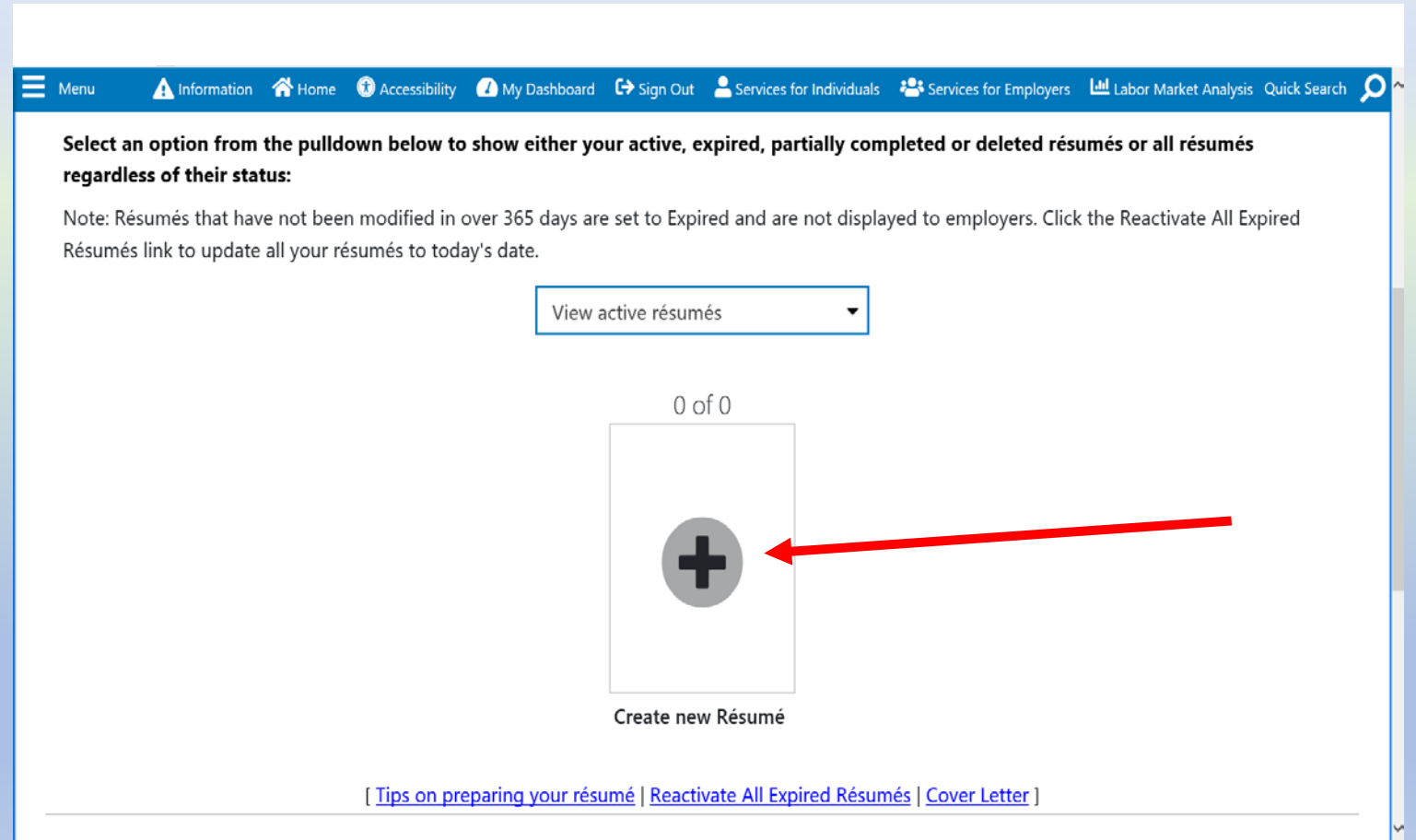


Resume Builder

HIRENET
HAWAII

Create New Resume

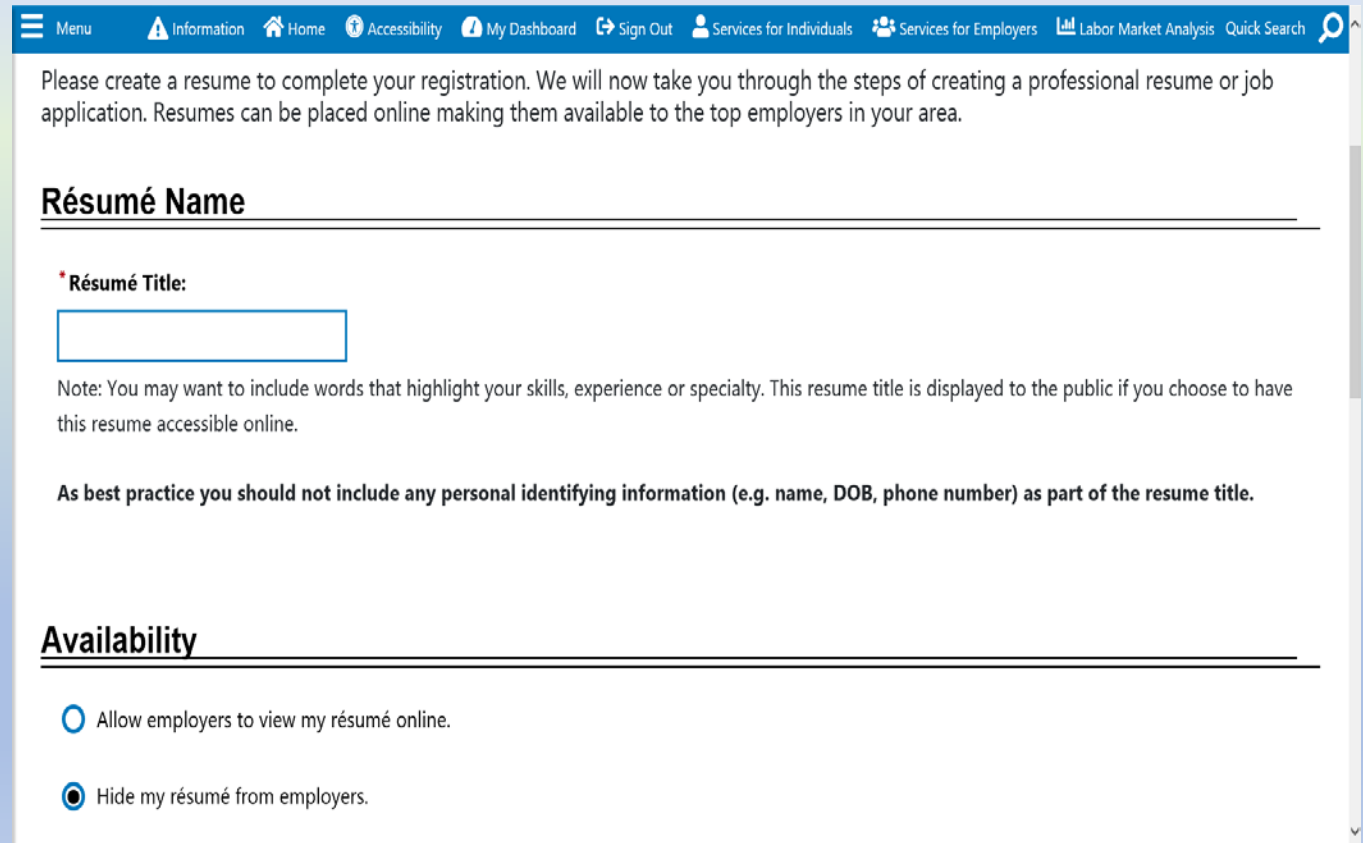
- Click on + symbol to Create New Resume



The screenshot shows a web application interface with a blue navigation bar at the top containing links for Menu, Information, Home, Accessibility, My Dashboard, Sign Out, Services for Individuals, Services for Employers, Labor Market Analysis, and Quick Search. Below the navigation bar, there is a section titled "Select an option from the pulldown below to show either your active, expired, partially completed or deleted résumés or all résumés regardless of their status:". A note below this states: "Note: Résumés that have not been modified in over 365 days are set to Expired and are not displayed to employers. Click the Reactivate All Expired Résumés link to update all your résumés to today's date." A pulldown menu is set to "View active résumés". Below the menu, it shows "0 of 0" items. A large red arrow points to a grey circular button with a white plus sign (+) inside a white rectangular box. Below this button is the text "Create new Résumé". At the bottom of the page, there are three links: "[[Tips on preparing your résumé](#) | [Reactivate All Expired Résumés](#) | [Cover Letter](#)]".

Resume Name and Availability

- Enter a title for your resume
- Availability section: Select “Allow employers to view my resume online.” System default is set to “Hide my resume from employers”



The screenshot shows a web interface for creating a resume. At the top, there is a navigation bar with links for Menu, Information, Home, Accessibility, My Dashboard, Sign Out, Services for Individuals, Services for Employers, Labor Market Analysis, and Quick Search. Below the navigation bar, a message states: "Please create a resume to complete your registration. We will now take you through the steps of creating a professional resume or job application. Resumes can be placed online making them available to the top employers in your area." The form is divided into two sections: "Résumé Name" and "Availability".

Résumé Name

* Résumé Title:

Note: You may want to include words that highlight your skills, experience or specialty. This resume title is displayed to the public if you choose to have this resume accessible online.

As best practice you should not include any personal identifying information (e.g. name, DOB, phone number) as part of the resume title.

Availability

Allow employers to view my résumé online.

Hide my résumé from employers.


Resume Creation Method

- Choose your Resume Creation Method
- Comprehensive: Build your resume using a step by step process (create your resume from scratch)
- Upload: Attach an existing Word or .PDF resume

Menu Information Home Accessibility My Dashboard Sign Out Services for Individuals Services for Employers Labor Market Analysis Quick Search


