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

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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.

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

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.

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

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:

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.

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:

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.

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:

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.

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