

# WorkInTexas.com Web Site for Job Seekers

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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***