Résumé Creation Method

Comprehensive

 **Build your résumé using a step-by-step process (create your résumé from scratch).**

20.0 min(s) estimated

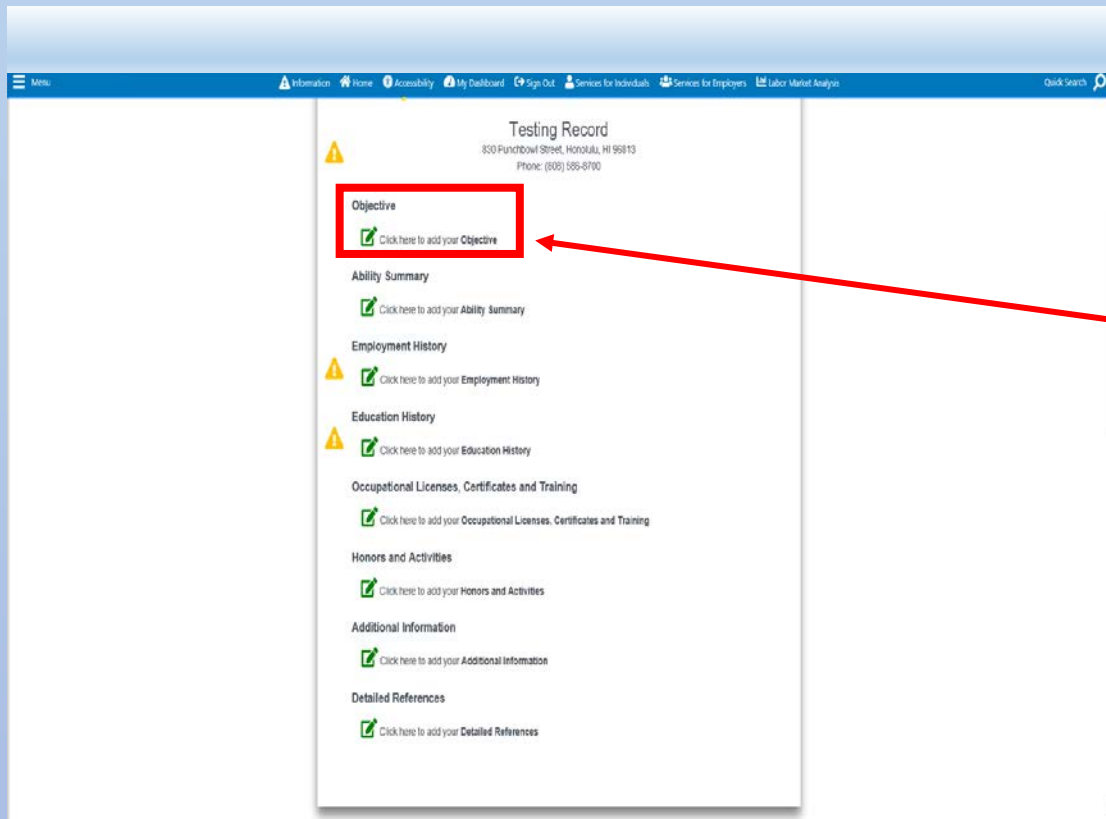
Upload

 **Attach an existing Word or .PDF résumé (save time by using your existing résumé).**

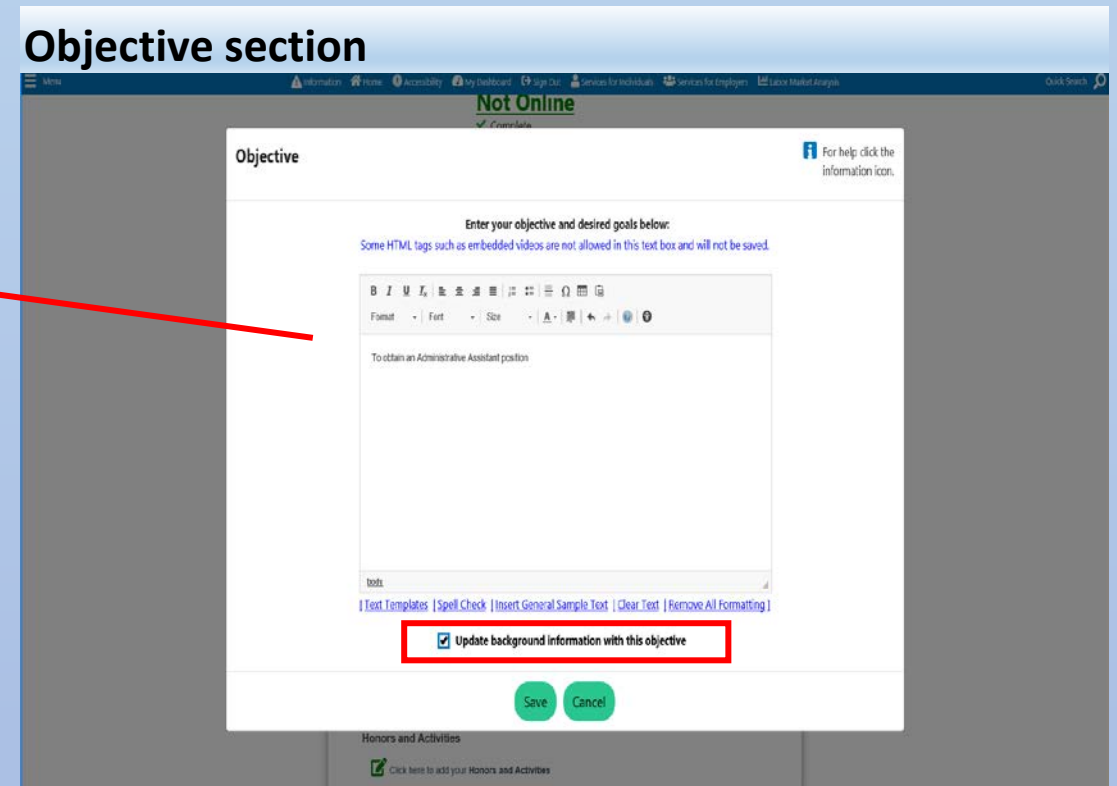
10 min(s) estimated

Save Cancel

Completing sections in Comprehensive Resume



- Click on each section to open modal pop-up display to enter or edit data for that section
- Empty sections include a Pencil symbol, to indicate the need for entering data



- Click on Objective section and type in Employment Objective or utilize “Insert General Sample Text”
- Click on checkbox to “Update background information with this objective”

Ability Summary

Testing Record
830 Punaohiwa Street, Honolulu, HI 96813
Phone: (808) 586-8700

Objective
Click here to add your Objective

Ability Summary
Click here to add your Ability Summary

Employment History
Click here to add your Employment History

Education History
Click here to add your Education History

Occupational Licenses, Certificates and Training
Click here to add your Occupational Licenses, Certificates and Training

Honors and Activities
Click here to add your Honors and Activities

Additional Information
Click here to add your Additional Information

Detailed References
Click here to add your Detailed References

Ability Summary

Enter a summary of your abilities and include any key skills below:
Some HTML tags such as embedded videos are not allowed in this text box and will not be saved.

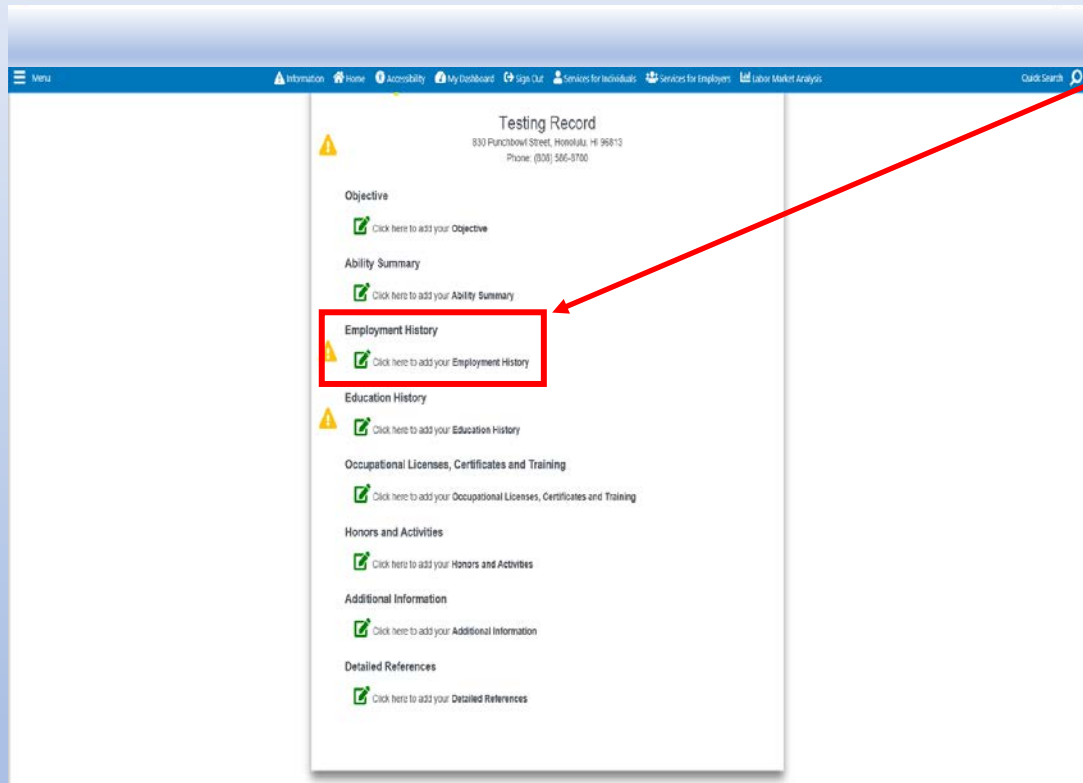
Hard working, highly motivated team player.

Update background information with these abilities

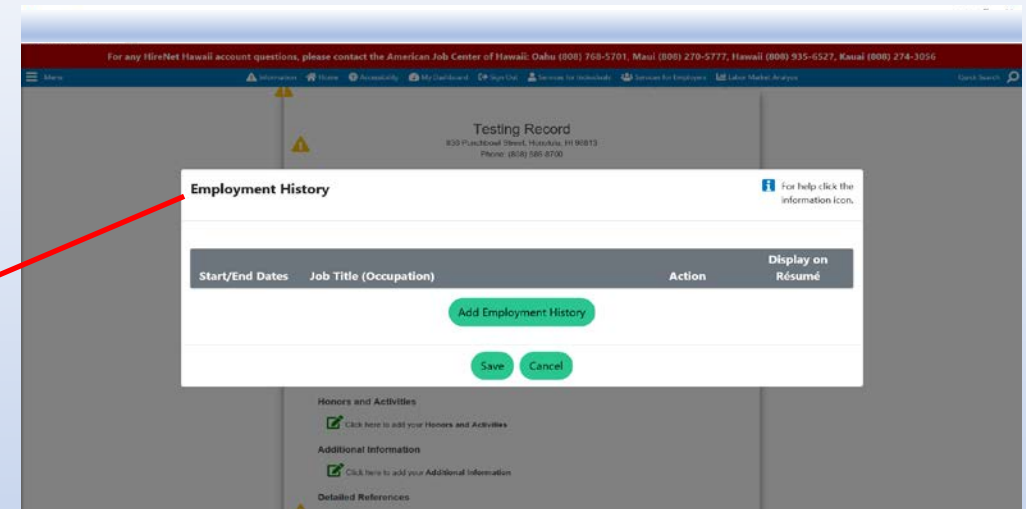
Save Cancel

- Click on next section, Ability Summary
- Enter summary of your abilities and include any key skills
- Click on checkbox to “Update background information with these abilities” and click on “SAVE”

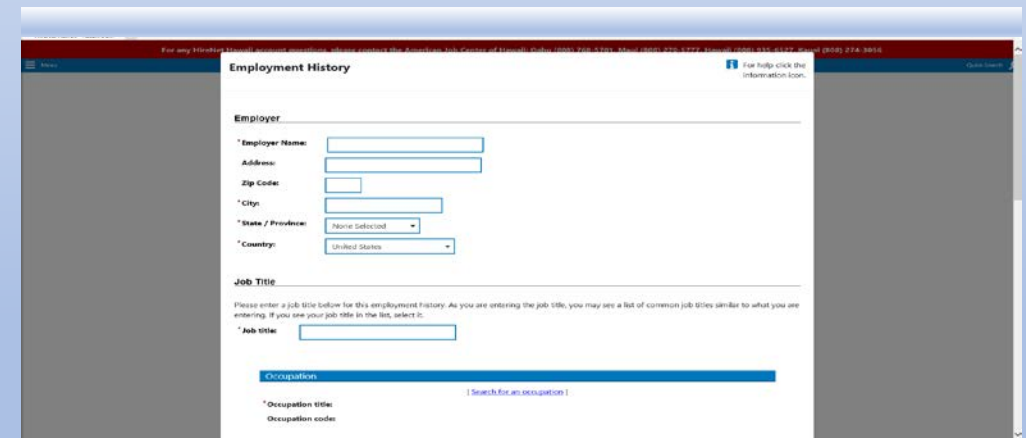
Employment History



- Click on next section, Employment History

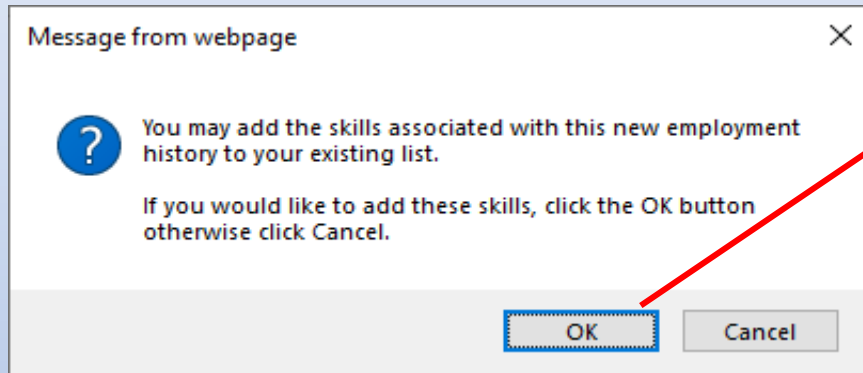


- Click on Add Employment History to enter employment

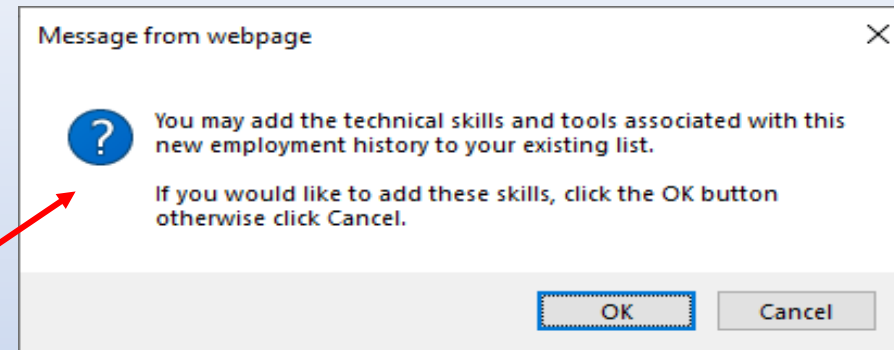


- Fill out Employment History, red (*) are required fields
- Click on SAVE when completed

