Virtual OneStop® for Individuals Quick Reference Card

In This Quick Reference

Welcome to the Virtual OneStop® system. In this quick reference guide, job seekers can…

Get step-by-step instructions to:

- Set up a new account
- Sign in to your account
- Get help using the system
- Access the menus and Quick Search
- Use the top menu bar to access key system functions
- Explore your dashboard
- Enter your personal and background information
- Create a résumé
- Search for jobs
- Set up automatic job search alerts
- Apply for jobs

Learn where to go in the system to:

- Apply for unemployment insurance benefits
- Explore your eligibility for federal and local government services and programs
- Find educational scholarships for which you may qualify
- Research other sources of educational financial aid
- Figure out which career or occupation to pursue
- Complete skills and tools assessments
- Explore training, education, or licensing/certification options
- Research employers and the job market
- Find employment recruiting events
- Create cover letters
- Prepare for interviews
- Brand yourself as a stand-out job candidate to employers (Smart Seeker)

Notes: *See the VOS Individual Services User Guide for in-depth coverage of these topics. Contact your local one-stop career center to receive a copy in PDF format.*
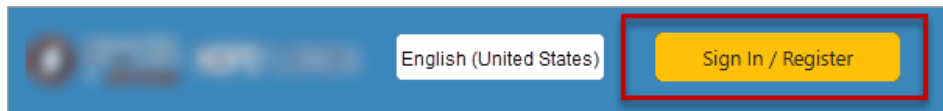
Your site may display different options from those shown here.

Set up a New Account

To fully utilize the system, you must set up login credentials and provide basic personal information. The more information you provide, the more system features you have at your disposal.

▶ **To create a new account:**

1. Select the **Sign In / Register** button at the top of the site home page.

Sign In / Register Button

2. In the registration section, select the **Individual Registration** button.

3. Select how you wish to register on the Individual Registration Type page: Quick, Comprehensive, or with a Résumé.

4. Fill in all required (*) fields on all pages. Be sure to write down your username and password for future logins.

   Note: *Fields vary depending on your site setup but always include creating a unique username and password. Your site may also be configured to accept a 4-digit PIN for added security.*

5. Select the **Finish** button on the last page. When the "*What's Next?*" page displays, your account is created, and you are signed in. The options and resources available on this page vary depending on your site setup.

Sign in to Your Account

▶ **To sign in to your account:**

1. Select the **Sign In / Register** button at the top of the site home page.

2. Enter your **User Name** and **Password**.

3. If displayed, enter the case-sensitive CAPTCHA code.

4. Select the **Sign In** button. Your dashboard displays.

   Note: *If you forgot your user name and/or password, select the* Retrieve User Name or Password *link and select your desired retrieval option.*

Get Help Using the System

Wherever you see the **Info** icon on a page, you can select it to display help text for that section in a pop-up window.

Access the Menus and Quick Search

The header bar and left navigation menu allow you to navigate the system and access frequently used features. The header bar appears on every page of the system, and from here, you can access three key features: the left navigation menu to access all features, the Quick Search field to find jobs and other important resources, and the Profile icon to manage all your personal and background information. These are briefly described below.
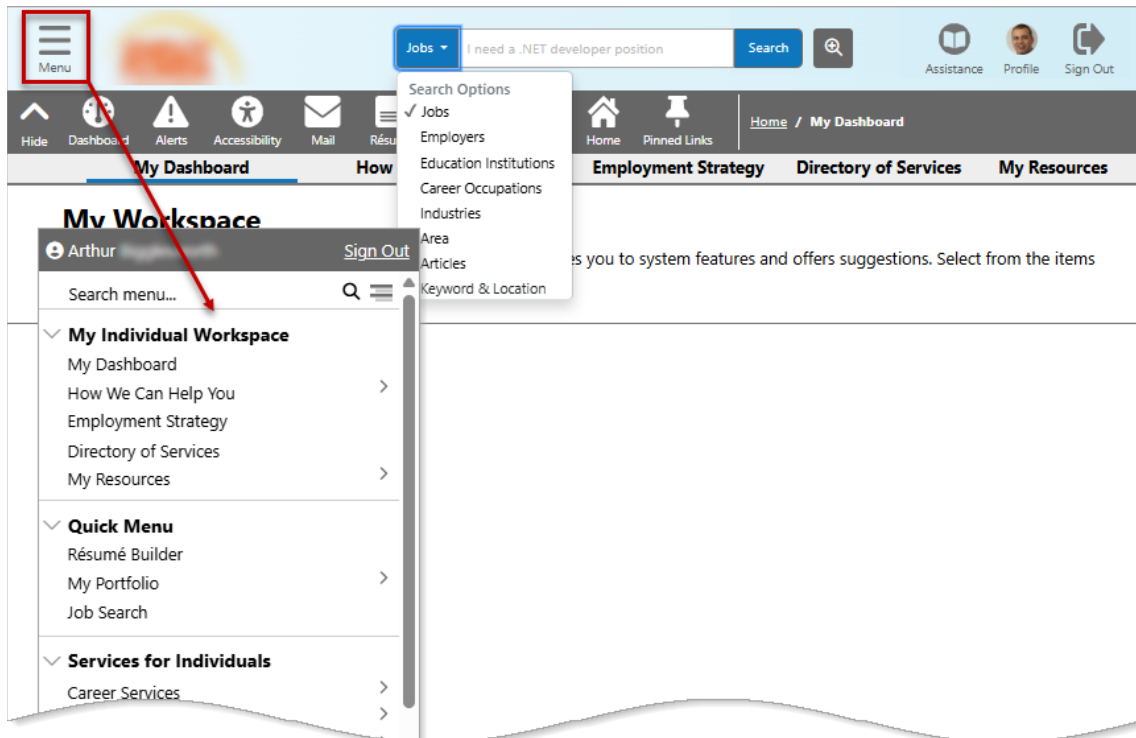
Header Bar, Left Navigation Menu, and Quick Search Field

- **Menu** – Sometimes called a "hamburger menu," displays/hides the left navigation menu, which now features a refreshed design that enhances its visual appeal. Select the right arrow **>** on the menu to view options within that menu group. When you select an option, the menu retracts and the selected page displays. Many of these options are also available as widgets on your dashboard.

- **Quick Search** – Displays a search field, from which you can search for jobs, employers, education institutions, career occupations, and more. The magnifying glass icon displays the Advanced Job Search page, which lets you tailor your job search results according to your background and experience.

- **Assistance Center** – Provides a variety of options for obtaining help in the system, including Quick Reference Cards, Site Map, Learning Center, and more.

- **Profile** – Access your Personal Profile, where you can review and modify your registration information, background information, job seeking activities, messages and letters, and much more.

- **Sign Out** – Logs you off the system.

► **To configure your left navigation menu:**

1. In the footer at the bottom of any page, select **Page Preferences**.

2. In the pop-up window that opens, under the Navigation Menus heading, select the <u>Configure Navigation Menu</u> link.

3. On the Navigational Menu Configuration page that displays, you can:

   a. Specify if you want each menu group to be *Expanded* (show sub-options), *Collapsed* (show heading only with ability to expand options), or *Not Displayed* at all.

   b. Rearrange the order of the menu groups by dragging and dropping the menu bars using your mouse.

4. Select the **Save** button to save your changes.

Use the Top Menu Bar to Access Key System Functions

The top menu bar contains icons providing immediate access to core system functions in drop-down panels. A new Pinned Links feature provides convenient access to your pinned pages.

