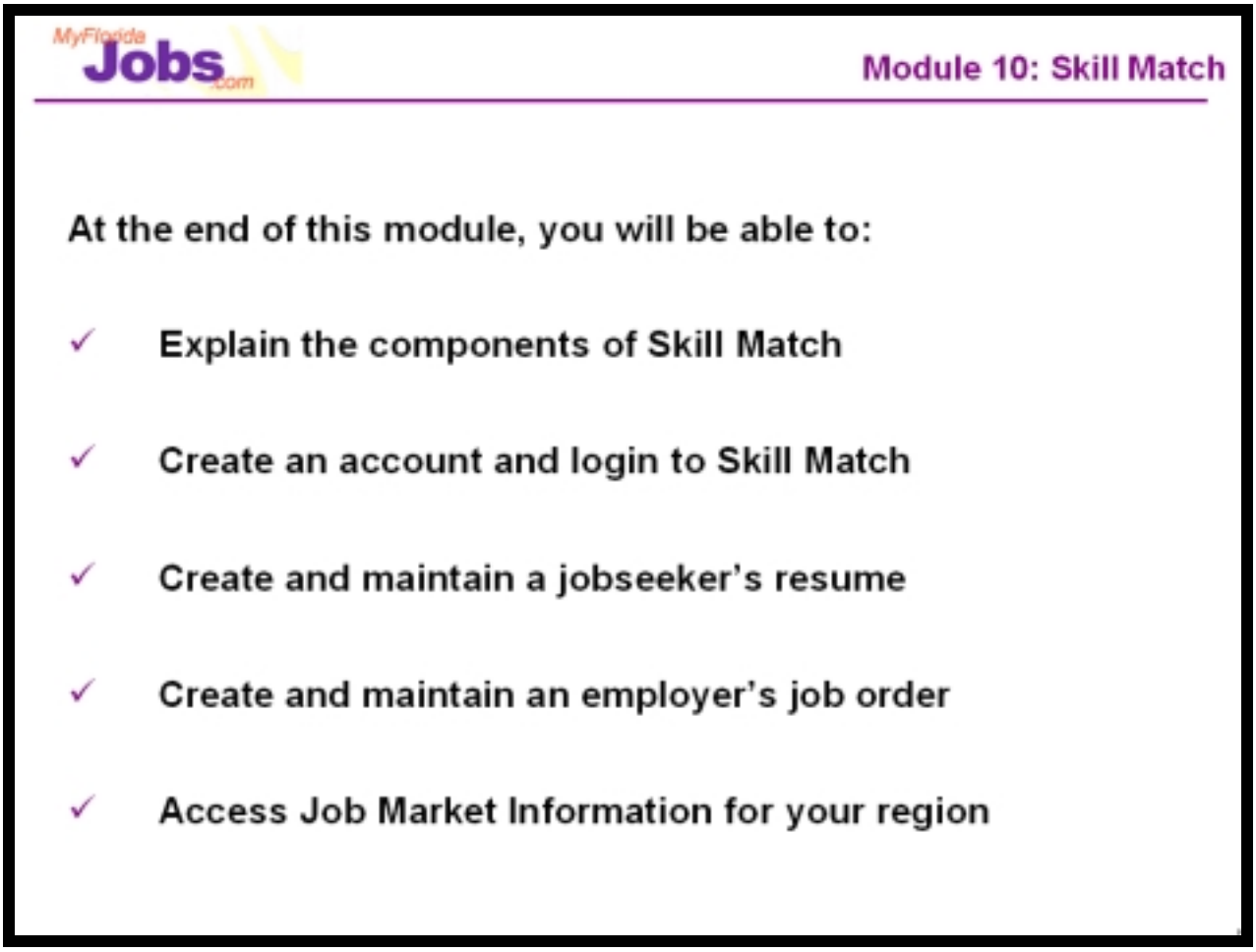
One Stop Service Tracking

Module 10: Skill Match - Professional

Introduction to Module 10: Skill Match – Professional

MyFloridaJobs is an Internet web site that provides a number of services related to Florida's workforce development needs. Its primary use is to bring together job seekers and employers. Customers can post resumes, complete job orders and utilize local job market information. This functionality is called "Skill Match."

While Skill Match will be accessible to general jobseekers through MyFloridaJobs.com, career managers will have access to Skill Match functions through OSST such as creating customer resumes and assisting customers with conducting job searches.



Introduction to Skill Match

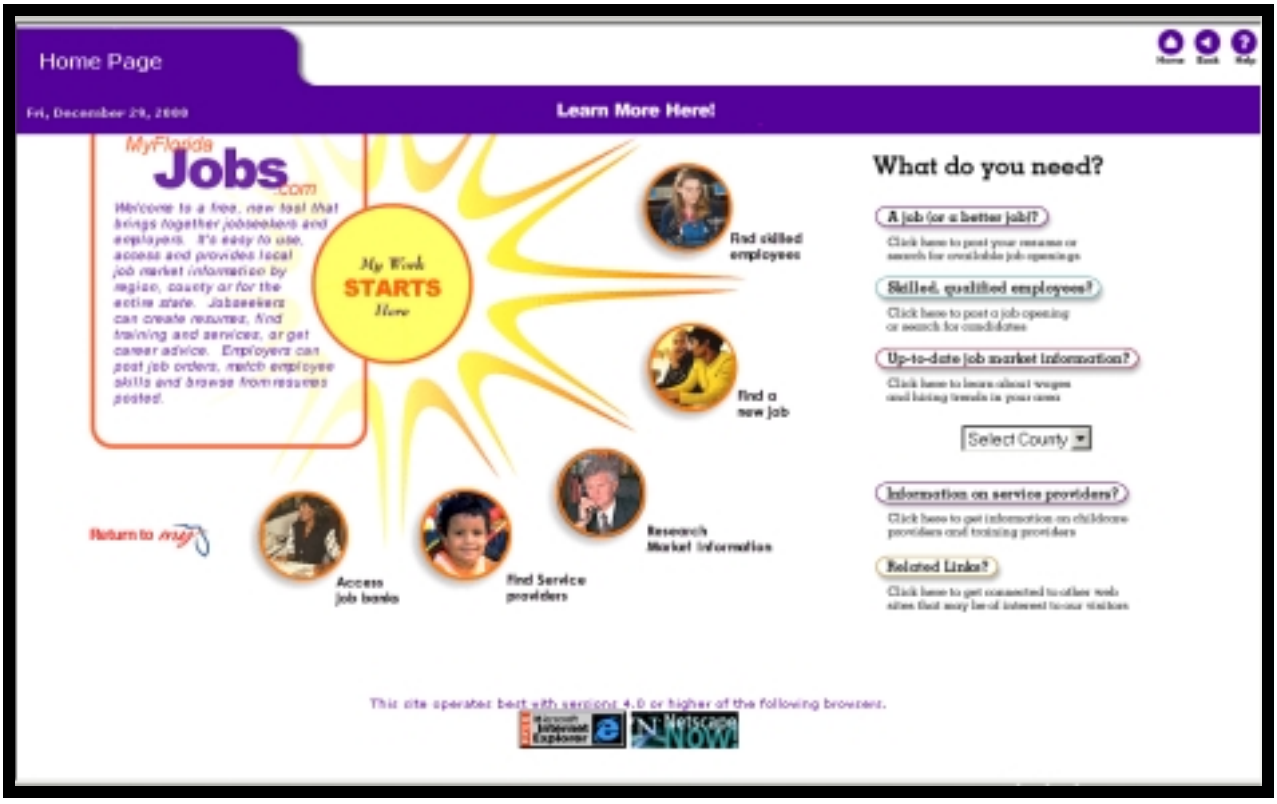
Skill Match allows job seekers and employers to find each other by matching skills and experience requirements through on-line resumes and job postings. The skill match component of MyFloridaJobs contains a resume/job order builder that guides users step-by-step to create professional resumes and detailed job orders.

Both job seekers and employers can conduct on-line searches to find the job or candidate they desire. Searches can be general or modified by objective, salary, location, etc.

Additionally, MyFloridaJobs allows job seekers to search for job postings from a specific company. After matching a resume with a job order, MyFloridaJobs displays a "skill gap analysis". A skill gap analysis is a chart comparing an employer's requirements and a job seeker's qualifications. This unique program informs job seekers of additional training or skills they may need to acquire.

Job Market Information provides labor data from Florida employers. The job market information in MyFloridaJobs provides a comprehensive look at the State of Florida's

labor market. Users can research information on average salaries, fastest-growing occupations and much more.



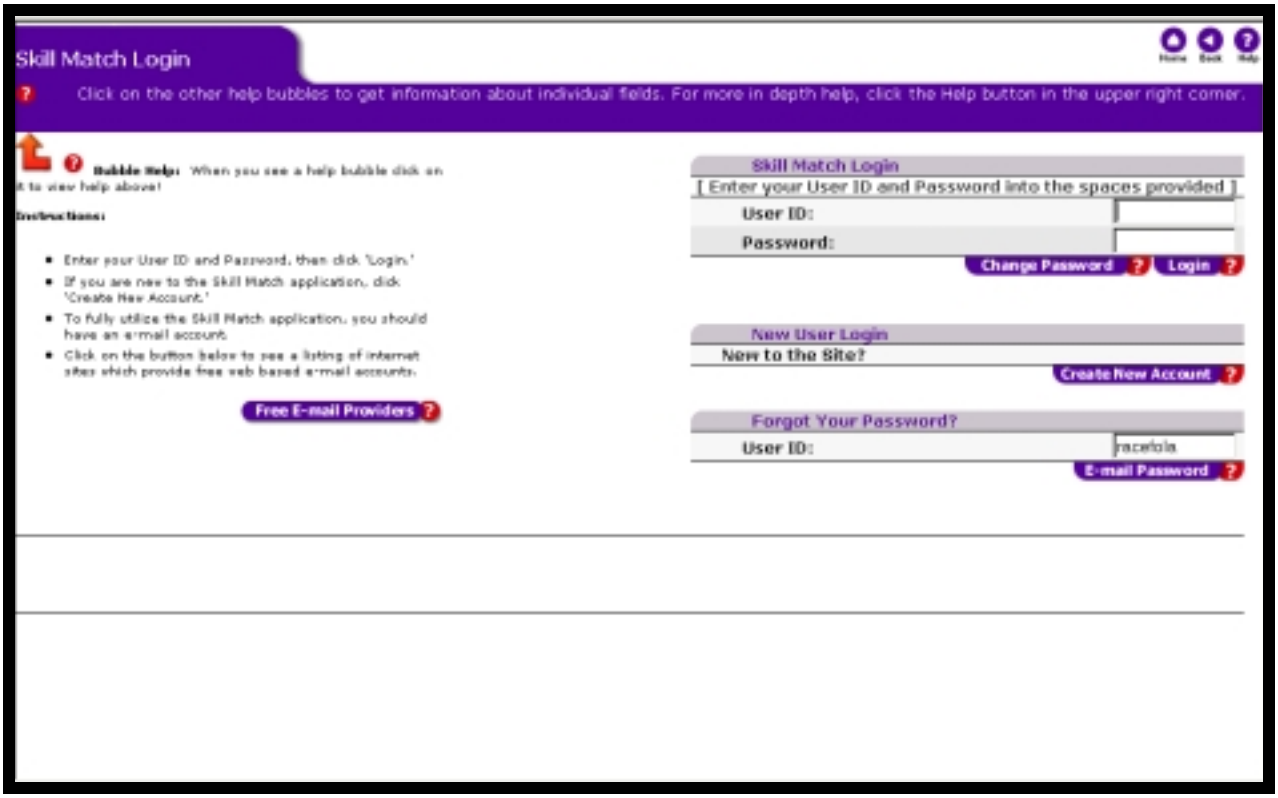
Creating a New Account

When a user enters MyFloridaJobs, he/she can click to:

- Find a Job (or a Better Job)
- Find Skilled, Qualified employees
- Access local, up-to-date job market information

Clicking on the 'A job (or a better job)' or the 'Skilled, Qualified employees' links requires the user to login with a user id and password.

The first time that a general user logs on, he/she will have to create an account. OSST users, including customers, will already have user ids and passwords created for them.



When creating an account, a user has the option to create his/her profile as an Employer, a Jobseeker, or as a Professional. Each of these login options will provide you with specialized functionality tailored specifically to your needs

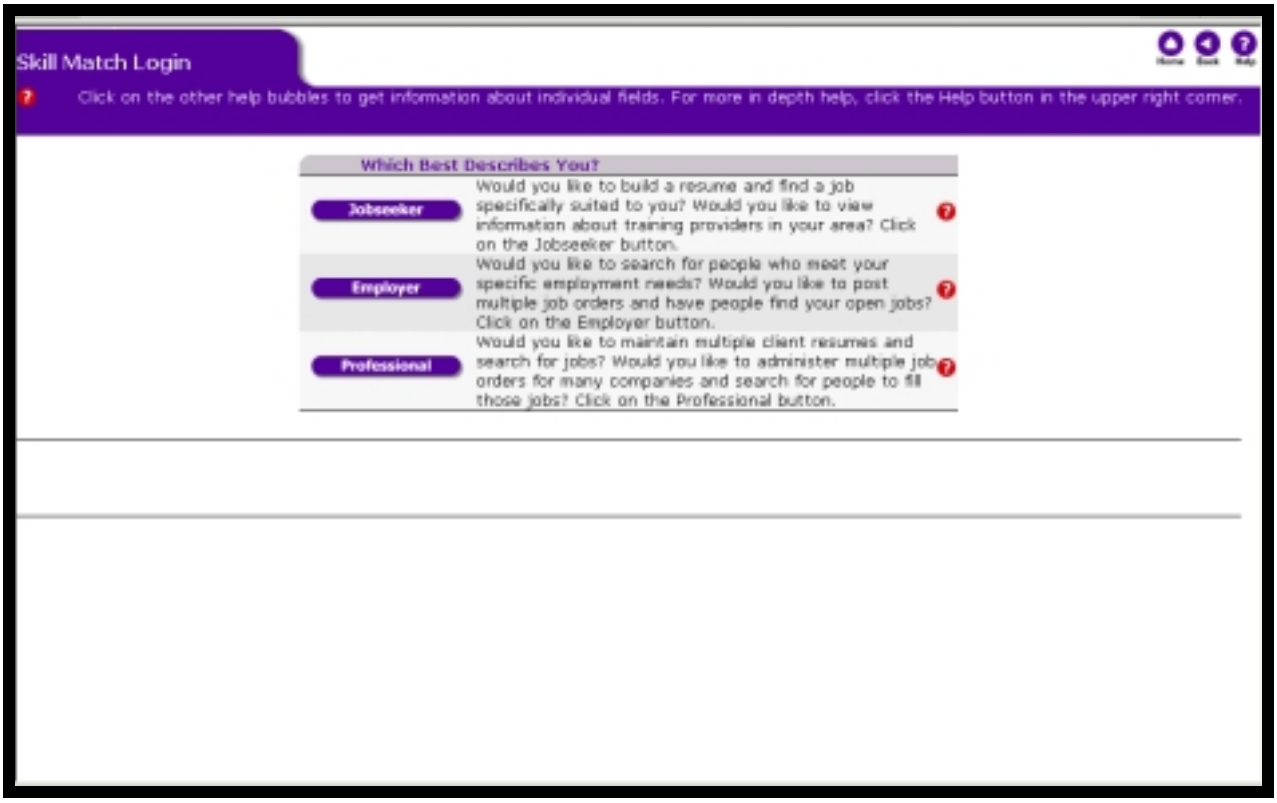
For our purposes, we will concentrate on the Professional profile, as it allows you to perform the functions of a jobseeker and an employer. As a Professional, a user can maintain multiple customer accounts, maintain multiple job orders, search for jobs, and search for candidates to fill jobs.

Associated Procedures: (Navigating from the MyFloridaJobs Splash page)

I. Navigating to create a new professional account

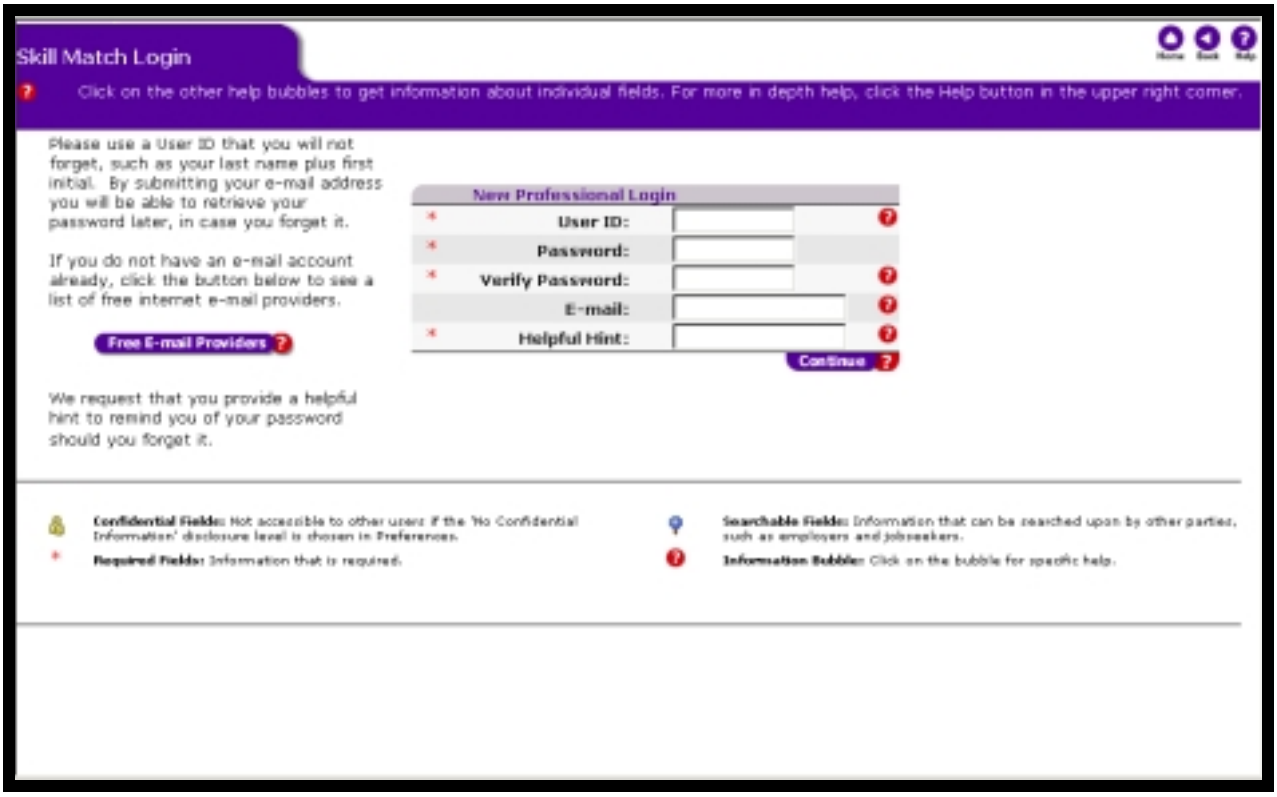
CLICK the 'A Job (or a better job)' link or the 'Skilled, Qualified Employees' link

SELECT the 'Create New Account' button



After clicking the ‘Create New Account’ button, the user will be prompted with selecting his/her user type.

Clicking the ‘Professional’ button prompts the user to create a user id and password.



Entering New Professional Login Information

Associated Procedures:

I. Creating a user id and password

ENTER a user id and a password. The user id and password each need to be 1-10 letters or numbers. Select something that is easy to remember, write it down and store it in a secure location

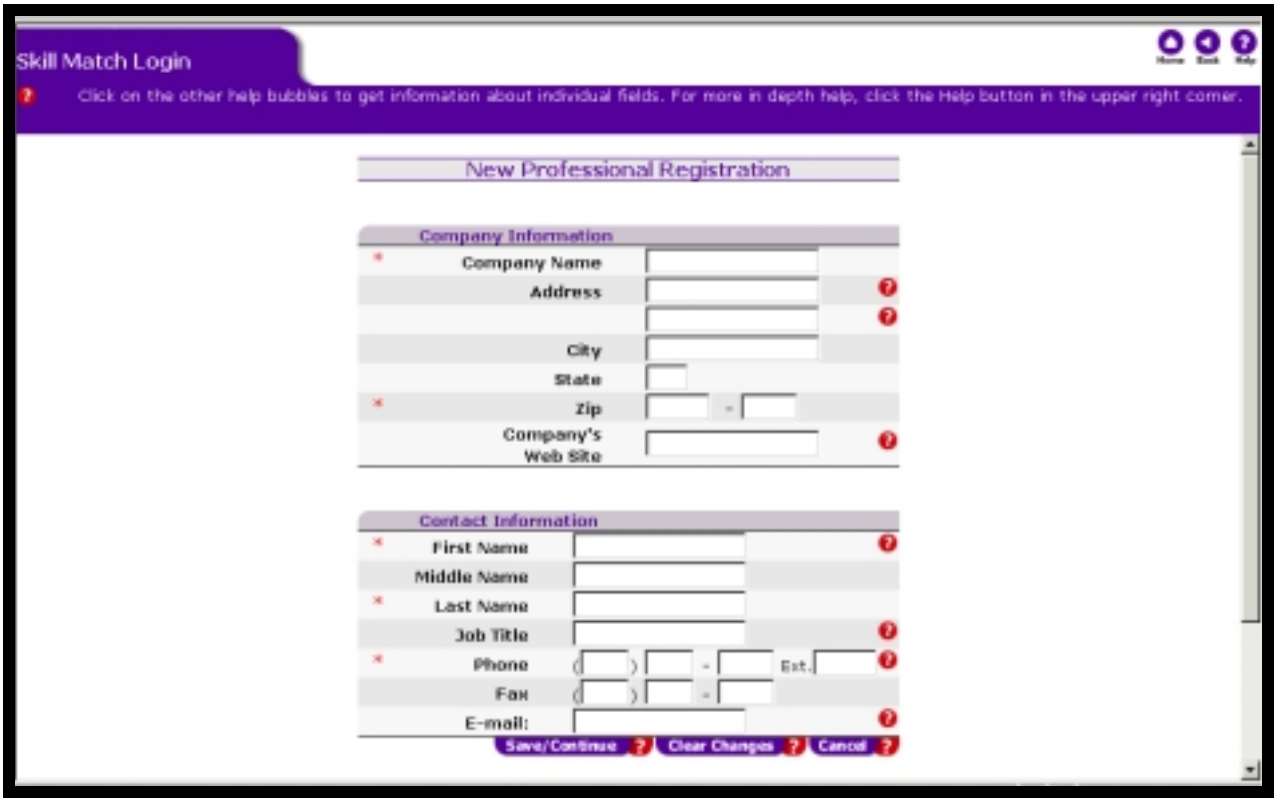
VERIFY, or re-type, your password in the space provided. Note: Your password will be displayed with "*"s

ENTER your e-mail address, if you have one. If you do not have an e-mail account, and are interested in viewing a list of free e-mail providers on the web, click the, 'Free E-Mail Providers' button

ENTER a helpful hint to remind you of your password should you forget it. This is one of several things used for identification purposes should you need to contact the Help Desk

SELECT the 'Continue' button

(If someone is already using your User ID, you will receive a notice asking you to try again. If not, the New Professional Registration page displays)



Enter New Professional Registration Information

Associated Procedures:

I. Enter New Professional Registration Information

ENTER your Company Information as well as your Contact Information. Items marked with a red asterisk (*) are required fields, and must be entered

CLICK the 'Save/Continue' button (After you click 'Continue', an introduction page displays. After reading the information, click the 'Continue' button)

II. Login- I Already Have A Professional Account

ENTER your user id

ENTER your password

CLICK 'Login' (The Active Clients page displays)

III. Changing a Password (From the Login page)

CLICK the 'Change Password' button

ENTER your User ID and Current Password

ENTER the New Password

VERIFY, or re-type, your password in the field provided. Note: Your password will be displayed with "*"s

CLICK the 'Continue' button (A message displays indicating that your password has been successfully changed)

CLICK the 'Continue' button

IV. Retrieving a forgotten password (From the Login page)

If you have forgotten your password, you are able to request that it be sent to you via e-mail if you previously entered a valid e-mail address upon registering.

ENTER your user id in the 'Forget Your Password?' section of the Skill Match Login page.

CLICK the 'E-mail Password' button. (You are given a message that your password is being sent to you by e-mail)

CLICK the 'OK' button to return to the login page.

V. Updating and Deleting Your Account

You can review, update, and or delete your professional account whenever necessary.

CLICK on the 'Account Information' link in the control panel. (Edit the information listed on this page as needed)

CLICK the 'Save' button to save the changes made to your account

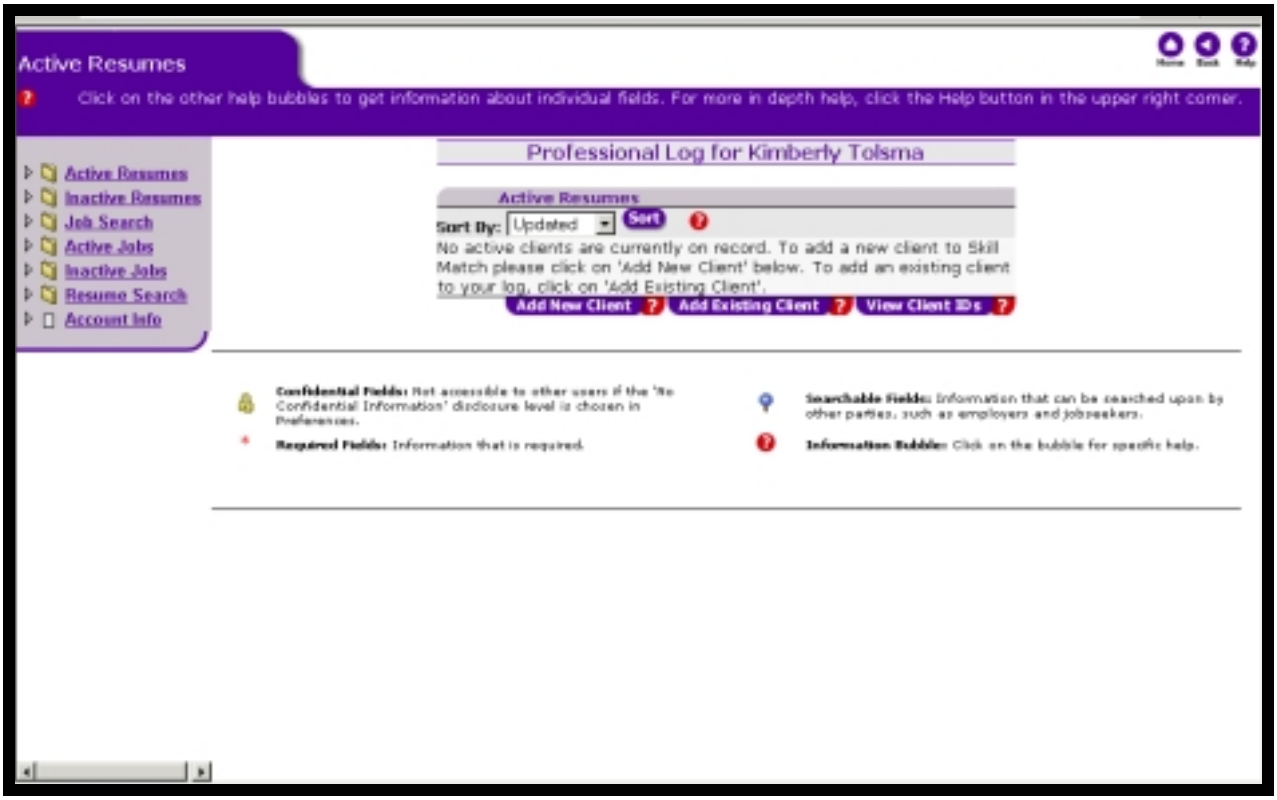
If you decide to delete your account, **CLICK** on the 'Delete Account' button. (Note that a Warning message will display. You will be required to enter your User ID and Password in the appropriate field in order to delete your account.)

CLICK the 'Delete Everything' button to delete your account'

CLICK the 'Cancel' button to cancel deleting your account.

Helpful Tip:

Tip 1: Deleting your professional account will delete all the job orders located within your account, but will not delete your clients.

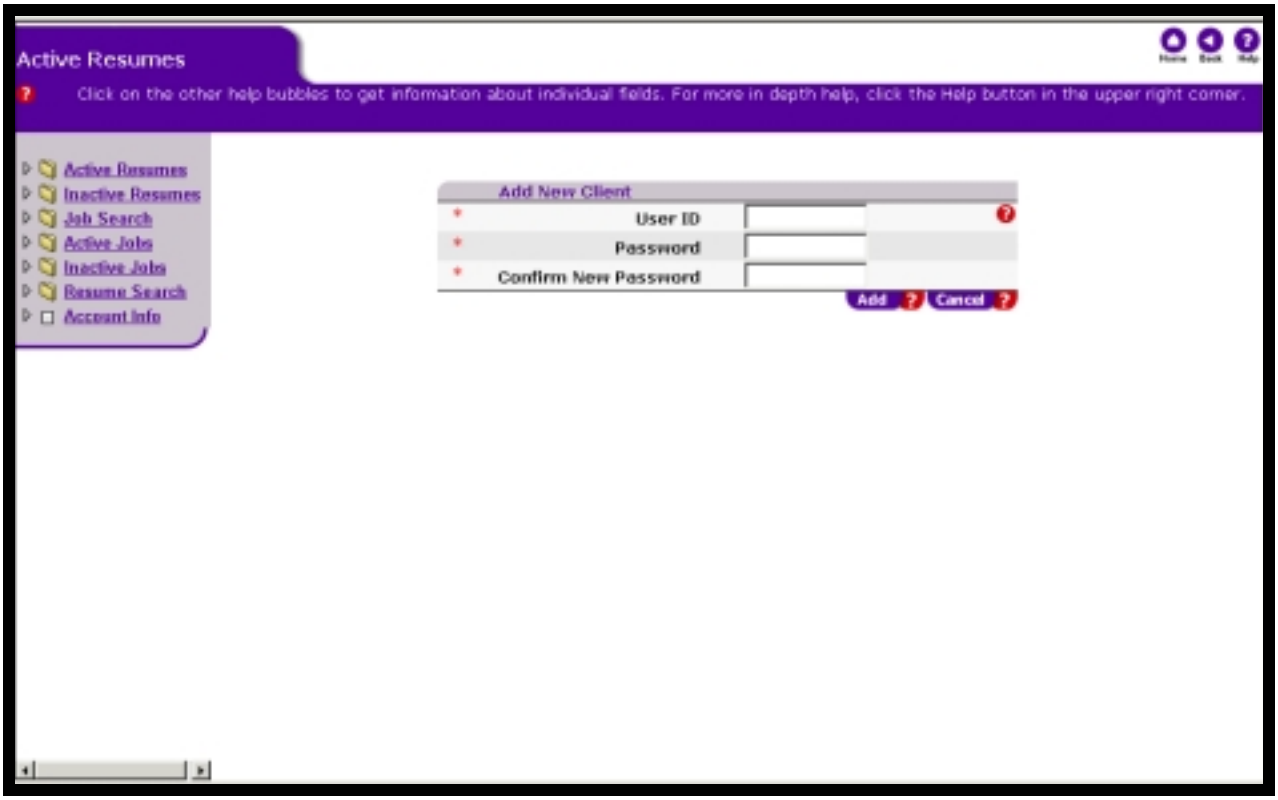


Adding Clients to your Active Resume list

As a workforce professional, you may access and maintain multiple client accounts. In order to have access to these accounts you must add them to your professional account. You may either add a client account, which already exists in Skill Match to your professional account, or you may create a new client account.

If you wish to add a client account that does not yet exist in Skill Match to your professional account, you must first create the client account.

The series of pages to follow leads you through the process of creating the client account so that you may add this to your professional account.



Associated Procedures: (Navigating from the Active Resumes page)

I. Adding A Client Already Existing in Skill Match

CLICK on the 'Add an Existing Client*'* button.

ENTER the User ID of the existing client into the 'Client User ID' field.

ENTER the Client Password of the existing client into the 'Client Password' field.

CLICK the 'Add' button.

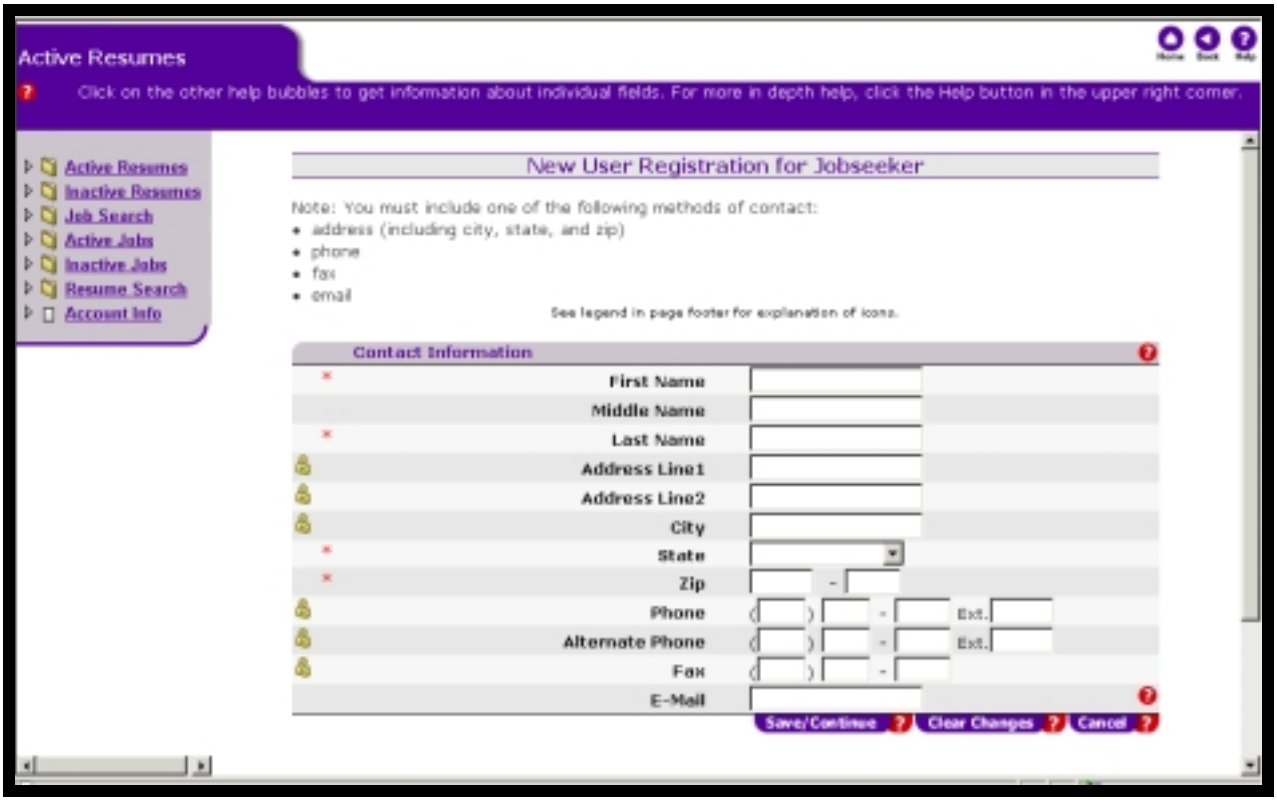
(The Active Resumes page will display. The client that you added should appear in the Active Resumes page)

II. Adding A New Client

CLICK the 'Add New Client' button. (The Add New Client page will display)

ENTER the Client User ID, Client Password, and verify the Client Password by re-typing it. (Note the password will display in "****"s)

CLICK the 'Add' button to add the client (The New User Registration for Jobseeker page displays)



Enter New User Registration for Jobseeker

Associated Procedures:

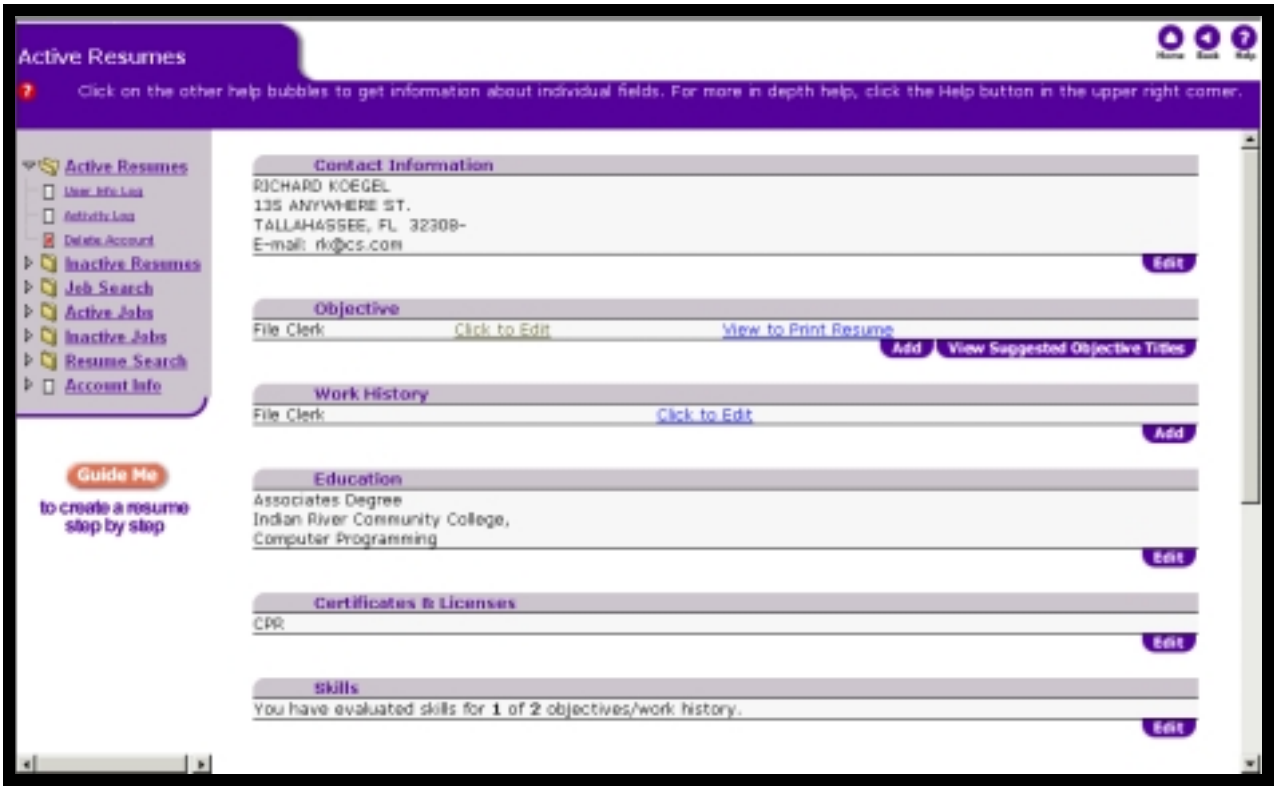
I. Entering New User Registration

ENTER the Account Information in the fields provided. The information requested here includes; name, address, phone and e-mail address if available. *Note:* The fields marked with a red asterisks are required fields and must be entered

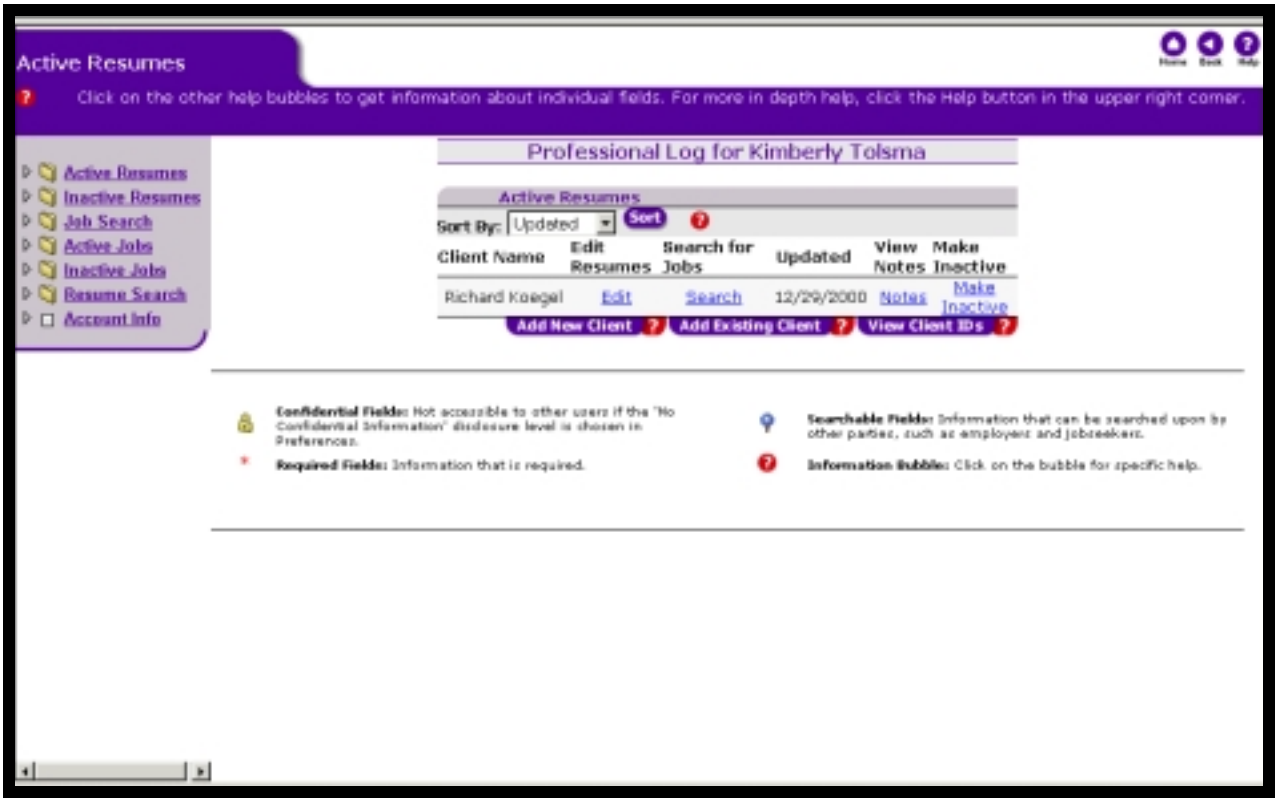
CLICK the 'Continue' button.

(A thank you message is displayed indicating that you have now added a new account. It also indicates that an e-mail message is being forwarded to you confirming the User ID and password)

CLICK the 'Continue' button to continue. (The 'Build Resume' page displays)



After you have completed creating the customer's account, a 'Resume Builder' page appears. This page allows you to build detail behind the various sections of a customer's resume. This page also includes a 'Guide Me' function which leads the user through a step by step process of creating a resume.



Functions on the Active Resume Page

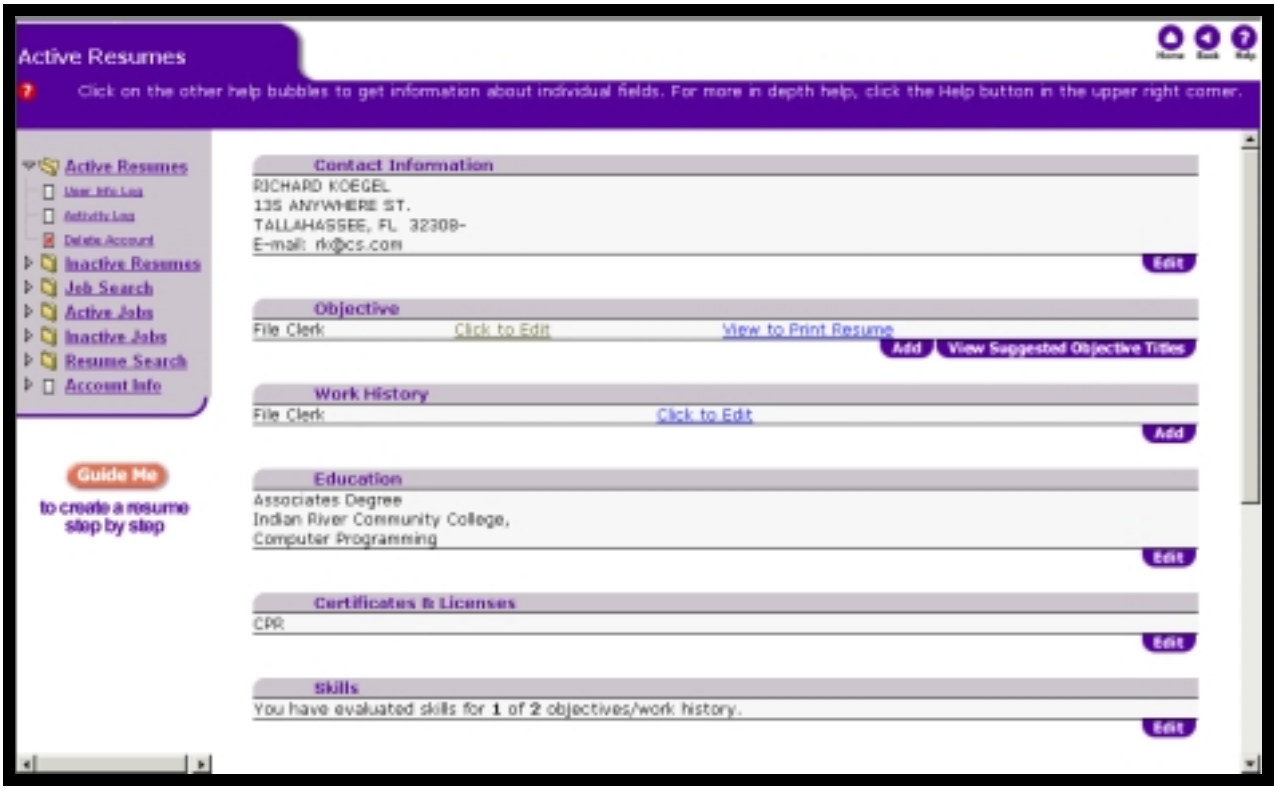
A user can click on the ‘Active Resumes’ link on the Control Panel to return to the Active Resumes page.

From the Active Resume Page, a user can:

- View his/her clients
- Click to edit a client’s resume
- Search for jobs for a client
- View the last update date to the client’s account
- Click to add and/or view notes for a client
- Make the client’s account inactive
- Add New Clients to his/her professional account
- Add Existing Clients to his/her professional account
- View client user ids and passwords

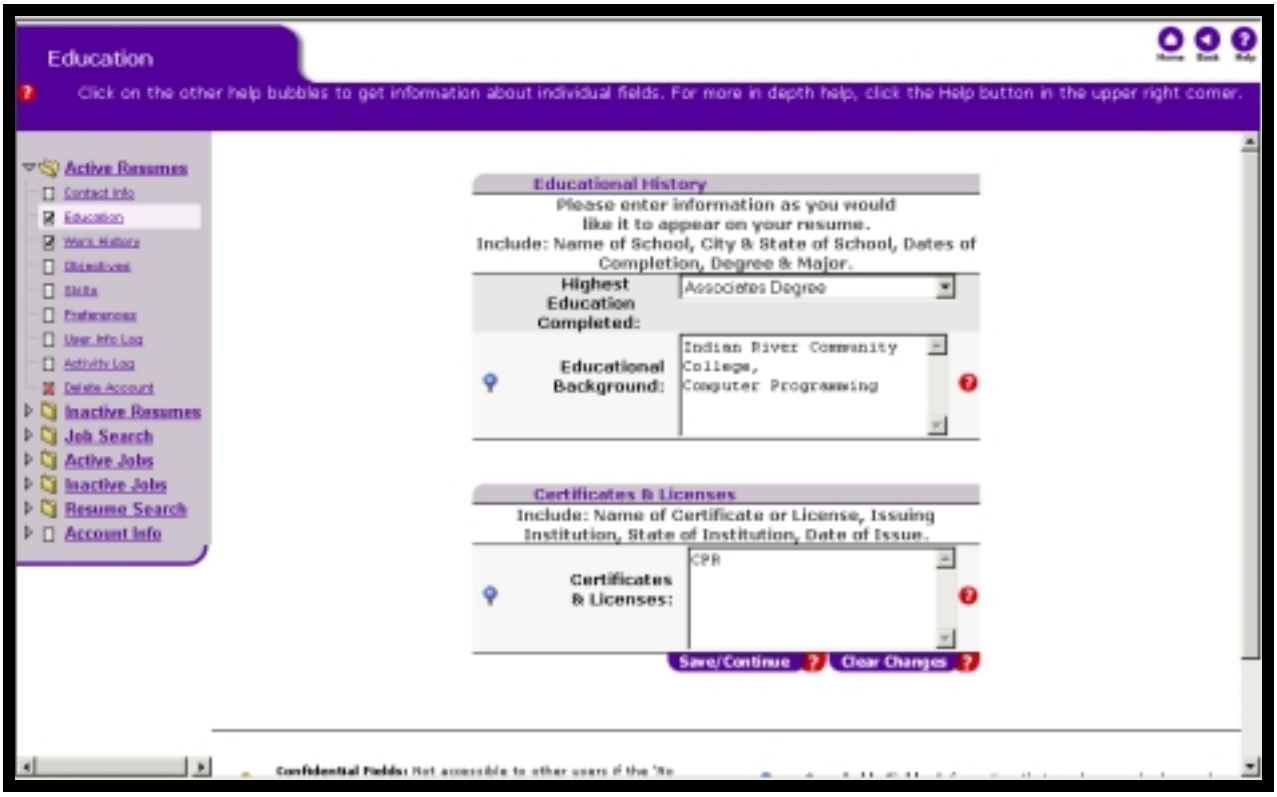
View the Client IDs and Passwords page to view an active client's User ID, Password, and the date that the client's account was created. From this page you may also change a client's Password.

Clicking the ‘Edit’ link on the Active Resume Page for a client launches the Resume Builder page.



Creating and Editing A Client Resume Using the Guide Me Functionality

Select the Edit link from the Active Resume Page for a client. Once the user's resume builder page opens, choose the 'Guide Me' link to begin creating a new resume for an active client.



Entering Education

Associated Procedures:

I. Enter Educational History

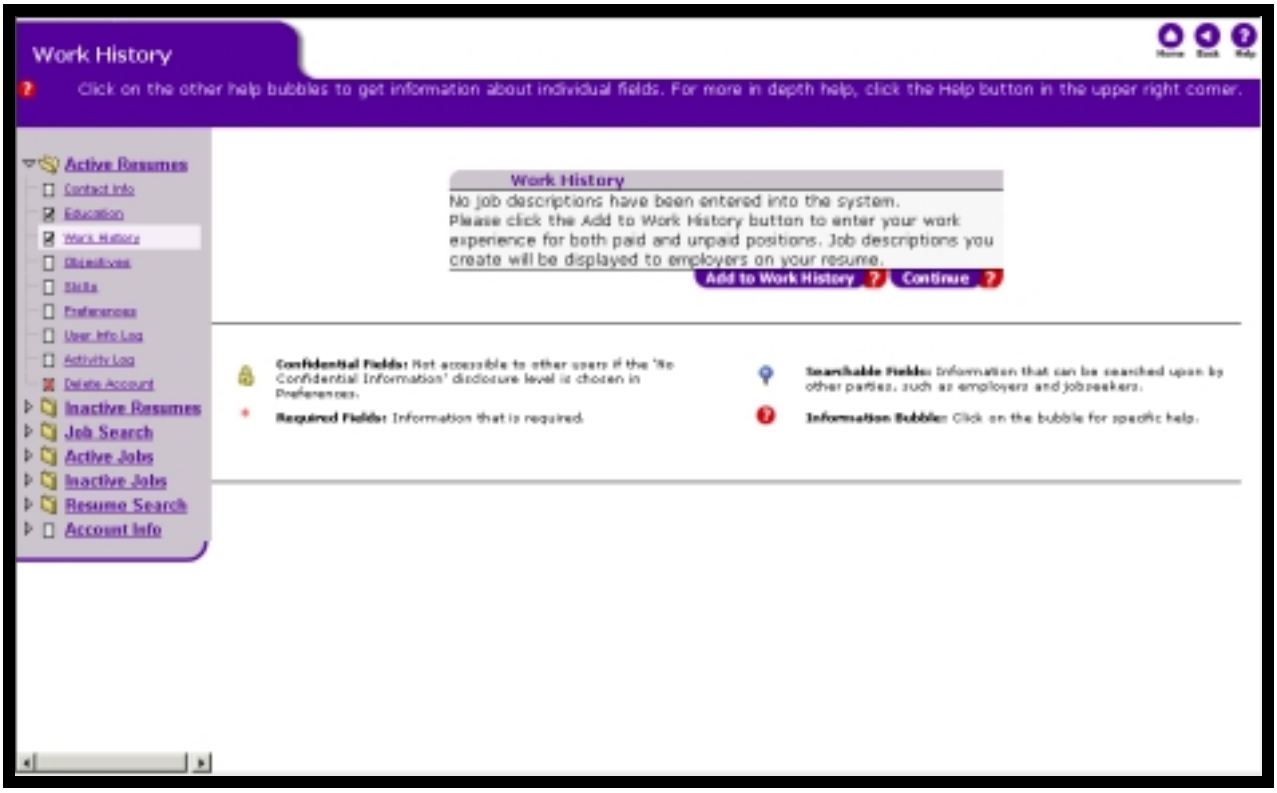
SELECT the 'Highest Education Completed' from the drop-down box.

DESCRIBE the client's educational background, as he/she would like it to appear on his/her resume in the Education text box. You can Copy & Paste this information into the text box from an existing resume or other document.

DESCRIBE any of the client's Certificates and Licenses in the text box, as he/she would like it to appear on his/her resume. You can Copy & Paste this information into the text box from an existing resume or other document.

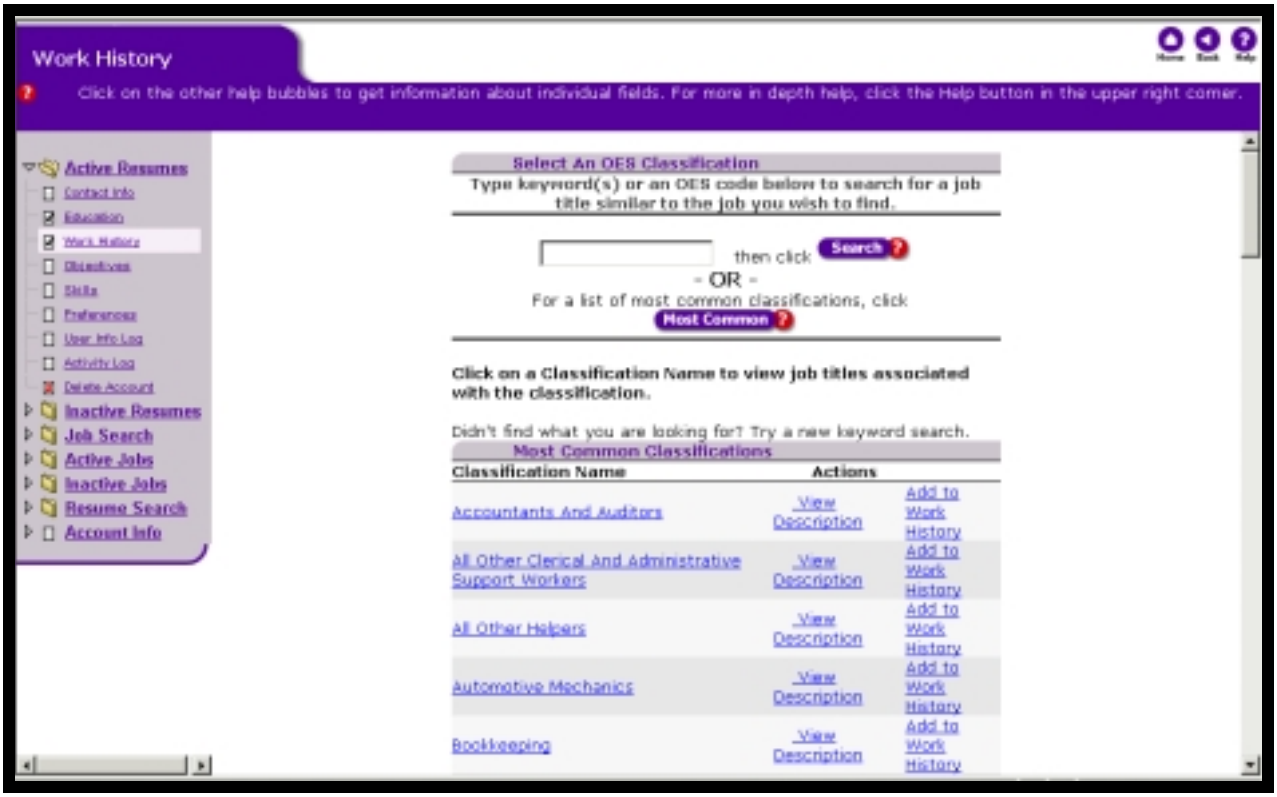
DESCRIBE any of the client's Honors and Awards in the text box, as you would like it to appear on his/her resume. You can Copy & Paste this information into the text box from an existing resume or other document.

CLICK the 'Save /Continue' button to add this information to the client's resume and proceed to the next section when finished.



Entering Work History

The Guide Me function will take the user to a Work History page where the user can choose to add Work History or to just continue to the next step.



Associated Procedures:

I. Selecting OES Classifications to add to Work History

CLICK the 'Add to Work History' button to begin building your previous work experience list.

ENTER the title of your previous job in the text field

CLICK the 'Search' button

OR

CLICK the 'Most Common' button to choose from a list of the most common classifications.

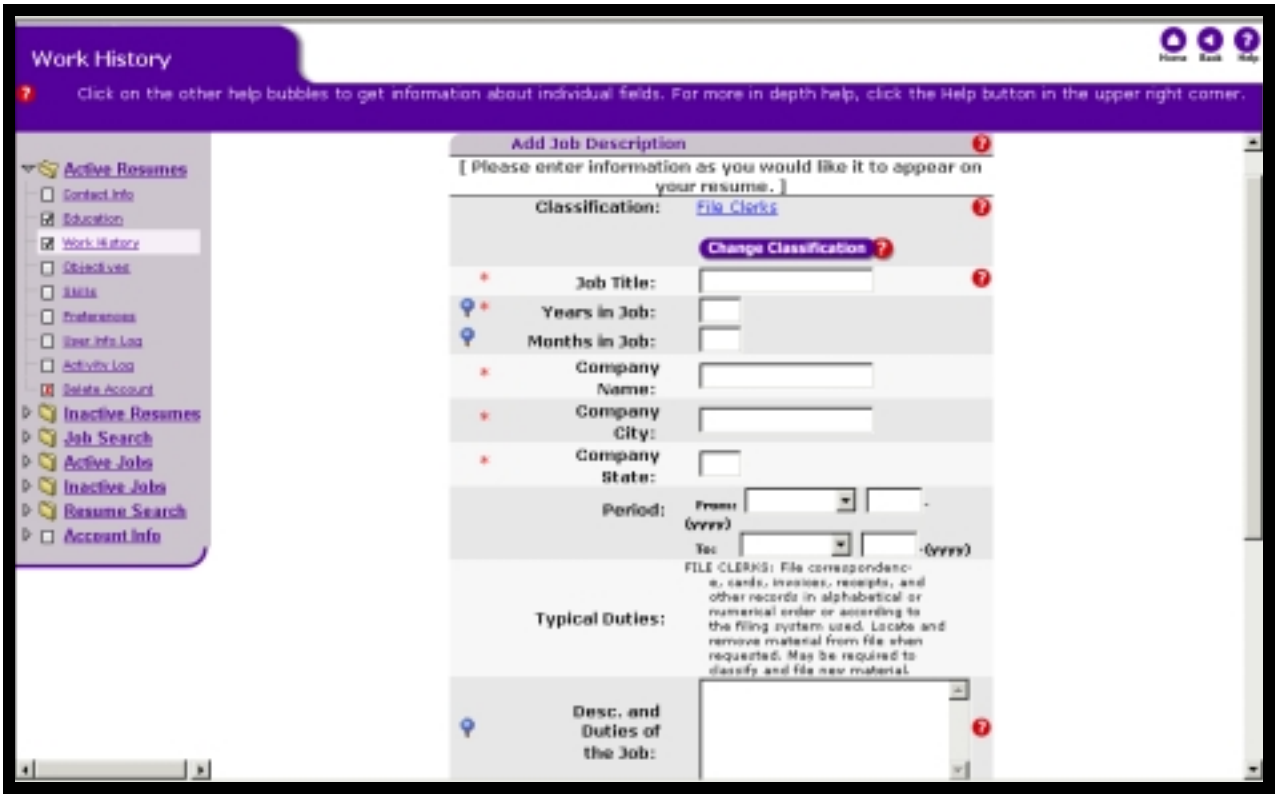
(the search results appear at the bottom of the page, look for your job title.
If it, or something close, is not on the list, try another search or try the most common)

CLICK the corresponding classification 'Add to Work History' link (Add Job Description page displays.)

Helpful Tips:

Tip 1: Click the classification names to view sample job titles associated with each classification.

Tip 2: For more information on this classification, **click** the corresponding 'View Description' link. If the description matches the job you would like to add to your work history, **click** the 'Add to Work History' button.



Adding Job Descriptions

Associated Procedures:

ENTER the job title, the number of years and/or months in job, the company name, city and state (or country)

ENTER the period of time the client had this job in the 'Period' fields

(The 'Typical Duties' have been automatically filled with information that is typically true for persons who work in the job you have selected)

ENTER a job description of the previous job in the 'Description and Duties of the Job' text box. Include information about the client's specific responsibilities while he/she worked at this job

CLICK the 'Yes' radio (round) button in response to "Do you want to pursue this type of job?" if you are interested in another job similar to this one. Selecting 'Yes' automatically creates an Objective for this job. If you do not want this type of work again, select 'No' radio button

SELECT the reason for leaving the job

CLICK the 'Save/Continue' button to save the information to the resume

(Once you save the work history, you are returned to a list that summarizes all of the work histories you have entered and saved to that resume)

Repeat this process for each previous job you wish to add to the Work History list, OR

CLICK ‘Continue’ to proceed to the next section or the 'Guide Me' resume builder.

Helpful Tips:

Tip 1: Information in the fields marked with a magnifying lens indicates that employers can search upon the information. Field marked by a magnifying lens with a 'Word' indicates that employers may find information as a result of a keyword search.

Entering Objectives

Objectives are the jobs a client is interested in searching for. These can be jobs he/she has had in the past, or jobs in which he/she has no previous experience. A client can maintain many objectives.

Associated Procedures:

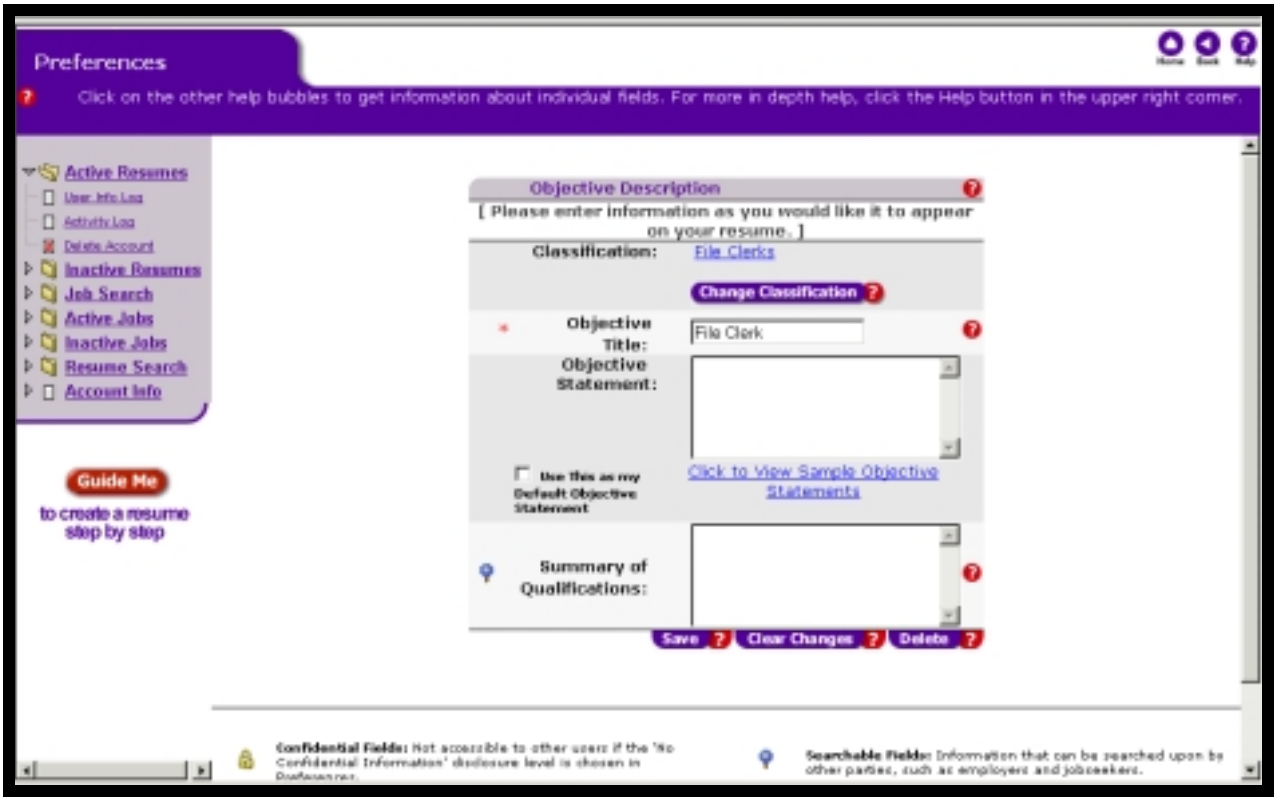
CLICK the 'Add a New Objective' button (this brings you to an OES search screen to specify objectives that align with an OES classification)

OR

CLICK the ‘View Suggested Objective Titles’ button to view a list of common objectives

OR

CLICK the ‘Continue’ button to go to the next step in the Guide Me function



Entering Objective information

After choosing the specific OES classification for a new objective, there is some additional information that the client can include for an objective statement.

Associated Procedures

I. Entering an Objective Statement

ENTER an Objective Statement. Write a sentence describing why this job interests the client or why he/she wants this job. This statement appears at the top of the resume. It is important because it informs employers as to why he/she wants this job. Employers can perform a keyword search in this field.

ENTER a Summary of Qualifications. Describe the client's qualifications for the job objective. Employers can perform a keyword search in this field.

CLICK the 'Save/Continue' button after entering the information.

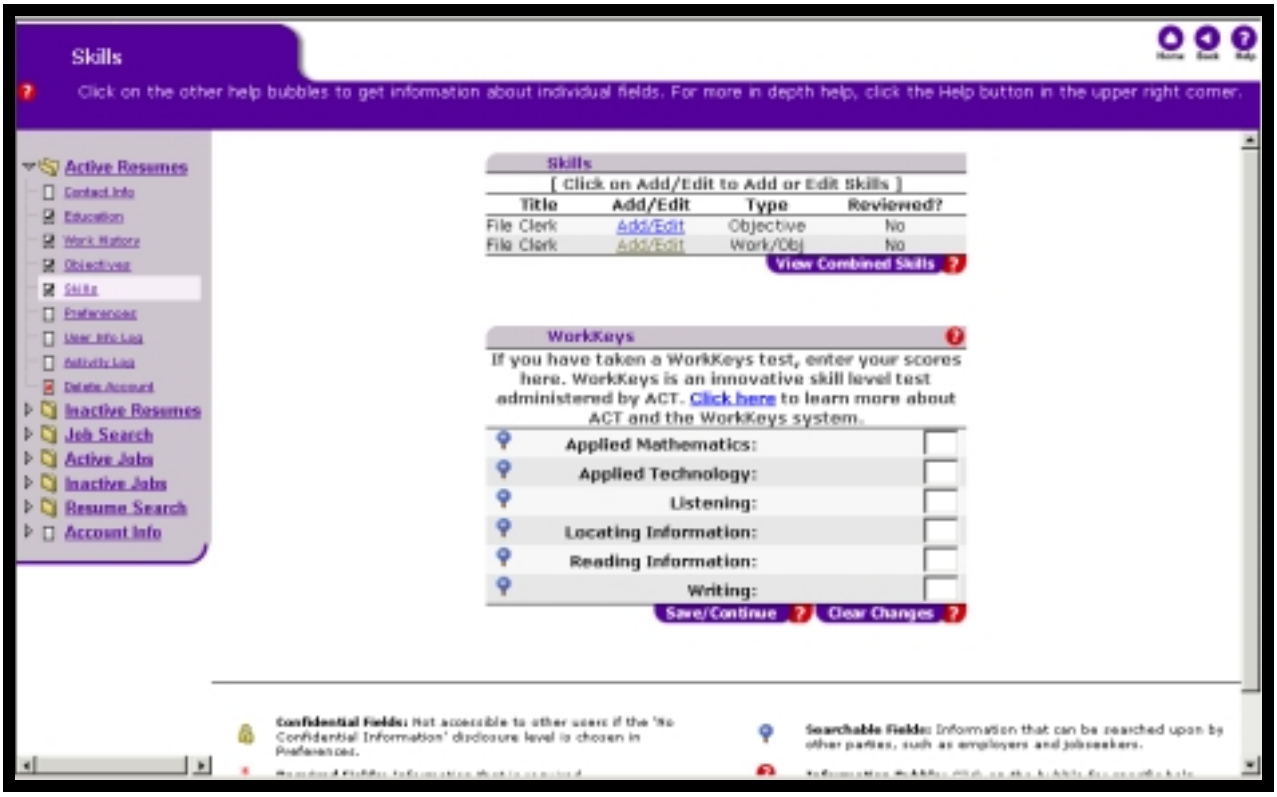
Helpful Tips:

Tip 1: You may choose to write a general objective statement (instead of a specific objective statement) that will default into the resume. To do this write an objective statement which is general enough to be applied to the various jobs which you are interested in, and **click** the 'Use this as my default objective statement' check box.

Tip 2: If you decide that you do not wish to include the objective in the list you can search by, **click** the 'Delete' button.

Tip 3: If you would like to add another objective, **click** the 'Add a New Objective' button.

Tip 4: If you are done adding objectives for now, **click** the 'Continue' button to continue creating your resume.



Evaluating Skill Proficiency

The Skill section of the resume allows the user to evaluate the client's proficiency level against skills related to the client's specific objectives. To add/edit the list of skills associated with an objective, click the 'Add/Edit' link next to the objective.

WorkKeys scores can be added to a client's profile as well. If a client has taken a WorkKeys test, enter his/her scores in the fields provided.

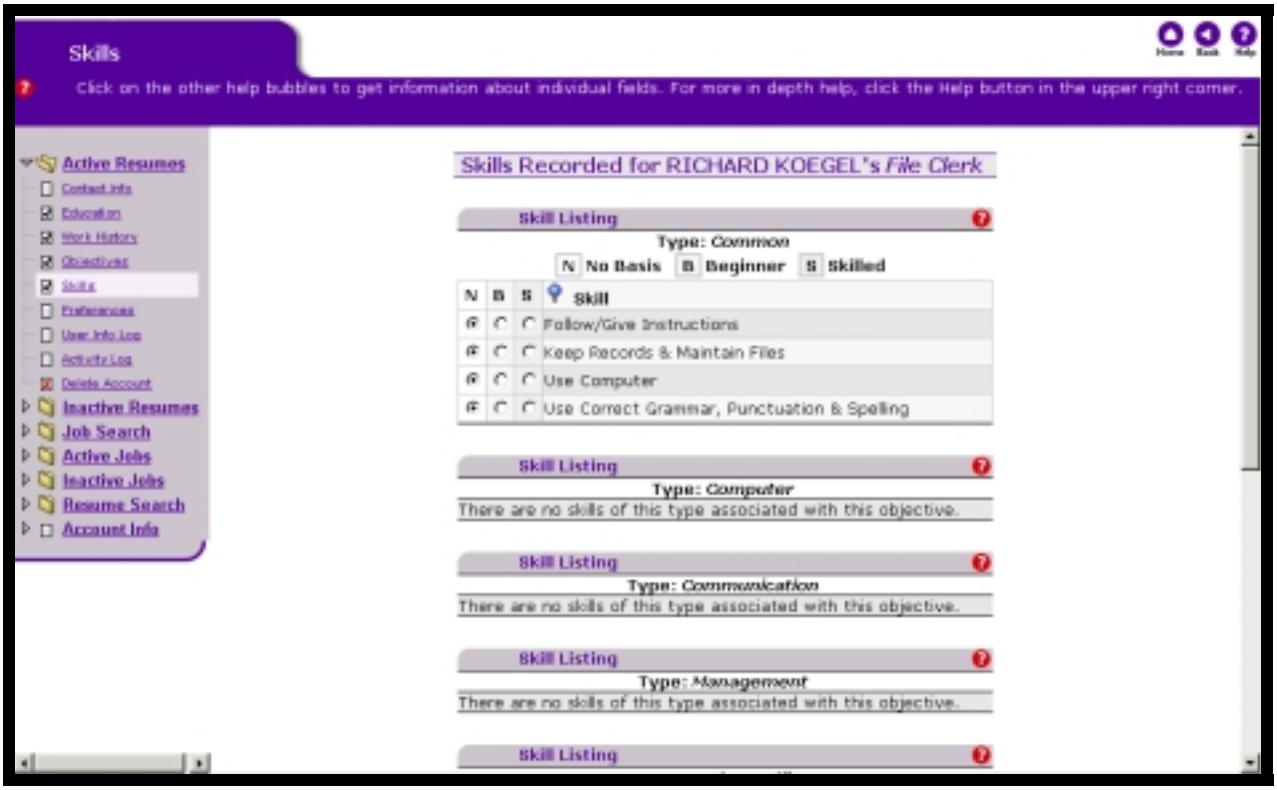
What are WorkKeys?

ACT's Work Keys is a comprehensive system designed to help people make transitions from school to work, from unemployment to work, and from job to job. The basic premise of the Work Keys system is that, to make informed decisions at these key transition points, people need accurate information about the skills they possess, the skills they must acquire, and the levels of performance they must demonstrate if they are to achieve their goals.

Using Work Keys, learners and workers can document their employability skills. Employers can define the skills they are looking for and identify workers who have them. In addition educators can tailor instructional programs to help learners acquire the skills employers need in the employees. Work Keys helps people prepare for, obtain

and retain jobs. Also, by helping build a stronger workforce, it helps strengthen the nation's economic health.

To find out more about ACT's Work Keys visit their web site at http://www.act.org/workkeys/index.html. If your client does not have an ACT score, contact the ACT Field Office in your area.



Entering Skills

This section of your resume highlights the skills a client has. Skills are specific to each OES classification. A user can specify a proficiency level of 'No Basis,' 'Beginner,' or 'Skilled' for each skill listed. These skills are used as a basis for matching a jobseeker with a job order that lists the same level of skill proficiency.

Associated Procedures:

I. Entering Skills

CLICK the radio button to the left of the skill to indicate a client's skill level. Choose the radio button that corresponds to the proficiency level, either Beginner or Skilled, or No Basis

After selecting the skills for the various jobs, you may decide that you want to add additional skills that were not included in the lists. To do this:

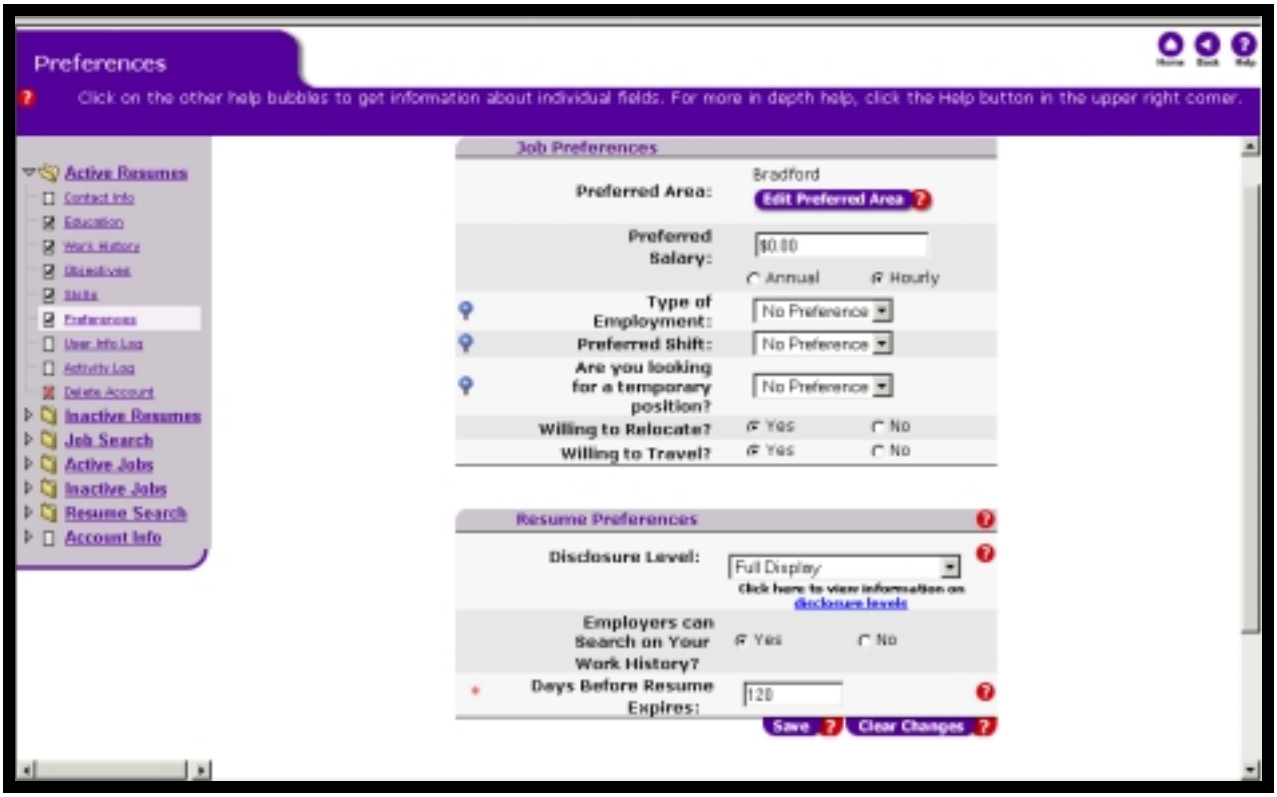
CLICK the 'View Combined Skills' button. This skill listing is all of the client's skills from the various jobs/objectives combined into one place. You can edit any of the skill proficiencies right here, and add new ones. To add new skills, click the 'Skill Search' button.

ENTER a keyword or click the 'Show All Skills' button to view a list of skills. By indicating a proficiency level for any of these skills and clicking the 'Save Skills' button, these skills will be added to the combined list of skills.

Helpful Tip:

Tip 1: There are some classifications that do not have skills already associated with them.

Tip 2: In the User Defined Skills text box located at the bottom of the Combined Skills page, you can type any additional skills you wish to add.



Choosing Preferences

The Preferences section of a resume sets the boundaries for how the information you enter into the resume is used. It also allows you to identify those specifications the client is looking for in a job. Keep in mind, that the more flexible you are in your requirements, the more likely a client is to be matched with a larger number of available job positions!

The 'Resume Preferences' section of the resume is displayed. To complete:
Select the disclosure level that you desire from the drop-down box to the right of the phrase ‘Disclosure Level’. (For more information on disclosure levels, see the brief description listed on the next page.)

Associated Procedures:

I. Entering Job Preferences

SELECT the employment type (full-time/part-time)

INDICATE whether you are looking for temporary work

SPECIFY your preferred salary

SPECIFY a preferred area by clicking on ‘Edit Preferred Area’ (This launches a map and allows the user to select a preferred county)

INDICATE whether or not the client is willing to relocate

INDICATE whether or not the client is willing to travel

CLICK the ‘Save/Continue’ button

(A message appears informing you that you are at the end of the 'Guided Resume Builder'. This message lists additional tasks that you may perform in the 'View As You Go Resume Builder'.)

CLICK the 'OK' button to indicate that you have viewed the message and would like to proceed.

II. Entering Resume Preferences

ENTER the number of days after which you would like your resume to expire in the box to the left of the question ‘Resume Expires Automatically in how many days?’

ENTER any number of days between 1 and 120 in this box.

Helpful Tip:

Tip 1: For more information regarding the definition of phrases such as ‘full-time’, ‘part-time’, ‘intern’, ‘temporary’, etc., refer to the glossary of this help text.

What is a Disclosure Level?

This field lets you select a disclosure level for your resume information. The level of disclosure that you choose determines the amount and type of information from your resume that employers can see as they search for job candidates. The three disclosure levels that are available to you are:

Full Display---Employers can view all of the information included in your resume. You can search for jobs through the system AND employers can be matched with you as they search for qualified job candidates.

No Confidential Information—Employers can view most of the information included in your resume. Employers can view all fields except for those in the ‘Contact Information’ section of your resume marked with a lock (i.e., address, city, state, zip code, phone number, alternate phone number, and fax number). You can search for jobs through the system AND employers can be matched with you as they search for qualified job candidates. BUT, employers CANNOT view any of the confidential contact information on your resume.

Search Only---Employers cannot view any of the information included in your resume. You can search for jobs through the system, but employers CANNOT find you as a job candidate.

What is an Expiration Period?
This field allows you to enter the number of days that you would like your resume to remain posted on the system. Enter any number of days between 1 and 120. During this time, your resume remains active in the system at the disclosure level you choose.

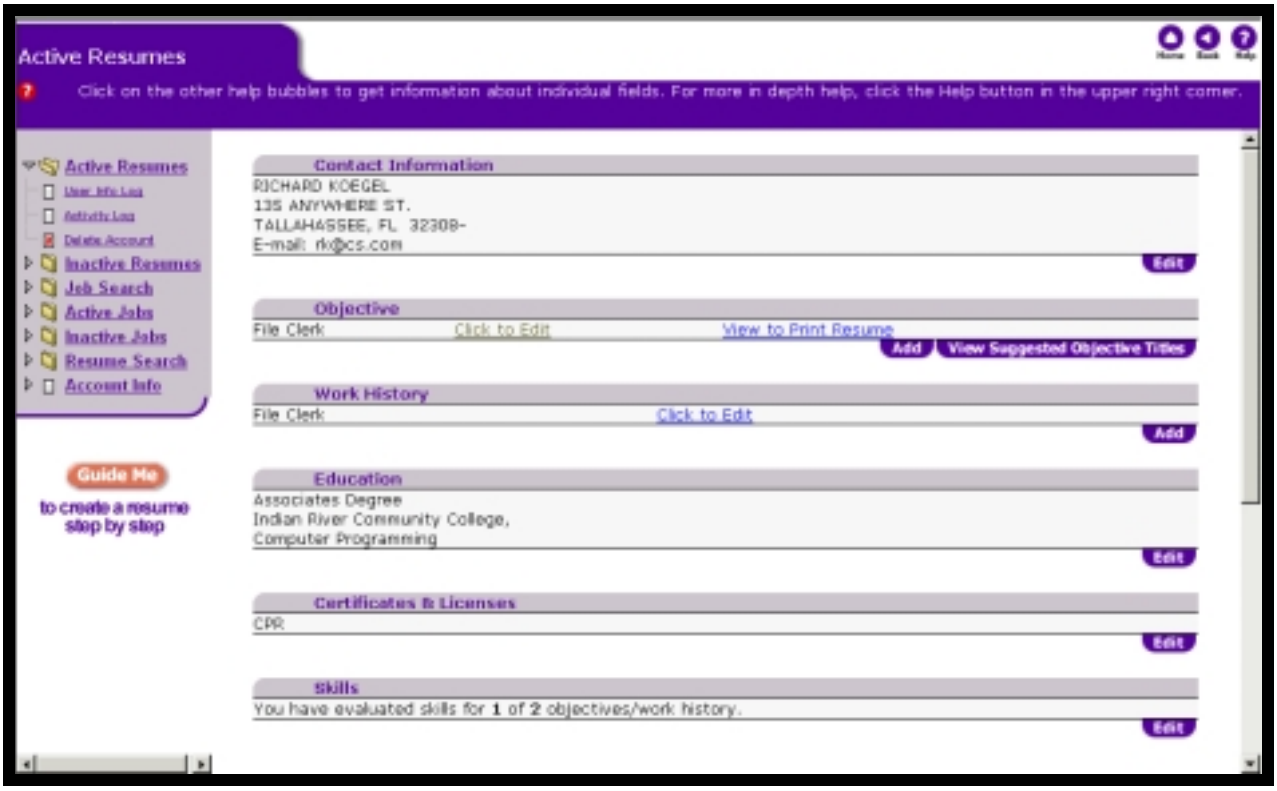
If this period of time passes without any activity in your account, your resume is automatically placed in a 'suspend' mode. If your resume is suspended, it is still in the system, but is no longer displayed to employers in their searches. After 180 days in the 'suspend' mode, the resume is completely removed from the Skill Match system. You will receive a warning e-mail one week before your resume is suspended, and one week before it is deleted. In order to re-instate your resume, simply login to the Skill Match system within the 180 day suspend period.

Each time that you access your account on the system, the automatic expiration clock starts over. For example, if you enter an expiration period of 30 days in this field on May 1, your resume will be set to expire on May 31. If you access your Skill Match account again on May 10, the counter will re-start itself and the resume will not be deleted until June 9.

If you wish to delete your resume from system quickly, **click** 'Delete Account' on the control panel.

What is a Preferred Annual Salary?
This field allows you to enter the annual salary that you prefer.

You may enter your salary preference in either annually or hourly.
Keep in mind, the more flexible you are regarding the salary you are willing to accept, the more likely you are to be matched with a larger number of available job positions!



Editing a Resume

Associated Procedures:

I. Editing a Resume

CLICK the 'Click to Edit' links located in each section of your resume.

ENTER any necessary changes to the existing information

CLICK the *'*Save' button to save the new information and return to your displayed resume.

II. Viewing and Printing a Resume

Associated Procedures:

CLICK the 'View to Print Resume' link to view your resume using the corresponding objective (If you have not entered any objectives, a message displays saying you need to click the 'Click to Add' link in the Objective section of your resume to enter objectives.) (To view the resume with other objectives, **click** the *'*Back.' button at the top right of the page to return to the 'View to Print Resume' links)

SELECT the order of the sections in which you want your resume to appear from the drop-down box at the top of the page.

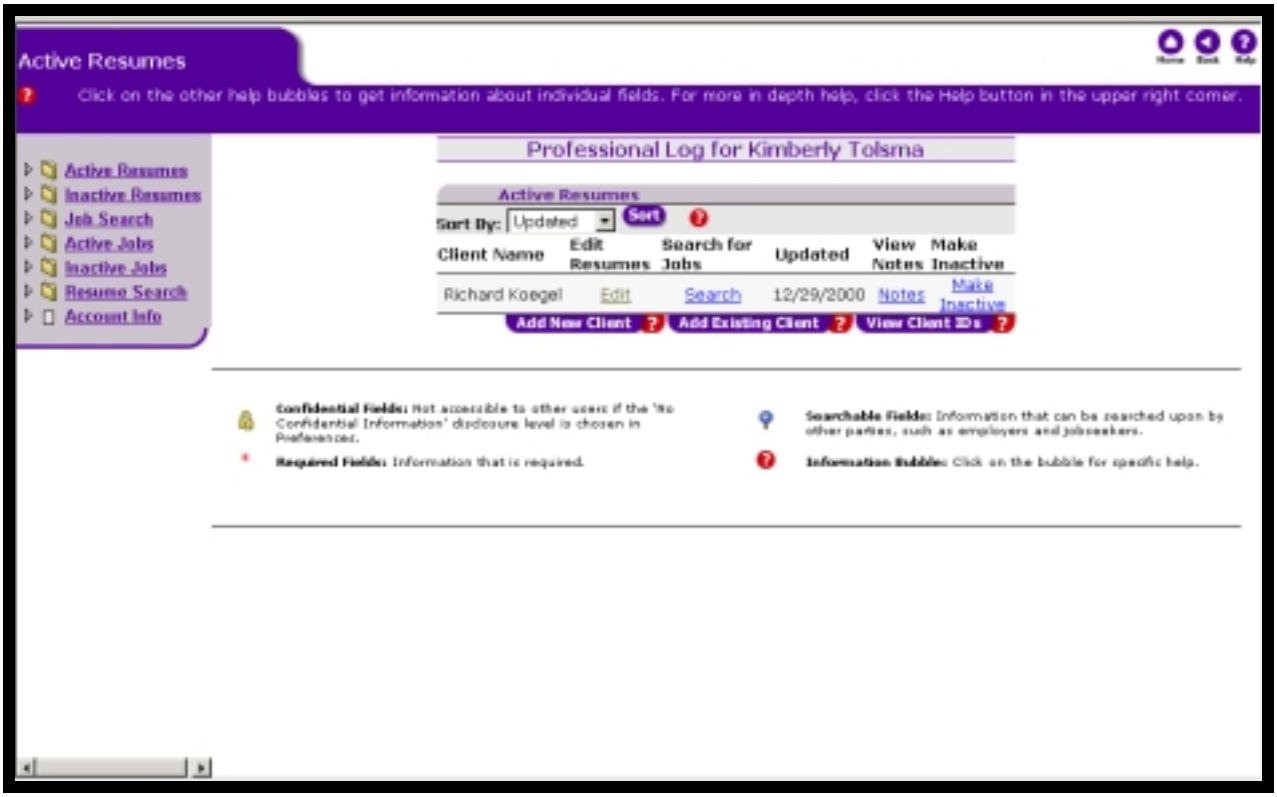
CLIKC the 'Print Resume' button if you want a paper copy of your resume. This reformats the resume to be printable. Once this occurs, print by using your browser print function.

CLICK the 'How to print without the web address' link to view instructions on how to print without the web address showing.

Helpful Tip:

Tip 1: If you want to *save* the resume to a disk, follow these step-by-step instructions:

- **CLICK** the 'Print Resume' button when viewing your resume. Your resume is formatted.
- Use your mouse to highlight the entire document, by placing the arrow at the top of the page, **click** the left mouse button, drag to the bottom and release.
- **CLICK** the Edit menu on your browser.
- Drag down and **click** 'Copy'.
- Open a new Word document (blank page) and **click** on the page.
- On your browser, **click** the Edit menu again.
- Drag down and **click** 'Paste'.
- Your resume appears. **Click** the File menu on your browser.
- **Click** 'Save As'.
- Give the document a title.
- In the 'Save In' field, **choose** [A:] to save it on a disk.



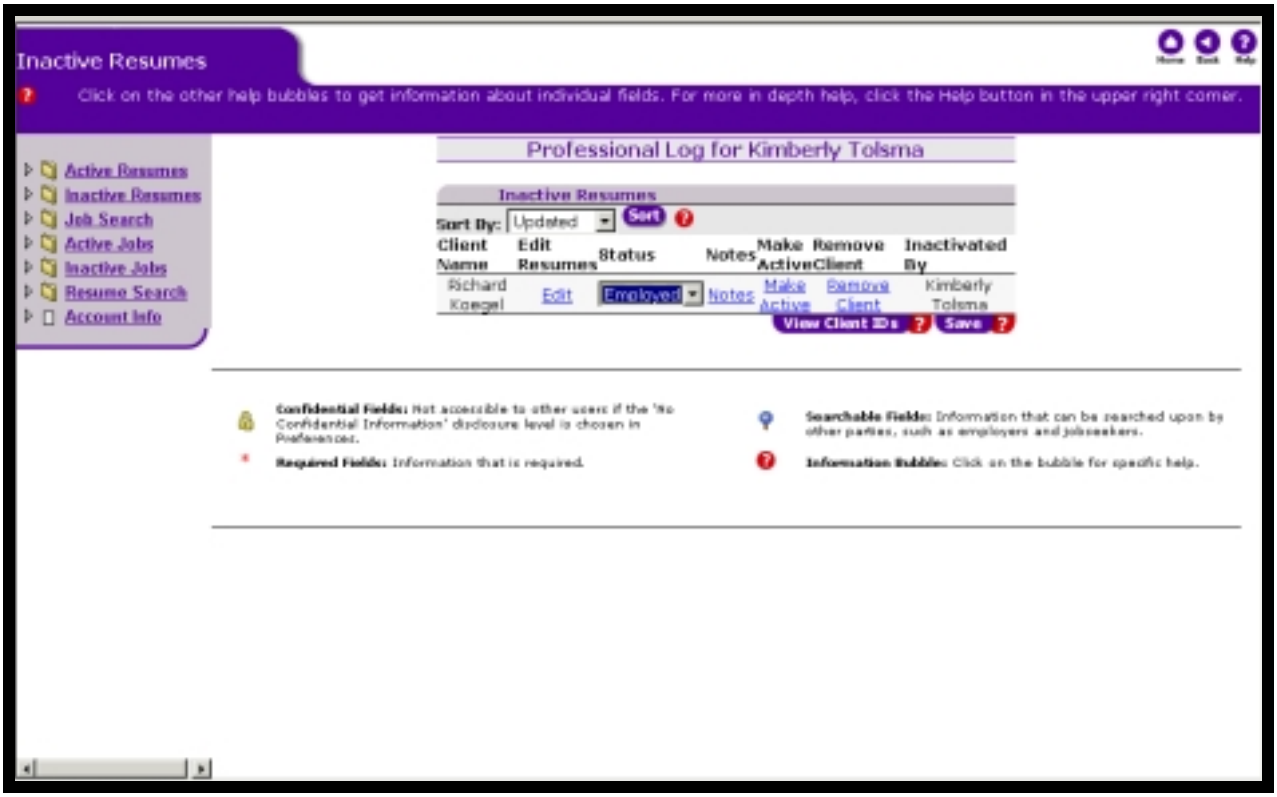
Making A Client Account Inactive

Associated Procedures: (Navigating from the Active Resumes page)

I. Making A Client Account Inactive

CLICK the 'Make Inactive' link that corresponds to the client account you wish to make inactive

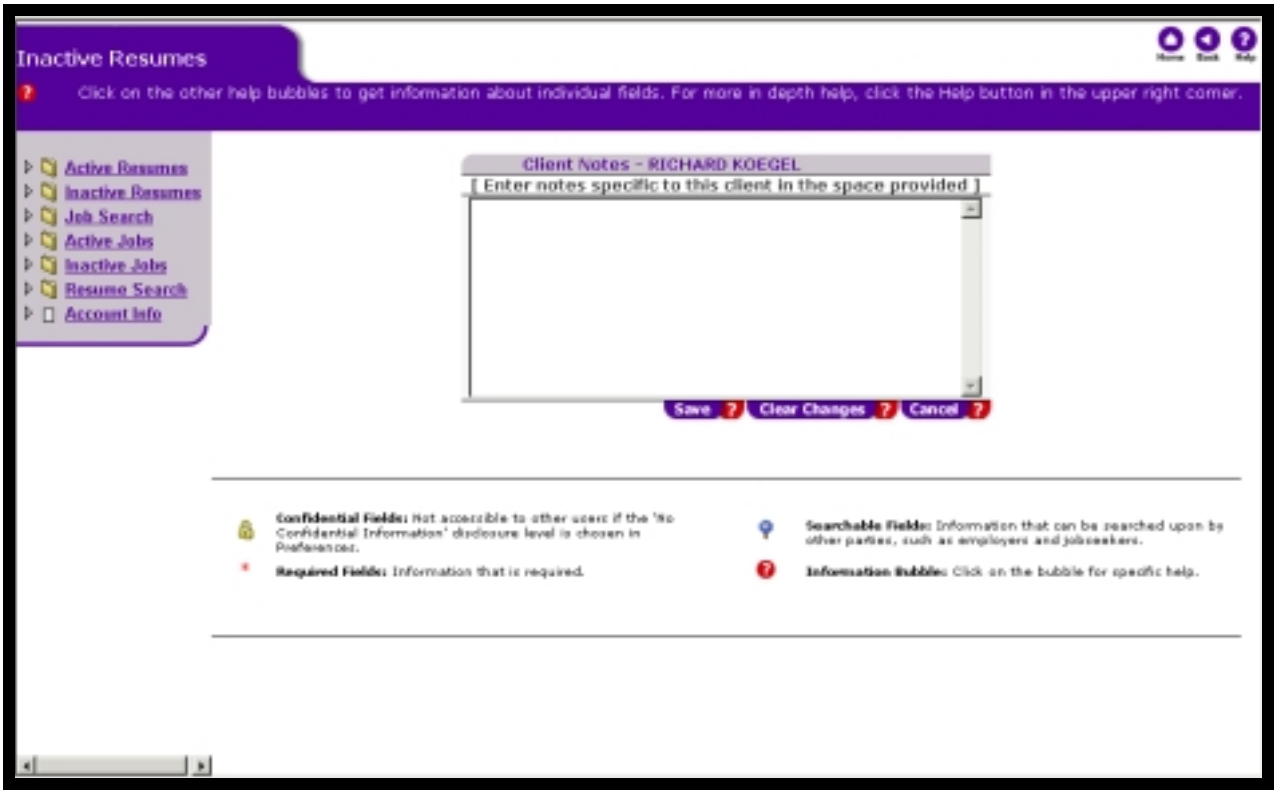
INDICATE the Client's status through the drop-down box (indicates why their account is being made inactive) and modify the disclosure level if necessary (can be used to 'hide' inactive resumes from subsequent candidate searches by professionals and employers)



Viewing Inactive Resumes

Click the 'Inactive Resumes' link in the control panel to view the Inactive Resumes page. Accounts that you make inactive will display here. From this page, a user can:

- Edit a client's resume
- Link to a Notes page to document client notes
- Make a client's resume active again
- Remove the client from the professional account



Maintaining and Viewing Client Notes
As a Professional, a user can maintain confidential notes regarding individual client accounts.

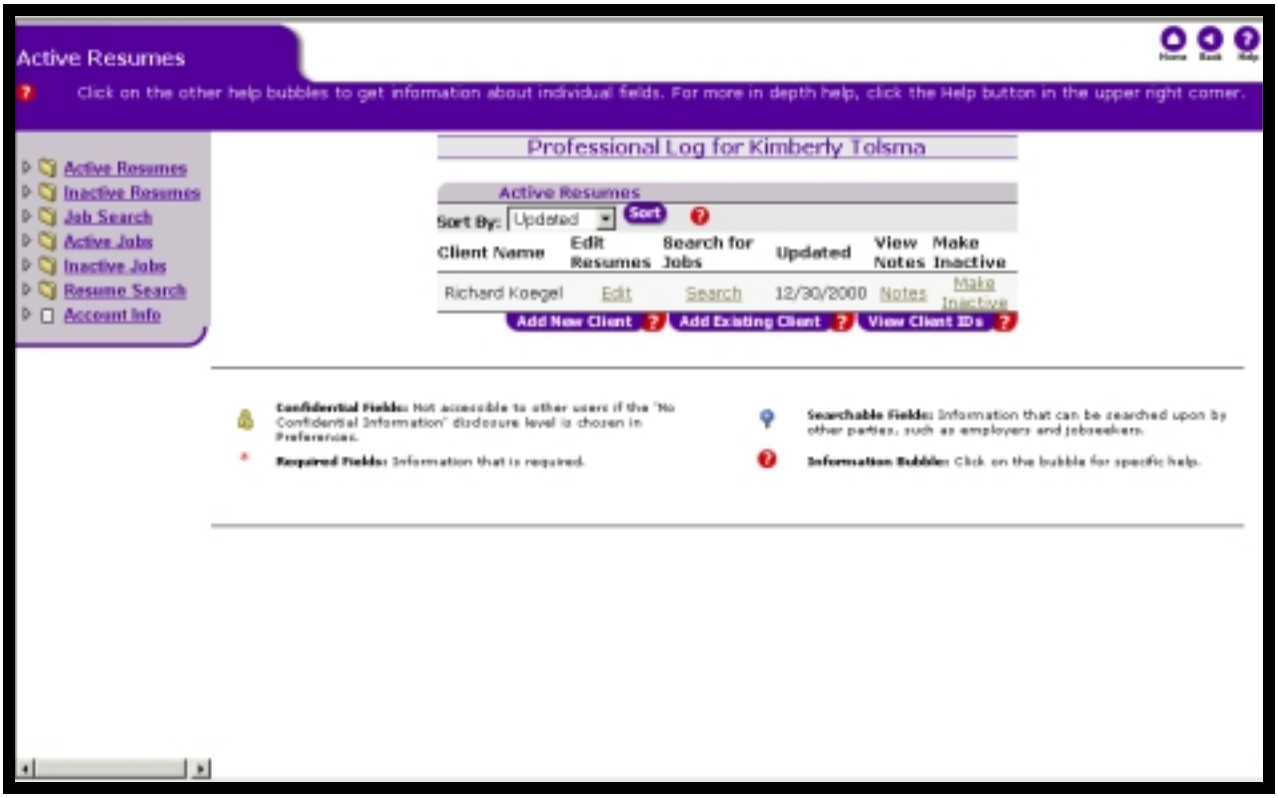
Associated Procedures: (Navigating from the Active Resumes or Inactive Resumes page)

I. Maintaining and Viewing Client Notes

CLICK the 'Notes' link in the View Notes column, which corresponds with the client account you wish to view. (The Client Notes table displays for the client account you selected.)

ENTER new notes or edit existing ones by typing in the text box.

CLICK the 'Save' button.



Searching for Jobs

There are several ways to search for jobs using the Skill Match system:

- searching by a resume objective
- searching by job classification
- searching all job postings
- searching by Company.

From the Active Resumes page, a user can search for jobs for a particular client by clicking the ‘Search’ link next to the client’s name. This prompts a job search by resume objective.

For the most accurate matches, search for jobs using a resume objective. For more general searches, you can search for jobs based on various search parameters or the general job titles in which the client is interested. The general search does not use any of the information entered into the client resume in the matching process. You may perform a search by company, which will allow you to view all of the job postings for a particular company.

Associated Procedures:

I. Navigating to the Job Search function

CLICK the 'Search' on the control panel

CLICK the hyperlink related to the type of job search you would like to perform

II.Searching for Jobs by Type of Job

CLICK on the 'Search by Type of Job' link.

ENTER a keyword

CLICK the 'Search' button OR **CLICK** the 'Most Common' button.

CLICK the corresponding 'Search' link when you've found the type of job or job classification you are looking for.

CLICK the Job Classification link to view a list of job titles grouped with this classification.

CLICK the corresponding 'View Description' link for more information on the classification.

III. Search- Jobs Listed by Company

CLICK on the ‘Search -Jobs listed by Company’ link. (The 'Find Company Information on MyFloridaJobs.com' page appears)

SELECT the first letter of the Company’s Name from the alphabet list **OR**

SELECT criteria for the company *search*. You may either enter a keyword, a city or a region to limit your search

CLICK the link to view the map of Florida and select the region you would like to search

CLICK the corresponding checkboxes to the right of the criteria once you’ve entered your search criteria

CLICK the ‘Search’ button. (The Search Results page will appear with a list of company names that meet the criteria you selected)

SELECT the company for which you would like additional information.
(The selected company’s Home Page will open containing information about the company, as well as any open job postings)

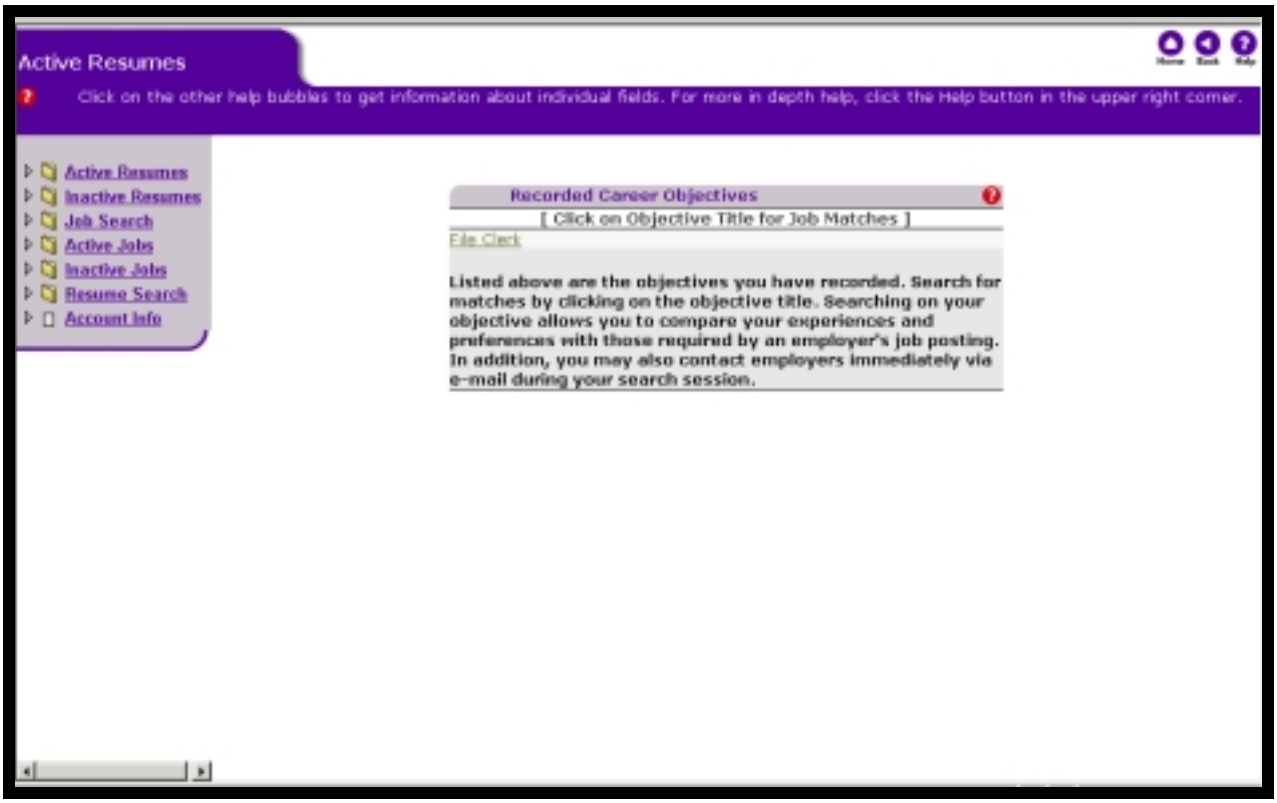
CLICK on the Job Title of the job in which you have interested. (The Skill Match page will open with the selected job’s details)

IV. Search All Jobs

This option allows you to search through the entire job order database on the Skill Match application, regardless of the type job.

Helpful Tip:

Tip 1: You may also 'Search All Jobs', however, it does not allow you to use your specific preferences and credentials when searching



Searching by Resume Objective

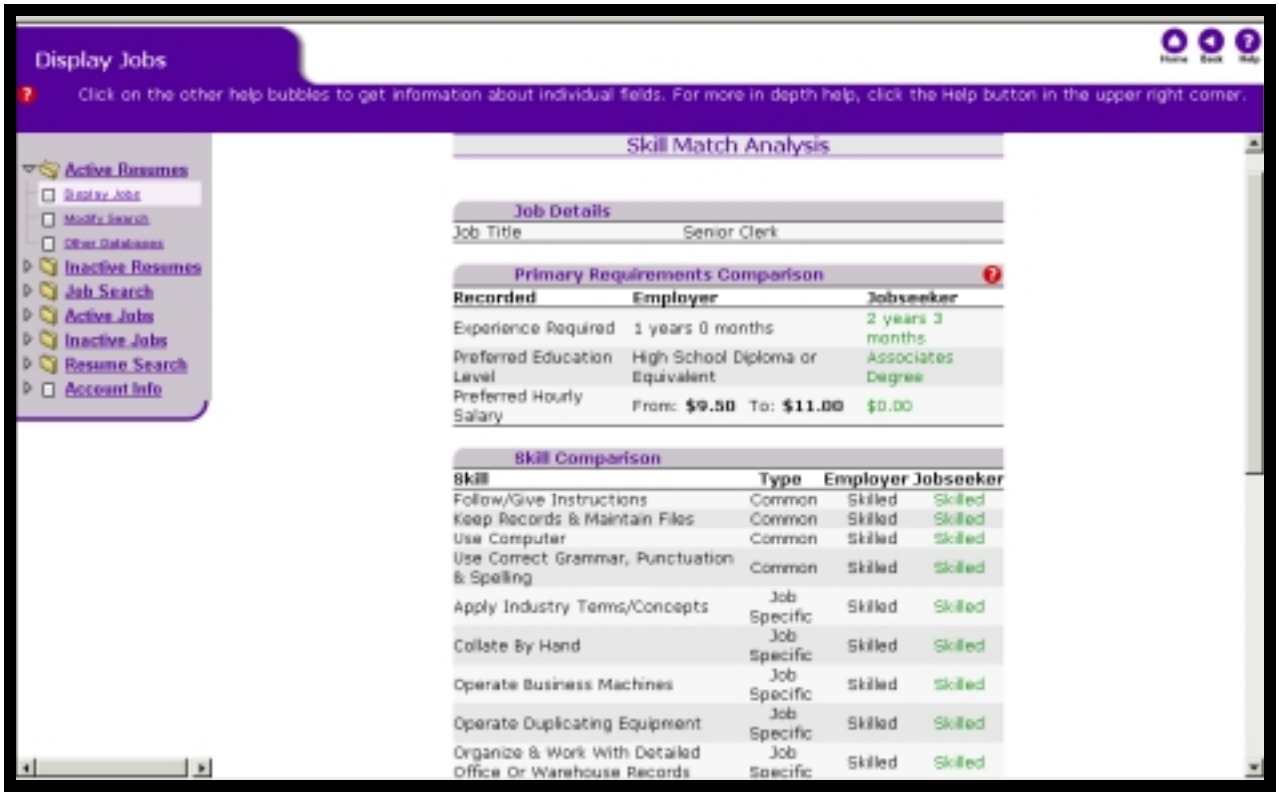
CLICK to choose one of the objectives on which to search

A list of potential matches displays. This initial search is based on Occupational Employment Statistics (OES) Codes. The list contains the following information:

- Job Title
- City
- Maximum Salary
- Type of Position (Part= part time; Full= full time; Intrn= internship; Contr= contractor; N/A= not available)
- Education
- Updated: the last day that the job order was updated by the employer.
- Match (level of match made; this ranges from one stars to four stars with four stars representing the best match)

After completing this initial search, you have a number of options available to you:

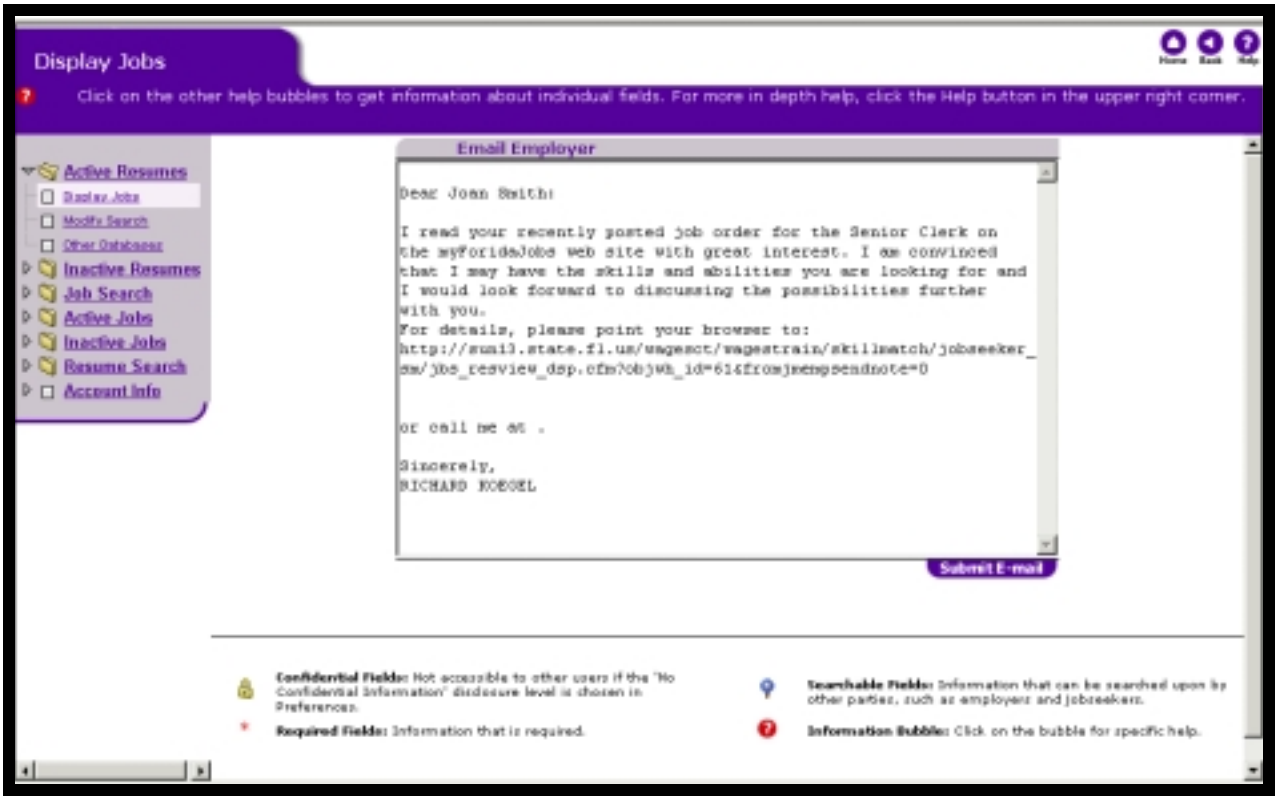
- Resort Order - Choose a sort order from the drop-down menu. Then **click** the 'Resort Order' button to change the order in which the job orders appear in the table.
- Click a job title hyperlink to view specific details about the position.
- Modify Search - **Click** this link on the control panel to change, or modify, the criteria by which to limit your search. Change the parameters displayed to narrow or expand your search for job orders by clicking the check boxes in the right hand column. Every job order not meeting your new criteria is then screened out of the matching process.



This displays the Skill Match Analysis for this job. This includes the following information:Job Title, Description, Duties, Specific Skill Requirements, Essential Job Functions, and Bona Fide Occupational Qualifications.

- Primary Requirements Comparison: This shows the comparison between the candidate skill set and the employer required skill set displaying the "gaps" between them. This is used to determine where skill gaps exist and where additional training or services are needed to enable the applicant in his/her pursuits. Green typeface indicates requirements met or exceeded; red typeface indicates requirements not met; and black typeface indicates no basis for a match.
- Experience in that particular job
- Education Level
- Salary Range
- Skill Comparison: This shows the skills organized by Knowledge, Skills, Abilities, and Other, comparing what employers need (if indicated) with what you have (if indicated). Green text indicates you have met or exceeded the criteria; red indicates those job requirements, which have not been met.

- Work Keys Scores - This table shows the employer's required scores, if listed, and your scores, if entered. Green text indicates you have met or exceeded the criteria; red indicates those job requirements, which were not met.
- General Job Information
- Company Information
- Contact Information
- Company Description
- Benefits
- 'Contact Employer' button - Using this button you are able to directly contact the employer of the job in which you are interested via e-mail.



Clicking the ‘Submit E-mail’ button sends a preformatted letter to the employer. This note is editable. Remember, you can always contact the employer using a traditional method (i.e., phone call, send a resume through the mail, etc.)

The e-mail template is pre-filled with:

- The name of the appropriate person to contact from the employer's organization
- A generic letter expressing your interest in the employer's open position
- A link to your resume on the Skill Match system - do not remove this link
- Your phone number as you entered it in your Contact Information. Note: Your phone number is displayed in the template regardless of the disclosure level that you chose for your resume. You may delete your phone number if you wish.

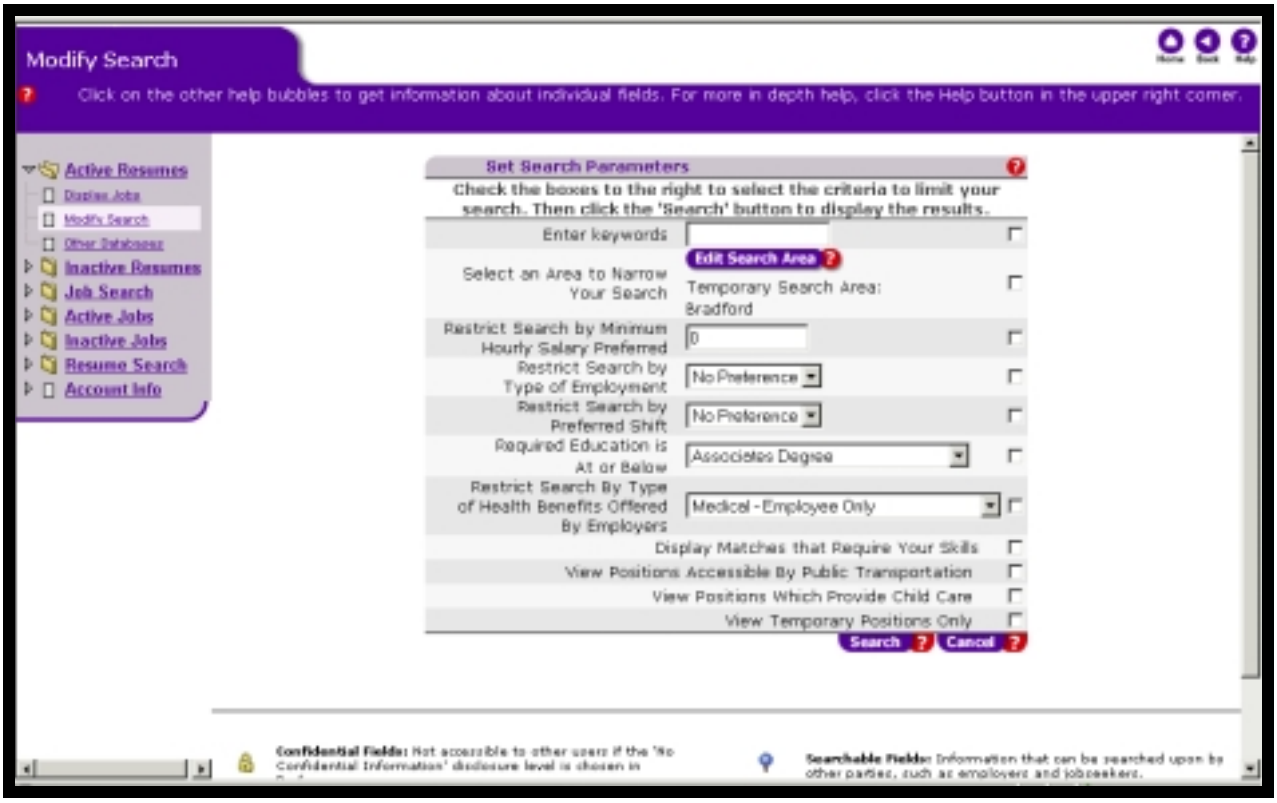
Make any changes that you would like to this e-mail. The template is designed to serve only as a guide. Be sure to tell the employer about any experience that you feel qualifies you for the open job position. Remember that every jobseeker using the Skill Match system is provided with the same template.

CLICK the 'Submit E-Mail' button to send the e-mail to the employer's organization.

(**Note:** this option is available only when you have completed a search using a resume. This e-mail option is not available when you have completed a general search.)

After sending the e-mail, the user has several options. For example, he/she could:

- Modify Search: **Click** this link on the control panel to change, or modify, the criteria by which to limit your search. Change the parameters displayed to narrow or expand your search for job orders by clicking the check boxes in the right hand column. Every job order not meeting your new criteria is then screened out of the matching process.
- Other Databases: **Click** this link on the control panel to view posted jobs in other job search engines such as America's Job Bank, Monster.com, etc.

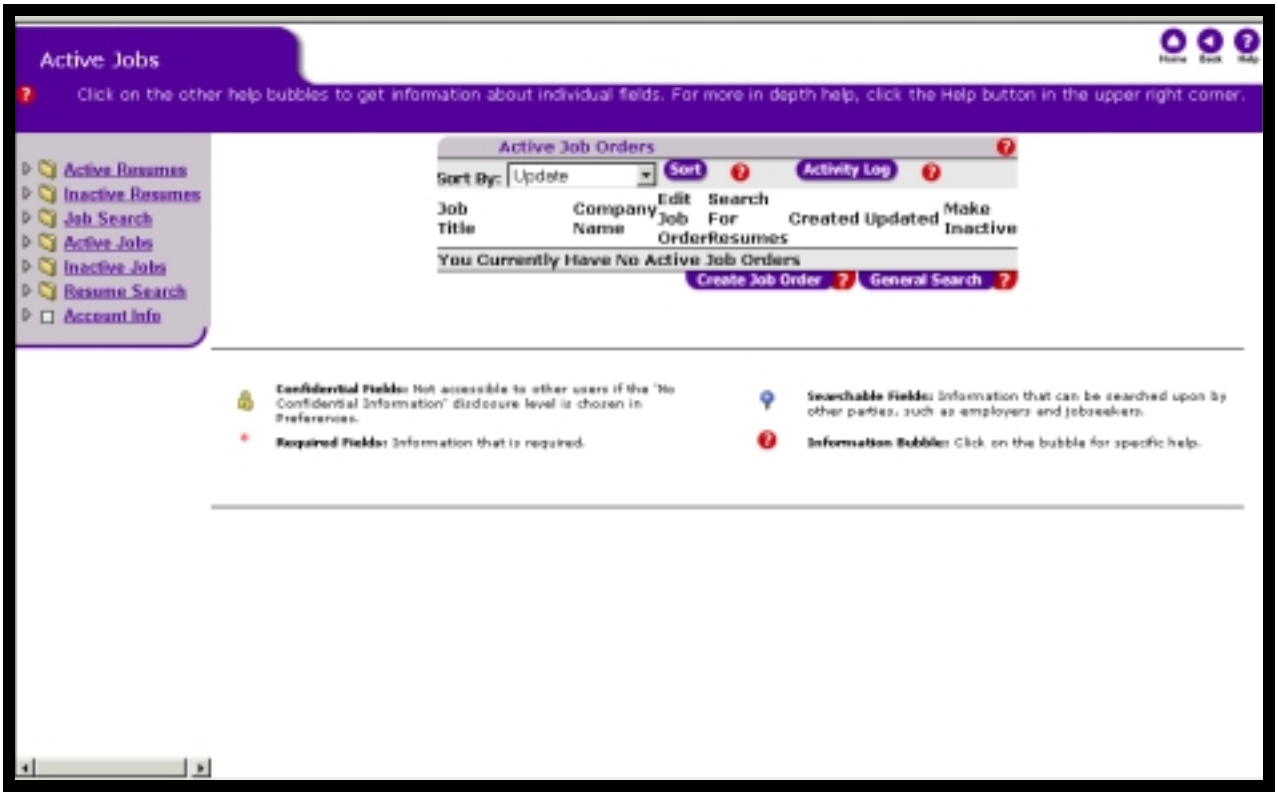


Modifying Search Parameters

Use this function on the control panel to change, or modify, the criteria by which to limit your search. Change the parameters displayed to narrow or expand your search for job orders by clicking the check boxes in the right hand column. Every job order not meeting your new criteria is then screened out of the matching process.

Helpful Tip:

Tip 1: Remember to check the boxes on the right hand side to use the parameter as a limit for your search.



Creating and Editing a Job Order

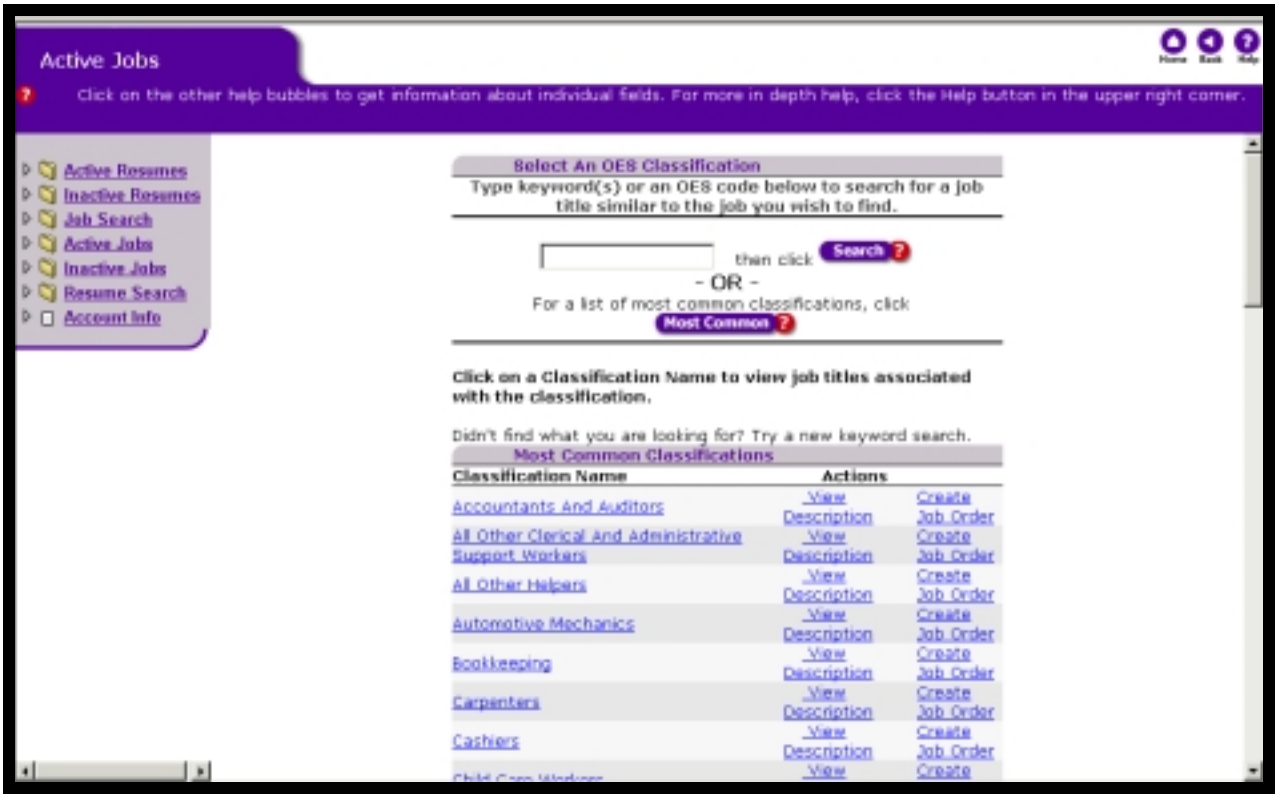
As a workforce professional, you may act as an agent to maintain multiple employer job orders.

You can create job orders and view them from your Active Job Orders page. The Active Job Orders page is accessed from the control panel.

From the Active Job Orders page, you can also click to edit a job order, search for resumes for a corresponding job order, view when the job order was created and make the job order inactive.

The series of pages to follow leads you through the process of creating a job order.

Click on the 'Add a New Job Order' button to begin creating a new job order.



Choosing a Classification
To place a new job order you must first choose a job classification for the job you want to post.

Associated Procedures:

I. Selecting an OES Classification

CLICK 'Most Common' to select from a list of classifications

OR

ENTER a keyword(s) in the 'Keyword Search' area that best describes the job title that you are searching for.

CLICK the 'Search' button.

Helpful Tips:

Tip 1: Click the job classification link to see a list of job titles that are grouped with that classification.

Tip 2: If you find the job class that you are looking for in the left hand column, click its corresponding view description link in the action column to see the classification details.

Tip 3: If you do not find the job class that you are looking for, go back and try another keyword search or click on the 'Most Common' button.

Most Common
On the 'Select a Classification' page you can also locate an appropriate job classification by viewing the most common job classifications, and making a selection from this list.

- To view the most common job classifications, **click** the 'Most Common' button.
- **Click** on a classification of interest to view a list of job titles that are grouped with this classification.
- Scroll down to view the resulting Most Common Classifications table.
- If you find the job classification that you are looking for in the left hand column, **click** the corresponding view description link to see the classification details.
- If you do not find the job classification that you are looking for, go back and try a keyword search.

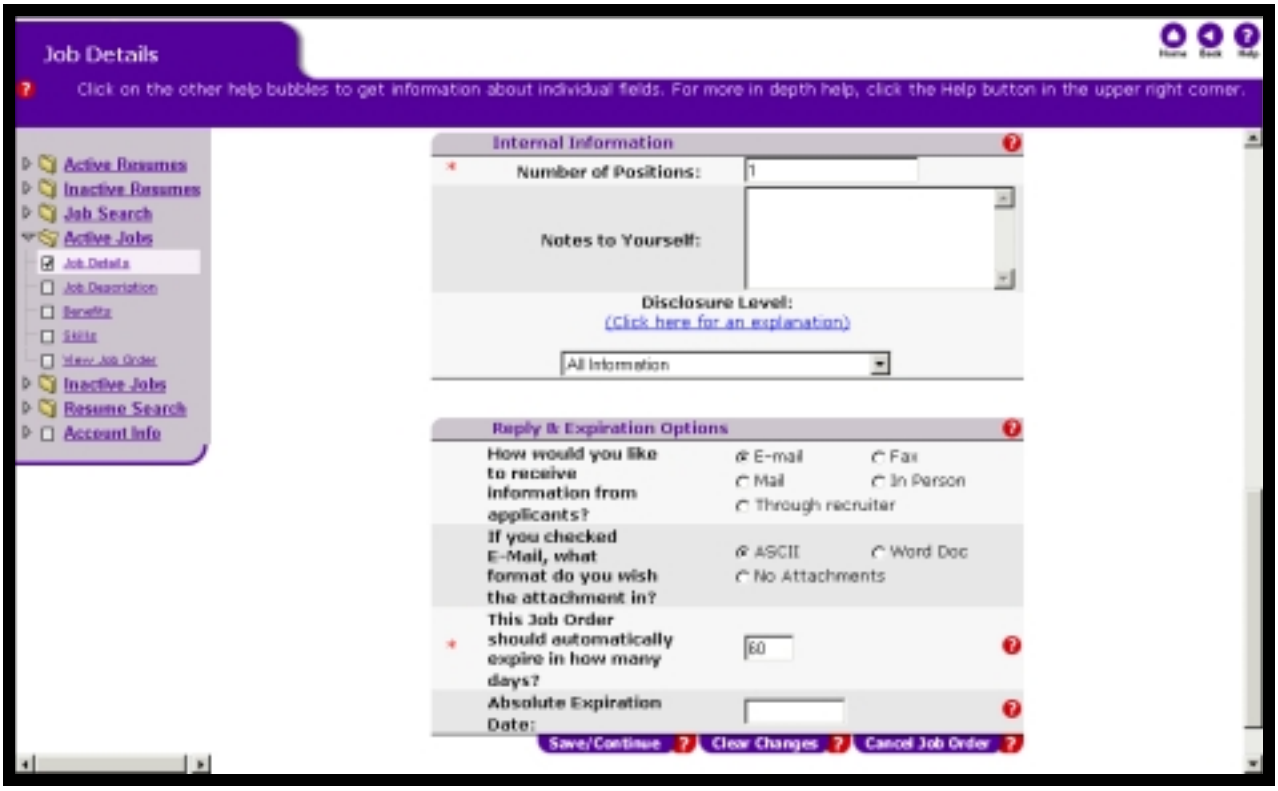
Entering Job Details
If you have previously entered Job Order Detail Information and want to use it for this job order as well, click the Job Details link at the top of the page. All previously entered information will appear except for job title.

Associated Procedures:

ENTER the Job Order Information. The items with a red asterisk (*) are required.

ENTER the title for the job you are posting.

ENTER the Contact Information. Note: The Contact Information is automatically populated with the Account Information, which was used to create the employer's account on the system. If this information is correct for the job order, leave it as it is. If not, you have the ability to edit the information. The items with a red asterisk (*) are required.



(Continuation of the Job Details page)

The Job Details page also provides the user with the ability to enter internal information such as number of positions and any notes (type any additional comments that you have about this job description in the text box). These notes are for the user's use only. This will not be visible to any jobseekers who access the job order information.

Disclosure Level - The level of disclosure you choose determines the amount and type of information from your job order that jobseekers can see as they search for available jobs. The four levels are as follows:

- Administrative Purpose Only - No Display
- Search Only - No Display
- 'Blind Add' - No Company Identification
- All Information

The Reply and Expiration Options allow the user to select how he/she would like to receive responses from jobseekers. The user can select more than one of the options. The user can select the format in which he/she prefers to receive e-mail attachments and can enter the number of days the job order should remain in the system before it automatically expires.

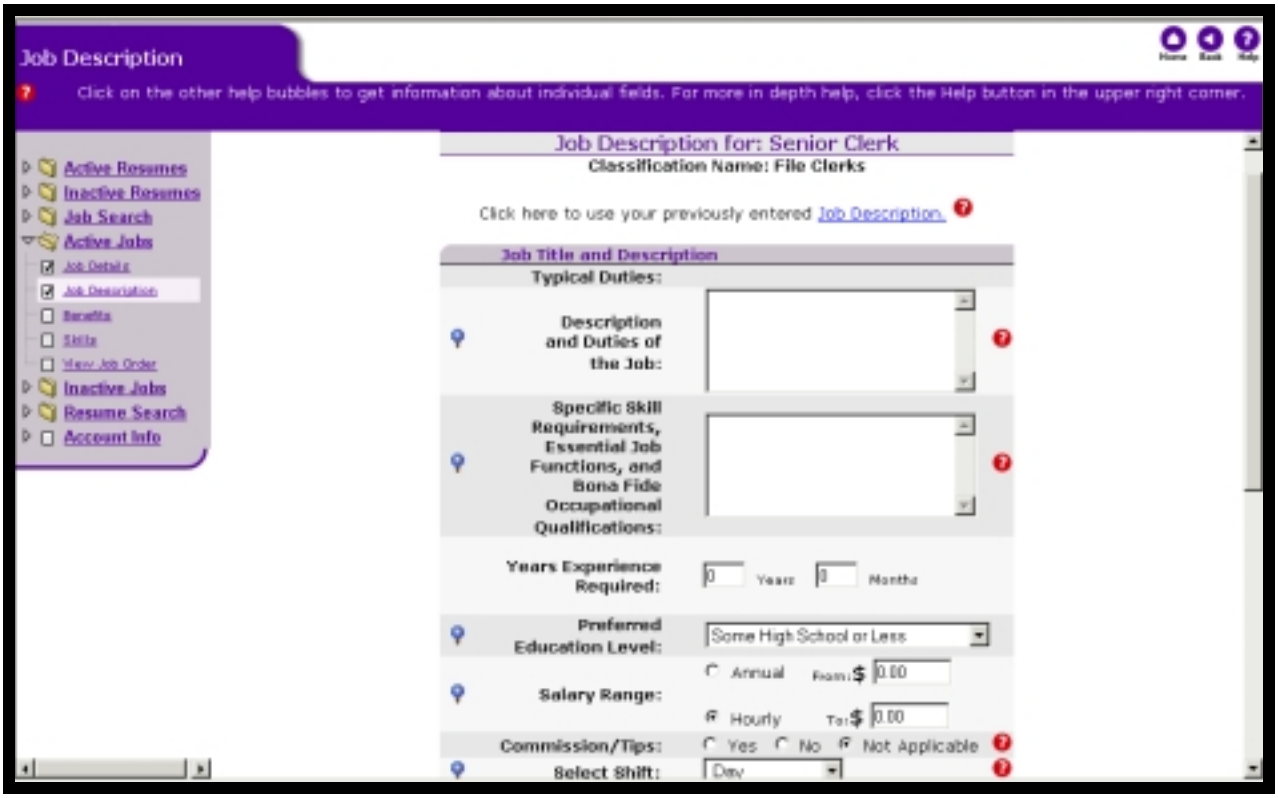
Associated Procedures

I. Reply and Expiration Options

ENTER a number between 1 and 180. During this time, the job order remains active in the system. If this period of time passes without any activity in the account, the job order will automatically be removed from the system and placed in the employer's 'Inactive Job Order' table.

(If you choose to enter an 'Absolute Expiration Date' in the field provided, the job order will be placed in the 'Inactive Job Order' table on exactly that date whether or not there is account activity.)

CLICK the 'Save/Continue' button. The information that you selected will be saved and you will automatically be taken to the next page: Job Description.



Entering a Job Description

If you have previously entered Job Description Information and want to use it for this job order as well, **click** the Job Description link at the top of the page. All previously entered information will appear.

Associated Procedures:

I. Entering Job Title and Description Information

(The typical duties text box is automatically populated with the classification description)

ENTER Description and Duties of the Job - describe what the person filling this job will be responsible for

ENTER Specific Skill Requirements, Essential Job Functions and Bona Fide Occupational Qualifications - describe any specific requirements or qualifications that the person filling this job must meet (i.e., must be able to lift a certain amount of weight, must be bonded, etc.)

ENTER Years Experience Required

SELECT from the drop down lists:

- Preferred Education Level
- Select Shift

- Shift Hours
- Type of Employment

ENTER salary information:

- Annually or hourly
- Type your desired wage range in the fields provided

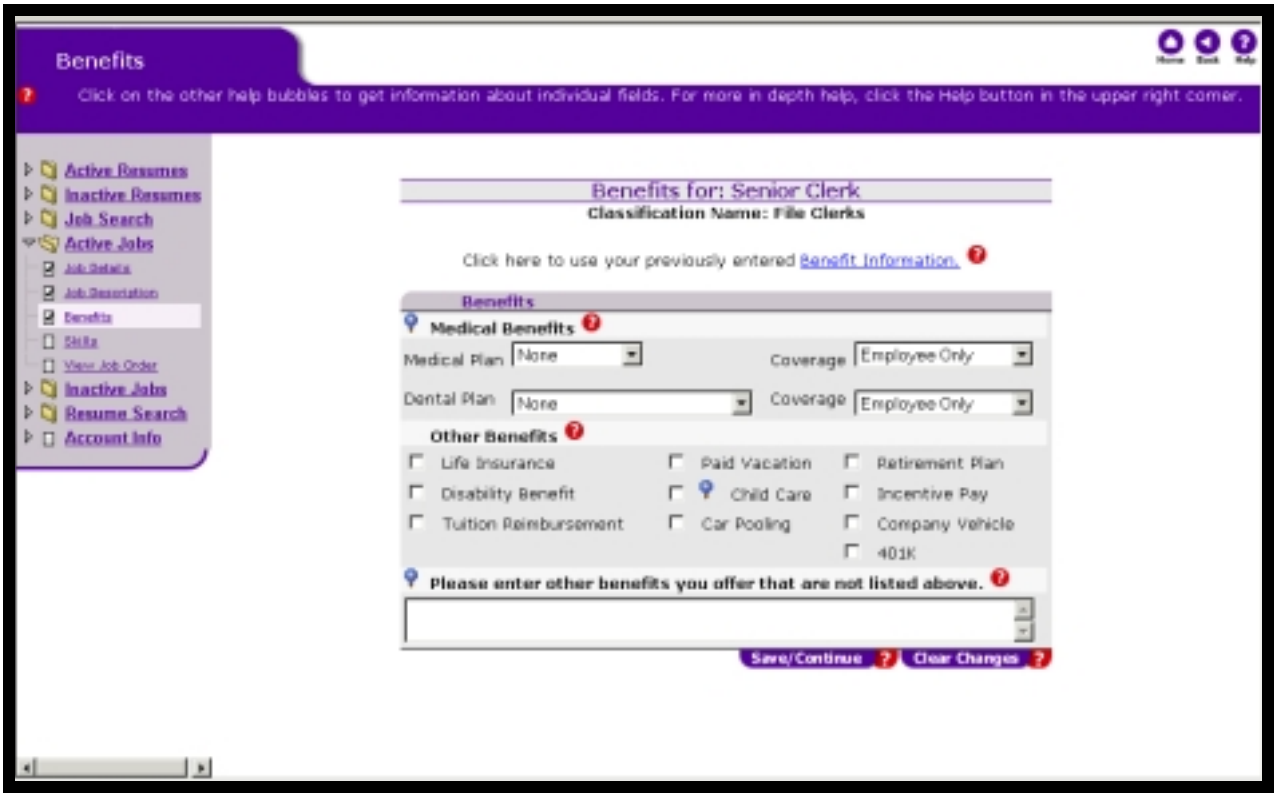
ENTER the number of hours required per week

ENTER in when the position will become available; i.e. immediately or on a specified date

SELECT from the 'Yes' or 'No' radio buttons:

- If this position is exempt
- If this is a temporary position
- If travel is required
- If the job is accessible by public transportation
- If employee's own transportation is required
- If relocation is required
- If On-the-Job-Training is provided

CLICK the 'Save/Continue' button to save the information and automatically be taken to the next page: Benefits



Entering Company Benefits

If you have previously entered Benefit Information and want to use it for this job order as well, **click** the Benefits Information link at the top of the page. All previously entered information will appear.

Associated Procedures:

I. Entering Benefit Information

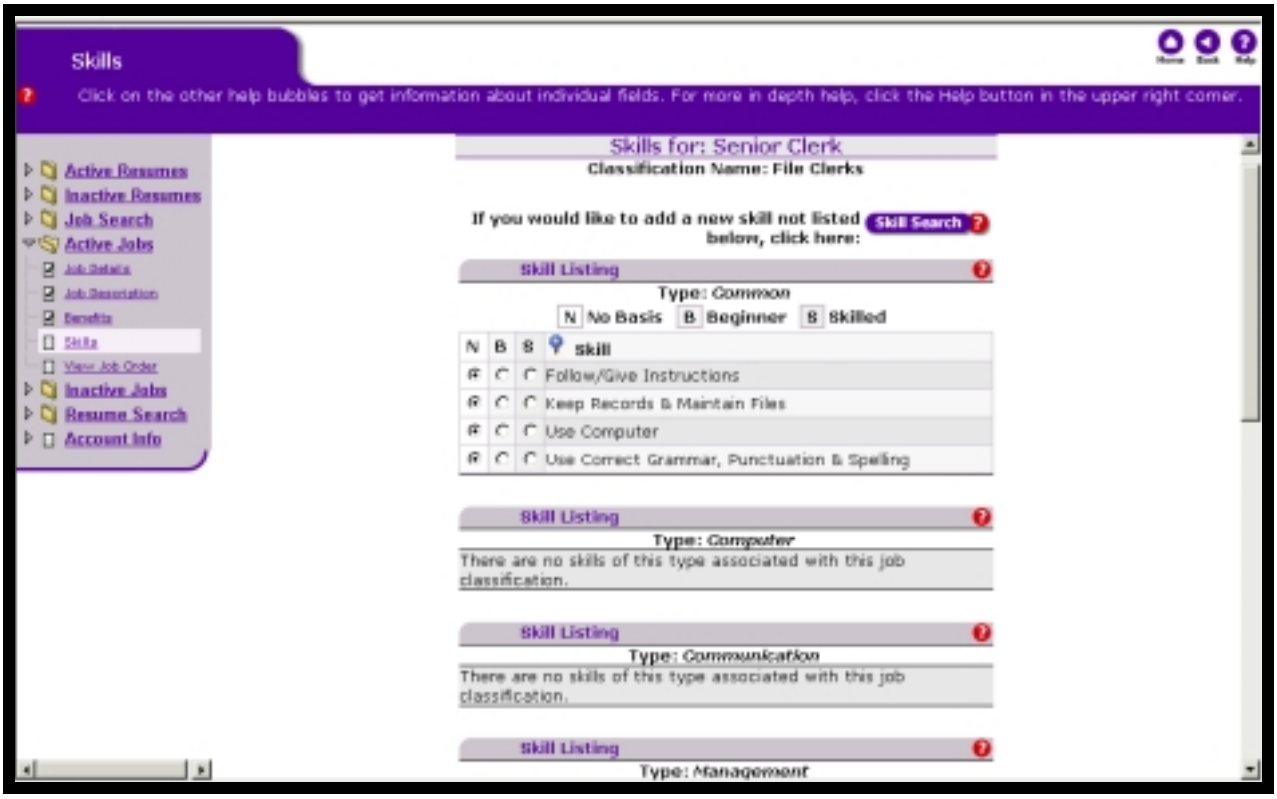
INDICATE the medical benefits your company offers by selecting from the 'Medical Plan' and 'Dental Plan' drop-down menus

SELECT the coverage from the drop-down menus

INDICATE any benefits your company offers by clicking in the check boxes next to the benefit options. Select as many as apply

ENTER any other benefits you offer that have not previously been indicated in the text box

CLICK the 'Save/Continue' button to save the information and automatically be taken to the next page: Skills



Entering a Skill Listing and Work Keys Profile
Five (5)-category types display: Common, Computer, Communications, Management, and Job Specific.

This page is completed in the same way that the user would complete a jobseeker's skill listing for a resume.

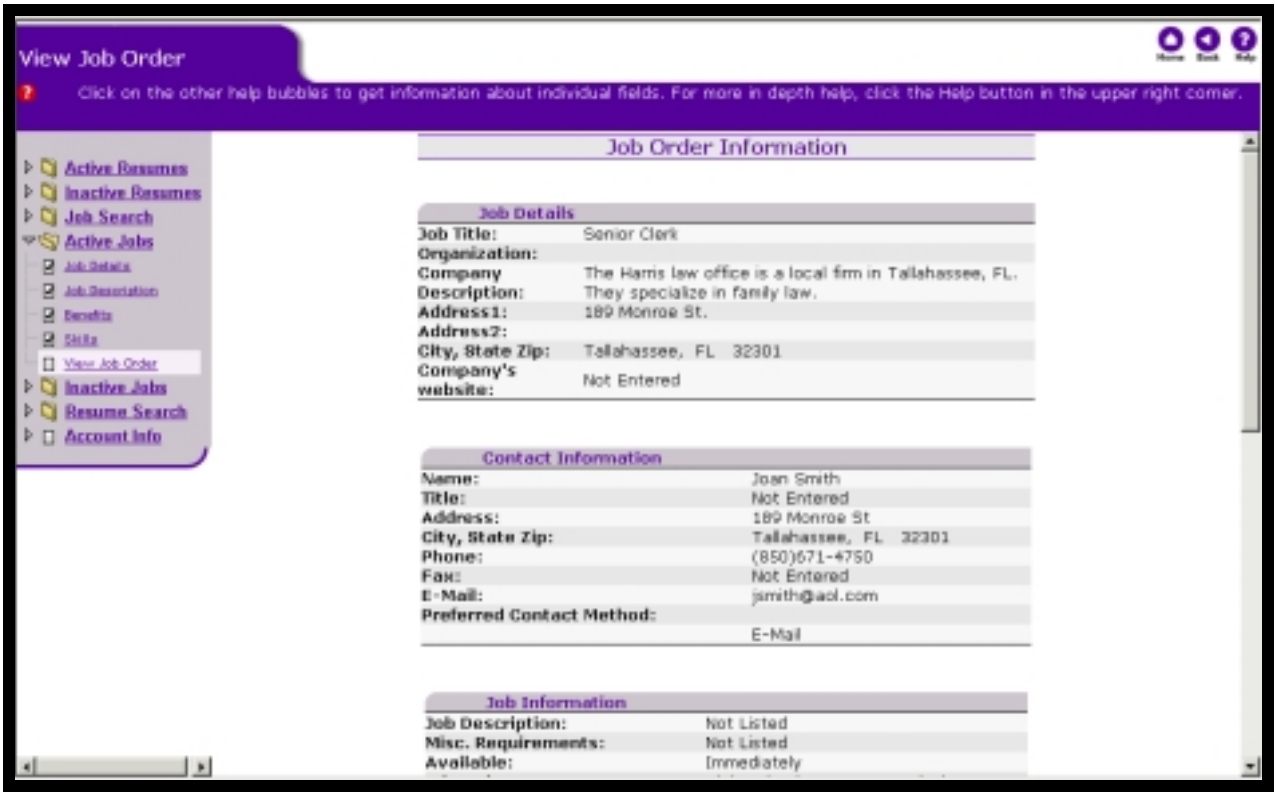
For any given OES classification, the jobseeker and the employer are presented with the same set of skills. In this way, the most appropriate matches can be made.

Work Keys Profile:
You can indicate what Work Keys scores you require, if any, by typing your required score in the text box beside any one of the following five (5) areas: Applied Mathematics, Applied Technology, listening, Locating Information, Reading for Information, and Writing. You can review a description of each area by clicking on the title.

A standard score for each Work Key Area is Provided by ACT, Inc. for your reference. However, only the scores you enter are used in the matching process. The standard scores provided by ACT, Inc. are not used as default scores.

When you have finished entering your information on this page, do one of the following:

CLICK the 'Save/Continue' button to save the information. A preview of your job order will automatically appear (see below).



Viewing the Job Order

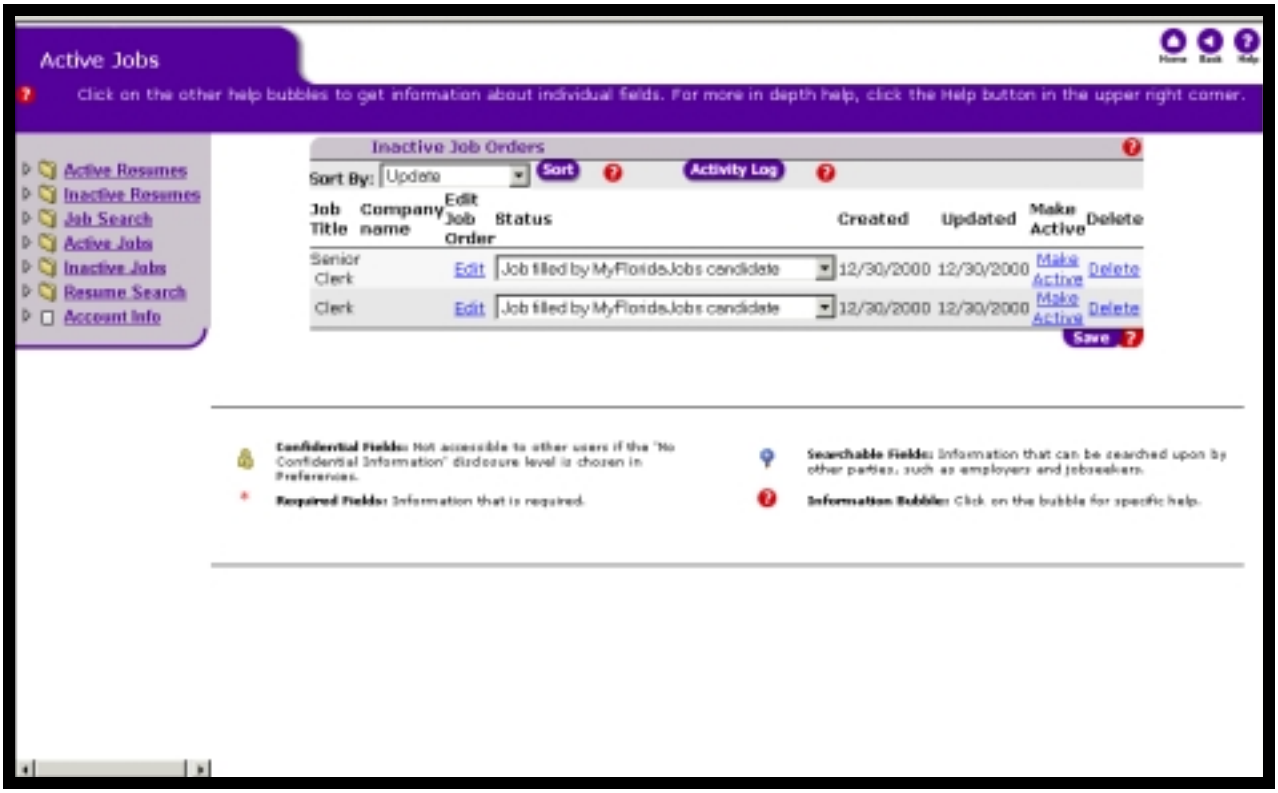
To edit the other aspects of your job order, use the links in the Control Panel.

Making a Job Order Inactive

Associated Procedures: (Navigating from the Active Job Orders page)

CLICK the 'Make Inactive' that corresponds to the job order you wish to make inactive.

COMPLETE the Job Order Status explaining why the job order is being made inactive.



Making a Job Order Active

Associated Procedures:

I. Making a Job Order Active

CLICK the 'Inactive Jobs' link in the control panel to view the Inactive Job Orders page.

CLICK the 'Make Active' link, which corresponds with the job order you wish to make active again.

CLICK the 'Active Jobs' link in the control panel to view the Active Job Orders page. The job order you made active is displayed on the Active Job Orders table.

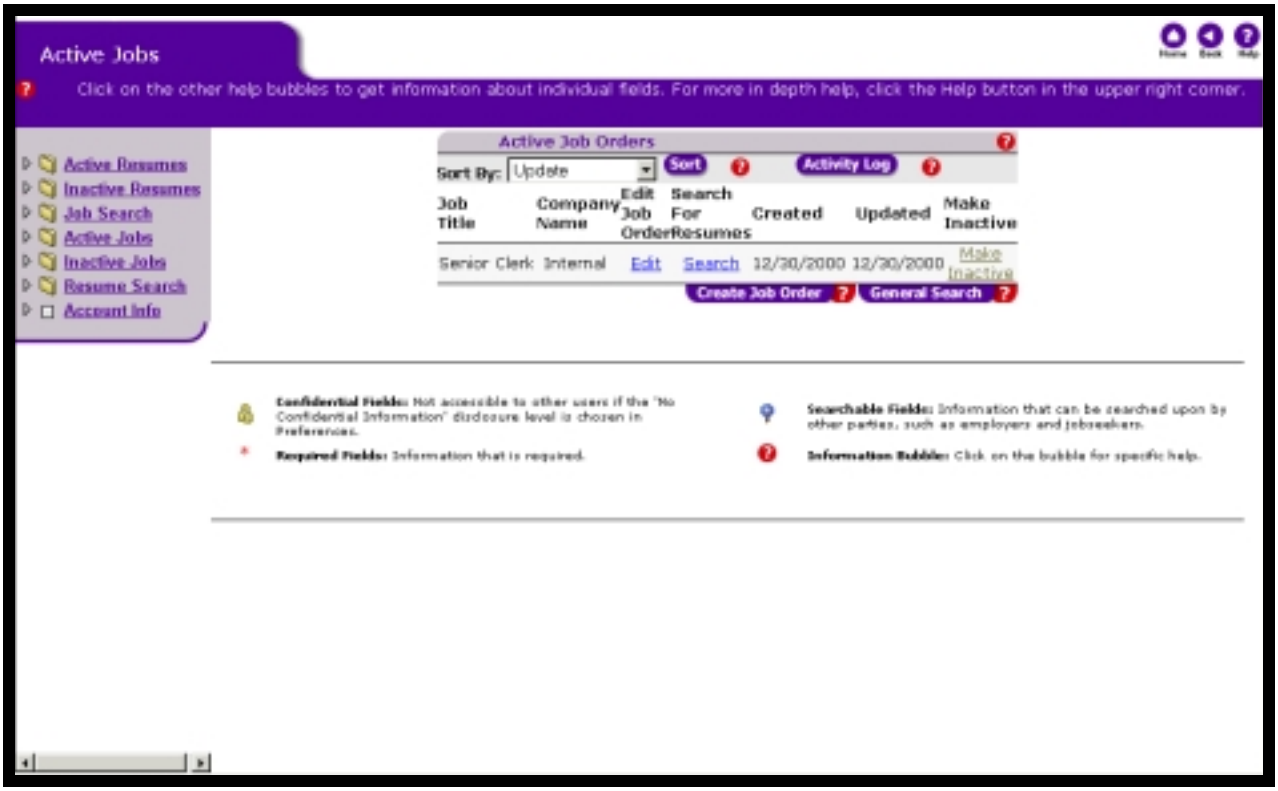
II. Deleting a Job Order

(You must first make the job order you wish to delete inactive. View the detailed instructions on 'Making a Job Order Inactive' for help with this step)

CLICK on 'Inactive Jobs' link in the control panel to view the Inactive Job Orders page. The job order, which you would like to delete, should display here in the Inactive Job Orders table

CLICK on the 'Delete Job' link, which corresponds with the job order you wish to permanently delete this job order from the system (A warning page will display)

CLICK the 'Yes' button if you would like to delete this job order



Searching for Candidates
You may search for qualified candidates to fill each job order in your professional account in two ways. You can search for candidates using a job order, or you can search for candidates using a general search.

Associated Procedures: (Navigating from the Active Job Orders page)

I. Search for Candidates using a Job Order

CLICK the 'Search' link that corresponds to the job order you wish to fill (A list of candidates matching your criteria displays)

This initial list of matches is based on the Occupational Employment Statistic (OES) Code for the job classification you chose when you created the job order. Other requirements specified in the job order may be used to limit the search if they are activated in the Modify Search page. The search may be limited by:

- Years of experience required
- Preferred computer skill
- Preferred education level
- Whether or not to include candidates desiring temporary work
- Whether or not travel is required

- Whether or not Work Keys scores were required

After completing this initial search, you have a number of options:

- Active Jobs: Clicking on this link will take you back to the Active Job Orders page.
- Display Resumes: Clicking on this link will bring up resumes from the initial search results.
- Broaden Search: Clicking on this button will expand the range of OES codes included in your search. This includes jobseekers with experience or interest in jobs that are LESS similar to the job indicated in your job order. Please keep in mind that the 'Broaden Search' button does not let you expand your search based on any criteria other than OES codes.
- Narrow Search: Clicking on this button will narrow the range of OES codes included in your search. This includes jobseekers with interest or experience in jobs that are MORE similar to the job indicated in your job order. Please keep in mind that the 'Narrow Search' button does not let you limit your search based on any criteria other than OES codes.
- Modify Search - Clicking on this link will allow you to change the criteria by which you limit your search. You can change the parameters displayed and check the corresponding checkbox to narrow or expand your search for qualified candidates. Every candidate not meeting your new criteria is then screened out of the matching process. IMPORTANT NOTE: This is where you can search for candidates based on the skills you included in your job order. Only candidates that meet or exceed all criteria specified are listed in the table of potential matches.

- Other Databases - Clicking on this link (found in the control panel) will take you to other job search engines.

Viewing the Search Results

The Resume Match list shows a list of candidates, displaying the following information:

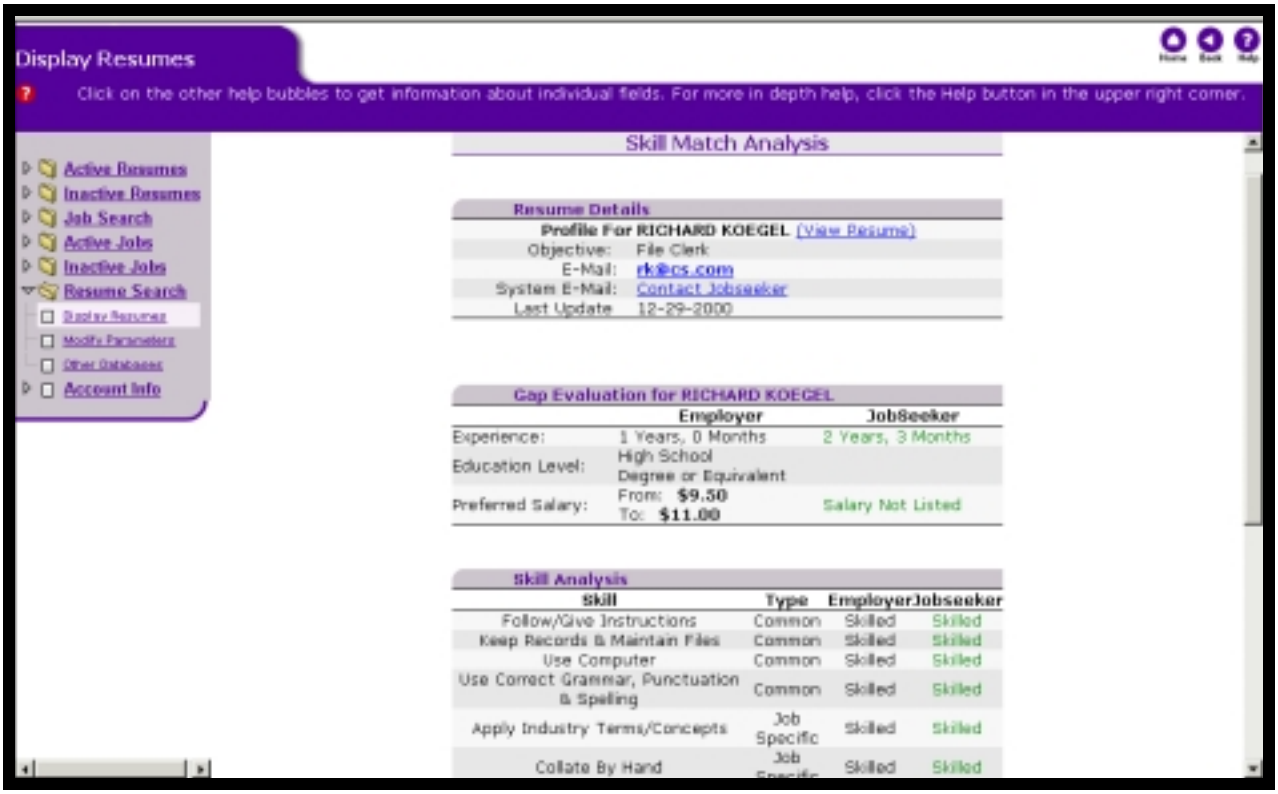
- Candidate's job title
- Years of experience
- Education Level
- When each resume was last updated
- Matching level of 1 to 4 stars, with four stars being the closest match

The list automatically displays ordered by date last updated. You can reorder the list by other criteria if you so desire. Choose an option from the 'Select Sort Order' drop down list, and then **click** the 'Re-Order Candidates' button.

Click on a candidate's title to view more information about the person.

- To view more than one candidate at a time, **click** the corresponding check-boxes in the View column, then **click** the 'View Selected' button.

The Selected Portfolio Summaries of the candidate(s) displays.



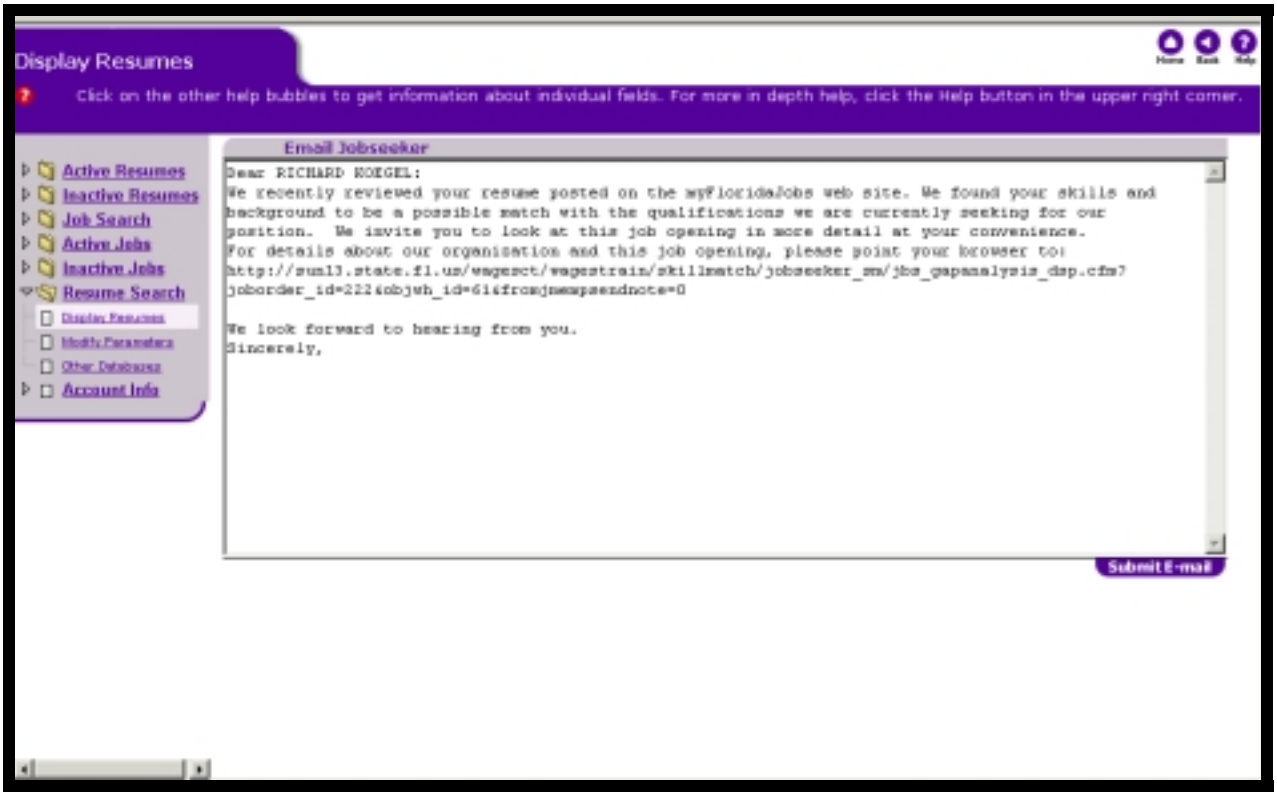
The Skill Match Analysis shows a list of all of the skills selected by the employer on the Skills and Work Keys portion of the job order, the proficiency level desired by the employer, and the proficiency level reported by the jobseeker. The employer shows this information with respect to each of the skill areas checked in the job order. The proficiency level reported on the jobseeker's resume will appear in red if it is below the proficiency level desired by the employer, and it will appear in green if it is equal to or above the proficiency level desired by the employer.

Work Key Scores are listed, if applicable. Additional Information is also included such as the candidate's preferred location, preferred type of employment, preferred shift, whether a temporary position is preferred, willingness to travel, and willingness to relocate.

To view the candidate's on-line resume, **click** on the blue, underlined 'View Resume' next to the name of the candidate.

If you would like to respond to a candidate you can send e-mail to the candidate directly by clicking on their e-mail address.

Clicking the 'Contact Jobseeker' hyperlink prompts the user with an e-mail template.



Contact via System E-Mail Template

The e-mail template contains the jobseeker name, the contact name for the employer, the employer's company name, the employer's contact number, and the URL address to which the jobseeker can point his browser to get information about the job order. Only data from the employer, not including a gap analysis, is shown to the job seeker when he points his browser to this page.

Note: If the jobseeker did not provide the system with an e-mail address this option will not be available. [If this is your first time using Internet e-mail, an 'Internet Mail Configuration' box may pop up. If so, follow the instructions detailed in the box or contact your Internet Service Provider for assistance.]

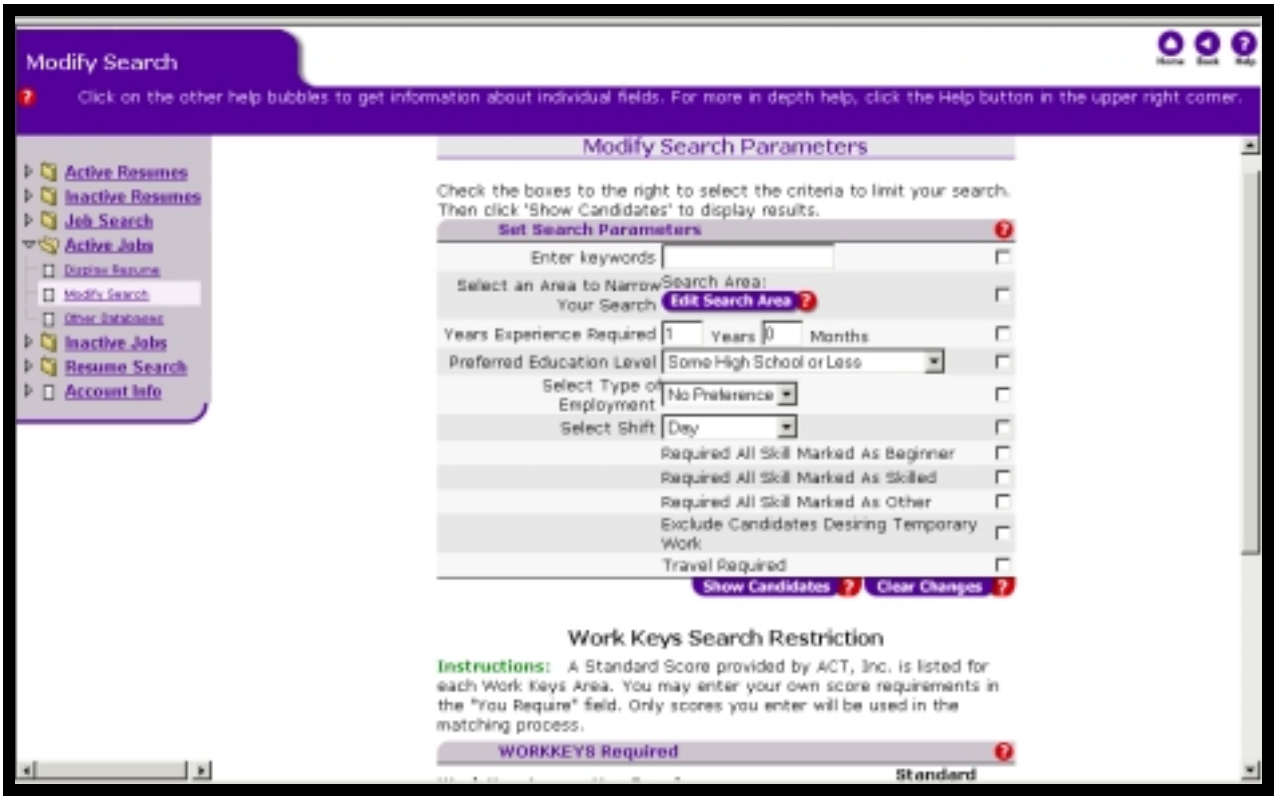
To return to the Resume Match list, **click** the 'Display Resumes' link.

Searching for Candidates Without Using a Job Order.

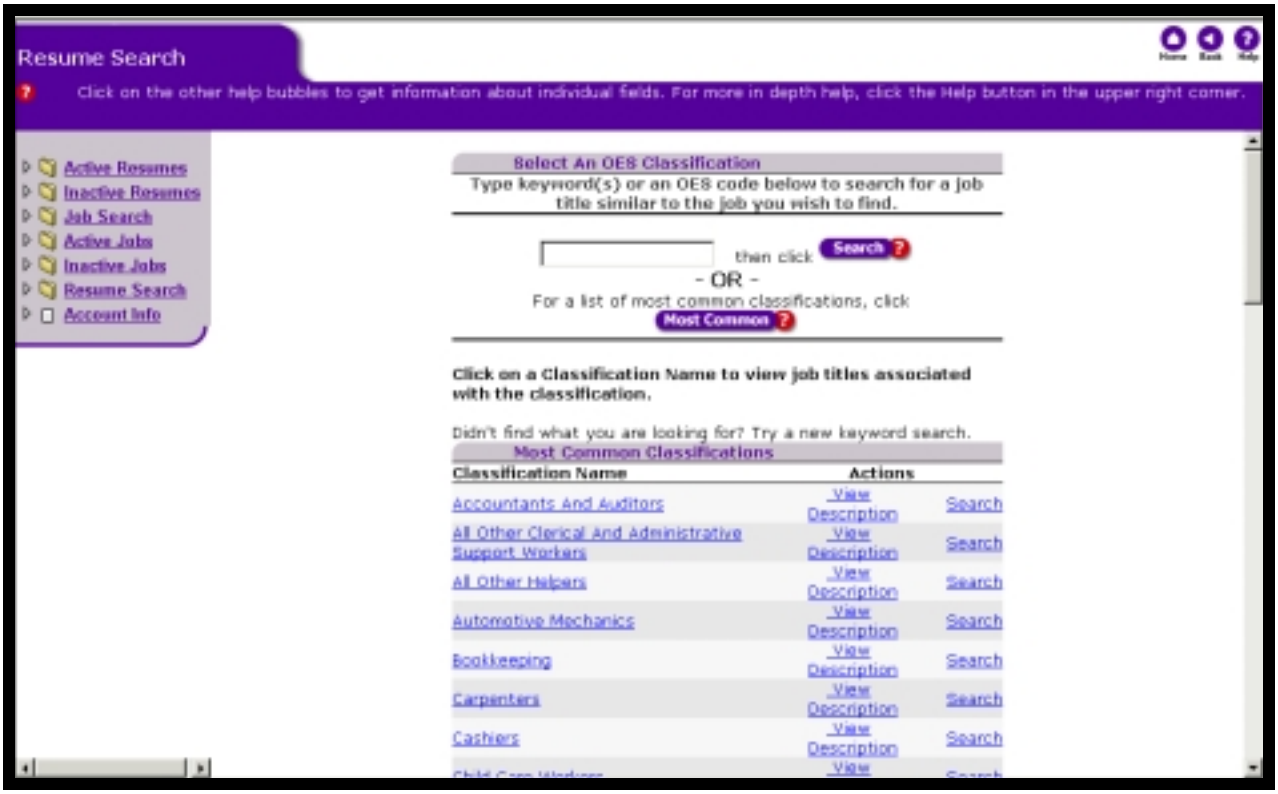
Select the ‘Resume Search’ link from the control panel.

On the Choose Search Type page, you have two options to complete a general search. If you would like to view all of the resumes on the Skill Match system, click on the 'Search all Resumes' link. If you would like to search for a match using a job classification, click on the 'Search - Resumes By Type of Job' link.

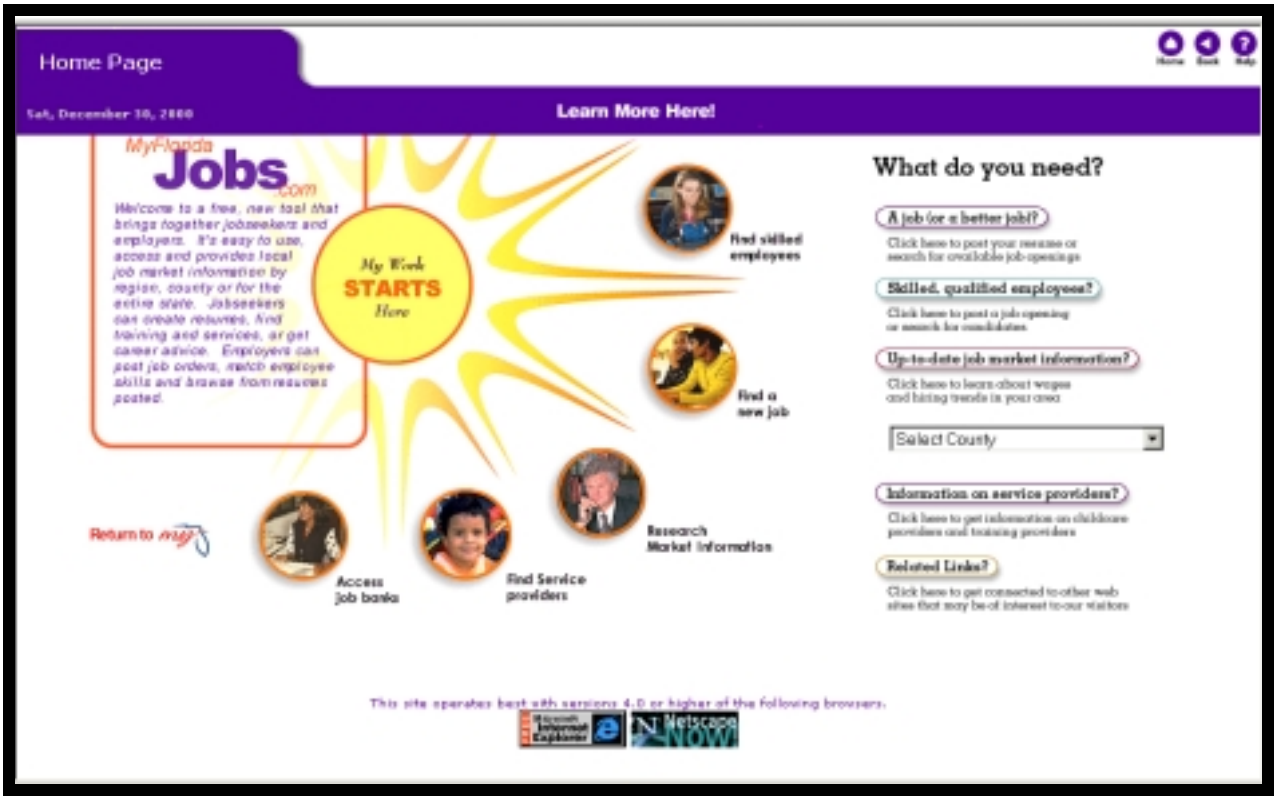
Clicking the 'Search All Resumes' link opens the 'Set Search Parameters' page.



Select the parameters you wish to limit your search by and check the corresponding checkboxes. Clicking the 'Show Candidates' button will provide you with a list of jobseekers.



If you wish to search by classification, click on the 'Search - Resumes By Type of Job' link. The Select a Classification page displays. Select a classification by completing a keyword search or by clicking on the Most Common button to view a list of the most common job classifications. View the resulting table of classifications and click on the corresponding view description for the classification you are interested in.

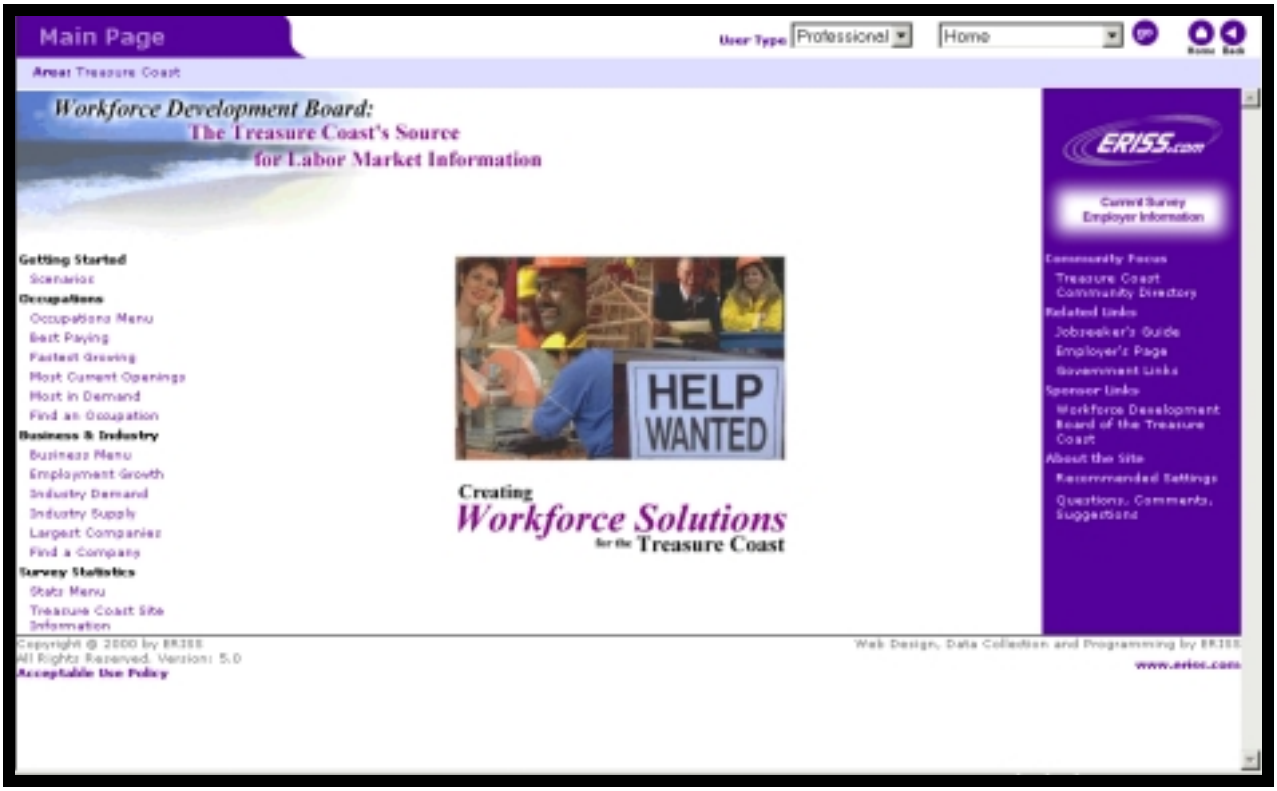


Accessing Job Market Information

Users can access local job market information from the MyFloridaJobs home page.

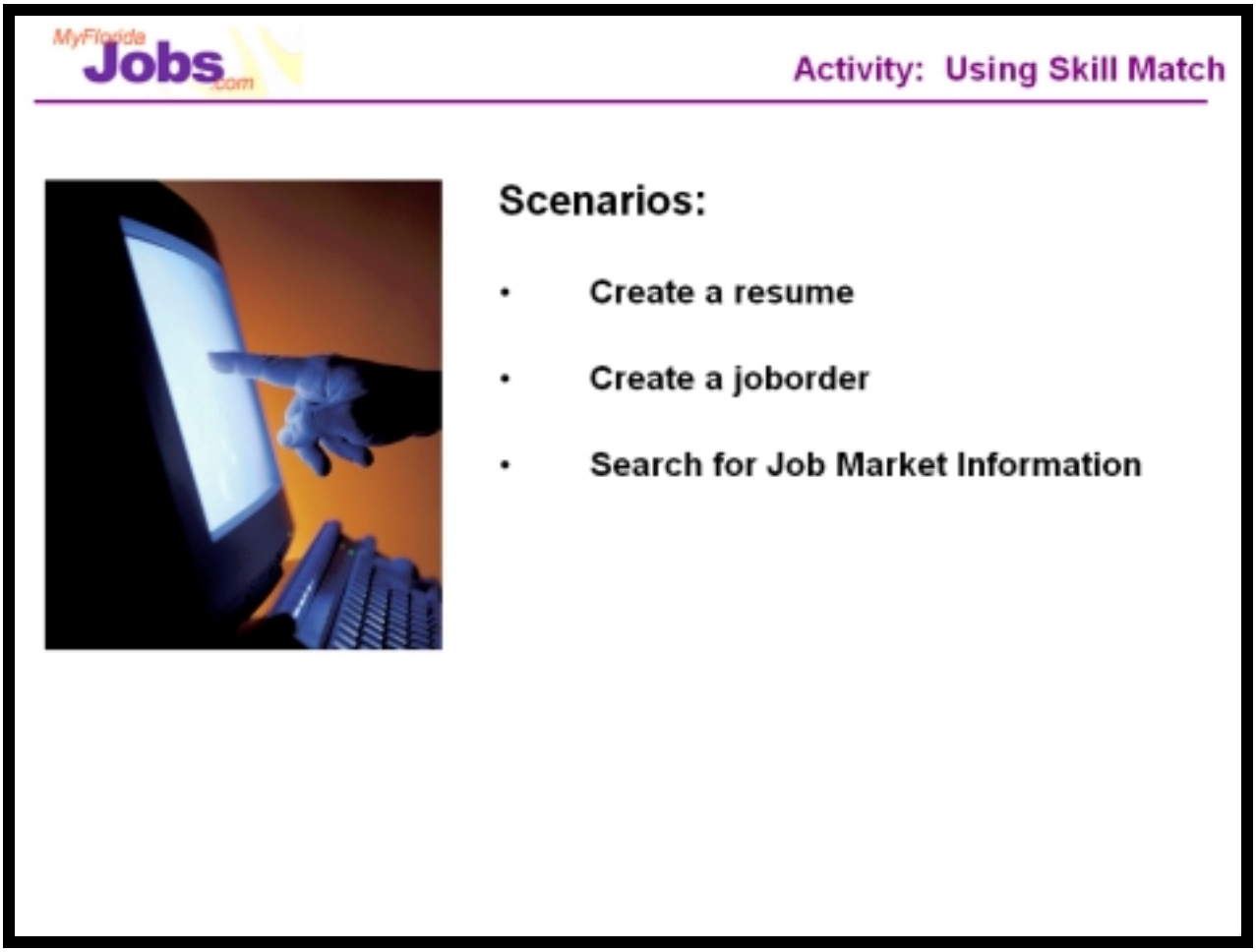
To access the county for which you need local job market information, select the appropriate county from the drop down box under 'Up-to-date job market information.' (This will take you to the appropriate web site to access your local job market information)

Depending on whether the region you are viewing is an ERISS surveyed region or a non-surveyed region, the view of job market information for that region may vary.



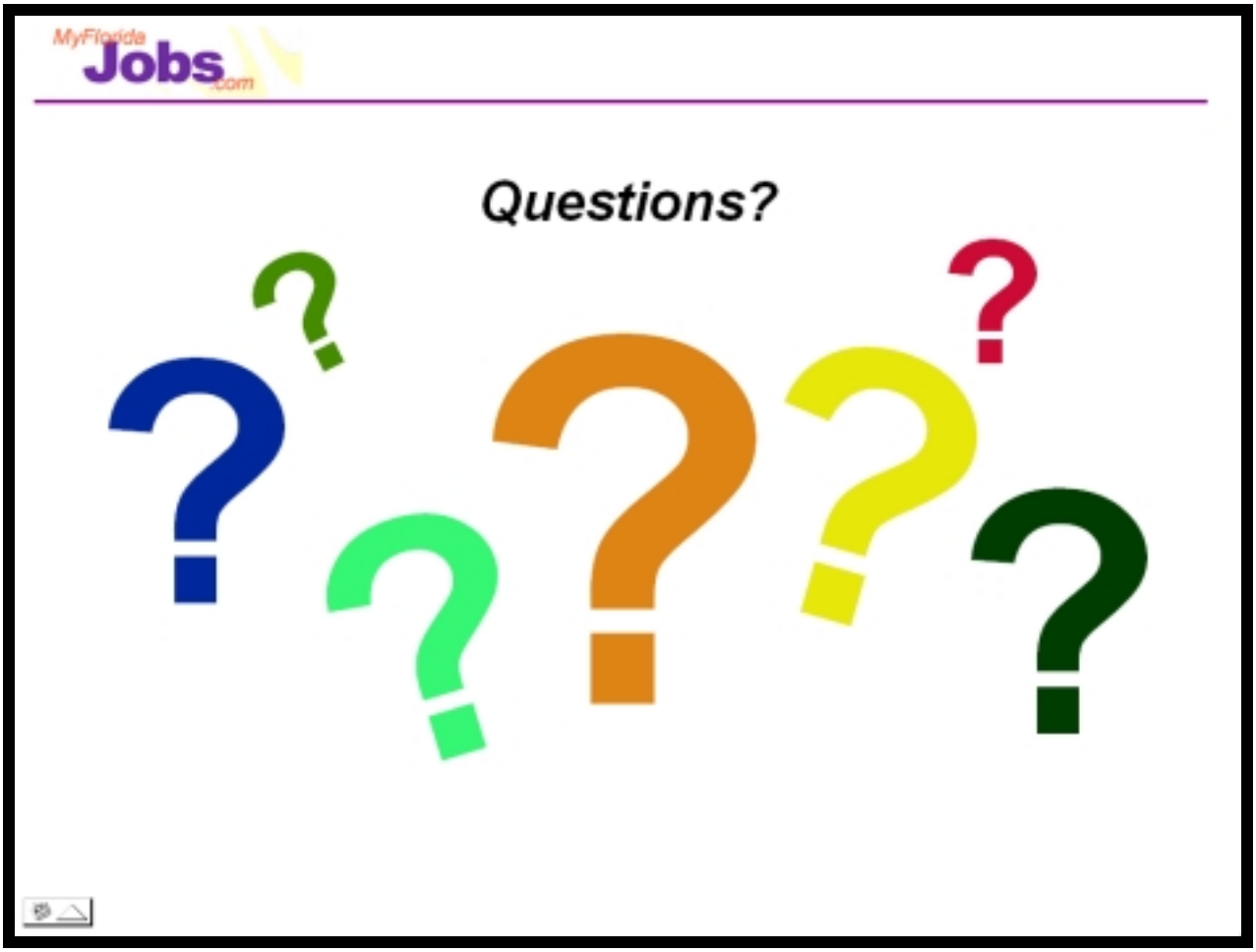
From this start page, users can view occupation details and research labor data for a particular area. Users can research information such as average salaries, fastest-growing occupations, best paying occupations, etc.

This information can be useful in directing clients toward appropriate job placement opportunites.



Now it's your turn to practice using the system! Here are your scenarios:

- Create a resume
- Create a job order
- Search for Job Market Information


MyFlorida
Jobs.com
Questions?