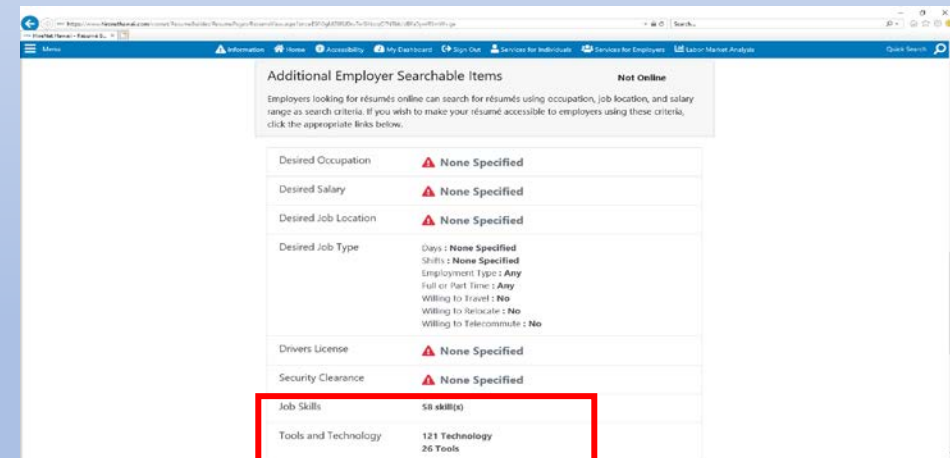
Employment History



- After clicking on SAVE in employment history, a pop-up box will appear stating “You may add the skills associated with this new history to your existing list”
- Click OK button to add skills, otherwise click Cancel
- If OK is selected, another pop-up box will appear to give you the option to add “technical skills and tools associated with this employment history” OR click CANCEL to not include technical skills.

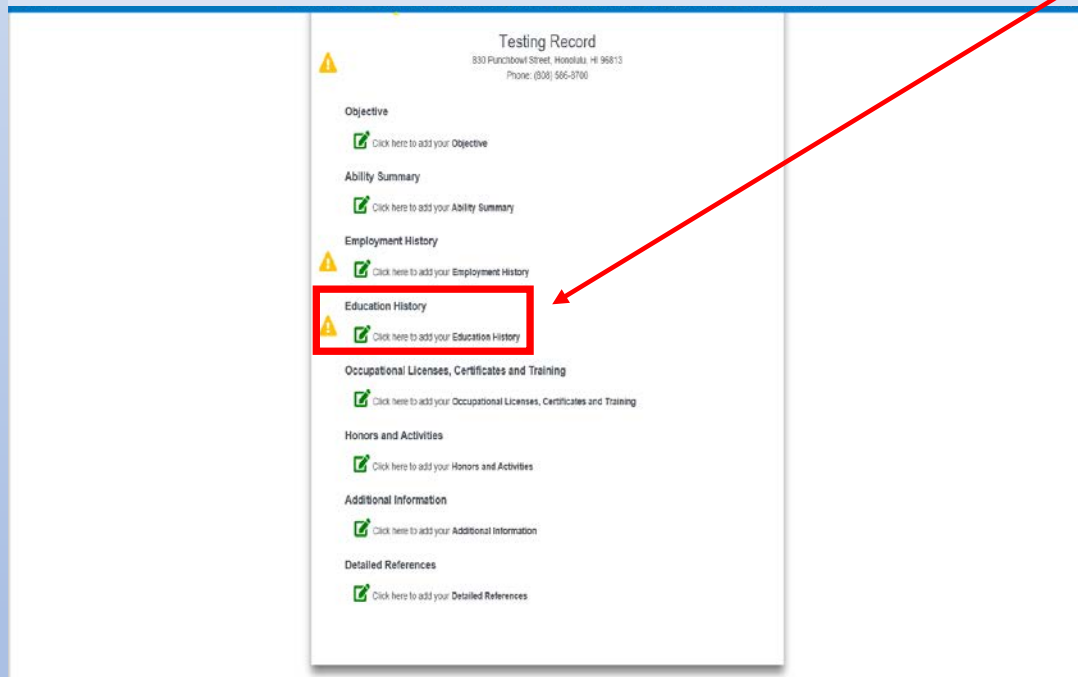


- If OK is selected, another pop-up box will appear to give you the option to add “technical skills and tools associated with this employment history”
- Click CANCEL to not include these technical skills

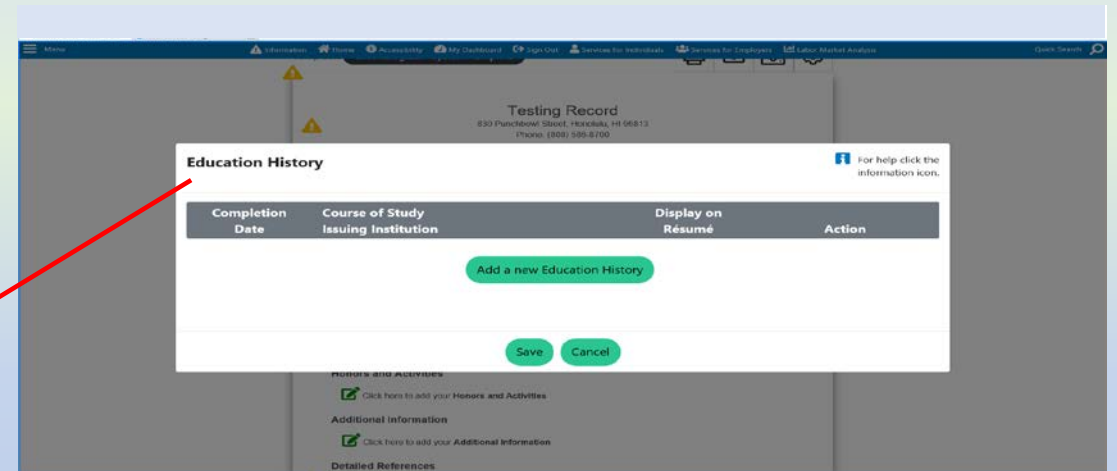


- Skills/Tools and Technology will appear in Additional Employer Searchable Items area
- Skills/Tools and Technology can be edited or updated by clicking on “Job Skills” and/or “Tools and Technology”

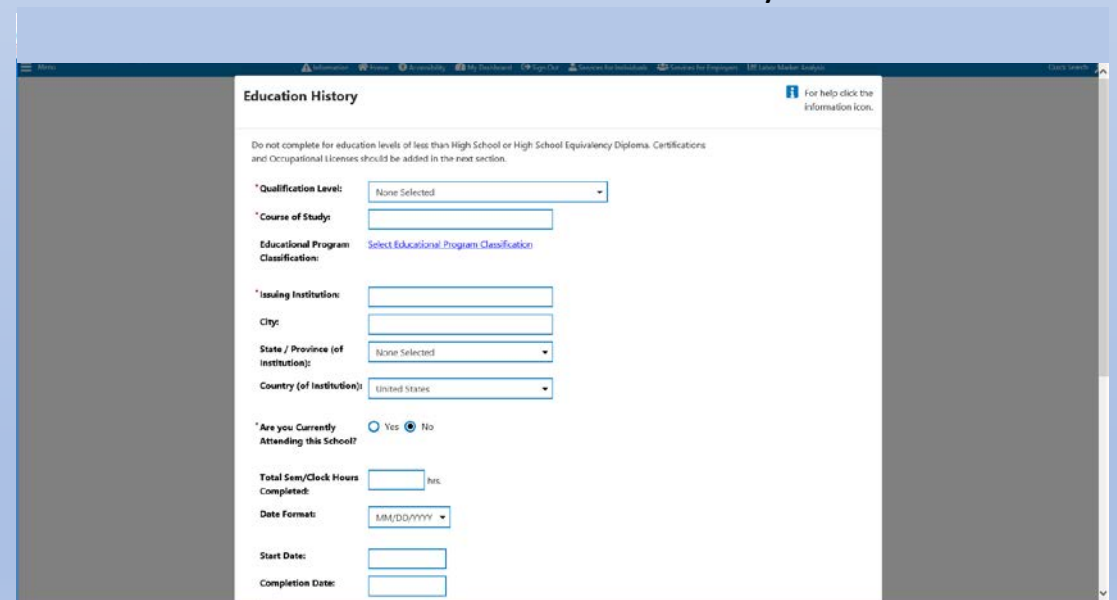
Education History



- Click on next section, Education History

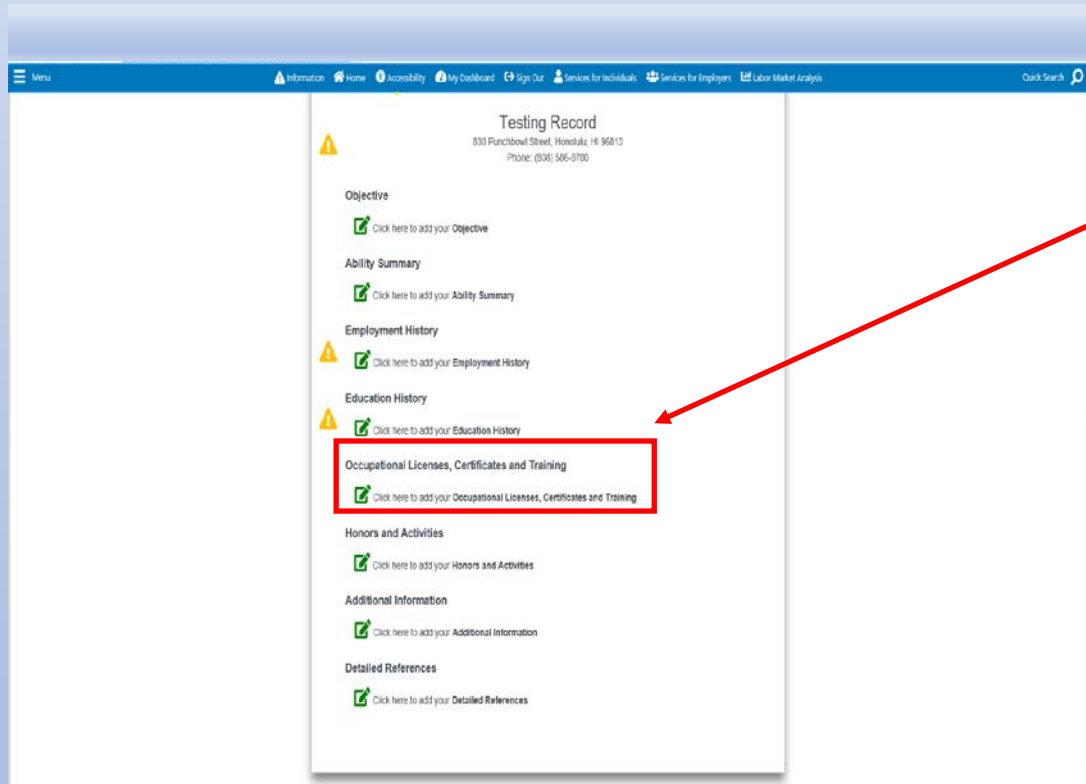


- Click on "Add a new Education History"

