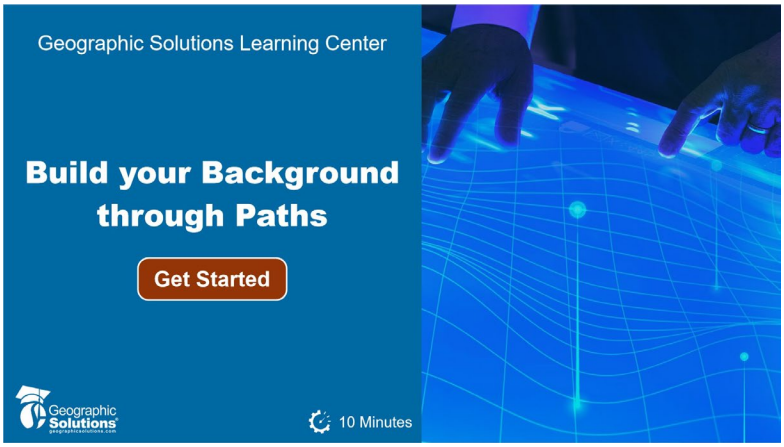
Build your Background through Paths

1. Introduction

1.1 Introduction



Notes:

Welcome to the Learning Center. In this video, we will explore how you can create the details that are incorporated into your résumé and build your background profile through a tool called Paths. Your actual system settings and options may differ from those shown in the video. **Click or tap "Get Started" to begin.**

1.2 Objectives



Notes:

By the end of this video, you will be able to:

Create the various components of a robust résumé.
Discover jobs that are aligned to your work interests.

Devise a dynamic background profile.

1.3 What is Paths?

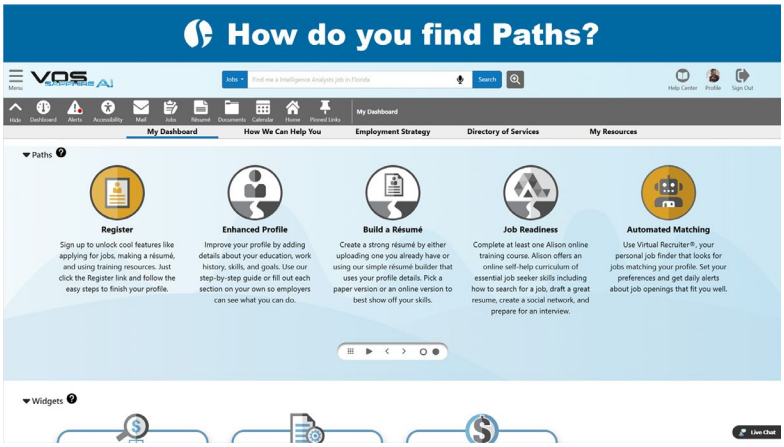


Notes:

Paths help you discover the valuable tools you will use on your journey to reemployment. Each Path contains Milestones and Time to Complete estimates. You can use both to get the most of your time on the site.

At the end of each Path you will receive a badge that signifies your progress. Employers can view your badges as part of your profile and may schedule interviews based on your achievement.

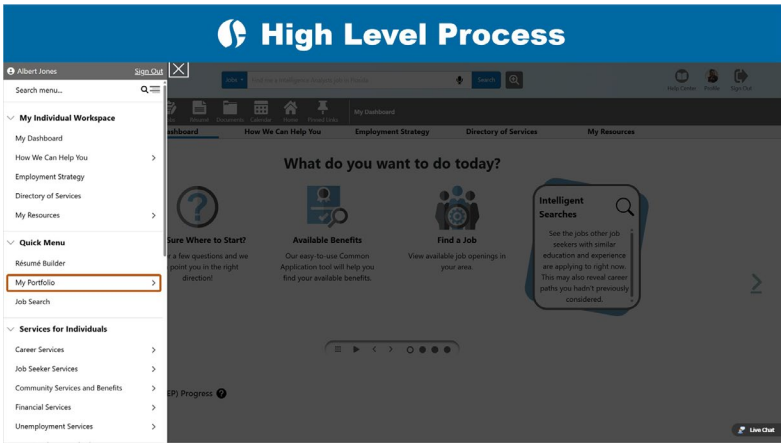
1.4 How do you find Paths?



Notes:

The easiest way to access path functionality is through your dashboard.
You can also access the same Path functionality through the My Individual Profiles menu. Click your name at the top of the dashboard. You will find Paths under the My Individual Profiles menu.

1.5 High Level Process



Notes:

Here are the steps for using Paths:
Step 1: Open the Left Navigation menu and click on My Portfolio.
Step 2: Select Personal Profile.
Step 3: Click on the Paths link.
Finally, explore the topics presented, each one is designed to help you in your path to finding the right job.

2. Build your Background through Paths

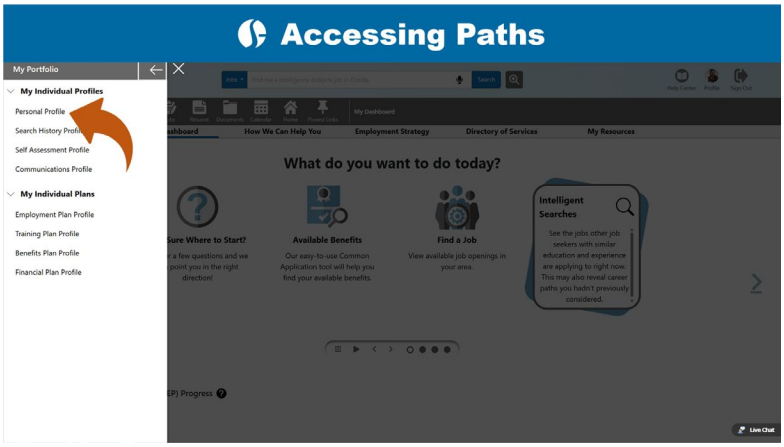
2.1 Walk-through



Notes:

Let's see how the Path's tools help a job seeker in the system.

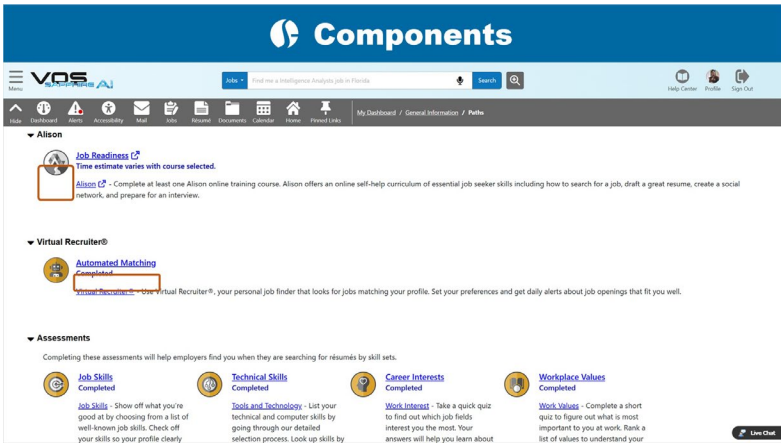
2.2 Accessing Paths



Notes:

To access the Paths screen, open the Left Navigation menu and find Personal Profile.
Now you will be able to click on the Paths link.

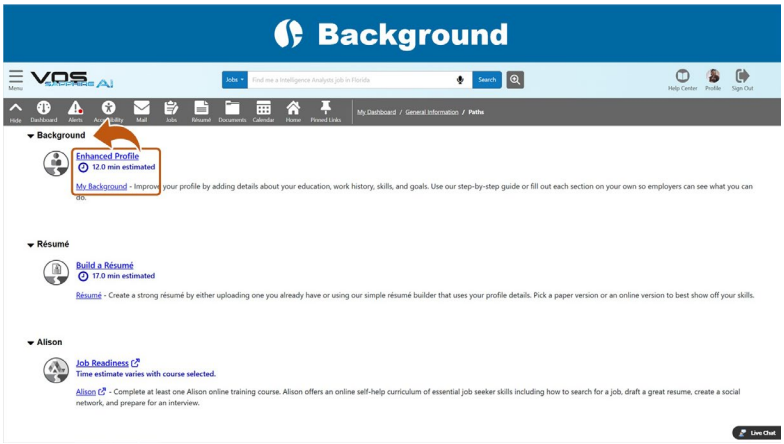
2.3 Components



Notes:

The Paths tab contains several sections. Besides the Registration screen, we have the Background, Résumé, ALISON, Virtual Recruiter, and Assessments sections. Each section shows the estimated time to completion.
As you complete each section, the icons will change to a gold color. Since the registration section is already complete, we see that the registration is already a gold color and shows as completed.

2.4 Background

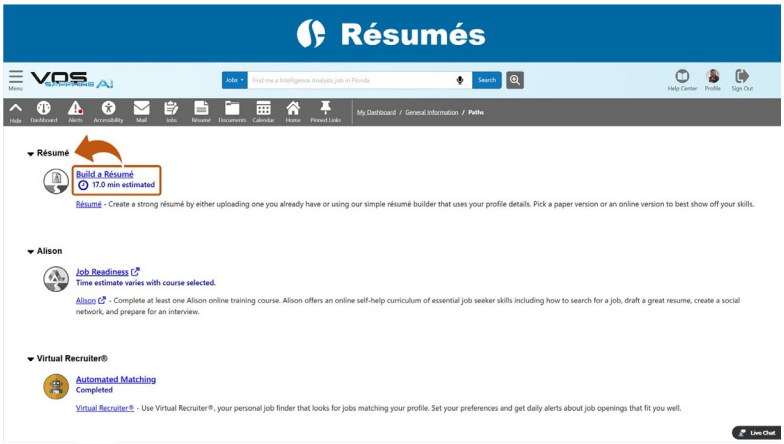


Notes:

The Background section enables you to complete your background information, improve your visibility to employers, and enhances your résumé ranking when compared to other job seekers.
To access this section, click on either the Enhanced Profile or My Background links. This will open the Background tab. Each of these sections are employer searchable items which employers use to find qualified candidates.

To start completing the Background Wizard, click the Start the Background Wizard link located at the top of the screen, then complete each section.

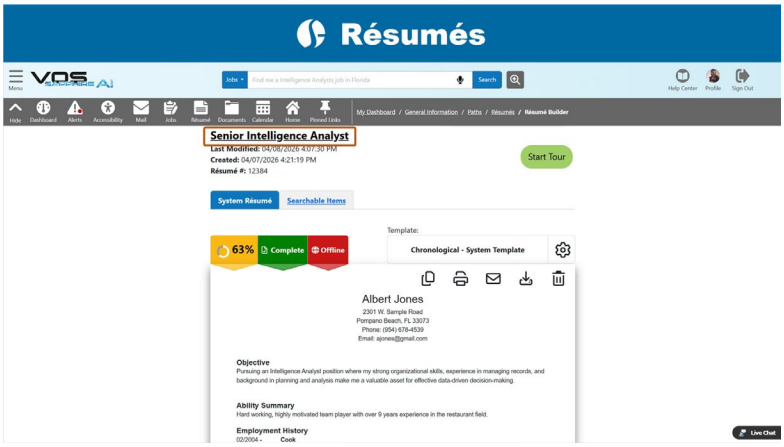
2.5 Résumés (1 of 2)



Notes:

The résumé section enables you to create a résumé by uploading an existing résumé or by creating it from scratch through the résumé wizard. The résumé wizard adds information that you already provided in the Background tab.
Click the build a résumé link to get started.
When the résumé tab opens, click add résumé.

