



Employ Florida Mobile: a guide to the Employ Florida app



Welcome! This is a brief guide to using the Employ Florida app for mobile devices.

Congratulations on your decision to utilize Employ Florida's powerful job search tools.



This presentation will take approximately 30 minutes to read.



MOBILE

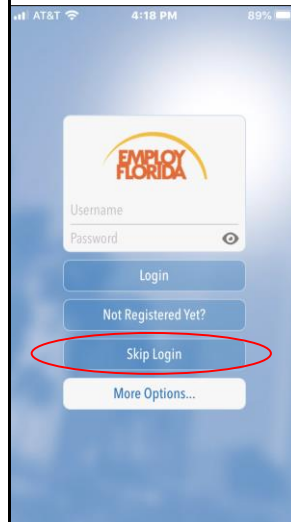
To get the most out of this presentation, it is recommended that you follow along with your mobile device.



MOBILE

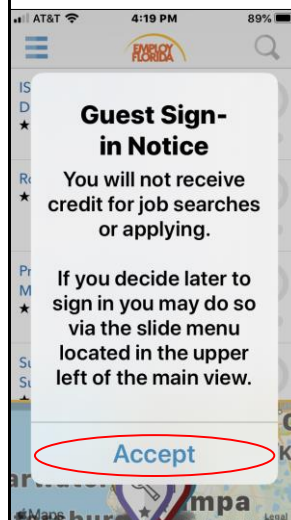
To begin, locate the place on your mobile device where you normally find apps. Then download and install the “Employ Florida” app.

Opening Screen



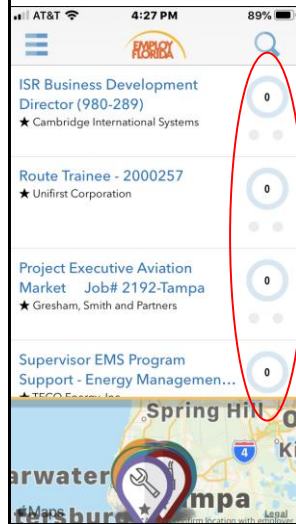
When you open the app, this is the screen you will see. You may use the app as a guest by choosing "Skip Login".

Guest Sign-in Notice



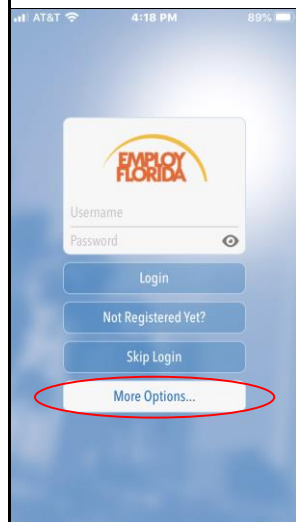
If you wish to use the app as a Guest, you must choose "Accept" after reading the terms.

Job Search as Guest



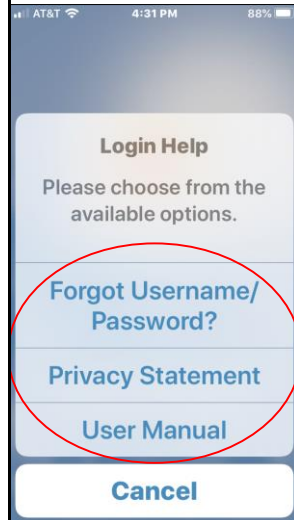
As a guest, the app provides limited functions. For example, you will not be able to see how well you match a job's requirements.

Opening Screen



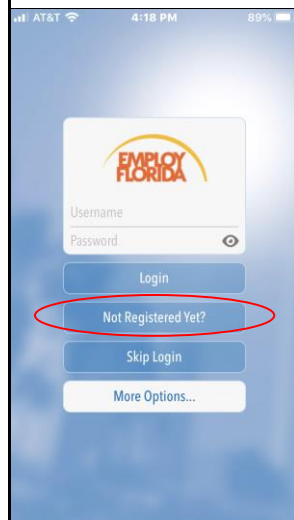
If you have already registered in Employ Florida, but you have forgotten your Username or Password, choose "More Options..."

More Options



Choosing “More Options” will assist you in recovering your Username and/or Password, read the Privacy Statement, or read the User Manual.

