

# 1: WorkinTexas.com Job Seeker Registration

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 **Note:** This document is organized with a table of contents that links directly to each section.

- Keyboard-only users may press the **Enter** key on any entry in the table of contents to go directly to that topic.
- JAWS screen reader users may enable Quick Key Navigation (**JAWS Key+Z**) and then press the **H** key to jump by topic through the document. (The **Insert** key is the JAWS Key by default.)


This chapter explains how you, as a job seeker, register a new account in WorkinTexas.com. You'll learn how to record and re-use your personal background information in the résumés you create and job applications you fill out and submit.

## Registering as a Job Seeker in WorkinTexas.com

To get the most out of all that WorkinTexas.com has to offer job seekers, it is important to register.

 **Note:** Only registered users can create résumés and apply for jobs, as well as take advantage of many other helpful WorkinTexas.com features.

### Registering an Individual Account


 **Tip:** Before you begin creating your account, get information you'll need to provide, such as social security and driver's license numbers, any citizenship information or veteran-related dates and ID numbers, and education and employment history dates and other information.

► **To create an individual account:**

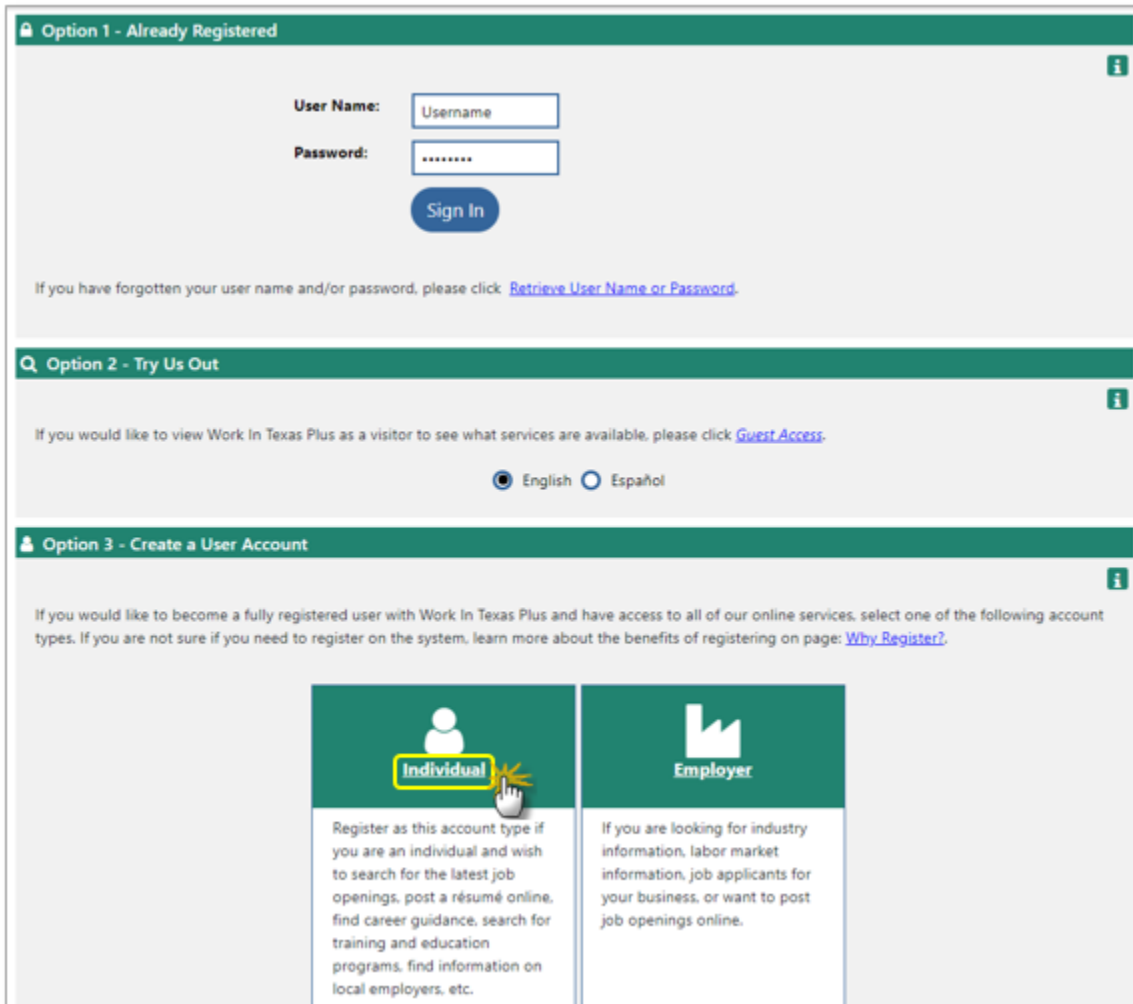
- 1 Navigate to the WorkinTexas.com website. The home page displays.



*WorkinTexas.com Home Page*

 **Tip:** If you wish to use the Spanish version of WorkinTexas.com, click the En Español link next to the social media icons (see figure above). The page refreshes in Spanish.

- 2 Click the **Register** button (see figure above). The Sign In/Registration page displays (see figure below).



**Option 1 - Already Registered**

User Name:

Password:

[Sign In](#)

If you have forgotten your user name and/or password, please click: [Retrieve User Name or Password](#).



**Option 2 - Try Us Out**

If you would like to view Work In Texas Plus as a visitor to see what services are available, please click: [Guest Access](#).

☒ English ☐ Español


**Option 3 - Create a User Account**

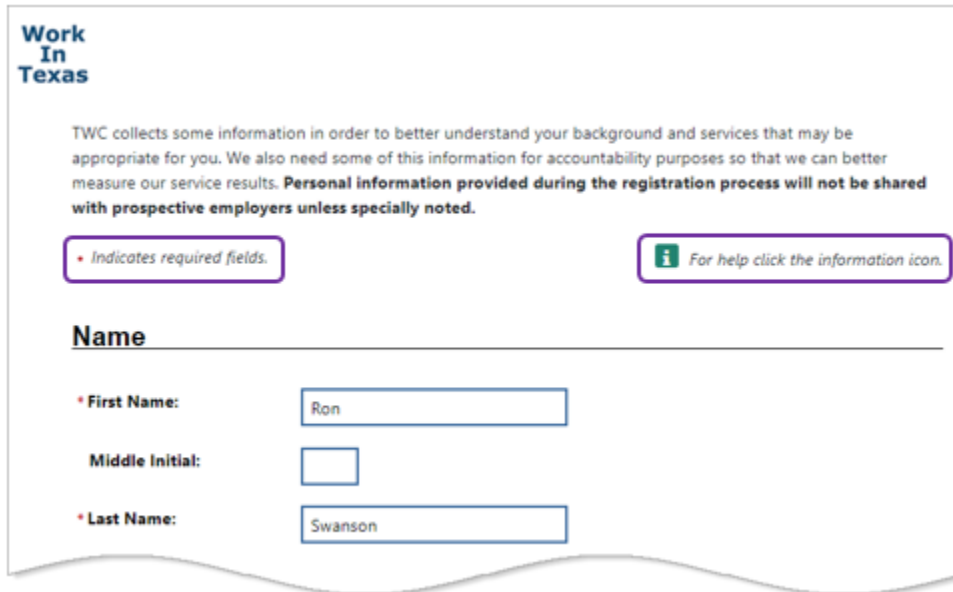
If you would like to become a fully registered user with Work In Texas Plus and have access to all of our online services, select one of the following account types. If you are not sure if you need to register on the system, learn more about the benefits of registering on page: [Why Register?](#)

 <p><b>Individual</b></p> <p>Register as this account type if you are an individual and wish to search for the latest job openings, post a résumé online, find career guidance, search for training and education programs, find information on local employers, etc.</p>	 <p><b>Employer</b></p> <p>If you are looking for industry information, labor market information, job applicants for your business, or want to post job openings online.</p>
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*Sign In/Registration Page – Create User a User Account Section*


- 3 Scroll down to the Option 3 – Create a User Account section and click the Individual link. The Equal Opportunity and Non-Discrimination Notice page displays.
- 4 Read the notice for full understanding, then click the **I Agree** button. The Privacy Agreement page displays.
- 5 Read the agreement for full understanding, then click the **I Agree** button. The first page of the Individual Registration form displays (see figure below).

 **Note:** If you choose *I Disagree* on either of the above two notification pages, you cannot proceed with the registration process.



**Work  
In  
Texas**

TWC collects some information in order to better understand your background and services that may be appropriate for you. We also need some of this information for accountability purposes so that we can better measure our service results. **Personal information provided during the registration process will not be shared with prospective employers unless specially noted.**

\* Indicates required fields.  For help click the information icon.



**Name**

\* First Name:

Middle Initial:

\* Last Name:

*Individual Registration Page 1 – Name Section*

 **Note:** Required fields are marked with a red asterisk (\*) and to get more information about a page and its fields, click the information .

- 6 In the Name section, enter your **First Name** and **Last Name**, and optional **Middle Initial**.
- 7 Scroll down and read the notice about the use and security of your Social Security Number (SSN), should you choose to enter it.

### Security

If you are filing for Unemployment Insurance benefits or participating in another special program facilitated by Texas Workforce, you must provide your Social Security Number (SSN) to satisfy your work registration requirements. Failure to provide your SSN will result in the delay or denial of your benefits. WorkInTexas.com will not display your SSN to employers, nor will it be shared with other entities unless otherwise required by law. TWC uses job seeker data such as SSNs to evaluate how well our programs work so that we can make improvements to better serve you and other job seekers in the future and to demonstrate the effectiveness of our services to Congress, Texas Legislature and other stakeholders and ensure accountability. Your sharing this information with us will help ensure that tax dollars are well spent and that we meet the needs of employers, employees, and local communities in Texas.

#### Security

WorkInTexas.com is a secure site. Texas Workforce has implemented technical and organizational measures to secure your personal information from accidental loss and unauthorized access, use, alteration, or disclosure.

**Social Security Number:**  (no Dashes)

**Re-enter Social Security Number:**  (no Dashes)

If you have applied for Unemployment Insurance Benefits and want WorkInTexas to complete part of your work registration for you using your claim information, then enter your Social Security Number and your Personal Identification Number (PIN) for your unemployment claim.

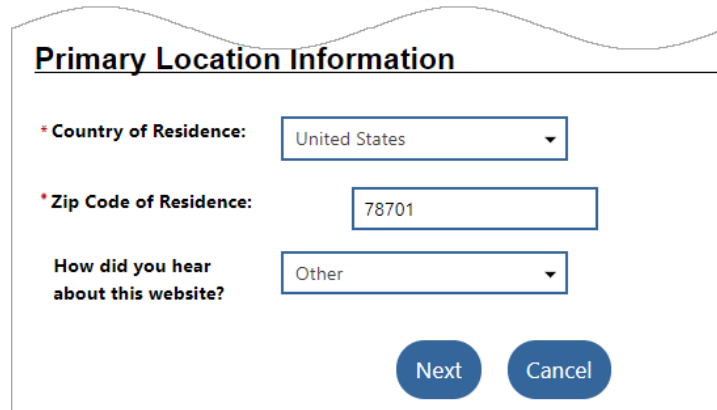
**Personal Identification Number (PIN):**  \* If PIN is entered the SSN is required

#### Individual Registration Page 1 – Social Security Section



**Note:** If you are filing for Unemployment Insurance benefits or participating in other special programs facilitated by the Texas Workforce Commission, you must provide your Social Security Number.

- 8 If desired for the benefits and assistance you are seeking, in the Security section, enter and re-enter your 9-digit **Social Security Number** with no dashes. When you enter it the first time, the system checks to see if it is already being used.
- 9 If you have applied for Unemployment Benefits, enter the 4-digit **Personal Identification Number (PIN)** that you created during that process; otherwise leave this section blank.
- 10 In the Primary Location Information section (see figure below), if necessary, you can change your **Country of Residence** from the default *United States* by selecting another country from the drop-down list.
- 11 Enter your **Zip Code of Residence**.
- 12 If desired, you can indicate **How did you hear about this website?** by selecting from the drop-down list.




**Primary Location Information**

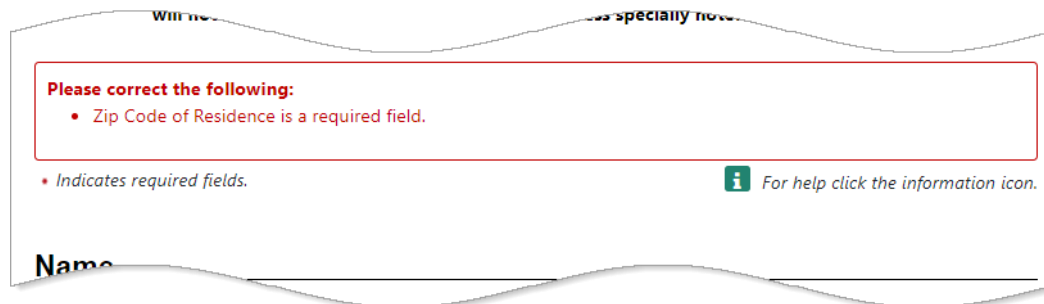
\* Country of Residence:

\* Zip Code of Residence:

How did you hear about this website?


*Individual Registration Page 1 – Primary Location Information Section*

 **Note:** If any information is missing or incorrect, the page will refresh and show in red which fields are in error. The figure below is one example of how error alerts may appear.



**Please correct the following:**


- Zip Code of Residence is a required field.

\* Indicates required fields.  For help click the information icon.

Name

*Individual Registration Page – Example Error Alerts*

- 13 Click the **Next** button to continue. The Login Information page displays (see figure below).
- 14 Enter a **Username** and **Password** for this WorkinTexas.com account. Follow the on-screen rules in blue text next to each field.
- 15 Enter your password again in the **Confirm Password** field.

 **Note:** Choose characters that you will easily remember or write them down in a secure place. Note that your password is case-sensitive.

### Login Information

**\*Username:**  

Enter User Name (3 - 20 characters, and must include characters, letters or numbers. Allowable characters are + @ . \_)

**\*Password:**  

Enter Password (8 - 20 characters, and must include at least one uppercase letter, one lowercase letter, one number and one special character. Allowable characters are # @ \$ % ^ . ! \* \_ +).

**\*Confirm Password:**

**\*Security Question 1:**

**\*Security Question Response 1:**

**\*Confirm Security Question Response 1:**

**\*Security Question 2:**

**\*Security Question Response 2:**


**\*Confirm Security Question Response 2:**

**\*Security Question 3:**

**\*Security Question Response 3:**

**\*Confirm Security Question Response 3:**

*Individual Registration Page 2 – Login Information*

 **Tip:** The next three sets of security questions and responses are required. They will be used to verify your identity should you ever forget your username and/or password. It is a good practice to choose questions that are objective “facts,” rather than subjective “favorites,” as those can change over time and easily be forgotten.

- 16** Select a question from the **Security Question 1** drop-down list.
- 17** Enter your response to that question in the **Security Question Response 1** and **Confirm Security Question Response 1** fields. These are not case-sensitive.
- 18** Repeat the same process for fields 2 and 3, then click the **Next** button to continue. The Residential Address section displays (see figure below).

### Residential Address

\* I am homeless or otherwise do not have a permanent residence ☐ Yes ☒ No

\* Address Line 1:

Address Line 2:

\* Zip Code:  [Find zip code](#)

\* City:

\* State:

\* County / Parish :

\* Country:

### Mailing Address

☒ Mailing Address is the same as the residential address above

\* Address Line 1:

Address Line 2:

\* Zip Code:  [Find zip code](#)


\* City:

\* State:

\* Country:

*Individual Registration Page 3 – Address Sections*

- 19** In the Residential Address section, specify if you are **homeless or otherwise do not have a permanent residence**.

 **Note:** If you do not have a permanent residential address, you should provide the address of the shelter / location you last stayed if you can receive mail there, or the address of a relative who is authorized to receive your mail. In the Mailing Address section, provide an address at which you can receive correspondence.

- 20** Enter the street address of your residence in the **Address Line 1** field.
- 21** If you have an apartment or unit number, or other designation, enter that in **Address Line 2**.
- 22** The remaining information—Zip Code, City, State, and County / Parish—are pre-filled and determined by the Zip Code you provided on the first page of the registration form. You can change them here, if necessary.
- 23** In the Mailing Address section, if your **Mailing Address is the same as the residential address above**, click to check the box. The fields are populated same as the Residential Address fields.



**24** If you receive your mail at a USPS post office or other “mailbox” facility, enter its street address in **Line 1** and your box number in **Line 2**. Make any other changes necessary to City and State.

**25** In the Contacting Information section (see figure below), **select a method in which you prefer to receive notifications** from the drop-down list, for example, *Internal (system) Message*, *Email*, or *Text Message*.

*Internal Message* allows messages to be sent to you in WorkinTexas.com. You will see them when you log in.

- If you selected *Email*, enter your email address in the **Primary E-mail** and **Confirm Primary E-mail Address** fields.
- If you selected *Text Message*, enter your cell phone number in the **Text Message Cell Phone** field.
- If you don't have an email account and would like to create one at this time, you can click the [Create E-mail Account](#) link and then choose a third-party provider link to go to their website to create a free account, for example, Gmail or Microsoft Outlook. (A separate browser tab will open.)

### Contacting Information

**\* Please select a method in which you prefer to receive notifications:**

Email ▾

**Primary E-mail:**

rswanson1620@gmail.com

[Create E-mail Account](#)  
[Read Our E-mail Security Policy](#)

**Confirm Primary E-mail Address:**

rswanson1620@gmail.com

**\* Primary Phone:**

800 - 555 - 1212 Ext

**\* Primary Phone Type:**

Home ▾

**\* Primary Phone Mode:**

Voice ▾

**Alternate Phone:**

-  -  Ext

**Alternate Phone Type:**

None Selected ▾

**Alternate Phone Mode:**

None Selected ▾

**Text Message Cell Phone:**

-  -

**Fax:**

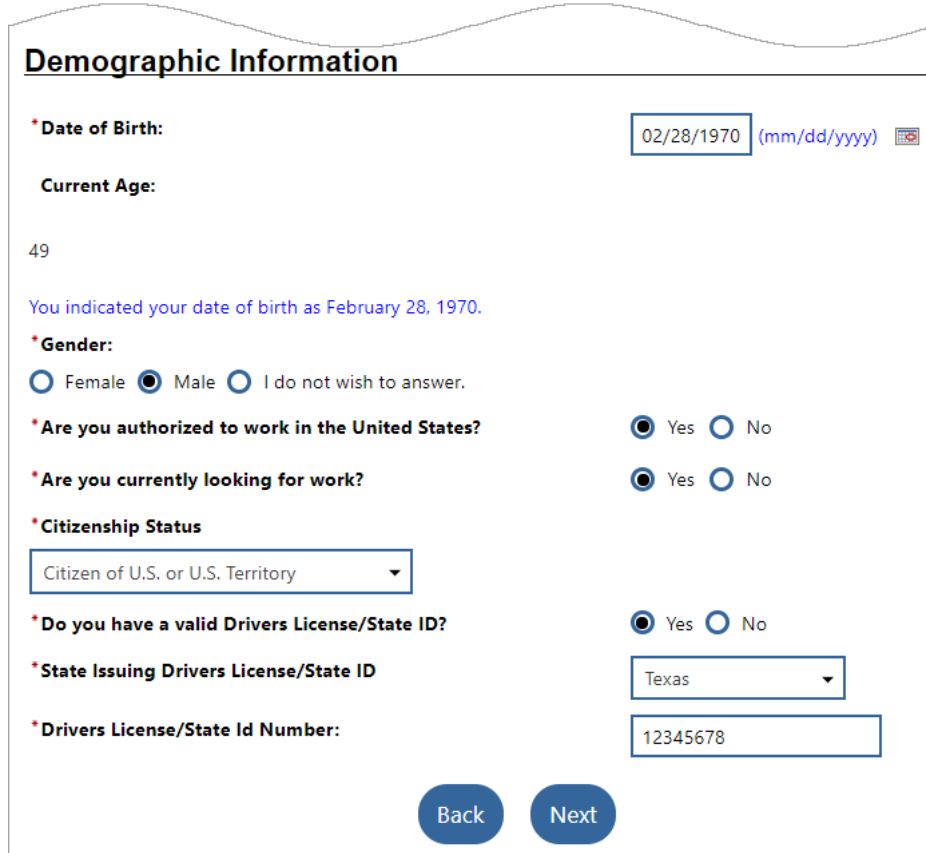
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*Individual Registration Page 3 – Contacting Information Section*


**26** Enter your **Primary Phone** number.

**27** From the drop-down lists, select your **Primary Phone Type** (for example, *Cell/Mobile* or *Home*) and **Mode** (for example, *Voice* or *TTY*).

- 28** If desired, you can also enter any of the Alternate Phone or Fax numbers and type.
- 29** In the Demographic Information section (see figure below), enter your **Date of Birth** (in the format mm/dd/yyyy). When you click out of the field, your calculated age appears in the Current Age field.
- 30** Indicate your **Gender** by clicking the appropriate radio button.



**Demographic Information**

\* **Date of Birth:**  (mm/dd/yyyy) 

**Current Age:**

49

You indicated your date of birth as February 28, 1970.

\* **Gender:**

☐ Female ☒ Male ☐ I do not wish to answer.

\* **Are you authorized to work in the United States?** ☒ Yes ☐ No

\* **Are you currently looking for work?** ☒ Yes ☐ No

\* **Citizenship Status**

▼

\* **Do you have a valid Drivers License/State ID?** ☒ Yes ☐ No


\* **State Issuing Drivers License/State ID**  ▼

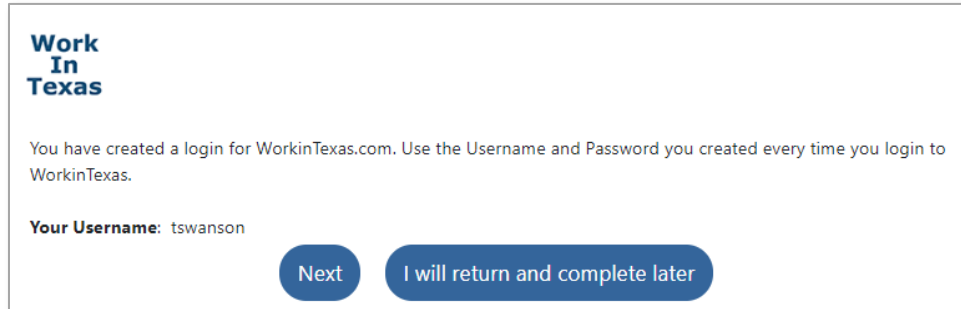
\* **Drivers License/State Id Number:**

*Individual Registration Page 3 – Demographic Information Section*

- 31** Specify if you are **authorized to work in the United States**. If you select *No*, you can still register in WorkinTexas.com.
- 32** Specify if you are **currently looking for work**. If you select *Yes*, you will need to create a résumé in WorkinTexas.com, which is described later in this chapter.
- 33** Select your **Citizenship Status** from the drop-down list. The typical response is *Citizen of U.S. or U.S. Territory*.
- a. If you select *U.S. Permanent Resident*, you will need to provide your **USCIS (Alien Registration) Number**, or if you select *Alien/Refugee Lawfully Admitted to U.S.*, you'll need to enter your **USCIS Number** and the **Expiration Date** (in the format mm/dd/yyyy).
- 34** Specify if you have a **valid U.S. Driver's License/State ID**.
- a. If you select *Yes*, specify the **State Issuing Driver's License/State ID** by selecting the state from the drop-down list, and enter your **Driver's License/State ID Number**.

- 35** Click the **Next** button. The system checks and saves all your entries and creates your basic registration. A Registration Acknowledgement page displays, showing your username, and reminding you that you will need your username and password every time you sign in to the system (see figure below).

 **Note:** Although you now have a basic registration in WorkinTexas.com, you'll need to continue to enter your background information, and then create a résumé. You can do this now by clicking the **Next** button to proceed to the Wagner-Peyser application wizard or do it at another time by clicking the **I will return and complete later** button. Clicking "I will return and complete later" signs you out of the system. The next time you sign in, you'll go right to the wizard. See "Adding Background Information" below for details.


The screenshot shows the 'Registration Acknowledgement Page' from WorkinTexas.com. At the top left is the 'Work In Texas' logo. Below it, a message states: 'You have created a login for WorkinTexas.com. Use the Username and Password you created every time you login to WorkinTexas.' Underneath, it says 'Your Username: tswanson'. At the bottom, there are two blue buttons: 'Next' and 'I will return and complete later'.

*Registration Acknowledgement Page*

## ***Adding Background Information (Wagner-Peyser Application)***

When you add your background information in the system, you are completing what is known as a Wagner-Peyser application. Very simply, Wagner-Peyser (WP, for short) is a federally-funded labor exchange program that offers services to match employers with qualified job seekers.

The WP application uses a 7-page form wizard to gather all your information, showing you a progress bar as you complete each page (see figure below).

 **Tip:** Recording your background information up front saves you time and effort later when using WorkinTexas.com. The information you provide is used to automatically pre-fill many fields in your résumés and job application forms. And later, if you need to change information in a résumé or job application, many times those changes will automatically update your background information for future use.

### **► To add your background information using the Wagner-Peyser application wizard:**

- 1** From the Registration Acknowledgement page (see figure above), click the **Next** button. The Title III – Wagner-Peyser (WP) application wizard starts on the Education Information page (see figure below).

**Title III - Wagner-Peyser (WP)**

1 / 7

Education

Veteran

Employment

☒ Education

☒ Veteran

☒ Employment

☒ Farmworker

☒ Demographic

☒ Additional Background

☒ Public Assistance

▲ Hide All Steps

☒ WP

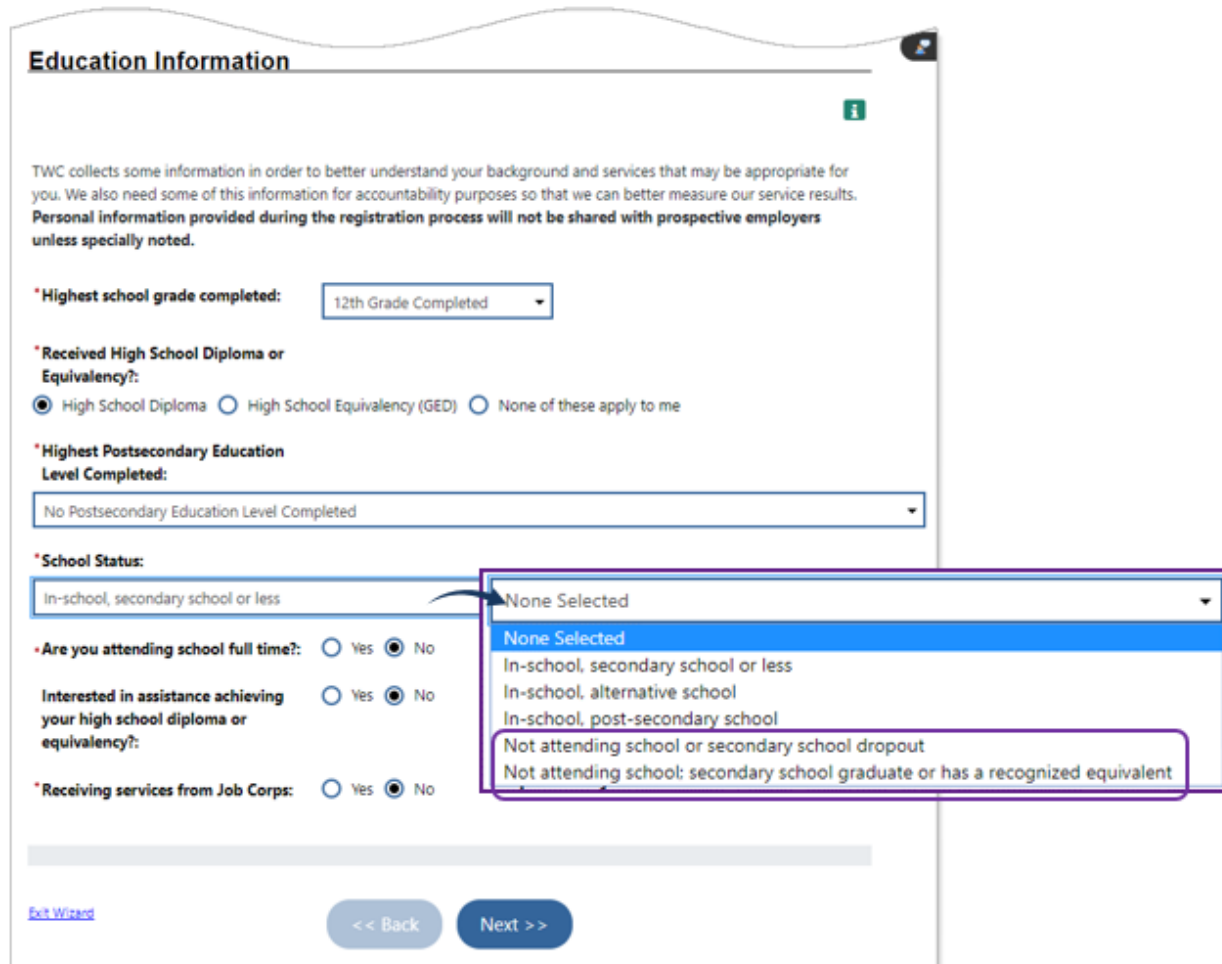
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↓ To Bottom

**Education Information**

*Wagner-Peyser Application Wizard Progress Bar*

## Education Information



**Education Information**

TWC collects some information in order to better understand your background and services that may be appropriate for you. We also need some of this information for accountability purposes so that we can better measure our service results. **Personal information provided during the registration process will not be shared with prospective employers unless specially noted.**

\*Highest school grade completed: 12th Grade Completed

\*Received High School Diploma or Equivalency?:  
☒ High School Diploma ☐ High School Equivalency (GED) ☐ None of these apply to me

\*Highest Postsecondary Education Level Completed:  
No Postsecondary Education Level Completed

\*School Status:  
In-school, secondary school or less

\*Are you attending school full time?: ☐ Yes ☒ No

Interested in assistance achieving your high school diploma or equivalency?: ☐ Yes ☒ No

\*Receiving services from Job Corps: ☐ Yes ☒ No

[Exit Wizard](#) << Back Next >>

### WP Application Wizard – Education Information Page


- 2 Select your **Highest school grade completed** from the drop-down list.
- 3 Specify if you **Received a High School Diploma or Equivalency** by clicking the appropriate radio button.
- 4 Select your **Highest Postsecondary Education Level Completed** from the drop-down list. If you have not completed any schooling beyond high school, choose *No Postsecondary Education Level Completed* from the bottom of the list.
- 5 Specify if you are currently in or out of school from the **School Status** drop-down list. If you have *not* completed high school and are *not* in school, choose *Not attending school or secondary school dropout*. If you *have* completed high school and are *not* in school, choose *Not attending school; secondary school graduate or has a recognized equivalent*.
- 6 Complete the remaining two or three questions by selecting Yes or No. Your answers can help identify any services or benefits you may be eligible for.
- 7 From every page, you can do the following at any time (see figure above):
  - To exit the wizard and save your work from previous pages only, click the [Exit Wizard](#) link in the lower left corner of the page. If you exit the wizard in this fashion, no data on the current

page is saved. To do save the current page entries, advance to the next page with the **Next** button, then click Exit Wizard.

- To return to the previous page and change information, click the **Back** button.
- To save your work in progress and proceed to the next page, click the **Next** button.

8 Click **Next** to continue. The Veteran Information page displays (see figure below).

## Veteran Information


 **Note:** The Veteran page has a lot of information and questions for veterans and/or their spouses. If any of these statuses pertain to you, the registrant, be sure to read the introductory text and each question carefully before answering, as your answers can determine additional services and benefits you may be entitled to. If no veteran status applies to you, answer No to all required questions and then proceed to the next page.

Women and men who serve in any branch of the United States Armed Forces, including Army, Navy, Marines, Air Force, Coast Guard Reserves or National Guard may eligible for additional services. Veterans are entitled to veteran's preference in the public workforce system. This includes an early look at new job postings prior to non-veterans. In addition, many employers also give preference to hiring veterans. while prospective employers WILL be able to see if you are a veteran, additional service information including information on service-related disability (if any) will NOT be shared.

Click here to learn more of [Texas Veteran Priority of Service](#) policy or click here to view the [Texas Veterans Portal](#)

Veterans and their spouses may be entitled to State and Federal Benefits. Please answer the following questions.

### Spouse or Dependent of a Veteran



\* Are you the spouse of a member of the armed forces who is on active duty? ☐ Yes ☐ No

\* Are you a caregiver who is a spouse or family member to a member of the armed forces who is wounded, ill or injured and receiving treatment in a military facility or warrior transition unit? ☐ Yes ☐ No

\* Are you the spouse/dependent of someone in the active duty military service, National Guard or Reserves who is currently activated? ☐ Yes ☐ No

\* Are you the spouse of a veteran who has a total service connected disability, is Missing in Action, captured in the line of duty by a hostile force, is a Prisoner of War or who died from a service connected disability? ☐ Yes ☐ No

\* Are you the spouse of a member of the military who died while on active duty? ☐ Yes ☐ No

*WP Application Wizard – Veteran Information Page – Spouse or Dependent of a Veteran Section*

- 9 If you are *not* the spouse of a veteran, answer *No* to all questions in the Spouse of a Veteran section,

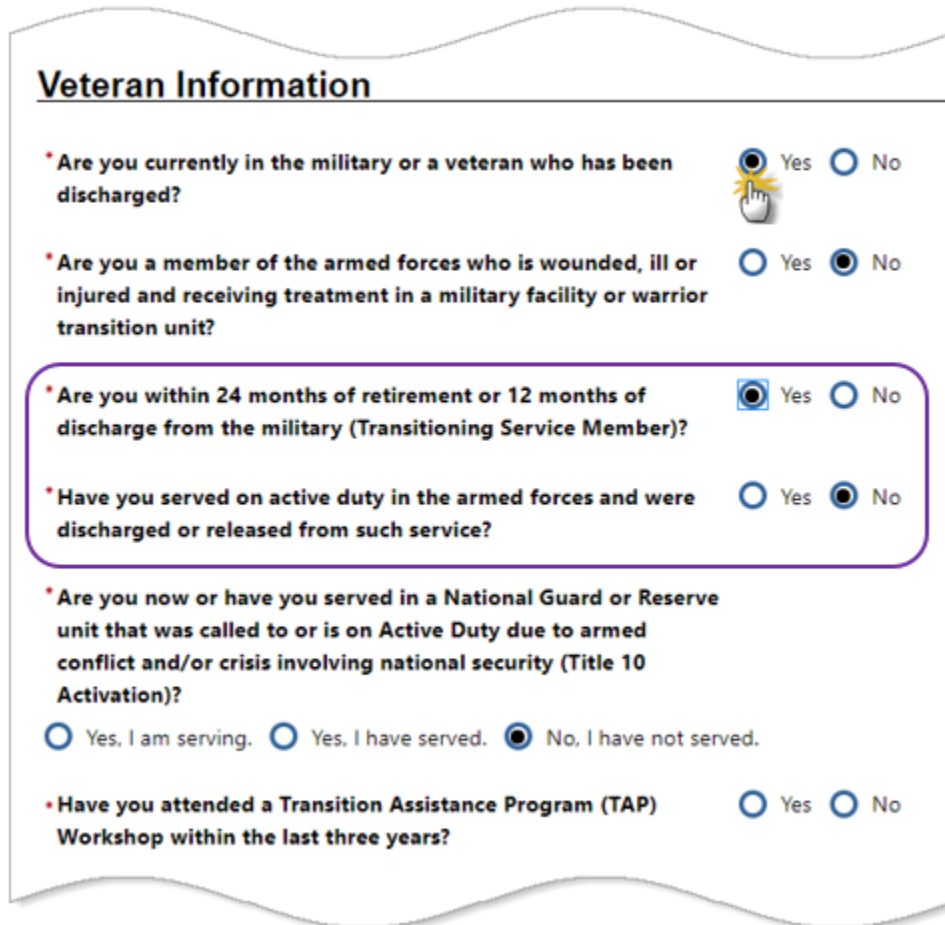
OR...

If you *are* the spouse of a veteran, read each question carefully before answering, as your answers may determine additional services and benefits you are entitled to.

- 10 If you are *not* a veteran, answer *No* to the first question in the Veteran Information section, **Are you currently in the military or a veteran who has been discharged**, then click the **Next** button to proceed to the next page.

OR...

If you *are* a veteran or are currently active in the military—answer *Yes* to the first question. Four additional questions will appear (see figure below).



**Veteran Information**

\* Are you currently in the military or a veteran who has been discharged? ☒ Yes ☐ No

\* Are you a member of the armed forces who is wounded, ill or injured and receiving treatment in a military facility or warrior transition unit? ☐ Yes ☒ No

\* Are you within 24 months of retirement or 12 months of discharge from the military (Transitioning Service Member)? ☒ Yes ☐ No

\* Have you served on active duty in the armed forces and were discharged or released from such service? ☐ Yes ☒ No

\* Are you now or have you served in a National Guard or Reserve unit that was called to or is on Active Duty due to armed conflict and/or crisis involving national security (Title 10 Activation)?  
☐ Yes, I am serving. ☐ Yes, I have served. ☒ No, I have not served.

\* Have you attended a Transition Assistance Program (TAP) Workshop within the last three years? ☐ Yes ☒ No

*Expanded Veteran Information Questions*

- 11 Specify if you are a **member of the armed forces who is wounded, ill or injured and receiving treatment in a military facility or warrior transition unit**.
- 12 If you are **within 24 months of retirement or 12 months of discharge from the military (Transitioning Service Member)**, select the *Yes* radio button. Additional questions and sections appear (see figure below).

- 13** If you have **served on active duty in the armed forces and were discharged or released from such service**, select the Yes radio button. Additional questions and sections appear (see figure below).
- 14** Specify if **you now or have you served in a National Guard or Reserve unit that was called to, or is on, Active Duty due to armed conflict and/or crisis involving national security (Title 10 Activation)**. If you are serving under a military branch other than National Guard or a Reserve branch, select *No, I have not served*.
- 15** Specify whether you have **attended a Transition Assistance Program (TAP) Workshop within the last three years**.

### ***Transitioning Service Members Questions***

- 16** In the Transitioning Service Members section, select your **Transitioning Service Member Type** from the drop-down list (see figure below).
- 17** Enter your **Projected Discharge Date** (in the format mm/dd/yyyy).
- 18** Specify whether you have **received a signed DD-2958 (Service Member Career Readiness Standards/Individual Transition Plan)**.
- 19** Specify whether you are **being involuntarily separated from active duty due to a reduction-in-force**.



\* Are you within 24 months of retirement or 12 months of discharge from the military (Transitioning Service Member)? ☒ Yes ☐ No

\* Have you served on active duty in the armed forces and were discharged or released from such service? ☐ Yes ☒ No

\* Are you now or have you served in a National Guard or Reserve unit that was called to or is on Active Duty due to armed conflict and/or crisis involving national security (Title 10 Activation)?  
☐ Yes, I am serving. ☐ Yes, I have served. ☒ No, I have not served.

\* Have you attended a Transition Assistance Program (TAP) Workshop within the last three years? ☐ Yes ☒ No

### Transitioning Service Members

\* Transitioning Service Member Type:

\* Projected Discharge Date:  [Today](#)

\* Have you received a signed DD-2958 (Service Member Career Readiness Standards/Individual Transition Plan)? ☐ Yes ☒ No


\* Are you being involuntarily separated from active duty due to a reduction-in-force? ☐ Yes ☒ No

*Transitioning Service Member Questions*

### Additional Veteran Information Questions

The Additional Veteran Information section appears if you answered **Yes** to **Have you served on active duty in the armed forces and were discharged or released from such service?**. If you answered **No**, you will not see this section.

- 20** In the Additional Veteran Information section, specify if you have **had multiple periods of service** (see figure below). If **Yes**, additional fields will appear where you can enter the details for each period of service (up to three most recent periods may be entered).

 **Note:** All additional service period end dates must be in the past, not in process.

\*Have you served on active duty in the armed forces and were discharged or released from such service? ☒ Yes ☐ No

\*Are you now or have you served in a National Guard or Reserve unit that was called to or is on Active Duty due to armed conflict and/or crisis involving national security (Title 10 Activation)?  
☐ Yes, I am serving. ☐ Yes, I have served. ☒ No, I have not served.

\*Have you attended a Transition Assistance Program (TAP) Workshop within the last three years? ☐ Yes ☒ No

### Additional Veteran Information

\*Have you had multiple periods of service? ☐ Yes ☒ No

[Obtain DD214](#)

\*Military Service Begin Date:  [Today](#)

\*First Military Service End Date:  [Today](#)

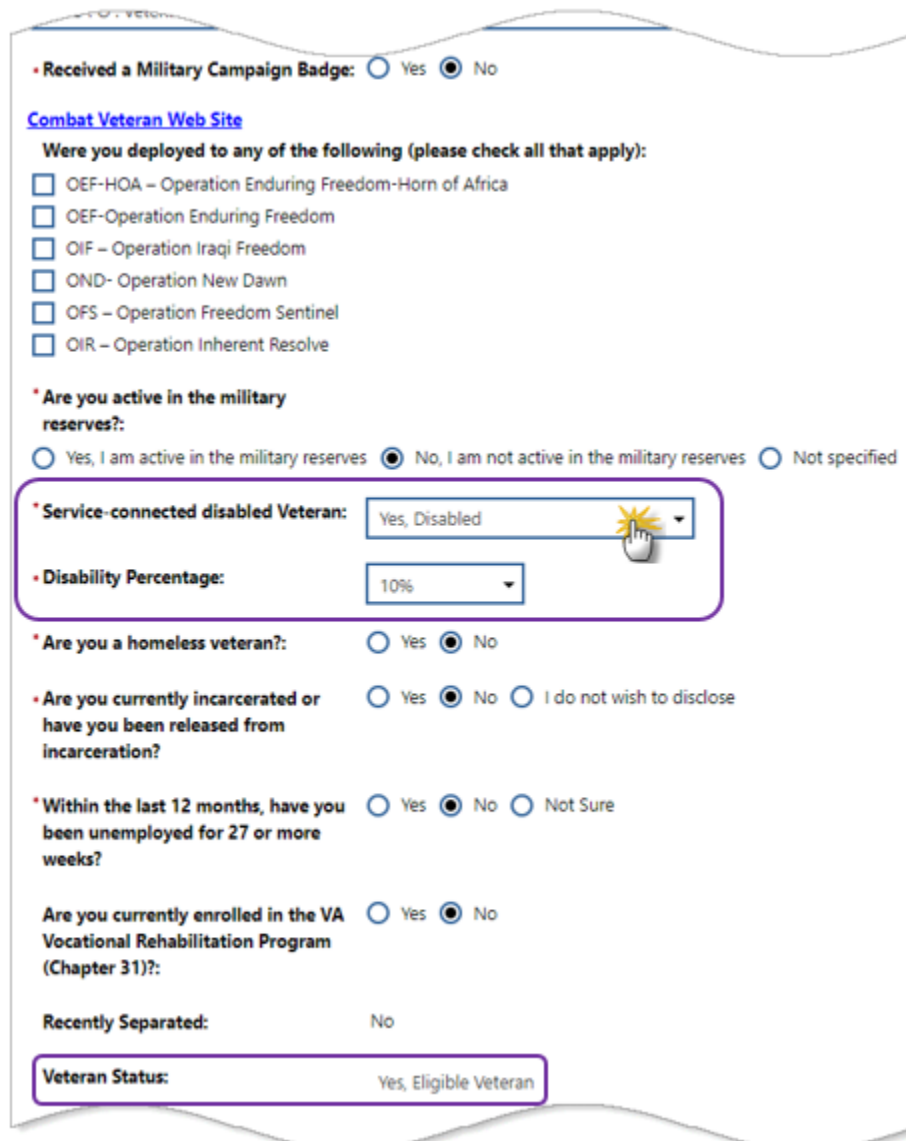
\*Branch of Service:

\*Most Recent Character of Service Received:

Military Specialty Code most relevant to the career you are seeking:

*Additional Veteran information Questions – Part 1*

- 21 Enter your **First Military Service Begin** and **End Dates** (in the format mm/dd/yyyy).
- 22 Select your **Branch of Service** for this period from the drop-down list. This selection will determine what options appear on the Military Specialty Code drop-down list below.
- 23 Select your **Most Recent Character of Service Received** from the drop-down list.
- 24 Select the **Military Specialty Code most relevant to the career you are seeking** from the drop-down list.
- 25 Specify if you **Received a Military Campaign Badge** (see figure below for the remainder of Veteran Information fields).
- 26 Check the boxes for any **Operation** you were deployed to.
- 27 Specify if you are **Active in the military reserves**.



• Received a Military Campaign Badge: ☐ Yes ☒ No

[Combat Veteran Web Site](#)

Were you deployed to any of the following (please check all that apply):

☐ OEF-HOA – Operation Enduring Freedom-Horn of Africa

☐ OEF-Operation Enduring Freedom

☐ OIF – Operation Iraqi Freedom

☐ OND- Operation New Dawn

☐ OFS – Operation Freedom Sentinel

☐ OIR – Operation Inherent Resolve

\* Are you active in the military reserves?:

☐ Yes, I am active in the military reserves ☒ No, I am not active in the military reserves ☐ Not specified

\* Service-connected disabled Veteran: Yes, Disabled

\* Disability Percentage: 10%

\* Are you a homeless veteran?: ☐ Yes ☒ No

\* Are you currently incarcerated or have you been released from incarceration? ☐ Yes ☒ No ☐ I do not wish to disclose

\* Within the last 12 months, have you been unemployed for 27 or more weeks? ☐ Yes ☒ No ☐ Not Sure

Are you currently enrolled in the VA Vocational Rehabilitation Program (Chapter 31)?: ☐ Yes ☒ No

Recently Separated: No

Veteran Status: Yes, Eligible Veteran

*Additional Veteran information Questions – Part 2*

- 28 Specify if you are a **Service-connected disabled Veteran** by selecting your status from the drop-down list.
  - a. If you selected either Yes response, the **Disability Percentage** drop-down list appears below it, from which you must choose the percentage value of your disability status.
- 29 Specify if you are a **homeless veteran**.
- 30 Specify if you are **currently incarcerated or you have been released from incarceration**.
- 31 Specify if, **within the last 12 months, you have been unemployed for 27 or more weeks**.
- 32 Specify if you are **currently enrolled in the VA Vocational Rehabilitation Program (Chapter 31)**.

The last two fields (see figure above) are filled in by the system based on your responses to the previous questions:

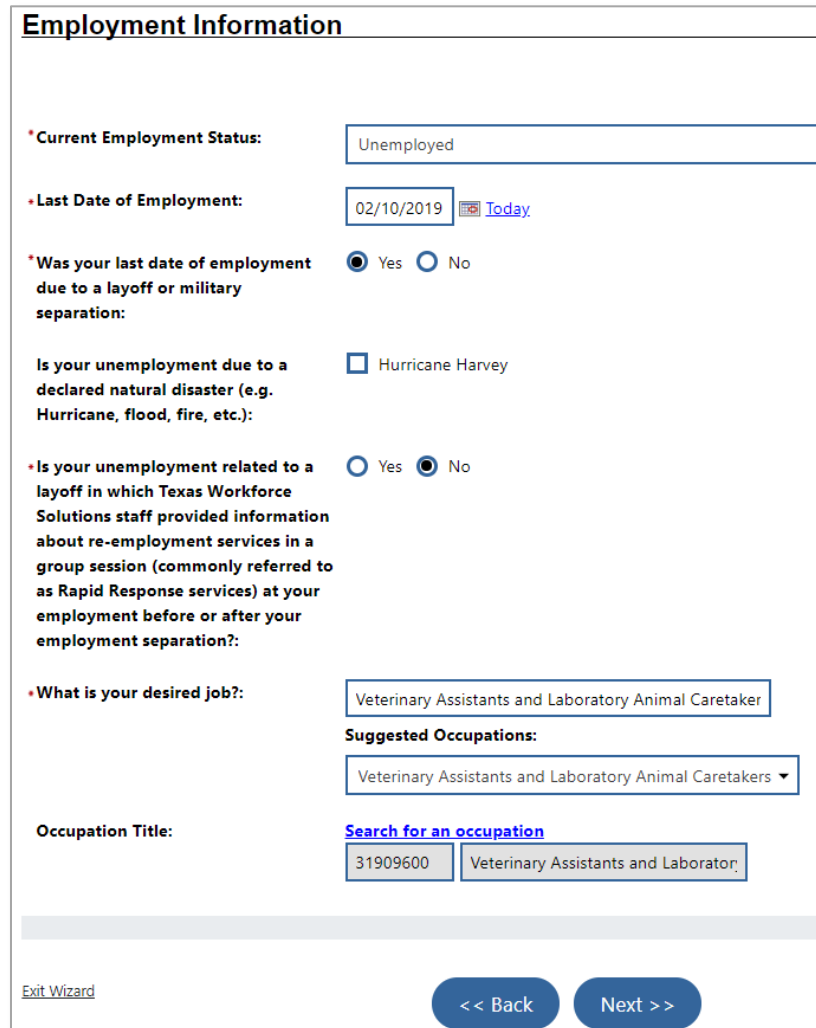
- **Recently Separated** will be set to **Yes** if you have left active duty within the last three years.
- If **Veteran Status** is set to **Yes** (*Eligible Veteran, <=180 Days, or Other Eligible Person*), this means you are eligible for additional federal or local services and benefits, beyond what are available for civilians.



**Tip:** Visit your local Workforce Solutions Office to get assistance with available veteran's benefits and programs.

**33** Click **Next** to continue. The Employment Information page displays (see figure below).

## Employment Information



**Employment Information**

\* **Current Employment Status:**

\* **Last Date of Employment:**  [Today](#)

\* **Was your last date of employment due to a layoff or military separation:** ☒ Yes ☐ No

**Is your unemployment due to a declared natural disaster (e.g. Hurricane, flood, fire, etc.):** ☐ Hurricane Harvey

\* **Is your unemployment related to a layoff in which Texas Workforce Solutions staff provided information about re-employment services in a group session (commonly referred to as Rapid Response services) at your employment before or after your employment separation?:** ☐ Yes ☒ No

\* **What is your desired job?:**

**Suggested Occupations:**

**Occupation Title:** [Search for an occupation](#)

[Exit Wizard](#)

### WP Application Wizard – Employment Information Page

- 34** Select your **Current Employment Status** from the drop-down list. If you select *Unemployed*, additional fields will display and you must:
- Enter your **Last Date of Employment** (in the format mm/dd/yyyy).
  - Specify if your last date of employment was due to a layoff or military separation.
  - Check the box if your unemployment is due to a declared natural disaster (e.g. hurricane, flood, fire, etc.); in this case, *Hurricane Harvey*.

- d. Specify if your unemployment is related to a layoff in which Texas Workforce Solutions staff provided information about re-employment services in a group session (commonly referred to as Rapid Response services) before or after your employment separation.
- 35 Enter the common title of **your desired job**. As you type in the field, the system searches for matches and displays a drop-down list that you can mouse over and scroll down to click on the closest match.
- 36 Another drop-down list appears with **Suggested Occupations** for you to click. The **Occupation Title** fields will populate with a code and title from a national occupation database.
- 37 If you can't find the right occupation using the above method, click the [Search for an occupation](#) link to display a pop-up window where you can do a full keyword search.
- 38 Click **Next** to continue. The Farmworker Information page displays (see figure below).

## Farmworker Information



**Farmworker Information**

The following questions do not pertain to work performed on a family farm: ranch, beekeeping, food processing or food manufacturing operation owned by yourself or close relatives.

\* Have you worked in farming, ranching, agriculture, fish farming, or food processing of a seasonal or temporary nature in the last 24 months? ☒ Yes ☐ No

\* In the last 24 months was there any 12-month period when your parent, spouse or guardian earned at least half of their income working in farming, ranching, agriculture, fish farming or food processing? ☐ Yes ☒ No

\* Have you worked in farming, ranching, agriculture, fish farming, or food processing of a seasonal or temporary nature in the last 12 months? ☒ Yes ☐ No

\* In the last 24 months, was there any 12-month period when at least half of your income came from work in farming, ranching, agriculture, fish farming or food processing? ☒ Yes ☐ No

\* Were you able to return to your permanent place of residence within the same day? ☒ Yes ☐ No

Migrant Type: No

Sec. 167 Migrant Status: No


### WP Application Wizard – Farmworker Information Page

- 39 Specify if **you worked in farming, ranching, agriculture, fish farming, or food processing of a seasonal or temporary nature in the last 24 months**. If you respond Yes, three additional required questions will display (see the outlined area in figure above).


- a. Specify if **you worked in farming, ranching, agriculture, fish farming, or food processing of a seasonal or temporary nature in the last 12 months**. This is the same as the above question, except the time frame is 12 months, instead of 24 months.
  - b. Specify if **in the last 24 months, was there any 12-month period when at least half of your income came from work in farming, ranching, agriculture, fish farming or food processing**.
  - c. Indicate if you were **able to return to your permanent place of residence within the same day**.
- 40** Specify if **in the last 24 months, was there any 12-month period when your parent, spouse or guardian earned at least half of their income working in farming, ranching, agriculture, fish farming or food processing**.
- 41** Click **Next** to continue. The Demographic Information page displays (see figure below).

Depending on how you answered the above questions, the last two fields, **Migrant Type** and **Sec. 167 Migrant Status**, will show your status as a migrant, which may determine additional programs and services you may be eligible for.

## Demographic Information

 **Note:** All questions must be answered on the Demographic Information page, but you may select “I do not wish to answer.”

### Demographic Information



TWC collects some information in order to better understand your background and services that may be appropriate for you. We also need some of this information for accountability purposes so that we can better measure our service results. **Personal information provided during the registration process will not be shared with prospective employers unless specially noted.**

**This information is for internal use only and will NOT be provided to prospective employers.**

\* Do you have a disability?: ☐ Yes ☐ No ☐ I do not wish to answer

\* Are you of Hispanic or Latino heritage?: ☐ Yes ☐ No ☐ Information Not Provided

\* Race – Please check all that apply:

- ☐ African American/Black
- ☐ American Indian/Alaskan Native
- ☐ Asian
- ☐ Hawaiian/Other Pacific Islander
- ☐ White
- ☐ I do not wish to answer.

[Exit Wizard](#)

<< Back      Next >>

### WP Application Wizard – Demographic Information Page


- 42** Specify if **you have a disability**. If you respond Yes, several more questions will display. See the “*Disability Questions*” topic below for more information.
- 43** Specify if **you are of Hispanic or Latino heritage**.

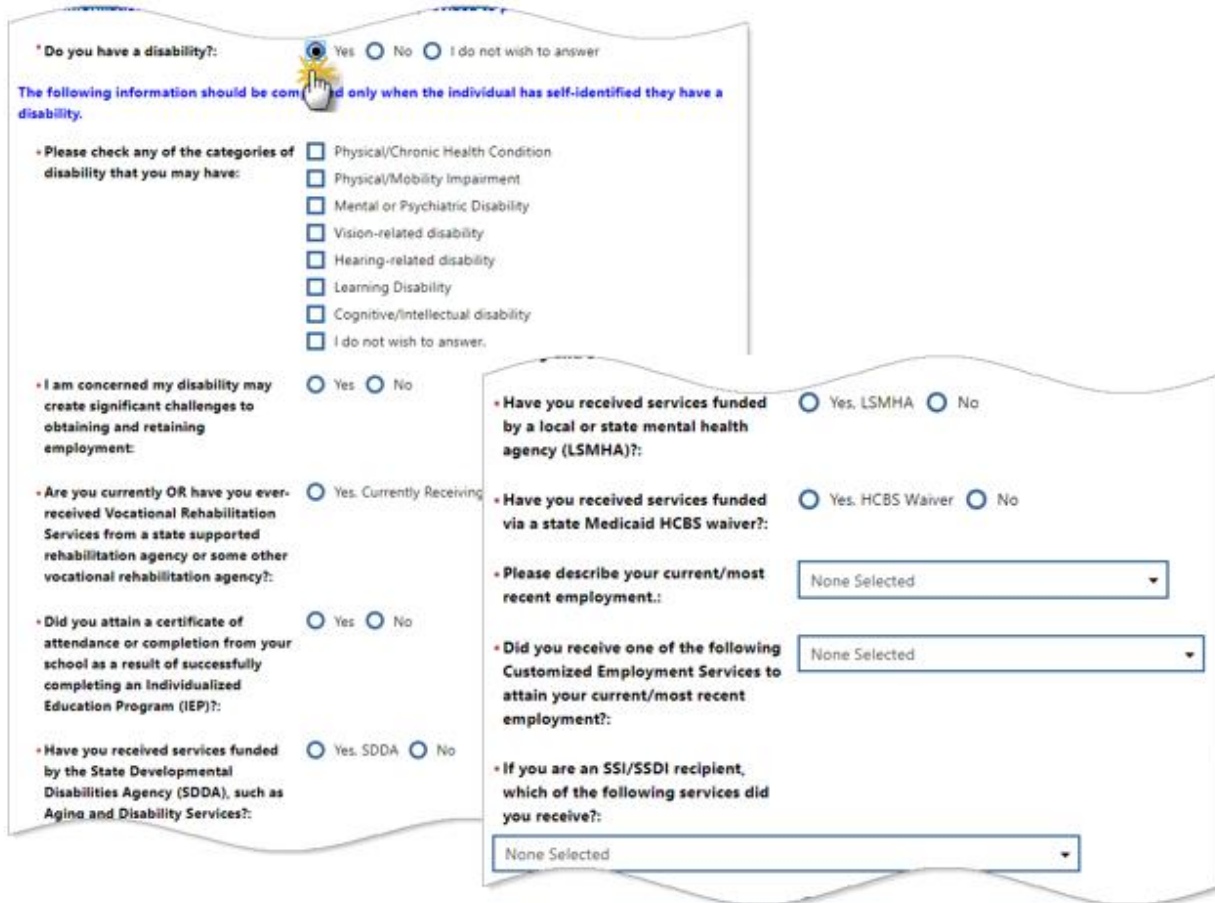


- 44 Indicate your **Race**; check all boxes that apply.
- 45 Click **Next** to continue. The Factors that May Impact Obtaining and Retaining Employment page displays (see figure below).

### Disability Questions

If you have self-identified as having a disability, several additional required fields display on the Demographic Information page (see figure below).

 **Note:** None of this information will be shared with prospective employers. It may be used to determine your eligibility for additional programs and services for which you apply.



\* Do you have a disability?: ☒ Yes ☐ No ☐ I do not wish to answer

The following information should be completed only when the individual has self-identified they have a disability.

• Please check any of the categories of disability that you may have:

- ☐ Physical/Chronic Health Condition
- ☐ Physical/Mobility Impairment
- ☐ Mental or Psychiatric Disability
- ☐ Vision-related disability
- ☐ Hearing-related disability
- ☐ Learning Disability
- ☐ Cognitive/Intellectual disability
- ☐ I do not wish to answer.

• I am concerned my disability may create significant challenges to obtaining and retaining employment: ☐ Yes ☐ No

• Are you currently OR have you ever received Vocational Rehabilitation Services from a state supported rehabilitation agency or some other vocational rehabilitation agency?: ☐ Yes, Currently Receiving

• Did you attain a certificate of attendance or completion from your school as a result of successfully completing an Individualized Education Program (IEP)?: ☐ Yes ☐ No

• Have you received services funded by the State Developmental Disabilities Agency (SDDA), such as Aging and Disability Services?: ☐ Yes, SDDA ☐ No

• Have you received services funded by a local or state mental health agency (LSMHA)?: ☐ Yes, LSMHA ☐ No

• Have you received services funded via a state Medicaid HCBS waiver?: ☐ Yes, HCBS Waiver ☐ No

• Please describe your current/most recent employment.:

• Did you receive one of the following Customized Employment Services to attain your current/most recent employment?:

• If you are an SSI/SSDI recipient, which of the following services did you receive?:

#### WP Application Wizard – Demographic Information Page - Disability Questions

- 46 After responding Yes to **Do you have a disability?** review the list of **disability categories** that appears and click any checkboxes that apply to you.
- 47 Indicate Yes or No for the next six questions. If you're unsure about any of them, choose No.
- 48 For the last three disability questions, select your response from the drop-down list.
- 49 Complete any remaining unanswered questions, then click **Next** to continue to the Factors that May Impact Obtaining and Retaining Employment page (see figure below).

## Factors that May Impact Obtaining and Retaining Employment

Other factors may impact your ability to obtain or retain employment. Providing this information helps Texas Workforce Solutions staff understand whether you may need additional assistance and what services might be appropriate.

**⚠ Note:** None of this personal information will be shared with prospective employers. It may be used to determine your eligibility for additional programs and services for which you apply.

The screenshot shows a web form titled "Factors that May Impact Obtaining and Retaining Employment". It contains several questions with radio button or dropdown answers. Annotations with arrows point to specific fields:

- A yellow box annotation points to the "Yes" radio button for the question: "English is not my 1st language and I have limited ability in speaking, reading, writing or understanding English:". It states: "Selecting Yes for English is not my first language will require you to select your primary language from the drop-down list that appears." Below this, the "Czech" option is selected in a dropdown menu.
- A yellow box annotation points to the "No" radio button for the question: "I am currently receiving Adult Education and Literacy Services through Texas Workforce Solutions:". It states: "Selecting No for currently receiving Adult Education and Literacy Services will require you to indicate if you are interested in learning about those services in the field that appears." Below this, the "Yes" radio button is selected for the follow-up question: "If No, are you interested in learning more about the services offered through the Adult Education and Literacy Services?".

Other visible questions include:

- "I am concerned that I may face difficulty becoming employed because of my cultural background:" (Yes/No)
- "I am a homemaker who has lost the financial support of another family member and am having difficulty obtaining employment:" (Yes/No)
- "I am currently in Foster Care or I have aged out of Foster Care System:" (No)
- "Are you a runaway youth?:" (No)
- "Have you ever had a conviction or other interaction with the criminal justice system, which you are concerned, could impact your ability to obtain employment?:" (No)

At the bottom, there are "Exit Wizard", "<< Back", and "Next >>" buttons.


WP Application Wizard – Factors that May Impact Obtaining and Retaining Employment Page

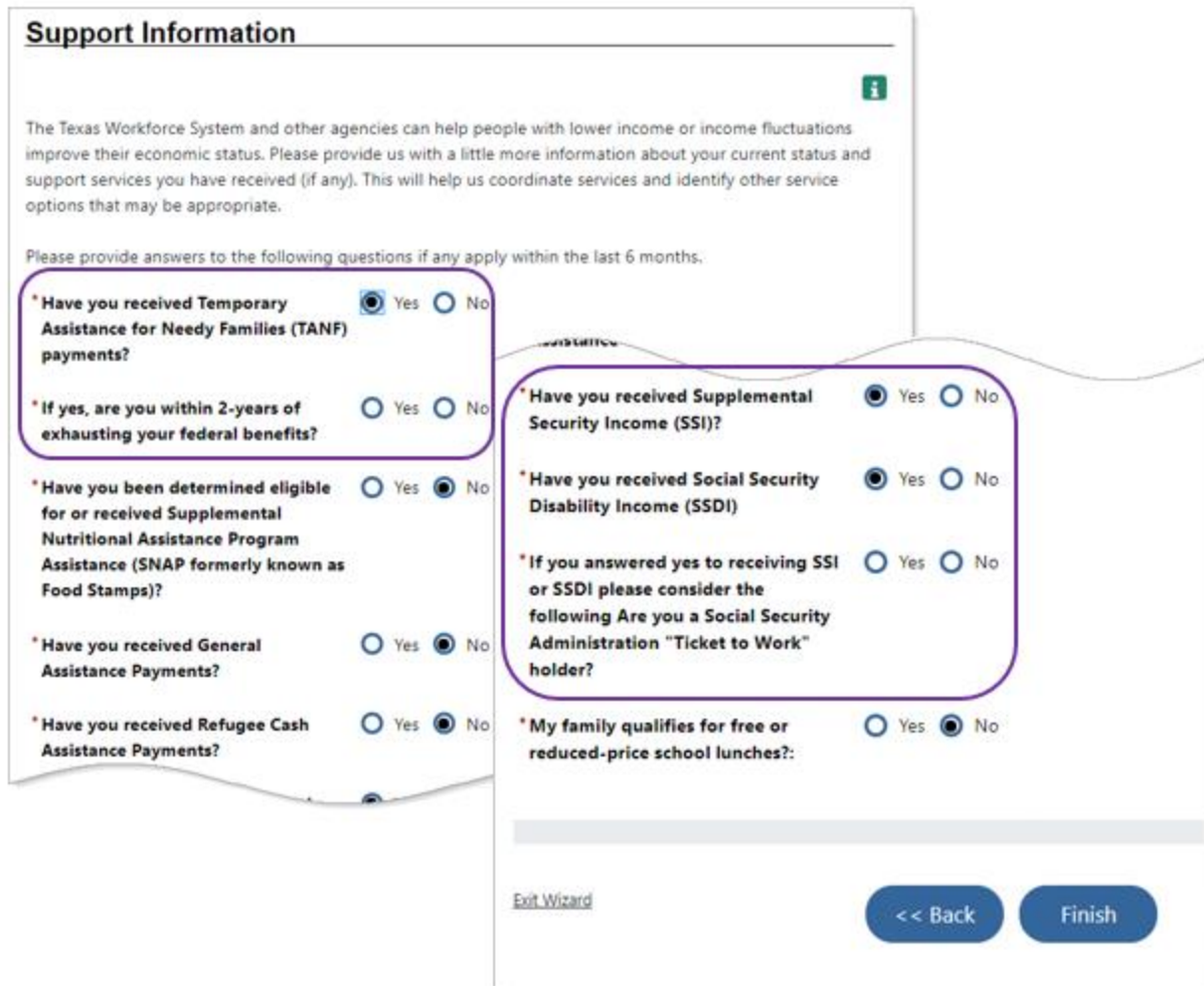
- 50 Complete all required questions, taking note of the two additional fields that may appear based on your responses, as shown in the figure above:
  - a. Selecting Yes for **English is not my first language** will require you to select your primary language from the drop-down list that appears.
  - b. Selecting No for **currently receiving Adult Education and Literacy Services** will require you to indicate if you are interested in learning about those services in the field that appears.
- 51 Click **Next** to continue. The Support Information page displays (see figure below).



## Support Information (Public Assistance)

The information you supply on the Support Information page (see figure below) applies to any public assistance services you may have received or been eligible to receive within the last six (6) months. Providing this information helps Texas Workforce Solutions staff understand whether you may need additional assistance and what services might be appropriate.

 **Note:** None of this personal information will be shared with prospective employers. It may be used to determine your eligibility for additional programs and services for which you apply.



**Support Information**

The Texas Workforce System and other agencies can help people with lower income or income fluctuations improve their economic status. Please provide us with a little more information about your current status and support services you have received (if any). This will help us coordinate services and identify other service options that may be appropriate.

Please provide answers to the following questions if any apply within the last 6 months.

- \* Have you received Temporary Assistance for Needy Families (TANF) payments? ☒ Yes ☐ No
- \* If yes, are you within 2-years of exhausting your federal benefits? ☐ Yes ☒ No
- \* Have you been determined eligible for or received Supplemental Nutritional Assistance Program Assistance (SNAP formerly known as Food Stamps)? ☐ Yes ☒ No
- \* Have you received General Assistance Payments? ☐ Yes ☒ No
- \* Have you received Refugee Cash Assistance Payments? ☐ Yes ☒ No
- \* Have you received Supplemental Security Income (SSI)? ☒ Yes ☐ No
- \* Have you received Social Security Disability Income (SSDI)? ☒ Yes ☐ No
- \* If you answered yes to receiving SSI or SSDI please consider the following Are you a Social Security Administration "Ticket to Work" holder? ☐ Yes ☒ No
- \* My family qualifies for free or reduced-price school lunches?: ☐ Yes ☒ No

[Exit Wizard](#)

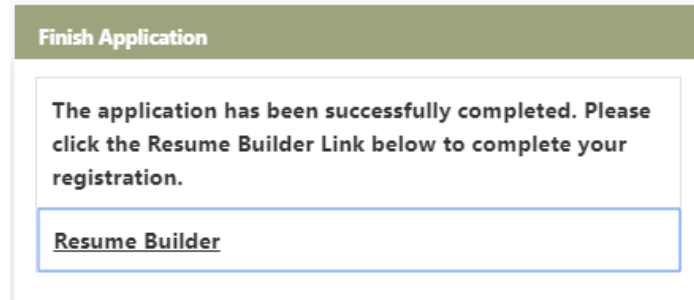
*WP Application Wizard – Support Information Page*

**52** Complete all required questions.

- a. Answering Yes to TANF payments causes a question regarding exhausting federal benefits to appear, as shown in the figure above.
- b. If you answer Yes to SSI or SSDI, you will need to answer an additional question regarding "Ticket to Work," as shown in the figure above.

**53** Click the **Finish** button to complete your full registration and Wagner-Peyser application. The Finish Application pop-up box displays (see figure below).

**Congratulations!**  
**You've completed the WorkinTexas.com registration process.**  
**But you're not done yet!**  
**Now it's on to creating your résumé with the Résumé Builder wizard.**



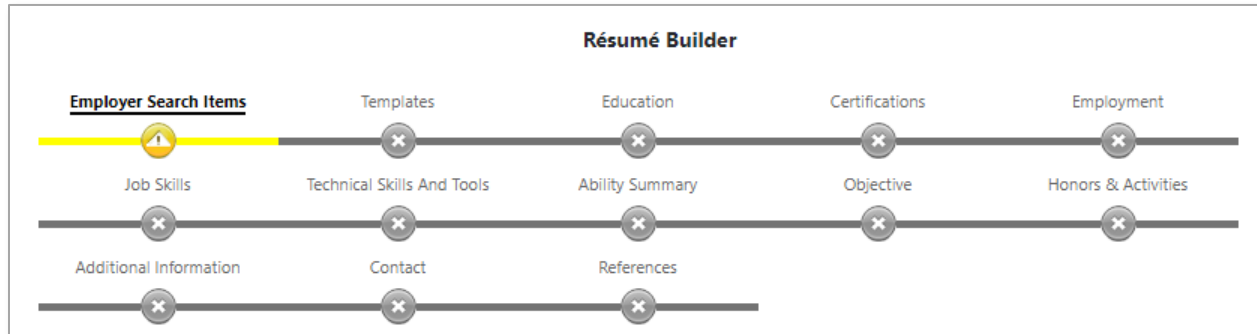
*Finish Application Pop-up*

If you decide not to create your résumé at this time, after clicking the Résumé Builder link in the Finish Application pop-up box (see figure above), you will be required to complete that task the next time you sign in to the system.

⚠ **How** to Finish an Incomplete Résumé” on page 1-59 for details.

## Creating a Résumé

Once you’ve created your account and completed your background information on the Wagner-Peyser application, the next step in your job seeker account setup process is to create at least one résumé in WorkinTexas.com using the 13-page Résumé Builder wizard (see the page titles in the figure below).



*Résumé Builder Wizard Progress Bar*

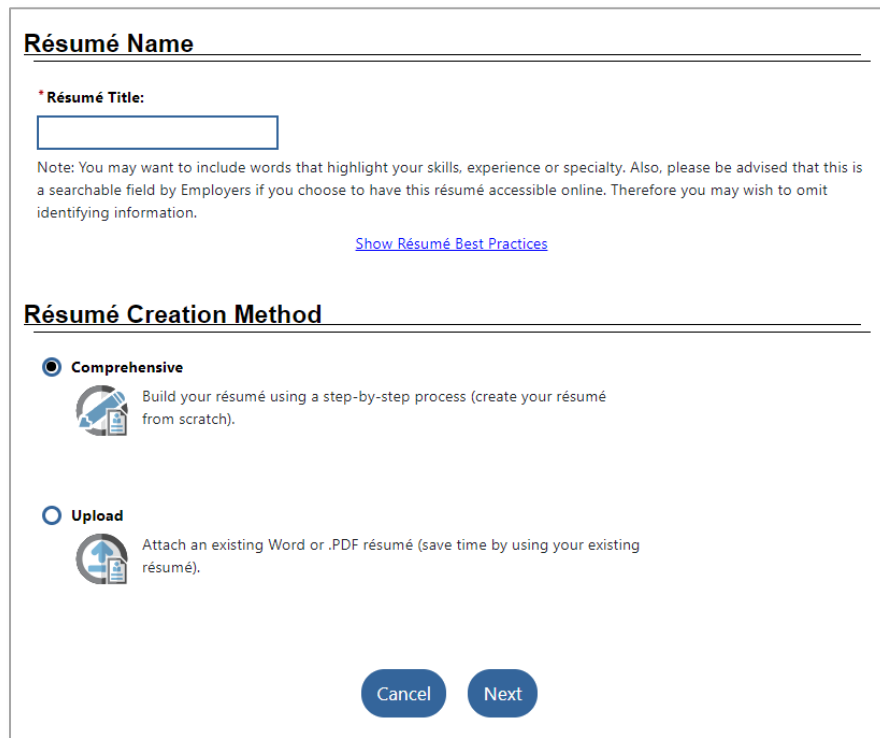
The benefit of having your résumé(s) stored in the system is that it allows:

- You to search for jobs based on information in your résumé
- You to apply for jobs using the résumé (some employers require a résumé in order to apply)
- Registered employers to find job candidates based on criteria from their résumés

### ► To create a résumé:


- 1 Click the Résumé Builder link in the Finish Application pop-up box (see figure above). The first page of the Résumé Builder wizard displays (see figure below).


⚠ **Note:** After completing your Wagner-Peyser app, if you opted to return to the system later to complete your résumé, you will be presented with the first page of the Résumé Builder wizard as soon as you log in.



The screenshot shows a web form titled "Résumé Name" with a sub-header "Résumé Title:". Below this is a text input field. A note follows: "Note: You may want to include words that highlight your skills, experience or specialty. Also, please be advised that this is a searchable field by Employers if you choose to have this résumé accessible online. Therefore you may wish to omit identifying information." Below the note is a link: "Show Résumé Best Practices". The next section is titled "Résumé Creation Method" and contains two radio button options: "Comprehensive" (selected) and "Upload". The "Comprehensive" option is described as "Build your résumé using a step-by-step process (create your résumé from scratch)." and the "Upload" option is described as "Attach an existing Word or .PDF résumé (save time by using your existing résumé)." At the bottom are "Cancel" and "Next" buttons.

*Résumé Builder Wizard – First Page***2 Enter a Résumé Title.**

 **Tip:** Choose a title that will help you identify this résumé from others, for example, "Retail Sales" or "Administrative Assistant." You might want to include words that highlight your skills, experience, or specialty to help your title stand apart from other résumés.

 **Note:** If you choose to have this résumé accessible online to employers registered in the WorkinTexas system, the title is a searchable field.

**3** To see a list of tips to improve your résumé, click the [Show Résumé Best Practices](#) link (see figure above). A list appears below the link. Click the link again to hide the list.

There are two ways to create your first résumé in the system:

- **Comprehensive**, in which you enter most information on the wizard pages (some entries may get pre-filled from your background information; this method is covered in this procedure).
  - **Upload**, where you can upload an existing Word or PDF format résumé file, and the system extracts applicable information and records it in the WorkinTexas.com résumé template format. Uploaded résumés still require some editing and formatting.
- 4** Click the **Comprehensive** radio button and then click the **Next** button. The Résumé Availability page displays (see figure below).

### Résumé Availability

**Do you wish your résumé to be available online for employers looking to hire you?**

☒ Yes, my résumé will be available online for employers to view.

☐ No, my résumé will NOT be available online.

If you select No you will still be available to apply for jobs you find online using your resume. However, verified employers will not be able to find your résumé. This is the quicker option but employers will not be able to find you.

If you select Yes you will be required to provide some information about your job requirements so that verified employers can easily find your résumé.

<< Back      Next >>

*Résumé Builder Wizard – Résumé Availability Page*

- 5 Click **Yes** to have your résumé be available for all registered employers to search for and view; this will require you to provide additional information about your job requirements/preferences,


OR...

Click **No** to hide your résumé from employers' candidate searches; you can still use your online résumé to apply for jobs you find in the system.

- 6 Click **Next** to continue, then click **OK** to confirm your choice in the pop-up alert that appears. If you selected **Yes** to make your résumé available online to employers in the WorkinTexas system, the Desired Location page displays (see figure below); if you selected **No**, you skip all employer searchable items and advance to the Résumé Layout Templates page in the wizard.


## Employer Search Items


The categories of information you enter on the next several pages can be used as search criteria by registered employers to find desirable candidates that match up to their job postings.


 **Note:** Much of the Employer Search Items information will not appear in your official, formatted résumé unless you purposely include it yourself. It is mostly to help employers find you in the system.

## Desired Location

### Desired Location

  
[Statewide Texas](#)

  
[A specific County \(or specific Counties\)](#)

  
[Zip](#)

<< Back

*Résumé Builder Wizard – Desired Location Page*

### ► To specify desired locations:

- 1 If you've opted to let registered employers see your résumé, this page is where you specify where in the state you wish to work. Of the three options, click the one that best suits where you'd like to work:
  - a. [Statewide Texas](#) – your résumé will be viewable by employers who are looking for prospective employees desiring to work anywhere in the state. When you click this link, the Employer Search Items page displays (see figure below); click **Next** to continue and add more employer searchable items; see “*Continuing with Employer Search Items*” on page 1-32 to continue with the wizard.
  - b. [A Specific County \(or Specific Counties\)](#) – your résumé will be viewable by employers who are looking for prospective employees desiring to work in the selected county or counties; see “*Selecting Counties for Desired Location*” on page 1-29 for how to select counties.
  - c. [Zip](#) – your résumé will be viewable by employers who are looking for prospective employees desiring to work within a specific Zip Code radius; see “*Specifying a Zip Code Area for Desired Location*” on page 1-31 for how to specify the Zip Code radius.

### Selecting Counties for Desired Location

- 1 On the Desired Location page (see figure above), click the [A Specific County \(or Specific Counties\)](#) link. The County Selection page displays (see figure below). The selection mode defaults to selecting a single county, but you can change to multiple.

Select a specific county (or specific counties) ▼

[ [Select Multiple Areas](#) ]

**Western Texas** Scroll down to see Eastern Texas ↓

Select a specific county (or specific counties) ▼

[ [Select Single Area](#) ]

Dallam County  
Hansford County  
Ochiltree County  
Sherman County

[ [Clear All](#) ] [ [Clear Selected](#) ]

**Continue**

*Desired Location – County Selection*

**2** The County Selection page lets you select your desired counties in a few ways:

- To select a single county, select it from the alphabetized drop-down list, or find it on the map and click it. The Employer Search Items page displays showing the Desired Location section (see figure below).
- To select more than one county, click the [Select Multiple Areas](#) link, or counties on the map.
  - A selection box appears below it and the link text changes to [Select Single Area](#).
  - Select counties from the alphabetized drop-down list and they get added to the selection box or click all desired counties on the map.

- To remove selected counties from the box, click all the ones to delete, then click the [Clear Selected](#) link. Click **Continue**. The Employer Search Items page displays with your selections (see figure below).
- The County map is divided. To see the map for eastern portion of the Texas map, scroll down the page.

### Specifying a Zip Code Area for Desired Location

- 1 On the Desired Location page (see figure above), click the [Zip](#) link. The Zip Code page displays.

*Desired Location – Zip Code Entry*

- 2 Enter the desired **Zip Code** and click a radius around that Zip code in which you will consider employment.
- 3 Click **Continue**. The Employer Search Items page of the Résumé Builder wizard displays with your selection(s) in the Desired Locations section.

**Résumé Builder**

Employer Search Items | Templates | Education | Certifications | Employment

Job Skills | Technical Skills And Tools | Ability Summary | Objective | Honors & Activities

Additional Information | Contact | References

**Desired Location**

Desired Location	Action
Williamson County, Travis County	<a href="#">Edit</a>

☒ Update background information

<< Back   Next >>

*Résumé Builder Wizard – Employer Search Items Page – Desired Locations*

Some items to note on this page:

- This progress bar shows where you are in the résumé creation process. You're building a comprehensive résumé!
- Your desired work locations are shown on this page as they are criteria that employers can search by when looking for job candidate résumés.
- To change your location preferences on the Desired Location page, click the [Edit](#) link in the Action column.



- To save your desired location preference in your account background information (for future use), click the **Update background information** checkbox.
- 4 Click **Next** to continue and add more employer searchable items; see “*Continuing with Employer Search Items*” next.

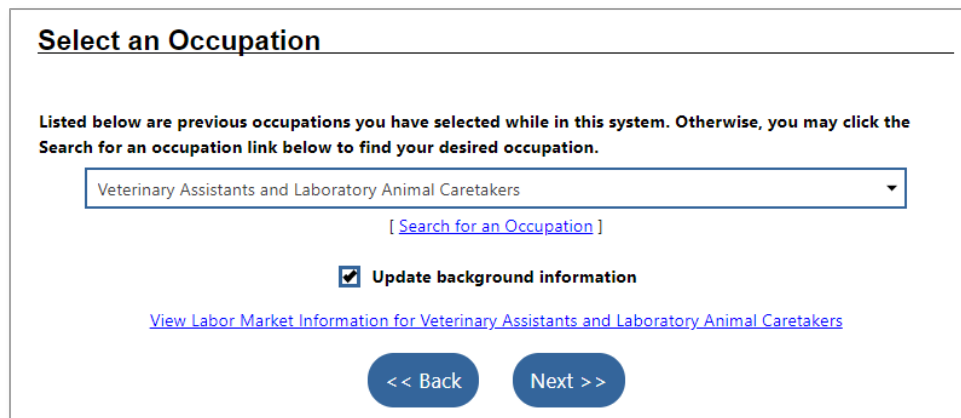
## Continuing with Employer Search Items

If you've opted to let employers find your résumé in WorkinTexas.com and you've already specified your desired work locations, continue entering employer searchable items in the Résumé Builder wizard.

### Select an Occupation

#### ► To select an occupation:

- 1 On the Employer Search Items page with Desired Locations listed, click **Next**. The Select an Occupation section displays.



#### Résumé Builder Wizard – Employer Search Items Page – Select Occupation

- 2 Listed on the page is the desired occupation you selected earlier in the registration process. To continue without making any changes, click **Next**,

OR...

Click the Search for an Occupation link to find your desired occupation in the pop-up window that appears. Searching for occupations is covered in detail in Appendix A: Common System Tools of the Virtual OneStop – Individual Services User Guide.

- 3 If desired, you can View Labor Market Information for your selected occupation by clicking the link.




**Tip:** Remember, if you make changes to the background information that gets pre-filled while creating your résumé, you can update that information in your account profile by selecting the **Update background information** checkbox pages it appears.

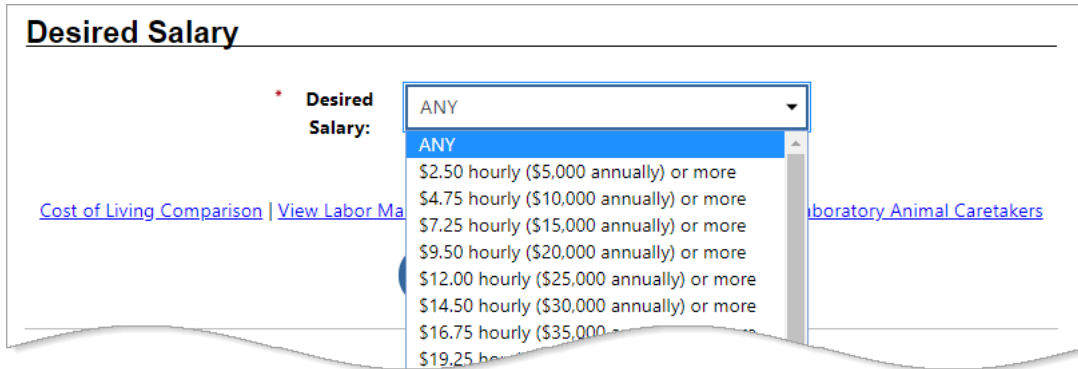
### Desired Salary

#### ► To specify your desired salary:

- 1 Select your desired wage from the **Desired Salary** drop-down list. All wages are shown in both hourly and annual format (see figure below).
- 2 From this page, you can also do a Cost of Living Comparison for two different areas, or View Labor Market Wage Rates for your selected occupation by clicking the links.

 **Note:** If you view the Labor Market Wage Rates, use the Back button on your browser to return to the Desired Salary page.

3 Click **Next** to continue. The Job Type Profile sections appear (see figure below).



*Résumé Builder Wizard – Employer Search Items Page – Desired Salary*

### **Desired Job Type Profile**

This is where you specify all your employment preferences and save them as your default desired job type profile. This profile will be used for any other résumés you create in the system. It will also be seen by Workforce Solutions Office staff and employers seeking qualified candidates.

### Desired Job Type Profile Information

\*Title of this desired job type profile:

☒ This is your default Desired Job Type profile.

### Desired Employment Category

Employment Type:

Full-Time or Part-Time:

### Desired Work Hours

\*Check any of the shifts you are willing to accept:  
☒ Day Shift ☐ Evening/Swing Shift ☐ Night/Graveyard Shift  
*(If you generally do not work shifts, select Day Shift.)*

\*Please check the days you are available to work:  
☐ Sunday ☒ Monday ☒ Tuesday ☒ Wednesday ☒

### Desired Travel

Are you willing to travel?

Percentage of time you are willing to travel:  %

### Relocation/Telecommuting

Are you willing to relocate?

Are you willing to telecommute?

### Description

Any additional information about the type of job you desire:


[\[ Insert General Sample Text \]](#) [\[ Clear Text \]](#)

<< Back      Next >>

*Résumé Builder Wizard – Employer Search Items Page – Desired Job Type Profile*

► **To create a desired job type profile:**

**1** Enter a **Title of this desired job type profile**.

 **Tip:** Enter a word or words that identify this desired job type, such as "Day Shift - Weekends" or "Relocation to Denver."

**2** Specify your desired **Employment Type**, for example, *Regular*, *Contract*, or *Temporary*.

**3** Specify your preference for **Full-Time or Part-Time** work.

**4** **Check any of the shifts you are willing to accept** for this profile.

**5** **Check the days you are available to work.**

**6** Indicate if you **are willing to travel**. If you are, enter a **Percentage of time you are willing to travel**.

**7** Indicate if you **are willing to relocate** or **are willing to telecommute** (work from home).

**8** In the Description section, enter **Any additional information about the type of job you desire** in the text box.

a. If you want to start off with some generic text that you can edit, click the [Insert General Sample Text](#) link under the text box.

**9** Click **Next**. Your job profile is saved and is displayed in the Desired Job Type section, as shown in the figure below.

<b>Desired Job Type</b>							
Profile	Desired Employment	FT / PT	Shift(s)	Days Available	Default Profile	Action	Display on Résumé
<a href="#">Vet Tech Profile</a>	Regular	FT	Day	Mon, Tue, Wed, Thu, Fri	✓	<a href="#">Edit</a>   <a href="#">Delete</a>	<input checked="" type="radio"/>
<a href="#">[ Add New Profile ]</a>							
<< Back		Next >>					

*Résumé Builder Wizard – Employer Search Items Page – Desired Job Type*

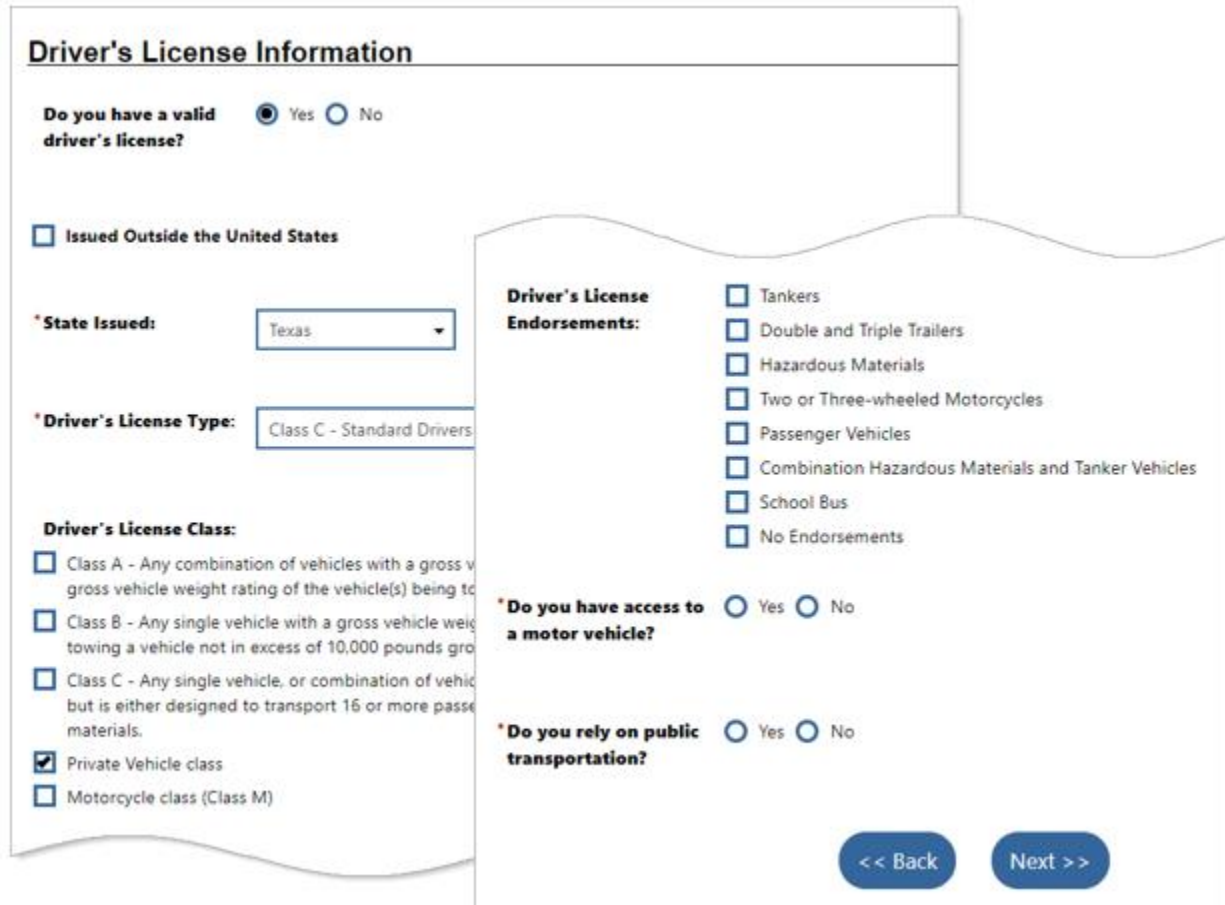
From this page, you can:

- View or edit a job profile by clicking either its title link or the [Edit](#) link in the Action column.
  - Create a new job profile by clicking the [Add New Profile](#) link.
  - Delete a job profile by clicking the [Delete](#) link.
  - When you have more than one job profile, you can designate it as a default and/or whether to display the preferences within it on your résumé.
- 10** Click **Next** to continue to provide Driver's License Information, as shown in the figure below.

## Driver's License Information

### ► To enter driver's license info:

- 1 Specify whether you have a **valid U.S. driver's license**. If you respond *No*, the page refreshes and only the last two questions remain.
- 2 If you have a valid license, specify if it was **Issued Outside the United States** by checking the box.
- 3 For U.S. licenses, select the **State** that **Issued** it by selecting from the drop-down list.



**Driver's License Information**

Do you have a valid driver's license? ☒ Yes ☐ No

☐ Issued Outside the United States

\*State Issued:

\*Driver's License Type:

**Driver's License Class:**

☐ Class A - Any combination of vehicles with a gross vehicle weight rating of the vehicle(s) being towed in excess of 26,000 pounds gross weight.

☐ Class B - Any single vehicle with a gross vehicle weight rating in excess of 26,000 pounds gross weight towing a vehicle not in excess of 10,000 pounds gross weight.

☐ Class C - Any single vehicle, or combination of vehicles, with a gross vehicle weight rating of 26,000 pounds or less, but is either designed to transport 16 or more passengers or is used to transport hazardous materials.

☒ Private Vehicle class

☐ Motorcycle class (Class M)

**Driver's License Endorsements:**

☐ Tankers

☐ Double and Triple Trailers

☐ Hazardous Materials

☐ Two or Three-wheeled Motorcycles

☐ Passenger Vehicles

☐ Combination Hazardous Materials and Tanker Vehicles

☐ School Bus

☐ No Endorsements

\*Do you have access to a motor vehicle? ☐ Yes ☐ No

\*Do you rely on public transportation? ☐ Yes ☐ No

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### Résumé Builder Wizard – Employer Search Items Page – Driver's License Information

- 4 Specify your **Driver's License Type**. For non-commercial, non-motorcycle, choose *Class C – Standard Driver's License* from the drop-down list.
- 5 Specify your **Driver's License Class** by checking the appropriate box. For standard licenses, choose *Private Vehicle class*.
- 6 If you have a Commercial Driver's License, select any of the **Driver's License Endorsements** listed by checking their box. For non-commercial, non-motorcycle, select *No Endorsements*.
- 7 Specify whether you **have access to a motor vehicle** (this includes motorcycles).
- 8 Lastly, indicate if **you rely on public transportation**.
- 9 Click **Next** to continue on to provide the final employer search items, as shown in the figure below.

## Additional Employer Searchable Items

The items in these sections—Security Clearance, Languages and Proficiency, and Typing Speed—are optional.

### ► To finish entering employer search items:

- 1 If you have some language proficiency other than English, you can Add a new Language by clicking the link. The Languages and Proficiency page displays (see figure below).
  - a. Select the **Language** from the drop-down list, then specify fluency by selecting from the **Proficiency** drop-down list.
  - b. Click **Save**. It is now listed in the Languages and Proficiency section.
  - c. Repeat steps a. – b. for additional languages (other than English).

**Security Clearance**

What is your current security clearance? No Clearance

**Languages and Proficiency**

Language	Proficiency	Action
Spanish	Well	<a href="#">Edit</a>   <a href="#">Delete</a>

[\[ Add a new Language \]](#)

**Typing Speed**

Typing Speed None Selected

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**Languages and Proficiency**

\*Language: Spanish

\*Proficiency: Well

Save Cancel

*Résumé Builder Wizard – Employer Search Items Page with Languages and Proficiency Page*

- 2 If you wish to specify a **Typing Speed**, select it from the drop-down list.
- 3 Click **Next** to continue to the Résumé Layout Templates page, as shown in the figure below.

## Résumé Layout Templates

A résumé template is a sample document that already has some details in place that control the overall look and layout of actual résumés in the system. By using a system-provided template to format and structure all the information you've entered up to this point, you will save yourself time and effort in the future when it comes time to submit your résumé(s) for job postings.

WorkinTexas.com provides four different system templates for your résumés: Chronological (default), Functional, Federal (not official), and Upload. You can modify the system templates up to a point and even create your own templates.

**⚠ Note:** There's a lot you can do on this page, but this chapter will cover just the basics of using the default Chronological system template. See Chapter 3: Quick Menu in the Virtual OneStop – Individual Services User Guide for more details.

## Résumé Layout Templates


**Current Template:**

Chronological - System Template

Résumé Sections











Résumé Format

Section Specific Format

 For help click the information icon.

These are the sections that will display on your résumé in the order shown. You may reorder the sections by dragging the button on the left column of each item in the list. You may choose to show/not show a section by checking/unchecking the check box, and you may change the default section header by updating the text in the user-defined title text box. To view other résumé formatting for this template, click on one of the tabs above.

Reorder résumé sections by clicking and dragging up or down the image in the far left column

Display	Section	User-Defined Title
 <input checked="" type="checkbox"/>	Contact Information	Contact Information
 <input checked="" type="checkbox"/>	Objective	Objective
 <input checked="" type="checkbox"/>	Ability Summary	Ability Summary
 <input checked="" type="checkbox"/>	Employment History	Employment History
 <input checked="" type="checkbox"/>	Education and Training	Education and Training
 <input checked="" type="checkbox"/>	Occupational Licenses & Certificates	Occupational Licenses & Certificates
 <input checked="" type="checkbox"/>	Honors & Activities	Honors & Activities
 <input checked="" type="checkbox"/>	Additional Information	Additional Information
 <input checked="" type="checkbox"/>	Detailed References	Detailed References
 <input type="checkbox"/>	Résumé Free Text	Résumé Free Text

[\[ Preview Sample Résumé with this Template \]](#)

[\[ New Template \]](#)
[\[ Save \]](#)
[\[ Save As \]](#)
[\[ Undo Changes \]](#)
[\[ Delete Templates \]](#)

[Skip this step. I will use the current template >>](#)


<< Back

Next >>



### Résumé Builder Wizard – Résumé Layout Templates Page


From this page, you can:

- Choose a template to apply to your résumé by selecting one from the **Current Template** drop-down list.

 **Note:** Any changes you make below to a system template must be saved as a custom template with a new name.

- Select which **Sections** to include in your résumé by clicking the checkboxes and rearrange the order in which the sections appear by clicking on the blue button and dragging it up or down the list to a new location.


 **Tip:** To drag an item, when the double arrow cursor  appears, hold down the left mouse button, drag the item to the new location, and release the mouse button.

-  **Note:** Removing some sections by unchecking them from your custom template will refresh the wizard with those sections removed. For example, if you uncheck Honors & Activities that will disappear from the wizard progress bar and you won't have to enter that information.
- Rename a section by clicking in the **User-Defined Title** box for the section you wish to rename and replacing the text.
  - Preview what your changes will look like at any time by clicking the [Preview Sample Résumé with this Template](#) link.
  - Undo all changes you've made in the current session by clicking the [Undo Changes](#) link.
  - Save your changes to a system template by clicking either the [Save](#) or [Save As](#) link, entering a new **Template Name** in the field that appears, and clicking the **Save** button.
  - Choose to use the system default template as is for your résumé by clicking the [Skip this step, I will use the current template](#) link.
  - Change the formatting of titles, subheads, and body text (fonts, text size, style, and alignment) by clicking the **Résumé Format** tab. See Chapter 3: Quick Menu in the Virtual OneStop – Individual Services User Guide for details on the formatting options.
  - Change the formatting of four specific sections (Contact, Employment History, Education History, and Certification History) by clicking the **Section Specific Format** tab. See Chapter 3: Quick Menu in the Virtual OneStop – Individual Services User Guide for details.
  - Create a new custom template by clicking the [New Template](#) link. See Chapter 3: Quick Menu in the Virtual OneStop – Individual Services User Guide for details.
  - Delete your own custom template (you cannot delete a system template) by clicking the [Delete Templates](#) link.

Click **Next** to continue to the Education and Training page, as shown in the figure below.

## Education and Training

Use this page to enter any diplomas, certificates, degrees, and educational levels you have obtained from high school and beyond. You can enter as many entries as needed, saving each before adding another. This does not include professional certifications and licenses, as those are entered on the next page.

-  **Note:** You may skip adding Education Information by clicking the [Skip this step](#) link at the bottom of the page (as well as on any pages that display it); however, the system will assume you don't want this section in your résumé or template, and you will be asked if you want to remove the section from them (see figure below).

### ► To enter education and training information:

- 1 Select a **Qualification Level** you obtained from the drop-down list, for example, *High School Diploma*, *Vocational School Certificate*, or *Bachelor's Degree*.
- 2 Enter the **Course of Study** you completed. This can be a college major or job description.
- 3 To search for the standard title for the course of study entered, click the [Select Educational Program Classification](#) link. A pop-up window appears where you can search for a program by various means and then add the standard title to this page.
- 4 Enter the **Issuing Institution** where you obtained your qualification, along with the **City**, **State/Province**, and **Country**.
- 5 Specify if you are **Currently Attending this School**.
- 6 If known, enter your **Total Semester/Clock Hours Completed**.
- 7 Select the **Date Format** you want to appear on your résumé by selecting from the drop-down list.



- 8 Enter the **Start Date** and, if not currently attending, the **Completion Date** of your schooling. By default, your **Education Dates** will display on your résumé, as denoted by the checkmark.

### Education and Training

Do not complete for education levels of less than High School or High School Equivalency Diploma. Certifications and Occupational Licenses should be added in the next section.

\*Qualification Level:

\*Course of Study:

Educational Program Classification: [VETERINARY/ANIMAL HEALTH TECHNOLOGY/TECHNICIAN & VETERINARY ASSISTANT](#)

\*Issuing Institution:

City:


State / Province (of Institution):


Country (of Institution):

\*Are you Currently Attending this School? ☐ Yes ☒ No

Total Sem/Clock Hours Completed:  hrs.


Date Format:

Start Date:  (mm/yyyy) 

Completion Date:  (mm/yyyy) 










☒ Display Education Dates





*Résumé Builder Wizard – Education and Training Page (Part 1)*

 **Note:** Unchecking the Display Education Dates checkbox tells the system you are trying to change the default template and you will be prompted to enter a name for the custom template you would have to create.

Comments:

Some HTML tags such as embedded videos are not allowed in this text box and will not be saved.

**B I U I<sub>x</sub>** |  |  |  |  |  |  |  |  | 

Format | Font | Size | A |  |  |  | 

Graduated with honors

[\[ Insert Sample Text \]](#) | [\[ Insert Action Words \]](#) | [\[ Clear Text \]](#) | [\[ Remove All Formatting \]](#)

[Skip this step >>](#)


<< Back    Next >>

*Résumé Builder Wizard – Education and Training Page (Part 2)*

- 9 If you wish to enter any other text regarding your education or training, you can do so in the **Comments** text box (750 characters maximum).

From this page, you can also:

- See a sample of what kind of information you can enter as additional comments by clicking the [Insert Sample Text](#) link. You can edit this text as desired.
- Display a list of action words to use when creating dynamic statements by clicking the [Insert Action Words](#) link. A pop-up window appears, from which you can click as many of the action words to insert them into the text box and then use them in complete statements about your educational experience.
- Apply formatting, and/or remove all formatting, of the text in the box by using the icons in the top ribbon and/or clicking the [Remove All Formatting](#) link. You can bold, italicize, and underline text, change the font and size of text, insert bulleted and numbered lists and tables, indent and change alignment of paragraphs, and more.

 **Note:** If you click the [Skip this step](#) link (on any pages that display it), the system assumes you don't want this section in your résumé or template, and you will receive an alert asking if you want to remove the section (see figure below). Click **Cancel** to keep it and fill out the section.

Your résumé template included Education History. Please click Cancel to go back and enter this information. Click OK to skip this step and remove Education History from your résumé and template.

OK

Cancel

*Skip This Step Alert Pop-up*

- 10** Click **Next** to continue. The Education and Training page redisplay with your entry listed (see figure below).

### Education and Training

Qualification	Issuing Institution	Location	Completion Date	Action	Display on Résumé
<a href="#">Bachelor's Degree</a>	Texas State	Austin, TX		<a href="#">Edit</a> <a href="#">Delete</a>	<input checked="" type="checkbox"/>

[\[ Add a new Education History \]](#)

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*Résumé Builder Wizard – Education and Training Page with Entries*

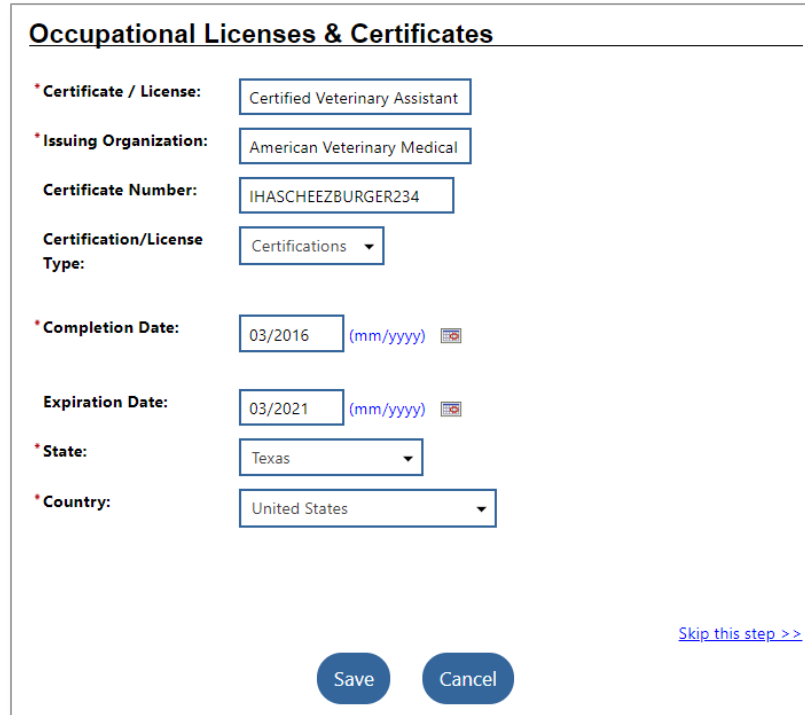
From this page, you can:

- View and edit your entries by clicking either a Qualification title or [Edit](#) link in the Action column.
- Choose to include it on this résumé or not by clicking the **Display on Résumé** checkbox. If you uncheck it, the qualification will still be part of the template used.
- Add a new qualification entry by clicking the [Add a new Education History](#) link and repeating this procedure. Use this if you have multiple diplomas, certificates, degrees, or qualifications that you want to show on this résumé.
- Remove an education entry from this résumé by clicking the [Delete](#) link in the Action column

- 11** Click **Next** to continue to the Occupational Licenses & Certificates page, as shown in the figure below.

## Occupational Licenses and Certificates

This page allows you to make entries to populate the Certifications section on the résumé if you chose to include it during the résumé template steps in the figure above. Click the [Skip this step](#) link at the bottom of the page if you do not want to include any licenses or certificates in the résumé.



The screenshot shows a web form titled "Occupational Licenses & Certificates". It contains several input fields and dropdown menus. The fields are: "Certificate / License:" with the value "Certified Veterinary Assistant"; "Issuing Organization:" with the value "American Veterinary Medical"; "Certificate Number:" with the value "IHASCHEEZBURGER234"; "Certification/License Type:" with a dropdown menu showing "Certifications"; "Completion Date:" with the value "03/2016" and a calendar icon; "Expiration Date:" with the value "03/2021" and a calendar icon; "State:" with a dropdown menu showing "Texas"; and "Country:" with a dropdown menu showing "United States". At the bottom right, there is a link "Skip this step >>". At the bottom center, there are two buttons: "Save" and "Cancel".

*Résumé Builder Wizard – Occupational Licenses & Certificates Page*

► **To enter license and certificate information:**

- 1 Enter the title of the **Certificate/License** you received, for example, *Licensed Veterinary Technician (LVT)* or *Certified Veterinary Assistant (CVA)*.
- 2 Enter the name of the **Issuing Organization** of your certificate or license.
- 3 If desired, you can enter a **Certificate Number**.
- 4 Select the **Certification/License Type** from the drop-down list: *Certification, License, or Registration*.
- 5 Enter the **Completion Date** when you received the certificate or license.
- 6 If applicable, enter the **Expiration Date** of the certificate or license.
- 7 Select the **State** and **Country** that your certificate or license covers from the drop-down lists.
- 8 Click **Next** to continue. The Occupational Licenses & Certificates page displays with your entry listed (see figure below).


### Occupational Licenses & Certificates

Certificate / License	Issuing Organization	Completion Date	Action	Display on Résumé
<a href="#">Certified Veterinary Assistant (CVA)</a>	American Veterinary Medical Association	03/2016	<a href="#">Edit</a>   <a href="#">Delete</a>	<input checked="" type="checkbox"/>

[ [Add a new Occupation License\(s\) - Certificate\(s\)](#) ]

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#### Résumé Builder Wizard – Occupational Licenses & Certificates Page with Entries

 **Note:** The options on this page are the same as for the Education and Training page. Refer to the figure above for an explanation of your options.

- 9 Click **Next** to continue to the Employment History page, as shown in the figure below.

## Employment History

If you have no paid employment history, you can add volunteer work that you participated in.

### ▶ To enter employment history information:

- 1 From the Employment History listing page, click the [Add Employment History](#) link. The Employment entry page displays (see figure below).
- 2 In the Employer section, enter the name and address information of your most recent employer (this may be a current or past employer).
- 3 In the Job Title section, enter the **Job Title** you held.
- 4 In the Occupation section, click the [Search for an occupation](#) link. A pop-up window appears where you can search for the occupation that most closely matches the position you held. Searching for occupations is covered in detail in Appendix A: Common System Tools of the Virtual OneStop – Individual Services User Guide.
- 5 In the Position section, select the **Type of employment** and whether it was a **Full or part-time** job from the drop-down lists.
- 6 If desired, enter your **Gross Salary** (before taxes and other deductions) and the time period the **Salary is based upon** from the drop-down list (common choices are to list a yearly salary or hourly wage).

### Employer

\* **Employer Name:**

**Address:**

**Store / Location Number:**

**Zip Code:**

\* **City:**

\* **State / Province:**

\* **Country:**

### Position

\* **Type of employment:**

\* **Full or part-time:**

**Gross Salary:** \$

**Salary is based upon:**

\* **Date you began work:**  (MM/DD/YYYY)  
You indicated the date as October 15, 2009  
☐ Currently Employed

\* **Reason for Separation:**

**Additional information on reason for separation:**   
(120 characters max)  
91 characters remaining.

\* **Last day worked:**  (MM/DD/YYYY)  
You indicated the date as August 31, 2012

**Duration of Job:** 2 Year(s) 10 Month(s) 17 Day(s)

### Job Title

Please enter a job title below for this employment history. You may see a list of common job titles similar to what you enter. If you select a title in the list, select it.

\* **Job title:**

### Occupation

[\[ Search for an occupation \]](#)

\* **Occupation title:**










**Occupation code:**







*Résumé Builder Wizard – Employment Entry Page (Part 1)*

- 7 Enter the **Date you began work**.
- 8 If you are **Currently Employed** by this employer, click the checkbox. The Reason for Separation field will be filled in automatically with *Still Employed*.
- 9 If you are *not* currently employed by this employer, you must select the **Reason for Separation** from the drop-down list.
  - a. If desired, you can enter **Additional information on reason for separation** in the text box, for example, *Went back to school full time*.
  - b. Enter the date of your **Last day worked**. The Duration of Job is automatically calculated from your start and end dates.
- 10 In the text box, enter your **Job duties**. See the figure below for the other options for this field.

**\* Job duties:**

Some HTML tags such as embedded videos are not allowed in this text box and will not be saved.

**B I U T<sub>x</sub>** |  |  |  |  |  |  |  |  | 

Format | Font | Size |  |  |  |  |  | 

Perform medical tests in a laboratory environment for use in the treatment and diagnosis of diseases in animals. Prepare vaccines and serums for prevention of diseases. Prepare tissue samples, take blood samples, and execute laboratory tests, such as urinalysis and blood counts. Clean and sterilize instruments and materials and maintain equipment and machines. May assist a veterinarian during surgery.

[ [Insert Occupational Description](#) | [Insert Action Words](#) | [Clear Text](#) | [Remove All Formatting](#) ]


[Skip this step >>](#)

<< Back      Next >>

*Résumé Builder Wizard – Employment Entry Page (Part 2)*


From this page, you can:

- Insert a standardized description of your job duties by clicking the [Insert Occupational Description](#) link. A pop-up window appears, from which you can choose either a **Summary** or **Detailed Description**, then click the **Submit** button to add it.

 **Note:** If you insert a Summary or Detailed Description after manually editing the description, the original content will be overwritten.

This information comes from the national O\*NET Occupational Information database and is based on the occupational code you entered previously on this page. You will be given the option to save these as job skills when you exit the page. You can edit and format this text as desired.

- Display a list of action words to use when creating dynamic statements by clicking the [Insert Action Words](#) link. A pop-up window appears, from which you can click as many of the action words to insert them into the text box and then use them in complete statements about your job duties.
- Apply formatting to the text in the box by using the icons in the top ribbon. You can bold, italicize, and underline text, change the font and size of text, insert bulleted and numbered lists and tables, indent and change alignment of paragraphs, and more. To remove all formatting, select the [Remove All Formatting](#) link below the text box.

 **Note:** If you click the [Skip this step](#) link (on any pages that display it), the system assumes you don't want this section in your résumé or template, and you will receive an alert asking if you want to remove the section. Click **Cancel** to keep it and fill out the section.

**11** Click **Next** to continue. The Employment History page redisplay with your entry listed (see figure below).

**Employment History**

Company Name	Location	Job Title (Occupation)	Start/End Dates	Action	Display on Résumé
<a href="#">Tarpon Woods Veterinary Clinic</a>	1620 Hickory Ave. Austin, TX	Vet Tech I (Veterinary Technologists and Technicians)	10/15/2009 - 10/29/2017	<a href="#">Edit</a> <a href="#">Delete</a>	<input checked="" type="checkbox"/>

Page 1 of 1
Rows: 10

[\[ Add Employment History \]](#)

☐ Allow interested employers to view your salary history and reasons for leaving the jobs displayed on your résumé.

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### *Résumé Builder Wizard – Employment History Page with Entries*

From this page, you can:

- View and edit your employment entries by clicking either a Company Name link or [Edit](#) link in the Action column.
- Choose to include it on this résumé or not by clicking the **Display on Résumé** checkbox. If you uncheck it, the employment entry will still be part of the template used.
- Add a new employment entry by clicking the [Add Employment History](#) link and repeating this procedure. Use this for any previous jobs you want to include on this résumé.
- Remove an employment entry from this résumé by clicking the [Delete](#) link in the Action column.
- If you want to **Allow interested employers to view your salary history and reasons for leaving the jobs displayed on your résumé**, click the checkbox.

**12** Click **Next** to continue to the Job Skills page, as shown in the next two figures below.



## Job Skills

This page lists, in alphabetical order, any job skills you have previously chosen and saved, or standardized job skills that are associated with the occupation you selected in your Employment History. By default, they are all selected.

### Job Skills

Skills	Select
Administer Injections	<input checked="" type="checkbox"/>
Administer Medications Or Treatments	<input checked="" type="checkbox"/>
Analyze Medical Data	<input checked="" type="checkbox"/>
Apply Appropriate Physical Restraint	<input checked="" type="checkbox"/>
Collect Clinical Data	<input checked="" type="checkbox"/>
Collect Specimens From Patients	<input checked="" type="checkbox"/>
Communicate Technical Information	<input checked="" type="checkbox"/>
Draw Blood	<input checked="" type="checkbox"/>
Follow Clinical Radiation Safety Procedures	<input checked="" type="checkbox"/>
Use Emergency Medical Procedures	<input checked="" type="checkbox"/>
Use First Aid Procedures	<input checked="" type="checkbox"/>
Use Hazardous Materials Information	<input checked="" type="checkbox"/>
Use Interpersonal Communication Techniques	<input checked="" type="checkbox"/>
Use Knowledge Of Medical Terminology	<input checked="" type="checkbox"/>
Use Quality Assurance Techniques	<input checked="" type="checkbox"/>
Use Sanitation Practices In Health Care Settings	<input checked="" type="checkbox"/>
Weigh Patients	<input checked="" type="checkbox"/>

[\[ Modify Skills \]](#)
[<< Back](#)
[Next >>](#)

### Résumé Builder Wizard – Job Skills Page

#### ► To enter job skills information:

- 1 If there are skills in the list that you do not feel you have, remove them from the list by clicking the checkboxes to deselect them.
- 2 To add other skills from different occupational categories, click the [Modify Skills](#) link (see figure above).
- 3 Click **Next** to continue to the Technical Skills and Tools page, as shown in the figure below.

## Technical Skills and Tools

This page lists, in alphabetical order, any technologies or tools you have previously chosen and saved, or standardized technologies and tools that are associated with the occupation you selected in your Employment History.

### Current Technology

Technology	Select
Animal Intelligence Software Animal Intelligence	<input checked="" type="checkbox"/>
FileMaker Pro	<input type="checkbox"/>
McAllister Software Systems AVImark	<input checked="" type="checkbox"/>
Microsoft Access	<input type="checkbox"/>
Microsoft Excel	<input checked="" type="checkbox"/>
Microsoft Office	<input checked="" type="checkbox"/>
Microsoft Outlook	<input checked="" type="checkbox"/>
Microsoft PowerPoint	<input type="checkbox"/>
Microsoft Word	<input checked="" type="checkbox"/>
Veterinary practice management software PMS	<input checked="" type="checkbox"/>
Web browser software	<input checked="" type="checkbox"/>

### Current Tools

Tools	Select
Adult Magill forceps	<input type="checkbox"/>
Adult non-rebreather oxygen masks	<input type="checkbox"/>
X ray film processors	<input type="checkbox"/>
X ray intensifying equipment	<input type="checkbox"/>
X ray patient positioning equipment	<input type="checkbox"/>

[\[ Add tools and technology by keyword \]](#)  
[\[ Add tools and technology by occupation \]](#)

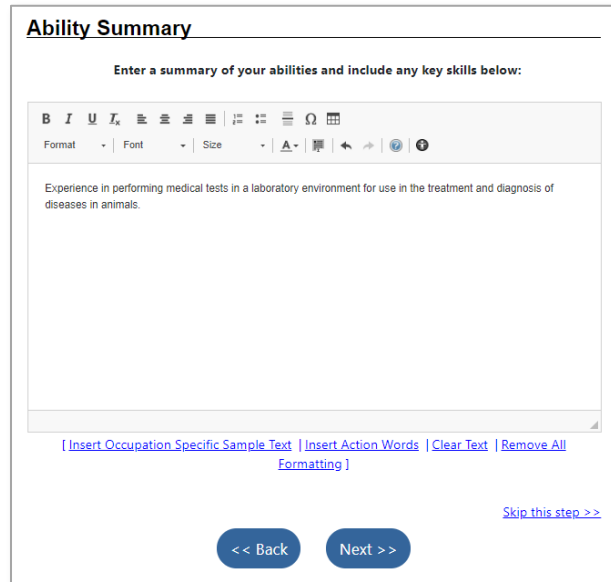
### Résumé Builder Wizard – Technical Skills and Tools Page

#### ► To enter technical skills and tools information:

- 1 If there are tools and technology in the list that you do not feel you have, remove them from the list by clicking the checkboxes to deselect them.
- 2 To add other tools and technology by keyword, or from different occupational categories, click either the [Add tools and technology by keyword](#) link or the [Add tools and technology by occupation](#) link at the bottom of the page (see figure above).
- 3 Click **Next** to continue to the Ability Summary page, as shown in the figure below.

## Ability Summary

This page allows you to enter text to populate the Ability Summary section on the résumé if you chose to include it during the résumé template steps in the figure above. It functions just like the other text box fields described earlier in this chapter. See figure above for descriptions of what you can do on this page. Click **Next** to continue.



The screenshot shows a web form titled "Ability Summary". Below the title is a prompt: "Enter a summary of your abilities and include any key skills below:". The form contains a rich text editor with a toolbar at the top. The toolbar includes icons for Bold (B), Italic (I), Underline (U), Text Color (A with a color box), Background Color (a box with a color box), Bulleted List, Numbered List, Indent Left, Indent Right, Decrease Indent, Increase Indent, Link, and Unlink. Below the toolbar, the text "Experience in performing medical tests in a laboratory environment for use in the treatment and diagnosis of diseases in animals." is entered. At the bottom of the form, there are four links: "[ Insert Occupation Specific Sample Text ]", "[ Insert Action Words ]", "[ Clear Text ]", and "[ Remove All Formatting ]". To the right of these links is a link that says "Skip this step >>". At the very bottom of the form are two buttons: "<< Back" and "Next >>".

*Résumé Builder Wizard – Ability Summary Page*

## Objective

This page allows you to enter text to populate the Objective section on the résumé if you chose to include it during the résumé template steps in the figure above. It functions just like the other text box fields described earlier in this chapter. See the figure above for descriptions of what you can do on this page. Click **Next** to continue.

### Objective

Enter your objective and desired goals below:

**B** *I* U *ℱ*

Format

Font

Size

A position as a veterinary technician.

[\[ Insert Occupation Specific Sample Text \]](#)
[\[ Insert Action Words \]](#)
[\[ Clear Text \]](#)
[\[ Remove All Formatting \]](#)

[Skip this step >>](#)

<< Back

Next >>

*Résumé Builder Wizard – Objective Page*

## Honors & Activities

This page allows you to enter text to populate the Honors & Activities section on the résumé if you chose to include it during the résumé template steps in the figure above. It functions just like the other text box fields described earlier in this chapter. See the figure above for descriptions of what you can do on this page. Click **Next** to continue.

### Honors & Activities

Enter your honors and activities below:

**B** *I* U *ℱ*

Format

Font

Size

Several speech, debate, and journalism awards in both high school and college. Belonged to the college photography club.

[\[ Insert General Sample Text \]](#)
[\[ Insert Action Words \]](#)
[\[ Clear Text \]](#)
[\[ Remove All Formatting \]](#)

[Skip this step >>](#)

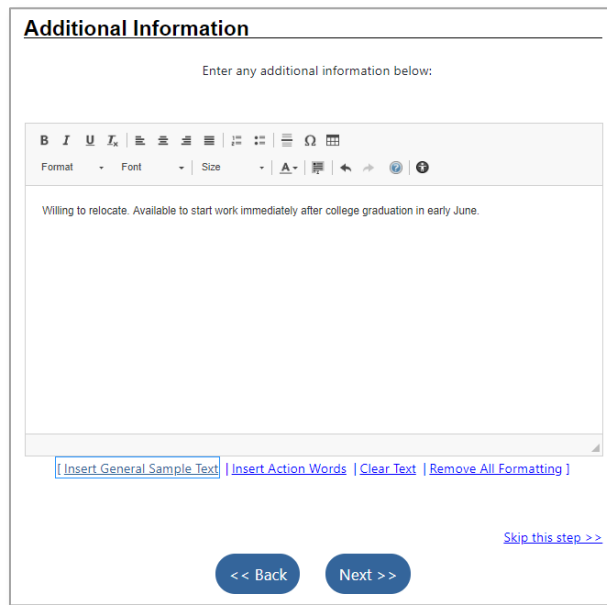
<< Back

Next >>

*Résumé Builder Wizard – Honors & Activities Page*

## Additional Information

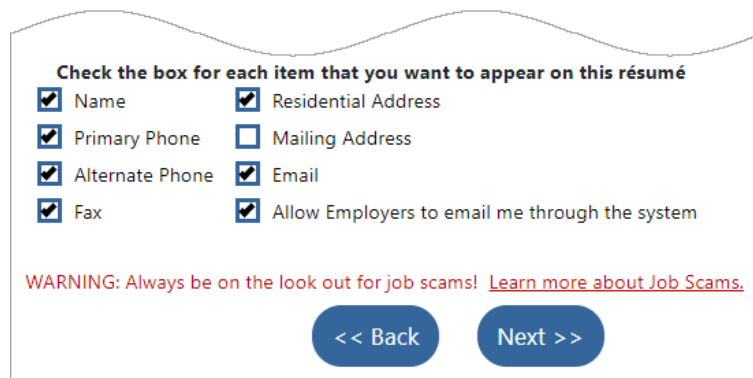
This page allows you to enter text to populate the Additional Information section on the résumé if you chose to include it during the résumé template steps in the figure above. It functions just like the other text box fields described earlier in this chapter. See the figure above for descriptions of what you can do on this page. Click **Next** to continue.



*Résumé Builder Wizard – Additional Information Page*

## Contact


The Contact page is pre-filled with your contact information provided during registration, including your name, residential and mailing addresses, phone numbers, and email addresses.



*Résumé Builder Wizard – Contact Information Page*

### ► To complete your contact information for the résumé:

- 1 Review the information in each section and make any desired changes.
- 2 At the bottom of the page are checkboxes where you can designate what specific contact information you do (checked) and do not (unchecked) **want to appear on this résumé**.
- 3 You can also specify if you want to **Allow employers to email you through the system** or not.
- 4 Click **Next** to continue to the Detailed References page, as shown in the figure below.

 **Tip:** Familiarize yourself with job scams by clicking the [Learn more about Job Scams](#) link.

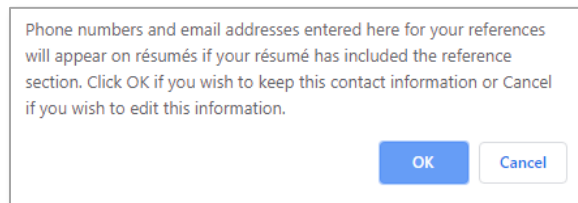
## References

The Detailed References page allows you to add entries to populate the References section on the résumé if you chose to include it during the résumé template steps in the figure above. You can also opt to just include the statement “References Available on Request” on your résumé.

### Adding a New Reference

► **To add a new reference entry:**

- 1 On the Detailed References page (see figure below), click the Add New Reference link. The Detailed References entry page displays (see figure below).
- 2 Enter the contact information you have for the reference in the different sections.
- ⚠ **Note:** Only first and last name, reference type, and number of years known are required. However, it is important to include a phone number, or at the very least, an email address, so prospective employers can contact your references.
- 3 Click the **Save** button to save the reference. A pop-up alert message about phone numbers and email addresses will appear (see figure below).



*Reference Alert Pop-up Window*

- 4 Click **OK** to keep them. The Detailed References page redisplay with your entry listed (see figure below). By default, it will be set to display on this résumé.
- 5 To add another reference, repeat this procedure. Two to three references are the typical number to provide.
- 6 To see what else you can do from this page, see the figure below.
- 7 When you are done entering references, click the **Finish** button to save and complete your résumé. See “Completing a Résumé” below for details.

### Detailed References

**Reference Name**  

\* First Name:

\* Last Name:

**Reference Company Information**  

Employer Name:

Job Title:

**Reference Contact Address**  

Address 1:

Address 2:

City:

State:

Zip:  [Find Zip Code \(Open in New Window\)](#)

**Reference Contact Phone Number**  

Phone:  -  -  Ext

**Reference Email Address**  

Email:

**Reference Information**  

\* Reference Type:

\* Number of Years Known:

Save

Cancel

*Résumé Builder Wizard – Detailed References Entry Page*

## Detailed References

Name and Contact Information	Employer	EEmail	Reference Type	Action	Display on Résumé	Display Order
<a href="#">Leonard Beechum</a> 1620 Hickory Ave. Austin, TX 78701 800-555-1212	Tarpon Woods Veterinary Hospital	lbeechum@twvet.com	Business reference (known for 4 years)	<a href="#">Edit</a>   <a href="#">Delete</a>	<input checked="" type="checkbox"/>	▼
<a href="#">Mary Stowe</a> 3004 State Hwy. Austin, TX 78701 800-555-1212	Petsmart	mary-stowe@petsmart.com	Supervisor reference (known for 2 years)	<a href="#">Edit</a>   <a href="#">Delete</a>	<input checked="" type="checkbox"/>	▲

☐ Display "References Available on Request" on this résumé

[ [Add New Reference](#) ]

<< Back

Finish

### *Résumé Builder Wizard – Detailed References Page with Entries*

From this page, you can:

- View and edit your references by clicking either their name or the [Edit](#) link in the Action column.
- Choose to include the reference on this résumé or not by clicking the **Display on Résumé** checkbox. If you uncheck it, the reference will still be part of the template used.
- Add a new reference by clicking the [Add New Reference](#) link. See “Adding a New Reference” below.
- Remove a reference from this résumé by clicking the [Delete](#) link in the Action column.
- Change the order the references will be listed in on the résumé by clicking the up or down arrow icons in the Display Order column.
- Include the statement “References Available on Request” on the résumé instead of your references’ names and contact information by clicking the checkbox.
- Save and complete your résumé by clicking the **Finish** button. The Résumé Review page displays. See “Completing a Résumé” below to finalize the process.

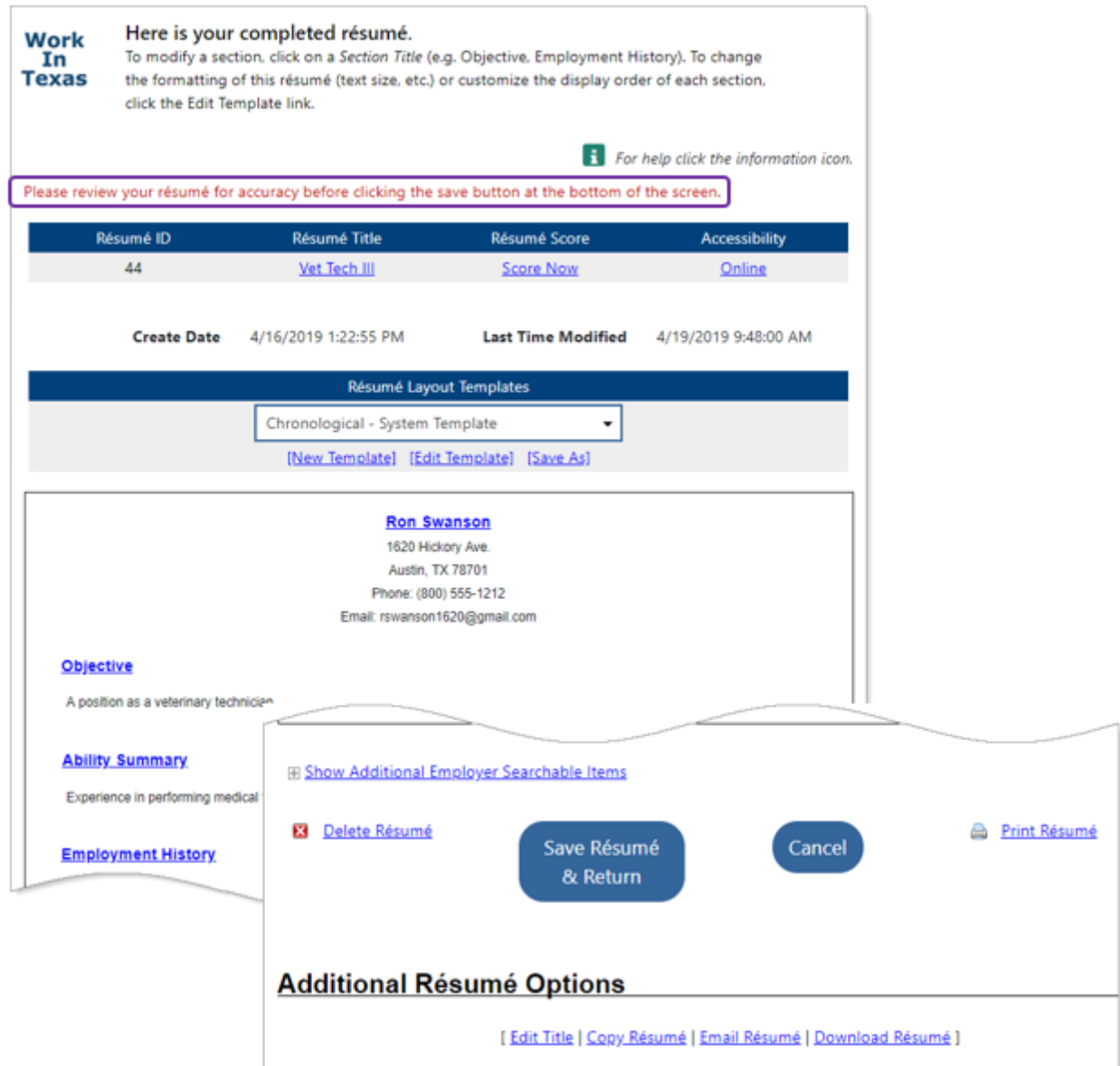


**Tip:** You can create multiple résumés if you want to store different sets of information about yourself. This can be useful if you are applying for different types of jobs that require substantially different skills or experience.




## Completing a Résumé

Once you've completed entering information for the last section of your résumé and clicked the **Finish** button, the Résumé Review page displays (see figure below). It shows how your formatted résumé will look to prospective employers. As you can see, you can do a lot of other tasks from this page. For details on all these tasks, see Chapter 3: Quick Menu in the Virtual OneStop – Individual Services User Guide.



**Work In Texas**

**Here is your completed résumé.**  
To modify a section, click on a Section Title (e.g. Objective, Employment History). To change the formatting of this résumé (text size, etc.) or customize the display order of each section, click the Edit Template link.

 For help click the information icon.

Please review your résumé for accuracy before clicking the save button at the bottom of the screen.

Résumé ID	Résumé Title	Résumé Score	Accessibility
44	<a href="#">Vet.Tech.III</a>	<a href="#">Score Now</a>	<a href="#">Online</a>

Create Date: 4/16/2019 1:22:55 PM      Last Time Modified: 4/19/2019 9:48:00 AM

**Résumé Layout Templates**

Chronological - System Template

[\[New Template\]](#) [\[Edit Template\]](#) [\[Save As\]](#)


**Ron Swanson**  
1620 Hickory Ave.  
Austin, TX 78701  
Phone: (800) 555-1212  
Email: rswanson1620@gmail.com


**Objective**  
A position as a veterinary technician

**Ability Summary**  
Experience in performing medical

**Employment History**

[Show Additional Employer Searchable Items](#)

 [Delete Résumé](#)

[Save Résumé & Return](#) [Cancel](#)  [Print Résumé](#)

**Additional Résumé Options**

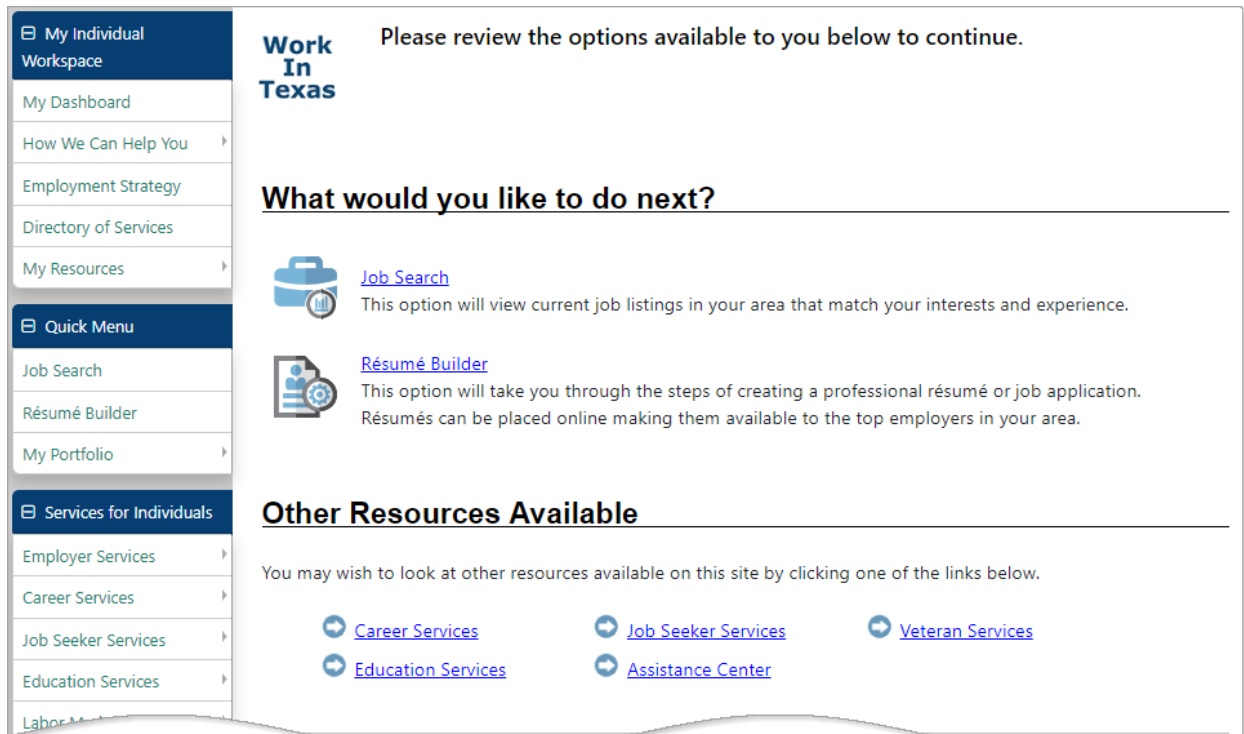
[\[ Edit Title | Copy Résumé | Email Résumé | Download Résumé \]](#)

*Résumé Review Page*

### ► To complete your résumé:

- 1 Review all sections.
- 2 To make any changes to the content, click any of the blue underlined text and the entry page will display where you can make and save changes and return to this page. For example, if you wish to change which sections appear in the résumé, click the [Edit Template](#) link near the top of the page to add or remove sections.


- 3 If no changes are desired, click the **Save Résumé & Return** button at the bottom of the page. The What would you like to do next? page will display if you have not previously created any résumés (see figure below).




**Work In Texas**

Please review the options available to you below to continue.

### What would you like to do next?

 [Job Search](#)  
This option will view current job listings in your area that match your interests and experience.

 [Résumé Builder](#)  
This option will take you through the steps of creating a professional résumé or job application. Résumés can be placed online making them available to the top employers in your area.

### Other Resources Available

You may wish to look at other resources available on this site by clicking one of the links below.

[Career Services](#)
[Job Seeker Services](#)
[Veteran Services](#)

[Education Services](#)
[Assistance Center](#)

*What Would You Like to Do Next? Page*

You now have full access to WorkinTexas.com. Your completed résumé is available to view or change at any time by returning to the Résumés tab (see figure below).

[View active résumés](#)

*Note: Résumés that have not been modified in over 90 days are set to Expired and are not displayed to employers. Click the [Reactivate All Expired Résumés](#) link to update all your résumés to today's date.*

To sort on any column, click a column title.

Résumé Title	Résumé Status	Online Status	Source	Résumé Score (out of 100)	Number of Requests	Online Until	Action	Select
<a href="#">Vet Tech III</a>	Active	Online	Manual	73	0	7/21/2019	<a href="#">Job Search</a> <a href="#">Score</a> <a href="#">Copy</a> <a href="#">Edit</a>	<input type="checkbox"/>
								<a href="#">Delete</a>

Page 1 of 1

Rows 10



**1 Records Found**

[\[ Tips on preparing your résumé \]](#) | [\[ Reactivate All Expired Résumés \]](#) | [\[ Cover Letter \]](#)

[Create new Résumé](#)

### Résumés Tab with Completed Résumé

From this page, you can:

- View and edit your résumé by clicking either the résumé title link or the [Edit](#) link.
- Search for jobs using the information in your résumé as search criteria by clicking the [Job Search](#) link.
- Conduct a critical review of your résumé by clicking the [Score](#) link. The Résumé Score Details page will show its score value (out of 100), where it meets best practice standards , where it does not meet standards , and a list of suggestions to help improve it.
- Copy a résumé to use as the starting point for a new one in the Résumé Builder by clicking the [Copy](#) link.
- Delete a résumé by clicking the Select checkbox and then the [Delete](#) link in the Select column.

## How to Finish an Incomplete Résumé

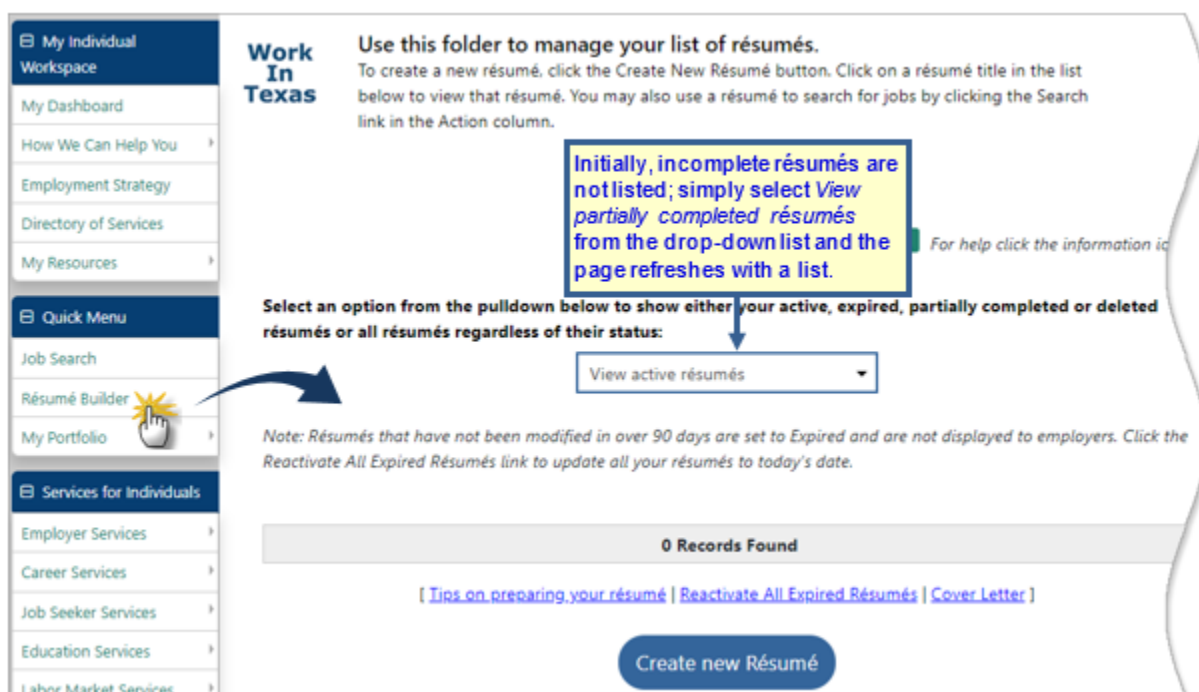
The comprehensive résumé building process can take time to complete, and you may not be able to finish it in one sitting. As you proceed from page to page, your entries are saved and you can exit the process at any time.

However, when you log back in the next time, you will have to advance from page to page using the Next button until you get to where you left off.

Once you get far enough along in creating your résumé, but don't complete it, the system will mark it as incomplete, and give you open access to WorkInTexas.com. This means you'll have to go back to the Résumé Builder to complete it and provide a searchable résumé to match jobs.

### ► To get to the Résumé Builder and complete your résumé:

- 1 After signing in to WorkInTexas.com, on the Quick Menu on the left side of your dashboard, click **Résumé Builder**. The Résumé List page appears, as shown below.



*Résumé List Page*

- ⚠ **Note:** Initially, incomplete résumés are not listed; simply select *View partially completed résumés* from the drop-down list and the page refreshes with a list.
- 2 Select *View partially completed résumés* or *View all résumés* from the drop-down list. The page refreshes with a list of any incomplete résumés (see figure below).
- 3 Click the Restart link in the Action column for the résumé you want to complete. The Résumé Builder will start at the beginning with all your previous entries and selections intact.
- 4 Review your information on each page, then click the **Next** buttons until you get to where you left off. You can now continue working.

View partially completed résumés ▾

*Note: Résumés that have not been modified in over 90 days are set to Expired and are not displayed to employers. Click the [Reactivate All Expired Résumés](#) link to update all your résumés to today's date.*

To sort on any column, click a column title.

Résumé Title	Résumé Status	Online Status	Source	Résumé Score (out of 100)	Number of Requests	Online Until	Action	Select
Vet Tech III	Incomplete	Offline - Incomplete	Manual	<a href="#">N/A</a>	0	7/16/2019	<a href="#">Score</a> <a href="#">Restart</a>	<input type="checkbox"/>  <a href="#">Delete</a>

⏪
⏩
Page

1 ▾

of 1
⏪
⏩

Rows

100 ▾

*Résumé List Page with Incomplete Résumé*