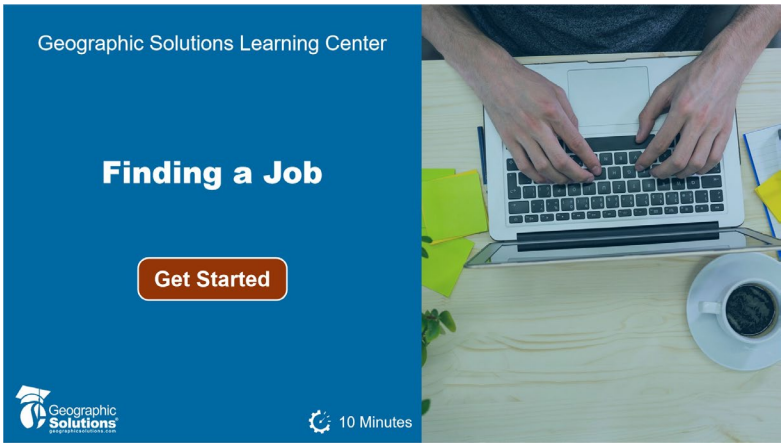
Finding a Job

1. Introduction

1.1 Introduction



Notes:

Welcome to the Learning Center. In this video, we will explore how to find a job in the system. Your actual system settings and options may differ from those shown in the video. **Click or tap "Get Started" to begin.**

1.2 Objectives



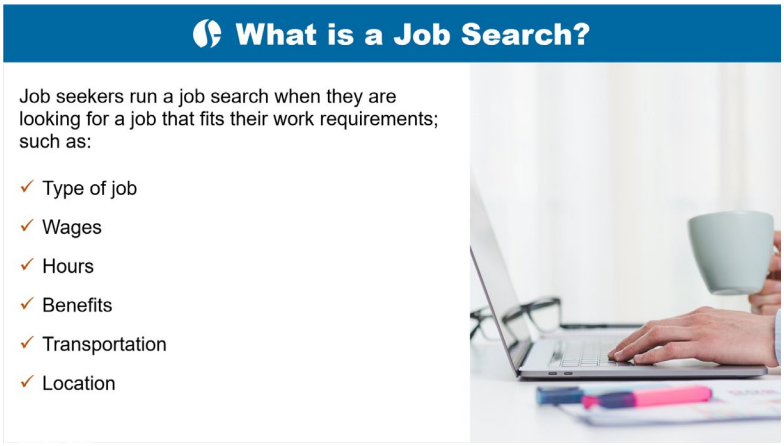
Notes:

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

Use the various job search options.
Inspect the many search tools available for finding a job.
Apply to high interest jobs through the system.

Published by Articulate® Storyline www.articulate.com

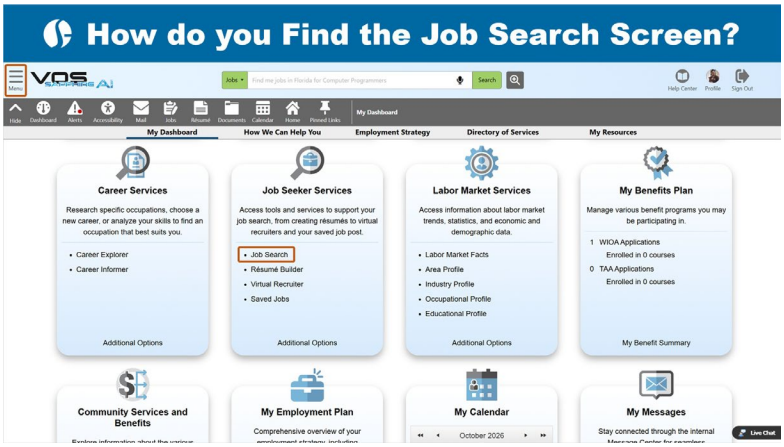
1.3 What is a Job Search?



Notes:

Job seekers run a job search when they are looking for a job that fits their work requirements; such as type of job, wages, hours, benefits, transportation, and location.

