



Department of
Job and Family Services

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Office of
Workforce Development



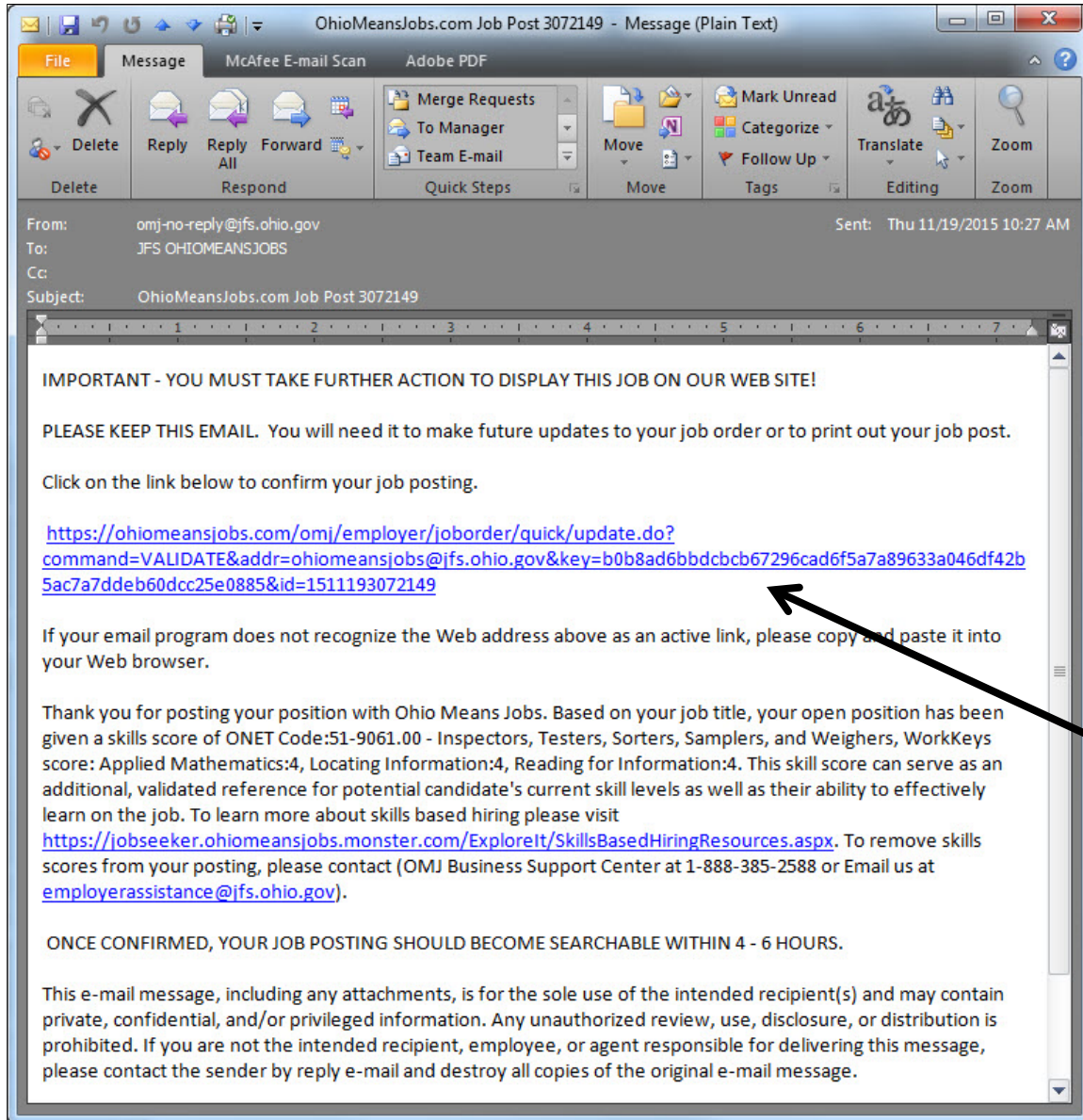
How to Close a Job Post on OhioMeansJobs.com

Updated 11/03/17

Note: In October of 2017 ACT implemented a number of updates to the WorkKeys assessments. While the assessments used by TalentNEO continue to measure the same foundational skills the tests have been renamed: Applied Math (formerly Applied Mathematics), Graphic Literacy (formerly Locating Information), and Workplace Documents (formerly Reading for Information).

How to Close a Job Post on OhioMeansJobs.com

1. Go to the email you received when you first posted the job and click the first link inside.



How to Close a Job Post on OhioMeansJobs.com

2. The page that appears is the edit page. Use the drop down menu for the “ Job Post/Training Opportunity Status” and select “ CLOSE” .

Job Post/Training Opportunity

Use this form to quickly and easily post your Ohio job opportunity to a national job search aggregator, where it is available electronically to job seekers across the country.

All job postings submitted here are governed by the OhioMeansJobs.com [terms and conditions](#).

[How Do I Post a Job?](#)

General Information

* = Required Field; ? = Click for Help

Note: Job will remain on the National Job Bank vendor's website for an initial period of 30 days.

READ: To enable the ability to make future updates or to print out your job post, please provide a valid e-mail address below. (Note: A confirmation e-mail will be sent to the email address that you have provided below. Please check your SPAM mail box as this e-mail may be sent there).

* E-mail Address: ?

* Employer Name:

* Type of Job:

- REGULAR EMPLOYMENT
- APPRENTICESHIP
- FEDERAL CONTRACTOR
- AGRICULTURE, H-2A, FLC
- INTERNSHIP

*Are You a Partner Employer? ? Yes No

*Job Title You Are Hiring/Training For:

NAICS Code: ?

* Posting Active Date: ? 11/19/2015

* Posting Expiration Date: ?

* Is this a Green Job? ?

Job Post/Training Opportunity Status ? ←

* Desired Skills/Duties:
(maximum 4,000 chars)

The keywords in this section will be used to

3. Then scroll to the bottom of the page and click the save button. Your posting will then be closed out on OhioMeansJobs.com after 4-6 hours.

