My Individual Workspace

1. Introduction

1.1 Introduction



Notes:

Welcome to the Learning Center. In this video, we will provide an overview of My Individual Workspace. 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:

Analyze the different sections of your individual workspace.
Measure how your workspace will help you meet your goals.
Compose a plan based on the system resources available to you.

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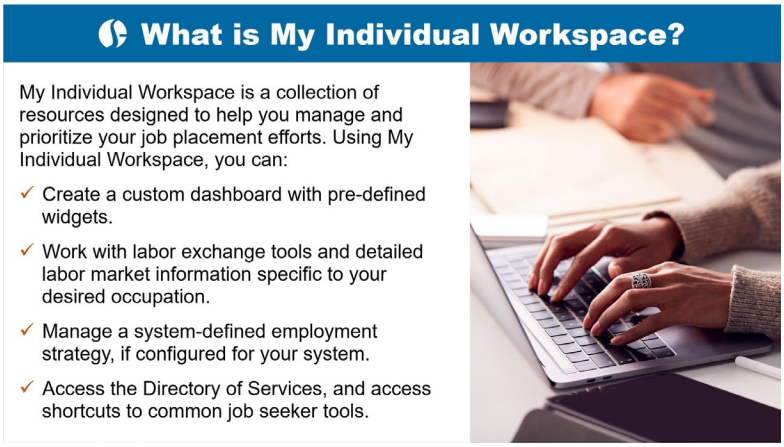
1.3 What is My Individual Workspace?



Notes:

My Individual Workspace is a collection of resources designed to help you manage and prioritize your job placement efforts. Using My Individual Workspace, you can:
Create a custom dashboard with pre-defined widgets.
Work with labor exchange tools and detailed labor market information specific to your desired occupation.
Manage a system-defined employment strategy, if configured for your system.
Access the Directory of Services, and access shortcuts to common job seeker tools.

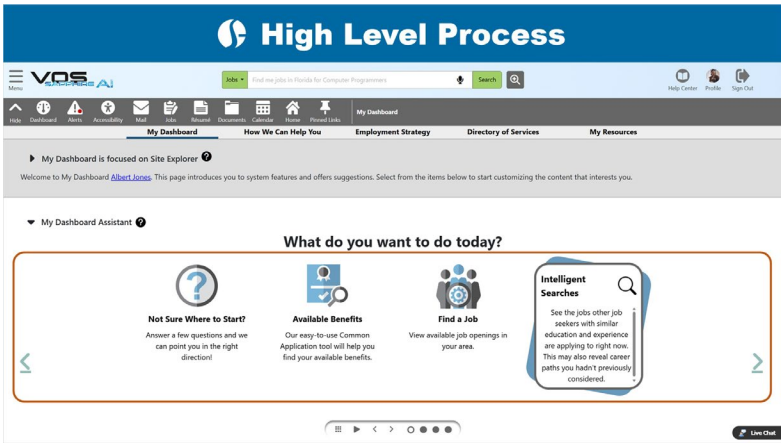
1.4 How do I access My Individual Workspace?



Notes:

There are two primary ways to access My Individual Workspace:
As soon as you log in, the system displays My Individual Workspace as a starting point.
You can also access this feature from the Left Navigation menu.

1.5 High Level Process



Notes:

To use My Individual Workspace, simply click a desired option from the top menu, and take advantage of the many service options displayed beneath.
Many of these hyperlinks are shortcuts to features within the Services for Individuals menu.

2. Menu Components

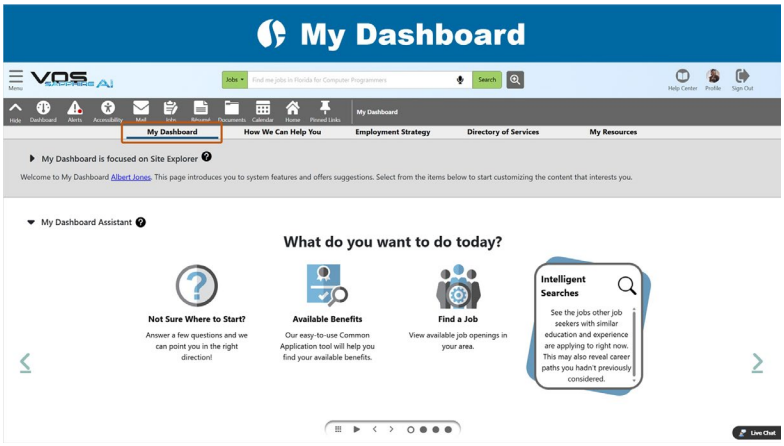
2.1 Walk-through



Notes:

Let's review the components that make up My Individual Workspace, starting with My Dashboard.

