

Using the Resume Search Feature

The Search Resumes feature allows registered employers to find job seekers with the skills the employer needs. Employers can search for resumes in two ways:

- ◆ From a job posting. This option searches for candidates with the same skills listed on your job posting.
- ◆ As a free-form search. There are several fields to choose from to help you refine your search.

To begin, please go to JobCenterOfWisconsin.com and login.

How can I search for resumes that match my job posting?

- ◆ Click on the orange **Post Jobs** button, then on the **Job Posting Summary** link, and then on the **Search** button.
- ◆ You can search for resumes that match any job posting in Open status. Click on the link for the job posting you want to find matching resumes for.

Job Posting Summary

Select the Job Posting Number to continue.

Profile: CITY HEIGHTS NURSING HOME
Site: All Sites [Add Job Posting](#)

You can download the Job Postings with the Status: Open, Closed May Reopen and Closed No Reopen [Download Job Postings](#)

Incomplete
 Search Results: 1 Row(s) found

Job Posting Number	Job Posting Date	Job Posting Title	Contact Name	Site Trade Name
0002517	04/25/2016	Janitor	POMEROY, ALICE	CITY HEIGHTS NURSING HOME

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Awaiting Staff Approval
 Search Results: 0 Row(s) found

Open
 Search Results: 3 Row(s) found

Job Posting Number	Job Posting Date	Remaining Days On JCW	Job Posting Title	Contact Name	Site Trade Name
0002431	03/14/2016	48	Certified Nursing Assistant	POMEROY, ALICE	CITY HEIGHTS NURSING HOME
0002432	03/14/2016	48	LPN	POMEROY, ALICE	CITY HEIGHTS NURSING HOME
0002433	03/14/2016	48	Registered Nurse	POMEROY, ALICE	CITY HEIGHTS NURSING HOME

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Closed, May Reopen
 Search Results: 1 Row(s) found

Job Posting Number	Actual Job Posting Removal Date	Job Posting Title	Contact Name	Site Trade Name
0002430	04/25/2016	Nursing Home Social Worker	POMEROY, ALICE	CITY HEIGHTS NURSING HOME

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Closed, No Reopen
 Search Results: 0 Row(s) found

<http://JobCenterOfWisconsin.com>

- Click on the orange **Find Candidates** button.

Job Posting

Job Posting Number: 0002433
Job Posting Serviced By: Job Center of Wisconsin Call Center

Job Posting Status: Open
This Job Posting will be removed from Job Center of Wisconsin in 47 days.

Staff Referral Count: 0 Self Referral Count: 0 Number of JCW Hits: 0 [More Information](#)

[Save Changes](#) [Remove Job Posting](#) [Abandon Changes](#) [Copy](#)

[Preview](#) [Email Preview](#) [Find Candidates](#)

Select the Description tab to start entering information.

#1 Company Info #2 Description #3 Requirements #4 Pay and Benefits #5 Details

Company Information [Need help?](#)

[Find a Different Site](#)




Company Legal Name: CITY HEIGHTS NURSING HOME
UI Account Root: 465341
FEIN: 98-5446214
Site Trade Name: CITY HEIGHTS NURSING HOME
312 RIDGE ST
Site Address: EAU CLAIRE, WI 54702

- A list of matching resumes will be returned.

Search Results [More Information](#)

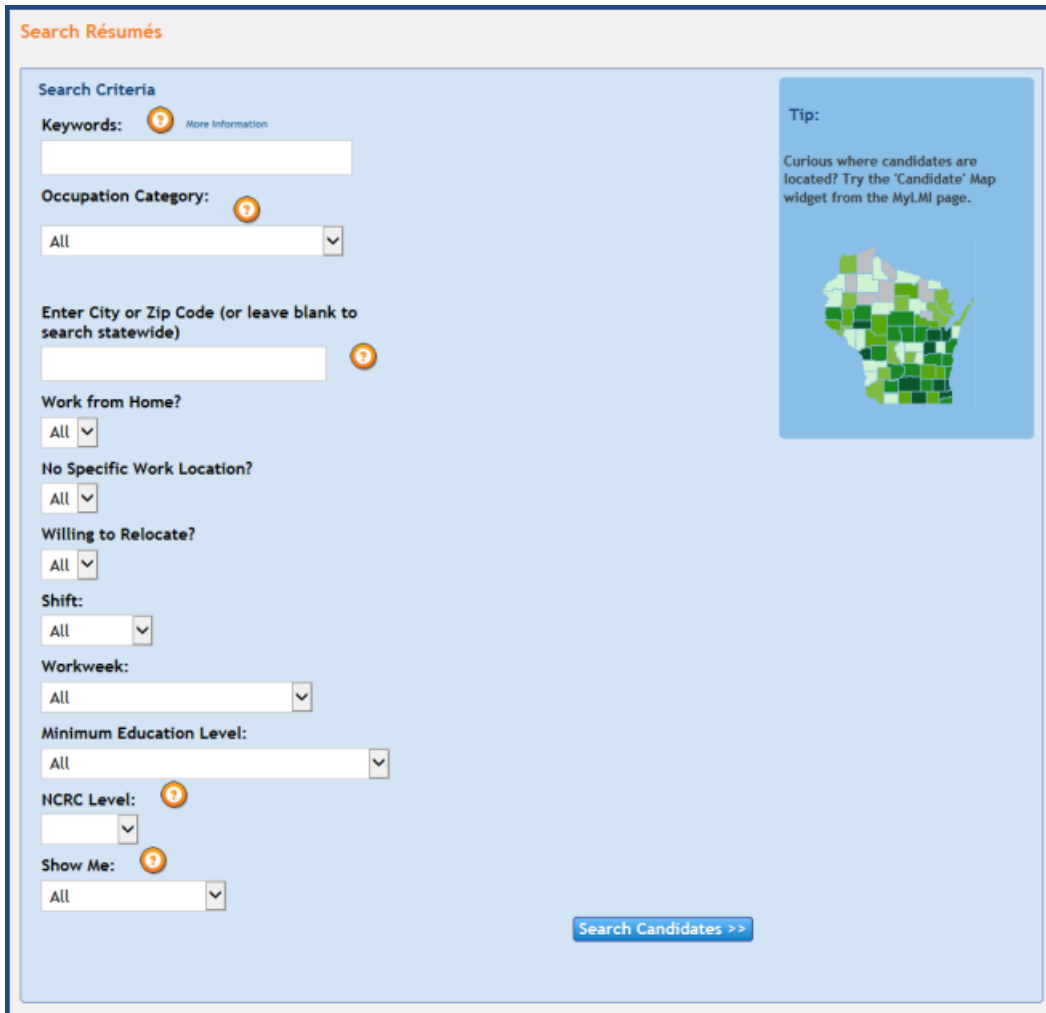
37 candidate(s) displayed. Select the unique ID number in the Candidate column to view the Candidate's résumé.

-  Identifies job seekers who are Veterans
-  Identifies job seekers who have NCRC certification

E-mail	Candidate	Work Experience	Skills	Education
<input type="checkbox"/>	83615   Looking for Work: Within 25 Miles of 54702 - EAU CLAIRE Last Updated: 03/31/2016	Western Wisconsin Critical Care Hospital Critical Care Nurse 8/2012 to present Honolulu Trauma Center Critical Care Nurse 8/2010 to 6/2012 Central Wisconsin Medical Center Registered Nurse 8/2007 to 6/2010	Knowledgeable in a wide range of specialties, among a diverse population of patients of various ages, cultures and socioeconomic backgrounds. Specialties include ICU, CCU, Telemetry, Perianesthesia, Cardiac Rehabilitation, Sub-Acute Rehabilitation, Outpatient Cardiac Nursing, and Dialysis/Apheresis....	Education: Bachelors Degree Certifications: State of WI Registered Nurse, BLS, ACLS, PALS

How can I choose my search criteria and search for resumes?

- Click on the orange **Search Resumes** button on the homepage. There are several criteria to choose from.



The screenshot shows a web form titled "Search Résumés" with the following fields and options:


- Keywords:** A text input field with a "More Information" link and a question mark icon.
- Occupation Category:** A dropdown menu currently set to "All" with a question mark icon.
- Enter City or Zip Code (or leave blank to search statewide):** A text input field with a question mark icon.
- Work from Home?:** A dropdown menu currently set to "All".
- No Specific Work Location?:** A dropdown menu currently set to "All".
- Willing to Relocate?:** A dropdown menu currently set to "All".
- Shift:** A dropdown menu currently set to "All".
- Workweek:** A dropdown menu currently set to "All".
- Minimum Education Level:** A dropdown menu currently set to "All".
- NCRC Level:** A dropdown menu with a question mark icon.
- Show Me:** A dropdown menu with a question mark icon.

A "Search Candidates >>" button is located at the bottom right of the form. To the right of the form is a "Tip" box with a map of Wisconsin and the text: "Tip: Curious where candidates are located? Try the 'Candidate' Map widget from the MyLMI page."

- You can search for resumes that match your search criteria. A maximum of 300 candidates can be returned in your Search Results. The fewer criteria you choose, the more broad your search will be and likely the more candidates you will have returned in your Search Results. Choosing more search criteria will narrow your search and likely return fewer candidates.
- Use the tool tips and More Information links for in-depth explanations.

Search Résumés



Examples: Job Title, Skills or Candidate's Unique ID Number





Keywords:  [More Information](#)

- After choosing your search criteria and clicking on the **Search Candidates** button, matching candidates will be displayed in the Search Results. Click on the number link to view the candidate's resume.

Search Results [More Information](#)

43 candidate(s) displayed. Select the unique ID number in the Candidate column to view the Candidate's résumé.

-  Identifies job seekers who are Veterans
-  Identifies job seekers who have NCRC certification

E-mail	Candidate	Work Experience	Skills	Education
<input type="checkbox"/>	 Looking for Work: Within 50 Miles of 53140 - KENOSHA Last Updated: 02/26/2016	Central Wisconsin Regional Hospital CNA 1/2012 to present Portage County Hospice, Inc. Hospice Aide 8/2009 to 11/2010 Friends Home Health Agency Home Health Aide 1/2005 to 7/2009	Excellent customer service and communication. Assists with treatments ordered by physician and supervised by a Registered Nurse (RN). Assists patients with tending to personal care and activities of daily living. Reports findings or changes in physical, mental and emotional conditions to nursing sta...	Education: High School Diploma/GED Equivalent Certifications: CNA, Med aide, Fire safety, CPR
<input type="checkbox"/>	 Looking for Work: Within 50 Miles of 53144 - KENOSHA Last Updated: 03/01/2016	Integrus Dialysis Registered Nurse 12/2015 to present Countryside Manor Registered Nurse 8/2014 to 12/2015 R.D. Samuels Memorial Hospital Registered Nurse 4/2007 to 8/2014	Medication administration, sliding scales, Coumadin protocols, wound care, ostomies, catheters, nephrostomy tube cares. Supervising and directing CNA and MT staff. Commended assessment/intervention skills in emergent situations. Care planning and input into family care meetings Over 20 years of expe...	Education: Bachelors Degree Certifications: Registered Nurse License
<input type="checkbox"/>	  Looking for Work: Within 50 Miles of 53142 - KENOSHA Last Updated: 03/01/2016	Registered Nurse 6/2012 to present Registered Nurse 8/2007 to 5/2012 Registered Nurse 4/1992 to 5/2007	+ Works independently with accuracy and able to meet deadlines + Critical Thinker + Problem Sensitivity + Socially Perceptive + Accurate + Compassionate	Education: Bachelors Degree

Can I save my search criteria to use later?

- ▶ Yes. After clicking on the **Search Candidates** button and having the Search Results displayed, scroll to the bottom of the page and click on the **Save Search** button. You will be prompted to name your search. You can have new candidates that match your search criteria emailed to you, or you can simply save the search criteria to run whenever you wish.
- ▶ Your saved searches can be accessed in two ways:
 - Selecting **My Favorite Resume Searches** from the **Employers** menu
 - Using the **My Favorite Resume Searches** widget within **My JCW**. **MyJCW** can be accessed from the **Employers** menu

Can I have new candidates emailed to me?

- ▶ Yes. After clicking on the **Search Candidates** button and having the Search Results displayed, scroll to the bottom of the page and click on the **Save Search** button. You will be prompted to name your search and provide your email address. You will only receive an email if there are new candidates that match your search criteria.

How do I contact candidates?


- ▶ You can contact the candidate using the information provided on the resume.


Jeremy A Wilson 1500 12th Street Kenosha, Wisconsin 53144 (262) 555-1234 jeremy.wilson@sample.net
PROFESSIONAL SUMMARY Seeking a Registered Nurse position in a facility that requires candidates to possess a high standard of culturally sensitive care. Enthusiastic, dedicated and compassionate nurse with ability to think critically. Role model for team approach to achieve mission of providing excellent care and services to residents in a 100-bed assisted living facility. Ability to collaborate successfully with interdisciplinary team.
SKILLS Medication administration, sliding scales, Coumadin protocols, wound care, ostomies, catheters, nephrostomy tube cares. Supervising and directing CNA and MT staff. Commended assessment/intervention skills in emergent situations. Care planning and input into family care meetings.





- Or you can use the **E-mail Selected Candidates** feature, which allows you to send the same email message to multiple candidates.

Search Results [More Information](#)

36 candidate(s) displayed. Select the unique ID number in the Candidate column to view the Candidate's résumé.

 Identifies job seekers who are Veterans

 Identifies job seekers who have NCRC certification

E-mail	Candidate	Work Experience	Skills	Education
	 Looking for Work: Within 200 Miles of 53074 - PORT WASHINGTON Last Updated: 02/04/2016	Wisconsin Department of Corrections Registered Nurse 1/2014 to present Hope House Staff Nurse 5/2009 to 12/2013 Methodist Manor Nursing Home Nurse Supervisor 5/2006 to 4/2009	Maintain electronic medical records, assess and treat patients, maintain immunizations and records, treat medical emergencies per facility protocol, report to physicians, start and maintain IV, obtain labs and report abnormal, create and maintain rapport with patients and families. Maintain required...	Education: Bachelors Degree
<input checked="" type="checkbox"/>	 Looking for Work: Within 25 Miles of 54729 - CHIPPEVA FALLS Last Updated: 02/26/2016	Central Wisconsin Regional Hospital CNA 1/2012 to present Portage County Hospice, Inc. Hospice Aide 8/2009 to 11/2010 Friends Home Health Agency Home Health Aide 1/2005 to 7/2009	Excellent customer service and communication. Assists with treatments ordered by physician and supervised by a Registered Nurse (RN). Assists patients with tending to personal care and activities of daily living. Reports findings or changes in physical, mental and emotional conditions to nursing sta...	Education: High School Diploma/GED Equivalent Certifications: CNA, Med aide, Fire safety, CPR
<input type="checkbox"/> Emailed: 04/25/2016	 Looking for Work: Within 150 Miles of 53226 - WAUWATOSA Last Updated: 02/03/2016	Bayline Specialty Hospital Registered Nurse 8/2012 to present Preventia HealthCare Registered Nurse 10/2009 to 7/2012 Drummond Regional Hospital Registered Nurse 1/2005 to 8/2009	Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. Social Perceptiveness – Being aware of others' reactions and understanding why they react as they ...	Education: Bachelors Degree

- Click the checkbox in the E-mail column for each candidate that you wish to contact. If you have previously contacted this candidate the date you last emailed the person will be shown.

- ▶ Scroll to the bottom of the page to the **E-mail Selected Candidates** section. Complete the Message field, and if you wish, complete the Refer to: field.

E-mail Selected Candidates

An asterisk (*) denotes a required field.

Sender's E-mail Address: alice.pomeroy@sample.net

Subject: Job Center of Wisconsin Employer Contact

Refer to:

* Message:

Text Limit: 5000 | Text Entered: 256

Sender's Name: ALICE POMEROY

Sender's Job Title: MANAGER

Sender's Business: CITY HEIGHTS NURSING HOME

[Preview E-mail](#)

- ▶ Click on the **Preview E-mail** button to review your email message. Click on the **Send E-mail** button to send the message to the candidates.