

This document is intended to provide job seekers with a basic overview and users' guide of the Job Seeker section of the job board.

Contents

CREATING YOUR JOB SEEKER ACCOUNT	2
ACCESSING YOUR JOB SEEKER ACCOUNT	2
JOB ALERTS	3
SEARCHING AND VIEWING JOBS.....	3
RESUME/CAREER PROFILE (RESUMES/LETTERS)	4

CREATING YOUR JOB SEEKER ACCOUNT

If the user has not already done so, it is a good idea to first create a job seeker account so that they will not have to do so when they wish to create job alerts, apply for jobs, post a resume, and other functions that require account access.

1. On the Career Center homepage, under the Job Seeker section, click on the “Access Job Seeker Account” link.
2. The first section will say, “Existing Users Login Here” however the user will want to scroll down to the next section called, “New Users Create an Account”.
3. Enter all required information.
 - a. Tip 1 – All required fields are marked with a red asterisk.
 - b. Tip 2 – Be sure to record in a safe place the email address and password you use to create your account, as you will need these to login in the future.
4. The user is then brought to your main account homepage, which is the page that will appear each time the user logs into the site.

The screenshot displays the Career Center homepage. At the top, there is a navigation bar with 'Job Seekers' and 'Employers' tabs. Below this is a 'WELCOME TO OUR CAREER CENTER' banner with a photo of four people. A 'Keyword Search' field with a 'Go' button is present. A 'Share This' button is also visible. The main content area is titled 'Featured Jobs' and lists several job openings with their titles, locations, and employers. On the right side, there are three panels: 'Search Jobs' with links for 'Search Jobs', 'Post a Resume', 'Set up an Email Job Alert', and 'Access Your Job Seeker Account'; 'Browse by Industry' with a list of industries and their job counts; and 'Browse by Job Function' with a list of job functions and their counts. At the bottom, there is a 'View All Jobs' link and a 'Questions/Feedback' section with a link to 'contact customer service'.

ACCESSING YOUR JOB SEEKER ACCOUNT

Users can access the Job Seeker account to monitor job application activity, check for alerts/messages, or to update career profile for employers/recruiters to view. The more current and complete a profile is, the more valuable it is to employers/recruiters.

1. From the Career Center homepage, click on “Access Your Job Seeker Account.”
2. Since the job seeker account will have already been created at this point, the user must:
 - a. Enter the email address and password in the top section called “Existing Users Login Here”
 - b. Click on “Login to My Account” directly below the password field.

My Account page has several sections:

- “My Message Inbox” contains a welcome message which introduces job seekers to their account and functionality of the board. It will also contain notifications and contact requests from employers. Contact requests will also appear in the “My Contact Requests” box to the top right hand corner of the screen.
- “My Job Applications” section holds the applications for jobs to which the job seeker has applied. There is an option in which a job seeker can send their text resume and cover letter directly to an employer that has posted a job on the job board.

- “My Saved Jobs” contains jobs the job seeker has saved to look at again or apply to at another time.

JOB ALERTS

Job alerts are notifications of new job postings that match certain criteria selected by the job seeker. They can be sent daily or weekly. Saved Job Alerts will be in the “My Job Alerts” section. The job seeker can “stop” “edit” or “delete” job alerts at any time.

To create a job alert the job seeker can set the criteria desired by using the fields under “Create a New Alert”.

NOTE Users will only get a job alert when jobs with those exact job functions, industries, and locations are selected.

SEARCHING AND VIEWING JOBS

The screenshot shows the top navigation bar with links for My Account, Job Search, Resumes/Letters, Job Alerts, Resources, and Help. A user is logged in as Angelo Radano. A large blue banner reads "CREATE A JOB ALERT TODAY!". Below it is a "Job Search" section with a magnifying glass icon and the text "Search through the online job postings to find your next job." The search form includes a "Keywords" field, a "Job Function" dropdown menu (with options like Applications Technician, Manufacturer, Mobile Engineer, Network Engineer, Project Manager, Sales/Communication Representative), and a "State" dropdown menu (with options like Other / Non-US, Alabama, Alaska, Arizona, Arkansas). There is also a "25 jobs per page" selector and a "Find Jobs" button.

