

Updating or Refreshing the Date on Your Job Match Profile

It is a good idea to update or refresh your Job Match Profile on a regular basis – every 2 weeks at a minimum. The date you last updated your Job Match Profile appears to employers when they are searching for new employees. Anything other than a recent date can make employers think that you are no longer seeking work and forgot to remove your Job Match Profile, or that you are not interested in seeking work because you have not updated your Job Match Profile.

Below is a sample of the Search Results the employer sees when he searches for candidates:

Search Results [More Information](#)

102 candidates displayed. Click the unique ID number in the Candidate column to view the Candidate's information.

Identifies job seekers who are Veterans

Identifies job seekers who have NCRC certification


| E-mail | Candidate | Work Experience | Skills | Education |
|--------------------------|--|---|---|--|
| <input type="checkbox"/> | 1959 Location: Port Washington, WI Last Updated: 11/11/2013 | Jenneco Manufacturing, Inc. Human Resources Specialist 9/2011 to present Grandview Women's Hospital Human Resources Assistant 7/2009 to 9/2011 | Excellent communication and interpersonal skills, leadership qualities, experienced public speaker, Human Resources experience in small and medium companies. | Education: High School Diploma/GED Equivalent |
| <input type="checkbox"/> | 3044 Location: fdf, WI Last Updated: 09/25/2013 | Manager 1/2013 to 9/2013 | applying for jobs | Education: Other Certifications: none yet |

To update the date on your Job Match Profile, do the following:

1. Go to <http://jobcenterofwisconsin.com> and logon.
2. Click on **Job Seeker Tools** in the dark blue menu bar, and then on **Job Match Profile**.
3. Click the checkbox for the Job Match Profile you want to update and click on the **View/Update** button.

| Job Match Profiles | | References | Cover Letter | | | | | | |
|-------------------------------------|------------------|--|--------------|-----------|------------|---------------------|----------------|----------------------|--|
| Select | Reference Number | Professional Summary | Status | Completed | Updated | Employers Can View? | Employer Views | Employer Emails Sent | |
| <input checked="" type="checkbox"/> | 2066 | Exceptionally skilled bike racer with 9 years of experience in the United States and abroad. Participated in the Tour de France twice. Ability to identify problems and implement effective solutions. Extensive knowledge of industrial and commercial computer programs. Possess a "pro" company attitude dedicated to the growth and profitability of the company. Disciplined and well organized in work habits, with ability to function smoothly in pressure situations. | Active | Yes | 10/12/2013 | Yes | 1 | 0 | |

4. You will be on Step 1 of your Job Match Profile. Click on the **Save** button.
5. If you have not reviewed the information on your Job Match Profile for a while, it is recommended that you take a few minutes to review it now. Make any changes that are needed and click on the **Save** button to save your changes.
6. Click on the **Work with My Job Match Profiles** link near the top of the page to return to **My Job Match Profiles / Resume Posting Tool**. Your Job Match Profile has been updated with today's date.

| Job Match Profiles | | References | Cover Letter | | | | | |
|-------------------------------------|------------------|--|--------------|-----------|------------|---------------------|----------------|----------------------|
| Select | Reference Number | Professional Summary | Status | Completed | Updated | Employers Can View? | Employer Views | Employer Emails Sent |
| <input checked="" type="checkbox"/> | 2066 | <p>Exceptionally skilled bike racer with 9 years of experience in the United States and abroad. Participated in the Tour de France twice. Ability to identify problems and implement effective solutions.</p> <p>Uploaded Résumé: </p> <p>Extensive knowledge of industrial and commercial computer programs. Possess a "pro" company attitude dedicated to the growth and profitability of the company. Disciplined and well organized in work habits, with ability to function smoothly in pressure situations.</p> | Active | Yes | 11/11/2013 | Yes | 1 | 0 |

View/Update Add Copy Delete Preview/Print Email

7. If you have multiple Job Match Profiles that you want to update, repeat steps 3. and 4. for each Job Match Profile.