

Job Seeker Instructions for Creating a Logon, Registering & Creating a Résumé

These instructions will take you smoothly through the process of creating an account (username and password), registering as a job seeker, and creating a résumé.

To begin, go to the Job Center of Wisconsin website (JobCenterofWisconsin.com) and select the **Create a Logon** link in the upper right corner.

Creating a Logon

1. Enter your First Name and Last Name.
2. Enter your email address and/or your mobile phone number and confirm it. This information is collected to help you recover your Username and/or Password if you forget them.

If your email address is recognized by the system, you may already have a Logon. Select the **Recover your account** link and follow the instructions.

3. Enter a Username that is at least 5 characters in length.
4. Enter a Password that is at least 7 characters in length but no more than 20 characters. Re-enter your Password in the **Confirm Password** field.
5. Choose a **Question** from the drop-down menu. Enter the answer to the question in the **Answer** field.
6. Read the **Terms and Conditions** and click the checkbox to accept them.
7. Select the **Next** button to submit your information and continue.
8. Select the **I'm a Job Seeker** button. You will now begin the Job Seeker Registration process.

Job Seeker Registration

1. Enter your correct Social Security Number, birthdate, and gender. Select the **Move to Next Step** button.
2. Enter your information in all the required fields (marked with a red asterisk) on the **Contact** screen. Select the **Move to Next Step** button.
3. Enter your information in all the required fields (marked with a red asterisk) on the **Status** screen. Select the **Move to Next Step** button.
4. Enter your information in all the required fields (marked with a red asterisk) on the **Profile** screen. Select the **Move to Next Step** button.
5. The information you entered is displayed on the **Confirmation** screen. If you need to change anything, use the numbered navigation bar at the top of the page to return to the screens you entered information on.
6. Read the **Terms and Conditions** and click the checkbox to accept them. Select the **Finish Registration** button.
7. Read the information on the next screen and select the **Resume Builder** button.

Create a Résumé

1. Select the Resume link under **Complete a Résumé**. You will be on the **Résumé Posting Tool** page.

Thoroughly answer all the questions during the résumé creation process. This is the information that will be used to match you to employers. At the end, you will be able to upload your own résumé, share a website address where your résumé is stored, or choose one of the standard formats offered. This is what the employer will see.

2. Select the **Add** button. Review the information displayed on the **Contact** page. You can change, add or delete any information on the page. Select the **Continue** button.
3. Enter your information in all the required fields (marked with a red asterisk) on the **Job Profile** screen. To add the type(s) of job(s) you are looking for, select the **Add Job Category** button. Enter the **Job Title** you are looking for or enter a **Military Occupational Specialty** and select the **Search** button. Choose the closest match from the **Category** drop-down menu. Choose the closest match from the **Years of Experience** drop-down menu. Select the **Add** button.

If you are looking for more than one type of job, select the **Add Job** Category and repeat the above process. You may list up to three jobs.

Select the **Continue** button.

4. For the "What type of job(s) have you had?" question, select the **Add Job History** button. Enter the employer's name that you worked for. Enter the job title you held in the **Position Title** field. Select the **Search** button. Choose the closest match from the **Category** drop-down menu. A list of tasks associated with that job will appear. You can choose to use the checkboxes, use your own text, or you can use a combination. Enter the month and year you began the job, and the month and year you left the job. If you are currently still working in that job, leave the end dates blank.

If this is a job that you would like to list, to have a complete job history, but it is not a job you want to do again, check the "Exclude this job from my Skills Match" checkbox.

Select the **Add** button.

If you would have additional jobs to provide information for, select the **Add Job History** button and repeat the above process. You may list up to ten jobs.

Select the **Continue** button.

5. Review your information for the **Highest Grade Completed** on the **Education** screen. If it needs to be changed, choose another selection from the drop-down menu. If you would like to add information about where you went to school, select the **Add Education History** button.

Select the **Continue** button.

6. Enter your information in all the required fields (marked with a red asterisk) on the **Availability** screen. For the best matching to employers' open jobs, it is a good idea to answer all the questions on this screen.

Select the **Continue** button.

7. "Are you done entering all of your information?" If so, select "Yes" to answer the question. If you aren't done, select "No" to answer the question. The information you have entered and saved to this point will be available for you to come back and complete.

"Do you want Employers to match you to their jobs?" If so, select "Yes" to answer the question. If you aren't done, select "No" to answer the question. If you are claiming Unemployment Insurance, you must answer "Yes".

You can now upload your résumé, provide a link to a website where your résumé is stored, or choose one of the standard formats that will take the information you provided and format it into a résumé.

To upload your résumé, it will need to be stored on the computer you are using, or be on a flash drive. Select the **Browse** button and find and insert your résumé. If your résumé is stored on a website, enter the **Website Address**.

For the "What do you want employers to see?" question, choose an answer from the drop-down menu. Select the **What Employers Will See** button to view your résumé as employers will.

Select the **Finish** button.

8. Jobs that match your resume will be displayed. To return to the **Resume Posting Tool** page, click on **Job Seekers** in the menu bar and select **Create/Edit Resume**.
9. You will be on the **Résumé Posting Tool** page. To view jobs that are seeking people with your skills, select the **Skills Match** button. You can view the information that an employer will see about you by selecting the **Employer View** tab.
10. You will receive an email confirming that you have successfully completed a résumé.