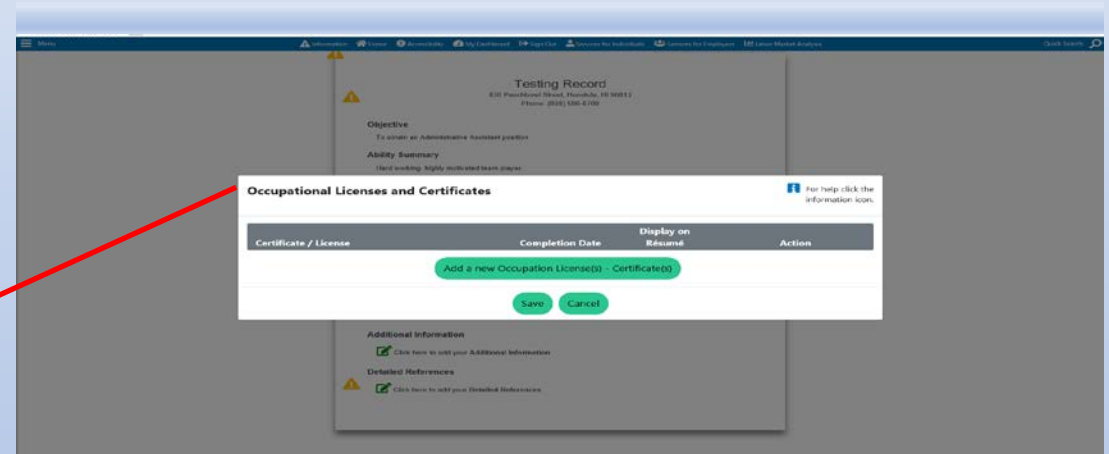


- Complete education history fields, red (*) are required fields. Click on SAVE when completed

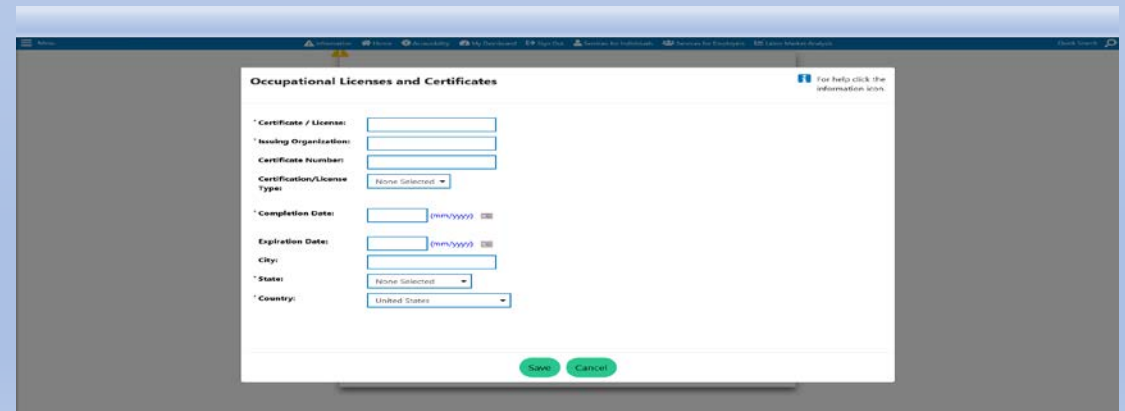
Occupational Licenses, Certificates and Training



- Click on next section, Occupational License(s), Certificates and Training

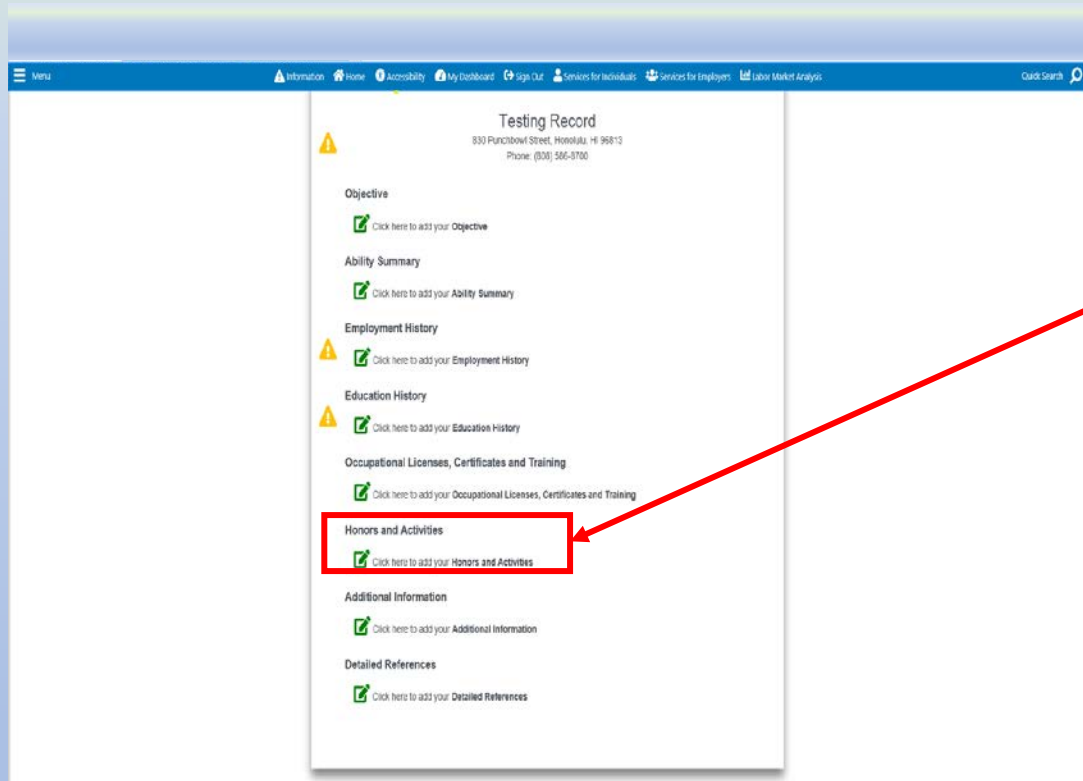


- Click on Add a new Occupation License(s)- Certificate(s)

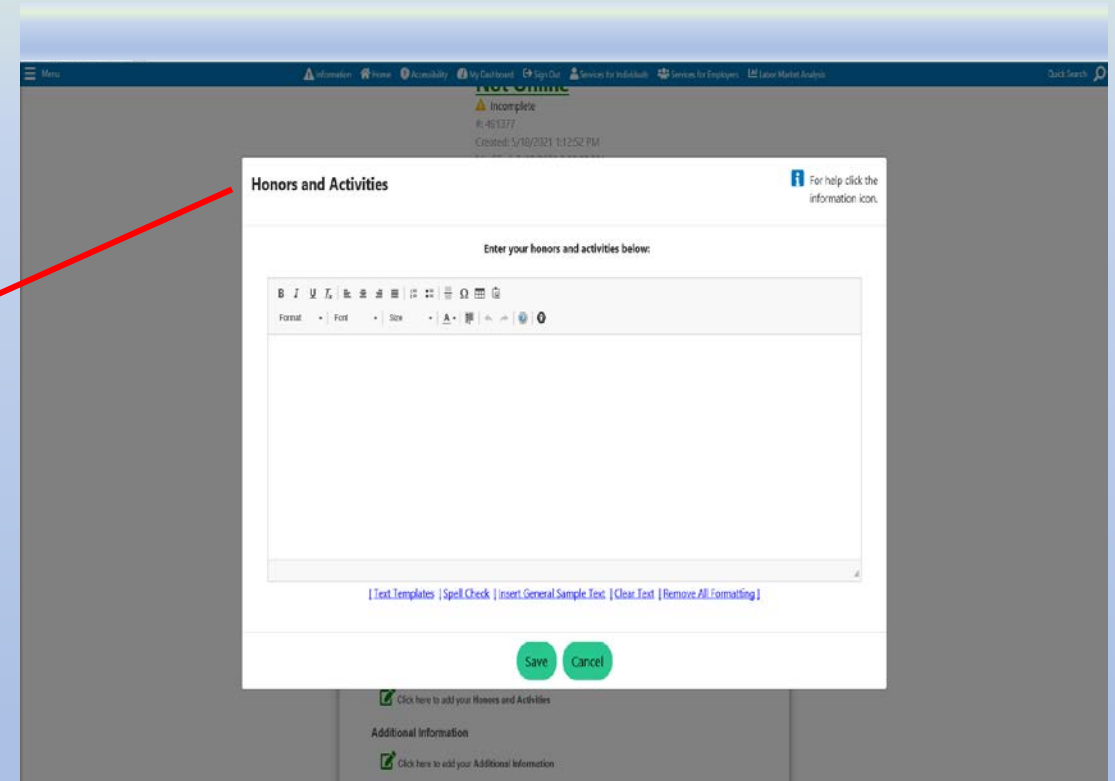


- Enter Occupational License fields, red (*) information are required fields. Click on SAVE when completed

Honors and Activities

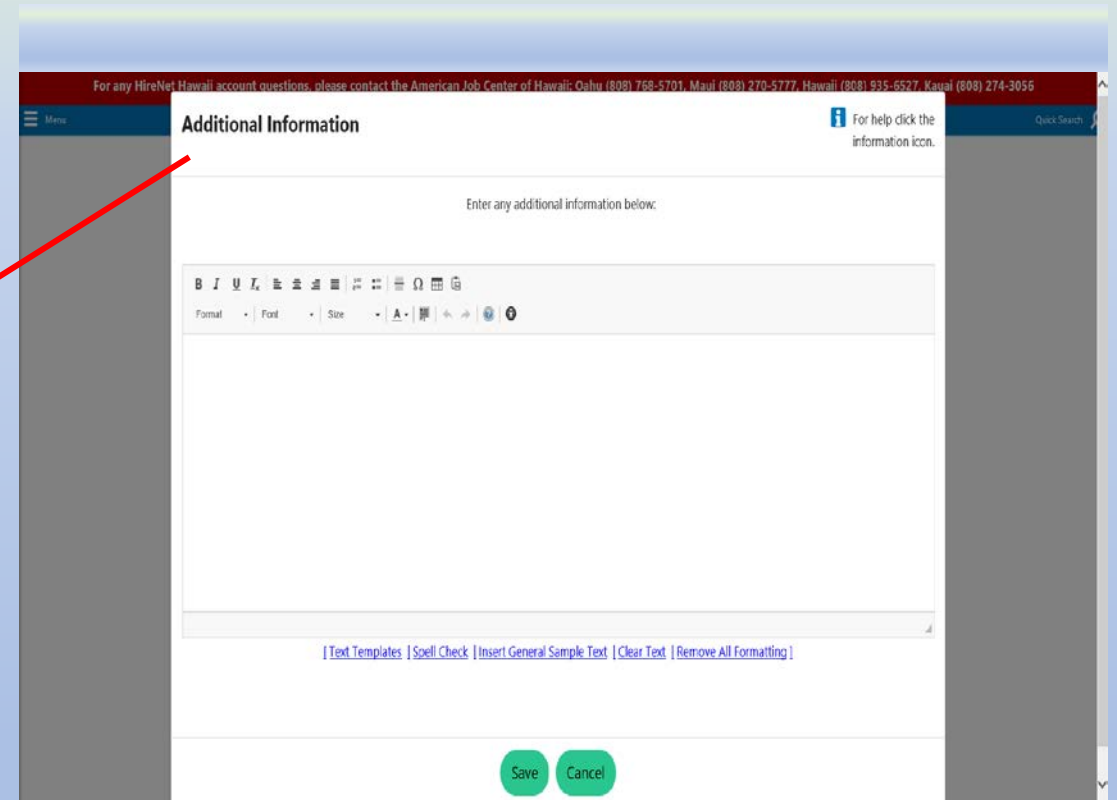
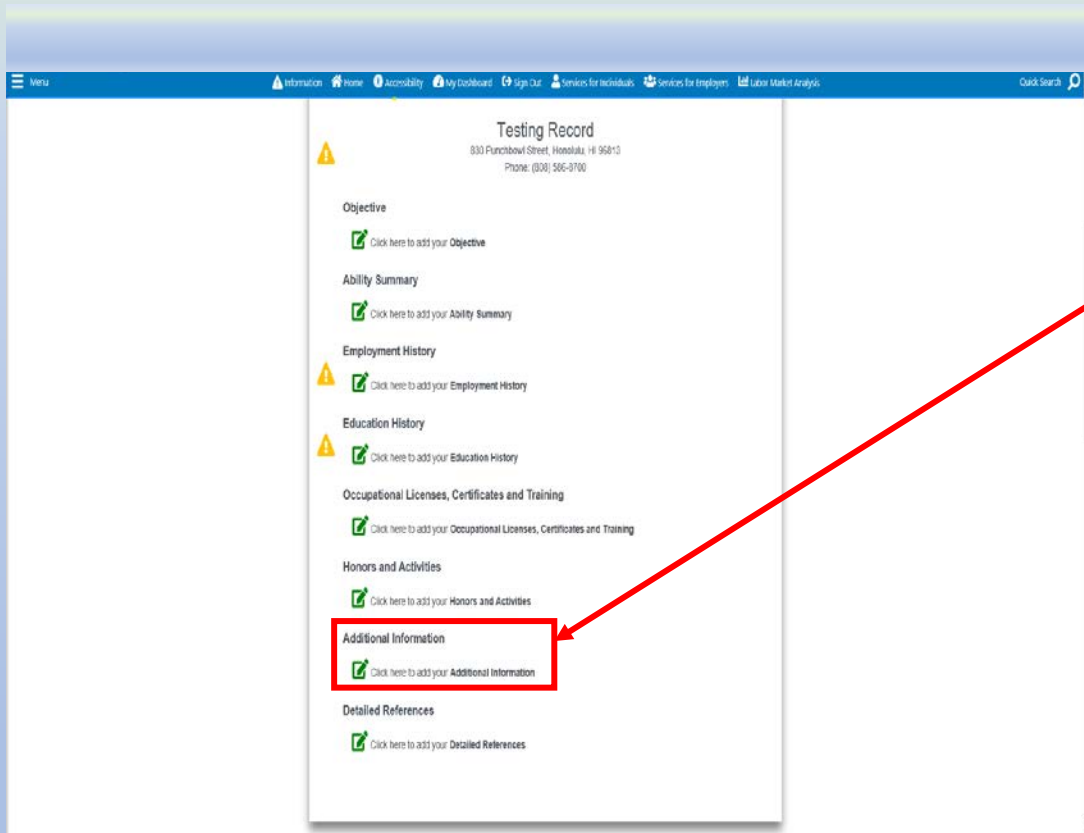