Breadcrumbs provide a clear, easy-to-follow path through the system, helping you stay on track and quickly navigate back to previous pages or sections. The Home and My Dashboard links are always available for quick access to the initial system pages.
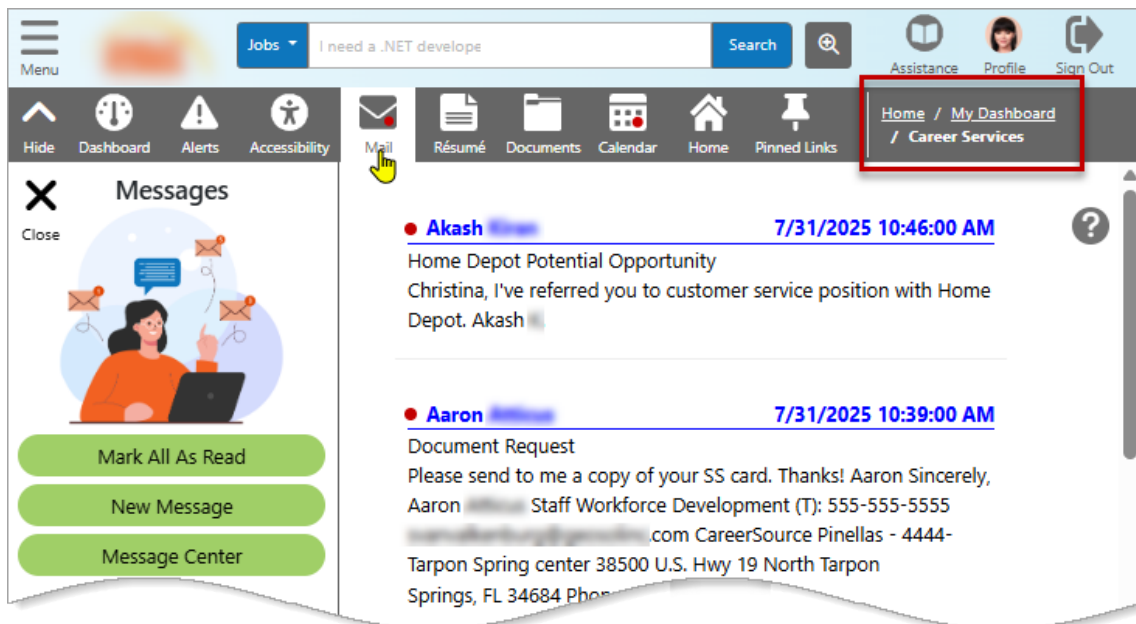
Top Menu Bar – Showing Messages Panel and Breadcrumb Links

The Top Menu Bar includes the following icons and features:

- **Dashboard** – Displays your dashboard. See <u>Explore Your Dashboard</u> for more information.
- **Alerts** – Displays current system alerts posted by the website administrator. Alerts sometimes include a link that you can select for viewing further information.
- **Accessibility** – Provides various settings you can use for optimal viewing of the website, including a link to view the website's accessibility statement, which contains accessibility information for assistive technology users viewing the site.

- **Mail** – Recent messages from your Inbox display on the right side of the Messages panel. Messages that are marked with a red dot indicate an unread message. Select any of the messages from the list to view the full message. Buttons on the left side allow you to **Mark All As Read**, create a **New Message**, or access the **Message Center**.

- **Résumé** – Your currently active résumés display on the right and can be opened by selecting them. To **Create, Edit, or Upload a Résumé**, select the thumbnail with a plus sign. Buttons on the left side allow you to **Create Résumé**, open the **Résumé Manager**, view your **Job Contacts**, or display your saved **Virtual Recruiter** alerts.

- **Documents** – (This feature may not be available on your site) Documents that you have uploaded to the system display here. You can open any one of these by clicking the icon or the link (for your security and protection, you will be asked to enter your login password before you can view the file). Buttons on the left side allow you to **Upload Document(s)**, **Scan Documents**, or display **My Documents** on the Documents tab of your Personal Profile.

- **Calendar** – Displays upcoming events entered on your appointment calendar on the right of the Appointments panel. Buttons on the left side allow you to **Request Appointment** with staff, display the **Event Calendar**, or your **Appointment Calendar**.

- **Home** – Displays the Home page after offering you an option whether to sign out or stay signed in first.

- **Pinned Links** – Your pinned links display on the right panel. Select one to go directly to one of your saved pages. Select the **Manage Pins** button on the left to manage your saved pins.

- **Breadcrumbs** – This feature lets you quickly navigate back to previous pages or sections of the site. The <u>Home</u> and <u>My Dashboard</u> links are always displayed.

- **Hide** – Removes the icon labels to save vertical space on your screen.

Explore Your Dashboard

From your Dashboard, you can access all the key features you need to prepare your background information, search and apply for jobs, research education services, and access your messages. Most of these features are also accessible from the left navigation menu.

Dashboard Tabs

Dashboard tabs provide convenient access to crucial resources in the system to support your career goals and objectives, and access to services including career and job suggestions, financial planning, training opportunities, unemployment services, and more.
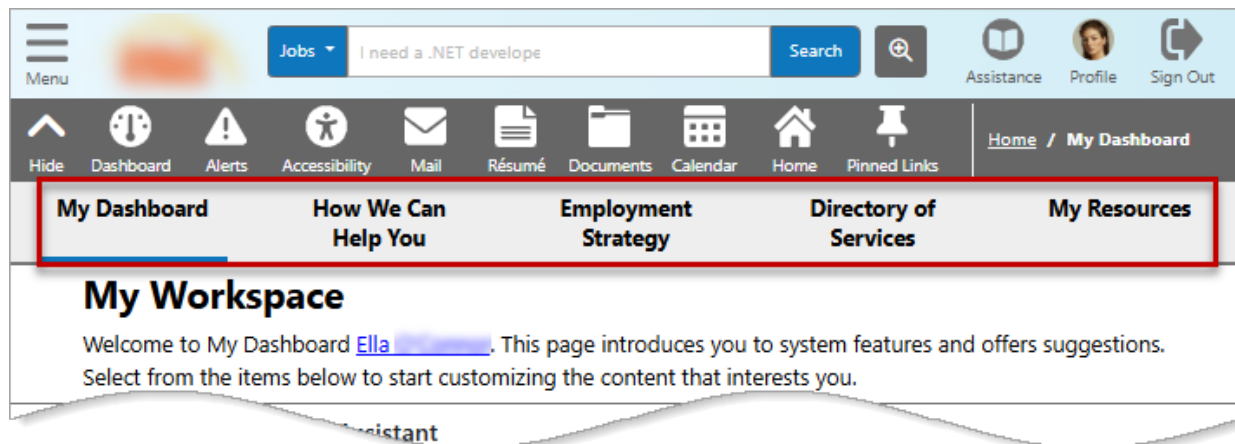
Dashboard Tabs Under the Header Bar – My Dashboard Page

Dashboard tabs are different aggregations of many of the same system features and include the following:

- **My Dashboard** – This displays collapsible sections for quick access to frequently used options.
- **How We Can Help You** – This presents the options suggested in your Services Preview as tabs. Each tab has links to different views that help you see information on jobs, careers, training, benefits, and other services, based on your background information and preferences.
- **Employment Strategy** – This presents a series of strategies and resources to assist you in finding and securing employment. Strategies include how to get classroom training, find a new career, search for a job, get recruited, and more.
- **Directory of Services** – This presents an alternate path for seeing left navigation menu groups and their options using a full menu page. Each group can be expanded to see short descriptions of each option, rather than selecting the options from the left navigation menu.
- **My Resources** – This page offers a menu to let you quickly access and manage some common resources for information on your communication and planning in the system, such as: My Messages, My Correspondence, My Appointments, and Upcoming Events.

Dashboard Sections

The dashboard contains a variety of customizable service options designed to provide fast access to system features that are most important to you.