Here the job seeker can view and search jobs posted to the job board. They can also save the job as well as apply to the job online by clicking the respective links.

The screenshot shows the top navigation bar and a user login. A blue banner reads "Let employers find you". Below it is a search form with tabs for "Current Search", "Keyword", "Location", and "Job Type". The form contains a "Keyword(s)" field, a "Search" button, and a checkbox for "Only search position title". Below the form are links for "View Detailed Listings", "Save This Search", "Save as Job Alert", and "New Search". The results section shows "Viewing 1 - 25 of 150 jobs" and a table of job listings.

Position	Location	Posted
Senior-Tech Project Mgmt • AT&T	Cerritos, CA, United States	02/19/2013
AT&T Lead Market & Research Analysis Manager- Atlanta, GA • AT&T	Atlanta, GA, United States	02/19/2013

From here the job seeker may also “Save this Search” and “Save as Job Alert”.

To save the search, click “Save this Search”; the jobseeker will then be prompted to name the search. The saved search will show up in the “Saved Searches” tab on the Job Search page.

Viewing Jobs

The screenshot shows a user interface for viewing a job listing. At the top, there are navigation tabs: My Account, Job Search, Resumes/Letters, Job Alerts, Resources, and Help. A user is logged in as Angelo Radano. The main heading is "All the latest jobs in your inbox". The job title is "Senior-Tech Project Mgmt". Job details include: Job ID: 12367201, Posted: February 19, 2013, Position Title: Senior-Tech Project Mgmt, Entry Level: No, Company Name: AT&T, Location(s): Carrizo, California, 90703, United States, Job Type: Full-time. Below the details are buttons for "Save Job", "Email Job", "Print Job", and "Share This". The "Job Description" section is titled "Senior-Tech Project Mgmt-1312275" and contains a detailed description of the role, including overall purpose and key responsibilities.

When viewing jobs, a job seeker can view the job description, details about the job, and get contact details for applying to the job. The job can be saved to view at a later time. The job can be e-mailed to the job seeker or someone else and the job can be printed. You can also apply to the job when viewing it as well.

RESUME/CAREER PROFILE (RESUMES/LETTERS)

There are two options a user has while logged into their account to manage their resume.

- Uploading an existing document (HTML, TXT, PDF, DOC)
- Create career profile

A user can have multiple resumes/career profiles in their account to use on different occasions, but only one can be public to the resume bank for employers to search through on a site. All resumes are anonymous to the employers. In order for an employer to gain contact information, they must submit a contact request.

JobTarget uses a 3rd party parsing software that is able to pinpoint specific contact information in a document and hide it from an employer's view. While the parse is quite accurate, we provide the user with steps to double check its work before saving the final version of the resume.

When logged into the job seeker account, a user should click on the *Resumes/Letters* tab to access this portion. Once on that page, they will be shown the following choices at the top of the page:

The screenshot shows a section titled "Create a new Resume". It contains a yellow-bordered box with the text: "Create your resume today! Once you have a resume created and saved in our system you can publish it to our Resume Bank so employers find you! Or keep it private and use it when applying online for jobs. Choose an option below to get started." Below this are two options: "Upload a Document" with a green arrow icon and "Build Online" with a document icon. The "Upload a Document" option includes the text: "Upload your resume in Microsoft Word or Adobe Acrobat (PDF) format and let our software do the work for you! You will have the opportunity to edit your resume before it is finalized." The "Build Online" option includes the text: "Create a new resume from scratch by filling in the necessary information directly on our website. Use this option if you don't have a resume in Microsoft Word or Adobe Acrobat (PDF) format."

Uploading an existing document

While we accept multiple formats to upload into the parsing software, but DOC and PDF files are the most widely used and accepted by the software.

To upload, click on the "Upload a Document" button to the left of the screen.


Resumes

Create and Edit Confirm and Activate Complete

Upload Your Resume Document

Upload your resume document in Microsoft Word (DOC) or Adobe Acrobat (PDF) format. You will have the ability to edit your resume on the next page.

Click the Browse button to find a document on your computer, and then click Upload to send it to us.



The user should browse through their computer to find the file that they wish to have uploaded into the parsing software.

The document will then upload to the job board, and the user will be brought to a page for reviewing the uploaded material to ensure that it came through properly.

Take note to the notice at the top of the resume text editor:


Create and Edit Confirm and Activate Complete

Important Notice!

Our unique Anonymous Resume System protects your personal information. Employers can review your anonymous resume and then submit a contact request to you with details of their job opening. You then decide whether or not to release your contact information to that employer. This protects you from spam, third parties selling your information, and identity theft!

At this time, review your resume to make sure it contains up-to-date information and **remove all contact information (name, phone number, address, email, etc.)**. After submission, our systems will attempt to mask any remaining contact information.

When applying for a job, we will pass along your contact information to your chosen employer.



JOHN DOE

joe@jobtarget.com 5 JobTarget Way
(123) 456-7890 Waterford, CT 06385

At this time, the user should REMOVE all contact information from the information that was uploaded to the text editor. Once they have done that, they will be able to move forward to placing the information into the career profile for searching.

After uploading a document, the user needs to make sure that the information is accurate to ensure it is searchable by employers mining through the resume bank. The user should take the time to review the career profile and add/remove any information at this point.

Few things to keep in mind/note about this setup:

- All fields with the * are required, and a user can not move forward without them being filled in.
- Any information that is not filled in, and is required will be flagged if the user tries to upload the information. The user must go back and fill in the information that is indicated with the red flag.
- The summary is the piece of information that the employers will see when searching through the resume bank – this should summarize the user. The section is limited to 200 characters.

Once the information has been reviewed and the user is ready to move forward, they must click the “Save and continue” button at the bottom of the screen. This is also where the user can choose to automatically make your resume public in the resume bank right away as well.

Save Your Resume

Make my resume public and searchable by employers.

If upgrade options are available on the site, then the option to upgrade your resume to featured or preferred status is presented to the user at this time:

Create and Edit Confirm and Activate **Complete**

Resume Complete

You have completed your resume.
Your resume has been posted and employers can find it on this site.

Upgrade Your Resume
Worried that your resume won't attract enough attention? Anxious to promote yourself to prospective employers? Well then, upgrade your resume to make it more visible! These upgrades can make the difference between being contacted and being passed over for someone else. Upgrade now!

[No Thanks, I'll Upgrade Later](#) [View Upgrade Options](#)

As stated earlier, a user can have multiple resumes in their account. Only one resume can be public, and the rest are just saved in the account.

Resumes

These are the resumes that you have stored in our system. You can publish one to our Resume Bank to allow employers to find you, or use them to apply for jobs.

Public Resume
This is your currently active, public resume. Employers who search this site and find your resume will be shown this document.

Name	Updated	Expires	Options
Resume for REC#395y404	Less than a day ago	Never	

Keep my information anonymous when I attend a career fair

Your Upgrades

You have no upgrades applied to your profile. [Upgrade now!](#)

Upgrading gets you extra exposure. You may not get that perfect job if an employer never sees your resume.

Private Resumes
These resumes are available for you to use in applying for positions but are not searchable by employers.

Name	Updated	Options
JHResume.doc	1 month, 24 days ago	
resume_rob.doc	1 month, 1 day ago	
Test 'Text' Resume	1 month, 22 days ago	

There are always options next to the resume bank for the user to take advantage of.

- View – this allows the user to view the resume – contact information is included in. As the job seeker, they can see their own information.
- Edit – a user can go back at any time and edit/update any of the information that they have previously added to the site.
- Delete – a user can remove the resume completely from their account
- E-mail – this allows the user to directly e-mail a resume to an address that they type into the field
- Link – this allows the user to send an external link to someone to view their resume as a web page
- Publish on this site – this option makes the resume public in the resume bank