

HOW TO SUBMIT YOUR JOB POSTINGS

At CNY Works In Demand Jobs:

Email us at: indemandjobs@cnyworks.com

Call us at: 315-477-6974

Are you new to CNY Works?

Please fill out the [Electronic Job Order](#). Then submit the form, along with your company's job description (website link or PDF attachment), using one of the methods listed below.

Email

Email Electronic Job Order to Roy Jewel at NYSDOL Roy.Jewell@labor.ny.gov and to Marcy Grenier at indemandjobs@cnyworks.com

Mail

CNY Works Business Services
960 James Street
Syracuse NY 13203

Online

If you would prefer to directly enter your job order information online, please visit <https://myjobs.ny.gov>. **NOTE:** If you post the position yourself directly with the NYS Department of Labor, it will not be posted on the CNYWorks In demand Jobs! website.

Not sure where to start? For more information or if you have questions, please contact Business Services at: indemandjobs@cnyworks.com or call 315-477-6974

NYS Job Bank and Jobs Express

Include Your Jobs Automatically

Indexing is a free feature of the NYS Job Bank and Jobs Express. It allows jobs posted on your own corporate website to upload to the Job Bank daily. This feature helps you reach more jobseekers while saving you from having to post positions in multiple places. Simply add, change or close available job postings on your own site and the information updates daily in the NYS Job Bank.

Is your business a candidate for indexing?

In order for your jobs to be indexed, your corporate site must include these 4 specific things:

- Job Title
- Job Location: City, State
- Job Description
- A link where persons may apply

To request this service, complete a [simple request](#) online.

Meeting Your Job Posting Compliance Needs

When you post a job on the NYS Job Bank we can provide you with documentation to verify the posting for your Office of Federal Contract Compliance Programs (OFCCP) and Equal Employment Opportunity (EEO) needs. Whether your jobs automatically download to the NYS Job Bank from your company website through 'indexing' or you post them individually, this service will provide you with the documentation you need at no cost. For more information or to request documentation please contact the NYS Job Bank at NYSJobbank@labor.ny.gov