

## Connecticut Department of Labor “Recovery Friendly Designation” Directions

Your company has indicated that it is friendly to job seekers who have experience challenges with alcohol, drug, or gambling issues. The Connecticut Department of Labor has established a method for job seekers who have experienced these challenges to connect with employers who are friendly to this population. By following the steps below, your company’s job openings will be visible and accessible to all job seekers and identified as friendly to this population. This service is provided at no cost to Connecticut employers.

To post your opening to CT Job Central as described above, please follow these steps:

1. Go to: <http://www.jobcentral.org/ct>
2. On the left side of the page under the header “**Employers**” click on the link “**Create Employer Account.**”
3. This brings you to a page with the header “**Log in or Register Now to Begin Posting Jobs and Searching Resumes.**” Go to the box on the right hand side of the page **New to CT JobCentral**” and enter your e-mail address in the box and click “**Submit.**”
4. This brings you to the Employer Registration page. Please complete all of the required fields on this page and click “**Register**” at the bottom of the page. You will get a message: “**You’ve successfully registered for CT JobCentral! An e-mail has been sent containing your password. To log into the system, use your email address and that password.**” Please leave your confirmation screen open while you retrieve the password.
5. Login by returning to the confirmation screen and clicking on the login link. In the “**Log In**” box enter your email address and password. Click “**Log In.**”
6. This will bring you to the “**Employer Desktop**” page. Under the “**Job Posting**” header, click on “**Post a Job.**”
7. This will bring you to a page with the header “**Post a Job.**” Halfway down the page under the “**Job Information**” section, you will enter the job description. Before you begin entering the job description and duties, please enter the following code in this box: **RF123**. This code will enable job seekers who have experienced challenges with alcohol, drugs, or gambling issues to search for employers who are friendly to this population. After entering **RF123**, enter the job description, complete all the information on the page and click on “**Post Your Job**” at the bottom of the page. You will receive a message that says “**You have successfully posted your job, as displayed here.**”