**The New WorkInTexas.com Web Site for Job Seekers**

*(June 2020)*

***Presented by***



**Finding Job Matches**

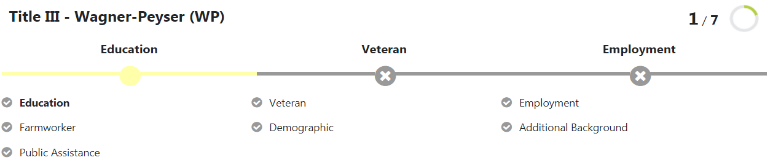
* Log into your WorkInTexas.com account *(Username > Password)*
* You’ll be taken to your **Dashboard** screen (i.e. your Home Page)
* On the left-hand menu,
  + Go to **Quick Menu > Job Search**
  + Next screen: 7 different ways to search for job matches – click on any tab to start:
    - **Quick** – simplest way to search; essentially you’ll choose the **Location** in Texas and the **Job Title** to use in your search (job title is entered into the **Keywords** text box) ***(might provide dozens (or hundreds) of job matches)***
    - **Advanced** – essentially the same as the Quick Search, but you’ll see several fields expanded where you can choose as much search criteria as you’d like for your job match search
    - **Intelligent** – 3 ways to search intelligently through the WorkInTexas system:
      * **Crowd Search**: “See the jobs other job seekers with ***similar education and experience*** are applying to right now. This may also reveal career paths you hadn't previously considered.”
      * **Match Search**: “Leverage your user profile information to ***search all of WorkInTexas at once. This search only returns jobs with high MatchScores.***”
      * **Pathfinder**: “***Discover career paths others have chosen from your current (or last) position.***”
    - **Employer** – similar to Quick Search, except the focus of your results will be based on **employers**
    - **Education** – search focus will be on your **completed education level** (based on your program or your education level (HS diploma, for example))
    - **Skills** – search based on your job skills, tools and technology you can use on a job, your personal skills, your interests, your work values
    - **Resume** – search performed to match with your resume in WorkInTexas.com
  + Quick, Advanced, Intelligent, Employer, Education, and Skills searches allow you to specify how many (or how few) posting resources to search (up to 14 different job posting resources)

***In these materials, the steps that will be explained will be from the Quick Search method.***

* Log into your WorkInTexas.com account (Username > Password)
* You’ll be taken to your **Dashboard** screen (i.e. your Home Page)
* On the left-hand menu,
  + Go to **Quick Menu > Job Search**
  + Next screen: click the **Quick** tab
  + **Area** – defaults to ***Multiple Areas (WorkInTexas.com will search all of Texas)***, click link to specify Amarillo searches (or other Panhandle cities) by either ***Zip*** or ***City*** (plus one-way mileage from zip code or city to the job site)
    - ***5 to 25 mile radius will generally cover Amarillo / Bushland / Canyon area; 50 mile radius will reach Hereford area***
    - ***Workforce Development Area:*** *select* ***“Panhandle”*** *to search within the upper 26 counties of the Panhandle*
    - *When finished, click* ***Set Area(s)***
  + **Keywords** – enter Job Title (Customer Service, Nurse, etc.)
  + **Click Search**
* When you get your results screen, click the link for the **Job Title** of the posting that you want to view
* On the next screen:
  + You should see details of the job, the required qualifications, and sometimes you’ll see contact info
  + If you want to apply, click **How to apply** at the top of the screen
* The application information will appear one of 3 different ways on the next screen:
  + All the information you’ll need to make your decision will be present – ***you’ll have to take the necessary steps to apply***
  + You might automatically leave WorkInTexas.com to apply for the job at another web site (either another employment web site or the employer’s web site)
  + You’ll have to obtain the job posting number from the screen and contact Workforce Solutions in person or over the telephone to be screened before you’re allowed to apply
* If WorkInTexas.com states that you don’t meet all of the qualifications, you still may be able to apply – but think it over carefully
* ***You should create a good WorkInTexas.com resume in your account – for some jobs, that’s the only way you can apply***