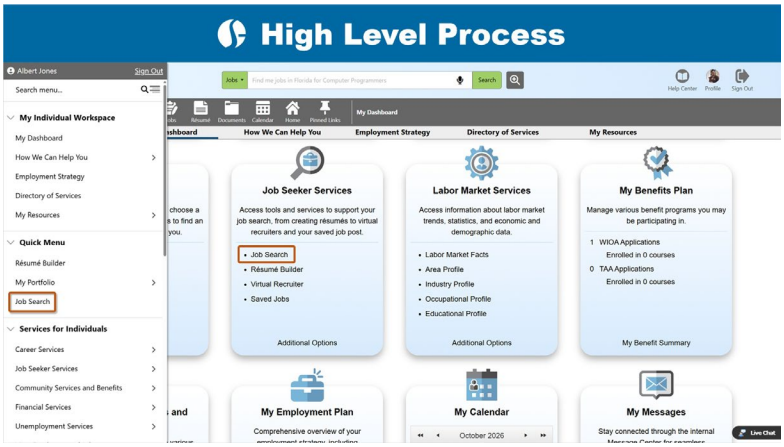
1.4 How do you Find the Job Search Screen?



Notes:

There are several ways to find a job. From your dashboard, there is a Job Search link in the Job Seeker Services panel. You can also use the Left Navigation menu where you will find Job Search under the Quick Menu section.

1.5 High Level Process



Notes:

Here are the steps to complete a job search:
Navigate to the Job Search from either the Dashboard or the Left Navigation menu.
Choose a search method from the tabs displayed.
Complete the fields.
Click Search to view your results.

2. Finding a Job

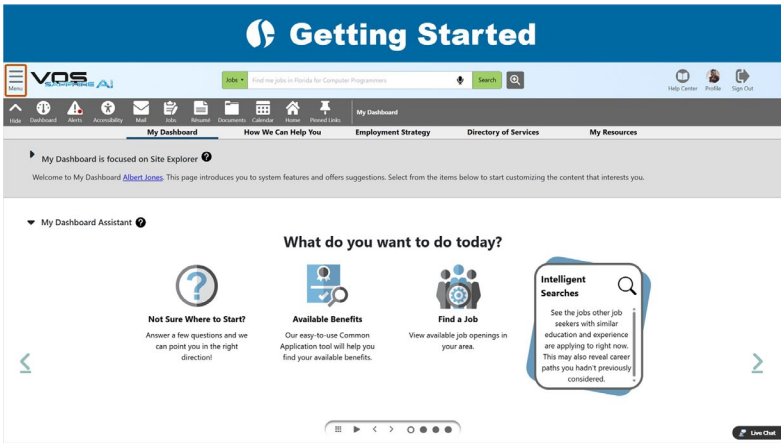
2.1 Walk-through



Notes:

Let's now take a more detailed look at the process in the system.

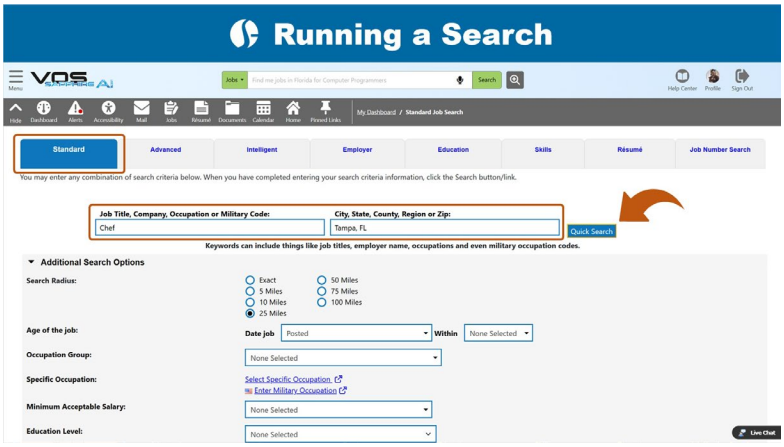
2.2 Getting Started



Notes:

Performing a job search is one of the main reasons why individuals access the system. Of the several pathways you may choose, let's look at the Quick Menu option.
To access the job search screen, open the Left Navigation menu. Under the Quick Menu section, click the Job Search option.
As you can see from the tab descriptions, there are several different options for searching. Let's start with the Standard Job Search tab.

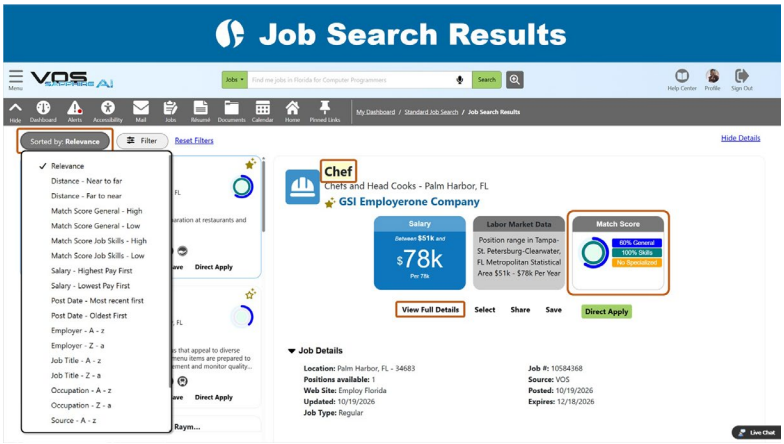
2.3 Running a Search



Notes:

To conduct a simple Quick job search using the Standard tab, type a keyword and location. We'll use the keyword "Chef" and location of "Tampa" for our example. Click the Search button when you're finished.

