

WorkinTexas.com for Job Seekers Quick Reference

 **Tip:** 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.)

In This Guide

Welcome to WorkinTexas.com! In this quick reference guide, you will...

Get step-by-step instructions to:

- Set up a new account and add your personal and background information in a Wagner-Peyser application
- Create résumés
- Search for jobs and filter and sort your results
- Set up automatic job search alerts
- Apply for jobs
- Get online assistance for using the system

Learn where to go in WorkinTexas.com to:

- Explore federal and local government services and programs for which you may be eligible
- Determine which career or occupation to pursue
- Find scholarships or other financial aid for which you may be eligible
- Complete skills and tools assessments
- Explore training, education, or licensing/certification options for your career
- Research employers and the job market
- Find employment recruiting events
- Create cover letters and prepare for interviews
- Brand yourself as a stand-out job candidate to employers (*Smart Seeker*)

Setting up a New WorkinTexas.com Account

► To set up a new account, you will need to:

- Complete basic registration information for login Username and Password
- Enter comprehensive background information for the Wagner-Peyser application
- Create a résumé

 **Tip:** Gather all the information you will need and allow at least a half hour to complete these tasks. This information may include social security and driver's license numbers, any citizenship or veteran-related dates and ID numbers, and education and employment history dates and contact information.

► To create a new account:

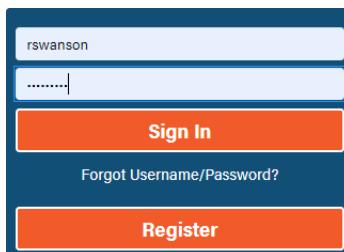
1. On the WorkinTexas.com home page, in the upper right corner, click the **Register** button (see figure below).
2. Under Option 3 – Create a User Account, click Individual.
3. Follow the steps and fill in all required fields (marked by a red asterisk *).

The information you provide next will be used to complete a Wagner-Peyser application.

4. If you need to return to complete it at another time, click the **I will return and complete later** button. Doing this will sign you out of the system and the next time you sign in, you'll go right to the application wizard.

5. Once you've completed your application, you will see a confirmation message that it has been successfully completed.
6. Create your résumé by following the steps on page 7.
7. When the "What would you like to do next?" page displays, you are completely registered.

Signing Into Your New WorkinTexas.com Account



Sign In/Register Panel

- On the WorkinTexas.com home page, in the upper right corner, enter your **Username** and **Password**, and then click the **Sign In** button. Your Individual Workspace appears.

⚠ Note: If you forget your username and/or password, click **Forgot Username/Password** and then select your desired retrieval option.

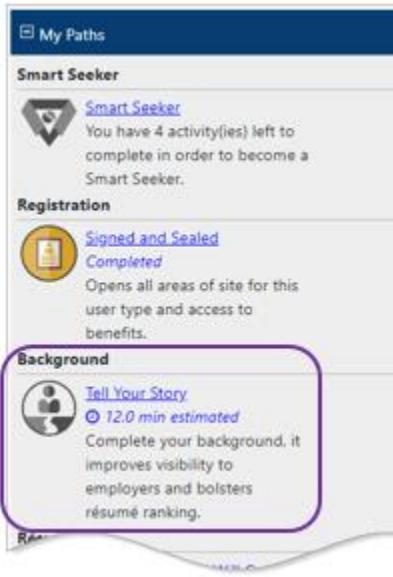
Getting Help

- Click the  information icon to get a pop-up window with help instructions for the section in which you are working.
- Detailed instructions for registering and creating a résumé are covered in the documents, *WorkinTexas.com Job Seeker Registration* and *WorkinTexas.com State of Texas Job Applications*, which are available from the WorkinTexas home page.

Updating Your General and Background Information

To simplify tasks later on when using WorkinTexas.com, it is important to ensure that the information about your skills, education, and employment history is up-to-date. This information is used to create résumés and job applications.

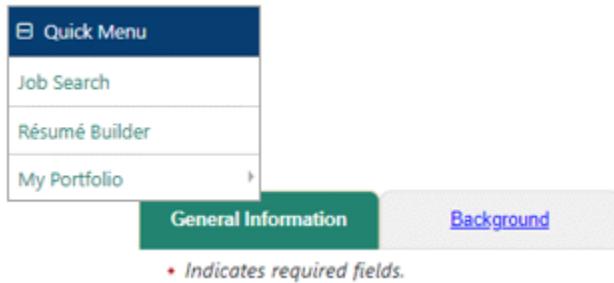
💡 Tip: You can get to your General Information and Background tabs from the My Paths widget on your dashboard; click the Tell Your Story link (see figure below).



