

Registration Instructions for Unemployment Insurance (UI) RES Participants

New users (never used JobNet or Job Center of Wisconsin before) – go to step 1. on page 4.

Returning Users (used JobNet or Job Center of Wisconsin before) – start here:

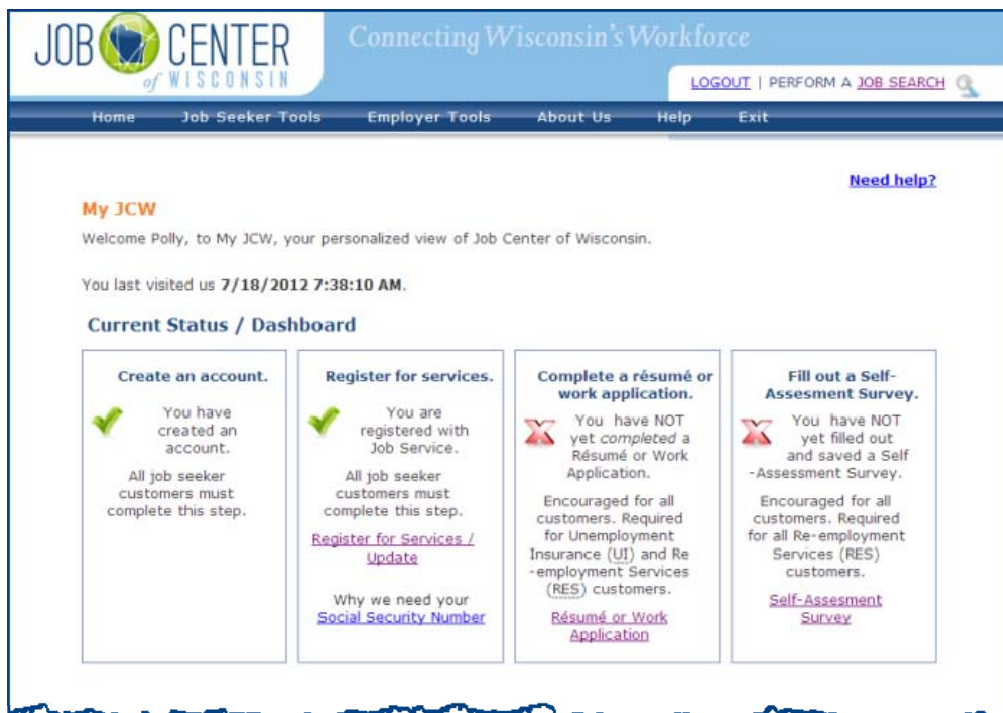
Please go to <https://jobcenterofwisconsin.com/ui>

- If you already have a Job Center of Wisconsin Username and Password, login in the Secure Login area.
- If you think you may have a Job Center of Wisconsin Username and Password, even if you created them years ago, try to remember what your Username and Password may be. If you think you remember them, try logging in.



- When you click on the Login! Button, you will go to the My JCW page where you can view your status on the Dashboard.

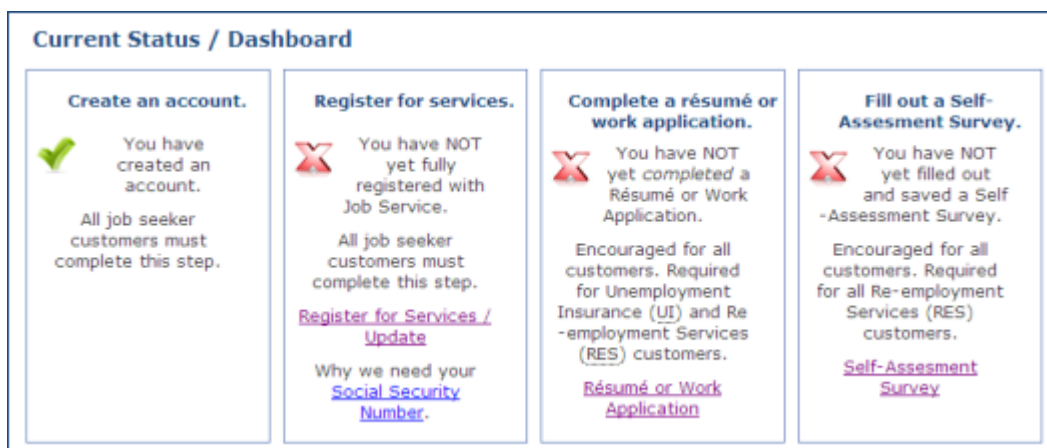
The Dashboard on My JCW is the place to check and see if you have completed all of the required items. In this example, as an Unemployment Insurance (UI) Re-employment Services (RES) participant, the customer has completed two of the four requirements – she has created an account and she has registered. She has not yet **completed** a résumé/work application nor a Self-Assessment Survey.



You can check the My JCW page anytime. Simply login with your username and password and choose **My JCW** from the Job Seeker Tools menu.





As a returning user, assuming you were able to login with your username and password, you may have some or all items completed (green checkmarks ✓).


- If you have a red ✗ under **'Register for services'**, click on the [Register for Services / Update](#) link (instructions begin on page 8). After you register, Job Center of Wisconsin will automatically take you through the steps to complete a Self-Assessment Survey (instructions begin on page 16) and a Résumé/Work Application (instructions begin on page 18).



- If you have a red **X** under ‘**Complete a Résumé or Work Application**’ and/or ‘**Fill out a Self-Assessment Survey**’, click on the link for either one. It doesn’t matter which one you do first, but you do need to do **both** to meet the requirements for UI RES.

Current Status / Dashboard

<p>Create an account.</p> <p> You have created an account.</p> <p>All job seeker customers must complete this step.</p>	<p>Register for services.</p> <p> You are registered with Job Service.</p> <p>All job seeker customers must complete this step.</p> <p>Register for Services / Update</p> <p>Why we need your Social Security Number.</p>	<p>Complete a résumé or work application.</p> <p> You have NOT yet completed a Résumé or Work Application.</p> <p>Encouraged for all customers. Required for Unemployment Insurance (UI) and Re-employment Services (RES) customers.</p> <p>Résumé or Work Application</p>	<p>Fill out a Self-Assessment Survey.</p> <p> You have NOT yet filled out and saved a Self-Assessment Survey.</p> <p>Encouraged for all customers. Required for all Re-employment Services (RES) customers.</p> <p>Self-Assessment Survey</p>
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- Instructions for completing a Résumé/Work Application begin on page 18.
- Instructions for filling out a Self-Assessment Survey begin on page 16.
- As a UI RES participant, you must have a green check mark  for ‘**Create an account**’, ‘**Register for services**’, ‘**Complete a résumé or work application**’ and ‘**Fill out a Self-Assessment Survey**’.

My JCW

Welcome Patty Lou, to My JCW, your personalized view of Job Center of Wisconsin.

You last visited us 7/21/2012 5:47:39 PM.

Current Status / Dashboard

<p>Create an account.</p> <p> You have created an account.</p> <p>All job seeker customers must complete this step.</p>	<p>Register for services.</p> <p> You are registered with Job Service.</p> <p>All job seeker customers must complete this step.</p> <p>Register for Services / Update</p> <p>Why we need your Social Security Number.</p>	<p>Complete a résumé or work application.</p> <p> You have completed 1 Résumé / Work Application(s).</p> <p>Encouraged for all customers. Required for Unemployment Insurance (UI) and Re-employment Services (RES) customers.</p> <p>Résumé or Work Application</p>	<p>Fill out a Self-Assessment Survey.</p> <p> You have filled out and saved a Self-Assessment Survey.</p> <p>Encouraged for all customers. Required for all Re-employment Services (RES) customers.</p> <p>Self-Assessment Survey</p>
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Create an Account

1. To begin, please go to <https://jobcenterofwisconsin.com/ui>

Read the instructions for **Unemployment Insurance Customers**. Click on the key in the Secure Login area to get started.

The screenshot shows the Job Center of Wisconsin website. The header includes the logo and the tagline "Connecting Wisconsin's Workforce". Navigation links include Home, Job Seeker Tools, Employer Tools, About Us, Help, and Exit. A search bar is present with "LOGIN" and "PERFORM A JOB SEARCH" options. The main content area features a "SECURE LOGIN" section with fields for Username and Password, a "Login!" button, and a "Click Here" button with a key icon. Below this, there are three columns of instructions for different customer types: Most Job Seeker Customers, Unemployment Insurance (UI) Customers, and Re-employment Services (RES) Customers. Each column lists steps for registration and emphasizes clicking the key icon in the Secure Login area. A footer note states that users must use their real Social Security Number and date of birth for registration.

Most Job Seeker Customers
Two steps to Job Center of Wisconsin registration:
1. Create an account.
2. Register for services.
Click on the key in the Secure Login area to begin!

Unemployment Insurance (UI) Customers
Three steps to Job Center of Wisconsin registration:
1. Create an account.
2. Register for services.
3. Complete a Résumé / Work Application and Finish / Activate it.
Click on the key in the Secure Login area to begin!

Re-employment Services (RES) Customers
Four steps to Job Center of Wisconsin registration:
1. Create an account.
2. Register for services.
3. Fill out a Self-Assessment Survey and save it.
4. Complete a Résumé / Work Application and Finish / Activate it.
Remember to **print** your completed Résumé / Work Application and Self-Assessment Survey and take them with you to your **RES** session.
Click on the key in the Secure Login area to begin!

When registering, you must use [your real Social Security Number](#) and date of birth. Your information must be accurate to meet the registration requirement for Unemployment Insurance benefits.