2.2 My Dashboard



Notes:

My Dashboard is the first tab option within My Individual Workspace. It consists of various sections, each of which you may open and close, based on your needs.

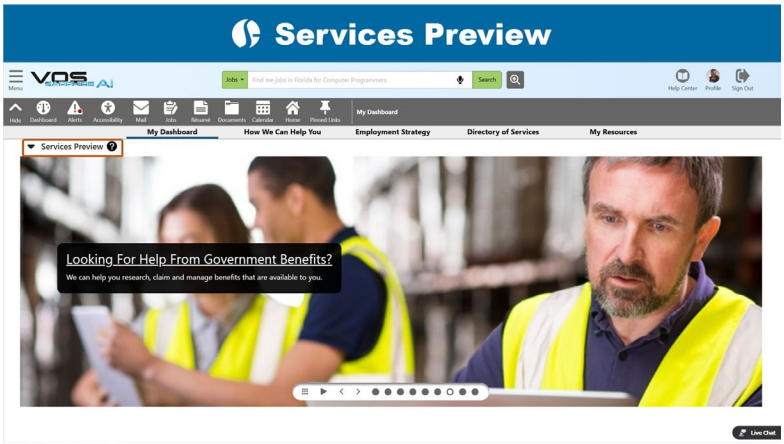
2.3 My Dashboard Focus



Notes:

System users can now customize their dashboard to focus on their high interest areas. The system will default to the site explorer option, but you also have the option to focus on finding a job, building your skills, plus even more options in the focus library.

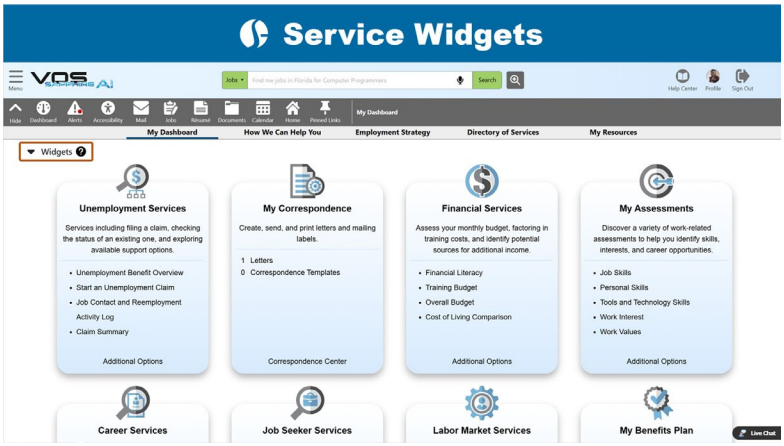
2.4 Services Preview



Notes:

The Services Preview section of My Dashboard presents a carousel display of various options to choose from.
As the system rotates amongst these service groups, you can click the main heading to access detailed information and related system tools.
You can also use player controls to manage the display of the rotating images.

2.5 Service Widgets

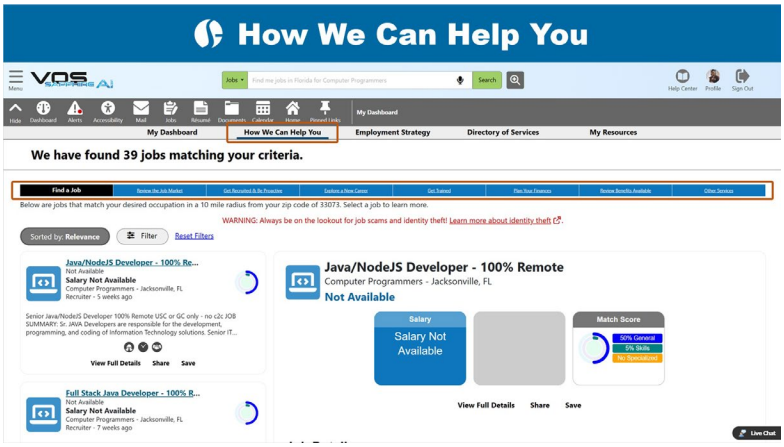


Notes:

The final section of My Dashboard consists of services widgets that you can customize. Each box, or widget, represents a category from your account profile. When you log in and use the system, it updates each widget based on your activities, and provides hyperlink access to them.
You can determine the physical placement of each widget by clicking, dragging, and dropping it into a desired slot.
At any time, you can control widget display by clicking Configure Dashboard Widgets.
Work from this checklist to control the display of your widgets.
When you're done, click Save to secure your changes.