**TO REGISTER AS A JOB SEEKER**

* ***Set aside 45—90 minutes to complete your registration***
* **Click “Register” on the main home screen**
* **Next screen: Three choices—Option 1 / Option 2 / Option 3**
  + Choose Option 3 to create your account
  + Read “Equal Opportunity” and “Privacy Agreement” screens, then click “I agree” on both screens
* **1st screen:** Required (red star) information:
  + First Name and Last Name
  + “Security” information: you must provide your Social Security number or you won’t be able to apply for Unemployment Insurance—enter SS number twice with no dashes
  + Primary Location Information > Country of Residence / Zip Code of Residence
* **CLICK NEXT**
* **2nd screen**: Required information:
  + Username
  + Password (note slightly different instructions from Username instructions)
  + Confirm Password ***(WRITE DOWN THIS INFORMATION)***
  + Select security questions and answers to reset password
  + Security Question 1
  + Security Question Response 1
  + Confirm Security Question Response 1
  + Security Question 2
  + Security Question Response 2
  + Confirm Security Question Response 2
  + Security Question 3
  + Security Question Response 3
  + Confirm Security Question Response 3
  + ***WRITE DOWN THIS INFORMATION TOO***
* **CLICK NEXT**
* **3rd screen**: Required information:
* **Residential Address:**
  + I am homeless…(Y/N) ***\*If Yes, shelter address or other mailing address must be provided***
  + Address Line 1
  + Zip Code (Zip Code search engine)
  + City
  + State
  + Country
* **Mailing Address**:
  + Checkbox: Mailing Address same as Residential Address
  + Address Line 1
  + Zip code
  + City
  + State
  + Country
* **Contacting Information**:
  + Preferred notification method
  + (\*) Primary email account (create email account)
  + (\*) Confirm primary email account
  + Primary Phone
  + Primary Phone Type (Cell, etc.)
  + Primary Phone Mode (Voice, etc.)
  + Demographic Information:
  + Date of birth (MM/DD/YYYY or automated calendar)
  + Gender
  + Are you authorized to work in the United States?
  + Are you currently looking for work?
  + Citizenship status
  + Do you have a valid Driver’s License / State ID? (Y/N)
  + ***If Yes, then you must provide the State that issued the license/ID and the license/ID number***
* **CLICK NEXT**
* **4th screen**:
* **“You have created a login for WorkInTexas.com.”**
* **REGISTRATION IS NOT COMPLETE**—you must click “Next” to finish, or you won’t be able to apply for job postings!
* **CLICK NEXT**
* **5th screen**: Required information:
* **Title III—Wagner Peyser (WP) Screen** looks like this:



