Job Match Profile Instructions

Read the Job Seeker Terms of Use. Click on the **I Accept** button. (The Terms of Use only appears the first time you access the Job Match Profile.)

Getting Started

Click on the **View More** links and the **Need help?** links to read additional information about the Job Match Profile process.

- Be as thorough and complete when creating your Job Match Profile as you would be when you prepare a résumé. You will be selected for review by employers based on the information on your Job Match Profile, not your uploaded or web-linked résumé.

- You can 'copy and paste' from your résumé into the appropriate fields on the Job Match Profile.

- Use good grammar and complete sentences when creating your Job Match Profile.

- Spelling counts. Fully spell out all words and phrases. Do not use acronyms without spelling out what the acronym stands for.

- Liberally use keywords that employers will search for in your Job Match Profile.

- Click on the Need help? links on each page when you have a question or unsure about how to enter information.

To begin creating a Job Match Profile, click on the **Add** button.

Step 1

The information displayed is defaulted from the information you provided when you registered. Any of the information can be updated or changed. Take care to <u>spell everything correctly</u>.

You must have a valid email address. It is a required field. If you have an email address but haven't checked it recently, try to access your email to make sure your account is still active. If your email account is not active, you will need to reactivate it or create a new one. <u>Be sure that your email address is spelled correctly</u>.

Check your email account regularly (every few days). The Job Center of Wisconsin website and employers will be communicating with you via email.

When you are done entering your information, click on the **Continue** button.

Step 2

*Whenever you click on the **Save** button or the **Continue** button, your Job Match Profile is saved and the 30 minute time-out period starts over. Note the message that appears at the top of the page.*

Be thorough and complete when adding information in the Professional Summary and Skills fields. Use lots of keywords that employers would use to search résumés for people with your skill set.

Click on the Need help? link for more information about what to include, and what not to include, in a Professional Summary, and for examples of how to list your skills.

Screen Reader Version

Job Match Profile information saved. Your Job Match Profile is not yet *completed.*

Job Match Profile / Résumé Posting Tool

Save   Delete

Work with My Job Match Profiles

Your session will time-out after 30 minutes.

Clicking the Save button resets the time-out counter and extends your session time for another 30 minutes.

View More...

An asterisk (*) denotes a required field.

Step 1
Contact Information

Step 2
Employment Profile

Step 3
Work Experience

Step 4
Education

Step 5
Availability

Step 6
Finish/Activate

Need help?

Employment Profile

Enter your employment summary. Employers can search all of these fields, so be concise, yet thorough. All information should be career- or job-related.

Use the **Need help?** link for detailed assistance.

*Professional Summary:
Accomplished carpenter with more than nine years of relevant experience in the field. Performance-driven leader with expertise in carpentry, blueprint reading, framing and
Text Limit: 500 | Text Entered: 385

*Describe your skills in detail:
Experienced in:
* Carpentry
* Blueprint reading
* Framing
Text Limit: 1000 | Text Entered: 182

Certifications, Licenses, Awards:

Text Limit: 300 | Text Entered: 0

*If you have a National Career Readiness Certificate (NCRC), or if you acquire one, do you want to share that information with employers?
◉ Yes
◯ No

Looking to have your résumé or work application stand out from the crowd? The National Career Readiness Certificate is a portable credential that helps build your confidence and verifies that your skills match the employer's needs.

Select up to three jobs that you are looking for now. This is not your work history. Do not list previous jobs unless those are jobs that you are looking for now. Click on the **Add Job Category** button.

Enter a job title and click on the **Search** button.

Click on the drop-down menu and select the best match from the list.

Click on the drop-down menu to select the number of years of experience you have.

Click on the **Add** button.

To add another job title, click on the **Add Job Category** button and repeat the steps on pages 6 and 7. You can add up to 3 jobs.

When you are done entering the jobs you are looking for now, click on the **Continue** button.

Step 3

Read the information on the Work Experience page, and then click on the **Add Work Experience** button.

Enter the information about one of your past jobs in the fields provided. Be thorough and complete when adding the Duties/Responsibilities, and use lots of keywords that employers would use to search résumés for people with your skill set. When you are done entering your information, click on the **Add** button.

To add another job, click on the **Add Work Experience** button and repeat the instructions on page 9. You can add up to 10 employers.

When you are done entering all jobs you have had during the last 10 years, click on the **Continue** button.

Screen Reader Version

Job Match Profile information saved. Your Job Match Profile is not yet _completed_.

Job Match Profile / Résumé Posting Tool

[Save]   [Delete]

Work with My Job Match Profiles

Your session will time-out after 30 minutes.

Clicking the Save button resets the time-out counter and extends your session time for another 30 minutes.

View More...

An asterisk (*) denotes a required field.

Step 1
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Need help?

Work Experience

Desired Salary: $ _____ [▼]
Your Desired Salary is only displayed on the JCW Work Application and the (anonymous) JCW Match Profile. Desired Salary is not a field that employers can use to search for new employees.

Employers use keywords to search the Work Experience fields. Be specific and detailed about the duties you performed in past and current jobs, including volunteer experiences, if appropriate.

Your information will appear on your résumé or work application in chronological order. Please list information related to your last 10 years of work experience. You may enter up to 10 employers.

You must add at least one Work Experience.

Use O*Net OnLine to help you find the best Position Title, and to help you complete the Duties/Responsibilities. Providing detailed information will help employers match you to their open jobs.

Use the **Need help?** link for detailed assistance.

Employer:	ABC Construction
City:	Deer Run
State:	New Hampshire
Position Title:	Lead Carpenter
Dates Employed:	2007 to 2013
Duties/Responsibilities:	Builder of custom homes valued at more than $1 million each. Assisted foreman with training carpenters and delegating work to employees, based on material and worker requirements of specific jobs. Examined and inspected work progress, equipment, and construction sites to verify safety and ensure specifications were met. Read blueprints and other specifications documents to determine construction requirements and plan procedures. Coordinated work activities with other construction project activities. Reported directly to foreman and company owners. Expedited project completion by implementing daily punch list and duties to be performed. Initially hired as a carpenter, earned promotion to Lead Carpenter.

(Edit)   (Remove)

Employer:	Skyline Customized Construction
City:	Port Washington
State:	Wisconsin
Position Title:	Carpenter
Dates Employed:	2003 to 2007
Duties/Responsibilities:	Led a team of 15 carpenters in customized construction of special events booths in major trade show venues throughout the United States and Canada. Coordinated construction with the delivery of electricity and internet service to booths. Installed carpeting and hung signage inside booths, as well as inside and outside the venue.

(Edit)   (Remove)

* Add Work Experience

[<< Back]   [Continue >>]

[Save]

Step 4

Read the information on the Education page.

Click on the drop-down menu and select the highest grade you have completed in school.

If you want to list the information about the school you attended, click on the **Add Education History** button.
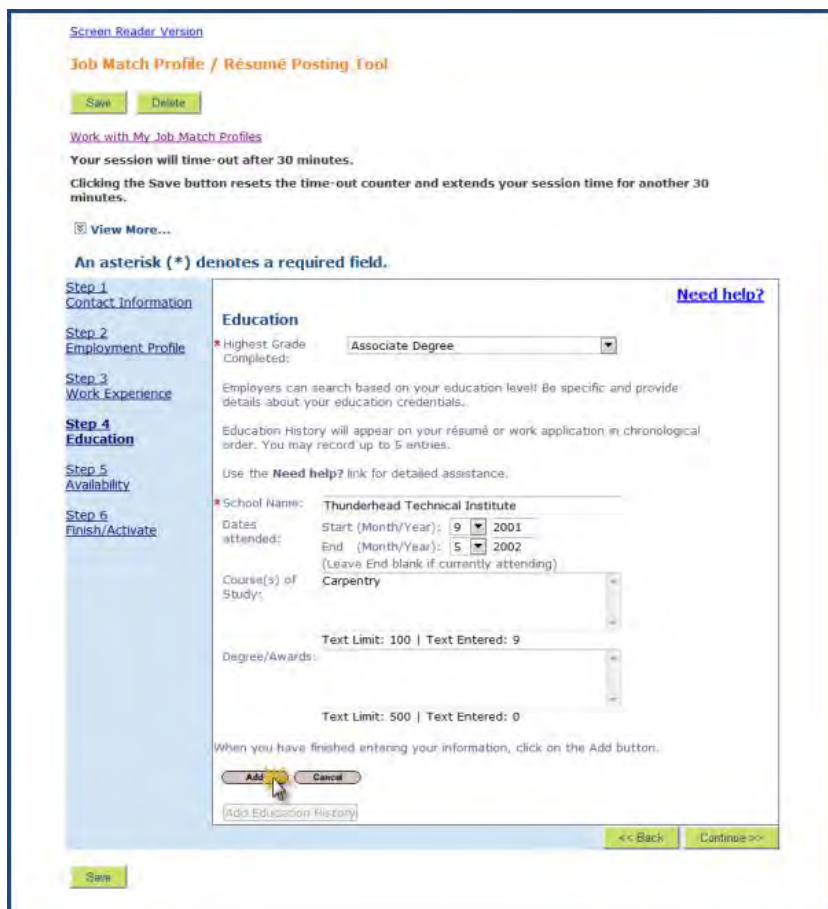

Enter the information about the school you attended. When you are done entering your information, click on the **Add** button.

To add another school, click on the **Add Education History** button and repeat the instructions on page 13. You can add up to 5 schools.

When you are done entering all of your information, click on the **Continue button.**

Step 5

Select the county(ies) where you are <u>willing to accept work</u>. Click on the county name in the Counties Available list, and then click on the **Select** button.

Out-of-state counties that border Wisconsin can also be chosen. They are listed alphabetically with a prefix of Out of State.

Multiple counties can be chosen at the same time by clicking on a county name, then pressing and holding the Ctrl key, selecting an additional county or counties, and clicking on the **Select** button.

After selecting the county(ies) where you will accept work, review what is listed in the Counties Selected field to make sure your choices are accurately reflected.

Answer the question about your willingness to relocate. *Do not choose 'Yes' unless you are willing to move for a job.*

Choose the types of employment you are looking for, and the days of the week you are willing to work.

Choose the shifts you are willing to work. Choose 'Yes' or 'No' to answer the transportation and driver's license questions. Click on the **Continue** button.

Step 6

If you are done entering *all* of your information, select 'Yes' to answer the question.

If you are *not* done, select 'No'. When you are done entering all information, come back to Step 6 and change your answer from 'No' to 'Yes'.

When the above question is answered 'Yes', the remaining questions appear.

If you want to upload your résumé, select the file by clicking on the **Browse** button. You can learn more about the process and find answers to your questions by clicking on the **More Information** link.

Select an option from the "What do you want employers to see?" menu, and then click on the Save button.

Click on the "What Employers Will See" button to view your choice as employers will see it.

After clicking on the Save or Finish button, an email will be sent to the email address you provided in Step 1 of your Job Match Profile:

From:	jobcenterofwisconsin@dwd.wisconsin.gov
To:	annasmith1@sample.net
Cc:	
Subject:	Job Center of Wisconsin Job Match Profile Completed

Sent: Mon 08/26/2013 2:43 PM

Congratulations! This email confirms that you have finished your Job Match Profile.

Tips for using your Job Match Profile:

- **Step 6 – Finish/Activate**
  - Make sure you answer the second question 'yes' if you want employers to match you to their job openings.
  - It is a good idea to preview your Résumé or Match Profile. Click on the **What Employers Will See** button to view your information as employers will see it.
- **Formatting**
  - **Keep your contact information in Step 1 up-to-date.**
  - You can update or change your information at any time. Use keywords so employers can find your résumé.
  - You can format your Job Match Profile as a résumé or work application, and print it or email it to an employer. Go to the Job Match Builder / Résumé Posting Tool and use the buttons at the bottom of the page.
- **Email**
  - Your email system may perceive emails from employers via the Job Center of Wisconsin to be spam or junk. If your email program allows it, set it up to allow emails from @dwd.wisconsin.gov
  - Do not mark Job Center of Wisconsin emails as spam, or filter them from your email inbox! Many kinds of emails and notifications with important information are sent to you by Job Center of Wisconsin.
  - Remember to check your email account frequently for emails from employers.

Please read the Warnings for Job Seekers to help protect you from potential virus threats and employment scams.

If you have any questions or comments, please contact the Job Center of Wisconsin Call Center.

Email: JobCenterofWisconsin@dwd.wisconsin.gov

Toll-free Telephone: 1-888-258-9966

Keep your Job Match Profile up-to-date and 'fresh' looking to employers!

- Logon to JobCenterofWisconsin.com every 1-2 weeks and go to your Job Match Profile.
- Review your information in each step and click on the **Save** button.

This will refresh the 'Last Updated' date that employers see, and will keep your Job Match Profile from expiring.