3. How We Can Help You

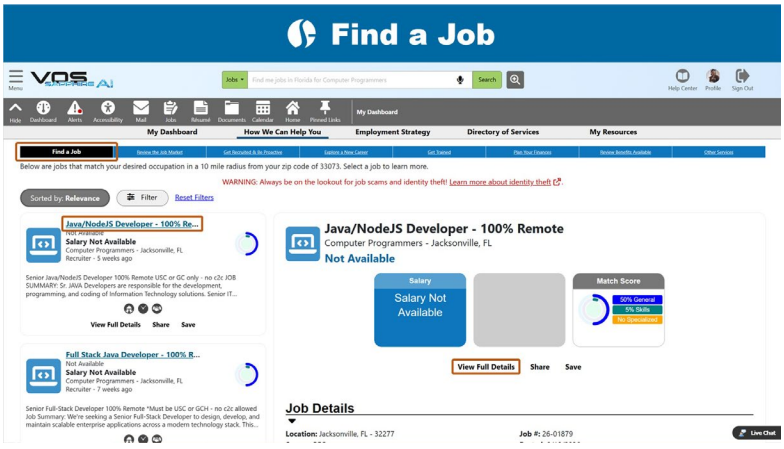
3.1 How We Can Help You



Notes:

How We Can Help You is the second tab option within My Individual Workspace. It presents a submenu of tab screen options that can help you during any phase of the job placement process.

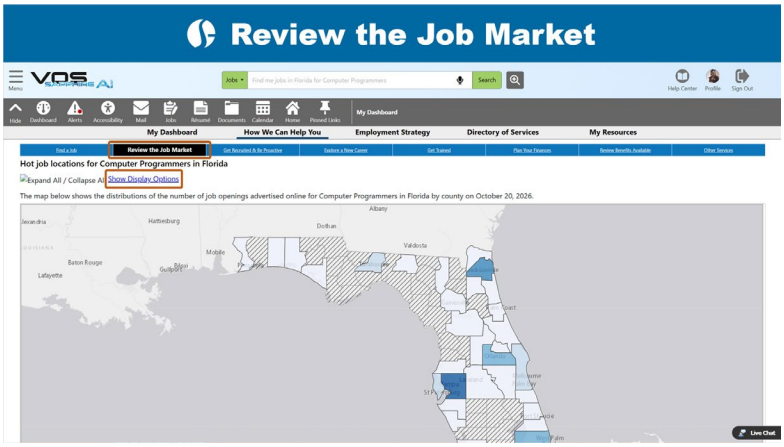
3.2 Find a Job



Notes:

The Find a Job tab displays current job openings that match your desired occupation within a 25-mile radius of your ZIP Code. Select either the job title or the view link to see job details, and apply if the details align with your interests and values.

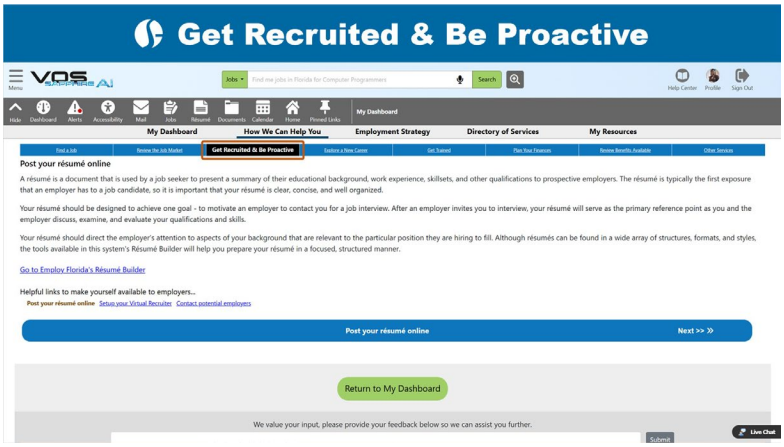
3.3 Review the Job Market



Notes:

The Review the Job Market tab displays an area map of current job openings for your desired occupation. Users can manipulate the map to add labels or choose an alternate display option, such as a table or graph.