My Paths Widget – Background Section

► **To update your personal information:**

1. From the Quick Menu, click **My Portfolio** ▶ **My Individual Profiles** ▶ **Personal Profile** (see figure below).
2. Make any desired changes on the **General Information** tab.
3. Make any desired changes on the **Background** tab by clicking the [Start the Background Wizard](#) link to step through each section.



Quick Menu with General Information and Background Tabs

Use the list of activities below as your high-level “roadmap” for navigating WorkinTexas.com to complete your desired goals. It will direct you to sections in WorkinTexas.com where you can find specific information or complete the tasks. All paths listed below start from the menu groups in the left navigation pane.

⚠ Note: You can find step-by-step instructions for key tasks further down in this quick reference Guide. For some activities, or if you need more help using the application, you will need to visit your local Workforce Solutions Office for assistance. You can also create your own personalized Activities list to keep track of your progress. See “Creating Your Personalized Activities List” on page 6.

Finding a Job

Create a Résumé

- See “*Creating a Résumé*” on page 7 for step-by-step instructions.

Search for Jobs

- See “*Searching for Jobs*” on page 9 for step-by-step instructions, and also “*Manage Job Search Results*.”

Set Up a Job Search Alert (Virtual Recruiter)

- See “*Creating a Virtual Recruiter Job Search Alert*” on page 10 for step-by-step instructions.

Research Employers

- From the Services for Individuals menu, click **Job Seeker Services** ▶ **Employers** to search for employers using various criteria.

Find Employment Recruiting Events in Your Area

- From the Other Services menu, click **Appointment Center** ▶ **Events Calendar** to search for events you’re interested in (by Event Category).

Apply for Jobs

- Do a job search (see “*Searching for Jobs*” on page 9), then click on a job for which you want to apply. See “*Applying for a Job*” on page 10 for step-by-step instructions.

Create a Cover Letter for a Specific Job Application

- From the Services for Individuals menu, click **Job Seeker Services** ▶ **Letter Builder** to create and manage your letters.

Prepare for an Interview

- From the Services for Individuals menu, click **Job Seeker Services** ▶ **10 Steps** to read interviewing tips along with lots of other job-seeking best practices.

Finding Financial Assistance

Find Educational Scholarships You Might Qualify For

- From the Services for Individuals menu, click **Education Services** ▶ **Scholarship Search**.

Research Sources of Educational Financial Aid

1. From the Services for Individuals menu, click **Education Services** ▶ **Financial Assistance Links**.
2. Click a desired link to learn more (links to external websites).

Identifying an Occupation/Career to Pursue

Research Occupations

- From the Services for Individuals menu, click **Career Services ▶ Career Informer** to display the Occupations search page, where you can look up occupations using numerous criteria.

Assess Your Skills and Preferences

- From the Quick Menu, click **My Portfolio ▶ My Individual Profiles ▶ Self Assessment Profile**.
- Click on each tab title to enter or change information about your Job Skills, Personal Skills, Work Interests and Values, and the Tools and Technology you have experience with.
- To do all five assessments from one page, click the **Multiple** tab.
- Once you've completed all desired assessments, click the **Find Matching Occupations and Jobs** button at the bottom of the page.

Match Your Skills and Preferences with Occupations to Find the Ideal Career

- From the Services for Individuals menu, click **Career Services ▶ Career Explorer** and explore the links.

Research the Job Market for Your Geographic Area/Occupation

- From the Services for Individuals menu, click **Labor Market Services ▶ Labor Market Facts** to explore a wealth of Labor Market Information for any area you specify.

Finding Training, Education Credentials or Licensing/Certification for Your Career

Find Free and Online Learning Resources

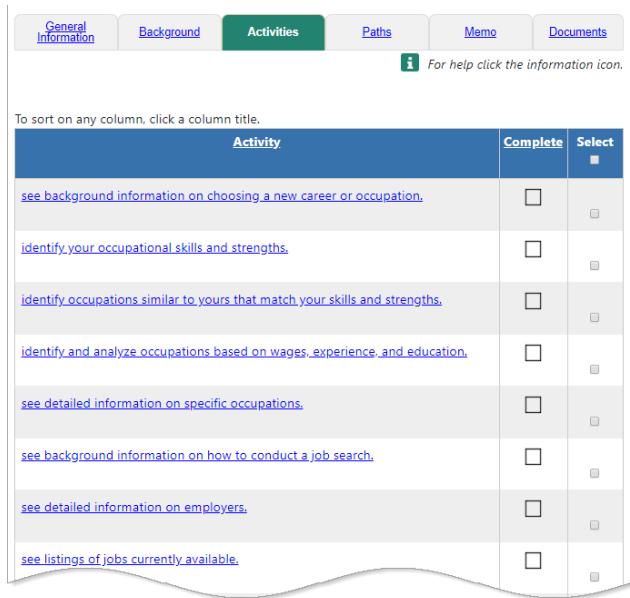
- From the Services for Individuals menu, click **Education Services ▶ Online Learning Resources**.
- Click a desired link to learn more (links to external websites).