My Dashboard Assistant

One of the most powerful tools available to you is My Dashboard Assistant, which presents helpful features to both guests and registered users. You can select the *Not Sure Where to Start?* option to answer a few quick questions about your situation. Based on your responses, you receive personalized suggestions for services and programs that can help you succeed. Links allow you to check your messages, perform job searches, manage your résumés and Virtual Recruiters, and contact your local office.
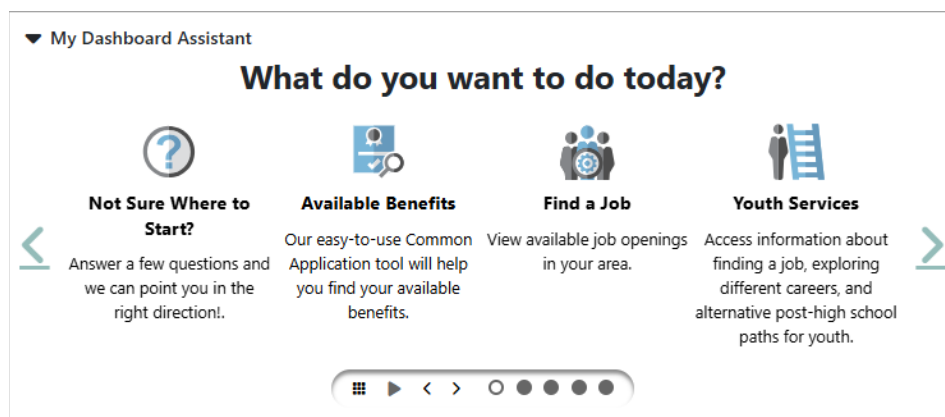
My Dashboard – My Dashboard Assistant Section

Benefit Status

If you are enrolled in any federal benefit programs, such as WIOA, SNAP, or Trade, the Benefit Status section of the dashboard allows you to easily track your current program statuses in one convenient location, helping you stay informed and in control of your benefits. The section consists of multiple cards with programs on the left, followed by a description of the selected program and your status and activities.

*My Dashboard – Benefit Status*

News and Announcements

News and Announcements presents informational items of interest to you, for example, job fairs or job market information, most of which include links to additional details.

My Dashboard – News and Announcements

Services Preview

The Services Preview section is a revolving carousel of useful links to resources and information to help you plan and execute a strategy designed to meet your career goals. Here you can find information on jobs, employers, education and training opportunities, financial planning, and more.
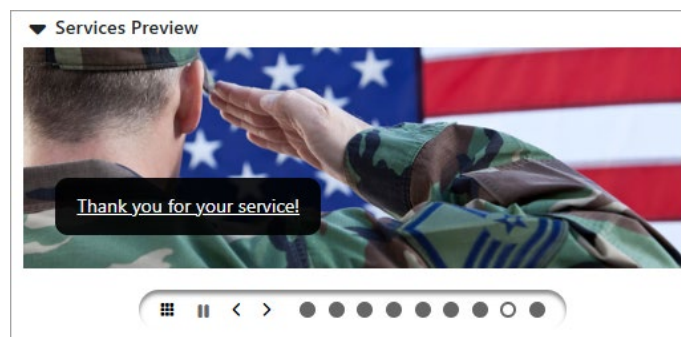
*My Dashboard – Services Preview*

Personalized Job Matches

The Personalized Job Matches section provides suggested jobs for you based on a category you select, such as your recent searches, trending employers, or your desired occupation. Job matches are presented in a rotating job card carousel that displays the job summary and links to take action.

My Dashboard – Personalized Job Matches

Paths

The Paths section allows you to see at-a-glance areas in the system that you can complete to become designated as a savvy job seeker in the eyes of hiring employers. These areas, or "paths," include things like completing your background information, creating a résumé, and taking several types of self-assessments. As you complete each path, its badge icon changes from gray to colored. Once you complete all seven paths, you earn a 'Smart Seeker' designation icon ☀, which preferred employers can see. See How to Stand Out as a Desirable Job Candidate with Preferred Employers for additional information.
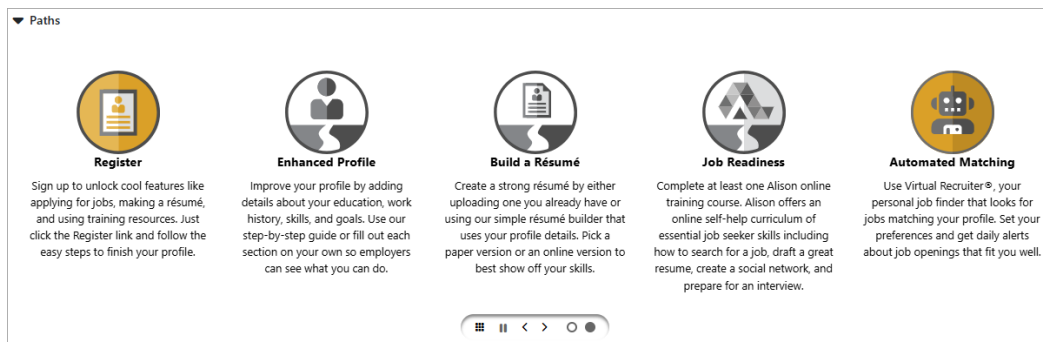
My Dashboard – Paths

Widgets

The Widgets section of the My Dashboard page displays a wide range of configurable widgets that provide quick access to groupings of your information..

My Dashboard – Widgets

The widgets available to you may vary but can include the following:

- **Career Services** – The Career Services widget provides links to options on the Career Explorer page, including options for exploring occupations that match your skills, work interests, work values, and abilities with tools and technologies, and also a link to the Career Informer tool, which provides detailed labor market information for a specific occupation, like viewing career tips or reviewing how your background and skills match up to your desired occupation.

- **Community Services and Benefits** – The Community Services and Benefits widget provides quick links for Common Application, which is a way to start preliminary applications for programs you may qualify for, and for Programs and Services, which is a link to pages with information about the various community or social service programs that are available to you. The Additional Options link lets you view the Career Services menu page, with additional options for Job Market Explorer, Your Career Match, and Career Tips.

  Note: *Both Common Application and the Career Services pages are optional features for a site; you may not see these options in your system.*

- **My Calendar** – Provides information on upcoming appointments and events. Select the links to view your Appointment Calendar, where you can request and manage your appointments, or the Event Calendar, showing events for the current month and the office/region associated with your ZIP code.

- **My Correspondence** – Lets you see how many letters and correspondence templates you have. From the links, you can open the My Letters page to view any saved letters you created, manage those letters, and create new letters, or you can open the Correspondence Templates page to view any saved letter templates or create a new letter template.

- **Current Events** – (sometimes called Events Near You) This is an alternate view of the Event Calendar page. This widget displays a quick breakdown of the number of available events for each event category for the current month and the office/region associated with your ZIP code.
  - Select a link for a category name or the associated number of events to display the Event Calendar details filtered for that category and displayed in list view.
  - Select the More Events link to display the Event Calendar with no filtering. This displays all events in your area for which you may be able to register (these are events that require no registration or for which you can register online).

- **My Employment Plan** – Provides a quick way to view the number of job applications you have completed, including how many were to internal or external jobs, and the number of résumés you have.

- **My Benefits Plan** – Includes links to the different tabs in your Benefits Plan Profile that contain general information about the benefits available from programs you may be eligible for. The widget indicates if you are already a participant in a WIOA or TAA program with an application, as well as courses/services in which you are currently enrolled. Each link on the widget opens the corresponding tab in your Benefits Plan Profile.

- **Education Services** – Provides quick links to options that help you review training and education providers, or find and review specific education programs offered. You can search for education programs to attend in a specific geographic area or that are offered online.

- **My Messages** – Shows the number of unread and read messages in your Inbox folder, and provides links to access the Messages tab of your Communication Profile directly from the dashboard.

- **Employer Services** (Trending Employers) – Lists the top trending employers based on the number of job applications per employer. Each employer name and number of applications is a link, which opens a search results list for all posted jobs for that employer. The Additional Options link lets you view the Trending Employers' Jobs page with more job search results for trending employers based on employers with the most job applications within a set distance from your ZIP code.

- **My Personal Profile –** Provides direct access to your personal profile tabs, where you can check whether important information used in your résumés, job searches, and program applications is up to date. The More Profile Options link displays your Personal Profile, where you can view and edit information on any of the profile tabs.