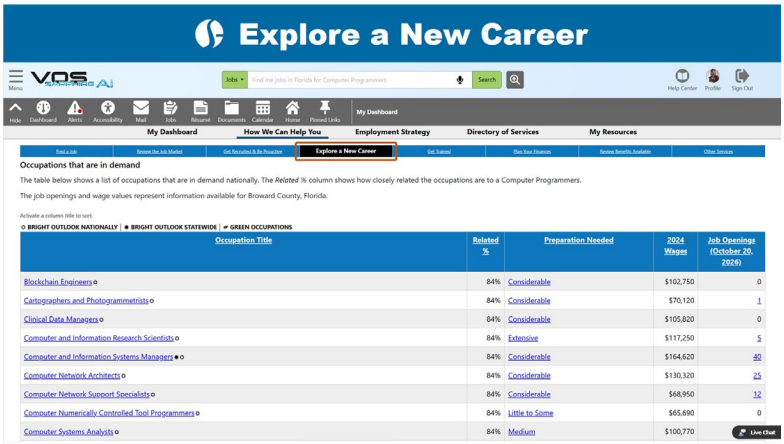
3.4 Get Recruited & Be Proactive



Notes:

The Get Recruited & Be Proactive tab provides direct access to the Résumé Builder.
For more information, see the Résumé Builder video in the Learning Center.

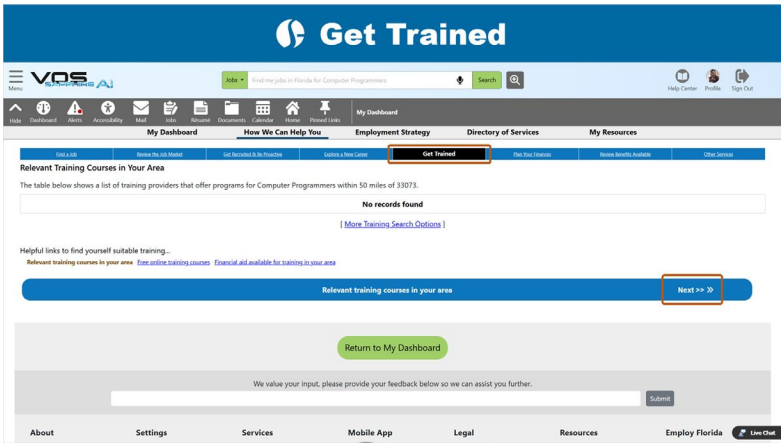
3.5 Explore a New Career



Notes:

The Explore a New Career tab displays a national list of “in demand” occupations. You can analyze each occupation, including wage data and current job openings data. You can also conduct career assessments from this tab screen.

3.6 Get Trained

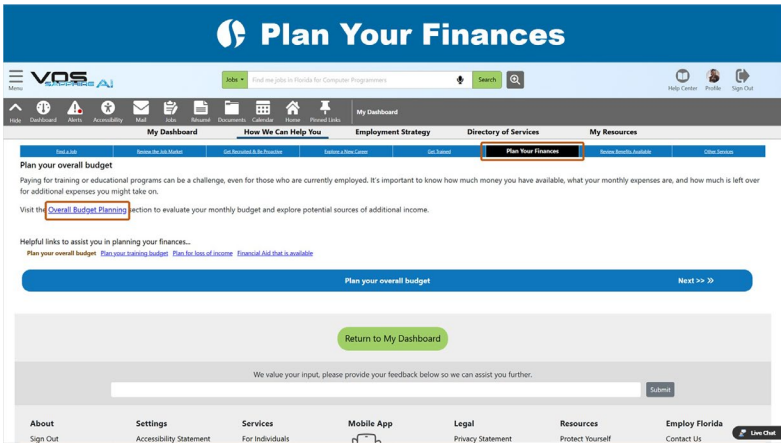


Notes:

The Get Trained tab displays a list of relevant training courses based on your desired occupation and your residential ZIP Code. Click a link, such as the Program Name link, to see more detailed information and to access additional user options.

