

Posting Jobs on the New York State Job Bank

Requirement for Posting American Recovery and Reinvestment Act (ARRA -Stimulus) Funded Jobs

All jobs created using American Recovery and Reinvestment Act (ARRA) funds must be listed on the New York State Job Bank. Each job description must include language identifying it as a job created using ARRA funds.

ARRA funded jobs that are recruited through a local union hall must also be posted on the New York State Job Bank. However, the union job description must indicate that the position is being recruited out of the local union hall and that Internet applications from the public will not be accepted.

When using any of the options listed below, please include the following specific language in the job description:

- For all ARRA funded job listings: “Job created using NYS ARRA Funds.”
- For all ARRA funded jobs to be recruited thru local union halls: “Job created using NYS ARRA Funds; job recruitment thru local union hall, internet applications from the public not accepted.”

Businesses have two options for posting their openings with the New York State Job Bank:

- **Option 1 -- Self Service**

Employers can post jobs via self-service through the following website:

New York State Job Bank

Post your jobs on the [New York State Job Bank](#). This free service allows employers to manage their job orders throughout the recruitment process. For new users, registration approval for access to the site may take up to 3 business days.

Please Note: Posting on the New York State Job Bank is free for all employers. If you have any problems or are in need of assistance, please contact NYSDOL via email at nysjobbank@labor.state.ny.us or by phone at 1-888-4-NYSDOL (or 1-888-469-7365).

- **Option 2 -- Contact NYSDOL**

Employers can contact NYSDOL using one of the following options.

- **Fax:**

Outside NYC: For jobs located outside New York City, employers can use the [NYS Fast Fax Form](#) and fax it to (518) 485-1333.

In NYC: For jobs located in New York City, employers can use the [NYC Fast Fax Form](#) and fax it to (718) 780-9458.

- **E-Mail:**

Outside NYC: For jobs located outside New York City, employers should

complete the [fillable job order form](#) and e-mail it to nysjobbank@labor.state.ny.us.

In NYC: For jobs located in New York City, employers should complete the [fillable job order form](#) and e-mail it to DoES_LO584@labor.state.ny.us.

o **Phone:**

Outside NYC: For jobs located outside New York City, employers should call 1-888-4-NYSDOL (or 1-888-469-7365).

In NYC: For jobs located in New York City, employers should call (718) 780-9499.