the Information Service Desk, they can reset your password for you.
- You can call the helpline, 1-888-457-8883.

I forgot my user name, what do I do?

Click on, "I forgot my user name" and it will be emailed to you or you can call the helpline.

Posting Job Orders

How do I post a job?

From the Job Order Management page, click on "New Job Order."

What type of jobs are allowed to be posted Maine's Job Bank?

All types of jobs are listed in Maine's Job Bank; however they must comply with the Maine Department of Labor's Job Posting Guidelines, and federal and state laws. We depend upon you to keep your job postings and other information about your company updated. We reserve the right to remove any job posting from the file if it contains inaccurate or inappropriate information.

Can I leave my job order in your system indefinitely? We always have openings.

You can only list jobs when there is a specific opening. During the job order creation process you have the option to keep the posting open for **30, 60 or 90** days. While the job order is active you can update the posting as often as you wish. After the order is closed for recruitment you will be able to relist the order.

Can I get my job order posted statewide?

All job orders in Maine's Job Bank are posted statewide automatically.

Is there a limit to the number of job opportunities that I may post in Maine's Job Bank?

No. At this time there is no limit as to the number of positions you may post. Please update your postings regularly in order to keep fresh information available for our users.

I only want job seekers to contact me by phone or fax. Can I do that?

Yes. When you place your job order, you will be given the option of indicating how you prefer job seekers to apply for the position. Simply mark the options you wish to use.

Can I list my company website in the job posting?

Yes, any additional information about the job or the company should help attract a higher quality candidate.

When I enter a job order, why doesn't it appear immediately?

Before an order becomes part of the database, Job Bank Central staff review it to ensure that the listing meets our requirements and that the information is consistent. Every effort is made to complete the review within one day. You will receive an email notification from Job Bank Central letting you know that the job order has been approved and posted.

Résumés & Referrals

How do I contact a potential applicant?

An employer has the option to choose how applicants should contact them about their job openings. We will notify you when a job match referral is made against a job order. If you requested that we send you an applicant's résumé that is stored in Maine's Job Bank, we will send you a link to the person's résumé. You may also request that the applicant submit a completed Maine's Job Bank generated job application. We will also send you a link to the completed application.

How do I conduct a résumé search?

At this time you cannot conduct a résumé search. However this functionality will be available soon. An employer can choose to receive an applicant's résumé during the referral instructions set up. If an applicant has posted a résumé and has agreed to share their information, we will send you the résumé.

How can I report a bad or unreachable résumé?

If you find a résumé that is either a fake, or you get your email returned after trying to contact an applicant, please contact us at joborders@maine.gov.

Job Posting Guidelines

When employers sign up for a Maine's Job Bank Account, they agree to certain Terms of Use including the following Job Posting Guidelines:

Fees

Neither you nor your agents may charge a fee to provide a job seeker with access to a job referral or as a condition of accepting a job.

Labor Disputes

Neither you nor your agents may use this service to recruit replacement workers in a labor dispute.

Customer Profile Use

Neither you nor your agents may use customer profiles or referral information for any purpose other than to fill an immediate job opening. You may not resell or repost customer profile or referral information, whether in whole or in part.

Jobs Posted

Jobs posted on the website must be for a bona fide immediate opening. Business opportunities are not considered immediate openings. A bona fide job order means that a current and valid job opening exists prior to any referrals being made, and that the CareerCenter has reason to be confident that the employer is a legitimate employer. Job orders that are received to build a list of applicants for future openings are not bona fide orders.

All jobs must adhere to state and federal minimum wage laws. The minimum wage in Maine is \$7.50 per hour. Maine does not have a training wage or subminimum wage for students. Tipped service employees can be paid one-half the minimum hourly wage. However, if this rate plus tips does not average at least the minimum wage, the employer must pay the difference.

As an H2A employer you agree to the Temporary Agricultural Employment of H-2A Aliens in the United States; Final Rule ETA 20 CFR Part 655 and Wage and Hour Division 29 CFR Part 501.

As an H2B employer you agree to Labor Certification Process and Enforcement for Temporary Employment in Occupations Other than Agriculture or Registered Nursing in the United States (H-2B Workers), and Other Technical Changes: Final Rule ETA 20 CFR Parts 655 and 656.

Employment Discrimination

Neither you nor your agents may use customer profile or job referral information to directly or indirectly discriminate against job applicants on the basis of race, color, religion, gender, age, national origin, disability or sexual orientation. It is the policy of the Maine CareerCenter System to offer priority to qualified veterans when referring individuals to job openings before making those openings available to non-veterans.

Monetary Investments

Neither you nor your agents may require a significant monetary investment by the job seeker in order to obtain employment. Usual and customary licensing fees or certifications are acceptable. Purchasing kits or work-from-home plans are not acceptable.

Employer-Employee Relationship

Job listings entered into Maine's Job Bank must be for direct employer-employee relationships. For an employer-employee relationship to exist, the employing organization must be responsible for the hiring, firing, and supervising of, and the paying of wages to, the employee.

Unemployment Taxes

Employers agree that they will comply with all SUTA and FUTA Unemployment Insurance tax regulations for each job listing they enter.

Worker's Compensation

Employers agree that each job listing will be covered by the employer's Worker's Compensation Policy.

Removal

We reserve the right to remove any job posting that contains inaccurate or inappropriate information.

Posting of Material

Employers are prohibited from posting or transmitting any material that is obscene, scandalous, inflammatory, pornographic, profane, unlawful, threatening, libelous, defamatory, or otherwise inappropriate. The Maine Department of Labor will cooperate fully with any law enforcement authorities or court order requesting or directing us to disclose the identity of anyone posting any such information or materials.

Modifications

The Maine Department of Labor reserves the right to modify or amend this Statement at any time.

If you have any questions about this Privacy and Terms of Use Statement, contact us by email at mdol@maine.gov or write to:

Maine Department of Labor P.O. Box 259 Augusta, Maine 04332-0259

Violations of these policies will result in the loss of access privileges.