If there are no training course in your area, you can select the next link to view a list of free online training courses or financial aid training.

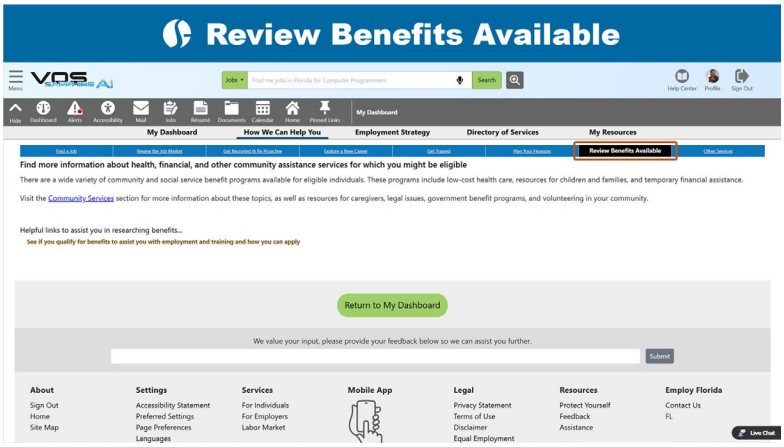
3.7 Plan Your Finances



Notes:

The Plan Your Finances tab helps you develop a monthly budget to plan for training expenses or loss of income, and identifies sources of financial aid.

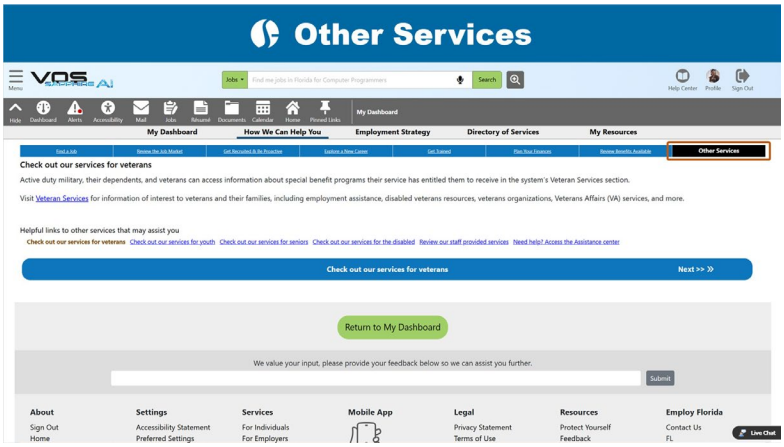
3.8 Review Benefits Available



Notes:

The Review Benefits Available tab helps you determine eligibility for various community services and benefit programs.

3.9 Other Services

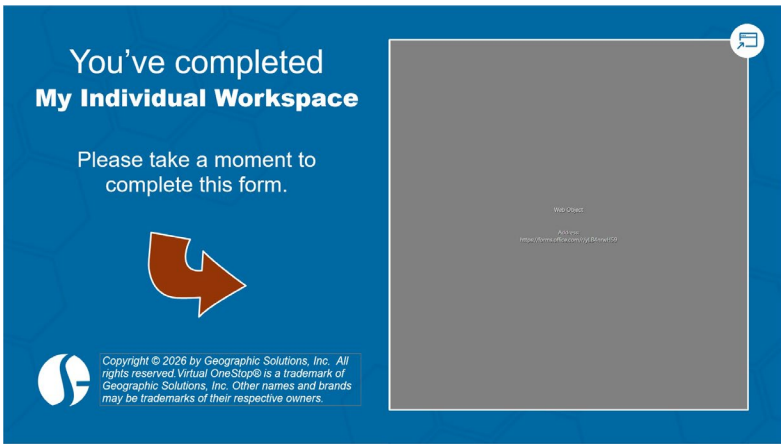


Notes:

The Other Services tab provides access to program services for Veterans, youth, seniors, individuals with disabilities, and others.

