

Registering and Creating a Résumé on Job Center of Wisconsin (JCW)

Please follow these instructions carefully. **To avoid a delay in completing your résumé**, please do not attempt to create a new registration if you have registered in the past. The system will not allow you to create a new registration. Please allow ample time to complete this process.

1. Please go to <https://jobcenterofwisconsin.com> and click on the **Create/Edit Resume** button.
2. Login with your Username and Password:
 - a. If you already have a JCW Username and Password, use them to login.
 - b. If you are an Unemployment Insurance (UI) claimant, login with your UI Username and Password.
 - c. If you have a Username and Password but have forgotten them, click on the **Forgot your Username or Password?** link and follow the instructions.
 - d. If you are a new user, click on the key in the **SECURE LOGON** area. Registration is a two-step process. First you will create a Username and Password for yourself. Next you will provide some information about yourself that creates your job seeker registration.
3. After logging in you will be directed to the Résumé Posting Tool page to create a résumé. If you are not directed here automatically, please click on **Job Seekers** in the menu bar, and then on **My JCW**. Click on **Create/Edit Resume**.
4. Click on the **Add** button to begin. Thoroughly complete the information requested in steps 1-5. Be sure to use the **Save** button often so you do not lose your information. Your session will timeout after 30 minutes if you do not use the **Save** button.

If you already have a résumé you want to upload to display to employers, you will be able to do so after answering the questions in steps 1-5.

5. When you have completed your résumé, click on the **Finish** button at the bottom of step 6. You will receive an email confirming that you have successfully completed your résumé.
6. If you are an Unemployment Insurance claimant, we suggest click on **Job Seekers** in the menu bar, and then on **My JCW** to verify your JCW status.
7. To add another résumé, or to edit, email or print your résumé, click on the **Create/Edit Resume** button on the JCW homepage to access to Résumé Posting Tool page.

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<http://JobCenterofWisconsin.com>

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Tips for Entering Data on a Résumé

- On the bottom of step 2, **Job Profile**, select the type of job you are looking for by clicking on the **Add Job Category** button. Enter a **Job Title** or **Military Occupational Specialty** and click on the **Search** button. Select the **Category** from the drop-down menu. Select your **Years of Experience** from the drop-down menu. Click on the **Add** button. You can add up to three Job Categories.

Job Category#1

Enter the Job Title or Military Occupational Specialty for the job you are searching for work as, and then select the **Search** button.

* **Job Title:**

Military Occupational Specialty:

Select the arrow in the box to see the list of possible matches. Select the best match.

- If none of the items is a good match, try changing the Job Title and select the Search button again.

* **Category:**

Select the arrow in the box to see the list of choices. Select the one that matches how much experience you have doing this job.

* **Years of Experience:**

When you have finished entering your information, select the Add button.

- Add your **Job History** in step 3. Click on the **Add Job History** button. Enter the name of the employer. Enter a **Position Title** or **Military Occupational Specialty** and click on the **Search** button. Select the **Category** from the drop-down menu. Use the checkboxes or your own text to describe the **Duties/Responsibilities** you performed. Enter the dates you were employed. If you are still working at this job, leave the End date blank. Click on the **Add** button.

To change your information, click on the **Edit** button. Change the information and click on the **Update** button. To delete a Job History, click on the **Remove** button.

- Add your **Education** history in step 4. Click on the **Add Education History** button. Enter the **School Name**. Optionally you can enter when you attended and other information. Click on the **Add** button.

To change your information, click on the **Edit** button. Change the information and click on the **Update** button. To delete a Job History, click on the **Remove** button.

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