- Click on next section, Honors and Activities



- Enter honors and activities. Click SAVE when complete

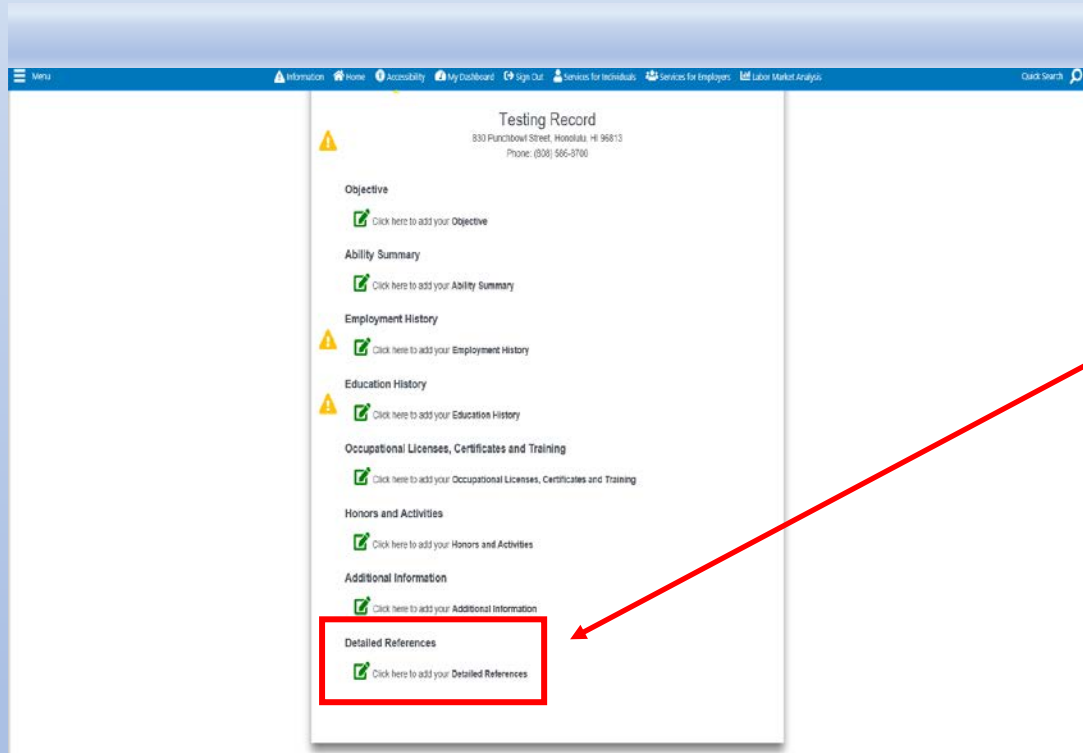
Additional Information



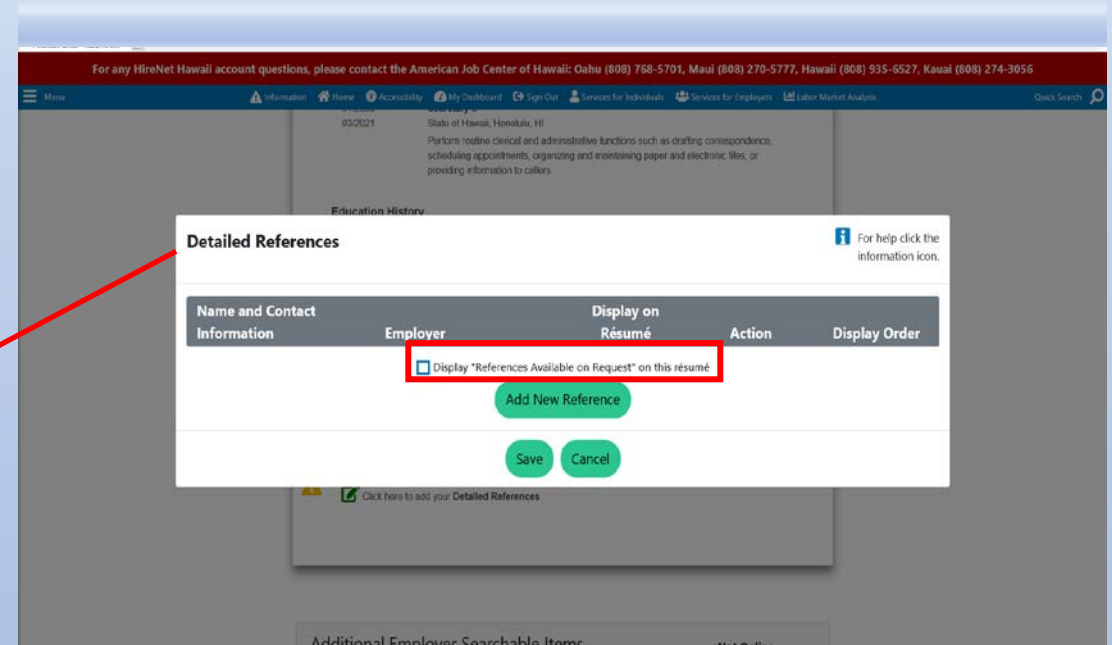
- Click on next section, Additional Information if you would like to add any additional information to your resume

- Enter any Additional Information. Click SAVE when complete

Detailed References



- Click on next section, Detailed References if you would like to add your specific references on your resume



- Click on “Add New Reference” to list your specific references on your resume OR
- Click on the box: “Display References Available on Request on this resume”

Additional Employer Searchable Items – Desired Occupation

Additional Employer Searchable Items Not Online

Employers looking for résumés online can search for résumés using occupation, job location, and salary range as search criteria. If you wish to make your résumé accessible to employers using these criteria, click the appropriate links below.

Desired Occupation	⚠ None Specified
Desired Salary	⚠ None Specified
Desired Job Location	⚠ None Specified
Desired Job Type	Days : None Specified Shifts : None Specified Employment Type : Any Full or Part Time : Any Willing to Travel : No Willing to Relocate : No Willing to Telecommute : No
Drivers License	⚠ None Specified
Security Clearance	⚠ None Specified
Job Skills	58 skill(s)
Tools and Technology	121 Technology 26 Tools
Typing Speed	⚠ None Specified
Language/Proficiency	⚠ None Specified

Additional Employer Searchable Items Not Online

Employers looking for résumés online can search for résumés using occupation, job location, and salary range as search criteria. If you wish to make your résumé accessible to employers using these criteria, click the appropriate links below.

Desired Occupation ⚠ None Specified

Select an Occupation For help click the information icon.

Listed below are previous occupations you have selected while in this system. Otherwise, you may click the Search for an occupation link below to find your desired occupation.

[Search for an Occupation]

[View Labor Market Information for Office Clerks, General](#)

Save Cancel

Job Skills	58 skill(s)
Tools and Technology	121 Technology 26 Tools
Typing Speed	⚠ None Specified
Language/Proficiency	⚠ None Specified

- Next complete Additional Employer Searchable Items fields
- Click on Desired Occupation

- Click on drop down box that will display previous occupations you have selected while in the HireNet Hawaii system OR
- Search for an occupation by clicking on the “Search for an Occupation link”
- Click on SAVE when completed

Desired Salary

Additional Employer Searchable Items Not Online

Employers looking for résumés online can search for résumés using occupation, job location, and salary range as search criteria. If you wish to make your résumé accessible to employers using these criteria, click the appropriate links below.

Desired Occupation	⚠ None Specified
Desired Salary	⚠ None Specified
Desired Job Location	⚠ None Specified
Desired Job Type	Days : None Specified Shifts : None Specified Employment Type : Any Full or Part Time : Any Willing to Travel : No Willing to Relocate : No Willing to Telecommute : No
Drivers License	⚠ None Specified
Security Clearance	⚠ None Specified
Job Skills	58 skill(s)
Tools and Technology	121 Technology 26 Tools
Typing Speed	⚠ None Specified
Language/Proficiency	⚠ None Specified

- Click on next section, Desired Salary

Additional Employer Searchable Items Not Online

Employers looking for résumés online can search for résumés using occupation, job location, and salary range as search criteria. If you wish to make your résumé accessible to employers using these criteria, click the appropriate links below.

Desired Occupation ⚠ None Specified

Desired Salary For help click the information icon.