Opening Screen



If you have not registered an account with Employ Florida, choose “Not Registered Yet?”

Privacy Agreement

Before you continue, please review our Privacy Agreement. Once you have done so, please scroll to the bottom and check the box indicating you have read this agreement.

Privacy Agreement

Privacy Agreement:

I understand and agree that the information I provide on www.employflorida.com is subject to public disclosure unless expressly exempt under state or federal law. Further, I understand and agree that I am solely responsible for personal information that I choose to submit to an employer. I

permitted by law. This information cannot be shared with any other entity without my written permission.

A copy of this Release of Information is as valid as the original. This Release is valid for both program and follow-up services.

☐ I have read the agreement above and understand it fully.

Read through the agreement, check the box if you agree, and choose "I Agree."

User Name

Back

**** This is the official State of Florida job search website. Florida is strongly committed to maintaining the privacy of confidential information. Please see our [Privacy Statement](#) to learn more about how Florida protects and uses your information to your benefit.**

Login Information

*** User Name:**

Enter User Name (3 - 20 characters, and must include

To register, select a User Name using the guidelines provided.

Password & Security Question

Back

* Password:

Enter Password (6 - 20 characters, and must include at least one uppercase letter, one lowercase letter, one number and one special character. Allowable characters are # @ \$ % ^ . ! * +).

* Confirm Password:

* Security Question:
None Selected

* Security Question Response:

Special characters are not allowed.

Select a Password using the guidelines provided, then confirm it.

Select a Security Question from the menu and enter your response.

Social Security Number

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Social Security Number

* Social Security Number (SSN):
 Do not enter dashes (for example, 999001111)

* Re-enter Social Security Number:

Primary Location Information

* Country:

Because Employ Florida is a state database, it asks you to enter and re-enter your SSN. The app states that your personal information is secure and encrypted.

Location Information

Back

Primary Location Information

* Country:

United States

* Please enter your zip code:

[Find zip code](#)

* Are you authorized to work in the United States?

☐ Yes ☐ No

E-mail Address

Choose your country and enter your zip code. Mark whether you are authorized to work in the U.S.

E-Mail Addresses

Back

E-mail Address

Primary E-mail:

[Read Our E-mail Security Policy](#)

Confirm Primary E-mail Address:

Secondary E-mail:

Confirm Secondary E-mail Address:

You must identify a working e-mail address and confirm it. You may also submit a secondary e-mail address.

Demographic Information

AT&T 4:34 PM 88%

[Back](#)

Demographic Information

* **Date of Birth:**

(MM/DD/YYYY)

Age:

* **Gender:**

☐ Female ☐ Male ☐ I do not wish to answer.

* Have you registered with the Selective Service?

None Selected

Enter your Date of Birth in the format described, then choose from the options provided under Gender.

Selective Service & Record

AT&T 4:34 PM 87%

[Back](#)

* Have you registered with the Selective Service?

None Selected

[[Selective Services web site](#)]

* Have you been arrested / convicted of a crime?

☐ Yes

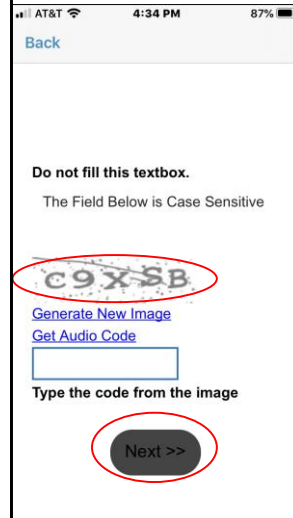
☒ No

☐ I do not wish to answer.
(Please Note: You may be eligible for additional support services and programs.)

Unless you selected "Female," you must indicate if you have registered for Selective Service.

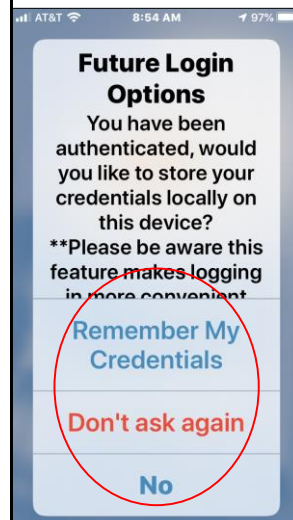
Select one of the responses to whether you have been arrested or convicted.

