

Division of Employment Services



Presentation Topics

- Functions
- Job Applicant Services
- Online Registration
- Job Vacancy Announcement (JVA)

Key Functions of the Division

- Manage the Department of Labor website – www.marianaslabor.net
 - Verify & certify job vacancy announcements (JVA)
 - Maintain and analyze reports
 - Job referrals and placements
- Job placement follow-up
 - Ensure against hostile workplaces
 - Secure adequate opportunities to advance
 - Monitor effective dispute resolution strategies

Job Applicant Services

- Online registration
- Resume building
- Interview tips
- Education/Outreach
- Job referral
- Job placement
- Employment follow up



Online Registration



STEP 1: GO TO MARIANASLABOR.NET

On a blank web browser, type “<https://marianaslabor.net/>” and press enter. You will be directed to the CNMI Department of Labor web page also called the Public Site Homepage.



STEP 2: CLICK ON “APPLICANTS”

From the Homepage, click on “*Applicants*” on the left hand pane; this will take you to the **Applicants** page.



STEP 3: CLICK ON “REGISTER WITH THE CNMI DEPARTMENT OF LABOR”

From the **Applicants** page, click on the “Register with the CNMI Department of Labor” hyperlink. |



STEP 4: COMPLETE ALL FIELDS

You will be directed to the Registration section under the **Applicants** page. Ensure that all required fields (*) are completed. Once all fields are completed, click on the *submit* bar.



STEP 5: COMPLETE REGISTRATION

The registration process is now complete. A Welcome message will be displayed in the **Applicants** page showing two hyperlinks: (1) [Update your Personal Profile](#) and (2) [Enter your Résumé](#).

Job Vacancy Announcement

Contents:

- Employer's name and contact information
- Announcement No.
- FLSA Coverage
- No. of Openings
- Specific Worksite Location
- Job Classification (Major)
- Opening and Closing Date of the Announcement
- Job Title
- Job Duties
- High School Diploma Requirement
- Qualification Requirements
- Full or Part Time Employment
- Hours per week and per day
- Overtime Rate (Exempted or non-exempt)
- Anticipated start and closing date of employment
- Fringe Benefits (Housing, Food, Transportation, and etc.)
- Employer Comments

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