Steps to become a

Home Base Iowa Business

In line with Home Base Iowa's (HBI) focus on the workforce solutions and growth for the state of Iowa, HBI connects businesses hiring in Iowa with skilled job seekers. HBI Businesses (e.g. businesses and community organizations), can view resumes submitted by Veterans, military personnel, and family members at www.homebaseiowa.gov (HBI's website portal). Additionally, HBI Businesses will receive an email when a job seeker's profile matches the HBI Business' profile.

Step 1

Go to www.homebaseiowa.gov and click on “Business Partners” under the “Our Partners” heading on the main page.

Step 2

On the “Business Partner” page click “Become a Home Base Iowa Business.”
Step 3

Click on “Register as a Home Base Iowa Business.”

Step 4

The business creates a username, enters an email address, and then selects “Partner” as the role. Also, read and accept Terms & Conditions.
Create a profile by entering required information, which includes information about the business, contact info, locations, and industry information.

As examples, you will select the Iowa counties where the business is physically located or those in the surrounding area. If a business is hiring we’ll often encourage them to cast a broader net if their business resides near a county line. This simply allows them to increase the number of veteran notifications they receive through HBI.

Note: Beyond creating a profile, HBI businesses are encouraged to work with the HBI Team to communicate hiring needs. Simply email HBI@iowa.gov

Step 5

Look for your email confirmation and click on the link provided. This is an important step that many people forget!

Step 6

Create a profile by entering required information, which includes information about the business, contact info, locations, and industry information.

Last Steps

After the business submits a profile.

Upon submitting a profile, the business will: (1) receive an email confirmation; (2) a Local Veteran Employment Representative (LVER) will review the profile & contact the business to gather additional information and discuss expectations; (3) if approved, the business profile will be published & the business will receive an additional email (be sure to check your spam folder for the confirmation email); and (4) the business can begin to view job seeker resumes & will receive email notifications when job seekers submit resumes that match the business profile. Note: once a business is designated as HBI, job seekers may reach out directly to the primary and secondary points of contact.

Helpful hints to remember:

- When you receive an email that a job seeker resume is a match, please log into the website first and then click on the link. The link does not work unless you are logged in.
- You can search job seeker resumes by logging in and then clicking on “Search Veterans’ Resumes” on the left column.
- Update your profile when you have openings to make sure your profile reflects the types of positions you are trying to fill.