* Highest school grade completed
* Received High School Diploma or Equivalency?
* Highest Postsecondary Education Level Completed
* School Status
* Receiving services from Job Corps (eligibility: 16 through the day before customer turns 25)
* **CLICK NEXT**
* **6th screen**: required information:
  + Spouse or Dependent of a Veteran / Veteran Information / Additional Veteran Information / Staff Veteran Information
  + Additional questions on the 6th screen can show up depending on the answers you select. Read everything carefully before answering questions.
* **CLICK NEXT**
* **7th screen**: Required information:
  + Current employment status
  + Last date of employment
  + Was your last date of employment due to a layoff or military separation
  + What is your desired job? (click “Search for an occupation” after the occupation title has been entered)
* **8th screen**: Required information:
* Farmworker questions: one question concerns you (the job seeker), while the other concerns your parents / guardians. **If “Yes” is selected, other questions will populate the screen—read carefully when answering all questions.**
* **9th screen**: Required information:
  + Do you have a disability? **If “Yes” is selected, other questions will pop up—read all questions carefully when answering.**
  + Are you of Hispanic or Latino heritage?
  + Race—check all that apply
* **CLICK NEXT**
* **10th screen**: Required information:
  + English is not my first language… **(If “Yes”, select primary language from drop-down menu)**
  + My reading, writing and/or math skills could limit my ability to function on the job or life in general
  + I am currently receiving Adult Education and Literacy Services through Texas Workforce Solutions **(If “No”, are you interested in learning more about the services offered through the Adult Education and Literacy Services? (Yes or No))**
  + I am a single parent with a child under the age of 18 (or am single and pregnant)
  + May face difficulty becoming employed because of cultural background
  + Displaced homemaker who lost the financial support of another family member…
  + If applicable, yes or no: Foster Care or aged out of Foster Care system
  + If applicable, runaway youth
  + Criminal conviction or other interaction with the criminal justice system
* **CLICK NEXT**
* **11th screen**: Required information:
  + Support information:
  + TANF (if “Yes”, are you within 2 years of exhausting TANF benefits?)
  + SNAP
  + General Assistance Payments
  + Refugee Cash Assistance Payments
  + 11th screen, continued:
  + SSI
  + SSDI **(if “Yes” to either/both SSI and SSDI, you will be asked if you are a Social Security Administration “Ticket To Work” holder)**
  + My family qualifies for free or reduced-price school lunches? (Y/N)
* **CLICK FINISH—however…**
* **YOU ARE NOT FINISHED!**
* **YOU MUST CLICK THE “RESUME BUILDER” LINK IN THE POP-UP WINDOW TO ADD YOUR WORK HISTORY (YOU MUST COMPLETE THE RESUME BUILDER PROCESS IF YOU FILE FOR UNEMPLOYMENT INSURANCE)**
* **1st Resume Builder screen**: Create resume title ***(Click “Show Resume Best Practices” for helpful resume recommendations)***
* **If you use the Upload method, you must double-check all information that is uploaded**—sometimes information is misplaced or it doesn’t look correct in the corresponding sections after upload.
* The Comprehensive method (which is described in the following text) is a step-by-step method where information is manually entered.
* **CLICK NEXT**
* **2nd Resume Builder screen**: Resume Availability
  + Do you wish your resume to be available online for employers looking to hire you? **You should select “Yes”.**
  + Confirmation pop-up window asks if resume information should be shared with employers—**you should click “OK” to confirm.**
* **3rd Resume Builder screen**: Required information:
  + Desired location—select Zip
* **4th Resume Builder screen**: Required information:
  + Zip code (Amarillo or other Amarillo area zip code, plus select at least 10—25 miles or more)
* **5th Resume Builder screen**: Required information:
  + **Select an occupation**—menu should be populated by previous information; you can search for another occupation by clicking “Search for an Occupation”.
  + [“View Labor Market Information…” link brings up next screen with lengthy occupation details, number of jobs in WorkInTexas, etc. ***Clicking this link will boot you out of the resume building process, and you will have to click more links in order to return to where you left off***.]
* **6th Resume Builder screen**: Required information:
  + Desired salary—drop-down menu shows hourly wages and approximate corresponding yearly salaries; select ANY.
  + Cost of Living Comparison—”I live in:” (Amarillo); “My annual salary is:” (sliding bar to determine annual salary in Amarillo); “I want to live in:” (select city/state where you want to relocate); required salary, along with other extensive information, in new location is automatically calculated. When finished, click Return to Previous Page.
* **7th Resume Builder screen**: Required information:
  + (\*) Employment Type—make selection from Regular, Temporary, etc. (Regular is default)
  + (\*) Full Time or Part-Time—can select either or both (Full Time is default)
  + Check any shifts… (the more the better)
  + Check the days are you are available… (ditto)
  + (\*) Desired travel and percentage
  + (\*) Relocation/Telecommuting
  + Description—you can enter text or click link
* **CLICK NEXT**
* **8th Resume Builder screen**: Please review information:
  + Displays general profile characteristics (profile name, desired employment, ft/pt, shift(s), days available, default profile (checked), **edit or delete**, display on resume); can also add new profile if desired.
* **CLICK NEXT**
* **9th Resume Builder screen**: Required information:
  + Driver’s License Information—do you have one?