Verification Code



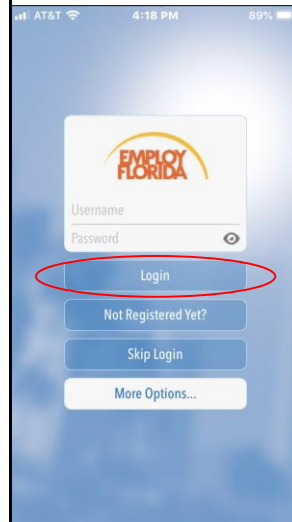
To verify your information, you will be asked to type the code you see in the box and choose "Next>>."

Future Login Options



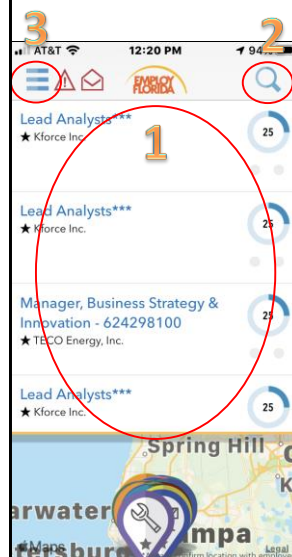
Once you have successfully registered, you will be given the option to store your information, which makes logging in easier.

Opening Screen



When you have registered in Employ Florida, you may enter your Username and Password. Then choose the “Login” option.

Default Screen



After you log in, you will be brought to a list of job openings. You can 1) explore these results, 2) do a Job Search, or 3) view the Menu. Let's look at the Job Search function.

Job Searching

AT&T 12:33 PM 56%

< Back Search

Intelligent Searches

Keyword **Designer**

Matching **Exact** **And** **Or**

Search Fields ☒ Title ☐ Description ☐ Employer

Location **Orlando, FL** >

Occupation **Architecture & Engi...** >

The “Intelligent Searches” feature lets you narrow your search by Keyword, Matching, Search Fields, Location, and Occupation.

Job Searching

AT&T 12:34 PM 56%

< Back Search

Distance **5** Miles

Posted Within **30** Days

Salary Range **40k** or more

Job Time **Full and Part Time Posi...**

Job Type **Any**

Résumés **None Selected**

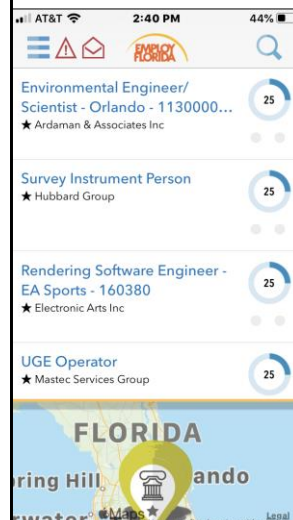
You may also narrow your search by Distance, Posted Within, Salary Range, Job Time, or Job Type.

Job Searching



Other features include: Résumés, which lets you select your résumés; Sort by, which lets you choose a sorting category; and Result Layout, which shows your results in the style you prefer.

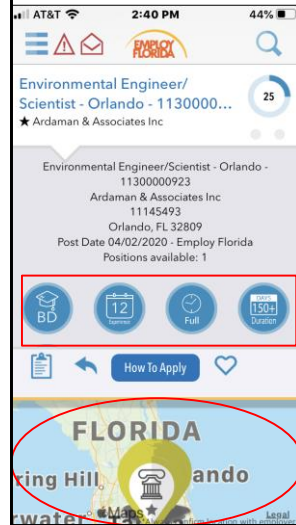
Search Results



This is an example of a search results screen. Select the job that interests you.

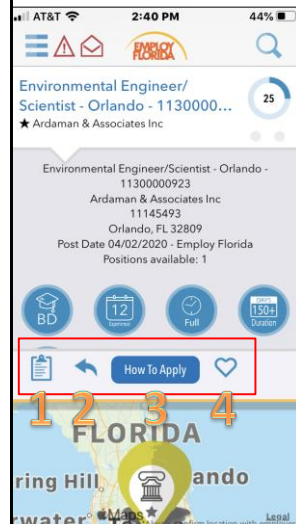
Job Posting

You will see information about the job, including required education, experience needed, the type of job, how long it has been posted, and where it is located.