Desired Salary: ANY

Update background information with desired salary

Save Cancel

Security Clearance ⚠ None Specified

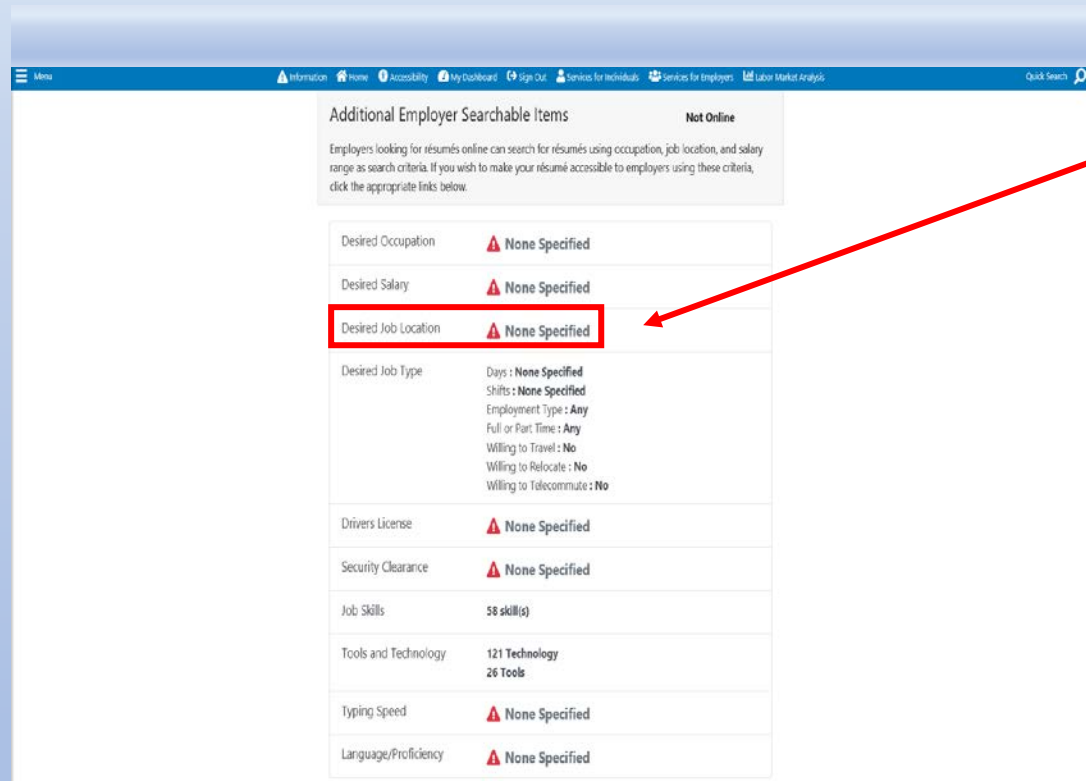
Job Skills 58 skill(s)

Tools and Technology 121 Technology
26 Tools

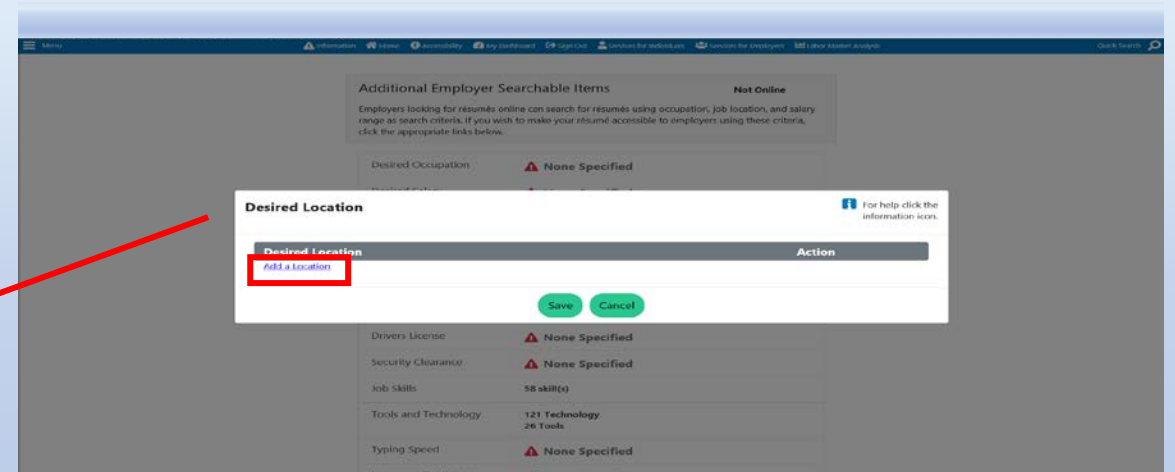
Typing Speed ⚠ None Specified

- Click on drop down box to select “Desired Salary:
- Check box will be defaulted to “Update background information with desired salary”
- Click on SAVE when completed

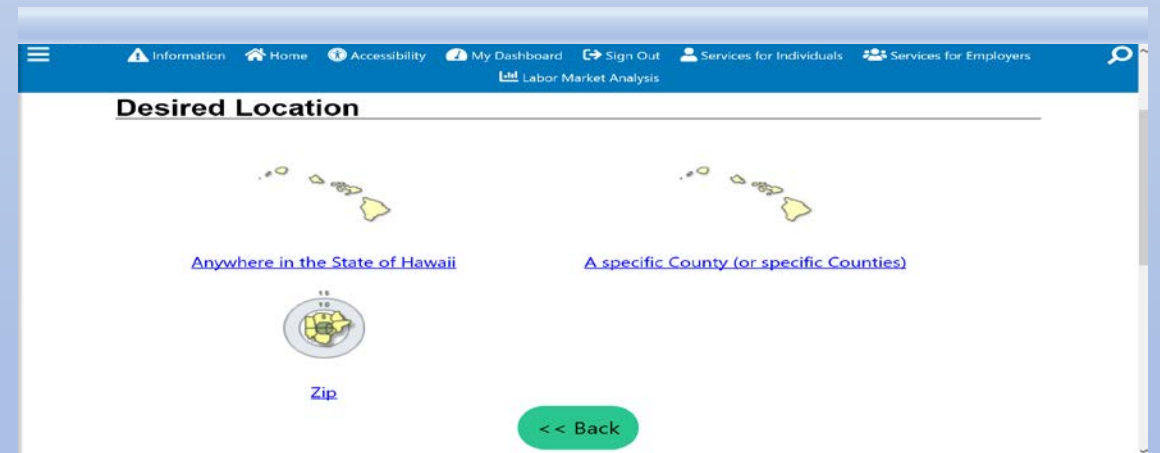
Desired Job Location



- Click on next section, Desired Job Type



- Click on “Add a Location” link



- Make a selection of Desired Location by choosing either: State of Hawaii, County or Zip code
- Check box will be defaulted to “Update background information with the selected information” Click SAVE when completed

Desired Job Type

Additional Employer Searchable Items Not Online

Employers looking for résumés online can search for résumés using occupation, job location, and salary range as search criteria. If you wish to make your résumé accessible to employers using these criteria, click the appropriate links below.

Desired Occupation	⚠ None Specified
Desired Salary	⚠ None Specified
Desired Job Location	⚠ None Specified
Desired Job Type	Days : None Specified Shifts : None Specified Employment Type : Any Full or Part Time : Any Willing to Travel : No Willing to Relocate : No Willing to Telecommute : No
Drivers License	⚠ None Specified
Security Clearance	⚠ None Specified
Job Skills	58 skill(s)
Tools and Technology	121 Technology 26 Tools
Typing Speed	⚠ None Specified
Language/Proficiency	⚠ None Specified

- Click on next section, Desired Job Type

Additional Employer Searchable Items Not Online

Employers looking for résumés online can search for résumés using occupation, job location, and salary range as search criteria. If you wish to make your résumé accessible to employers using these criteria, click the appropriate links below.

Desired Job Type

For help click the information icon.

Profile	Desired Employment	Display on Résumé	Action	Default Profile
		Add New Profile	Save	Cancel
	Willing to Travel : No Willing to Relocate : No Willing to Telecommute : No			
	Drivers License	⚠ None Specified		
	Security Clearance	⚠ None Specified		

- Click on “Add New Profile”

Desired Job Type Profile Information

* Title of this desired job type profile:

This is your default Desired Job Type profile.

Desired Employment Category

Employment Type:

Full-Time or Part-Time:

Desired Work Hours

- Complete Desired Employment Category, Desired Work Hours, Desired Travel and Relocation/Telecommuting
- Red (*) are required fields. Click on SAVE when completed

Drivers License

Additional Employer Searchable Items Not Online

Employers looking for résumés online can search for résumés using occupation, job location, and salary range as search criteria. If you wish to make your résumé accessible to employers using these criteria, click the appropriate links below.

Desired Occupation	⚠ None Specified
Desired Salary	⚠ None Specified
Desired Job Location	⚠ None Specified
Desired Job Type	Days : None Specified Shifts : None Specified Employment Type : Any Full or Part Time : Any Willing to Travel : No Willing to Relocate : No Willing to Telecommute : No
Drivers License	⚠ None Specified
Security Clearance	⚠ None Specified
Job Skills	58 skill(s)
Tools and Technology	121 Technology 26 Tools
Typing Speed	⚠ None Specified
Language/Proficiency	⚠ None Specified

- Click on next section, Drivers License

For any HireNet Hawaii account questions, please contact the American Job Center of Hawaii: Oahu (808) 768-5701, Maui (808) 270-5777, Hawaii (808) 935-
Driver's License Information For help click the information icon.

* Do you have a valid driver's license? Yes No

* Do you have access to a motor vehicle? Yes No

* Do you rely on public transportation? Yes No

- Red (*) fields are required

* Do you have a valid driver's license? Yes No

Issued Outside the United States

* State Issued:

* Driver's License Type:

Driver's License Class:

- Mopeds
- Motorcycles and motor scooters
- GVWR < 15001 & Transport < 16 people
- Single Vehicle GVWR 15000 to 26000 lbs
- Class A-GVWR > 26000 & Towing GVWR > 10000
- Class B-GVWR > 26000 & Towing GVWR < 10001
- Neither Class A or B & transport > 15

- Additional fields will appear if YES is selected for valid driver's license. Click SAVE when completed

Security Clearance

Additional Employer Searchable Items Not Online

Employers looking for résumés online can search for résumés using occupation, job location, and salary range as search criteria. If you wish to make your résumé accessible to employers using these criteria, click the appropriate links below.

Desired Occupation	⚠ None Specified
Desired Salary	⚠ None Specified
Desired Job Location	⚠ None Specified
Desired Job Type	Days : None Specified Shifts : None Specified Employment Type : Any Full or Part Time : Any Willing to Travel : No Willing to Relocate : No Willing to Telecommute : No
Drivers License	⚠ None Specified
Security Clearance	⚠ None Specified
Job Skills	58 skill(s)
Tools and Technology	121 Technology 26 Tools
Typing Speed	⚠ None Specified
Language/Proficiency	⚠ None Specified

- Click on next section, Security Clearance. If NO Security Clearance bypass section.

For any HireNet Hawaii account questions, please contact the American Job Center of Hawaii: Oahu (808) 768-5701, Maui (808) 270-5777, Hawaii (808) 935-6527, Kauai (808) 274-3056

Menu Information Home Accessibility My Dashboard Sign Out Services for Individuals Services for Employers Labor Market Analysis

Security Clearance

For help click the information icon.

What is your current security clearance?

Save Cancel

Security Clearance ⚠ None Specified

Job Skills 58 skill(s)

- Click on drop down box for type of Security Clearance

For any HireNet Hawaii account questions, please contact the American Job Center of Hawaii: Oahu (808) 768-5701, Maui (808) 270-5777, Hawaii (808) 935-6527, Kauai (808) 274-3056

Menu Information Home Accessibility My Dashboard Sign Out Services for Individuals Services for Employers Labor Market Analysis

Security Clearance

For help click the information icon.

What is your current security clearance?

- None Selected
- No Clearance**
- Active Confidential
- Active Secret
- Active Top Secret
- Active Top Secret SCI

Save Cancel

Security Clearance ⚠ None Specified

Job Skills 58 skill(s)

- Select Security Clearance level and click on SAVE

Job Skills

Additional Employer Searchable Items Not Online

Employers looking for résumés online can search for résumés using occupation, job location, and salary range as search criteria. If you wish to make your résumé accessible to employers using these criteria, click the appropriate links below.

Desired Occupation	⚠ None Specified
Desired Salary	⚠ None Specified
Desired Job Location	⚠ None Specified
Desired Job Type	Days : None Specified Shifts : None Specified Employment Type : Any Full or Part Time : Any Willing to Travel : No Willing to Relocate : No Willing to Telecommute : No
Drivers License	⚠ None Specified
Security Clearance	⚠ None Specified
Job Skills	58 skill(s)
Tools and Technology	121 Technology 26 Tools
Typing Speed	⚠ None Specified
Language/Proficiency	⚠ None Specified

For any HireNot Hawaii account questions, please contact the American Job Center of Hawaii: Oahu (808) 768-5701, Maui (808) 270-5777, Hawaii (808) 935-6527, Kauai (808) 274-3056

Computers & Mathematics
Provide Technical Support To Computer Users

Entertainment & Media
Transcribe Spoken Or Written Information
Use Shorthand Writing Procedures
Write Employee Orientation Or Training Materials

Financial Services
Compile Data For Financial Reports
Disburse Checks To Satisfy Accounts Payable
Prepare Billing Statements
Prepare Contract Documents
Prepare Financial Reports
Prepare Tax Reports
Process Invoices
Process Payroll Documents, Records, Or Checks
Reconcile Or Balance Financial Records
Use Accounting Or Bookkeeping Software
Use Spreadsheet Software

General Skills
Distribute Correspondence Or Mail
Enter Time Sheet Information
Fill Out Business Or Government Forms

- Skills will be prefilled if you selected YES to associate skills related to your occupation when completing Employment History.
- Click on MODIFY SKILLS to make changes

For any HireNot Hawaii account questions, please contact the American Job Center of Hawaii: Oahu (808) 768-5701, Maui (808) 270-5777, Hawaii (808) 935-6527, Kauai (808) 274-3056

Job Skills For help click the information icon.