4. Conclusion

4.1 Survey

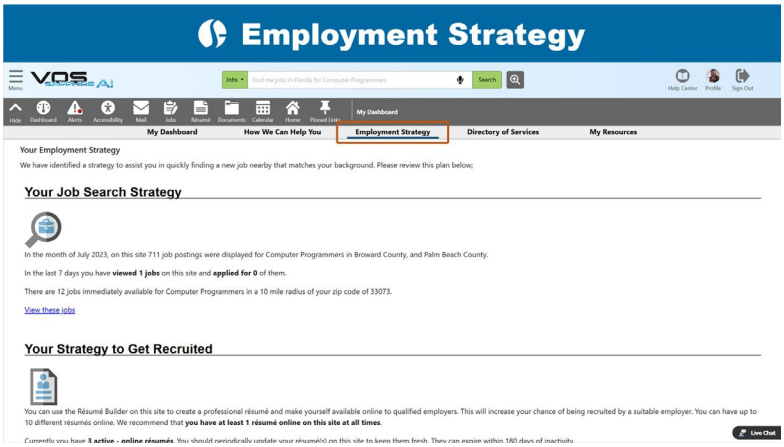


Notes:

You've completed: My Individual Workspace. 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!

5. Employment Strategy

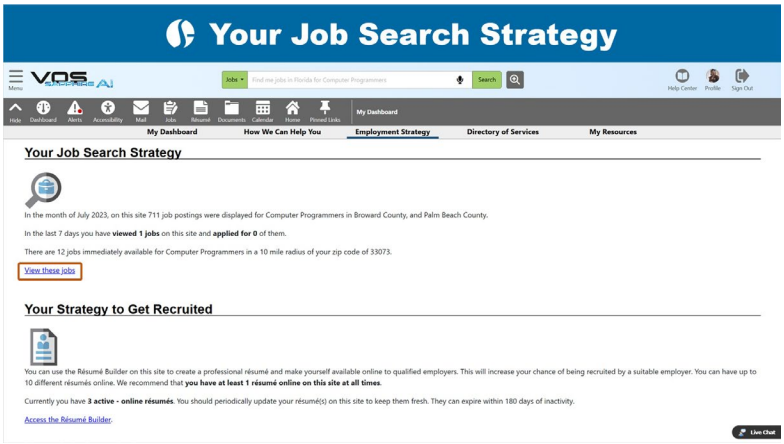
5.1 Employment Strategy



Notes:

Employment Strategy is the third tab option within My Individual Workspace.
This section is designed to assist you in swiftly finding a new job nearby that matches your background and skills. Here, you can review your personal plan towards re-employment or a new career.

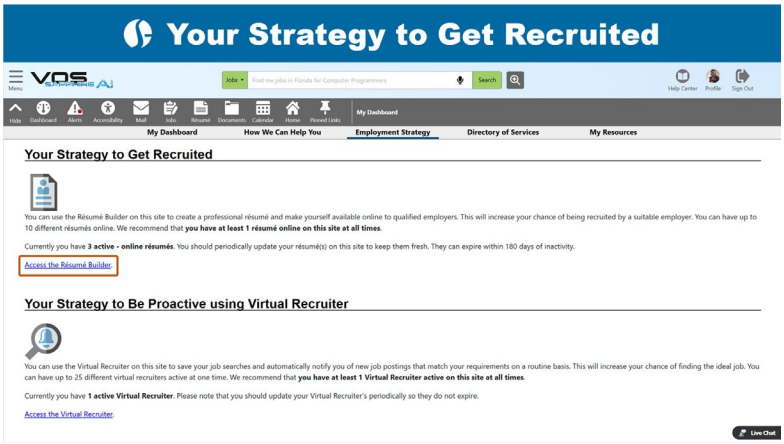
5.2 Your Job Search Strategy



Notes:

Here, in the section called Your Job Search Strategy, the system tracks those job openings for which you applied. This helps you determine whether you're meeting work search threshold requirements imposed by your state. You may also view job listings in the system that relate to your desired occupation.

5.3 Your Strategy to Get Recruited (1 of 2)

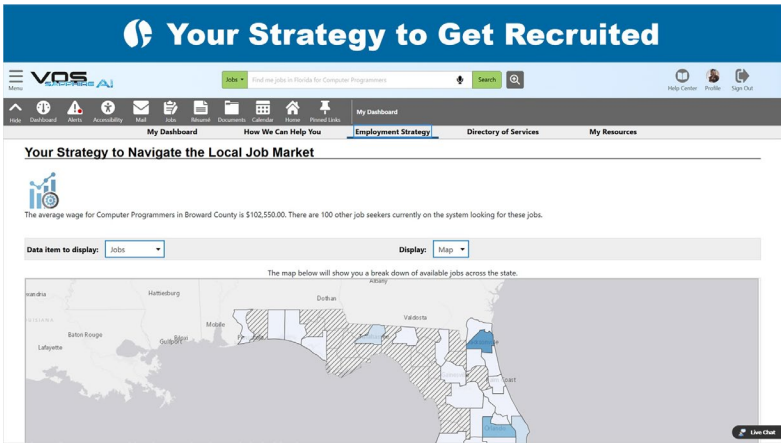


Notes:

The Your Strategy to Get Recruited section provides access to the Résumé Builder. In many states, UI claimants must have an active, online résumé to receive UI benefits.
For assistance, check out the Résumé Builder training video in the Learning Center.
Here, in the section called Your Strategy to be Proactive using Virtual Recruiter, you can manage Virtual Recruiter job search agents. These mechanisms automate the job search process and notify you when newly posted jobs match your job search criteria.

To learn more, check out the Virtual Recruiter training video in the Learning Center.

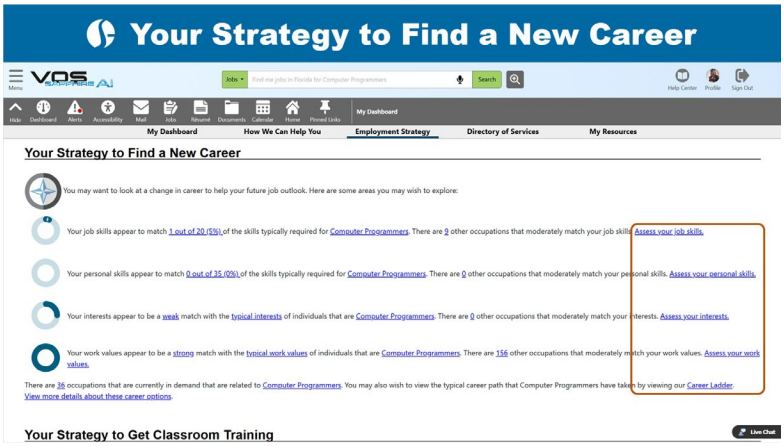
5.4 Your Strategy to Get Recruited (2 of 2)



Notes:

The Your Strategy to Navigate the Local Job Market section of Employment Strategy provides interactive controls to help you analyze job openings, active candidate résumés, and wage information for your desired occupation and desired work location.
In the Your Career Match section, the system will compare your background information (if you entered this information in the system) to state and local labor market information for your desired occupation.

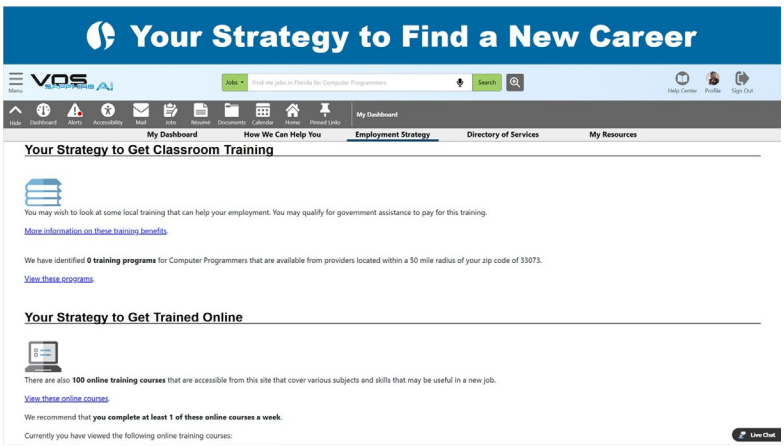
5.5 Your Strategy to Find a New Career (1 of 2)



Notes:

If you want to assess your skills, check out the section called Your Strategy to Find a New Career. The system compares your documented job skills to actual skill requirements for your desired occupation. Here you can also use the Interest Analyzer to find qualifying occupations, or check out the Career Ladder tool to find related occupations.

