

Welcome to  
**NukeWorker.com's Employer Services**  
Registration Help Guide.



In this module, you will gain understanding into the needs and uses of the information asked for when you register a new Employer Services account on the NukeWorker.com Job Site.

## Table of Contents

1. REGISTER .....	3
2. LOGIN INFORMATION.....	3
2.1. EMAIL ADDRESS .....	3
2.2. PASSWORD .....	3
2.3. CONFIRM PASSWORD.....	4
3. COMPANY INFORMATION.....	4
3.1. SHORT COMPANY NAME.....	4
3.2. LONG COMPANY NAME .....	4
3.3. COMPANY TYPE .....	5
3.4. COMPANY DESCRIPTION .....	5
3.5. STREET ADDRESS.....	5
3.6. CITY .....	5
3.7. REGION .....	5
3.8. STATE.....	6
3.9. ZIP CODE .....	6
4. CONTACT INFORMATION.....	7
4.1. CONTACT NAME.....	7
4.2. PHONE NUMBER .....	7
4.3. FAX NUMBER .....	7
4.4. WEBSITE ADDRESS .....	7
5. PRIVACY.....	8
5.1. HIDE YOUR NAME .....	8
5.2. HIDE YOUR STREET ADDRESS.....	8
5.3. HIDE YOUR LOCATION .....	8
5.4. HIDE YOUR PHONE NUMBER .....	8
5.5. HIDE YOUR FAX NUMBER .....	8
5.6. HIDE YOUR EMAIL ADDRESS.....	8
6. HOW DID YOU HEAR ABOUT US? .....	9
7. TERMS AND CONDITIONS.....	9
8. SAVE .....	9
THANK YOU .....	9

Figure 1: Login or Register Screen

Welcome To **NukeWorker's** Employer Services

Using our site is as easy as 1, 2, 3

- 1 VIEW OUR Online Help**  
Browse our online help files and FAQ's.
  - Registration **NEW**
  - General Overview **NEW**
  - Payment Process **NEW**
  - Manage Jobs **NEW**
  - Information Kit **NEW**
  - Testimonials **NEW**
- 2 DOWNLOAD A Guide**  
Save our printable Quick Guides to use as a handy reference tool.
  - Registration **NEW**
  - General Overview **NEW**
  - Payment Process **NEW**
  - Manage Jobs **NEW**
  - Information Kit **NEW**
  - Testimonials **NEW**
- 3 Manage YOUR JOBS**  
Login or Register  
Email address:   
Password:   
[Forgot your Password?](#)  
 Remember me.  
  
[Sign up for a free account today.](#)

## 1. Register

To register, click on the **“Sign up for a free account today.”** link below the login box, as shown in figure 1 above. This page can be accessed from clicking on the “Employer” link on NukeWorker.com’s home page.

## 2. Login Information

Figure 2: Login Information

**Login Information**

E-mail Address:  \*

Password:  \*

Confirm Password:  \*

### 2.1. Email Address

This is the most important piece of information on this page. Enter the **email address** of your company’s point of contact. This **email address** will be used by everyone in your company to log in. It will be used when we send you invoices, and when the system informs that your job posting agreement and job postings expire. This **email address** will be displayed in your company’s free online profile or optionally hidden. It will also be the default information entered for your contact information when you post a job. **When you post a job, all of the contact information may be changed for each job, or hidden.** Example: “Jobs@NukeWorker.com”. \* This is a required field.

### 2.2. Password

Enter your company’s **password**. This is the password that everyone from your company will use to access this account. After you complete registration, please share this email address and password with other recruiters from your company, as everyone will share the same login account. \* This is a required field.

### 2.3. Confirm Password

Re-enter your **password** to ensure you have not made a typographical error. \* This is a required field.

### 3. Company Information

Please tell us a little about your company. This information will be used to contact you, bill you, and will be displayed in your company's free online profile or optionally hidden.

Figure 3: Company Information

The screenshot shows a web form titled "Company Information". It contains several input fields, each marked with a red asterisk to indicate it is required. The fields are: "Short Company Name (i.e. NRC):" with a small text box; "Long Company Name (i.e. Nuclear Regulatory Commission):" with a long text box; "Company Type:" with radio buttons for "Employer" (selected) and "Recruiter"; "Company Description:" with a large text area and a vertical scrollbar; "Street Address:" with a text box and a vertical scrollbar; "City:" with a text box; "Region:" with a dropdown menu showing "-- Select Region --"; "State:" with a dropdown menu showing "-- Select State --"; and "Zip Code:" with a text box.

#### 3.1. Short Company Name

Enter the **shortest version of your company name** in this space. If your company was the Nuclear Regulatory Commission, then you would enter "NRC". You could also use the first word in your company name, for example, "Bartlett" instead of "Bartlett Services Incorporated". Please try to keep this entry to 2-8 letters. Also note that this is the only piece of information that is not editable again from your "**My Profile**" page after you finish registration, so choose it carefully. \*This is a required field.

