Your business can post jobs directly to Connecting Colorado

Connecting Colorado is a free, statewide job database for Colorado’s network of job centers. By posting your job opening directly to Connecting Colorado you will receive inquiries from candidates who meet the qualifications you are seeking.

Getting Started

- Go to www.connectingcolorado.com.
- Click on Employer, then click GO in the ‘Create a New Account’ box.
- Fill out each page completely with the requested information. Information you provide is confidential on this secure website.
- Be sure to note the username and password you entered on the first page as you will need these to return to the website.
- Company FEIN is required and Company must pay into Worker’s Compensation and Unemployment Insurance for each position posted.
- When each page is completed, click on the GO button at the bottom and move to the next page.
- After clicking GO, if a section is incomplete, a Red Arrow will appear to the left of the section(s) needing additional information. Once these have been addressed you may advance to the next area.

How to Post Jobs

- From your ‘My Connecting Colorado Account’ page, click on ‘New Job’ from the menu bar.
- Fill in the ‘Job Title’ and ‘Job Description’ sections. The job description should include hours, wages, and directions on how to apply.
- Fill out the information as completely as you can; mandatory sections are indicated with an Asterisk (*).
- Contact information, job description and application instructions will be visible to job seekers looking to apply.
- All of the jobs posted in Connecting Colorado are viewed exclusively by veterans for the first 24 hours and then they are open to the general public.
- You can proactively search for applicants in the database and preview resumes or just let the applicants search and apply on their own.
Hints for Submitting Job Orders

- **Make your job title basic** so that the occupation is easily identifiable, e.g., cake decorator vs. confectionary designer.
- **Complete as much company and job details as possible** to get the best candidates for your job listing.
- **Each job title requires a separate job order** due to the coding within the system. For example, a restaurant can list multiple openings for the same position/title under a single job order, i.e., Job Order #1 - Cook, 3 positions open; Job Order #2 - Server, 5 positions open; and Job Order #3 - Dishwasher, 2 positions open. You would not list a single job order with 10 various positions open.
- **Job location is very important.** Ensure you are entering the location of the position and not a ‘home office’ address.
- **You have the control** on Connecting Colorado to close a job order at a specific date or at any time.

Next Steps

Once the account and job order have been submitted, your account will be verified by a Business Development Representative in your area. An initial email will be sent out to potential candidates who fit your requirements with veterans being given priority of service. If a candidate is a good fit, he/she will be given a referral and told to apply with your company.

Jobs That Cannot Be Listed

- **Jobs that do not guarantee minimum wage.** Effective January 1, 2019, the minimum wage in Colorado is $11.10 per hour and $8.08 per hour for tipped employees.
- **Jobs where no Employer-Employee relationship exists.** This includes 1099 sub-contracted positions and straight commission positions. The employer must withhold payroll taxes, have Worker’s Compensation coverage and pay Unemployment Insurance taxes.
- **Jobs that are discriminatory.** The Civil Rights Act of 1964 prohibits discrimination in hiring, promoting, discharge, pay, fringe benefits and other aspects of employment, on the basis of race, color, religion, sex, or national origin.
- **Jobs that violate the law.** Jobs that contain duties, terms or conditions of employment that violate state or federal law will be refused.
- **Jobs involving a fee for placement.** Jobs that consist of direct payments in exchange for the job or referral.
- **Jobs that are not bona fide.** Jobs that have no current/valid openings are not permitted, such as those used to build a list of applicants for future openings.
- **Jobs that pre-designate applicants to be referred.** Candidates can only be referred based on their occupational qualifications.
- **Jobs impacted by a labor dispute.**
- **Jobs specifying membership or non-membership in a labor organization.**

Contact Us

For additional assistance, please contact a Business Services Representative at (303)636-1359 or by email business.solutions@arapahoegov.com