- **Financial Services** – Provides links to options that help you create or modify different types of budgets, explore possible additional income options and sources of financial aid, as well as a link to a page with other financial resources, such as a Cost of Living calculator.

- **Job Seeker Services** – Provides quick links to the most common options available under Job Seeker Services in the Services for Individuals left navigation menu group.

- **Need help or more information** – Access a variety of resources for information and assistance, including online tutorial videos.

- **Labor Market Services** – Access labor market information, including detailed labor market profiles on geographic areas, industries, occupations, and educational programs.
- **SmartSeeker** – Guides you in completing and maintaining key profile information to earn the Smart Seeker designation. To become an effective job seeker, you need to provide your background details, résumés, and assessments—which award badges—as well as engage in job searches and submitting applications.

  Note: Not all sites have this Smart Seeker feature.

- **My Assessments** – Shows the different skills assessments available to you in the system. It provides quick links to each related tab in your Self Assessment Profile folder. This includes tabs for displaying and editing your Job Skills, Personal Skills, Workplace Skills, Work Interests, Work Values, and saved experience/ability with typical Tools and Technology for your chosen occupation.
- **Surveys** – For systems that include the *Survey* module, you can access surveys that are available in the system.

Your Statistics

Your Statistics provides you with summary information about your activities in the system. Your Statistics tracks key education, training, and job hunting activities. You can view detailed information about the corresponding activity by selecting links in the cards; for example, selecting the Résumés number link on the Created card opens the Résumés tab of your Employment Plan Profile.
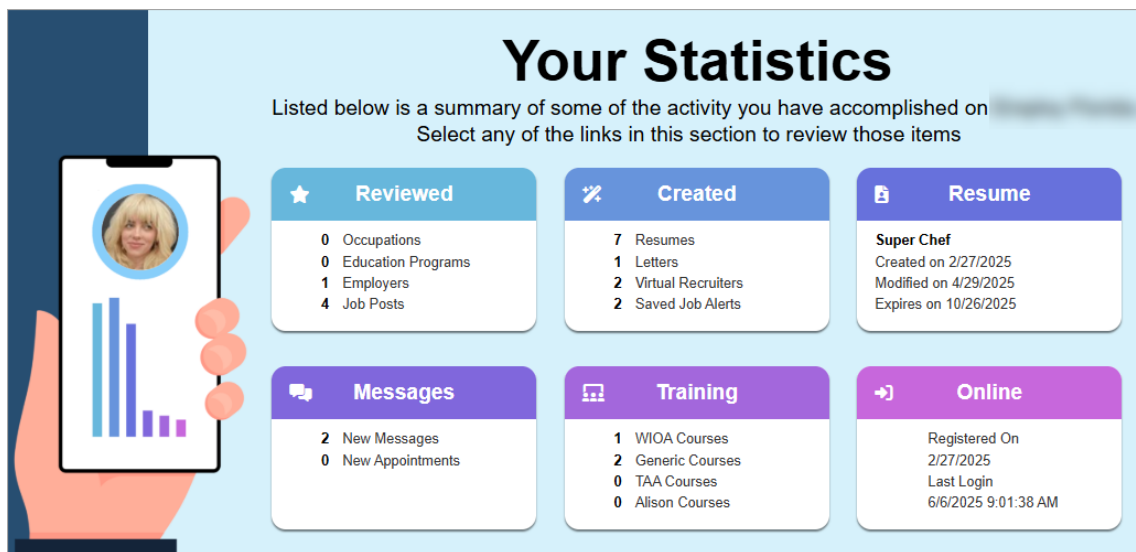
My Dashboard – Your Statistics

In the Your Statistics section, you can view information about:

- **Reviewed** – Select a [number] link to display details for Occupations, Education Programs, Employers, or Job Posts you have viewed or are enrolled in.
- **Created** – Select a [number] link to display your Résumés, Letters, Virtual Recruiters, and Saved Jobs.
- **Résumé** – Select the Résumé [title] link on the Résumés card to display the Résumés tab of your Employment Plan Profile, where you can create and manage your résumés.
- **Messages** – Select a New Messages [number] link to display the Messages Tab of your Communications Profile, or select a New Appointments [number] link to display your Appointment Calendar.

- **Training** – Select a [number] link to display details for WIOA Courses, Generic Courses, TAA Courses, or Alison Courses in your Training Plan Profile.
- **Online** – Provides information about your registration date and the last time you logged in to the system.

Customize Your Dashboard

▶ **To configure your dashboard sections and widgets:**

1. Select the Configure Dashboard link at the bottom of the dashboard.

2. On the Dashboard Widgets page that displays, check or uncheck the boxes for the sections and widgets you want to appear on your dashboard, and then select the **Save** button to save your changes.

3. To rearrange where the widgets appear, you can:

    a. Follow the on-screen instructions on the configuration page to use the keyboard to move widgets between the three columns, and then select the **Save** button to save your changes.
    OR…

    b. On the dashboard page itself, mouse over the widget heading bar until the cursor changes to a 4-sided arrow and then use your mouse to drag and drop widgets where you like.
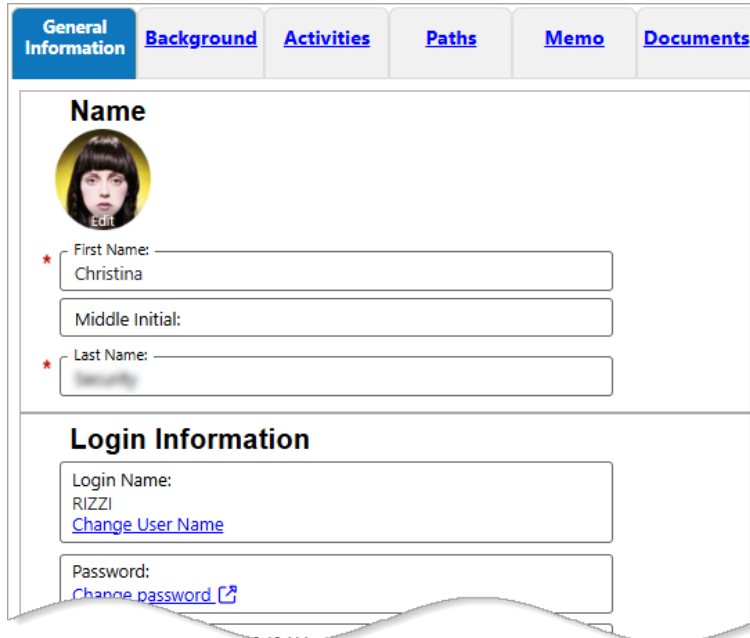
Enter Your Personal and Background Information

To make future tasks easier, be sure to complete your profile with details about your skills, education, and work experience. Some of this information was already collected during registration and can later be used to create résumés, job applications, or to apply for government programs.