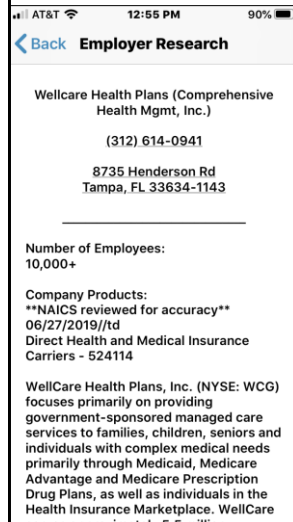


Job Posting

The icons above the map let you 1) go to the Employer Research screen, 2) share the posting, 3) apply to the job, or 4) mark it as a "Favorite."

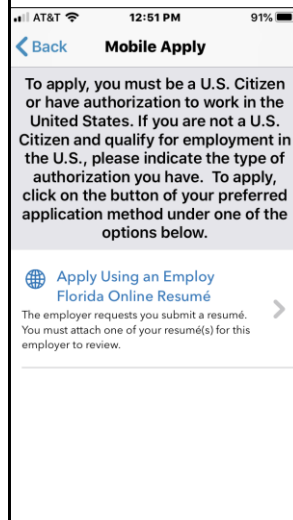


Employer Research



This resource lets you learn more information about the employer who posted the position.

Mobile Apply



When you choose "How To Apply," you will be shown the directions to apply for the job.

Apply Review

AT&T 12:52 PM 91%

[Back](#) **Apply Review**

Please select your cover letter and résumé below then touch the Submit button to send your application.

Cover letter
Here you can choose to create a new cover letter or edit one you previously created.

Résumé
Here you can select one of your existing résumés. To make changes to your résumé, please navigate to the slide menu and select the Résumés option.

☐ Please check the checkbox to acknowledge that you will be providing your contact information to the employer posting this job in addition to any other information you may have added to your background. If Apply by Résumé is available for this job order, you can restrict the background

To apply, you can use one of the résumés you have saved in Employ Florida. If the job requires a Cover letter, choose that option also.

Cover Letters

AT&T 12:52 PM 91%

[Back](#) **Cover Letters**

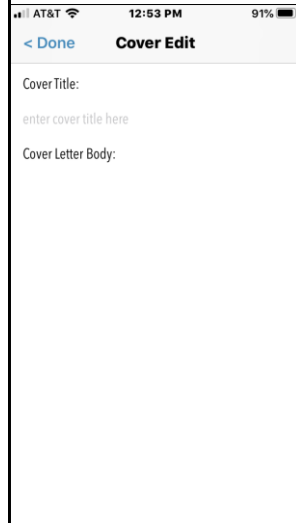
Please either select an existing cover letter or edit the "Blank Cover Letter".

Blank Cover Letter [EDIT](#)

Cover Letter [USE](#) [EDIT](#)

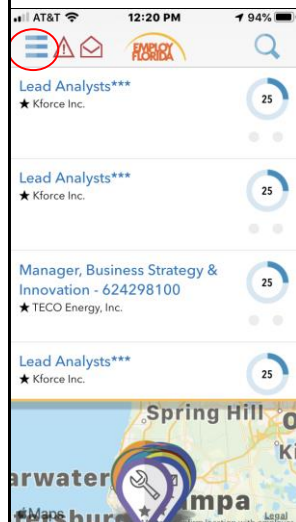
You have the choice of using a Cover Letter already saved in Employ Florida or creating a new one with Blank Cover Letter.