#### 3.2. Long Company Name

This is just the opposite of the short company name. This is the **long version of your company's name**, for example "Safety and Ecology Corporation". \*This is a required field.

### **3.3. Company Type**

If the applicant will be employed by your company, then you are an **Employer**, if the applicant will be receiving their pay check from your client, then you are a **Recruiter**.

### **3.4. Company Description**

This is your chance to brag a little. Post a paragraph or two about your company, introduce it to the world and the job seekers. This is the "About us" portion that is displayed in your company's free online profile.

### **3.5. Street Address**

Enter your company's **Street Address**. This information will be used for billing, and is displayed in your company's free online profile or optionally hidden. It will also be the default information entered for your contact information when you post a job. When you do post a job, all of the contact information may be changed for each job, or hidden. **\*This is a required field.**

### **3.6. City**

Enter your company's **City**. This information will be used for billing, and is displayed in your company's free online profile or optionally hidden. It will also be the default information entered for your contact information when you post a job. When you do post a job, all of the contact information may be changed for each job, or hidden. **\*This is a required field.**

### **3.7. Region**

Choose your companies **Region** from the drop down list. The **State** drops down choices below are based off of the **Region** you choose now. These regions are modeled off of the NRC regions. Region I is the North East, Region II is the South East, Region III is the Mid-west, and Region IV is the West. We also offer Canada, Mexico, Germany and France as other popular regions. If you are in a US possession, choose "Other" as your Region to enable the "State" drop down list to display US possessions. This information will be used for billing, and is displayed in your company's free online profile or optionally hidden. It will also be the default information entered for your contact information when you post a job. When you do post a job, all of the contact information may be changed for each job, or hidden. **\* This is a required field.**

## NukeWorker.com's Employer Services Registration Help Guide.

<b>Region I</b>	<b>Region II</b>	<b>Region III</b>	<b>Region IV</b>
Connecticut (CT)	Alabama (AL)	Illinois (IL)	Alaska (AK)
Delaware (DE)	Florida (FL)	Indiana (IN)	Arizona (AZ)
Maine (ME)	Georgia (GA)	Iowa (IA)	Arkansas (AR)
Maryland (MD)	Kentucky (KY)	Michigan (MI)	California (CA)
Massachusetts (MA)	Mississippi (MS)	Minnesota (MN)	Colorado (CO)
New Hampshire (NH)	North Carolina (NC)	Missouri (MO)	Hawaii (HI)
New Jersey (NJ)	Puerto Rico (PR)	Ohio (OH)	Idaho (ID)
New York (NY)	South Carolina (SC)	Wisconsin (WI)	Kansas (KS)
Pennsylvania (PA)	Tennessee (TN)		Louisiana (LA)
Rhode Island (RI)	Virginia (VA)		Montana (MT)
Vermont (VT)	Virgin Islands (VI)		Nebraska (NE)
Washington, DC	West Virginia (WV)		Nevada (NV)
			New Mexico (NM)
			North Dakota (ND)
			Oklahoma (OK)
			Oregon (OR)
			South Dakota (SD)
			Texas (TX)
			Utah (UT)
			Washington (WA)
			Wyoming (WY)

### 3.8. State

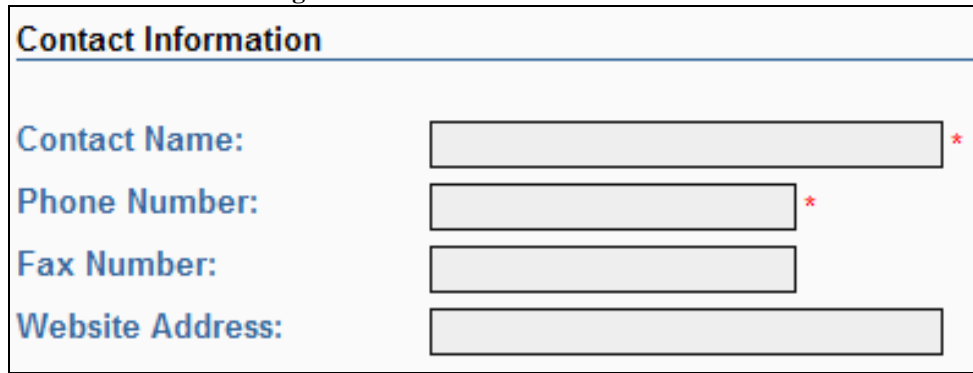
Choose your company's **State** from the drop down list, if it is not listed, double check the Region you have selected. This information will be used for billing, and is displayed in your company's free online profile or optionally hidden. It will also be the default information entered for your contact information when you post a job. When you do post a job, all of the contact information may be changed for each job, or hidden. \* This is a required field.

### 3.9. Zip Code

Enter your company's **postal code**. This information will be used for billing, and is displayed in your company's free online profile or optionally hidden. It will also be the default information entered for your contact information when you post a job. When you do post a job, all of the contact information may be changed for each job, or hidden. \*This is a required field.

## 4. Contact Information

Figure 4: Contact Information



The screenshot shows a registration form titled "Contact Information". It contains four input fields, each with a red asterisk indicating it is a required field:

- Contact Name: [input field]
- Phone Number: [input field]
- Fax Number: [input field]
- Website Address: [input field]

This information will be used by NukeWorker.com to contact you. It will be displayed in your company's free online profile or optionally hidden. It will also be the default information entered for your contact information when you post a job. When you post a job, all of the contact information may be changed for each job, or hidden.

### 4.1. Contact Name

Click on the "[Buy Jobs](#)" link to buy job postings or resume views. We have many plans available. You can buy just one, or a package allowing unlimited access.

### 4.2. Phone Number

Enter the **phone number** of your company's point of contact. This information will be displayed in your company's free online profile or optionally hidden. It will also be the default information entered for your contact information when you post a job. When you post a job, all of the contact information may be changed for each job, or hidden. Example: "(865) 938-6984". \* This is a required field.

### 4.3. Fax Number

Enter the **fax number** of your company's point of contact. This information will be displayed in your company's free online profile or optionally hidden. It will also be the default information entered for your contact information when you post a job. When you post a job, all of the contact information may be changed for each job, or hidden. Example: "(865) 938-6984".

### 4.4. Website Address

Enter the URL **address** of your company's website. This information will be displayed in your company's free online profile or optionally hidden. It will also be the default information entered for your contact information when you post a job. When you post a job, all of the contact information may be changed for each job, or hidden. Linking to your site from NukeWorker will increase your rankings in the search engines, and is absolutely free. Example: "http://www.NukeWorker.com/".

## 5. Privacy

Figure 5: Privacy Options

<input type="checkbox"/>	Withhold Contact Name
<input type="checkbox"/>	Withhold Street Address
<input type="checkbox"/>	Withhold Location (City - State - Region)
<input checked="" type="checkbox"/>	Withhold Phone Number
<input type="checkbox"/>	Withhold Fax
<input type="checkbox"/>	Withhold Email Address

Click on the box next to the information you wish to withhold from being displayed in your companies profile. This does not affect the display of contact information when you post jobs, at that point you may choose to hide the specific job's contact information.

### 5.1.Hide Your Name

Click on the box next to **"Withhold Contact Name"** to prevent the name of your companies contact person to be displayed in your company profile. This does not affect the display of contact information when you post jobs, at that point you may choose to hide the specific job's contact information.

### 5.2.Hide Your Street Address

Click on the box next to **"Withhold Street Address"** to prevent your companies street address to be displayed in your company profile. This does not affect the display of contact information when you post jobs, at that point you may choose to hide the specific job's contact information.

### 5.3.Hide Your Location

Click on the box next to **"Withhold Location"** to prevent the City, State and Region location of your company to be displayed in your company profile. This does not affect the display of contact information when you post jobs, at that point you may choose to hide the specific job's contact information.

### 5.4.Hide Your Phone Number

Click on the box next to **"Withhold Phone Number"** to prevent your companies phone number from being displayed in your company profile. This does not affect the display of contact information when you post jobs, at that point you may choose to hide the specific job's contact information.

### 5.5.Hide Your Fax Number

Click on the box next to **"Withhold Fax Number"** to prevent your companies fax number from being displayed in your company profile. This does not affect the display of contact information when you post jobs, at that point you may choose to hide the specific job's contact information.

### 5.6.Hide Your Email Address

Click on the box next to **"Withhold Email Address"** to prevent your companies email address from being displayed in your company profile. This does not affect the display



of contact information when you post jobs, at that point you may choose to hide the specific job's contact information.

## 6. How did you hear about us?

Figure 6: Survey

Where did you hear about us?

- By E-mail
- Search Engine
- Your Friend
- Text Link to our website
- Banner Link to us
- Magazine Advert
- Newspaper Advert
- Poster/Radio/TV Advert
- Other

In order to help us maximize our advertising strategy, please let us know how you heard about us. You options are: e-mail, search engine, a friend, text link to our website, banner link to us, magazine Ad, newspaper ad, poster/radio/TV ad, or other. If you choose 'other', please type a short description in the description box.

## 7. Terms and Conditions

Click on the **“Terms and Conditions”** link to view our terms and conditions for use of our site. This is our contract with you. After you have read the terms and conditions for use, check the box.

Figure 7: Terms and Conditions

I have read and I agree with the [Terms and Conditions](#) of this site.

## 8. Save

Click on the **“Save”** button to save your company profile, and conclude the registration process.

## 9. Company Profile Created

You will then be presented with a screen that states that your company's profile has been created, and that you are ready to post a job. Click on the **“Post Job”** button to continue. At that point you will be presented with the opportunity to choose a job posting package.

## Thank you

Thank you for viewing the Employer Services Registration Learning Module. To learn more, check out the other tutorials listed on the Login Screen.