▶ **To complete your general and background information:**

1. Select your **Profile** icon in the Header bar. The General Information tab of your personal profile displays.
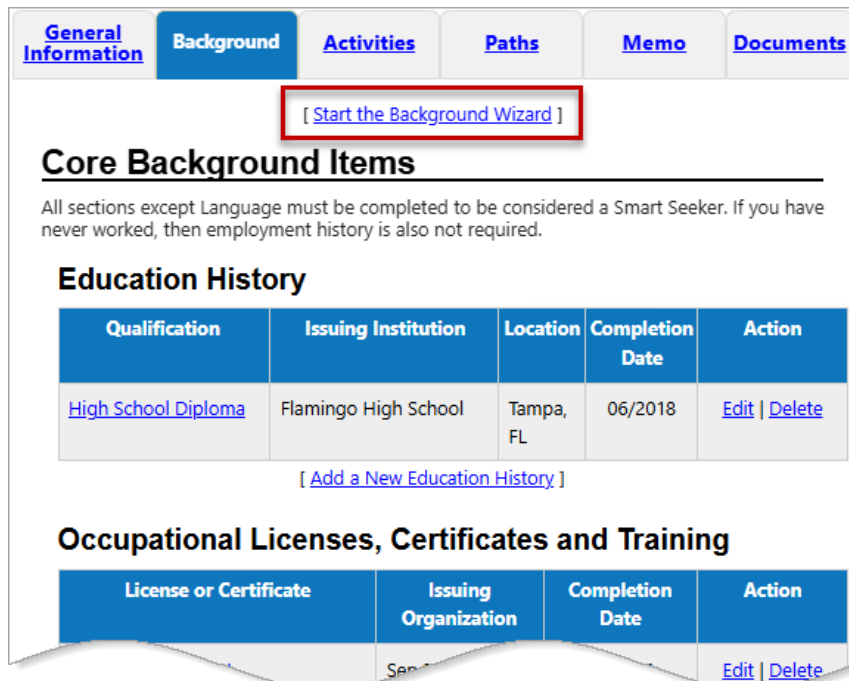
    Note: *You can also access your Personal Profile and the General Information and Background tabs from the Quick Menu group of the left navigation menu.*

Personal Profile – General Information Tab

2. Complete blank fields on the General Information tab as desired and then select the **Save** button.

3. Select the **Background** tab and then the <u>Start the Background Wizard</u> link to step through each section, including Education History; Occupational Licenses, Certificates and Training; Employment History; Job Skills; Tools and Technology; Résumé Items; and Additional Employer Searchable Items, such as your desired location and salary.

Personal Profile – Background Information Tab

4. Complete all required fields and additional information as desired on each page of the wizard.

5. Select the **Finish** button on the last page.

💡 *Tip: Your best next step is to create a résumé. Not only can you use it to apply for jobs, but registered employers can also find you when searching for candidate résumés. See "Create a Résumé" for instructions.*

What's Next to Reach Your Goals?

Use the list below as your high-level "roadmap" for navigating the system to complete your desired activities. It leads you to the places in the system where you can find the information or complete the tasks you need to achieve your goals.

Note: You can find step-by-step instructions for key tasks in this quick reference guide. For some activities—or if you need more help using the system—you may need to visit your local one-stop career center for assistance.

How to Get to Key Places in the System

All paths below start from the menu groups in the left navigation menu, though you can also access most of these from the icons or widgets on your dashboard. Some options may not be available due to your site setup.

Find a Job

- **Create a Résumé** – From the Quick Menu group, select **Résumé Builder**. See "Create a Résumé" in this guide for step-by-step instructions.

- **Search for Jobs** – From the Quick Menu group, select **Job Search**. See "Search for Jobs" in this guide for step-by-step instructions, and also "Manage Job Search Results."

- **Set up a Job Search Alert (Virtual Recruiter)** – From the Services for Individuals menu group, select **Job Seeker Services ▸ Virtual Recruiter**. See "Create a Virtual Recruiter Job Search Alert" in this guide for step-by-step instructions.

- **Research Employers** – From the Services for Individuals menu group, select **Job Seeker Services ▸ Employers** to search for employers using various criteria.

- **Find Employment Recruiting Events in Your Area** – From the Other Services menu group, select **Appointment Center ▸ Events Calendar** to search for events of interest to you (Event Category).

- **Apply for Jobs** – Do a job search (see above), then select a job you want to apply to. See "Apply for a Job" in this guide for step-by-step instructions.

- **Create a Cover Letter for a Specific Job Application** – From the Services for Individuals menu group, select **Job Seeker Services ▸ Letter Builder** to create and manage your letters.

- **Prepare for an Interview** – From the Services for Individuals menu group, select **Job Seeker Services ▸ 10 Steps** to read interviewing tips and many other job-seeking best practices.

Get Financial Assistance or Other Benefits

See What Federal Assistance Programs You May Be Eligible For

1. Make sure all your General and Background information is complete in the system. See "Enter Your Personal and Background Information" in this guide.

2. From the Services for Individuals menu group, select **Community Services and Benefits ▸ Eligibility Requirements** to learn about programs you qualify for based on your answers to some basic questions.

3. If available on your site, select **Services for Individuals ▸ Common Application** from the left navigation menu to complete the Common Application wizard and explore your eligibility for program benefits.

4. To apply for federal assistance programs, you can also visit your local one-stop career center.

Apply for Unemployment Insurance Benefits or Check Your Claim Status

- If your state has the *Unemployment Services* module in this system, from the Services for Individuals menu group, select **Unemployment Services ▸ File a Claim** to begin the process.
  OR…

- If your state uses another unemployment system, or you need help using the Unemployment Services features, contact your local one-stop career center for assistance.

Find Educational Scholarships You Might Qualify For

- From the Services for Individuals menu group, select **Education Services ▸ Scholarship Search** to find scholarships across the U.S. by entering criteria, including keyword, GPA, gender, residency, ethnicity, religion, and area of study.

Research Sources of Educational Financial Aid

1. From the Services for Individuals menu group, select **Education Services ▸ Financial Assistance Links** to display the Financial Assistance Links page, where you can access information on WIOA/TAA training programs, Financial Aid for Veterans, Free Application for Federal Student Aid (FAFSA), and more.

2. Select a desired link to learn more (the links navigate to external websites).

Identify an Occupation/Career to Pursue

Assess Your Skills and Preferences

1. From the Quick Menu group, select **My Portfolio ▸ Self Assessment Profile**. Your self-assessment profile displays on the Job Skills tab.

2. Select each tab title link to enter or change information about your job skills, personal skills, work interests and values, and the tools and technology you have experience with.

3. To do all five assessments from one page, select the **Multiple** tab. You can find matching occupations from this tab based on your assessment results.

Research Occupations

- From the Services for Individuals menu group, select **Career Services ▸ Career Informer** to display the Occupations search page, where you can look up occupations using numerous criteria. This is the same as selecting **Labor Market Services ▸ Occupational Profile** from the same menu group.

Match Up Your Skills and Preferences with Occupations to Find an Ideal Career

- From the Services for Individuals menu group, select **Career Services ▸ Career Explorer** to display options to help you find a career or occupation that suits you, including matches by skills, work interests, tools and technology, and more.

Research the Job Market for Your Geographic Area/Occupation

- From the Services for Individuals menu group, select **Labor Market Services ▸ Labor Market Facts** to explore a wealth of LMI information for any area you specify, or select a profile to see a summary of LMI information for a specific geographic area, occupation type, or education type.

Get Training, Education Credentials, or Licensing/Certification for Your Career

Find Free and Online Learning Resources

1. From the Services for Individuals menu group, select **Education Services ▸ Online Learning Resources** to display the Online Learning Resources page, where you can explore information on Alison online courses, Metrix Learning, online colleges and high schools, etc.

2. Select a desired link to learn more (the links navigate to external websites).

Research Training Providers

● From the Services for Individuals menu group, select **Education Services ▸ Training Providers and Schools** to search or browse alphabetical provider listings by area.

Research Training/Educational Programs

● From the Services for Individuals menu group, select **Education Services ▸ Training and Education Programs** to search or browse alphabetical program listings by area.
    OR…

● To browse more specific program listings, select **Education Services ▸ Education Profile Informer**.

Create a Résumé

💡 *Tip: If you previously completed background information for your personal profile, the Résumé Builder incorporates this information, so you do not have to re-enter it. In most parts of the Résumé Builder, you can choose to have the system update your background information if you change or add it to the résumé.*

▶ **To create a résumé using the interactive Résumé Builder:**

1. From the Quick Menu group, select **Résumé Builder**. The Résumés tab of your Employment Plan Profile displays.

2. Scroll down the Résumés tab and select the **Add Résumé** thumbnail.

3. On the Résumé Builder page, choose how you want to create your résumé:

    ▪ **Upload a Resume** – Store a copy of your formatted résumé (Word or PDF). If your résumé has any education or employment history or occupational licenses, certificates, or training, that information is automatically saved to the Background tab of your personal profile. Existing information in your Background will not be overwritten.

