**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***