

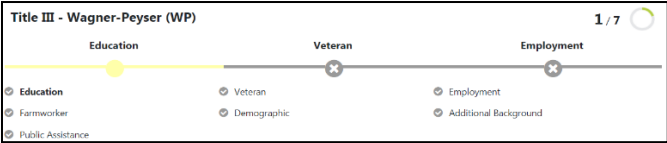
WorkInTexas.com Web Site Registration for Job Seekers

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Presented by



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:

The screenshot shows a progress bar for the Title III - Wagner-Peyser (WP) screen. The progress bar is divided into three sections: Education, Veteran, and Employment. The Education section is highlighted in yellow and has a yellow dot, indicating it is the current section. The Veteran and Employment sections are grey and have a grey dot. Below the progress bar, there are three columns of questions: Education (Highest school grade completed, Received High School Diploma or Equivalency?, Highest Postsecondary Education Level Completed, School Status), Veteran (Receiving services from Job Corps (eligibility: 16 through the day before customer turns 25)), and Employment (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)).
- 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 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)**