    ▪ **Build New Résumé** – Visually update each résumé section. This requires the most time and effort, but employers are most likely to find this résumé type.

    ▪ **[System] Résumé** – Creates a duplicate résumé from a previously created one that you can then modify. This is the quickest method but requires an existing résumé.
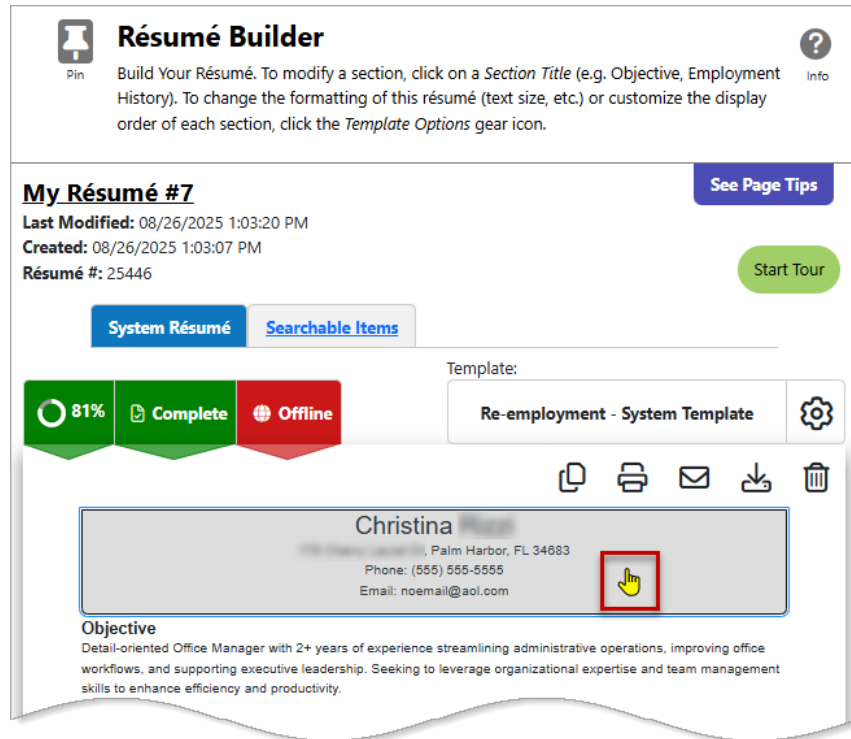
    This procedure explains how to create a brand new résumé.

4. Select the **Build New Résumé** card to create a brand new résumé from scratch.

5. Select the method you want to create your new résumé in the pop-up window:

    ▪ **Résumé Builder** – Immediately creates your résumé based on the information in your General and Background personal profile tabs. You can then modify the résumé by clicking on the various sections to open them for editing.

    ▪ **Résumé Wizard** – This tool walks you through building your résumé section by section, allowing you to change and/or add information in each section as you go.

The rest of this procedure uses the Résumé Builder option.

6. Select the **Résumé Builder** option. A Share Nationwide? pop-up window may appear.

    a. To authorize the exchange of your profile and background information with the National Career Alliance (NCA), check the box for **Do you want to save your résumé nationwide?** and select the **Yes** button.

The interactive Résumé Builder displays your résumé pre-filled with information from your General Information and Background tabs.
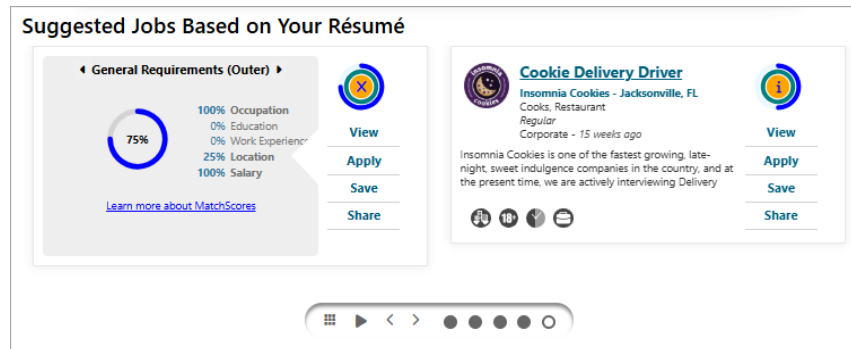

Résumé Builder Page

7. From this visual representation of your résumé, you can perform the following actions:

To…	Do this…
See the primary tasks you need to perform to complete your résumé and put it online	Select the **See Page Tips** button.
View a guide that takes you through the steps needed to complete your résumé and put it online	Select the **Start Tour** button.
Change the system-generated title of your résumé	Select the [title] link above the résumé.

To…	Do this…
View a list of ways to improve your résumé score	Select the résumé score percentage. The résumé score changes from yellow to green when you attain a score of 80% or more. Select the résumé score or the lightbulb icon 💡 next to any section marked for improvement to view suggestions for strengthening your résumé. Selecting either option opens the score details, which show how your résumé score is calculated. Select a yellow triangle icon ⚠️ in a section to open it for editing.
View information on your résumé status	Your résumé has a status of *'Incomplete'* when information is missing from the Education and Employment History sections. It changes to *'Complete'* when you add either Education or Employment History to your résumé.
Change whether or not the résumé is accessible to employers	Select the **Online/Offline** indicator and **OK** on the subsequent confirmations to set your résumé visibility. *Note: If it says "Incomplete" at the top of the résumé, or an item has a red triangle icon* 🔺 *in the Additional Employer Searchable Items section, a pop-up message indicates that you must complete these items before you can post your résumé online.*
Update a section	Mouse over the desired section (which changes color), and the cursor changes into a hand (see figure above). Select it. This opens a page from which you can add or edit an entry, save it to your résumé, and update your background information, if desired.
Change the look of your résumé	Select the gear icon to the above right of the résumé body. This opens an Edit Template section to the right of (or below on smaller screens) the body of the résumé, where you can rename, move, or hide sections; and change style formatting for all sections or only for specific sections of your résumé. Select **X** in the upper-right corner or the gear icon again to hide the Edit Template section. *Note: If you wish to modify a System Template, you must save it as a custom template under a new name.*
Change the résumé style template – (e.g., from Chronological to Functional)	Select the template field above the résumé body and choose a thumbnail to use a new résumé style.
Copy, print, email, download, or delete the résumé	Select the icons above the Contact Information section, as desired.
Add or modify employer Searchable Items	Select the Searchable Items tab under the résumé title. These are items about you and your desired job that are not part of your printable résumé, but that employers can search by when looking for desirable candidates, including Desired Occupation, Salary, Location, Job Type, and more. Select them to open the item for editing.

8. The changes you make to your résumé are automatically saved in real-time as you make them. If you do not like something, just select that section again and make your changes.

As soon as you create a résumé, the system shows potential job matches below the résumé or Additional Employer Searchable Items section.

Suggested Jobs Section of Résumé Builder Page

Search for Jobs

Find job listings based on a wide range of criteria, including keyword, employer, education level, skills, military occupation code, or your résumé.
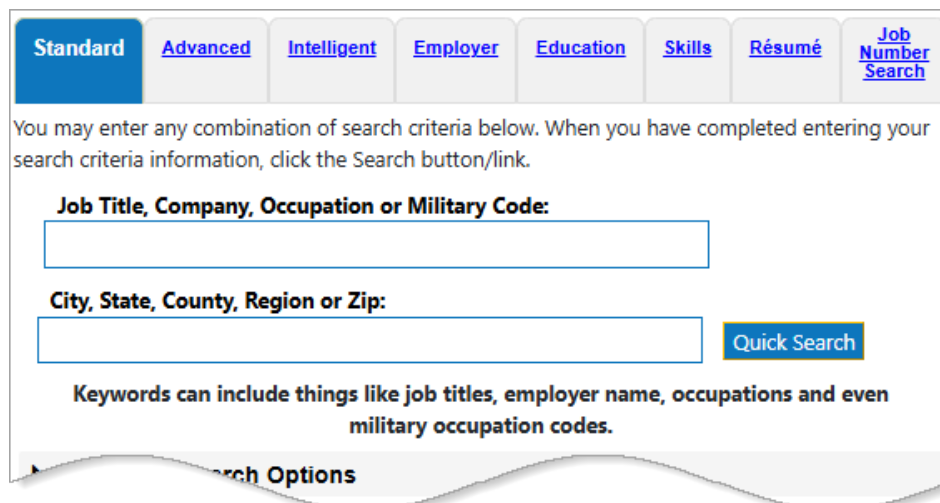
▶ **To search for jobs:**

1. From the Quick Menu group in the left navigation menu, select **Job Search**.
   OR…
   From the Job Seeker Services widget on the dashboard, select the Job Search link.

