

JOB SEEKER USER GUIDE



Welcome to The Job Connection!

This simple overview sheet is to help you get familiar with the features The Job Connection has to offer Job Seekers. Follow the steps below to successfully create your job seeker profile and get seeking!

1. Sign up/Create an Account

1. Go to your **local Job Connection** website and **Click on the Create an Account** button on the home page.
2. Click on **Job Seeker** and complete the registration form.
3. After you register, you will receive an email confirmation and introduction to The Job Connection.

A blue rectangular button with rounded corners containing the text 'Create an Account' in white, bold, sans-serif font.

2. Find your Job Interests

The Interest Profiler is a quick and fun survey designed to help you find what jobs you might be interested in and good at. It then helps you find any job on the site that matches your results!

1. Click on the **Interest Profiler** Tab in the menu.
2. Click **Get Started** at the bottom of the page to begin or enter your scores below the start button if you have already taken this survey.

A screenshot of a web page titled 'Welcome to the Interest Profiler'. The page has a light blue header with the title. Below the title is a paragraph of text explaining the purpose of the Interest Profiler. To the right of the text is a vertical navigation menu with a blue header 'Interest Profiler' and three items: 'Skill Matcher', 'Resumes', and 'Apprenticeship'.

Interest Profiler

Skill Matcher

Resumes

Apprenticeship

There are no right or wrong answers!

Please take your time answering the questions. There is no need to rush!

[Get Started](#)

Taken the Interest Profiler before? [Enter your scores](#)

3. Create your Resume

1. Go to the **Resumes** tab.
2. Select **Create a New Resume**
3. Select which type of resume you want to build, or add an existing resume. You can keep more than one type of resume on your account. You will be able to find, edit, delete and activate them all under the Resumes tab.

The screenshot shows the 'Resumes' tab interface. At the top left, the word 'Resumes' is displayed. To its right is a blue button labeled 'Create a New Resume', which is highlighted by a red arrow. Below this is a table with columns for 'Resume Title', 'Viewed', and 'Downloaded'. The first row shows 'New Uploaded Resume' with '0' in both the 'Viewed' and 'Downloaded' columns. To the right of the table are icons for view, edit, download, refresh, and delete. On the far right, there is a vertical sidebar with buttons for 'Interest Profiler', 'Skill Matcher', 'Resumes' (which is highlighted in blue), and 'Applications'.

The 'Create Resume' page features a heading and a sub-heading: 'For your resume to be searchable by employers, you will need to use the resume builder or copy and paste your resume.' Below this are three options, each with an icon and a description:

- Resume Builder**: Build your own resume from scratch with our easy to user builder. (Icon: notepad and pencil)
- Upload Resume**: Upload your existing resume from Word or PDF. (Icon: upload arrow)
- Copy and Paste Resume**: Choose this if you have an existing resume and would like to copy and paste it instead of uploading. (Icon: document)

4. Search for Jobs

Use the Search Jobs tool to find jobs you are interested in. Use keywords in the search box to go right to what you are looking for.

A search bar with a text input field containing the placeholder text 'Search by keyword or company...' and a blue 'Search' button to its right.

The 'Search Job' form includes the following fields and options:

- Keywords**: A text input field.
- Company**: A text input field.
- Zip Code**: A text input field.
- Radius Selection**: A set of buttons for distance: '5 mi', '10 mi', '25 mi' (which is selected and highlighted in blue), and '50 mi'.
- Search**: A blue button at the bottom left of the form.

5. Set up Email Alerts

1. Take the keywords of your job search and add them to the **Email Alert** system. Email Alerts look for jobs that match your keywords.
2. Add as many keywords as you want and select if you want emails **daily** or **weekly**.
3. Keywords you have activated can be disabled or deleted under the Email Alert tab.
4. Jobs that match your keywords will be delivered to your email on a daily/weekly basis.

Create Email Alert

Keyword *

Cycle * Daily Weekly

[Save](#)

Interest Profiler
Skill Matcher
Resumes
Applications
Email Alerts

6. Apply

Once you find a job matching your interests, the **Apply Now** button takes you directly to the employers' application or to submit applications via our site.

Applications

You can also **keep track** of all applications you have submitted to easily track and know when you need to reconnect with employers.

Requirements

- 5+ years accounting experience
- Expertise with QuickBooks
- Extensive knowledge of US GAAP
- Advanced computer skills in MS Office
- Excellent organizational, problem-solving
- Additional experience in Audit and Internal Controls
- Experience with SaaS companies
- CPA certification

[Apply](#)

Applications

Resume	Job	Applied Date
New Uploaded Resume	Amazing Accountant (TEST)	03/21/2019
New Uploaded Resume	Amazing Accountant (TEST)	03/21/2019

Interest Profiler
Skill Matcher
Resumes
Applications
Email Alerts

7. Join the Prayer Network

One of our **most powerful** tools is prayer. Engage with our nationwide prayer network by requesting prayers and praying for others.

- Post prayers or click the **Pray** button to share prayers and encouragement with other job seekers.

Prayer Network

Bruce bruce@ministrymeans.org

Your prayer request...

Submit

Janice (0) - 03/30 **Pray**

Please pray that my father Keeps me wrapped in his arms and I build my faith! Cover my family lord!

**Make a
Prayer
Request**

Post a Prayer

Pray for Janice

Please pray that my father Keeps me wrapped in his arms and I build my faith! Cover my family lord!

Janice, praying that the Father blesses you and sustains you and your family!

Pray **Cancel**