Cover Edit

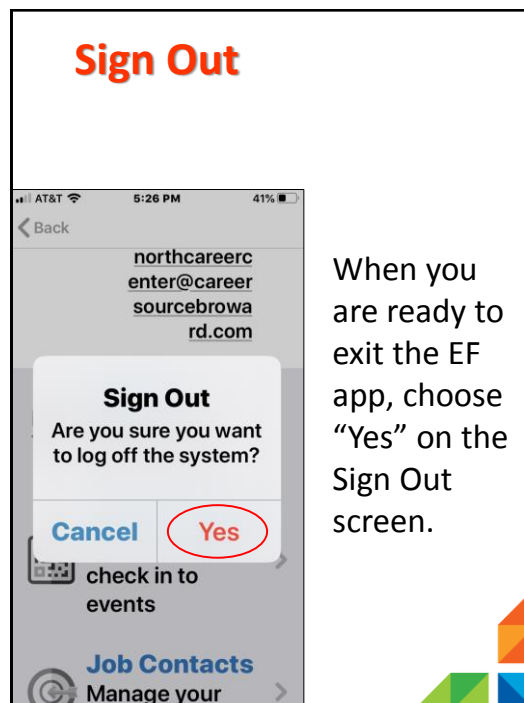
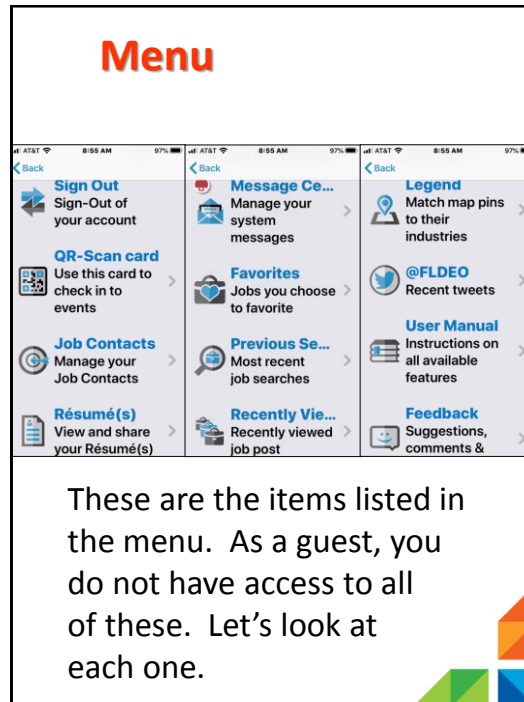


Selecting “Blank Cover Letter” will bring you to a screen where you can create a new Cover Letter.

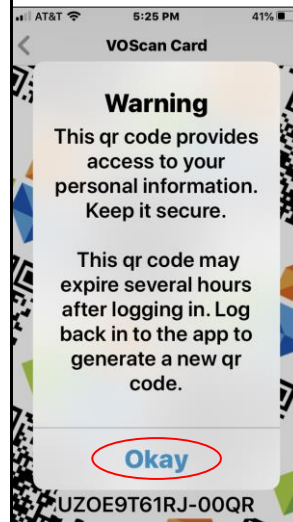
Default Screen



Now that we have explored the Job Searching function, let's take a look at the menu. To begin, choose the icon with the three bars.

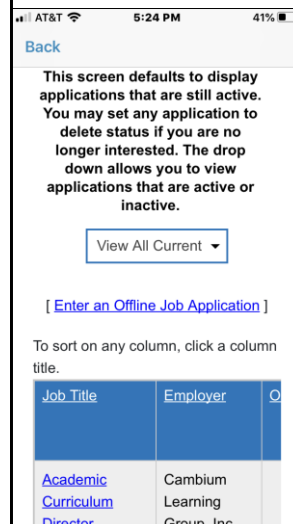


QR-Scan Card



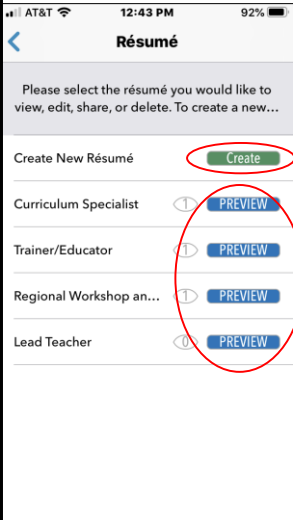
When you choose “Okay,” you will be provided with a Quick Response code that can be scanned wherever QR codes are used.

Job Contacts



You can organize the jobs you have searched by Job Title, Employer, or other categories.