Add Skills

Close

Typing Speed ⚠ None Specified

Language/Proficiency ⚠ None Specified

- Click on next section, Job Skills

- Click on ADD SKILLS if skills are not pre-populated from occupation. Choose related skills and click on SAVE when completed

Tools and Technology

Additional Employer Searchable Items Not Online

Employers looking for résumés online can search for résumés using occupation, job location, and salary range as search criteria. If you wish to make your résumé accessible to employers using these criteria, click the appropriate links below.

Desired Occupation	None Specified
Desired Salary	None Specified
Desired Job Location	None Specified
Desired Job Type	Days: None Specified Shifts: None Specified Employment Type: Any Full or Part Time: Any Willing to Travel: No Willing to Relocate: No Willing to Telecommute: No
Drivers License	None Specified
Security Clearance	None Specified
Job Skills	58 skill(s)
Tools and Technology	121 Technology 26 Tools
Typing Speed	None Specified
Language/Proficiency	None Specified

Tools and Technology

For help click the information icon.

27, Kauai

Select All

- Adobe Systems Adobe Acrobat
- Adobe Systems Adobe Creative Cloud
- Adobe Systems Adobe Dreamweaver
- Adobe Systems Adobe Illustrator
- Adobe Systems Adobe InDesign
- Adobe Systems Adobe Photoshop
- ADP Workforce Now
- Alpha Software Alpha Five
- Apache Cassandra
- Apache Hadoop
- Apache Hive
- Apache HTTP Server
- Apache Pig
- Apache Solr
- Apache Tomcat
- Apple macOS
- Appointment scheduling software

- Tools and Technology will be prefilled if you selected YES to associate Tools and Technology related to your occupation when completing Employment History. Click on MODIFY SKILLS to make changes.

For any HireNet Hawaii account questions, please contact the American Job Center of Hawaii: Oahu (808) 768-5701, Maui (808) 270-5777, Hawaii (808) 935-6527, Kauai (808) 274-3056

Tools and Technology

For help click the information icon.

Select All

Select All

[Add tools and technology by keyword]

[Add tools and technology by occupation]

Save Cancel

Back to Résumé List

- Click on next section, Tools and Technology

- Click on Add tools and technology by keyword or Add tools and technology by occupation if skills are not pre-populated from Employment History. Click on SAVE when completed

Typing Speed

Additional Employer Searchable Items Not Online

Employers looking for résumés online can search for résumés using occupation, job location, and salary range as search criteria. If you wish to make your résumé accessible to employers using these criteria, click the appropriate links below.

Desired Occupation	None Specified
Desired Salary	None Specified
Desired Job Location	None Specified
Desired Job Type	Days : None Specified Shifts : None Specified Employment Type : Any Full or Part Time : Any Willing to Travel : No Willing to Relocate : No Willing to Telecommute : No
Drivers License	None Specified
Security Clearance	None Specified
Job Skills	58 skill(s)
Tools and Technology	121 Technology 26 Tools
Typing Speed	None Specified
Language/Proficiency	None Specified

- Click on next section, Typing Speed. If not applicable, bypass section.

For any HireNet Hawaii account questions, please contact the American Job Center of Hawaii: Oahu (808) 768-5701, Maui (808) 270-5777, Hawaii (808) 935-6527, Kauai (808) 274-3056

Willing to Telecommute : No

Drivers License None Specified

Typing Speed For help click the information icon.

Typing Speed None Selected

Save Cancel

Language/Proficiency None Specified

- Click on drop down list

For any HireNet Hawaii account questions, please contact the American Job Center of Hawaii: Oahu (808) 768-5701, Maui (808) 270-5777, Hawaii (808) 935-6527, Kauai (808) 274-3056

Willing to Telecommute : No

Drivers License None Specified

Typing Speed For help click the information icon.

Typing Speed

- None Selected
- Less than 20 wpm
- 20 + wpm
- 40 + wpm
- 60 + wpm
- 80 + wpm

Cancel

Language/Proficiency None Specified

- Select Typing Speed from drop down list and click on SAVE

Languages and Proficiency

Additional Employer Searchable Items Not Online

Employers looking for résumés online can search for résumés using occupation, job location, and salary range as search criteria. If you wish to make your résumé accessible to employers using these criteria, click the appropriate links below.

Desired Occupation	None Specified
Desired Salary	None Specified
Desired Job Location	None Specified
Desired Job Type	Days : None Specified Shifts : None Specified Employment Type : Any Full or Part Time : Any Willing to Travel : No Willing to Relocate : No Willing to Telecommute : No
Drivers License	None Specified
Security Clearance	None Specified
Job Skills	58 skill(s)
Tools and Technology	121 Technology 26 Tools
Typing Speed	None Specified
Language/Proficiency	None Specified

- Click on next section, Language/Proficiency. If not applicable, bypass section.

Willing to Telecommute : No

Drivers License None Specified

Languages and Proficiency

For help click the information icon.

Language	Proficiency	Action
Add a new Language		
Save Cancel		

[Back to Résumé List](#)

- Click on Add a new Language

Willing to Telecommute : No

Drivers License None Specified

Languages and Proficiency

For help click the information icon.

* Language:

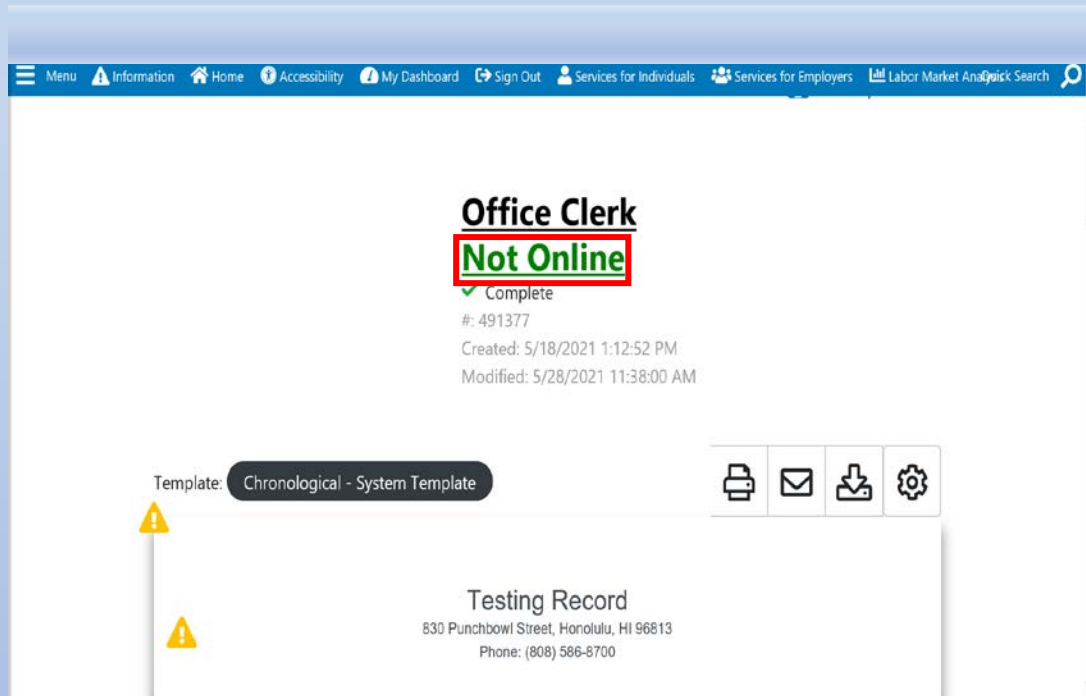
* Proficiency:

[Save](#) [Cancel](#)

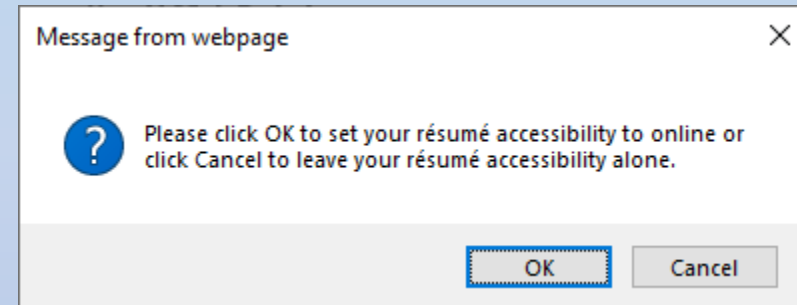
[Back to Résumé List](#)

- Make a selection from drop down for Language and Proficiency
- Click on SAVE when completed

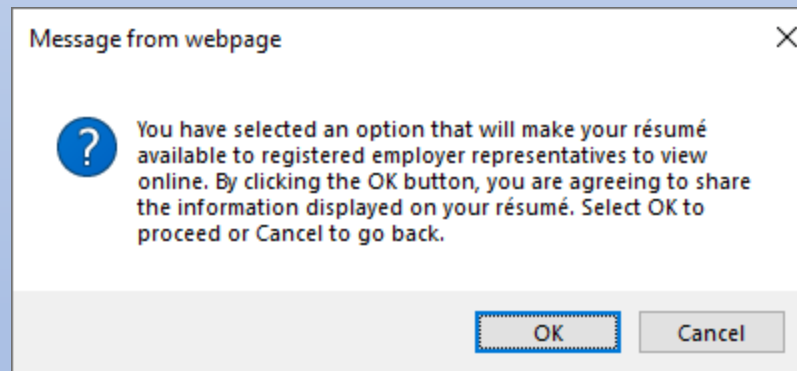
Set Resume to Online



- Once fields in resume have been completed, click on “Not Online” status to “Online”
- If you are filing or filed an Unemployment Insurance Claim your resume must be ONLINE for employers to view



- Pop box will appear, click OK to set your resume online



- Pop box will appear, click OK to make your resume available to registered employers online
- You are also agreeing to share the information displayed on your resume to employers

Online Resume

Information Home Accessibility My Dashboard Sign Out Services for Individuals Services for Employers

Labor Market Analysis

Office Clerk

Online
✓ Complete

#: 491377
Created: 5/18/2021 1:12:52 PM
Modified: 5/28/2021 3:21:00 PM

Template: Office Clerk I

1 2 3 4 5

Testing Record
830 Punchbowl Street, Honolulu, HI 96813
Phone: (808) 586-8700

Resume Features:

- 1) Copy Existing Resume
- 2) Print Resume
- 3) Email Resume
- 4) Download Resume:
 - * Adobe Acrobat File (PDF)
 - * Microsoft Word File (.doc)
 - * HyperText Markup Language (HTML)
 - * Rich Text Format (RTF)
- 5) Template Options

- Resume is now ONLINE and COMPLETE

Upload Resume Option

Menu Information Home Accessibility My Dashboard Sign Out Services for Individuals Services for Employers Labor Market Analysis Quick Search

Résumé Title:

Note: You may want to include words that highlight your skills, experience or specialty. This resume title is displayed to the public if you choose to have this resume accessible online.

As best practice you should not include any personal identifying information (e.g. name, DOB, phone number) as part of the resume title.

Résumé Creation Method

Comprehensive
Build your résumé using a step-by-step process (create your résumé from scratch).
37.0 min(s) estimated

Upload
Attach an existing Word or .PDF résumé (save time by using your existing résumé).
10 min(s) estimated

Cancel Next >>

- Select **UPLOAD** creation method to attach an existing Word or.PDF resume
- Enter a title for your resume

Upload Resume - Resume Availability

Menu Information Home Accessibility My Dashboard Sign Out Services for Individuals Services for Employers Labor Market Analysis Quick Search

Résumé Availability

Do you wish your résumé to be available online for employers looking to hire you?

Yes, my résumé will be available online for employers to view.

No, my résumé will NOT be available online.

If you select No you will still be available to apply for jobs you find online using your resume. However, verified employers will not be able to find your résumé. This is the quicker option but employers will not be able to find you.

If you select Yes you will be required to provide some information about your job requirements so that verified employers can easily find your résumé.

<< Back Next >>

We value your input, did you find what you were looking for?

- Select: YES, my resume will be available online for employers to view
- If you have filed an Unemployment Insurance claim, your resume is required to be ONLINE and available for employers to view
- If, for any reason you elect to take your resume offline while collecting UI benefits, please notify your local UI claims office

Menu Information Home Accessibility My Dashboard Sign Out Services for Individuals Services for Employers Labor Market Analysis Quick Search

HIRENET HAWAII Please indicate whether you want your résumé to be available online.

Résumé Availability

Do you wish your résumé to be available online for employers looking to hire you?

Yes, my résumé will be available online for employers to view.

No, my résumé will NOT be available online.

If you select No you will still be available to apply for jobs you find online using your resume. However, verified employers will not be able to find your résumé. This is the quicker option but employers will not be able to find you.

If you select Yes you will be required to provide some information about your job requirements so that verified employers can easily find your résumé.

Please Confirm...

You have selected an option that will make your résumé available to registered employer representatives to view online. By clicking the OK button, you are agreeing to share the information displayed on your résumé. Select OK to proceed or Cancel to go back and change your selection.

OK Cancel

We value your input, did you find what you were looking for?

- Pop up box will appear. Click OK to confirm “you are agreeing to share the information displayed on your resume”
- Select OK to proceed

Content Extraction – for uploaded resume

The screenshot shows a web form titled "Content Extraction" with a blue header bar containing navigation links: Menu, Information, Home, Accessibility, My Dashboard, Sign Out, Services for Individuals, Services for Employers, Labor Market Analysis, and a Quick Search field. The form is divided into three sections:

- Content Extraction:** "Select how you wish the system to access your résumé content:"
 - Select my résumé file (.doc, .PDF)
 - Copy and paste my résumé content.
- Content Display:** "Do you wish employers to view your existing (.doc, .PDF) résumé file?"
 - Display my existing résumé content by opening my existing (.doc, .PDF) resume file.
 - Display my extracted résumé content formatted in the HireNet Hawaii system.
- Extraction Method:** "We have extracted your employment and education history so you can be matched more effectively with employers. How would you like to review and or edit this information?"
 - I will review my extracted employment and education history before adding to the HireNet Hawaii system.
 - I will NOT review my extracted employment and education history. I will review it later.

At the bottom of the form are two green buttons: "<< Back" and "Next >>".

Content Extraction:

- Make selection of selecting PDF or Word resume to upload OR
- Copy and paste resume content

Content Display:

- Make selection of displaying existing resume content OR display extracted resume content formatted in the HireNet Hawaii system

Extraction Method:

- Make selection to review extracted employment and education history before adding to the HireNet Hawaii system OR choose to review employment and education history later
- **Click on NEXT when completed**

Select your resume file

Résumé Upload Builder

Résumé Extraction | Employer Search Items | Education | Certifications | Employment | Job Skills | Technical Skills And Tools | Websites | Contact

References

For help click the information icon.

Select your résumé file

Please carefully review your résumé before making it available online to employers and recruiters. Check spelling, grammar, and abbreviations. Look for typographical errors and check the accuracy of information such as dates. If possible have someone you know proof-read your résumé.

Please click the *Browse* or *Choose File* button to select your résumé document.

Browse... [Supported File Format\(s\)](#)

For security reasons, we advise you to remove your email and cell phone numbers from your résumé before uploading. Employers can contact you through our messaging system if you have applied for one of their jobs or if they find your résumé through our résumé search functions.

If you wish to manually enter your résumé in a step-by-step process, [click here](#).

<< Back Next >>

- To upload resume, click on Browse to select your resume file
- Once resume is uploaded, click on NEXT and continue through additional fields (e.g. Employer Search Items, Education, etc)

Résumé Free Text

How to add your information:

- Once you have copied your text, you can paste it into the text box below in one of two ways. You can either place your cursor at the top left corner of the text box, then click the right mouse button and select Paste, or you can place the cursor anywhere inside the text box and press the Ctrl and V keys on your keyboard at the same time.

What information can you add:

- Text that you paste will be viewable by employers. Do not enter any information that you would prefer to keep confidential.
- For security reasons we advise that you remove your email address from any text that you are pasting into this résumé. Employers will still be able to contact you via the email address you provided at registration (we will confirm this address after you paste in your résumé). The employer will not initially see your email address. You can then view their job offer and decide whether to respond and provide your actual email address.
- Your originating document may have formatting code that our system could interpret as malicious (such as some types of bullets or symbols). If you have text that you wish to display in a specific format, you may wish to use the External Résumé option which will upload your document as you created it.
- Displaying your cell phone number on your resume could result in getting text messages from employers. Normal text messaging rates will apply.

Some HTML tags such as embedded videos are not allowed in this text box and will not be saved.

Rich Text Editor: [Toolbar with Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Text Color, Background Color, Font Size, Font Family, Undo, Redo, Clear All Formatting]

body

[Save] [Clear Text] [Remove All Formatting]

<< Back Next >>

- For Copy & Paste resume, paste resume in body of page and select NEXT when completed

Resume Upload Builder

Menu Information Home Accessibility My Dashboard Sign Out Services for Individuals Services for Employers Labor Market Analysis Quick Search

HIRENET HAWAII Please select your desired work location.

Resumé Upload Builder

Resumé Extraction **Employer Search Items** Education Certifications Employment Job Skills Technical Skills And Tools

Websites Contact References

For help click the information icon.

To sort on any column, click a column title.

Desired Location	Action
Hawaii	Edit

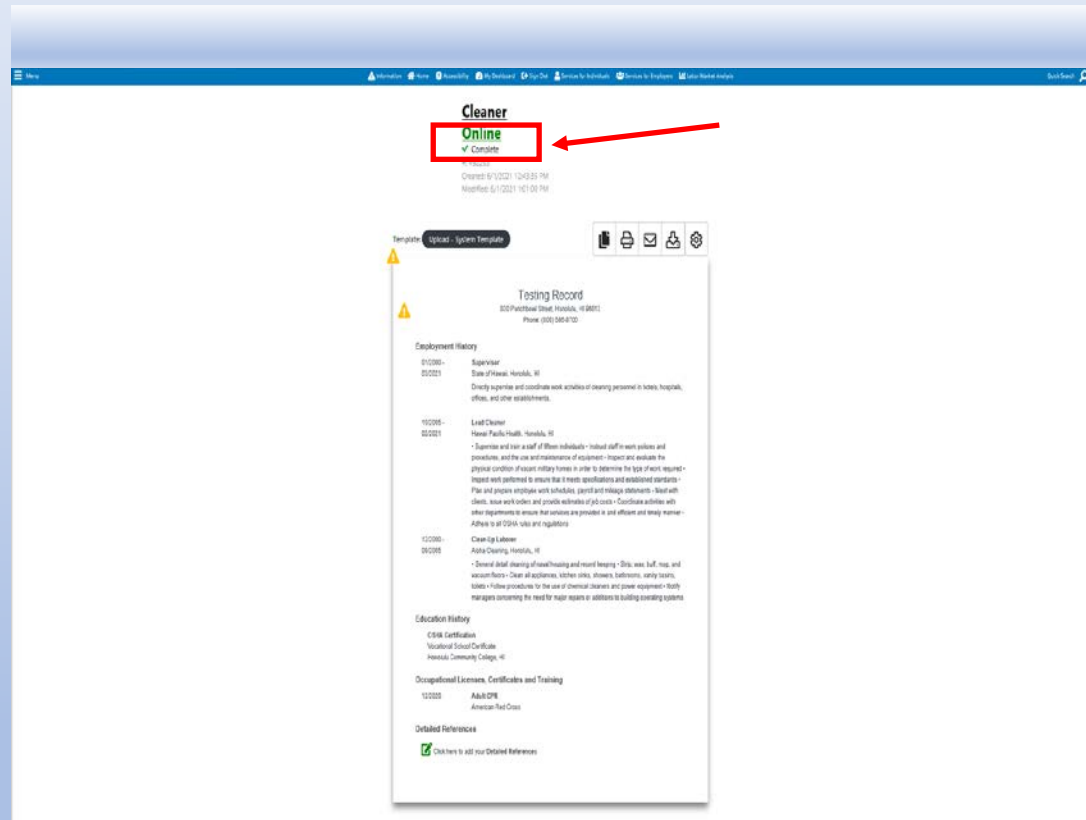
Leave as checked to update background information

Update background information with the selected location

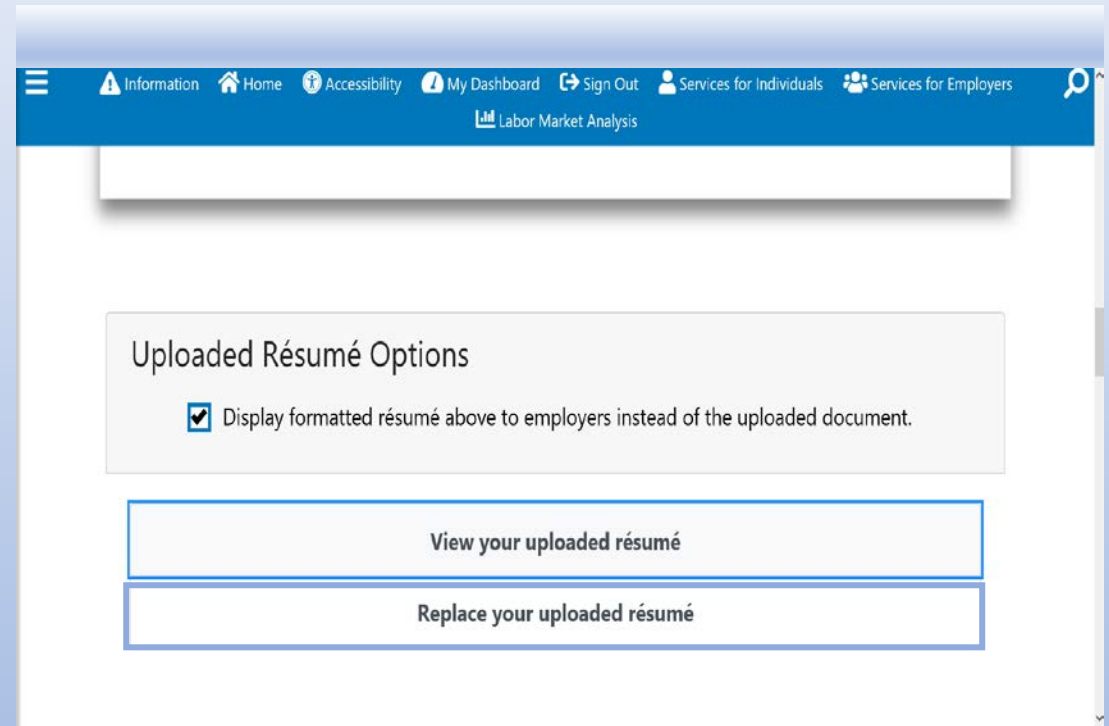
<< Back Next >>

- Once your resume has been extracted from upload or copy and paste it will pre-fill information in each resume section
- Click on “Next” to move forward and the system will walk you through the remainder of the Resume Builder to format your resume and add it to the HireNet Hawaii system
- Once all fields have been completed, resume will display ONLINE and complete

Complete and Online Uploaded Resume



- Resume will display online and complete



- Below the displayed resume, you have the options to:
 - * View your uploaded resume
 - * Replace your uploaded resume
- Click on the link for the options