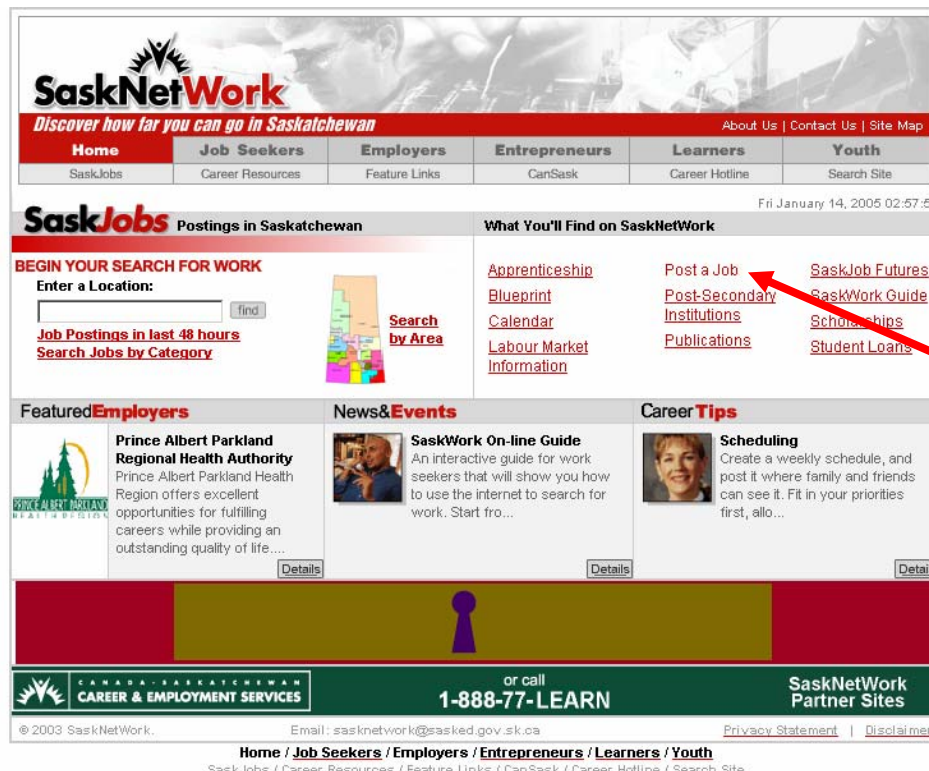


To post a job in Saskatoon on the SaskNetWork website, there are five options available through the Saskatoon Career and Employment Centre:

|  |   |
|--|---|
| <input type="checkbox"/> By Telephone (306) 933-5859   | <input type="checkbox"/> By Fax (306) 933-7801  |
| <input type="checkbox"/> Drop by 90-23 <sup>rd</sup> Street East   | <input type="checkbox"/> Online at <a href="http://www.sasknetwork.ca">www.sasknetwork.ca</a> |
| <input type="checkbox"/> Download the Job Order Form ( <a href="http://www.sasknetwork.ca/html/Home/saskjobs/joborderform.rtf">www.sasknetwork.ca/html/Home/saskjobs/joborderform.rtf</a> ) and e-mail to <a href="mailto:saskatoon.cansask@dcre.gov.sk.ca">saskatoon.cansask@dcre.gov.sk.ca</a> |   |

If you choose to use the online option, please follow these four simple steps to ensure that your posting is added to the SaskNetWork Website.

- STEP 1:** New users will need to contact the nearest Career and Employment Services Centre to request your User Name and Password. **There is no cost for these services.**
- STEP 2:** Go to the “SaskNetWork” web site: [www.sasknetwork.ca](http://www.sasknetwork.ca)
- STEP 3:** Click once on “Post a Job”



The screenshot shows the SaskNetWork website interface. At the top, there is a navigation menu with links for Home, Job Seekers, Employers, Entrepreneurs, Learners, and Youth. Below this is a search bar and a 'Post a Job' link, which is highlighted with a red arrow. The page also features sections for 'SaskJobs Postings in Saskatchewan', 'What You'll Find on SaskNetWork' (with links to Apprenticeship, Blueprint, Calendar, Labour Market Information, Post a Job, SaskJob Futures, Post-Secondary Institutions, Scholarships, Publications, and Student Loans), 'Featured Employers' (Prince Albert Parkland Regional Health Authority), 'News & Events' (SaskWork On-line Guide), and 'Career Tips' (Scheduling). The footer contains contact information for the Canada-Saskatchewan Career & Employment Services, including the phone number 1-888-77-LEARN and the website URL.

**STEP 4:** Once logged into the Job Posting Service, you now have the option to post new job vacancies ...or view, update, or cancel existing vacancies.

If you have questions please contact  
**Canada-Saskatchewan Career and Employment Services**  
 90-23<sup>rd</sup> Street East Saskatoon, SK S7K 2H6 Telephone: 306-933-5859