After creating an account, you can check your status anytime by visiting [My JCW](#). Login with your username and password, click on [Job Seeker Tools](#) in the menu bar, and then on My JCW.

1. Read the information on the **Self Registration** page, and the **User Acceptance Agreement**. Click on the **Accept** button.

[Need help?](#)

Self Registration

Welcome to the DWD/Wisconsin User Name self registration process. Self Registration allows you to create your personal DWD/Wisconsin User Name. This is your key to doing secure business with the Department of Workforce Development over the Internet.

Requesting a DWD/Wisconsin User Name and Password

You will need to provide a minimal amount of user information to enable DWD to create a DWD/Wisconsin User Name for you. DWD is required by state and federal law to keep user information you provide confidential. Please see the User Acceptance Agreement for additional information. **NOTE:** An account not accessed within the past 26 months will be considered dormant and may be deleted without warning, following security best practices. If you need an account after the original is deleted, you will need to register for a new account and request the required access authorization.

Starting the Self Registration Process

To begin, you must read the User Acceptance Agreement below and click Accept at the bottom of the page to agree to the terms of the usage policy. If you do not agree to the terms, click Decline.

User Acceptance Agreement

Violators may be subject to prosecution, fines or other sanctions.. [View More](#)

[Printer Friendly Version](#)

2. Fill in your information on the **Logon Creation** page. Required fields are marked with a red asterisk *.

Click on the **Submit** button at the bottom of the page.

[Need help?](#)

Logon Creation

If you think you may have already completed this process and may be creating a duplicate account, please call (608) 266-7252 for more information or for help in setting up or recovering your account.

This page uses the graphic to the right to prevent automated registrations. If you cannot see the number in that graphic, [verification assistance](#) is available.

82674

* Indicates Required Field

Profile Information

PLEASE NOTE: This is a personal account which you may use for different purposes, so enter your own name, not the business name or your boss's name. If you will be using your DWD/Wisconsin Logon for your work, there will be an additional step later that will connect your self-registration with that business or organization.

* First Name
Middle Initial
* Last Name
Suffix
E-Mail address is strongly recommended in case you forget your password. [Don't have an E-Mail?](#)
E-Mail
Phone 6085551234 ext.
Mailing Address
Street Address or P.O. Box
City
State/Province
Zip/Postal Code

Logon Information

PLEASE NOTE: Your User Name must be between 5-20 characters long and **CAN** be a combination of letters and numbers. Your User Name must not contain spaces or special characters.

* User Name

PLEASE NOTE: Your Password must be 7-20 characters long and **MUST** contain a combination of letters and either numbers or special characters (except the @ ? / signs). Passwords are case sensitive. Your Password cannot contain the User Name.
[Password Tip](#)

* Password
* Re-enter Password

User Name/Password Recovery

If you lose your password or lock yourself out, we will ask you this question to confirm your identity. Please enter an answer that you will remember. Short, specific answers are the best. ([Security question tips](#)) The security answer you enter cannot contain your password. This is not a password hint. Example:
Security question: Name of your first pet?
Answer: Spot

* Security Question
* Security Answer

Verification

This step helps prevent automated registrations. If you cannot see the number below, [verification assistance](#) is available.

* **82674** Please enter the number as it is shown in the box to the left.

Do not share your User Name or Password with anyone. It is your obligation to protect it by keeping it confidential and known only to you.

3. If the User Name you entered is already in use, a **bold red** message will appear at the top of the page. Enter a different User Name, and then enter and re-enter your Password.

Click on the **Submit** button at the bottom of the page.

Logon Creation [Need help?](#)

The User Name groundhog is not available. Please try another User Name.

This page uses the graphic to the right to prevent automated registrations. If you cannot see the number in that graphic, [verification assistance](#) is available. **84074**

* Indicates Required Field

Profile Information

PLEASE NOTE: This is a personal account which you may use for different purposes, so enter your own name, not the business name or your boss's name. If you will be using your DWD/Wisconsin Logon for your work, there will be an additional step later that will connect your self-registration with that business or organization.

* First Name

Middle Initial

4. If any required information is missing, a **bold red** error message will appear next to the field(s) that need to be corrected.

User Name/Password Recovery

If you lose your password or lock yourself out, we will ask you this question to confirm your identity. Please enter an answer that you will remember. Short, specific answers are the best. ([Security question tips](#)) The security answer you enter cannot contain your password. This is not a password hint. Example:

Security question: Name of your first pet?

Answer: Spot

* Security Question

* Security Answer

Please enter a Security Answer.

Correct the information and click on the **Submit** button at the bottom of the page.

5. The **DWD/Wisconsin User Name Creation Complete** page will be displayed. You have completed step 1 of 3.

To print the page for your records, click on the **Print** button.

Click on the Continue button to go to the beginning of the Registration process.

[Need help?](#)

DWD/Wisconsin User Name Creation Complete

The DWD/Wisconsin User Name and Password can be used for various DWD systems.

For Unemployment Insurance (UI) purposes, **you have now completed step 1 of 3** [you have set up an account]. We'll now walk you through registering for services.

In order to be eligible to receive UI benefits you must complete all of the required steps.

You can print this page for your records, then **click on the Continue button to proceed.**

Note to Job Seekers: If you are registering so you can create a résumé or work application, or because you received a Reemployment Services letter from the Unemployment Insurance Division (you will have 4 steps - the additional step being the completion of your Self-Assessment Survey), or because your case manager instructed you to register, you are not finished. Please click on the Continue button.

Profile Information

User Name

First Name

Register for Services

1. Read the **More Information Needed** page, which explains why we need your Social Security Number and other personal information. Click on the **Continue** button.

More Information Needed

To continue, we need to collect some additional information.

Registrants may be eligible for training funded by federal or state programs designed to assist a job seeker in obtaining employment. Job Service staff work directly with registered individuals to identify specific program funded services.

Why we need the data:

- Your [Social Security Number \(SSN\)](#) is needed for federal reporting. It will be treated in a secure and confidential manner and will never be shared with employers.
- Demographic information (age, gender, ethnicity, race, and disability status) is collected to help us evaluate our performance, and in some cases to determine if you are eligible for other programs or services.
- Veteran status is asked to determine if you are eligible for special services, and to evaluate our service delivery. Qualified veterans that register on the Job Center of Wisconsin website are eligible for employment and training assistance. Some training opportunities may only be available to a veteran or a qualifying member of a veteran's family.

Please click on the Decline button to return to Job Seeker Tools.
Please click on the Continue button to proceed.

2. It is extremely important that you enter your **correct** Social Security Number. The numbers you enter will not appear on the screen. Click on the **Continue** button.

Register For Services/Update

[Need help?](#)

Your Social Security Number (SSN) is needed for federal reporting. It will be treated in a secure and confidential manner and will never be shared with employers.

You must enter your CORRECT Social Security Number, which will help us serve you better. This is especially important if you:

- are a military veteran
- are receiving Unemployment Insurance or other public assistance
- want individual help from a Job Center
- need assistance with training

Thank you for your cooperation. Your Social Security Number will be kept confidential.

Identity Info:

Please enter the following to secure your identity within the Job Center of Wisconsin system.

* Social Security #: (###-##-####) - -

* Re-Enter Social Security #: - -

Use 'Back' and 'Continue' buttons to move from page to page.

Registration Progress:

3. Enter your **correct** date of birth and gender. Click on the **Continue** button.

Register For Services/Update

[Need help?](#)

Identity Info:

* Date Of Birth: (MM/DD/YYYY) / /

* Gender Male Female

Use 'Back' and 'Continue' buttons to move from page to page.

Registration Progress:

If you see a red error message, follow the instructions listed. **Do not attempt to register again**, as this will only make the situation worse. When you call the telephone number that is listed you will need to be at a computer.

The screenshot shows a web page titled "Register For Services/Update" with a "Need help?" link in the top right. The main content area is titled "Identity Info:" and contains the following elements:

- "Date Of Birth: (MM/DD/YYYY)" with input fields showing "06 / 19 / 1959".
- "Gender" with radio buttons for "Male" and "Female", where "Female" is selected.
- A red octagonal "STOP" sign icon.
- A red error message: "Stop! The information you provided does not match our records. Please call us toll-free at 1-888-513-5633 to have the problem resolved. You will not be able to continue registering until the problem is resolved."
- A red instruction: "DO NOT create another account. This will not fix the problem, and only makes it worse."
- A red explanation: "The cause of the problem may be that you registered in the past and already have a username and password, and a registration in our system. If you think you might know what the username and password are, logout now and try logging in with what you think your username and password could be."
- A red instruction: "If you still cannot login, please call 1-888-513-5633 so we can resolve the problem."
- A blue instruction: "Use 'Back' and 'Continue' buttons to move from page to page."
- Two green buttons: "<< Back" and "Continue >>".
- A "Registration Progress:" indicator with a bar chart showing the first bar filled and the others empty.

4. Enter the RES Token Number listed on the front of the letter you received from the Unemployment Insurance Division notifying you or your Re-employment Services participation requirement. Click on the **Continue** button.

If you do not have a Token Number, or do not wish to enter it, click on the **Continue** button.

The screenshot shows the same "Register For Services/Update" page. The "Identity Info:" section now contains:

- A blue instruction: "Your RES Token Number is located on the front of the letter you received from Unemployment Insurance notifying you of your Reemployment Services participation requirement. If you don't have a Token Number, or don't wish to enter it, please click on the 'Continue' button."
- A label "RES Token Number:" followed by two empty input fields.
- The same blue instruction: "Use 'Back' and 'Continue' buttons to move from page to page."
- The same two green buttons: "<< Back" and "Continue >>". A mouse cursor is pointing at the "Continue >>" button.
- The same "Registration Progress:" indicator with the first bar filled.

- Review the information displayed and update it if necessary. Required fields are marked with a red asterisk *. Click on the **Continue** button.

Register For Services/Update

Contact Info:

Please enter the following contact information.

*First Name: John

Middle Initial: T

*Last Name: Swanson

Suffix: N/A I II III IV Jr. Sr. V VI VII

Email: (abc@def.com) hammernails@sample.n

Home Phone: (999 555 1234) (608) 555-778 Ext:

Messages: (999 555 1234) Ext:

Cell Phone: (999 555 1234)

Use 'Back' and 'Continue' buttons to move from page to page. << Back Continue >>

Registration Progress: ■■■■■■■■

- Review the information displayed and update if necessary. Required fields are marked with a red asterisk *. Click on the **Continue** button.

Register For Services/Update

Contact Info:

Please give us information about where you LIVE.

*Street Address: (123 Main Street Apt 210) 2200 N. Main Street

More Address: (If your address doesn't fit above)

*City: Dodgeville

*State: (example: WI for Wisconsin) WI

*Zip code: (#####) Extension is optional. 53533 -

Do you want to enter another address where you receive mail? Yes No

Check this box if you live OUTSIDE the U.S. or its possessions.

Wisconsin County

Update County

Use 'Back' and 'Continue' buttons to move from page to page. << Back Continue >>

Registration Progress: ■■■■■■■■

- The County is defaulted based on the Zip Code you provided. If it is incorrect, select the correct County from the drop-down menu. Click on the **Continue** button.

If you live outside Wisconsin, the County screen is skipped.

Register For Services/Update

Contact Info:

*County: Iowa

Use 'Back' and 'Continue' buttons to move from page to page. << Back Continue >>

Registration Progress: ■■■■■■■■

8. Select your responses to the questions by clicking the circle in front of your response. Required questions are marked with a red asterisk *.

For Race, you may check all checkboxes that apply.

The screenshot shows a web form titled "Register For Services/Update" with a sub-section "Demographics: (Federally Required Information, not shared with employers.)". The form contains several questions with radio button and checkbox options:

- *Are you Hispanic or Latino/Latina? Yes No Decline To Respond
- *Race (Select all that apply):
 - White
 - American Indian or Alaskan Native
 - Hawaiian Native or other Pacific Islander
 - Black or African American
 - Asian
 - Other
 - Decline To Respond
- *Are you employed?
- *Unemployment Insurance status?
 - I am filing for unemployment benefits and was mandated to register as part of my application.
 - I am receiving unemployment benefits but was not directed to register.
 - I am receiving unemployment benefits and was instructed to attend a re-employment services orientation.
 - I am not receiving unemployment.
 - I have exhausted my unemployment benefits.
- *Do you have a Disability? Yes No Decline To Respond

At the bottom, there is a navigation instruction: "Use 'Back' and 'Continue' buttons to move from page to page." with "<< Back" and "Continue >>" buttons. A "Registration Progress" bar shows 4 filled bars and 4 empty bars.

Click on the **Continue** button.

9. Depending on your response to the "Do you have a Disability?" question, you may see this screen:

The screenshot shows the same "Register For Services/Update" form, but now the "Demographics" section is partially obscured by a new question: "*Category of Disability?" with a text input field. The "Continue" button is highlighted with a mouse cursor. The "Registration Progress" bar now shows 5 filled bars and 3 empty bars. A "Need help?" link is visible in the top right corner.

Choose an answer from the drop-down menu. Click on the **Continue** button.

10. Select your responses to the questions from the drop-down menus. Required questions are marked with a red asterisk *.

Click on the **Continue** button.

The screenshot shows a registration page titled "Register For Services/Update" with a "Need help?" link in the top right. The main heading is "Education Status:". There are two required questions, both marked with a red asterisk (*):
1. "Which of these best describes you?" with a drop-down menu.
2. "Highest School Grade Completed:" with a text input field.
Below the questions is a blue instruction: "Use 'Back' and 'Continue' buttons to move from page to page." To the right are two green buttons: "<< Back" and "Continue >>". At the bottom, there is a "Registration Progress:" indicator consisting of seven vertical bars, with the first four being dark blue and the last three being white.

11. Select your responses to the questions by clicking the circle in front of your response. Required questions are marked with a red asterisk *.

Click on the **Continue** button.

The screenshot shows a registration page titled "Register For Services/Update" with a "Need help?" link in the top right. The main heading is "English Language Proficiency:". There are two required questions, both marked with a red asterisk (*):
1. "Do you have limited English reading skills?" with radio buttons for "Yes" and "No".
2. "Do you have limited English speaking skills?" with radio buttons for "Yes" and "No".
Below the questions is a blue instruction: "Use 'Back' and 'Continue' buttons to move from page to page." To the right are two green buttons: "<< Back" and "Continue >>". At the bottom, there is a "Registration Progress:" indicator consisting of seven vertical bars, with the first four being dark blue and the last three being white.

12. Depending on your responses to the limited English skills questions, you may see this screen:

The screenshot shows a registration page titled "Register For Services/Update" with a "Need help?" link in the top right. The main heading is "English Language Proficiency:". The question is "What is your primary Language?". Below this is a list of 20 languages, each with a radio button:
English, Albanian, American Sign/Uses TTY, Arabic, Bosnian/Croatian/Serbian, Cambodian, Chinese, French, German (checked), Greek, Hebrew, Hindu, Hmong, Italian, Japanese, Korean, Laotian, Norwegian, Persian/Farsi, Polish, Russian, Somali, Spanish, Swedish, Tagalog, Thai, Tibetan, Urdu, Vietnamese, Other.
Below the list is a blue instruction: "Use 'Back' and 'Continue' buttons to move from page to page." To the right are two green buttons: "<< Back" and "Continue >>". At the bottom, there is a "Registration Progress:" indicator consisting of seven vertical bars, with the first four being dark blue and the last three being white.

Select your response to the questions by clicking the circle in front of your response. Click on the **Continue** button.

13. Click on the 'Yes' button or the 'No' button to respond to the question.

[Need help?](#)

Register For Services/Update

Military Status:
Use 'Yes' or 'No', and 'Back' buttons to move from page to page.

Have you served, or are you currently serving on active duty in the U.S. Military?

Note: National Guard and Military Reserve personnel who have been called to active duty should respond "Yes".

Registration Progress: 

14. Depending on your response to the Military Status question, and your responses on the Veteran Status questions, you may see some or all of the following questions. Click on the 'Yes' button or the 'No' button to respond to each question, and then click on the **Continue** button.

Veteran Status:
Use 'Yes' or 'No', and 'Back' buttons to move from page to page.

Have you been discharged?

Veteran Status:
Use 'Yes' or 'No', and 'Back' buttons to move from page to page.

Were you discharged or released from military service with a **Dishonorable** discharge? (Reference: Title 38 USC 101-2)

Veteran Status:
Use 'Yes' or 'No', and 'Back' buttons to move from page to page.

* Active Duty Begin Date (mm/dd/yyyy) / /

* Active Duty End Date (mm/dd/yyyy) / /

Veteran Status:
Use 'Yes' or 'No', and 'Back' buttons to move from page to page.

Are you a service member in active duty status (including separation leave) and is within 24 months of retirement or 12 months of separation?

Veteran Status:
Use 'Yes' or 'No', and 'Back' buttons to move from page to page.

Are you the spouse of a veteran?

Veteran Status:

Use 'Yes' or 'No', and 'Back' buttons to move from page to page.

Are you the spouse of any of the following? (Reference: 20 CFR Part 1010)

(1) Any veteran who died of a service connected disability;

OR

(2) Any member of the Armed Forces serving on active duty who, is listed in one or more of the following categories and has been so listed for a total of more than 90 days:

(i) Missing in action;

(ii) Captured in line of duty by a hostile force; or

(iii) Forcibly detained or interned in line of duty by a foreign government or power;

OR

(3) Any veteran who has a total disability resulting from a service connected disability, as evaluated by the Department of Veterans Affairs;

OR

(4) Any veteran who died while a disability, as indicated in paragraph (3) of this section, was in existence.

Veteran Status:

Use 'Yes' or 'No', and 'Back' buttons to move from page to page.

Are you entitled to compensation, regardless of rating (including those rated 0%), for a service-connected disability?

OR

If not for the receipt of military retirement pay, would you be entitled to compensation for a service-connected disability?

OR

Were you discharged or released from active duty because of a service-connected disability?

Veteran Status:

Use 'Yes' or 'No', and 'Back' buttons to move from page to page.

Is your service connected disability rating 30% or more?

OR

Is your service-connected disability rated at 10 or 20 percent, and determined by DVA to be a serious employment handicap?

Veteran Status:

Use 'Yes' or 'No', and 'Back' buttons to move from page to page.

Have you been awarded an Armed Forces Campaign Badge or Expeditionary Medal?

15. Click on the 'Yes' button or the 'No' button to respond to the question.

[Need help?](#)

Register For Services/Update

Migrant/Seasonal Farm Worker Status:

Have you been working as a seasonal farm worker, or a migrant farm or food processing worker in the last twelve months?

Registration Progress: 

16. Depending on your response to the Migrant/Seasonal Farm Worker Status question, you may see this screen:

Register For Services/Update [Need help?](#)

Migrant/Seasonal Farm Worker Status:
(Select the Option that best describes you.)

Seasonal Farm Worker (must answer "YES" or "TRUE" to all conditions)

- You worked for a total of at least 25 days (or parts of days-not necessarily in a row) in which some work was performed in farm work
- earned at least half of your income or more from farm work
- were not employed in farm work year round by the same employer
- If you were/are a full-time student, you were/are a non-migrant fulltime student

Migrant Farm Worker (must answer "YES" or "TRUE" to all conditions)

- You were a "seasonal farm worker" who had to travel to do the farm work and you were unable to return to your permanent residence within the same day
- If you were a full-time student, you traveled with your family.

Migrant Food Processing (cannery) Worker (must answer "YES" or "TRUE" to all conditions)

- You worked for a total of at least 25 days (or parts of days-not necessarily in a row) in which some work was performed in food processing (including cannery)
- earned at least half of your earned income or more from processing work
- were not employed year round by the same employer
- had to travel to do food processing work and were unable to return to your permanent residence within the same day
- If you were/are a full-time student, you traveled with your family.

None of the above

Use 'Back' and 'Continue' buttons to move from page to page.

Registration Progress:

17. Select your response to the question by clicking the circle in front of your response. Required questions are marked with a red asterisk *.

The question defaults to 'No', however you can change it to 'Yes' by clicking the circle in front of 'Yes'.

Register For Services/Update

Interests, Training, and Experience:

* May the Wisconsin Department of Workforce Development give your contact, career interests, training, and experience information to employers (possibly even your current employer) looking for employees with your career interests, training, or experience?

Yes No

Use 'Back' and 'Continue' buttons to move from page to page.

Registration Progress:

18. The following message is displayed. You have successfully completed step 2 of 4.

Register For Services/Update

Registration Saved:

For Reemployment Services Program (RES) purposes, **you have now completed step 2 of 4** [you have set up an account and registered for services].

The third step is answering the Self-Assessment Survey.

Please click on the Continue button to proceed.

Click on the **Continue** button.

Fill Out a Self-Assessment Survey

1. Read the information at the top of the survey. Read each question and select your answer by clicking the circle to the left of your answer.
2. When you are done answering all of the questions, click on the **Save** button. The Survey Saved message appears, highlighted in yellow. You have completed step 3 of 4. (See sample survey on page 17.)
3. You will need to print your survey and take it with you to your Re-employment Services session. Click on the **Print** button.
4. Click on the **Continue** button.

Self-Assessment Survey

Save

Print Survey

Job seekers scheduled to attend a Reemployment Services orientation or needing to be prescreened to attend a Career Expo/Job Fair must complete the survey. It is optional for other job seekers.

Please answer the following questions. During your Reemployment Services orientation session or Career Expo/Job Fair screening, a staff person will meet with you to review and discuss your responses. All questions can be updated by you at any time.

Save early, save often. For your security, your session will time out after 30 minutes.

Reemployment Services participants: After answering the questions, please click on the Save button and then click on the Print Survey button. Take the survey with you to the Reemployment Services orientation session.

Career Expo/Job Fair participants: After answering the questions, please:

- Click on the Save button and then click on the Print Survey button. Take the survey with you to your Career Expo/Job Fair prescreening session.
- Review the Career Expo/Job Fair Screening Criteria at the bottom of this page, and
- Print your resume and take it with you to your Career Expo/Job Fair prescreening session.

Name: John T Swanson (8006)

1. Do you have a current resume on JobCenterofWisconsin.com? Yes No
2. Do you have a cover letter on JobCenterofWisconsin.com? Yes No
3. Do you have a professional reference sheet on JobCenterofWisconsin.com? Yes No
4. Do you have a defined job interest or career goal? Yes No No Response
5. With my current knowledge, skills and abilities, I believe I can find a job I would like? Yes No No Response
6. Are you planning a career change? Yes No No Response
7. Have you been terminated from more than 1 job in the last 2 years? Yes No No Response
8. Are you currently enrolled in a training program? Yes No No Response
9. Do you have a high school diploma, GED or HSED? Yes No
10. Do you have a National Career Readiness Certificate (NCRC)? Yes No No Response

Do you need assistance with:

11. Using a computer: Yes No No Response
12. Filling out a job application: Yes No No Response
13. Creating a resume: Yes No No Response
14. Interviewing preparation or practice: Yes No No Response
15. Job Search techniques Yes No No Response
16. Information on careers: Yes No No Response

Do you need information on:

17. Housing: Yes No No Response
18. Transportation: Yes No No Response
19. Food Share: Yes No No Response
20. Badgercare/Healthcare: Yes No No Response
21. Obtaining your driver's license for work: Yes No No Response
22. Energy Assistance: Yes No No Response
23. Are you going to need childcare once you become employed? Yes No No Response
24. Are you currently working with someone at the Job Center? Yes No No Response

Survey Saved

For Reemployment Services Program (RES) purposes, **you have now completed step 3 of 4** (you have set up an account, registered for services, and completed the survey).

The fourth and final required step is completing your Résumé / Work Application ~ where you will need to Accept the Terms of Use for Job Seekers, "Add" a résumé/application, and then Finish/Activate it.

NOTE: you will receive an e-mail confirmation when you have completed the process.

Please click the Continue button to proceed.

Save

1. Click here first.

2. Then click here.

Print Survey

3. Last, click here.

Continue

Reemployment Services and Career Expo/Job Fair Customers: Please remember to save, print and then click on the Continue button.

Career Expo/Job Fair Screening Criteria

Event Participants: Please note that you must be prescreened to obtain an admission ticket to the event. For prescreening session locations and schedule, [follow this link](#). Remember to bring your completed survey and a current resume with you to the prescreening session.

Important: The following benchmarks must be met in order to receive an admission ticket to the event.

- The candidate has a defined interest or career goal.
- The candidate can articulate his/her qualifications and skills for potential job openings.
- The candidate has a current, updated resume in good condition (JobCenterofWisconsin.com resume preferred, but not necessary).
- The candidate completed the online Self-Assessment Survey and does not have significant barriers (child care, transportation, housing) to immediate employment. (Note: Barriers are not to be confused with disabilities.)
- The candidate is prepared for a job interview.
- The candidate has been advised that it is reasonable to assume a full background check will be conducted prior to receiving a job offer.
- The candidate has been advised that it is reasonable to assume he or she will be asked to submit to a drug screening prior to receiving a job offer.
- The candidate has been advised that entry to the event will only be permitted if the candidate is dressed appropriately and does not bring children.
- The candidate has been advised to bring 30 copies of his/her resume to the event.

Please note that the prescreening process is based on minimal employer criteria. Candidates who do not pass the prescreening process will not be considered for job opportunities available at the event. Those candidates will, however, be referred to other services and employment opportunities available through the Wisconsin Job Center system.

07/22/2012

DETB-16566-E (R. 2/2012)

Complete a Résumé/Work Application

1. Read the Job Seeker Terms of Use. Click on the **I Accept** button.

Job Center of Wisconsin Terms of Use for Job Seekers

This Terms of Use Statement governs the way Job Center of Wisconsin collects, holds and uses data that you may submit. Please be sure to read this entire Statement before using or submitting information. Job Center of Wisconsin takes every precaution to protect the information of a user. When a user submits sensitive information via the website, the information is protected both on-line and off-line.

Job Seeker Safeguards:

- **Personal Contact Information:** Job seekers control the amount of personal contact information they want made available to employers who access their résumé.
- **User ID and Password:** A job seeker establishes a User ID and Password when signing up. This User ID and Password is required for all future access to their résumé or saved job searches.
- **Privacy:** A job seeker's personal data is never transmitted with the User ID and Password to employers.
- **Fees:** Employers may not charge a fee to provide a job seeker with access to a job referral or as a condition of accepting a job.
- **Labor Dispute:** Employers may not use the service to recruit replacement workers in a labor dispute, either through job postings or résumé searches.
- **Résumé Use:** Employers may not use résumés from this site (whether received by searching or from the job seeker responding to a job posting) for any purpose other than to fill an immediate job opening. Employers may not resell or repost résumés found on this site, whether in whole or in part.
- **Jobs Posted:** Jobs posted must be for an immediate opening. Business opportunities are not considered immediate openings.
- **Monetary Investment:** Employers may not require a significant monetary investment by a job seeker to obtain employment. Usual and customary licensing fees or certifications are acceptable. Application fees, purchasing kits, and work-from-home plans are not acceptable.

Job Seeker Responsibilities

- **Posting of Material:** Job seekers are prohibited from posting or transmitting any material that is obscene, scandalous, inflammatory, pornographic, profane, unlawful, threatening, libelous, defamatory, or otherwise inappropriate language. The Wisconsin Department of Workforce Development will cooperate fully with any law enforcement authorities or court order requesting or directing us to disclose the identity of anyone posting any such information or materials.
- **Reporting:** Job seekers are asked to assist us in maintaining the proper use of the system by reporting employers who do not follow the rules they have agreed to as stated above.

Modifications

The Wisconsin Department of Workforce Development reserves the right to modify or amend this Statement at any time.

2. To begin creating a résumé, click on the **Add** button on the Job Seeker Profile.

Job Seeker Profile

[Need help?](#)

Click [here](#) to complete or update your Self-Assessment Survey. You need to complete the survey in preparation for your Reemployment Services, or your Job Fair Screening session.

Creating a résumé or work application enhances your opportunities for obtaining employment, and allows employers to match you to their job openings.

Select an item to work with by checking the box in front of the Reference Number. Next, click on a button to perform that function for the selected item.

If a button is inactive or 'grayed' out it means that function cannot be performed at this time.

You may have up to 3 résumés/applications. You will have the choice of printing your data as a résumé, or a work application. A list of references, and a cover letter can also be created and printed.

Résumé/Application **References** **Cover Letter**

No résumés/applications found. Press Add to start a new Résumé or Work Application.

Click on the 'Save' button every few minutes to make sure the information you enter is saved on your résumé. If you don't save regularly, you will 'time out' after 30 minutes and your work will be lost.

Use the [Need help?](#) links on each page to see examples and clarify what type of information should be entered.

- Fill in the information requested on the page, taking care to spell everything correctly.

You must have a valid email address. It is a required field. If you have an email address but haven't checked it recently, try to access your email to make sure your account is still active. If your email account is not active, you will need to reactive it, or create a new one. Be sure that your email address is spelled correctly.

Check your email account regularly (every few days). The Job Center of Wisconsin website and employers will be communicating with you via email.

When you are done entering your information on this page, click on the **Save** button, and then on the **Continue** button.

The screenshot shows a web form titled "Résumé/Application". At the top right, there are links for "Preview Application" and "Preview Résumé". Below the title, there is a "Save" button and a link "Work with My Résumés/Applications". A warning message states: "Save early, save often. For your security, your session will time out after 30 minutes. Clicking the Save button resets the timeout counter and extends your session time for another 30 minutes." Below this, there is explanatory text about the form's purpose and a note that users can have up to 3 résumés/applications. A legend indicates that an asterisk (*) denotes a required field. The main form area is titled "Contact information" and includes a "Need help?" link. The form fields are: First Name (Polly), Last Name (Klock), Middle (J), Email (pollyklock49@sample.net), Street Address 1 (1900 Nautical Way), Street Address 2, City (Fond du Lac), State (Wisconsin), Zip (54935), Home Phone ((920)555-1234), and Alt Phone. On the left side, there is a vertical navigation menu with steps: Step 1 Contact Information, Step 2 Employment Profile, Step 3 Work Experience, Step 4 Education, Step 5 Availability, and Step 6 Finish/Activate. At the bottom, there are "Save" and "Continue" buttons. Red callout boxes with arrows point to the "Save" button (labeled "Click Here"), the "Continue" button (labeled "Then click here"), and the "Need help?" link.

4. Fill in the information requested on the page.

Select the occupations you are searching for work as now. Do not list previous occupations unless you are searching for that type of job now.

Select up to three Occupational Categories that you are interested in:

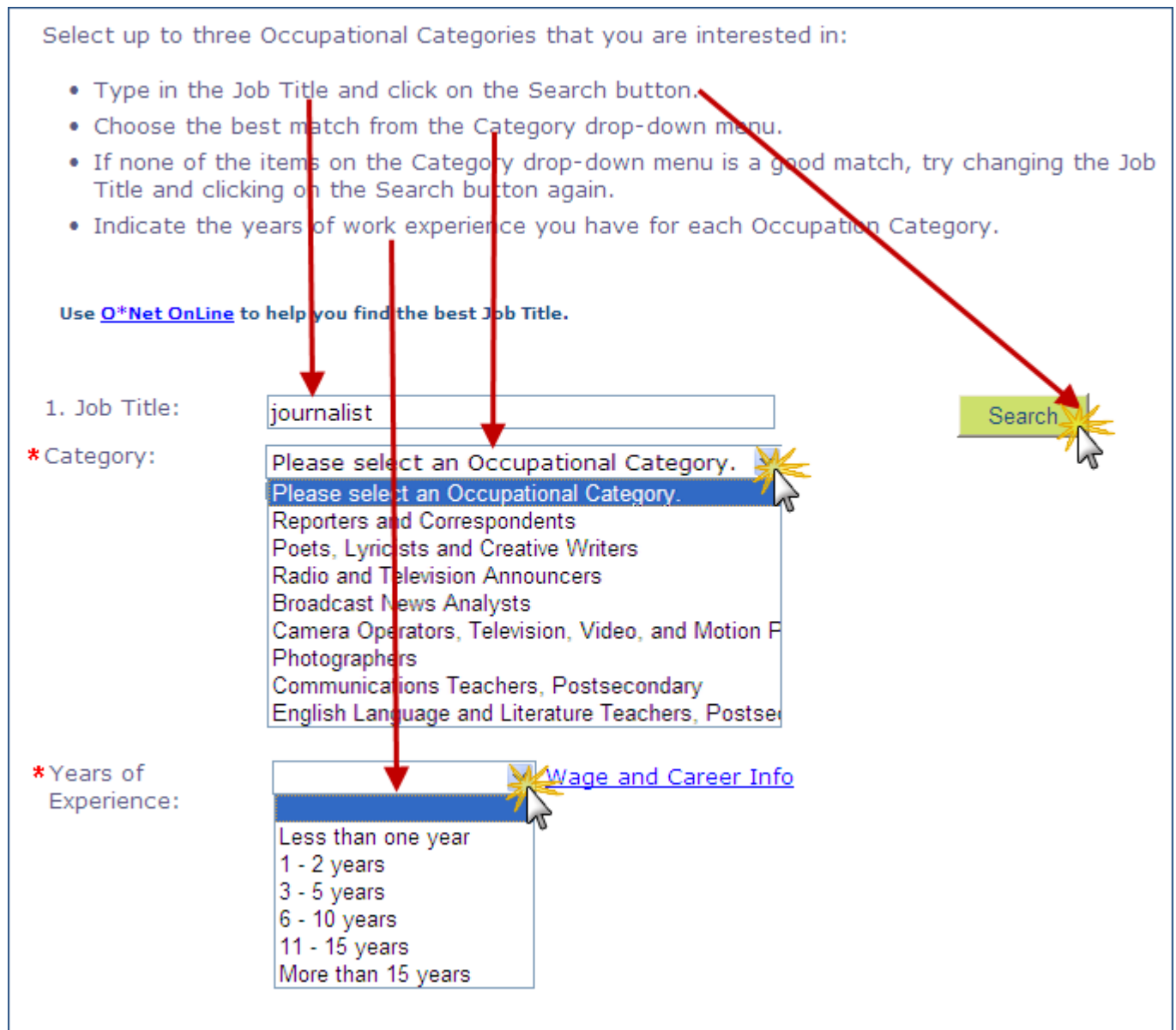
- Type in the Job Title and click on the Search button.
- Choose the best match from the Category drop-down menu.
- If none of the items on the Category drop-down menu is a good match, try changing the Job Title and clicking on the Search button again.
- Indicate the years of work experience you have for each Occupation Category.

Use [O*Net OnLine](#) to help you find the best Job Title.

1. Job Title:

* Category:
Please select an Occupational Category.
Reporters and Correspondents
Poets, Lyricists and Creative Writers
Radio and Television Announcers
Broadcast News Analysts
Camera Operators, Television, Video, and Motion Picture
Photographers
Communications Teachers, Postsecondary
English Language and Literature Teachers, Postsecondary

* Years of Experience:
Less than one year
1 - 2 years
3 - 5 years
6 - 10 years
11 - 15 years
More than 15 years

A screenshot of a job search form. At the top, there are instructions and a list of four bullet points. Below that is a link to 'O*Net OnLine'. The form has three main sections: '1. Job Title:' with a text box containing 'journalist'; '* Category:' with a dropdown menu showing a list of job categories; and '* Years of Experience:' with a dropdown menu showing experience ranges. A green 'Search' button is on the right. Red arrows point from the instructions to the 'journalist' text box, the category dropdown, the experience dropdown, and the 'Search' button. A mouse cursor is over the 'Search' button.

When you are done entering your information on this page, click on the **Save** button, and then on the **Continue** button. (See example on next page.)

[Screen Reader Version](#)

[Preview Application](#)
[Preview Résumé](#)

Résumé/Application

[Save](#) [Delete](#)

[Work with My Résumés/Applications](#)

Save early, save often. For your security, your session will time out after 30 minutes. Clicking the Save button resets the timeout counter and extends your session time for another 30 minutes.

The Job Center of Wisconsin résumé and application feature accomplishes two things simultaneously. Enter your information once, and create both a work application form or a résumé, or both. You will be able to choose which item to format and print after you have entered your information. Be sure to review your information for accuracy, spelling, grammar, and capitalization errors.

You may have up to 3 résumés/applications, and you can also create a list of references, and a cover letter.

An asterisk (*) denotes a required field.

- [Step 1
Contact Information](#)
- [Step 2
Employment Profile](#)**
- [Step 3
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- [Step 4
Education](#)
- [Step 5
Availability](#)
- [Step 6
Finish/Activate](#)

[Need help?](#)

Employment Profile

*Objective:
Text Limit: 500 | Text Entered: 86

Indicate any specific skills that you have:
Text Limit: 1000 | Text Entered: 204

Certifications, Licenses, Awards:
Text Limit: 300 | Text Entered: 48

*If you have a [National Career Readiness Certificate](#) (NCRC), or if you acquire one, do you want to share that information with employers?
 Yes
 No

Looking to have your résumé or work application stand out from the crowd? The [National Career Readiness Certificate](#) is a portable credential that helps build your confidence and verifies that your skills match the employer's needs.

Select up to three Occupational Categories that you are interested in:

- Type in the Job Title and click on the Search button.
- Choose the best match from the Category drop-down menu.
- If none of the items on the Category drop-down menu is a good match, try changing the Job Title and clicking on the Search button again.
- Indicate the years of work experience you have for each Occupation Category.

Use [Q*Net OnLine](#) to help you find the best Job Title.

1. Job Title: [Search](#)

*Category:
*Years of Experience: [Wage and Career Info](#)

2. Job Title: [Search](#)

Category:
Years of Experience: [Wage and Career info](#)

3. Job Title:
Category:

Years of Experience:

Then click here

[Click Here](#)

[Save](#)

<< Back

Continue >>

5. Fill in your desired salary, if you wish (not a required field).

To add your work history, click on the **Add Work Experience** button.

An asterisk (*) denotes a required field.

Step 1
Contact Information

Step 2
Employment Profile

**Step 3
Work Experience**

Step 4
Education

Step 5
Availability

Step 6
Finish/Activate

Need help?

Work Experience

Desired Salary: \$ ▼

Your information will appear on your résumé or work application in chronological order. Please list information related to your last 10 years of work experience. You may enter up to 10 employers.

Add Work Experience

<< Back Continue >>

Save

Fill in the requested information. Click on the **Update** button to save this employer's information. Click on the **Save** button at the top or bottom of the page to save your résumé.

Work Experience

Desired Salary: \$ ▼

Your information will appear on your résumé or work application in chronological order. Please list information related to your last 10 years of work experience. You may enter up to 10 employers.

* Employer:

Text Limit: 70 | Text Entered: 26

City:

State: ▼

* Position:

Use [O*Net OnLine](#) to help you find the best Position title. The link also contains information to help you complete the Duties/Responsibilities. Providing detailed information will help employers match you to their open jobs.

* Dates Employed: Start (Month/Year): End (Month/Year):
(Leave End blank if currently employed)

* Duties/Responsibilities:

Text Limit: 1000 | Text Entered: 59

Add Work Experience

When you are done entering all of your work history (up to a maximum of 10 employers), click on the **Save** button, and then on the **Continue** button.

[Screen Reader Version](#)

[Preview Application](#)
[Preview Résumé](#)

Résumé/Application

[Save](#) [Delete](#)

[Work with My Résumés/Applications](#)

Save early, save often. For your security, your session will time out after 30 minutes. Clicking the Save button resets the timeout counter and extends your session time for another 30 minutes.

The Job Center of Wisconsin résumé and application feature accomplishes two things simultaneously. Enter your information once, and create both a work application form or a résumé, or both. You will be able to choose which item to format and print after you have entered your information. Be sure to review your information for accuracy, spelling, grammar, and capitalization errors.

You may have up to 3 résumés/applications, and you can also create a list of references, and a cover letter.

Résumé Saved

An asterisk (*) denotes a required field.

- [Step 1
Contact
Information](#)
- [Step 2
Employment
Profile](#)
- [Step 3
Work
Experience](#)
- [Step 4
Education](#)
- [Step 5
Availability](#)
- [Step 6
Finish/Activate](#)

[Need help?](#)

Work Experience

Desired Salary: \$ Per Year

Your information will appear on your résumé or work application in chronological order. Please list information related to your last 10 years of work experience. You may enter up to 10 employers.

Employer: Denver Times
City: Denver
State: Colorado
Position: Reporter
Dates Employed: 2008 to 2012
Duties/Responsibilities: Environmental, local news, and human interest reporter for a large daily newspaper. Circulation: 250,000

[Edit](#) [Remove](#)

Employer: Green Earth Today Magazine
City: Golden
State: Colorado
Position: Columnist
Dates Employed: 2003 to 2008
Duties/Responsibilities: Environmental columnist for a bi-monthly regional magazine.

[Edit](#) [Remove](#)

Employer: KCVB-TV
City: Colorado Springs
State: Colorado
Position: TV Reporter/Weekend Anchor
Dates Employed: 2000 to 2002
Duties/Responsibilities: Reported on assigned stories, mainly local events and human interest. Weekend anchor for the 5:00 p.m. and 10:00 p.m. newscasts. Occasionally filled in as anchor through the week.

[Edit](#) [Remove](#)

Employer: Leadville News Leader
City: Leadville
State: Colorado
Position: Reporter
Dates Employed: 1996 to 2000
Duties/Responsibilities: Covered local and regional news stories for a small weekly newspaper. Circulation: 3500

[Edit](#) [Remove](#)

[Add Work Experience](#)

Then click here

Click Here

[Save](#)

[<< Back](#) [Continue >>](#)

6. Select your highest level of education from the drop-down menu.

To add schools you attended, click on the **Add Education History** button.

An asterisk (*) denotes a required field.

[Step 1
Contact Information](#) [Need help?](#)

[Step 2
Employment Profile](#)

[Step 3
Work Experience](#)

**[Step 4
Education](#)**

[Step 5
Availability](#)

[Step 6
Finish/Activate](#)

Education

* Highest Grade Completed:

Education History will appear on your résumé or work application in chronological order. You may record up to 5 entries.

<< Back Continue >>

Fill in the requested information. Click on the **Update** button to save this school's information. Click on the **Save** button at the top or bottom of the page to save your résumé.

When you are done entering all of your Education History (up to a maximum of 5), click on the **Save** button and then on the **Continue** button.

JOB CENTER of WISCONSIN Connecting Wisconsin's Workforce

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[Screen Reader Version](#)

[Preview Application](#)
[Preview Résumé](#)

Résumé/Application

Save Delete

[Work with My Résumés/Applications](#)

Save early, save often. For your security, your session will time out after 30 minutes. Clicking the Save button resets the timeout counter and extends your session time for another 30 minutes.

The Job Center of Wisconsin résumé and application feature accomplishes two things simultaneously. Enter your information once, and create both a work application form or a résumé, or both. You will be able to choose which item to format and print after you have entered your information. Be sure to review your information for accuracy, spelling, grammar, and capitalization errors.

You may have up to 3 résumés/applications, and you can also create a list of references, and a cover letter.

An asterisk (*) denotes a required field.

[Step 1 Contact Information](#)
[Step 2 Employment Profile](#)
[Step 3 Work Experience](#)
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[Step 5 Availability](#)
[Step 6 Finish/Activate](#)

[Need help?](#)

Education

* Highest Grade Completed:

Education History will appear on your résumé or work application in chronological order. You may record up to 5 entries.

* School Name:

Dates attended: Start (Month/Year): End (Month/Year):
(Leave End blank if currently attending)

Course(s) of Study:
Text Limit: 100 | Text Entered: 10

Degree/Awards:
Text Limit: 500 | Text Entered: 30

Click Here (points to Save button)

Then click here (points to Continue button)

7. Select the county(ies) where you are willing to work by clicking on the county name, and then on the **Select** button.

Choose 'yes' or 'no' to answer the relocation question, based on your willingness to move somewhere else for a job. **Do not choose 'yes' unless you are willing to move for a job.**

Click the checkboxes for the type(s) of employment you will accept.

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[Screen Reader Version](#)

[Preview Application](#)
[Preview R sum ](#)

R sum /Application

[Save](#) [Delete](#)

[Work with My R sum s/Applications](#)

Save early, save often. For your security, your session will time out after 30 minutes. Clicking the Save button resets the timeout counter and extends your session time for another 30 minutes.

The Job Center of Wisconsin r sum  and application feature accomplishes two things simultaneously. Enter your information once, and create both a work application form or a r sum , or both. You will be able to choose which item to format and print after you have entered your information. Be sure to review your information for accuracy, spelling, grammar, and capitalization errors.

*You may have up to 3 r sum s/applications, and you can also create a list of references, and a cover letter.

An asterisk (*) denotes a required field.

[Need help?](#)

Step 1
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[Work Experience](#)

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Availability

*Please indicate the county or counties where you will accept work:

All Counties
 Selected Counties

Counties Available:

Adams
Ashland
Barron
Bayfield

[Select](#)

Counties Selected:

Dane
Milwaukee
Rock

[De-Select](#)

Are you willing to relocate?

Yes
 No

Type(s) of Employment you are looking for: (Check all that apply)

Part-Time
 Part-Time Temporary
 Full-Time
 Full-Time Temporary
 On Call
 On Call Temporary
 Project/Contract
 Internship
 Apprentice

Click the checkbox(es) for the days of the week you are willing to work.

Click the checkbox(es) for the shifts you are willing to work.

Choose 'yes' or 'no' to answer the transportation and driver's license questions.

The image shows a web form with the following sections:

- Work Day(s): (Check all that apply)**
 - Monday-Friday
 - Monday
 - Tuesday
 - Wednesday
 - Thursday
 - Friday
 - Saturday
 - Sunday
 - Weekends only
 - Non-Standard (Explanation required below)

Explain:

Text Limit: 300 | Text Entered: 0
- Shift(s): (Check all that apply)**
 - First
 - Second
 - Third
 - Rotating
 - Mornings
 - Afternoons
 - Evenings
 - Weekend
 - Non-Standard (Explanation required below)

Explain:

Text Limit: 300 | Text Entered: 0
- Do you have transportation available?**
 - Yes
 - No
- Do you have a valid driver's license?**
 - Yes
 - No

At the bottom left, a green **Save** button has a red callout box labeled **Click Here** pointing to it. At the bottom right, there are two green buttons: **<< Back** and **Continue >>**. A red callout box labeled **Then click here** points to the **Continue >>** button.

When you are done answering the questions, click on the **Save** button, and then on the **Continue** button.

8. This is the last page of the résumé creation process.

If you are done entering all of your information, select 'yes' to answer the question.

If you are **not** done, select 'no'. When you are done entering all information, come back to Step 6, change your answer from 'no' to 'yes', and click on the **Save** button.

An asterisk (*) denotes a required field.

[Step 1
Contact Information](#) [Need help?](#)

[Step 2
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[Step 3
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[Step 4
Education](#)

[Step 5
Availability](#)

[Step 6
Finish/Activate](#)

Finish/Activate

If you have added *all* of your information in Steps 1 through 5, and are satisfied with the way your information appears, select 'Yes'. Otherwise select 'No' and return to Steps 1 through 5 to finish entering your information, or to update or add more detail to your information.

If you're not sure, you can select 'No' then click on the Preview Application or Preview Resume links in the upper right corner of this page. If you are satisfied, select 'Yes' to continue.

*Are you done entering *all* of your information?

Yes

No

<< Back Finish

Save

This question determines whether you have **completed** your résumé or not. To meet the Unemployment Insurance Division's requirements, the question must be answered 'yes'.

JOB CENTER of WISCONSIN Connecting Wisconsin's Workforce

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[Screen Reader Version](#) [Preview Application](#)
[Preview Résumé](#)

Rèsumé/Application

Save Delete

[Work with My Résumés/Applications](#)

Save early, save often. For your security, your session will time out after 30 minutes. Clicking the Save button resets the timeout counter and extends your session time for another 30 minutes.

The Job Center of Wisconsin résumé and application feature accomplishes two things simultaneously. Enter your information once, and create both a work application form or a résumé, or both. You will be able to choose which item to format and print after you have entered your information. Be sure to review your information for accuracy, spelling, grammar, and capitalization errors.

You may have up to 3 résumés/applications, and you can also create a list of references, and a cover letter.

An asterisk (*) denotes a required field.

[Step 1
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[Step 3
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[Step 4
Education](#)

[Step 5
Availability](#)

[Step 6
Finish/Activate](#)

Finish/Activate

If you have added *all* of your information in Steps 1 through 5, and are satisfied with the way your information appears, select 'Yes'. Otherwise select 'No' and return to Steps 1 through 5 to finish entering your information, or to update or add more detail to your information.

If you're not sure, you can select 'No' then click on the Preview Application or Preview Resume links in the upper right corner of this page. If you are satisfied, select 'Yes' to continue.

*Are you done entering *all* of your information?

Yes

No

You must answer this question 'yes' to complete your résumé.

When the first question is answered 'yes', a second question appears.

An asterisk (*) denotes a required field.

[Step 1
Contact Information](#) [Need help?](#)

[Step 2
Employment Profile](#)

[Step 3
Work Experience](#)

[Step 4
Education](#)

[Step 5
Availability](#)

[Step 6
Finish/Activate](#)

Finish/Activate

If you have added all of your information in Steps 1 through 5, and are satisfied with the way your information appears, select "Yes". Otherwise select "No" and return to Steps 1 through 5 to finish entering your information, or to update or add more detail to your information.

If you're not sure, you can select "No" then click on the Preview Application or Preview Resume links in the upper right corner of this page. If you are satisfied, select "Yes" to continue.

* Are you done entering all of your information?

Yes

No

* Do you want Employers to match you to their jobs?

Yes

No

[Preview Your Match Profile](#)

Select 'yes' or 'no' to answer the question (there is explanatory text below the **Preview Your Match Profile** button), and click on the **Preview Your Match Profile** button.

If you answered the second question 'yes', your Match Profile will be displayed. This is what the employer will see. Carefully review it for spelling, formatting, and content errors.

Match Profile

Looking for work in: Dane, Milwaukee, Rock Counties
Willing to Relocate

OBJECTIVE

Seeking a full-time position where I can utilize my 15 years of journalism experience.

WORK EXPERIENCE

Reporter
2008 to 2012

Columnist
2003 to 2008

TV Reporter/Weekend Anchor
2000 to 2002

Reporter
1996 to 2000

EDUCATION

Highest Grade Completed: Bachelors Degree
Course(s) of Study:
Journalism

OCCUPATION PREFERENCES

Radio and Television Announcers: 1 - 2 years
Reporters and Correspondents: 11 - 15 years
Desired Salary: \$55,000.00 Per Year

CERTIFICATIONS, LICENSES, AWARDS

Magazine Columnist of the Year in Colorado, 2005

SKILLS

Experienced newspaper journalist with excellent credentials. Experienced investigative journalist. First-rate interviewing skills and techniques. Environmental columnist for Green Earth Today magazine.

AVAILABILITY

Full-Time, Project/Contract

Shift(s): Mornings, Afternoons, Evenings, Weekend

Work Day(s): Monday-Friday, Saturday, Sunday

Has Transportation Available
Has a Valid Drivers License

Updated 07/19/2012

If you answered the second question 'no', you will see the following message. Employers will not see anything, and employers will not be able to match you to their job openings.

An asterisk (*) denotes a required field.

[Step 1 Contact Information](#) [Need help?](#)

[Step 2 Employment Profile](#)

[Step 3 Work Experience](#)

[Step 4 Education](#)

[Step 5 Availability](#)

[Step 6 Finish/Activate](#)

Finish/Activate

If you have added *all* of your information in Steps 1 through 5, and are satisfied with the way your information appears, select 'Yes'. Otherwise select 'No' and return to Steps 1 through 5 to finish entering your information, or to update or add more detail to your information.

If you're not sure, you can select 'No' then click on the Preview Application or Preview Resume links in the upper right corner of this page. If you are satisfied, select 'Yes' to continue.

*Are you done entering *all* of your information?

Yes

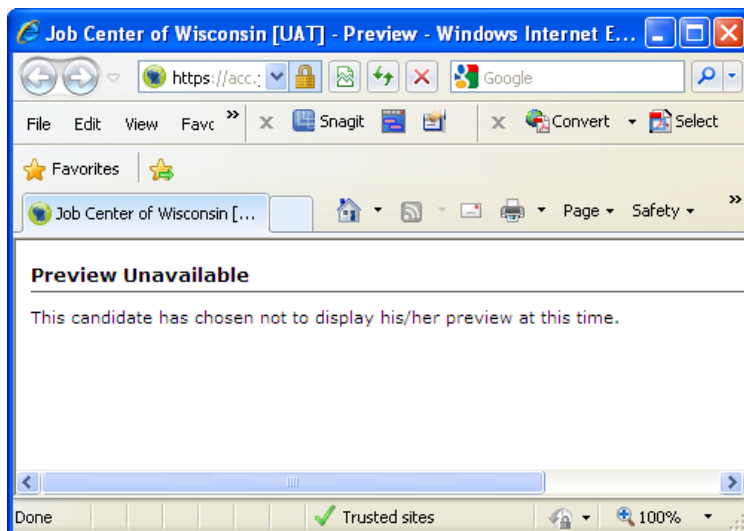
No

*Do you want Employers to match you to their jobs?

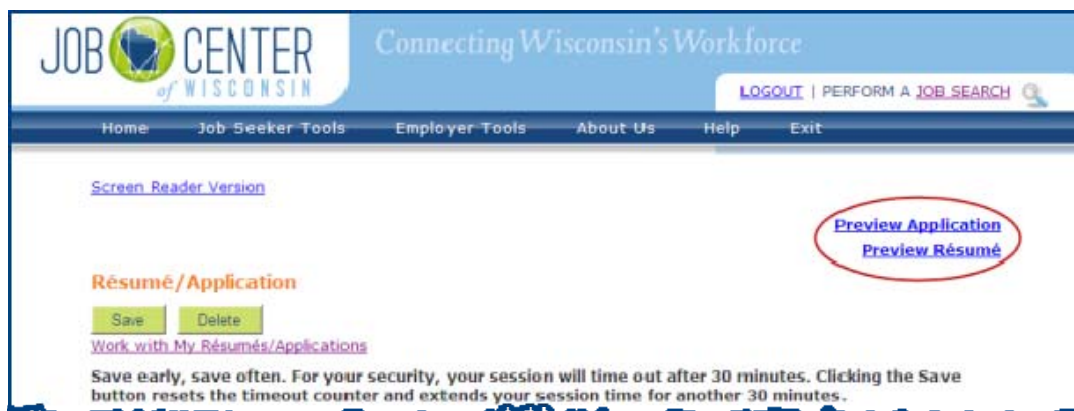
Yes

No

[Preview Your Match Profile](#)



You can view your information formatted as a résumé and as a work application by clicking on the links near the upper right corner of the page. It is a good idea to review both now for spelling, formatting, and content errors.



When you are done answering the questions and reviewing your work, click on the **Save** button, and then on the **Finish** button.

JOB CENTER of WISCONSIN Connecting Wisconsin's Workforce

LOGOUT | PERFORM A [JOB SEARCH](#)

Home Job Seeker Tools Employer Tools About Us Help Exit

[Screen Reader Version](#)

[Preview Application](#)
[Preview Résumé](#)

Résumé/Application

[Save](#) [Delete](#)

[Work with My Résumés/Applications](#)

Save early, save often. For your security, your session will time out after 30 minutes. Clicking the Save button resets the timeout counter and extends your session time for another 30 minutes.

The Job Center of Wisconsin résumé and application feature accomplishes two things simultaneously. Enter your information once, and create both a work application form or a résumé, or both. You will be able to choose which item to format and print after you have entered your information. Be sure to review your information for accuracy, spelling, grammar, and capitalization errors.

You may have up to 3 résumés/applications, and you can also create a list of references, and a cover letter.

An asterisk (*) denotes a required field.

[Step 1 Contact Information](#) [Need help?](#)

[Step 2 Employment Profile](#)

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[Step 4 Education](#)

[Step 5 Availability](#)

[Step 6 Finish/Activate](#)

Finish/Activate

If you have added *all* of your information in Steps 1 through 5, and are satisfied with the way your information appears, select **'Yes'**. Otherwise select **'No'** and return to Steps 1 through 5 to finish entering your information, or to update or add more detail to your information.

If you're not sure, you can select **'No'** then click on the Preview Application or Preview Resume links in the upper right corner of this page. If you are satisfied, select **'Yes'** to continue.

***Are you done entering *all* of your information?**

Yes
 No

***Do you want Employers to match you to their jobs?**

Yes
 No

[Preview Your Match Profile](#)

Click on the Preview Your Match Profile button to view your Match Profile as employers will see it.

If you answer **'Yes'** to this question, review your Match Profile carefully. If you are not satisfied with the way your information appears, return to Steps 1 through 5 to update or add more detail to your information. Employers will be able to view your Match Profile and contact you by email. Your email address will not be displayed to the employer, and you will remain anonymous unless you decide to respond to the employer's email message. Be sure to keep your email address in Step 1 up-to-date.

If you answer **'No'** to this question, employers will *not* be able to see your Match Profile, will *not* be able to match you to their job openings, and you will *not* receive emails from employers.

[Click Here](#) [Save](#) [Finish](#)

After clicking the **Finish** button you will return to the Job Seeker Profile page, where you can view the status of your résumé (click on the [Need help?](#) link for an explanation of the information displayed on this page).

Job Seeker Profile

Creating a résumé or work application enhances your opportunities for obtaining employment, and allows employers to match you to their job openings.

Select an item to work with by checking the box in front of the Reference Number. Next, click on a button to perform that function for the selected item.

If a button is inactive or 'grayed' out it means that function cannot be performed at this time.

You may have up to 3 résumés/applications. You will have the choice of printing your data as a résumé, or a work application. A list of references, and a cover letter can also be created and printed.

[Need help?](#)

Tip:
Click [here](#) to complete or update your Self-Assessment Survey. You need to complete the survey in preparation for your Reemployment Services, or your Job Fair Screening session.

Another Tip:
Check your status using [My JC](#)

Résumé/Application		References	Cover Letter					
Select	Reference Number	Objective	Status	Completed	Updated	Employers Can View?	Employer Views	Employer Emails Sent
<input checked="" type="checkbox"/>	2156	Seeking a full-time position where I can utilize my 15 years of journalism experience.	Active	Yes	07/20/2012	Yes	0	0

View/Update Add Copy Delete Preview/Print Email

To view your status in Job Center of Wisconsin, click on the [My JCW](#) link and view your Dashboard.

My JCW

Welcome Patty Lou, to My JCW, your personalized view of Job Center of Wisconsin.

You last visited us 7/21/2012 5:47:39 PM.

Current Status / Dashboard

- Create an account.**
 You have created an account.
 All job seeker customers must complete this step.
- Register for services.**
 You are registered with Job Service.
 All job seeker customers must complete this step.
[Register for Services / Update](#)
 Why we need your [Social Security Number](#).
- Complete a résumé or work application.**
 You have completed 1 Résumé / Work Application(s).
 Encouraged for all customers. Required for Unemployment Insurance (UI) and Re-employment Services (RES) customers.
[Résumé or Work Application](#)
- Fill out a Self-Assessment Survey.**
 You have filled out and saved a Self-Assessment Survey.
 Encouraged for all customers. Required for all Re-employment Services (RES) customers.
[Self-Assessment Survey](#)

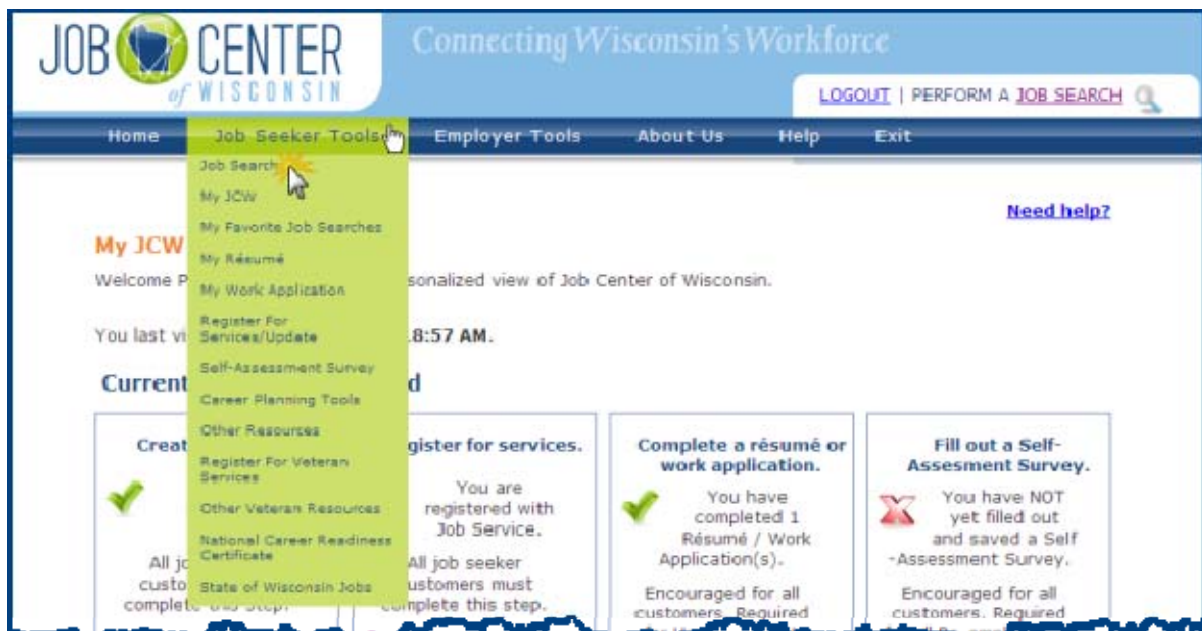
Use the links in the menu bar...



... in the upper right corner...



...or on the Job Seeker Tools menu to navigate to what you would next like to do.



Finally, please check your email account (the one you used in Step 1. of your résumé) for an email from JobCenterofWisconsin@dwd.wisconsin.gov confirming that you now have a résumé.

An asterisk (*) denotes a required field.

Step 1
Contact Information

[Step 2
Employment Profile](#)

[Step 3
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[Step 4
Education](#)

[Need help?](#)

Contact information

First Name:

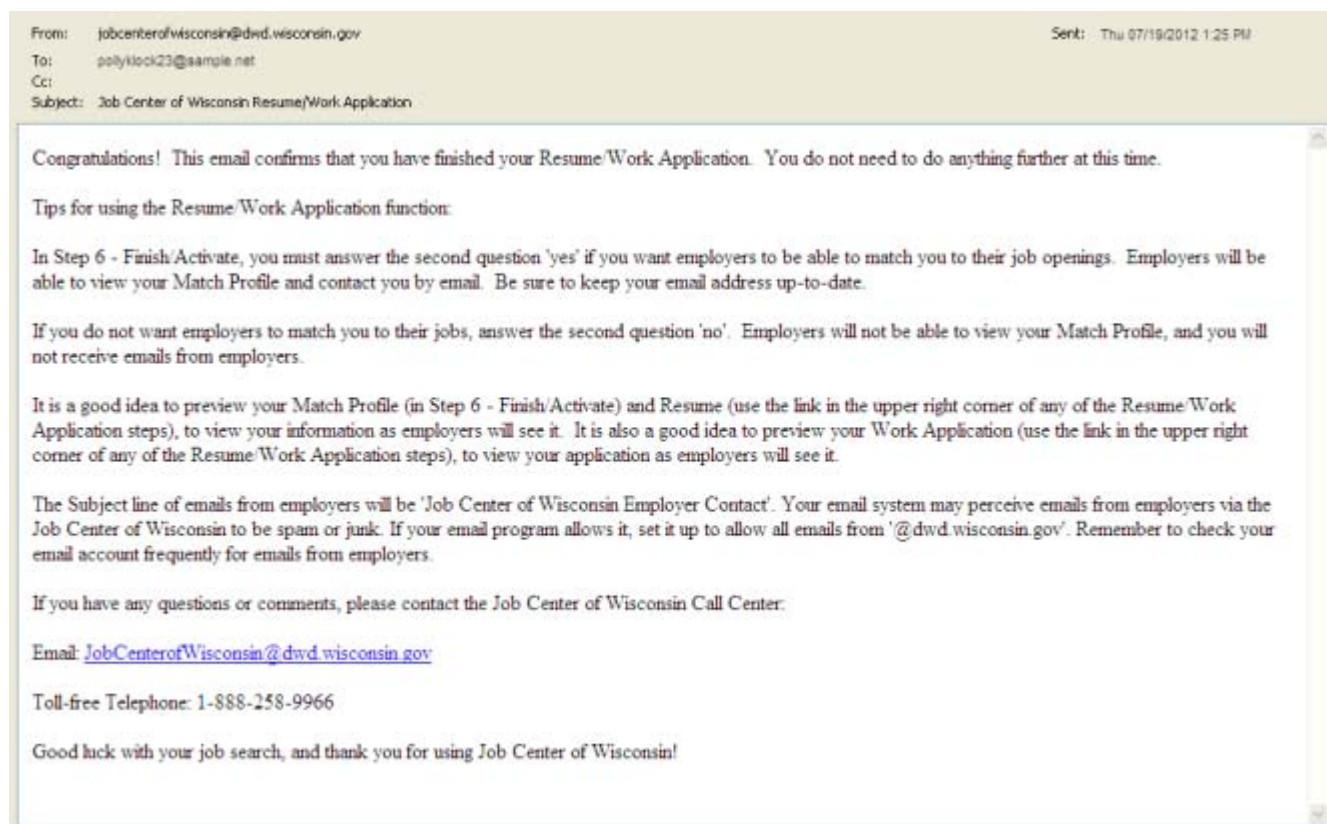
Last Name:

Middle:

* Email:

(abc@def.com)

[Don't have an email?](#)



Receipt of the above email is mentioned in the message at the end of the Self-Assessment Survey process. See page 17 for an example of the message.