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Accessing the Job Link Portal

Account/Profile

Go to the National Workforce Development Agency’s website: [www nwda gov ky](http://www.nwda.gov.ky)

Note: If you have access to Immigration Online you do not have to create a new CIGnet account. Your existing login information can be used with the NWDA Job Link portal.

If you do not have a CIGnet account, follow these steps:

1. Hover on the “Employers” menu item
2. Click the “Register” menu item

Register for a CIGnet username and password
Enter your First Name, Surname and email address

Click on the “Next”

Enter a password that meets the requirements listed.

Enter the password again to confirm.

Click on the “Next”
Once the Register button is clicked the Confirmation page will be displayed like below.

Fill in at least the first 3 required shared secrets.

Note: You can also enter the 3 additional optional shared secrets to increase security.

Once the Register button is clicked the Confirmation page will be displayed like below.

You have successfully registered for a ClGnet account. Your username is janedoe@gov.ky.
Changing your CIgnet Password

Click on the “Change Password” link.

The old password is the current password assigned to the account.

Complete the form and press the “submit” button.

Password successfully changed.
Recover a Forgotten CIGnet Username or Password?

Forgotten Username

If you have forgotten your username email nwda.jobs@gov.ky from your company email account to request your username. This should be done by the person listed as the company on the account.

Forgotten Password without access to the email account

If you have forgotten your password but do not have access to the email account originally used to create the Company account, email nwda.jobs@gov.ky to request your username and password. This should be done by the person listed as the company on the account.

Forgotten Password with access to the email account

If you have forgotten your password, have your username and can access the email account originally used to create the Company account, perform the following steps to reset your password.

Click on the “Reset Password” link.
An email will be sent to the email account associated with this CIGnet login providing you a verification code. Reminder: if you do not have access to the email account used to create your CIGnet login, email nwda.jobs@gov.ky to request assistance in resetting your password.
Enter your new password. Confirm your new password to make sure you entered it correctly. Passwords are case-sensitive. Your password should be at least 8 characters long and must contain at least 1 number and one capital letter, for example, Cayman01.

Once you have entered and confirmed your new password you will receive the following message on the screen.
Log in to the Job Link portal

Go to the National Workforce Development Agency’s website: www.nwda.gov.ky

1. Hover on the “Employers” menu item
2. Click the “Submit Vacancies” menu item

Use your CIGnet username and password to login.
Registering your company

Once you have logged into the Job Link Portal, you will see the Registration form.

All fields with an asterisk (*) beside them are required. All required fields must be completed prior to clicking the next button at the bottom of the form.
Gratuity Scheme

This field was added to support the Minimum Wage Law. If you would like more information regarding the Minimum Wage Law, you can access the Minimum Wage FAQs at the following web address on the DLP website.


To enter salaries that meet the Minimum Wage requirements based on a gratuity scheme, the scheme must be registered with DLP. A letter that shows a registered gratuity scheme as been registered with DLP must be on file to submit jobs that are paid below $6 per hour.

The letter can be uploaded at the time of registration or the first time a job is submitted that indicates that a Gratuity Scheme is included in salary calculation.

Adding a Gratuity Scheme at Registration

1. On the registration form choose yes for the question in the image below. When you change the value to yes, the “Please Upload Gratuity Letter” question will display.

1. Click the “Choose File” button to allow you to upload the letter to the registration system.

2. Choose the file on your computer or mobile device and click the “Open” button.

3. You will notice that the name of the file you chose now displays beside the “Choose File” button.

4. If you have completed the Registration form, click the “next” button to review the information entered prior to registration submission.

If you choose not to upload a gratuity letter at this time, you will be prompted to do so the first time a job is submitted that indicates that a Gratuity Scheme is included in salary calculation.
Registration Summary

Review the information entered.

- If changes need to be made click previous and make corrections.
- If the information is correct press the Submit button to complete registration submission.

You will receive an email similar to the following image:

```plaintext
Company Registration
nwdc.jobs@gov.ky
Sent: Sun 8/20/2016 7:27 PM
To: Newsland, Shelly

Dear Test Company 2

This is to confirm receipt of your online registration. The information you have provided will be reviewed by the Agency and you will receive a verification email once your registration has been accepted.

Thank you for using our online services.

Employment Services Unit.

National Workforce Development Unit
Cayman Islands Government
2nd Floor, Middota Plaza
273 Elgin Ave, George Town
Grand Cayman
```
You will also be redirected to a screen like the following:

When the registration has been approved you will receive an email similar to the following image:

Your main screen upon logging in will change to something similar to the following image:
Register an Associated Company

In some instances one company contact may be responsible for recruiting activities for more than one company. These companies can be added to this company’s profile as associate companies. This will provide the person with a central location to perform recruiting tasks for more than one company.

To register an associated company, click the Register Associated Company link in the menu on the left side of the screen.

Complete the registration form and click the Submit button at the bottom of the form.
When the registration has been approved you will receive an email similar to the following image:

```
National Job Link Programme - Company Registration
nwda.jobs@gov.ky
Sent: Sun 3/20/2016 7:46 PM
To: Newland, Shelly

Dear Associated Test Company

This is to confirm acceptance of your online registration.

Please log onto the Job Placement application to register jobs and receive referrals of potential candidates from the NWDA.

Thank you for using our online services.

Employment Services Unit
National Workforce Development Agency
Cayman Islands Government
2nd Floor, Midtown Plaza
273 Elgin Ave, George Town
```

Your main screen upon logging in will change to something similar to the following image:
By default you will view the main company information when logging in. To access associated companies click the name of the company on the right side of the screen.

The associated company will be displayed in the body of the screen to edit information or add or view job listing.
The associated company will be displayed in the body of the screen to edit information or add or view job listing.

Register Additional Users

- You must create a CIGnet login for any additional users you would like to add.
- Click the Register Additional User link on the left
- Enter the CIGnet username of the person you wish to add, choose the name of the company you wish to grant access to in the Parent Company dropdown and click the Submit button.

Job Link Portal Recruiting Activities

Register a Job Vacancy

Log into the Job Link portal and click on the name of the company you wish to access in the right side of the screen.
If you are accessing the main company, you can access it by clicking the Account Info link in the left side of the screen.

Scroll to the bottom of the company information screen and click the Create a New Job Posting button.
You will see the following Job Vacancy submission form. You must complete all fields that have an asterisk (*) beside them as they are required for submission.
Scroll to the bottom of the job listing to add documents, links or to submit the job for review. This section of the job post will allow you to upload documents, such as a company application. It will also allow you to provide links, for example your company may have an online assessment that must be completed successfully prior to obtaining eligibility for shortlisting or interview.

To add a document for use by the job seeker, click the “add form” button.

The upload form screen will display to allow you to enter a title for the document and allow you to click the “choose file” button to select and upload a document. Once you have done these two things, click the “Submit” button.

To add a link for use by the job seeker, click the “add link” button.

The Add Link screen will display to allow you to enter the text you would like to display for the link and the Web address (link url) that will open when the job seeker clicks on it. Once you have done these two things, click the “Submit” button.
You will now see the documents and links attached to the job post submission.

Review the information entered into the form, make any necessary changes and then click the “Create Job Posting” button.

You will see the following message, if you are sure all information is correct and you wish to proceed, click the “Ok” button.

Once you have submitted your job for review, you will receive an email similar to the following image:
You will also see the job listed at the bottom of the companies information screen. You will see the Pending Approval status of the job vacancy submission in the Registration Status column.

<table>
<thead>
<tr>
<th>Job Posting Id</th>
<th>Posting Date</th>
<th>Job Title</th>
<th>Expiration Date</th>
<th>Closed</th>
<th>Registration Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>501800</td>
<td>14-AUG-2017</td>
<td>Food and Beverage Server</td>
<td>01-SEP-2017</td>
<td>No</td>
<td>Pending Approval</td>
</tr>
<tr>
<td>501775</td>
<td>18-JUL-2017</td>
<td>Line Cook</td>
<td>05-AUG-2017</td>
<td>Yes</td>
<td>Approved</td>
</tr>
<tr>
<td>501772</td>
<td>18-JUL-2017</td>
<td>Dive Shop Coordinator/Line Cook</td>
<td>05-AUG-2017</td>
<td>Yes</td>
<td>Approved</td>
</tr>
</tbody>
</table>

Registration Status

**Pending approval** - the job has been submitted to the NWDA for review

**Revise and Resubmit** – the job has been returned to the employer for revision and resubmission. The Employer should receive an email detailing what the issue is.

**Accept** – The job has been approved and is available on the Job Link portal for viewing by job seekers.

When the job post has been approved you will see that the status changes and you will also receive an email similar to the following image:
View an Existing Job Listing

Scroll to the bottom of the Company Information screen to view the jobs that have been submitted for posting. Locate the job you wish to view and click the “View Details” link.

Note: Once the job is submitted for review, it can only be edited if it is returned to the employer for revision and resubmission.

The job will open for viewing similar to the image below:
Clone & Edit a Job Posting

In some cases a company may need to list a job multiple times. This is typically used if specific posts are listed for recruitment frequently. Please note that when using the clone & edit feature you have the option of editing the position prior to submission. The clone will be updated automatically with a new job id and the start and end dates will be updated to the date of submission.

To use the clone job vacancy feature perform the following steps:

1. Open a job posting that you would like to clone. (Refer to the section named View a Job Listing if you need assistance opening a job vacancy)
2. Click the “Clone & Edit Job Posting” button
3. The information in the job will be copied to a new job post listing similar to the one shown in the image below:

![Image of job posting](image.png)

4. Review the job listing to ensure it is correct for your needs and make any edits that are necessary
5. Click the “Apply Changes” button to save any changes you have made to the job posting
6. Click the “Next” button to review the documents and links, edit if necessary
7. Click the “Submit for Review” button. From this point, the job will be processed for review just as a newly created job would be.
Receiving and Reviewing Job Seeker Referrals

Notification of referrals
Each time a job seeker submits a referral for your job post, you will receive an email similar to the one pictured below. Notice that the documents that you indicated as required were attached to the referral by the job seeker and were attached to your notification email. In this case, the documents attached represent the Resume, Proof of Immigration Status and the Company Application which was provided by upload when you created the job. You can review these documents to determine initial shortlist / interview decisions.

Review and Process Referrals
Open the job for which you are processing referrals.
Viewing Referral lists
To view Referrals click the Job Referrals button at the top of the job information screen.

Reviewing Referrals
To add notes/feedback to a referral, follow these steps.

Note: Feedback entered can be viewed by the Applicant, Immigration and the NWDA as well as your company.

1. Click on the Referrals button at the top of the job information screen to view the list of referrals submitted.
2. View the list of referrals that have been submitted.

3. Click the View Resume Link to view the resume for the applicant submitting the referral. You will be prompted to download or view the resume. Click the link to view the resume to open and review the resume.

4. Review the resume and determine if this applicant should be shortlisted for interview.
Reviewing Questionnaire Responses
The referral questionnaire was created to ensure that job seekers were evaluating their skills and qualifications in comparison to those required for the job post that they want to submit a referral for. It allows the job seeker to provide information that may not be evident in their resume, but should be considered in the recruiting process.

The **Job seeker must complete all questions** of the questionnaire before the system will allow referral submission.

To access referral questionnaire responses:

1. Click on the Referrals button at the top of the job information screen to view the list of referrals submitted.
2. View the list of referrals that have been submitted.
3. To view questionnaire responses for a single referral click on the View Referral link beside the client name.
a. This will open a screen that allows you to review the questionnaire responses side-by-side with the job posting.

4. You can also download/print all referral questionnaire responses by clicking the View/Print All Referrals button
   a. You will be prompted to open or save the downloaded document

   b. The document downloaded will have a page for each referral containing Name, Contact information, Immigration status, Education level and comments, skills and questionnaire responses.

**Entering final comments on an applicant referral**

Refer to the section named Reviewing referrals if you need assistance opening a referral list.

Enter feedback into the Hired Date, Hired Yes/No or Reason not hired/Comments fields as necessary and click the apply changes button.

Feedback can be updated by clicking on the Referrals Reviewed section, entering updates and clicking the apply change button.
Surveys
There will be a few different instances where the NWDA will send you an invitation to provide feedback through a survey. When invited to provide feedback through a survey, you will receive an email inviting you to complete a survey. You will then log into the Job Link portal and enter the Surveys section through the Surveys link under the Account Info area on the menu.

In this area you will see a list of surveys that you have been invited to provide feedback.

- The Title will indicate what the survey is about.
- The status will indicate if it new, in progress or complete.
- The survey link will allow you to access the survey or completion.

Surveys will remain in your list as a record of your feedback.

Example of Invitation to Take Survey Email
Example of a survey
At any point during the survey you can save & exit. This will allow you to come back at a later time and complete the survey. Once accessed complete the questionnaire and submit & complete. This will then change the status to complete and you will not be able to access the survey unless invited to take it again.

Example of the Job Seeker Registration survey
**Keyword Candidate Search**

This is a feature added to allow Employers to identify possible matches for the job post they are submitting. To perform a Keyword candidate search click the link in the menu at the left.

Choose your Keyword by first clicking on the category dropdown box and making a selection. Then click on the Keyword dropdown box and make your selection. Once you have made both choices the display will update to show a list of possible candidates. This list will not contain identifying information (confidential) such as names or contact information.

This feature allows you to send a blind email to the listed candidates to invite them to review the job post and possibly submit a referral. Review the information displayed for the candidates returned in the search, click the send email checkbox for each you would like to invite in the left-hand column and click the “Send emails to Checked Candidates” button.

An Email form will display for you to enter a subject line and message content. The email will come from the email listed on your Job Link portal account.

Enter the Subject and message and click the “Send” button. The email will be sent to each candidates that you checked on the search results.
Company High Level Candidate Search
This is a feature added to allow Employers to identify possible matches for the job post they are submitting. To perform a high level candidate search click the link in the menu at the left.

Choose your Cisco Description by clicking on the dropdown box. The search dialog will appear. Type in a keyword to try and identify the code you would like to use. This typically would be the same code assigned to the job posting you are searching for candidates for.

*Note: This search dialog will only pull up codes that are assigned to at least one job seeker in the Job Link portal. This is to limit the number of zero candidate returns on searches.*

Once you choose the CISCO description you would like to perform your search with, a listing of candidates with that code will display. This list will not contain identifying information (confidential) such as names or contact information.
This feature allows you to send a blind email to the listed candidates to invite them to review the job post and possibly submit a referral. Review the information displayed for the candidates returned in the search, click the send email checkbox for each you would like to invite in the left-hand column and click the “Send emails to Checked Candidates” button.

An Email form will display for you to enter a subject line and message content. The email will come from the email listed on your Job Link portal account.

Enter the Subject and message and click the “Send” button. The email will be sent to each candidate that you checked on the search results.