



How to Post Recovery Jobs



Two easy and convenient ways to post job openings

1. Post Jobs Online via JobQuest Employer Job Posting System

JobQuest is an online system that connects employers with job seekers

1. Go to www.mass.gov/jobquest.
2. If you're a First Time User, you must first register to access JobQuest using your Federal Employer Identification Number. You'll be asked to select your username and password for accessing JobQuest.
3. When posting Recovery-funded job openings, check the box for Recovery Jobs and enter your company's DUNS number and the name and ID of the Recovery Project you are working on.

JobQuest

Step-by-step instructions for posting jobs and managing your job orders are provided on JobQuest. If you need assistance, please contact the Help Desk at **1-888-578-6599** or email MOSES@detma.org.

2. Post Jobs with Your Local Business Services Representative (BSR)

BSRs are located at Massachusetts One-Stop Career Centers across the Commonwealth. To find a Career Center near you, go to www.mass.gov/careercenters or call **1-877-US 2 JOBS (1-877-872-5627)**.



Your BSR will meet with you to:

1. Help you post recovery job openings on JobQuest
2. Develop a recruitment plan to help you find qualified candidates
3. Additionally, explain the wide range of business programs and services offered by your local Career Center and the Commonwealth and how to access them including:
 - hosting career fairs and on-site recruitments
 - accessing workforce training funds and labor market information
 - connecting with the state's business development, counseling and support services



Commonwealth of Massachusetts
Deval L. Patrick, Governor
Timothy P. Murray, Lt. Governor

Executive Office of Labor and Workforce Development
Suzanne M. Bump, Secretary