   Either option displays the Job Search Options - Standard Job Search page.

Job Search Tabs

2. To change the geographical search area from what was previously used, select the **Area** name to select a new search area, or enter a location in the **City, State, County, Region or Zip** field on the Standard tab.
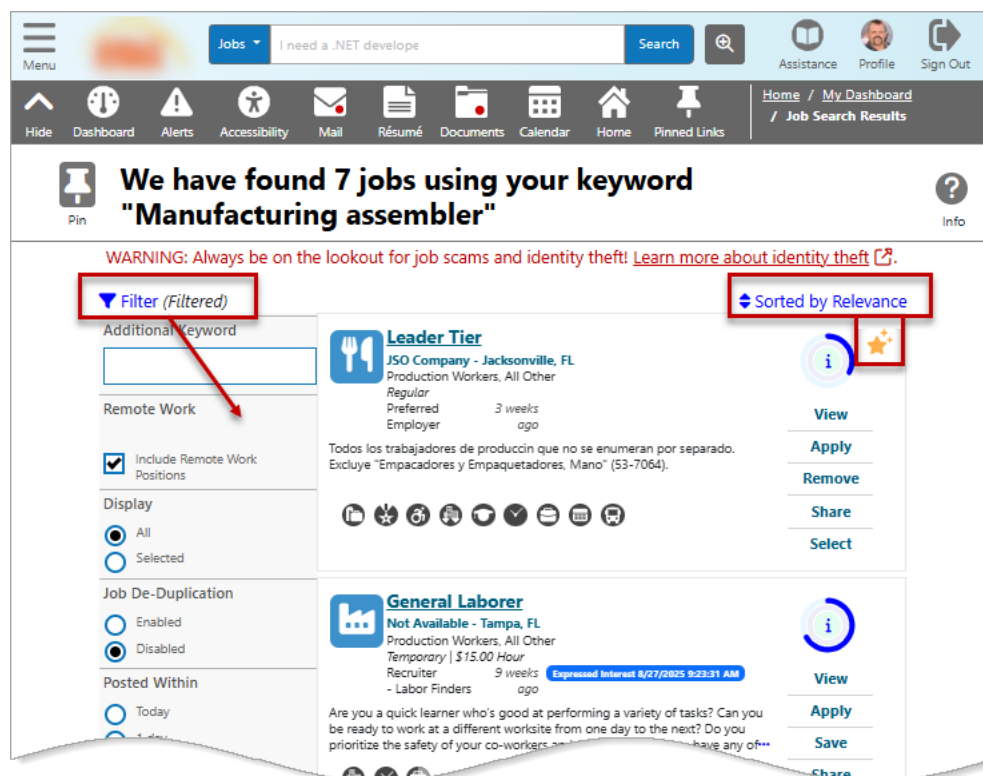
3. Choose one of the following search methods by selecting the tab title:

- **Standard** – Select any combination of criteria.

- **Advanced** – Select any combination of a wide range of criteria.

- **Intelligent** – Select from three pre-set job searches—Crowd Search, Match Search, and Pathfinder—that tailor recommendations based on your profile and the searches and job applications of similar job seekers.

- **Employer** – Select job sources and choose an employer search method; good when looking for jobs with specific employers.

- **Education** – Select job sources and choose an educational program and level; good for recent graduates with little to no relevant work experience.

- **Skills** – Select job sources, then choose a match level (70%, 50%, 25%) for desired skill sets from your self-assessments in your profile: job, tools and technology, workplace WorkKeys® (if applicable), personal, interests, and work values.

- **Résumé** – Select one of your résumés to search for jobs that fit the skills and other criteria included in it.

- **Job Number Search** – If you have a specific job number, use this tab to find it in the system.

4. Select the **Search** button. A search results page displays all matching jobs. You can filter and sort the results. See "Manage Job Search Results" below for details.

Manage Job Search Results

From the job search results page, you can filter and sort listings, view and apply for jobs, see how well your background and skills match up, and save and share jobs with others.

Job Search Results Page

Employers that are registered and verified as legitimate in the system (as opposed to imported from third-party job sites) are labeled a "Preferred Employer" and have a gold star in the upper-right corner of their job card.

From the job search results page, you can:

To…	Do this…
Filter the results	Select the **Filter** icon at the top left of the list. A list of filtering options displays in the left pane. Enter a keyword and/or select the desired checkboxes or option buttons; the list is filtered automatically.
Sort the results	Select the <u>Sorted by Relevance</u> link at the top right of the list and make your selection from the drop-down list that displays (*Post Date*, *Employer*, *Salary, etc.*); the list is sorted automatically.
Create a short list of jobs	Select the **Select** option in the actions menu at right for each job you want to add to a shortened list. Display the Filter pane and select the *Selected* option in the Display section.
See how you match up	Mouse over the concentric circles icon to see pop-ups with the requirements score value: outermost ring is General, middle ring is Skills, and inner circle is Specialized. Select the icon to view match score details (this only displays meaningful values if you have skills and experience already entered in your profile). Select the icon again to flip the card back to the job description.
View job details	Select the job title or **View** in the actions menu at right. The Job Details page displays the job description, company profile, job requirements, your match scores, and more.
Apply for the job	Select the **Apply** option in the actions menu. See "Apply for a Job" below for more information.
Save the job	Select **Save** in the actions menu to save the job to the Saved Jobs tab of your Employment Plan Profile. This is the same as selecting the heart icon (Save this Job) on the Job Details page.
Share the job	Select **Share** in the actions menu to open a pop-up window from which you can post the job to one of your social media accounts or email it to someone.
Save the search criteria as an automated job search	Select the **Save as Virtual Recruiter®** button at the bottom of the page. See "Create a Virtual Recruiter Job Search Alert" below for details.

Create a Virtual Recruiter Job Search Alert

Save your job search criteria from a search results page as part of a Virtual Recruiter job search alert that you can schedule to automatically run on a daily, weekly, or monthly basis to search the system for matching jobs.

▶ **To create a Virtual Recruiter job search alert:**

1. After conducting a job search, at the bottom of the search results page, select the **Save as Virtual Recruiter®** button.

2. Enter a **Title of Virtual Recruiter Alert** in the field provided.

3. Specify **How often to run** the search from the drop-down list.

4. Select your **Notification method**. Alert notifications automatically come to your Message Center in the system, but you can also select email or text message, if that option is available in your system.

5. Specify whether to **Send Email when no jobs found** by checking the box.

6. Enter an **Expires on** date (defaults to one year)**.**

7. Select the **Save** button. Be sure to check your Message Center (and email, if selected) for alerts of job listings that might interest you.

Apply for a Job

▶ **To apply for a job:**

1. From the job search results page, select the **Apply** option the actions menu on the right.

Apply to a Job from the Search Results Page

a. For internal jobs posted by registered and verified employers, the system displays applicant screening questions (if supplied by the employer) and a list of ways you can apply, which may include:

- ♦ Using your online résumé
- ♦ Providing a general online application form
- ♦ At a Job Fair event, you must sign up through the system first
- ♦ Emailing electronic copies of your résumé and cover letter to the employer
- ♦ Mailing paper copies of your résumé and cover letter to the employer
- ♦ By phone or fax to the employer
- ♦ Applying in person at the employer's location
- ♦ Applying through the employer's company website
- ♦ Applying at the nearest one-stop job center office

b. For external positions, the system displays the Job Details page containing detailed information about the job, and an **Apply** button that opens a new browser tab to the employer website, where you can continue the application process.
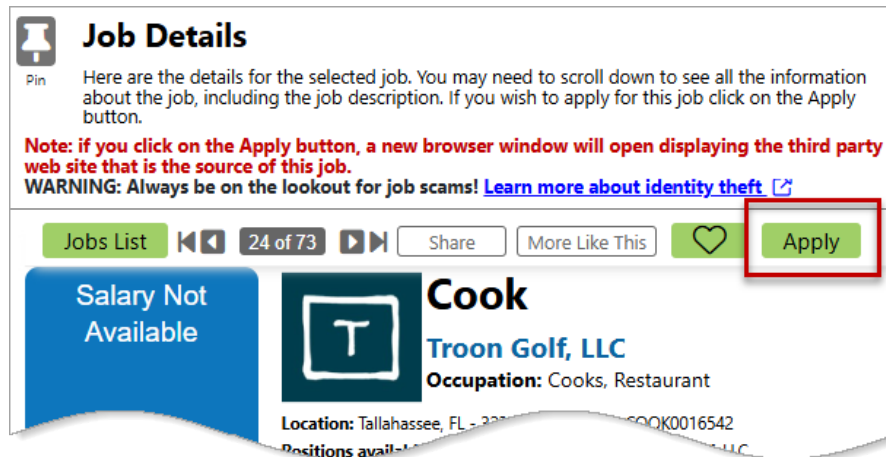
Job Details Page for an External Job

## How to Stand Out as a Desirable Job Candidate with Preferred Employers

Ready to bring all your hard work together and present yourself as a top candidate? If you completed most of the tasks and activities presented in this guide, you are well on your way to becoming a Smart Seeker!

A complete profile signals professionalism, attention to detail, and genuine interest. It tells employers you are serious about your job search and respectful of their time. The "Smart Seeker" status is reserved for individuals who use all the recommended job-finding and professional development tools the system offers and creates a distinct profile icon that lets employers know. By ranking higher in search results, you are more visible when registered employers seek desirable candidates for their job openings.

The **Paths** dashboard section contains a collection of activities and assessments for your profile that help you achieve Smart Seeker status by earning badges as you complete them (they change color from gray to gold). Once you earn all the required badges, the system automatically confers the Smart Seeker designation.
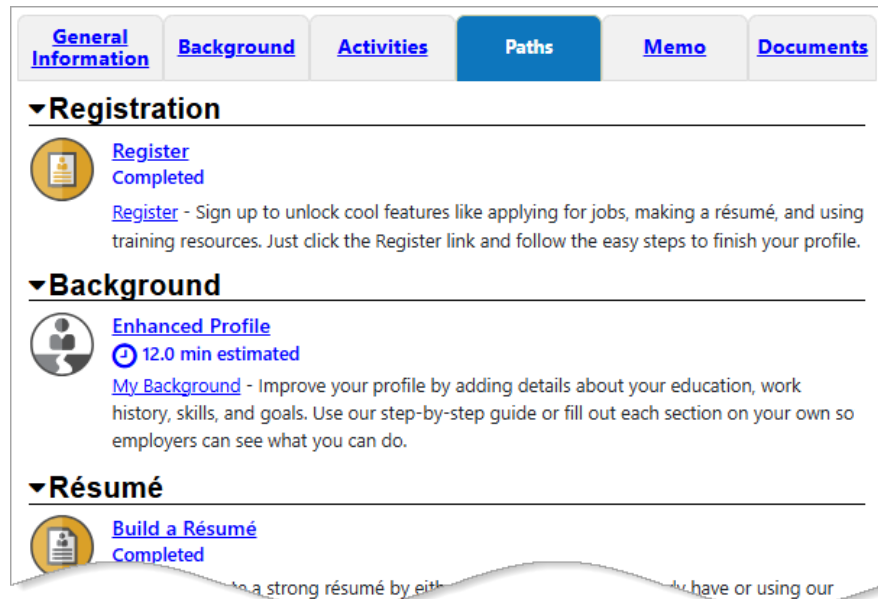
▶ **To access this collection of activities:**

1. View options in the Paths dashboard section.
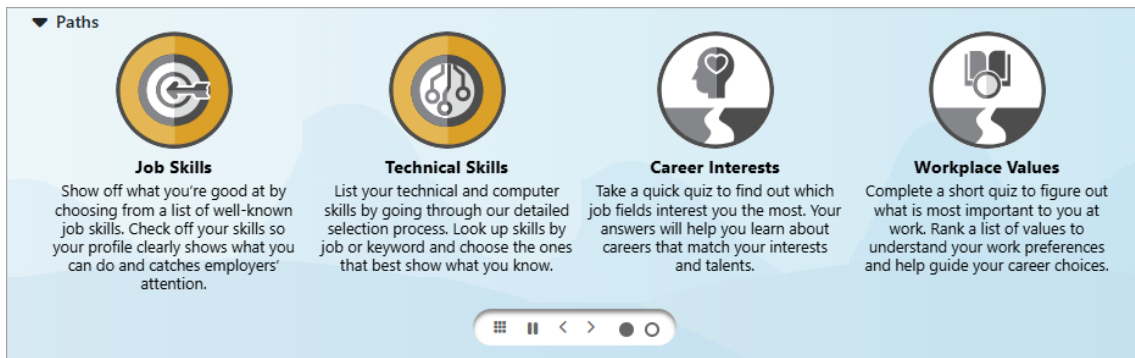
My Dashboard – Paths

OR…

From the Quick Menu group in the left navigation menu, select **My Portfolio ▸ Personal Profile ▸ Paths** tab.

Personal Profile – Paths Tab

2. Select a path that interests you and follow the on-screen prompts to complete it.

After earning the Smart Seeker designation for your profile, employers and recruiters searching for talent can immediately see your level of dedication and commitment by the icon next to your name.
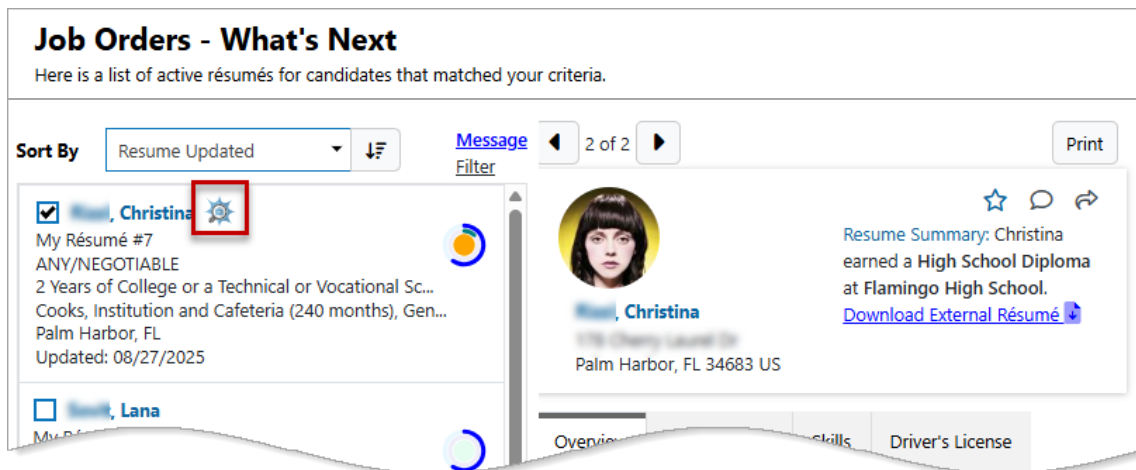
Sample Employer Candidate Search – Smart Seeker Profile Icon