Research Training/Educational Programs

- From the Services for Individuals menu, click **Education Services ▶ Training and Education Programs** to search or browse alphabetical listings by area.
OR
- To browse more specific program listings, click **Education Services ▶ Education Profile Informer**.

Creating Your Personalized Activities List

You can get to all the places in WorkinTexas.com listed above—and more—by using the Activities tab from your Individual Profile (see figure below).



Activity	Complete	Select
see background information on choosing a new career or occupation.	<input type="checkbox"/>	<input type="checkbox"/>
identify your occupational skills and strengths.	<input type="checkbox"/>	<input type="checkbox"/>
identify occupations similar to yours that match your skills and strengths.	<input type="checkbox"/>	<input type="checkbox"/>
identify and analyze occupations based on wages, experience, and education.	<input type="checkbox"/>	<input type="checkbox"/>
see detailed information on specific occupations.	<input type="checkbox"/>	<input type="checkbox"/>
see background information on how to conduct a job search.	<input type="checkbox"/>	<input type="checkbox"/>
see detailed information on employers.	<input type="checkbox"/>	<input type="checkbox"/>
see listings of jobs currently available.	<input type="checkbox"/>	<input type="checkbox"/>

Personalized Activities List

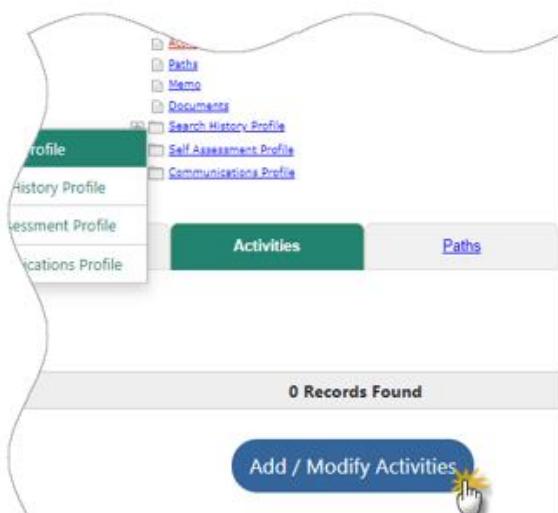
Your Activities page will maintain the list of activities suggested for you based on your answers to the questions when you click the Add/Modify Activities button. You can keep track of your progress using the Complete checkboxes.

 **Tip:** You can access the same areas of the application that appear on the Activities page by exploring the menu options below: Career Services, Job Seeker Services, Education Services, and Community Services and Benefits.

► To access your Activities list page:

1. From the Quick Menu, click **My Portfolio** ▶ **My Individual Profiles** ▶ **Personal Profile** (see figure below).
2. Click the **Activities** tab.
3. Click the **Add/Modify Activities** button to display a page of categories you may be interested in (see figure below).
4. Check all activities that apply and click **Next**.
5. Click **Yes** for all questions that apply to you and click **Next**.

You've now created an Activities list that you can return to at any time to begin an activity by clicking on a link or marking as complete by checking the box.



Adding Activities to the Activities Tab

Creating a Résumé

💡 Tip: Because you previously entered background information for your Wagner-Peyser application during the registration process, the Résumé Builder will use this information to pre-fill some fields so you don't have to re-enter it.

► To create a résumé:

1. From the Quick Menu, click **Résumé Builder**.
2. Click the **Create new Résumé** button. Complete all required fields (*).
3. Enter a **Résumé Title**.

💡 Tip: To get employers' attention, create résumé titles that reflect your desired occupation, as the title is a searchable field. Omit personally identifying information in the title, such as your name.

4. Choose how you want to create your résumé:
 - **Comprehensive** – Uses a wizard to complete form pages for each résumé section; requires the most time, but employers are most likely to find this résumé type.
 - **Upload** – Automatically transfers text from an electronic résumé (Word or PDF format) you upload to build your background data. This method saves time, but you will be prompted to complete missing information.
 - **Duplicate a résumé in our system** – Creates a duplicate résumé from a previously created one that you can then modify. This is the quickest method but requires an existing résumé.

