

**Executive Order 85 –Job Posting Processes  
Commonwealth of Virginia and Stimulus Funded Jobs**

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**In accordance with Executive Order 85, the Virginia Employment Commission provides the following instructions for posting vacancies to the Virginia Workforce Connection (VWC) for Commonwealth of Virginia jobs and for contractor and sub-recipient job vacancies funded by the American Recovery and Reinvestment Act (ARRA).**

**Commonwealth of Virginia Job Postings in the Recruitment Management System (RMS)**

1. Job vacancies will be automatically imported from RMS into VWC.
2. Executive agencies, colleges and universities who post job vacancies via RMS require no other action to comply with the Executive Order.

**Contractors and Sub-recipients receiving ARRA Funds Job Postings Instructions AND Commonwealth of Virginia Job Postings NOT in (RMS)**

These employers will access the VWC and enter their ARRA job postings. If the employer does not have a VWC account, one must be created. The account and posting may be created on-line.

Access the VWC at <https://www.vawc.vec.virginia.gov>

**If you have a VWC account:**

- Enter your user ID and password.
- Click the **Sign In** button.

**Post a  
Job  
Order**

- Click **Manage Jobs** from the Quick Menu.
  - Click **Create a New Job Order**.
  - Select the occupation for the job order and click **Continue**.
  - Select job order **Location** and **Contact**.
  - Select and confirm the required skills.
  - Record job order details.
  - Click **Save**.
  - On existing job orders, click the job order title to view and modify it.
  - Click **Copy** to create a copy of the current job order.
- Please answer YES to the following question:**  
***Is this job order for work subsidized by the American Recovery & Reinvestment Act (The Stimulus Package)?***

**If you do not have a VWC account:**

- Click the [Not Registered?](#) Link.
  - Click [Register](#), Click [Employer](#).
  - Create a unique user ID and password.
  - Fill in required (\*) fields.
- Click the **Post a Job**

For assistance from the VEC, please call (804) 225-3116 or email at [StimulusJobs@vec.virginia.gov](mailto:StimulusJobs@vec.virginia.gov)