Section 3
Opportunities

Employer Registration and
Job Posting Instructions
Section 3 Opportunities

Welcome to Chicago Housing Authority’s (CHA) Section 3 job website. This website has been created to make the job search and hiring process easier for our Section 3 community and Contractors.

CHA is a federally funded agency, and with the funding, we require contractors to follow HUD guidelines on every applicable contract. Any Prime Contractor who has a need for new hires under their CHA contract, is required to hire Section 3 employees to equal at least 30% of those new hires.

CHA worked with HUD to build this website for your use. Each Contractor must build their own profile on here, and manage the users who will have access to this system for your company. You will be responsible for posting Section 3 job openings on this website and hiring qualified Section 3 employees through this hiring process. You are in control of this process and CHA is here to assist you.

This document will show you how to setup your Company’s profile, individual Job Profiles, how to review applicants, and how the Section 3 Hiring Specialists work with you through this process.

Let’s get started!
How do I get started?

Please visit [http://Section3jobs.thecha.org](http://Section3jobs.thecha.org)

- If your Company does not have an account yet, click on the “Employer Sign In” link and follow the instructions...
- Once you do register, you will just sign-in with your email address and selected password.
To start this process, you will first need to build your company’s profile in the Section 3 Opportunities system. Here is an example of how to fill out the profile:

- **Company Information**
  - Business Name: Test Business Corp
  - DBA Name: 
  - Tax ID Number: 556889
  - Main Company Email: testemployer@trashmail.net
  - Main Phone: (555)555-5555
  - Main Fax: (555)555-5555
  - Main Company Website: www.testemployer.com
  - Company Address: 565 W. Main Rd
  - City: Chicago
  - State: Illinois
  - Zip: 60663

- **Company Contact Person**
  - First Name: Jane
  - Last Name: Test
  - Title: CEO
  - Email: testemployer@trashmail.net
  - Phone Number: (555)555-5555
  - Fax Number: (555)555-5555

- Note: You can add more users for this system once your initial profile is set up.

- Read the privacy/terms of use, check that box and click on “Submit”
Completing your registration is easy. Once you submit the company’s main profile, you will receive an automated email from the system confirming your Employer Profile and temporary profile.

- Follow the prompts and change your password...
Okay, now that you are logged in, let’s review each link on your Dashboard...

**Open Positions**: These are the job openings you have open to the public for applications. These jobs will be posted for 10 days before you can review the applicants and schedule interviews.

**Pending Actions**: These are the jobs that you have to either enter the job details for the Section 3 Hiring Specialist to approve, or they are the job details that need edits prior to approval by the Section 3 Hiring Specialist.

**Note**: Pay attention to the special notes sent to you for any openings with required edits.

**Closed**: These are the Job Openings that you filled and are now considered closed and completed.

**Outstanding Positions**: This is a direct link to the Job Openings you need to enter details for, in order for approval and posting.
Main Page- Employer Dashboard

**Settings:** Add a new user or change your individual password

**Jobs:** You can either Create Announcements (add the Job Profile Details to open positions) or Review Announcements that need approval and/or edits

**Account:** Edit your login profile or the Company’s information

**Home:** Takes you to the main screen with your dashboard

**View:**
- Users for your company with access to this system
- Contracts with open Job Profiles in the system
- Applicant Selection
  - You will use this page to review Applicant’s profiles for your company’s open positions
  - Jobs will be posted online for 10 days and you cannot view the applicants until the 10 days pass
- Hire/Interview Status
  - This page will allow you to enter the updates for each applicant who you either interviewed or reviewed their profile after they applied for your open position

**About Section 3:** A brief overview of Section 3 requirements
Creating a New Job Posting (Admin’s View)

First, the **CHA Section 3 Hiring Specialist** will enter a Job Profile for your Contract with CHA. Once this is created, they will assign Job Titles/Openings to your Contract. The Section 3 Hiring Specialists will enter the job titles that you outlined on your Schedule B, which were approved by your Contract Compliance Specialist.

- Section 3 Hiring Specialist will click on “Create Job Profile” and then “Add Position” one by one for each open job title. This will be reflected on the Section 3 Hiring Specialist’s Dashboard **and** your Employer Dashboard! This is when **you** really get started!
Creating a New Job Posting

- “Outstanding Positions” will have a number next to it, showing you the total open positions where you need to provide Job Profile Details.

- Once you click on “Outstanding Positions” you will be taken to your list of Outstanding Positions. Select each one, one-by-one, and provide the details.
Job Profile Detail

- From this screen you can start entering the Job Details for each position, by clicking on “Add/Update Announcements”
  - Once you do this, there will be a few pages of information you will be required to enter

- You can add a Subcontractor to this Contract in order to assign a Job to them on future pages—click on “Assign Subcontractor”
  - You can always come back to your Job Profile Detail to add a Subcontractor later, but you should know who is hiring each Section 3 employee
Position Information

- Certain information should auto-populate for you, like the Contract Number and/or RFP/IFB Number
- Select the Position Title you want to enter details for
- Select the No. of Openings you are entering these details for
  - There could be multiple positions with the same title (ex: 3 Laborers). If this is the case, you can enter all of the positions with the same details, including start and end dates, or you can enter them individually if they have different requirements
- Select the Industry and click on the asterisks if you need more clarity on the Industry
- Enter the Start Date
- Enter the End Date
- Job Location: This will be the location the employee will perform their job duties
- Will the employee(s) work onsite every day or will their work schedule change based on the need for their position? (usually applicable for construction trade positions)
- Is Public Transportation Available? Yes or No
- Job Term: How long is this position?
- Shift: What are the hours this Position will be required to work?
- Schedule: Will they have to work the weekdays, weekends, or both?
- Hours Per Week: How many hours per week will this position work?
- Minimum Salary: What is the minimum salary?
- Required Screenings: Is a drug or alcohol test required?
- Required Certification/License

Click “Save and Continue” at the bottom of the screen
Qualifications

- Educational Achievement: What education level is required for this position?

- General Computer/Technical Skills: What skills are needed for this position? Can they have a beginner level set of skills, or do you need them to be able to program and provide more advanced skills? Maybe no computer skills are needed...

- Physical Demands: Does this position need to be able to lift boxes, materials, etc? Identify the possible physical demands

Click “Save and Continue” at the bottom of the screen
Memberships and Affiliations

- If this position is a union hire, identify that here by selecting “Yes” and listing the Local # and Union Type
- Click “Save & Continue” to save your information and move to the next page
Job Description

- You will use this page if you need to enter any additional details or a written description of the Job Opening
- Click “Save & Continue” to move on to the final step of creating the Job Profile
• Review all of the information you entered on previous screens
  • If you need to make any edits, click on “Edit” by that section and make your changes
    • You will need to click “Save & Continue” through each page again to get back to the Preview page

• If it looks correct, click on “Submit”

• Once you submit the Position Information, the Section 3 Hiring Specialist will review it.
  • Upon review, there may be comments you will need to address or it may be approved and post to the website that day
Once you submit the Job Profile Details for approval, you should see the “Outstanding Positions” number decrease and see the “Pending” count increase...

This was 0
This was 4
Once the Employer submits the Job Profile through the system, it is sent to the Section 3 Hiring Specialist for approval.

The Section 3 Hiring Specialist will review their dashboard and click on “Pending Actions” and then select the applicable Job Title from the list of pending and open Job Profiles.
Job Profile Approval (Admin’s View)

- Section 3 Hiring Specialists will review the Announcements portion of this page to review and approve or deny the Job Profiles submitted by the Employer.
- Section 3 Hiring Specialist will click on “Edit Status” and review the details that you entered.
- The status will be updated and sent to your attention as the Employer.

Add Response:
This will allow the Section 3 Hiring Specialists to Approve the Job Profile or Deny it and provide comments to you for required edits.
Approved Job Profiles

• Once the Section 3 Hiring Specialist approves your Job Profile, you will see it show up in your “Open Positions” on your dashboard
• This means it is open for Section 3 applicants to apply for 10 days!
Reviewing Applicants

- To view the applicants who applied for your positions, after the 10 days have passed, you will click on “View” in your top tool bar and select “Applicant Selection”
- You will be supplied with a list of applicants who you will have to review one by one (to review the Applicant’s profile, click on their name)
Reviewing Applicants

• Once the Applicant’s Profile opens, review it and then select “Update Interview/Hire Status” to proceed to the next step...
Update Interview/Hire Status

**Position Title:** This will pre-fill from the Job Profile

**Candidate Name:** This will pre-fill from the Job Profile

**Interview Scheduled:** Select Yes or No

**Interview Date:** Enter the date you will interview the Applicant if an interview will take place

If the candidate was not interviewed, select a reason why or add more details in the “Other” box which will allow you to write out your explanation

Once you interview the Applicant/Candidate or decide you will not move forward with an interview, select “Yes” or “No” from the **Hired?** Drop down box

- If you have to come back to this page for the Applicant, the information will be saved and ready for you to update the page with the hiring status

If hired, enter the Employee’s **Start Date**

If not hired, select a reason why or add more details in the “Other” box which will allow you to write out your explanation

**Once a position is filled, the Job Profile will move to “Closed Positions” in your Employer dashboard**
Tips for Employers

• Make sure you maintain updated contact information in the system
• You are responsible for setting up interviews and all follow-up with each applicant
  • CHA will not provide you assistance in following-up with Applicants for interviews, missing information, etc...
  • CHA is not responsible for setting up interviews
• Employers must review the Applicants in the order they are provided to you and make the necessary updates in the system
• If you have a former employee you want to interview for the open position, they must apply for the position like everyone else
  • No side referrals and/or exceptions will be made to this process
Questions??

You have three places to call for assistance!

• **Section 3 Hotline**
  • (312)542-8802

• **Section 3 Hiring Specialists**
  • Adrienne Foster: (312)786-3484
  • Denise Johnson: (312)913-7682