⚠ Note: This procedure follows the Comprehensive method.

5. Click **Next**. Continue clicking **Next** to proceed from page to page.
6. Specify if you want employers to be able to see your résumé in their candidate searches, then click **OK** to confirm your choice.

💡 Tip: Selecting 'Yes' will give you the greatest visibility; however, if you choose 'No,' you can still use your résumé to apply for jobs.

7. Complete the following Employer Searchable entries:
 - a. Choose your Desired Location, Occupation, and Salary on the next three pages.

- b. Create your Desired Job Type profile by clicking the [Add New Profile](#) link. Indicate your preferences such as full-time/part-time, days available, shift, willingness to travel or relocate, etc.
- c. When you are done, specify if you want that profile information included in your résumé. You can create multiple profiles for use with multiple résumés.
- d. Answer the Driver's License Information and transportation questions.
- e. Indicate if you have a Security Clearance or speak any foreign Languages.

8. On the Résumé Templates page, you have a few options:

- Choose an existing template and use it as is by clicking [Skip this step, I will use the current template](#).
- Choose an existing template and modify its formatting and/or structure by clicking [Save](#).

⚠ Note: If you modify a System Template, you must [Save As](#) under a new name.

- Include/exclude sections by clicking their checkboxes.
- Rename sections by changing the text in the User-Defined Title fields.
- Rearrange sections by clicking on their blue boxes and dragging and dropping with the mouse.
- Create a new template from scratch by clicking [New Template](#).
- At any time during this process, you can preview the formatting, layout, and section order by clicking the [Preview Sample Résumé with this Template](#) link.

⚠ Note: The following sections will only display if you opted to include them in the template in step 8.

9. Enter your Education and Training history, Occupational Licenses & Certificates, and Employment History on the next three pages.

- a. Specify whether employers may view your salary history and reason for leaving former job(s) by checking the box at the bottom of the page.

10. Modify your Job Skills and Technical Skills and Tools lists as needed (employer searchable).

11. Enter your Ability Summary, Objective, Honors & Activities, and any Additional Information.

12. Check your Contact information and specify which entries you want to appear on your résumé by checking the boxes at the bottom of the page.

13. Enter contact information for your Detailed References and specify if they should appear on your résumé or just be mentioned that they "are available on request" by checking the boxes.

💡 Tip: The common practice is to include neither the list, nor mention of references, on a résumé.

14. Click **Finish**. Your formatted résumé will display for you to review.

15. From the Résumé review page, you can:

- Score your résumé against best practices to see how it ranks; click [Score Now](#).
- Modify the résumé; click on the underlined section headings.
- Modify the template or any of the sections; click [Edit Template](#).
- Print, copy, email, download, or delete your résumé. These links are at the bottom of the page.

16. Click **Save Résumé & Return** to save the résumé. If you are creating this résumé as part of your initial registration, the What would you like to do next? page displays.

Searching for Jobs

Find job listings based on your employment history, desired occupation, associated job skills, and more.

► To search for jobs:

1. From the Quick Menu, click **Job Search**.
2. Click the **Area** name to select a new search area.
3. Select one of the following search methods by clicking on the tab title:
 - **Quick** – Select any combination of criteria; search for a specific job order in the Job Order Number Search section.
 - **Advanced** – Select any combination of criteria. Search for State of Texas jobs from this tab by selecting *State Government* and *State Universities* as **Employer Types** in the Preferred Employers section.
 - **Intelligent** – Choose from three different pre-set job searches that use your profile information and jobs that other similar job seekers have searched for.
 - **Employer** – Select job sources and choose an employer search method.
 - **Education** – Select job sources and choose an educational program and level. This search is good for recent grads with little to no relevant work experience.
 - **Skills** – Select job sources, then choose a match ratio (70%, 50%, 25%) for desired skill sets from your self-assessments: job, tools and technology, workplace WorkKeys® (if applicable), personal, interests, and work values.
 - **Résumé** – Select one of your résumés to search for jobs that fit the skills and other criteria that is included in it.
4. Click **Search**. A search results page will appear with any jobs matching your criteria.