5.6 Your Strategy to Find a New Career (2 of 2)

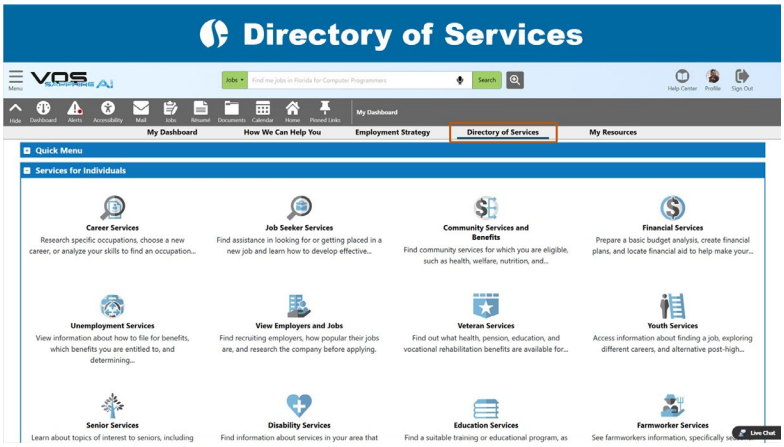


Notes:

If you need training for your desired occupation, the Employment Strategy tab displays opportunities for classroom training and online training in these two sections.
Use the Your Benefits Strategy section to help determine whether local, state, and or federal programs may be of assistance to you. The programs displayed will vary based on your system's actual settings.
Lastly, take advantage of additional Employment Strategy resources by clicking a desired link.

6. Directory of Services

6.1 Directory of Services

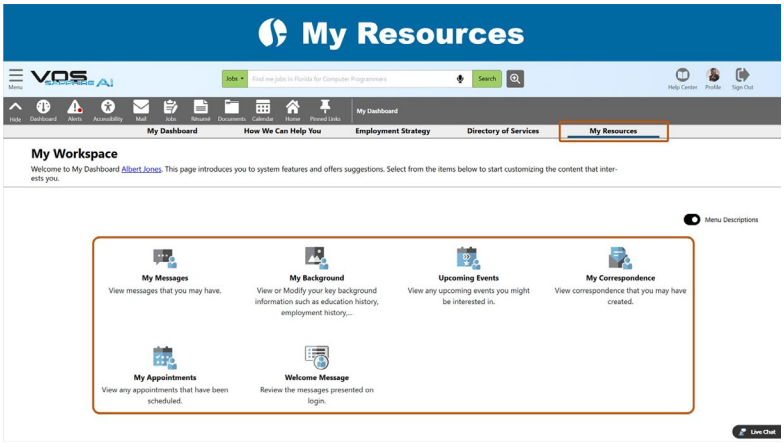


Notes:

The Directory of Services tab is the fourth tab option within My Individual Workspace.
It provides an alternate pathway to the same services displayed from the left navigation menu.

7. My Resources

7.1 My Resources



Notes:

The final tab option within My Individual Workspace is called My Resources.
This is a collection of custom tools and resources most job seekers rely on to help become re-employed. Click to select:
My Messages to access your Message Center inbox.

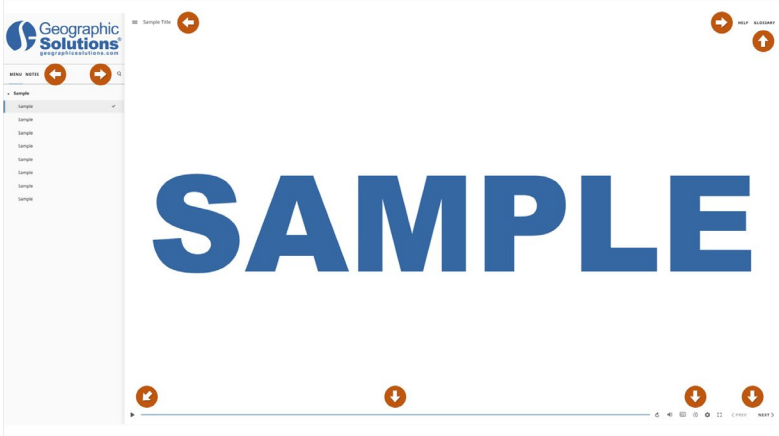
My Background to document your background information and build a résumé.

Upcoming Events to view and potentially register for upcoming workforce events.
My Correspondence to access custom letters you created.
My Appointments to access your personal appointment calendar.
Or, Review the Welcome Message presented on login.

This concludes our tour of My Individual Workspace.

8. Help

8.1 Help



Notes: