

# Connecting Colorado

How 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.



**Jefferson County**  
Laramie Building  
3500 Illinois Street  
Golden, CO 80401  
Telephone: 303.271.4700  
TTY/TDD: 800.659.3656



**Clear Creek County**  
1531 Colorado Boulevard  
P.O. Box 3669  
Idaho Springs, CO 80452  
Telephone: 303.670.7548



**Gilpin County**  
2960 Dory Hill Road  
Suite 100  
Black Hawk, CO 80403  
Telephone: 303.582.6003

## WHERE DO I BEGIN?

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- From your internet access point: go to [www.connectingcolorado.com](http://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 and this website is secure.
- Be sure to note the username and password you entered on the first page as you will need these to return to this website and post new jobs and/or change or update your account.
- When each page is completed click on the button at the bottom and move to the next page.
- After clicking, 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 DO I POST JOBS?

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- 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 for the position.
- 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 data-base, preview resumes, or just let the applicants search and apply on their own.

## HELPFUL HINT FOR SUBMITTING JOB ORDERS

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- **Make your title basic** so that the occupation is easily identifiable, e.g. cake decorator vs. pastry designer extraordinaire.
- **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 special coding within the system, e.g. you cannot have "10 positions open" for your restaurant, but you could list 3 cooks, 6 servers, and 1 dishwasher in 3 separate job postings for the 10 total position.
- **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 when filled.

## NEXT STEPS

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Once the account and job order has been submitted, your account will be verified by a workforce center 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

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- **Orders that do not guarantee minimum wage.** Minimum pay is \$8.00 per hour and \$4.98 per hour for tipped employees.
- **Orders 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.
- **Orders 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.
- **Orders that violate the law.** Orders that contain duties, terms or conditions of employment that violate state or federal law will be refused.
- **Orders involving a fee for placement.** Orders that consist of direct payments in exchange for the job or referral.
- **Orders that are not bonafide.** Orders that have no current/valid job openings are not permitted, such as those used to build a list of applicants for future openings.
- **Orders that pre-designate applicants to be referred.** Candidates can only be referred based on their occupational qualifications.
- **Orders impacted by a labor dispute.**
- **Orders specifying membership or non-membership in a labor organization.**

## CONTACT US

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For additional assistance, please contact a Business Services Specialist  
email: [businessservices@jeffco.us](mailto:businessservices@jeffco.us)

