



Calhoun/Liberty Counties: 850-633-4419  
 Jackson County: 850-633-4419  
 Holmes/Washington Counties: 850-845-0733

## Employ Florida User Guide - Jobseeker

### 1. LOGGING IN

If you don't have an account:

- Click the Home page Register link, near the Sign in Button (e.g., a [Not Registered?](#), [Register as a New User](#), or [Register Now](#) link.)
- Click [Register](#) > [Individual](#).
- Create a unique user ID and password.
- Fill in required (\*) fields.

If you have an account:

- Enter your user ID and password.
- Click **Sign In** button.
- OR . . . Click [Forgot Username and/or Password](#) to retrieve a forgotten ID or password.
- Select a desired retrieval option.

### 2. QUICK MENU

- **Job Search** – Choose this shortcut to find jobs (this opens the Quick Job Search tab).
- **Resume Builder** – Choose this shortcut to manage new or existing resumes (this opens the Resumes tab with active resumes displayed).
- **My Portfolio** – Access folders under Individual Profiles and Individual Plans to review or modify your personal, search history, self-assessment, and communications profiles, as well as individual plans for employment (resumes and job applications), training, benefits, and financial plans.

### 3. SERVICES FOR INDIVIDUALS

- **Career Services** – Research occupations, choose a career, and analyze your skills.
- **Job Seeker Services** – Create resumes, cover letters, and job alerts, conduct job searches, research employers, and review job market trends.
- **Education Services** – Locate training providers, the programs they offer, and sources of financial aid.
- **Labor Market Services** – View information about state or local labor markets.
- **Community Services** – Find out about community services available to you and determine your eligibility.
- **Financial Services** – Create and manage a monthly budget, a training budget, and/or a transition budget.
- **Unemployment Services** – View information about unemployment compensation programs and eligibility.
- **Veterans Services** – Find benefits for veterans and their dependents.
- **Youth Services** – Find career and job information for youth. Find information on student aid, apprentice programs, and child labor laws.
- **Senior Services** – Find job, community service, Medicare, AARP, nutrition, health, and well-being information for seniors.
- **Disability Services** – Find data on services that benefit people with disabilities, e.g., employment, health and financial resources.
- **Staff Provided Services** – Learn about what services are available to you when you visit your local career center.

### 4. HOW DO EMPLOYERS FIND YOU IN EMPLOY FLORIDA

**You must complete a resume.** This allows system-registered employers to search for, view, and maintain your resume as part of their account information in Virtual One Stop. Employers may choose the following resume search options to find you:

- **Quick Search** – Uses multiple-combination criteria such as your desired work location, occupation, and salary; keywords found in your resume's title or employment history section; minimal education requirements; or the resume posting date.
- **Advanced (Resume Ranking) Search** – Offers various search criteria for employers to choose from, such as occupational experience, driver's license information, and shift availability. Based on whether the employer requires or desires the criteria, the system will display matching resumes, in ranked order, for the employer to review.



Calhoun/Liberty Counties: 850-633-4419  
 Jackson County: 850-633-4419  
 Holmes/Washington Counties: 850-845-0733

### Employ Florida User Guide - Jobseeker

- **Resume Search by Skills** – Employers search for individuals whose job skills match a required job skill set by a pre-determined match ratio (usually 70%, 50%, or 25%).
- **Resume Search by Job Order Criteria** – Employers may find candidates using requirements from one of their job orders, such as desired work location, occupation, salary, and work experience.
- **Resume Number Search** – Employers may access a desired resume by providing its system-generated ID number.
- To create a resume, click **Resume Builder** from the Quick Menu. See the *Using the Resume Builder* section in the Individual Services User Guide for details on creating and formatting a resume.
- To review resume writing tips, click **Job Seeker Services-10 Steps**.

**Note:** To get employers' attention, create resume titles that reflect your desired occupations, because employers can, and frequently do, use keyword searches.

#### 5. HOW TO SEARCH FOR JOBS

1. Click **Job Search** from the Quick Menu.
2. Select from 5 most recent jobs viewed, if applicable; or
3. Click Area link to select new search area; if applicable.
4. Select one of the following search methods:
  - *Quick Search* – Select any combination of quick search criteria and click **Search**.
  - *Advanced Search* – Select any combination of advanced search criteria and click **Search**.
  - *Job Search by Employer* – Choose an employer search method and click the desired employer name.
  - *Job Search by Education* – Choose an education level, pick more, less, or exactly, and click **Search**.
  - *Job Search by Skills* – Choose a match ratio (70%, 50%, 25%, or all jobs) and click **Search**.
  - *Job Search by Resume Criteria* – Choose a resume to search by its desired salary, occupation, and minimum education level; click **Search**.
  - *Job Number Search* – Enter the desired job order ID number and click **Search**.
  - *External Job Search* – Click a link to an external website to search for jobs.

#### 6. HOW TO MANAGE THE JOB SEARCH RESULTS

1. If multiple pages are displayed, perform one of the following:
  - Click the arrow to navigate one page at a time; OR
  - Enter desired page number and click **Go**; OR,
  - Select desired records per page and click **Go**.
2. Choose the **Summary** or **Detailed** view.
3. Click **Hide Potential Duplicate Jobs** checkbox, if applicable.
4. Use the legend below the job search table to interpret results.
5. Re-sort the job search results by clicking a desired column heading. **For example:** *Click Salary column to sort jobs with the highest paying, listed salaries at the top.*
6. Click a desired Action column link to view similar jobs, view additional jobs from this employer, to apply for the job, or view job details.

#### 7. HOW TO SEARCH FOR JOBS AUTOMATICALLY (Create Virtual Recruiter – Job Alert)

- |   |                                |
|---|--------------------------------|
| 1. Conduct job search (as documented above).            | 5. Select notification method. |
| 2. On search results screen, click <b>Save search</b> . | 6. Enter expiration date.      |
| 3. Type a title for this job alert.                     | 7. Click <b>Save</b> .         |
| 4. Select how often to run.                             |                                |



Calhoun/Liberty Counties: 850-633-4419  
 Jackson County: 850-633-4419  
 Holmes/Washington Counties: 850-845-0733

## Employ Florida User Guide - Jobseeker

### 8. HOW TO APPLY FOR A JOB

1. From the job search results screen, click the desired job title link.
2. Review the job order details.
3. Click the **Apply for this job**.
4. *For external jobs*, EMPLOY FLORIDA opens a new browser window; follow the website instruction.
5. *For internal jobs*, EMPLOY FLORIDA either displays:
  - Preferred application methods (choose one), or a list of career center offices. **If you completed your background info, click I intend to meet with staff to review my qualifications** for assistance.

### 9. HOW TO UPDATE MY CONTACT INFORMATION

1. Click **My Portfolio – My individual Profiles – Personal Profile – General Information**.
2. Change any information in your profile (except your user name) and click **Save Information**.

### 10. HOW TO FIND FREE, ONLINE TRAINING OPPORTUNITIES

1. Click **Education Services - Online Learning Resources**.
2. Click a desired link to access details.

### 11. HOW TO VIEW AN LMI OCCUPATION PROFILE

1. Click **Labor Market Services - Occupational Profile**.
2. Select an Occupation using one of the six Occupation tabs.
  - The Occupation Summary tab displays (with a default of *Tables and Test* for **Display Options**, and with *Candidates and Employers/Employment* data emphasized in the defaults for **Data Categories**).
3. To include maps or graphs in the display:
  - Click the Show Display Options link.
  - Click the Graphs and/or Maps check boxes.
  - Click the **Set Display Mode** button. The screen will refresh to include graphs and maps where data categories support this.  
**(Note: The first time this feature is used, the screen will prompt you to load Silverlight).**
4. To include more or other categories in the display:
  - Click the Show Data Categories link.
  - Click the check boxes for each of the data categories you want to have displayed.
  - Click the **Set Data Categories** button.
    - The screen will refresh to include all the data categories checked (displayed in the checked Display Modes.)

### 12. PERSONAL PROFILE

**Personal Profile** – Contains your contact and system registration information, your background info, your activities “to do” list, and your personal notes. Contains the following folders:

- **General Information** – Contains information required for account set-up, contact information, and account information.
- **Background** – Lists your job history, education, skills, and other information used in resumes. Click the **Start the Background Wizard** button to record details for your resume or online application.
- **Activities** – Contains questions directing you to activities that will assist you in your job search.
- **Memo** – Stores notes or tasks you want to accomplish.



Calhoun/Liberty Counties: 850-633-4419  
Jackson County: 850-633-4419  
Holmes/Washington Counties: 850-845-0733

### 13. EMPLOYMENT PLAN

**Employment Plan Profile** – Contains your resume, employer letters, job application details, your online application, and job alerts. Contains the following folders:

- **Resumes** – Contains the resumes you have created and allows you to create new ones.
- **Correspondence** – Contains any employer letters you have created. Allows you to create new cover, follow-up, and acceptance letters.
- **Job Applications** – Contains a list of jobs you've applied for and allows you to assist staff by indicating your interest level, your current job status, and any notes related to the job opening.
- **Online Application** – Contains an employment application based on your background information.
- **Virtual Recruiter** – Contains the job search agents you have created so the system may automatically conduct job searches on your behalf.
- **Employment Strategy** – Contains the Individual Employment Plan that was created with your case manager.

### 14. SEARCH HISTORY PROFILE

**Search History Profile** – Maintains previously viewed information such as job orders, employer company information, training and educational programs, as well as occupation, industry, and area profile details. Contains the following folders:

- **Jobs** – Maintains details from both internal and external job order you previously viewed; permits new job searches.
- **Employers** – Allows you to research, store, and retrieve information about employers of interest.
- **Programs** – Lists training and educational programs you previously viewed using Education Services Training and Education Programs; permits new searches.
- **Occupations** – Lists occupation details you previously viewed using Labor Market Services - Occupation Profile; permits new searches.
- **Industries** – Lists industry details you previously viewed using Labor Market Services - Industry Profile; permits new searches.
- **Areas** – Lists area profile information you previously viewed using Labor Market Services - Area Profile; permits new searches.

### 15. SELF-ASSESSMENT PROFILE

**Self-Assessment Profile** – Contains your job skills, personal skills, work interests, and work values. Contains the following folders:

- **Job Skills** – Lists the job skills you previously recorded by completing the Background Wizard, completing a resume, or using Career Services - Career Explorer - Match Your Skills – Your Job Skills; permits job skills modification and occupation matching.
- **Personal Skills** – Lists the personal skills you previously recorded using Career Services - Career Explorer - Match Your Skills - Your Personal Skills; permits personal skill modification and occupation matching.
- **Interests** – Lists the work interests you previously recorded using Career Services - Career Explorer - Match Your Interests and Work Values - Your Interests; permits interest modification and occupational matching.
- **Work Values** – Lists the work importance you previously recorded using Career Services - Career Explorer Match Your Interests and Work Values - What's Important; permits work importance modification and occupational matching.
- **Multiple** – Allows you to select multiple types of self-assessments and combine them to produce a list of occupations that match your selected skills.