Managing Job Search Results

► On a job search results page, you can:

- Choose between the Summary or Detailed Results View.
- View job details and apply for the job by clicking a job title link.
- View skills/requirements matching by clicking the percentage icon in the General Requirements Match column.
- View employer locations in Google Maps by clicking the **Select** checkbox for the desired job listing and then clicking the Map link at the bottom of the search results page.
- Use the legend at the bottom of the search results page to see where the job listings came from, for example, CORP (corporate websites), PJB (private job boards), or preferred jobs posted on WorkinTexas.com.
- Re-sort the job listings by clicking the desired column heading; clicking again reverses the sort order.
- Reduce the number of listings by clicking the **Hide potential duplicates** checkbox.
- Change how many listings are displayed per page by selecting the desired number of rows at the bottom of the search results page.
- Navigate multiple pages by clicking the arrows to navigate one page at a time, or select a desired page number at the bottom of the search results page.

Creating a Virtual Recruiter Job Search Alert

Save job search criteria from the Quick, Employer, Education, Skills, and Résumé tabs as part of a Virtual Recruiter job search alert.

► To create a job search alert:

1. After conducting a job search, at the bottom of the search results page, click the **Save Search** button.
2. Enter a title for this **Virtual Recruiter Alert**.
3. Specify **How often to run** the search.
4. Specify if you wish to be notified via email (in addition to the WorkinTexas.com Message Center).
5. Specify if you wish to receive “no jobs found” notification emails.
6. Enter an expiration date (defaults to 30 days).
7. Click **Save**.

Applying for a Job

► To apply for a job:

1. From the job search results page, click the desired job title link.
2. Review the job order details.
3. Click the **How to apply** button.
 - a. For external jobs (job postings imported from third-party internet job boards, like Monster.com), a new browser window opens; follow the website instructions.
 - b. For internal jobs that are not state jobs (job postings created within WorkinTexas.com), you must submit your application as specified by the job order. Application methods may vary from “submit a résumé” to “apply via website.”
 - c. For state jobs, you must submit a State of Texas Application.

 **Note:** To learn how to apply to State of Texas government or university jobs, see the document, WorkinTexas.com State of Texas Job Applications, available from the WorkinTexas home page.

How to Stand Out as a Desirable Job Candidate with Preferred Employers

Are you ready to tie all your hard work together into a desirable job candidate package for prospective employers to see? If you've completed most of the tasks and activities already presented in this guide, then you're well on your way!

The **My Paths** widget on your WorkinTexas.com dashboard is a collection of activities and assessments that earn you badges as you complete them (they will change color from gray to gold).

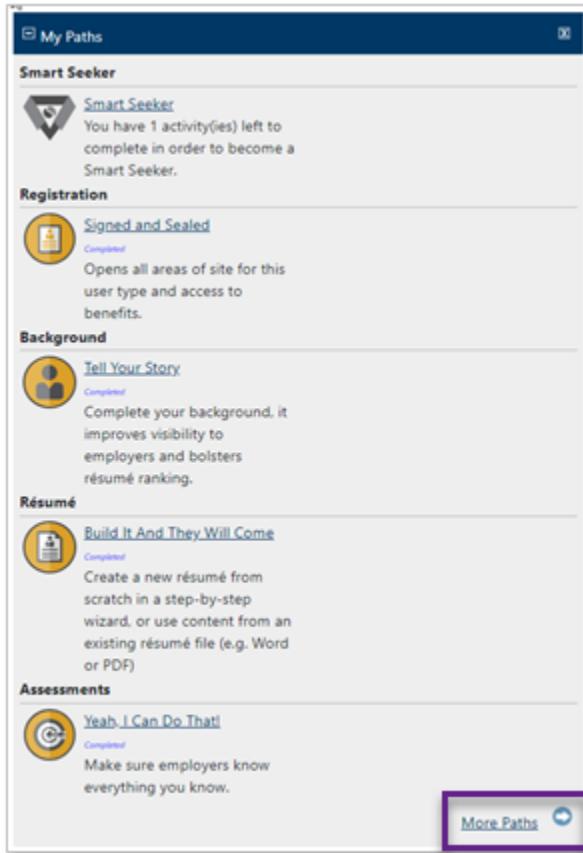
The Smart Seeker status is reserved for those individuals who have used all recommended job-finding and professional development tools WorkinTexas.com has to offer.

You'll be more visible by ranking higher in search results when registered employers are looking for desirable candidates for their job openings.

► To access this collection of activities:

- From your WorkinTexas.com dashboard, click the More Paths link in the **My Paths** widget (see figure below). **OR**
- From the Quick Menu, select **My Portfolio** ▶ **My Individual Profiles** ▶ **Personal Profile** ▶ **Paths**.

Scroll down and find a path that interests you and follow the on-screen prompts.



My Paths Smart Seeker Dashboard Widget

Once you complete all activities, your Smart Seeker badge will turn blue and the icon will appear next to your name on résumé search results pages that employers see.