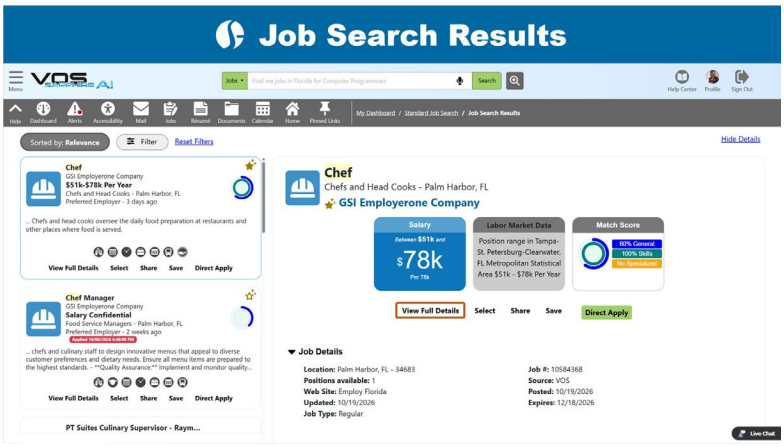
2.4 Job Search Results (1 of 2)



Notes:

Let's review the job search results screen.
The View Full Details link provides access to job details. If you employed a keyword search, matched keywords will be highlighted. You can sort the job listings by clicking on the "Sorted By Relevance" link where you can sort by: Relevance, Post Date, Employer, and Salary.
The Match Scores functionality displays as a circular graph and shows how well the job details match compared to your qualifications.

2.5 Job Search Results (2 of 2)

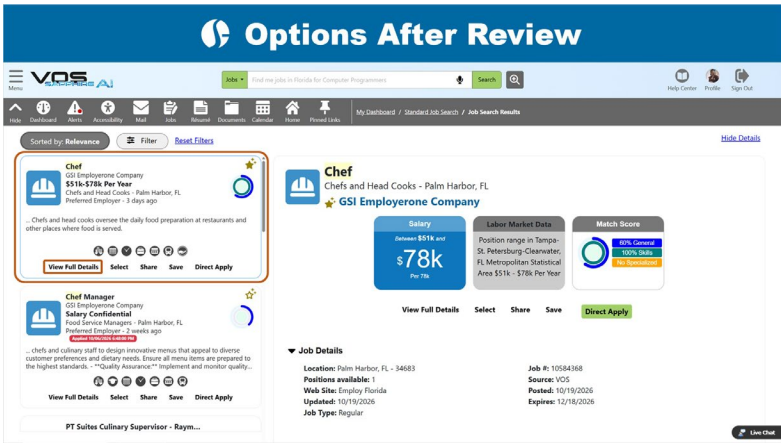


Notes:

The View link provides more detailed information and can include the source of the job, the salary, information on the employer, other jobs from this employer, compensation and skills required. If you decide to apply for this job, the Apply link at the top will help you begin this process.
The Save link enables you to save this job to your personal list. You can access this list later by using the Left Navigation menu, under the Quick Menu, My Portfolio, and Saved Jobs.

And the Share link opens a pop-up window where you can share this job via LinkedIn, Facebook, X, or email.

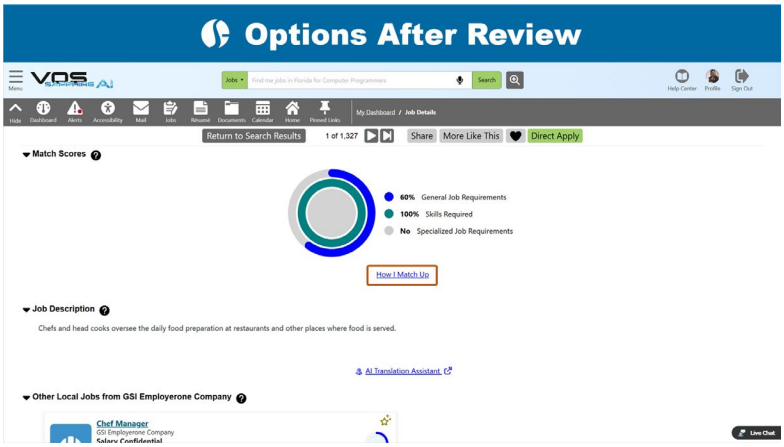
2.6 Options After Review (1 of 4)



Notes:

Let's say this job caught your attention. Select View Full Details to review it.
Review the job order details to determine whether the job is right for you.
The Job Summary section at the top of the screen contains details about the job, such as location, date of posting, and number of positions available.
The Match Scores section displays valuable information that compares your qualifications with the job order requirements.

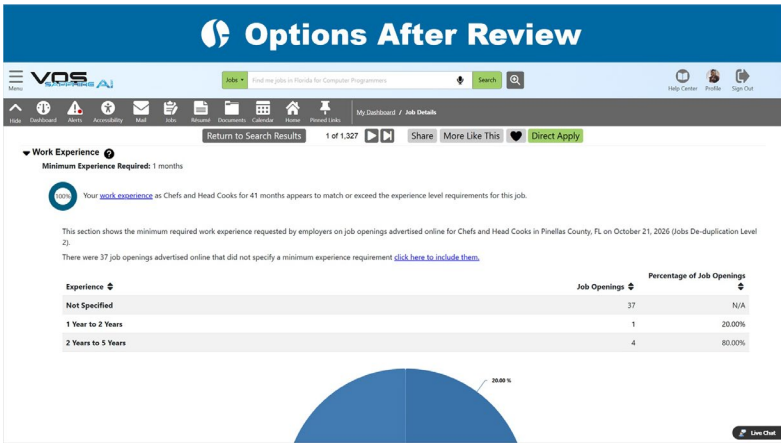
2.7 Options After Review (2 of 4)



Notes:

Click the How I Match Up link. This compares General Requirements matching, job skills matching, specialized Requirements details, and Work Interest and Values Assessments. Overall match scores graphics will illustrate how close you match the job.
Click the Return to Previous Page button when finished examining the data.

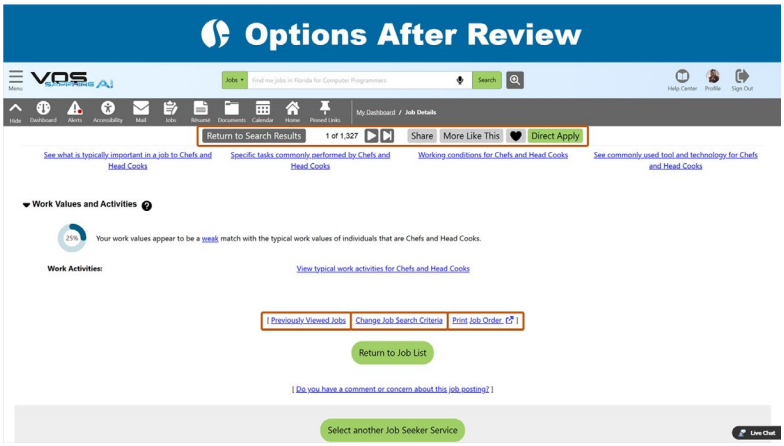
2.8 Options After Review (3 of 4)



Notes:

You can get additional job information by scrolling down the screen to explore other information areas such as Job Description, Employer Research, and Additional Information sections.
A number of additional sections appear, such as Location/Work Site Information, Compensation and Hours, Work Experience, Education and Training, Skills Required, and Occupation Information.

2.9 Options After Review (4 of 4)

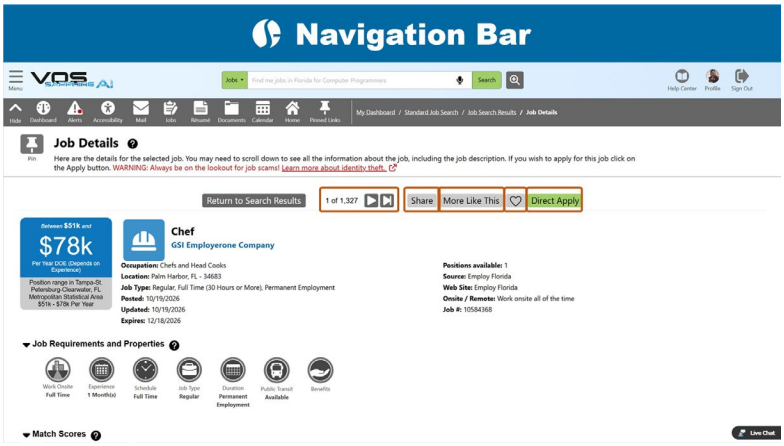


Notes:

Links at the bottom allow you to:

Review previously viewed jobs.
Conduct a new job search.
Print the job order or export to a PDF document.
Now that we have reviewed this job, the navigation bar at the top can help us explore the next steps.

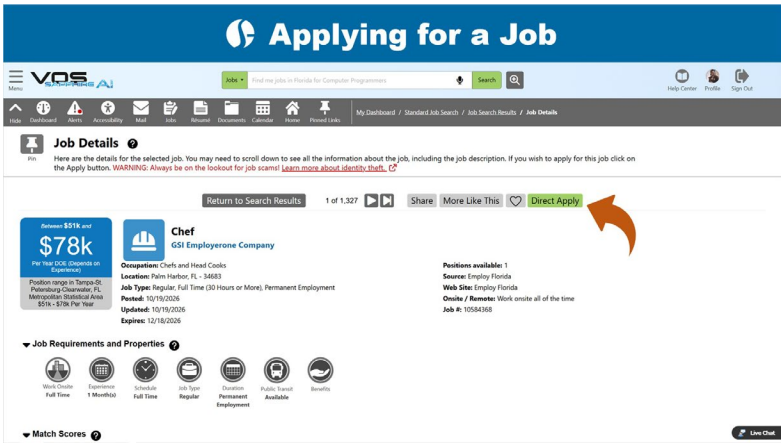
2.10 Navigation Bar



Notes:

The arrows and page count will take us directly to the other jobs in our search results.
The Share button is a quick way to post on Facebook, X, or send in email.
The More Like This button returns a list of similar posts.
The Heart icon, which will display solid when selected, adds the job to your Favorites list we saw earlier.
And the Apply link will show you the process the employer has chosen for applicants to apply, such as your online Résumé.

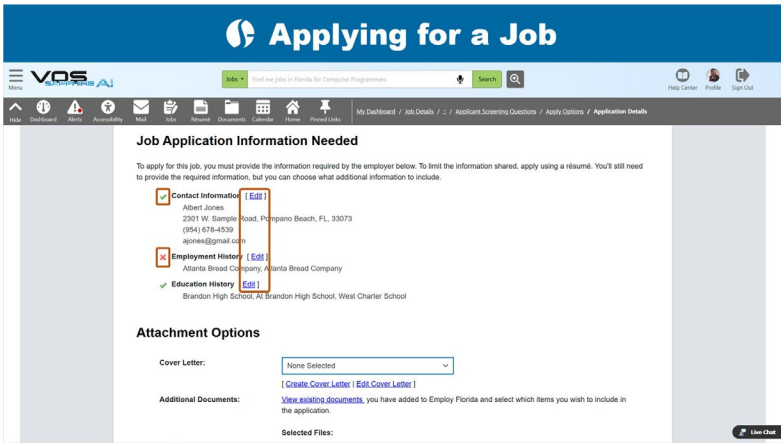
2.11 Applying for a Job (1 of 3)



Notes:

If you are interested in applying, click the Apply button near the top of the screen. You may be asked pre-screening questions. This screen lists the application methods you may choose from. Click the Apply via Online Résumé button.
Next, select your résumé from the drop-down list. You also have the option to create a résumé or edit information on your selected résumé before sending it to the employer.

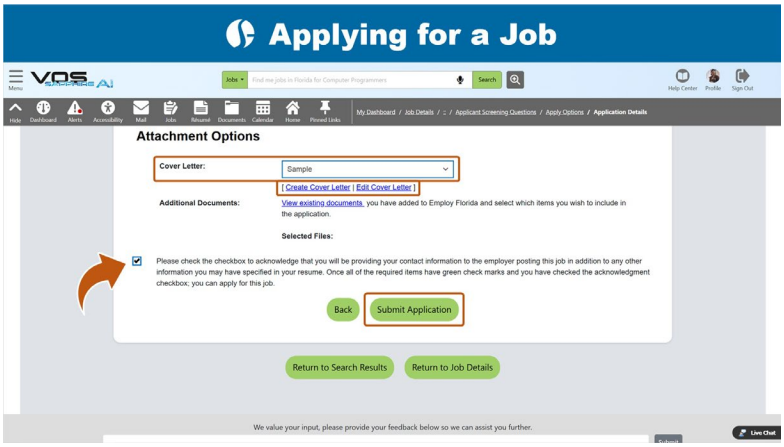
2.12 Applying for a Job (2 of 3)



Notes:

When employers create job postings, they can specify what information is required when you apply for the job. The Job Applicant Information Needed section displays the information required by this employer for you to apply.
Items that have a green checkmark in the Required field is information you have already provided. Items that are marked with a red X require you to add the information. Click the Edit link to add information for these sections.
All items in this section must display green check marks before you can apply for this job.

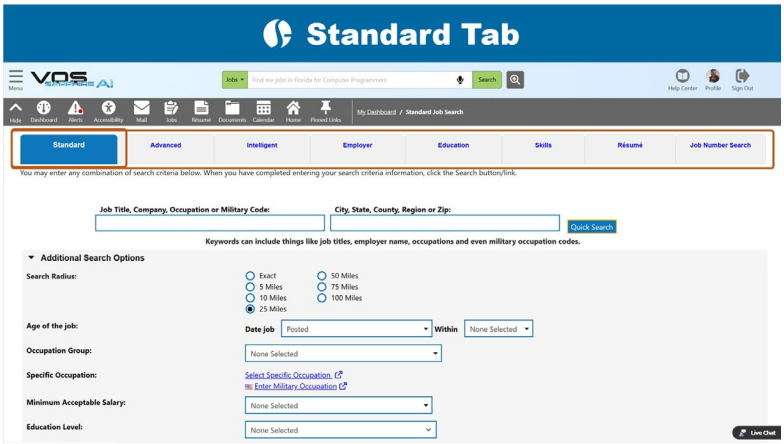
2.13 Applying for a Job (3 of 3)



Notes:

You can attach a cover letter to your job application from the drop-down list, or click the Create Cover Letter link to create a new cover letter. Attaching a cover letter is optional.
After you have provided all of the required information, click the checkbox to acknowledge that you are providing your contact information to the employer posting this job. Then click the Submit Application button to finish applying for this job. You will receive a summary of the information that was sent to the employer.

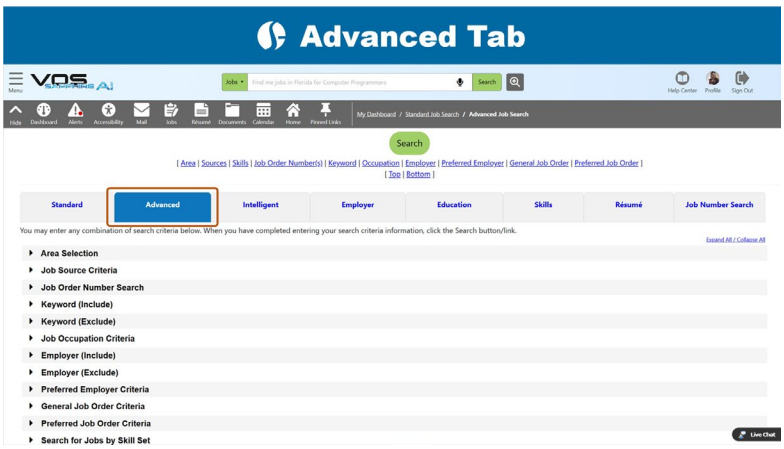
2.14 Standard Tab



Notes:

Let's review all the job search options, starting from the left.
The Standard Tab we explored is the fastest way to search for jobs. Under Sources you will see Preferred Employer checked. This type of employer has direct access to the system and can search for candidates, resumes and post jobs.

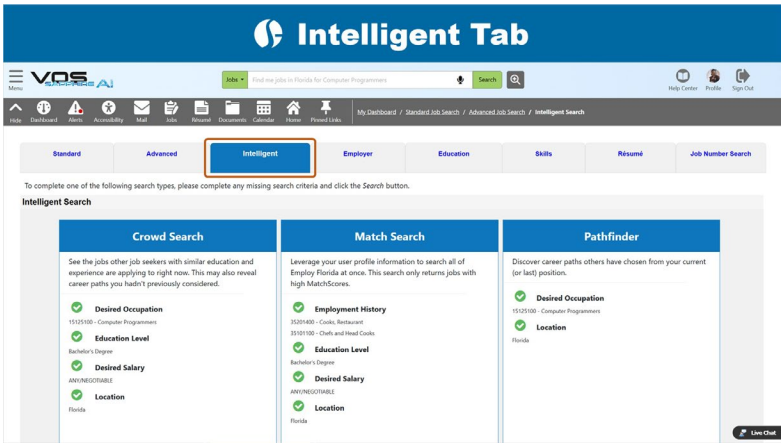
2.15 Advanced Tab



Notes:

The Advanced Tab allows you to conduct a more detailed search. If your search term also brings in jobs you aren't interested in, you can use the "Exclude jobs that have this keyword" to filter them out. For example, you could find jobs that include teacher, but exclude high school.

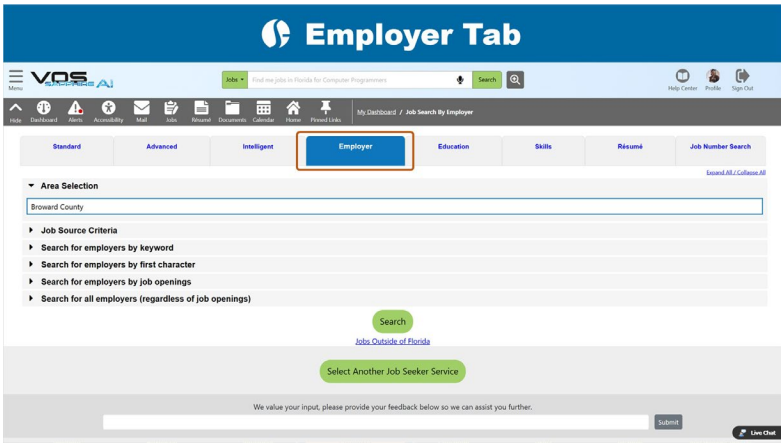
2.16 Intelligent Tab



Notes:

The Intelligent Tab gives you multiple search options:
See jobs that other job seekers with a similar education and experience are applying to.
Explore jobs that have a high match score when compared to your profile information.
Or discover career paths that others have chosen from your current or last position.

2.17 Employer Tab

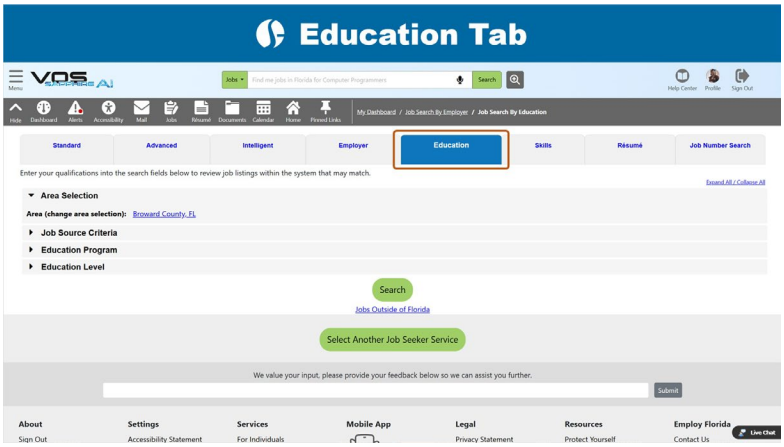


Notes:

The Employer Tab option displays employer-specific job openings.

For example, you can search for employers by keyword and explore any results found.

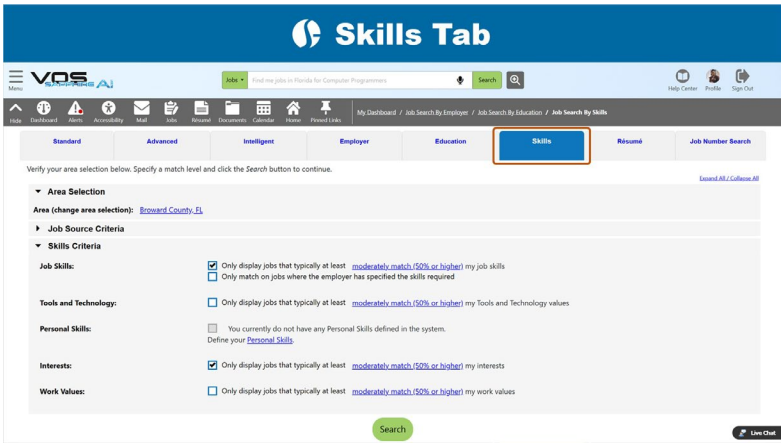
2.18 Education Tab



Notes:

The Education Tab option allows you to search for a job based on a related education program. You may choose from a variety of program search options, and then select your desired education level.

