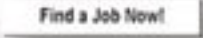
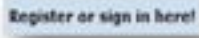



20 STEPS TO REGISTER AS A JOB SEEKER

Step 1. Log onto www.EmployFlorida.com


Step 2. Click  and then click on  in the upper left corner


Step 3. Under “Option 2” click [Register](#) to Create a User ID

Step 4. Click [Individual](#)

Step 5. Enter the login information and click the  button when you are finished

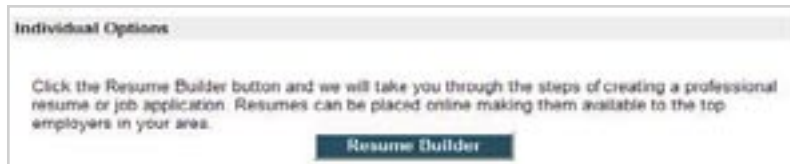
***Be sure to remember your User ID and Password. You will need them to access this system again.**

Step 6. Enter the contact information and click the  when you are finished

Step 7. Enter background information and click the  when you are finished

You will see options to build a resume and search for jobs

Click the [Resume Builder](#) button to create an online resume



***Employers will only be able to find you if you have a resume online on the system!**

Step 8. Click [Create New Resume](#)


Step 9. Select the access level, type and title for your résumé. Once you have entered this information, click 



Step 10. Transfer your résumé’s text from an existing copy OR build your résumé using a step-by-step process
*** To Transfer,** select the [Cut-and-Paste Format](#) option when selecting ‘Resume Type’ in the step above. Paste your resume into the space provided. If full resume does not appear, click [Resume Free Text](#) and paste resume again into the space provided
*** To Run the Resume/Background (see below) Wizard** select the [Virtual OneStop Format](#) for ‘Resume Type’



***Employers MAY NOT consider candidates without a resume attached to the EFM referral; make it easy on them by attaching your resume!**



Additional steps for using the Resume Wizard

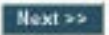
If you are not using the Cut and Paste option, you will have to use the Background wizard to fill in your resume. The Background wizard includes these additional steps for filling out information to be included on your resume.

• **Step 1. Set Format & Layout** (Select Template)-Select desired resume format from the menu and click 

• **Step 2. Education**-Fill in the required educational history (level, institution, date, etc.) and click the . A table listing the education profile you just entered will appear. Select which profile(s) you would like to include on your resume and click  or select Add a new Education and Training History to add another degree.

• **Step 3. Occupational License & Certificates**- Fill in the required information and click . A table listing the License & Certificate profile you entered will appear. Select which profile(s) you would like to include on your resume and click  or select [Add a new Occupational License -Certificate](#) to add another license or certification.

• **Step 4. Employment History**- Fill in required Employment history and click . A table listing the Employment History profile you entered will appear. Select which profile(s) you would like to include on your resume and click  or select [Add a new Employment History](#) to add another employment history profile.


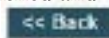
• **Step 5. Honors & Activities**- Input any relevant honors and activities in the text box and click 



• **Step 6. Additional Information**- Enter any other information you would like to include on your resume and select 

Step 11. Click the [Modify Skills](#) link to add or update skills


* If you used the Background Wizard, skills will be preselected according to what occupations you selected in the employment history step.

* Select skills that match this particular resume and employment history. This is how employers will determine if you are a matching candidate for their job.

Step 12. Check the boxes in the ‘Add to Resume’ column to indicate which Availabilities will appear on this resume. When you are finished and want to save your changes, you may click . Otherwise click  to return to the previous section

Step 13. Enter your driver’s license information. When you are finished click . If you do not want to add any driver’s license information at this time, do not enter any text, then click  to continue


Step 14. Choose a specific occupation by selecting one of the options. **Select an occupation that matches the skills and employment history on your resume. This will be how employers search for your resume. Resumes with unrelated occupations and skills will not aid employers in viewing you as a possible candidate!**


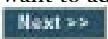
Step 15. Enter your occupation. When you are finished click  to continue


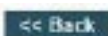
Step 16. Enter your expected salary
***Do you want to know what the labor market wage rates for your occupations are?**

Go to [Services for Individuals](#) --> [Job Seeker Services](#) --> [Job Market Trends](#) --> [Select Locations](#) --> [Select Occupations](#) --> Click 

***Choosing a location is a required step. After choosing your location you will be able to continue.**

Step 17. To modify your existing desired location click [Edit Desired Location](#). To proceed forward and add other information to your background click 

Step 18. Describe in detail your objectives for this resume. When you are finished click . If you do not want to add an objective at this time, do not enter any text, then click  to continue

Step 19. Enter your contact information. When you are finished and want to save your changes, you may click . Otherwise, click  to work on other sections of your resume

Step 20. Click [Save Resume and Return](#)
You may create and store up to 10 resumes. Click the [Create New Resume](#) button to create a new resume, or click a resume’s title in the list to work with that resume.
You may also use an existing resume to search for job openings by clicking the [Job Search](#) link in the Action column.