  + State issued—drop-down menu, Texas is default
  + Driver’s license type—”Class C—Standard Driver’s License” is what most customers have, unless they have a CDL
  + Driver’s license class—select as needed
  + Driver’s license endorsements—select as needed
  + Access to a motor vehicle (Y/N)
  + Rely on public transportation (Y/N)
* **CLICK NEXT**
* **10th Resume Builder screen**: Required information:
  + What is your current security clearance? Choose level, if applicable
  + Languages—click “Add a new language” to add English or other language(s) plus proficiency, then click Save
  + (\*) Typing speed—if you are seeking jobs that require using a computer, then make an entry, if you know your typing speed
* **CLICK NEXT**
* **11th Resume Builder screen**:
  + Resume Layout Templates—defaults to Resume Sections (Resume Format and Section Specific Format cover font size, alignment, etc. (like MS Word))
  + To reorder resume sections: hold left button down on blue box to move up or down
  + To display a section: check (or uncheck) box
  + “Section” titles are standardized—click in User-Defined Title text box to rename
  + Other links at the bottom (Preview Sample Resume, New Template, Save, Save As, Undo Changes, Delete Templates, Skip this step, I will use the current template)
* **CLICK NEXT**
* **12th Resume Builder screen**:
  + Confirmation pop-up box—click OK if you want to save a new resume template with deleted sections, etc.; otherwise click Cancel to continue to next screen.
* **CLICK NEXT**
* **13th Resume Builder screen**: Required information:
  + Education and Training:
  + Qualification Level—HS Diploma/GED or higher level
  + Course of Study
  + Issuing Institution
  + Are you currently attending this school? (Y/N)
* **CLICK NEXT**
* **14th Resume Builder screen**:
  + Occupational Licenses & Certificates: displays education information (Qualification, Issuing Institution, Location, Completion Date
  + Action (edit or delete), Display on resume).
  + You can add more Education History by clicking the link.
* **CLICK NEXT**
* **15th Resume Builder screen**:
  + Employment History—will show none entered unless uploaded previously; **click Add Employment History**.
* **16th Resume Builder screen**:
  + Add Employment History: Required Information:
  + Employer name
  + City
  + State / Province
  + Country [United States is default]
  + Job title
  + Occupation title [“Search for an occupation” link—new window opens, search by alphabet for title, then select]
  + Type of employment
  + Full or part-time
  + Date you began work
  + Reason for separation (select reason from drop-down menu)
  + Last day worked
  + Job duties [text box—you can insert occupational description and actions]
* **CLICK NEXT**
* **17th Resume Builder screen**:
  + Job entry is listed, with options to edit or delete. Below, there is a link to Add Employment History to continue adding information (10 years of recent employment history is always recommended, if possible).
* Job Skills—no skills show, click **Add Skills** to begin this part.
* **18th Resume Builder screen**:
  + At the top of this screen you’ll see **Job Skill Categories**, along with several general categories. Next, you’ll see is **Job Skills Category** with three links below: *Check all skills in this category, Uncheck all skills in this category, and Delete all skills in this category.* In the interest of saving time, make sure that Check All Skills in This Category has been selected; if not, do so at this time. You will need to log in later to unselect any skills that don’t apply.
  + At the bottom, after all skills have been selected, **click Save Skills and Continue**.
* **19th Resume Builder screen**:
  + Review selected skills and modify as needed.
* **CLICK NEXT**
* **20th Resume Builder screen**:
  + “Add tools and technology by occupation” and proceed.
* **21st Resume Builder screen**:
  + Enter occupation title in the box (job title might automatically populate) and click **Search**.
* **22nd Resume Builder screen**:
  + Technology skills are listed, click Select to select all (customer can uncheck non-applicable skills later). Scroll to the bottom and click “Add these tools and technology” to proceed.
* **23rd Resume Builder screen**:
  + Ability Summary: enter information into text box, or click links to enter sample text or action words.
* **CLICK NEXT**
* **24th Resume Builder screen**:
  + Objective: enter career/job objective information. Best practice: use job titles that you are applying for in this section.
* **CLICK NEXT**
* **25th Resume Builder screen**:
  + Verify:
    - Customer Name
    - Residential / Mailing Addresses
    - Phone Numbers
    - Email Addresses
    - Checkboxes for items to be displayed on the resume that employers will view
* **CLICK NEXT**
  + You will now be able to review your resume again on the screen titled **“Here is your completed resume.”** You can also score your resume on this screen, and you can click the **Online** link to make your resume offline.
  + Also on this screen you can change the resume layout template, explore additional employer searchable items, delete the resume, and print the resume.
  + You are now ready to click **“Save Resume & Return”.**
* **Next Screen**: Review Veteran Priority of Service information if you are a veteran, scroll to the bottom and click **“I acknowledge”.**

**What would you like to do next?**

* Veteran Priority of Service
* Job Search
* Resume Builder
* Other resources:
* Career Services / Job Seeker Services / Veterans Services / Assistance Center

***The Texas Workforce Commission, in partnership with 28 local workforce development boards, forms Texas Workforce Solutions.***

***An equal opportunity employer / program.***

***Auxiliary aids and services are available, upon request,***

***to individuals with disabilities.***

***Relay Texas: 800-735-2989 (TDD) 800-735-2988 (Voice)***