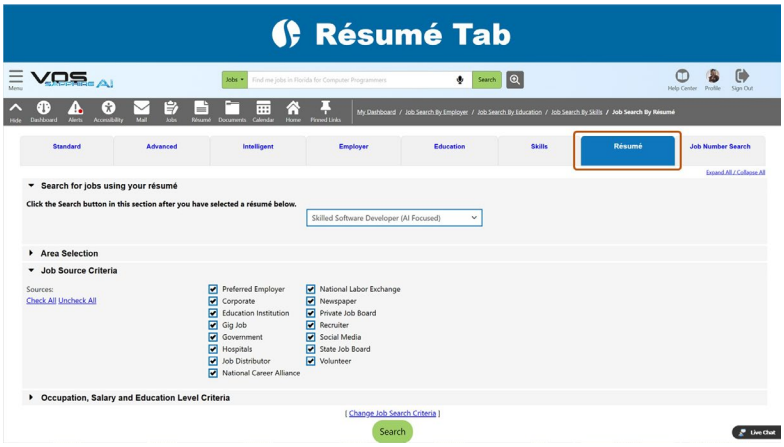
2.19 Skills Tab



Notes:

The Skills Tab options matches your job skills to preferred job requirements.
This option is available if you pre-defined your job skills.

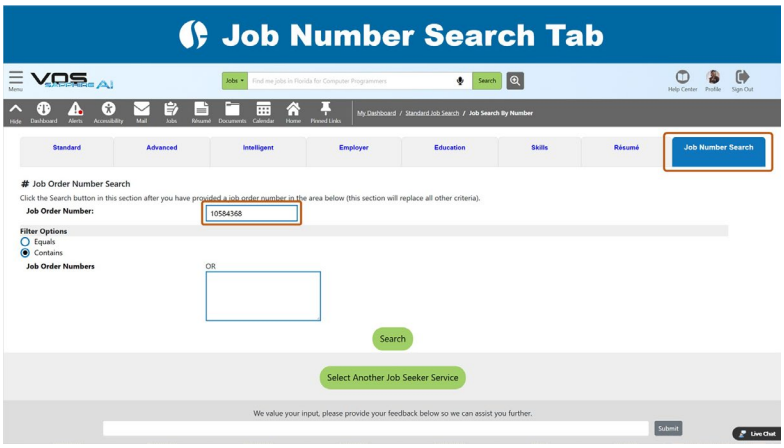
2.20 Résumé Tab



Notes:

The Résumé Tab option matches select data from your completed resume or résumés to actual job requirements.

2.21 Job Number Search Tab

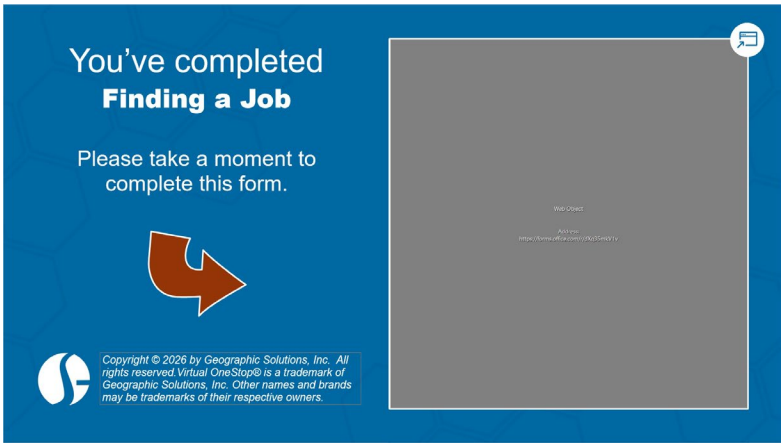


Notes:

Finally, the Job Number Search Tab displays job orders that match the ID number you enter.
As you have seen, there are many ways to find a job.
This concludes our tour of Finding a Job.

3. Conclusion

3.1 Survey

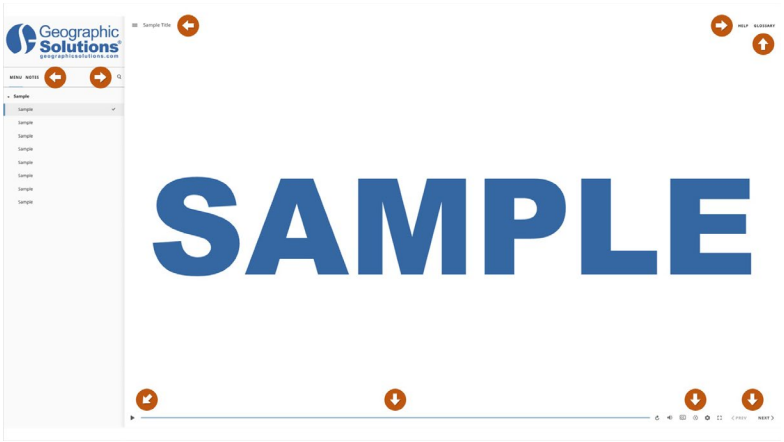


Notes:

You've completed: Finding a Job. 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: