

# **Employer**

## Frequently asked questions

### **How can I access my posting on the internet?**

The NLx home page located at: <https://usnlx.com/index.asp> will be a valuable site to find your order. Under the keyword search, the “All Categories” dropdown offers various types of searches. Searching by company name or job ID may quickly produce the desired results.

### **I am business that has previously registered and has active postings on your website. Now that you have changed site, I can't log in and your site is now telling me I am not registered. What do I do?**

Your registration was created on the old site. When migrating to the new site, you are required to create a new account.

### **I need help finding candidates?**

The State of New Jersey is committed to offering our employers a personalized service to assist in the matching. Feel free to contact any Business Service Representative or contact any One-Stop Career Center to obtain free assistance. Part of the service we offer is to alert our job seekers to new job opening opportunities. Within one business day we will alert our staff to your new job order, so they can assist you and our job seekers.

### **How can I tell if anyone is interested in my posting?**

Contact any One-Stop Career Center to obtain free assistance. They will be able to retrieve a listing of any job seekers that have requested to be referred.

### **What happens to my previous OnRamp job orders?**

All of your previous OnRamp open orders will be accessible through the NLx home page located at: <https://usnlx.com/index.asp>. Under the keyword search, the “All Categories” dropdown offers various types of searches. Searching by company name or job ID may quickly produce the desired results.

### **Can I edit or duplicate job orders?**

The “Manage Your Jobs” section from your Employer Desktop will allow you to edit your existing job orders, copy a job order to recreate or duplicate it, repost an existing job order, and expire a job order that has been filled or withdrawn.

### **My company is a staffing or home health care agency. Are there any restrictions on my account or postings?**

As a regulated agency, the New Jersey State Regulation criteria at N.J.S.A. 34:8-43 et seq., requires you to register with the Department of Law & Public Safety, Division of Consumer Affairs (DCA) as an enterprise engaged in employment personnel services. This statute covers companies engaged in career consulting or counseling services, headhunters, temporary health agencies, nursing registry/home health agencies, pre-paid computer job matching services, resume services, temporary help firms, employment agencies, job listing services. Here is the link to search DCA's 'Listing of New Jersey Licensed and Registered Employment Personnel Services': <http://www.njconsumeraffairs.gov/epservices/Documents/New-Jersey-Licensed-and-Registered->

[Employment-and-Personnel-Services.pdf](#). Additionally, your company must have a non-financial agreement on file with the Department of Labor. If you are unsure that you have a current one, please contact [EmployerSupport@dol.nj.gov](mailto:EmployerSupport@dol.nj.gov).

### **I am a domestic employer. How do I post my position?**

Contact [EmployerSupport@dol.nj.gov](mailto:EmployerSupport@dol.nj.gov) for assistance.

### **How long do I have to wait if my account needs to be approved?**

Dedicated staff try quickly to access and approve your account, but various databases must be checked. Our goal is a maximum of two business days.

### **I need to post a perm position (H-1B); how can I get confirmation of the posting?**

The NLx home page located at: <https://usnlx.com/index.asp> will be a valuable site to confirm your order has been posted. Under the keyword search, the “All Categories” dropdown allows you to search by company name or job id. All postings on this site will meet the US Department of Labor’s requirement that all H-1B job orders be posted on a state website.

### **Is there a hold once my job is posted?**

The postings are open to everyone. This site enables our Veterans to have first access to newly posted jobs. Qualified veterans who have an account are notified of the posting if their skills match the position.

### **Are there any restrictions and/or costs for me posting jobs?**

Posting a job order is a free through this self-service system to employers who are registered in New Jersey and are paying W2 wages.

### **Can I post for an intern position?**

Intern positions must specify that the intern will be paid by indicating the paid designation in the job title or in the description.

### **I have found a posting that does not appear to be posted by me. The information is wrong.**

If a posting is located on our site, please contact [EmployerSupport@dol.nj.gov](mailto:EmployerSupport@dol.nj.gov) and we will immediately investigate the issue. If it is something found on the internet that has been entered in a different job board, please contact that job board for assistance.

### **If I am already registered with NLx through another state’s NLx website, will I need to create a new account for NJ?**

If an account was created through the NLx site in a different state, you should be able to log in with your established credentials. If you would like to have a different login for each state, you can create a new account, but the email used must be unique.

### **I am interested in hiring Veterans. What can I do?**

From the main page, use this link entitled Business Service Representatives to find your local veteran representative listed at the bottom of the page. These staff members will provide you with free assistance in locating veterans that meet your requirements. Also, a link to HireVets.gov is located at the bottom of the main page.

**My job postings requires that it be posted on the website of the state is it location in. Does this meet that US Department of Labor requirement?**

Posting on New Jersey's NLx Employer Access site will meet that requirement.