

Job Seeker Overview

This simple overview is designed to help you become familiar with the features of your local Job Connection website. Follow the steps below to successfully setup your account and start posting jobs today.

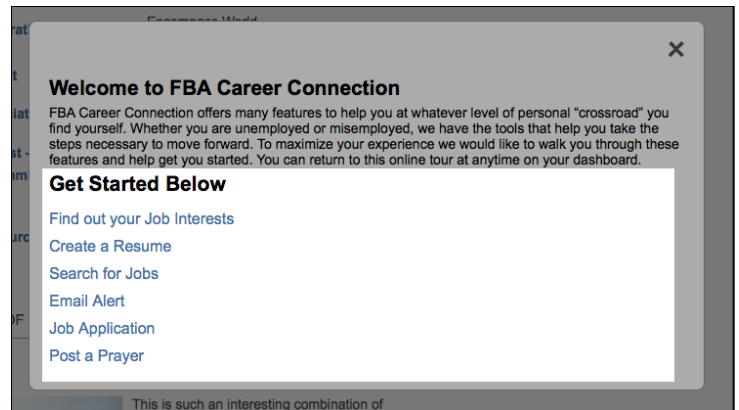
1 Sign up

If you have not yet, go to your **local Job Connection** website and **Click on the Sign up now!** banner on the home page. Click on **Job Seeker** and complete the registration form. After you register, you will receive an introduction email.



2 Follow the Guide

After you register, you will first see the Guided Tour. Use the links to start your job seeking. After you walk through the guide, you can access all the features later via the tabs on your home page. If at any time you want to see this Tour again, just click the Tour banner on the Dashboard.



3 Find your Job Interests

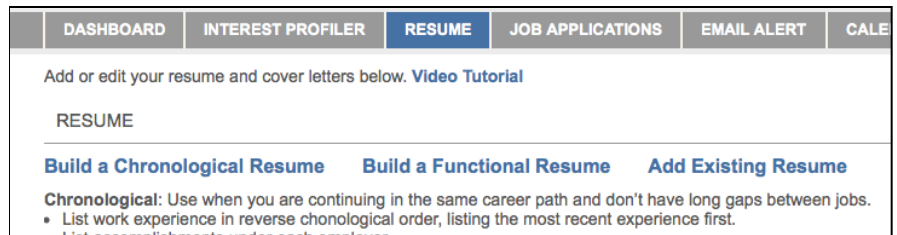
The Interest Profiler is a quick and fun survey designed to help you find what jobs you might be interested in and good at. It then helps you find any job on the site that matches your results!

Use the link on the [Tour](#) or go to the [Interest Profiler](#) Tab and click **Start** to begin or enter your scores below the start button if you have already taken this survey.



4 Create your Resume


Use the link on the tour or go to the **Resume** tab. Select which type of resume you want to build, or add an existing resume. You keep more than one type of resume on your account. You will be able to find, edit, delete and activate them all under the Resume tab.



The screenshot shows a navigation bar with tabs: DASHBOARD, INTEREST PROFILER, RESUME (selected), JOB APPLICATIONS, EMAIL ALERT, and CALENDAR. Below the navigation bar, there is a heading "Add or edit your resume and cover letters below. [Video Tutorial](#)". Underneath, the word "RESUME" is displayed. There are three buttons: "Build a Chronological Resume", "Build a Functional Resume", and "Add Existing Resume". A note explains the "Chronological" option: "Use when you are continuing in the same career path and don't have long gaps between jobs." and lists a bullet point: "List work experience in reverse chronological order, listing the most recent experience first."

5 Search for Jobs

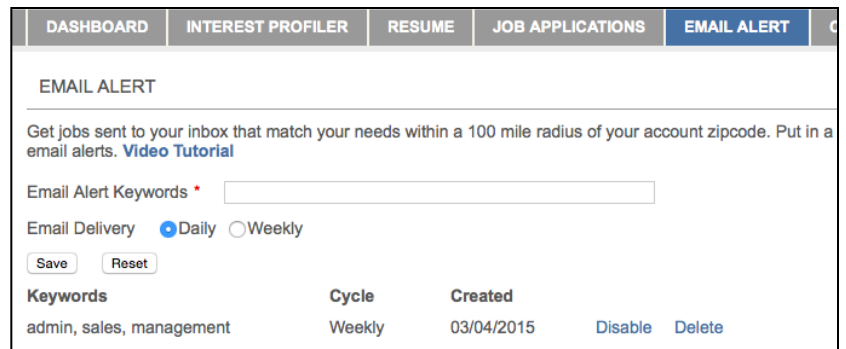
Use the Search Jobs tool to find jobs you are interested in. Use keywords in the search box to go right to what you are looking for.



The screenshot shows a search bar with the text "SEARCH JOBS" on the left. There are two input fields: the first contains the keyword "sales" and the second is labeled "CITY / ZIPCODE". A blue "GO" button is on the right.

6 Set up Email Alerts

Take the keywords you use to search with and add them to the **Email Alert** system, which looks for jobs that match your keywords. Add as many keywords as you want and select if you want emails daily or weekly. Words you have activated can be disabled or deleted under the Email Alert tab.



The screenshot shows a navigation bar with tabs: DASHBOARD, INTEREST PROFILER, RESUME, JOB APPLICATIONS, EMAIL ALERT (selected), and CALENDAR. Below the navigation bar, there is a heading "EMAIL ALERT" and a sub-heading "Get jobs sent to your inbox that match your needs within a 100 mile radius of your account zipcode. Put in a email alerts. [Video Tutorial](#)". There is an input field for "Email Alert Keywords" with a red asterisk. Below it, there are radio buttons for "Email Delivery": "Daily" (selected) and "Weekly". There are "Save" and "Reset" buttons. Below that is a table with columns: "Keywords", "Cycle", "Created", "Disable", and "Delete".

Keywords	Cycle	Created	Disable	Delete
admin, sales, management	Weekly	03/04/2015	Disable	Delete

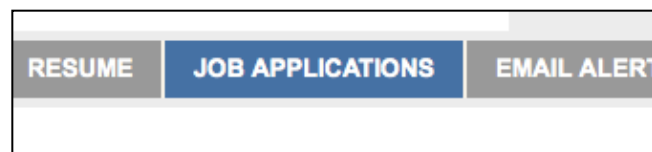
7 Apply

Once you find a job matching your interests, the **Apply Now** button takes you directly to the employers' application or to submit applications via our site.



The screenshot shows a job listing for "OUTSIDE SALES REPRESENTATIVE -EVANSTON,". Below the title, it says "Home Depot - Atlanta, Georgia". There are two buttons: "Apply Now - Save Job" and "ShareThis". Below that, there is a section for "Job Description" and "Position Description".

You can also keep track of all applications you have submitted to easily track and know when you need to reconnect with employers.



The screenshot shows a navigation bar with tabs: RESUME, JOB APPLICATIONS (selected), and EMAIL ALERT.

8 Join the Prayer Network

One of our most powerful tools is prayer. Engage with our nation wide prayer network by requesting prayers and praying for others. Post prayers or click the **Pray** button to share prayers and encouragement with other job seekers.

PRAYER NETWORK

Jamie Jones

DANIEL (0) - 03/04 [Pray](#)
I'M PRAYING FOR A FULL TIME JOB.

Jessica (0) - 03/04 [Pray](#)
Please pray for me to find a job. I am struggling financially and although I know there are people out there who have...

Luelle (0) - 03/04 [Pray](#)