2.6 Résumés (2 of 2)

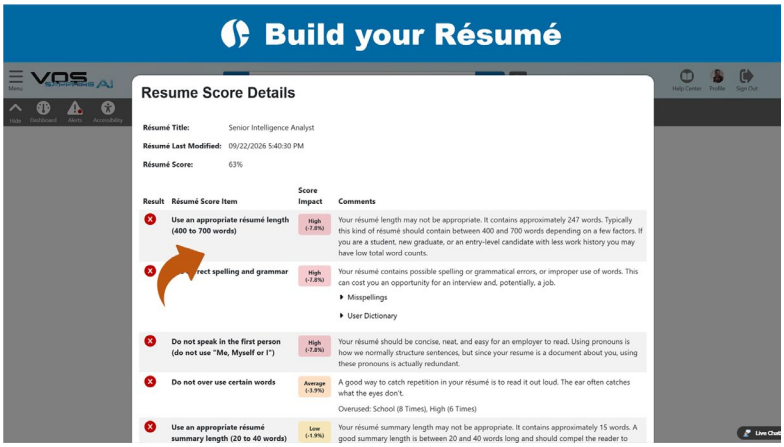


Notes:

You can click on the résumé name to edit the title.

Fields with a red asterisk are required fields that require you to enter information to be able to move forward with completing the résumé.
The Availability section allows you to hide your résumé or allow employers to view your résumé online.
Since we have already completed the Background section, the system automatically includes the information you added to your résumé information.
There are other videos in the Learning Center that explore the process of creating a résumé in greater detail.

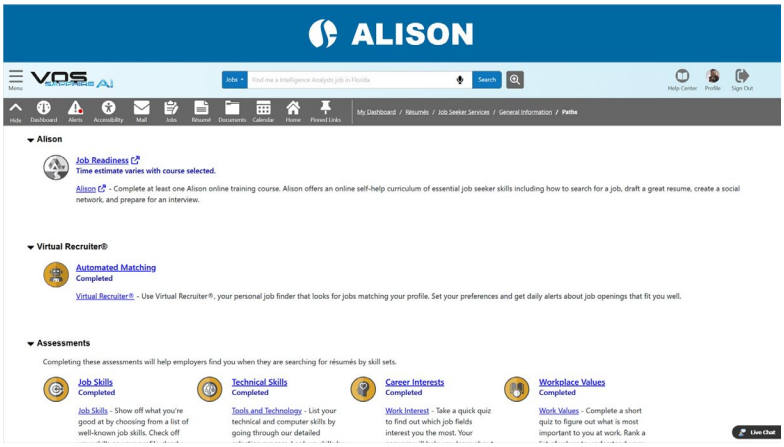
2.7 Build your Résumé



Notes:

The résumé screen shows your résumé layout. The Résumé Score icon on the left shows you details that may need attention on your résumé. Click on the icon to check out the details.
Change the template type by clicking the template bar, then select the template of your choice. On the right are icons to copy, print, email, or download your résumé. Click the Template Options gear icon to change the formatting of your résumé, change the name and order of each section, or hide certain sections.
Click on any section of the résumé to view or edit specific sections. Save your changes by clicking the Save button.

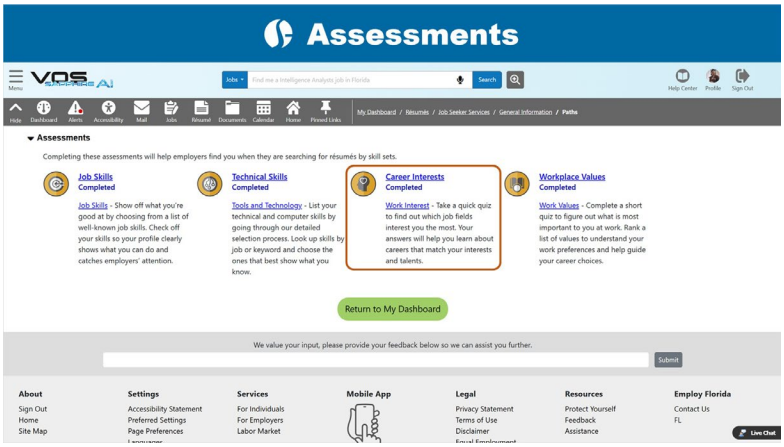
2.8 ALISON



Notes:

The next Path icon is ALISON, a leading provider of online education and job skills training. It offers 2,000+ free courses that span hundreds of topics. The topics include several courses that assist with job skills and employment readiness. Individuals can access and register in ALISON through a link in your system. This is an important resource that will prepare you for a customized journey towards getting a great job or successfully changing careers.

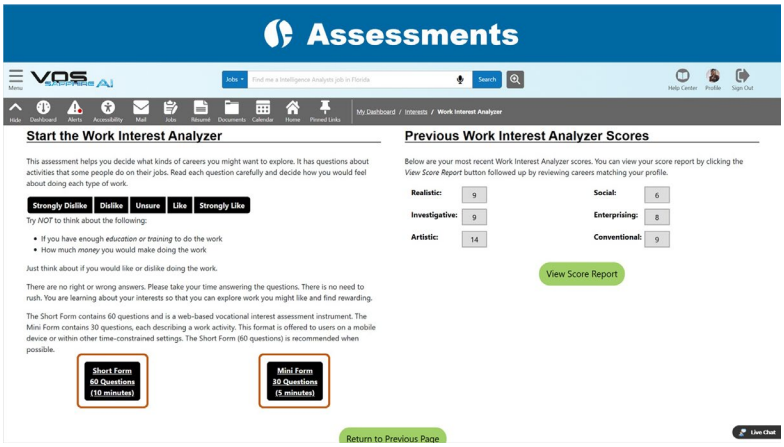
2.9 Assessments (1 of 3)



Notes:

The Career Interests subsection enables you to take a quick assessment to identify your interest level in key areas. This will help you identify your key strengths that may fit different jobs in the marketplace.
Click the Career Interests or Work Interest link.

2.10 Assessments (2 of 3)

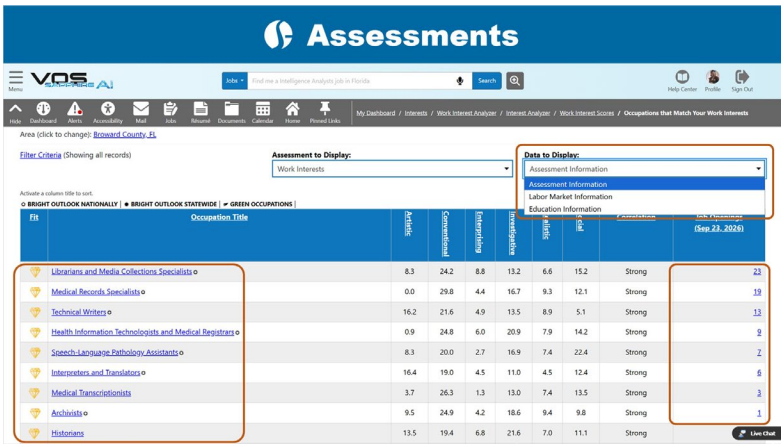


Notes:

There are two different forms you can complete, the Short Form which consists of 60 questions, and the Mini Form which consists of 30 questions.
Let's select the Short Form for our example.
For each line item, simply select how strongly you like or dislike each item.
Click the View Score button when you finish.
The Work Interest Analyzer results show your score based on your interest level for the different interest areas that you have selected. The higher the score, the more an occupation meets your interests and the more likely it will be satisfying and rewarding to you.

Click on any interest area links to view the details.
Click the Next button to continue.

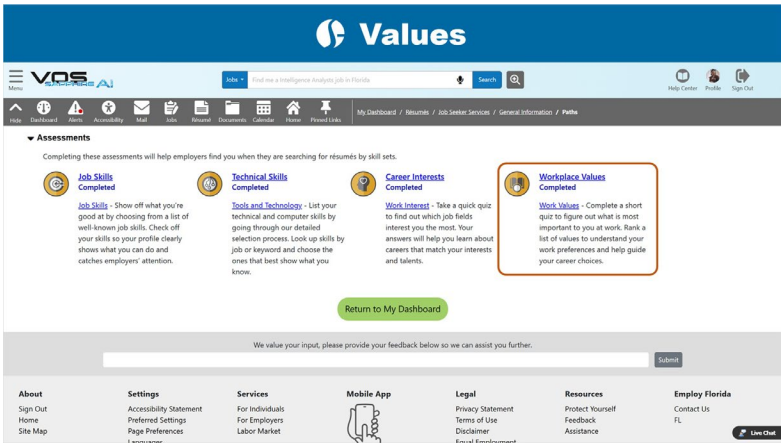
2.11 Assessments (3 of 3)



Notes:

This screen shows the different occupations that align with your work interests, how close you match, as well as view active jobs available.
Use the data to display a drop-down menu to filter the data by work interests, labor market information or education information.
Click to view the job opening links on the right to view available jobs. To view the details of a specific job, click on the job title or view links.

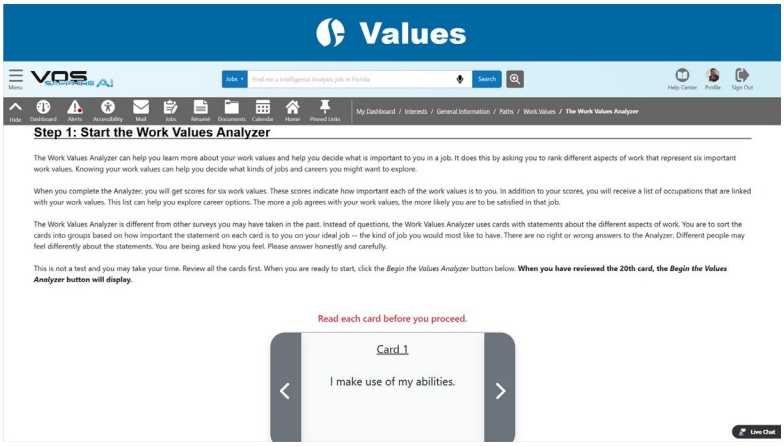
2.12 Values (1 of 4)



Notes:

The Workplace Values section is an assessment to help you learn more about your work values and help you decide what is important to you in a job.
Click the Workplace Values or Work Values link to get started.

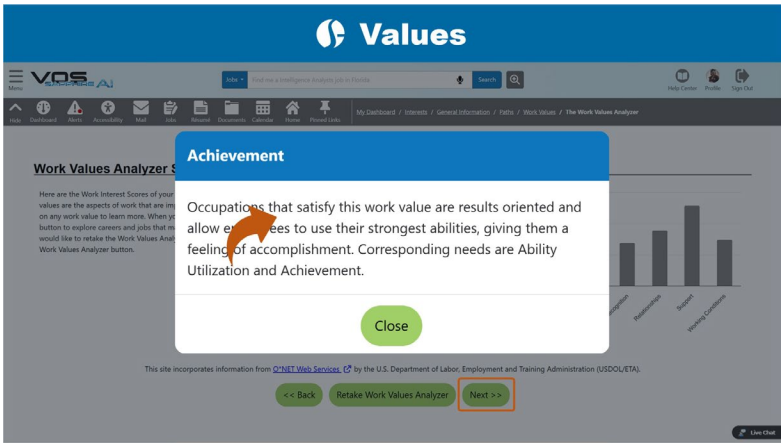
2.13 Values (2 of 4)



Notes:

You can start by reading each card so you're familiar with the information, then click on the right arrow, until you review all 20 cards. After you review all the cards, click the Begin the Values Analyzer button. For each card that appears, you will select the importance you place on each work value. Below the card are 5 buttons arranged by 5 Most Important to 1 Least Important. Read each card and click on one of the five buttons after you decide the value until you complete all the cards. When you finish, click on the Next button.

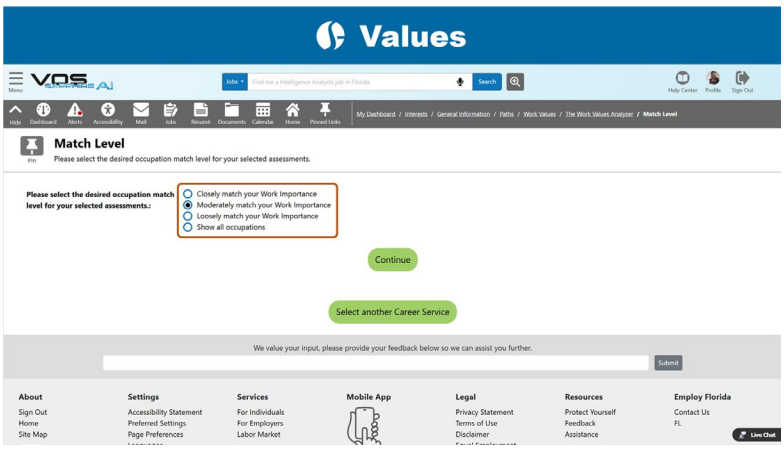
2.14 Values (3 of 4)



Notes:

After you complete the Analyzer, you will get scores for six work values.
These scores indicate the importance you place on each work value. Click on the Work Value next to your highest score to see the result. Click the Close button to hide the window. Click on the Next button to proceed.

2.15 Values (4 of 4)



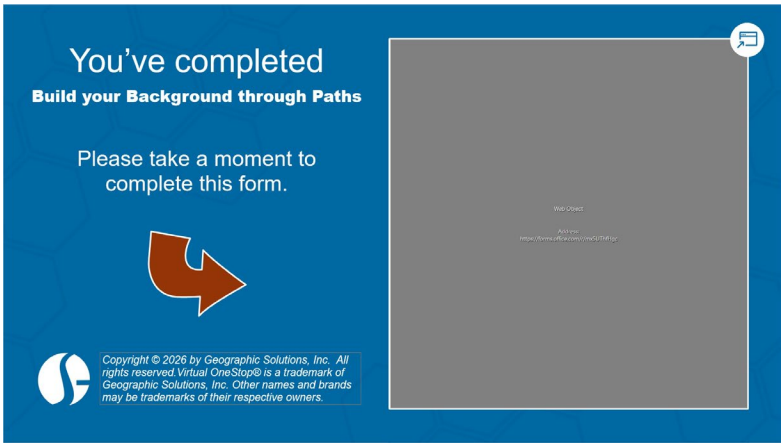
Notes:

Select the desired occupation match level, then click the Continue button.

A list of occupations will appear that are linked with your work values. This list can help you explore career options. Filters are available at the top of the screen to enable you to display specific data. Click the Job Opening links on the right to view available jobs. To view the details of a specific job, click on the job title or view links.
This concludes our tour of Building Your Background Through Paths.

3. Conclusion

3.1 Survey

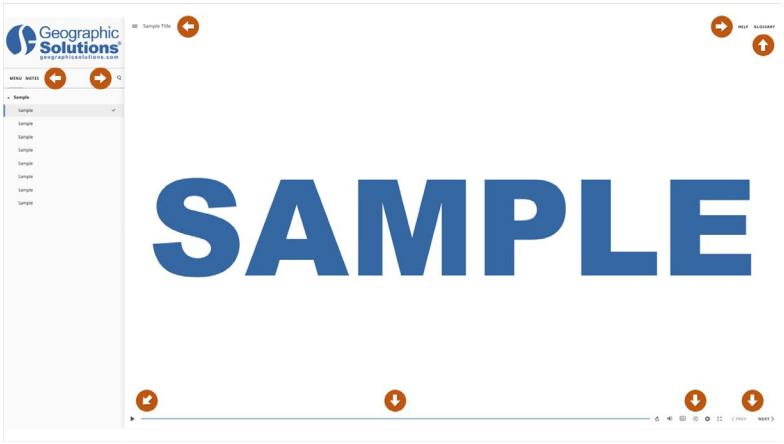


Notes:

You've completed: Build your Background through Paths. We'd Love to Hear Your Thoughts on this video. Please take a moment to **complete this form**. You can also select the button near the top right corner to complete the survey in a web browser. Thanks for watching!

4. Help

4.1 Help



Notes: