

# Employee Portal - The Job Board Tab

Last Modified on 09/10/2025 11:16 am CDT

## Overview

The "Job Board" tab allows you to search for jobs utilizing the TempWorks Job Board, all without having to leave WebCenter:

The screenshot shows the 'Job Board' tab selected in the left sidebar. The main content area has a blue header with 'Your Logo Here' and a 'Show Favorites' button. Below the header is a 'Search Jobs' section with two input fields: 'What jobs are you looking for?' (with placeholder text 'Search on a job title, skill or job description') and 'Where?' (with placeholder text 'Enter a City and State/Province or a Zip/Postal code'). A 'Search Jobs' button is to the right of the 'Where?' field. Below the search fields are two dropdown menus: 'Jobs Within:' set to '50 Miles' and 'Sort By:' set to 'Search Relevance'. Underneath is a 'Browse Jobs' section with 'Top Skills:' and 'Top Categories:'. The 'Top Skills' list includes 'Bilingual-Spanish', 'Forklift Operator', 'Assembly', 'Education-HS/GED', and 'Welder'. The 'Top Categories' list includes 'None', 'General Office', 'Accounting', and 'Word Processing'.

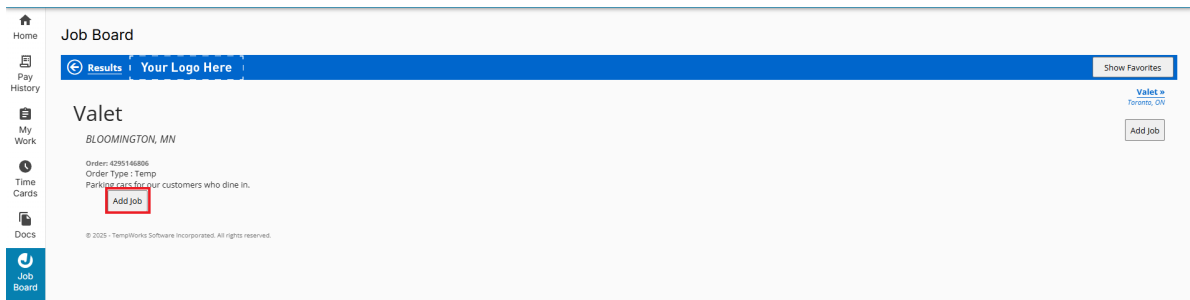
## Utilizing the Job Board

Begin by searching for jobs that you would be interested in:

**\*Note\*** You can narrow your search down by location, distance, etc.

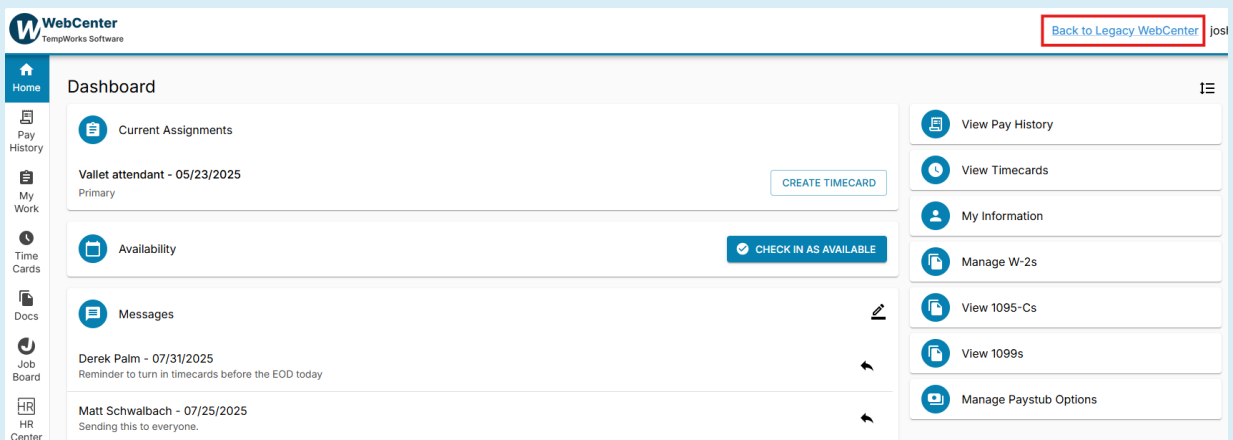
The screenshot shows the 'Job Board' tab with the search results for 'Valet'. The search input field now contains 'Valet'. The results section shows '4 matches'. The first result is from 'Valet' in 'BLOOMINGTON, MN', listed as a 'Temp' position '10 Months ago'. The job description reads: 'Parking cars for our customers who dine in. Order: 4295146806'. The 'Search' button in the top left of the main content area is now active.

Once you have found a job, select it from the list and select "Add Job":



Once added, your staffing provider will be notified.

**\*Note\*** The updated WebCenter Employee Portal contains all the functionality as Legacy WebCenter, but in the event you need to navigate back to Legacy, you can select the "Back to Legacy WebCenter" option to the top right of the WebCenter window:



For more information on navigating to the Legacy WebCenter, along with the feedback survey, please see the article titled [Employee Portal - Navigating to Legacy & Feedback Survey](#).

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