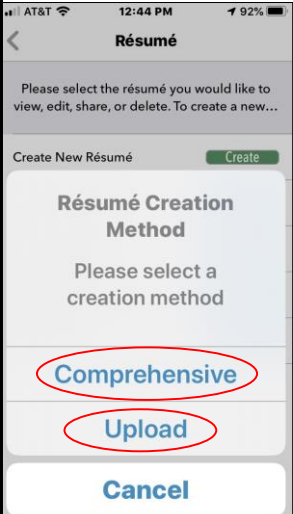
Résumé



The screenshot shows the 'Résumé' app interface. At the top, there's a header with the title 'Résumé' and a back arrow. Below it, a message says 'Please select the résumé you would like to view, edit, share, or delete. To create a new...'. There's a 'Create New Résumé' section with a green 'Create' button. Below that, there's a list of templates: 'Curriculum Specialist', 'Trainer/Educator', 'Regional Workshop an...', and 'Lead Teacher'. Each template has a blue 'PREVIEW' button. The 'Create' button and the 'PREVIEW' buttons are circled in red.

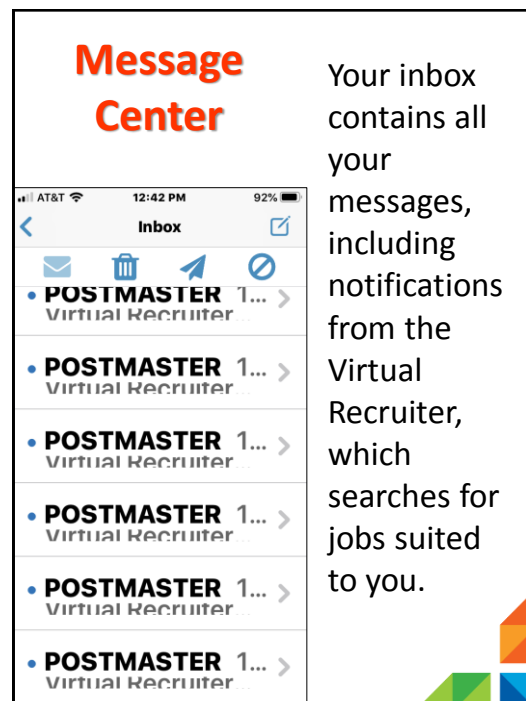
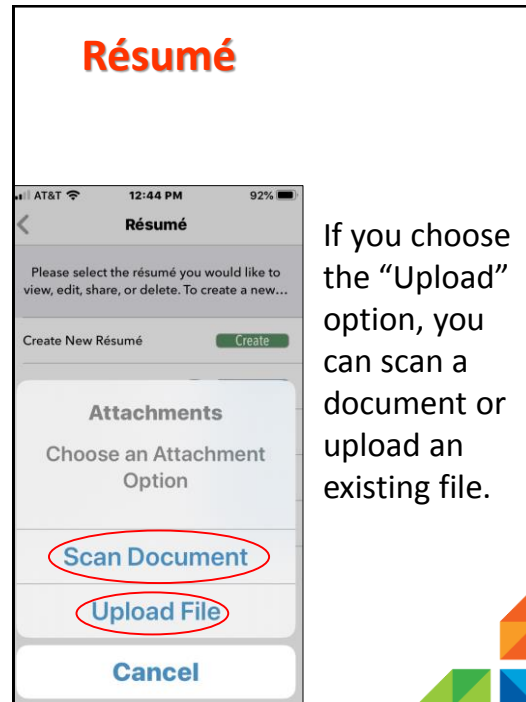
The Résumé section allows you to PREVIEW résumés you already have in the system. You may also choose “Create” to add a new résumé.

Résumé

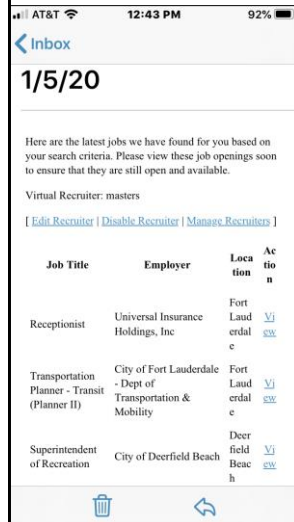


The screenshot shows the 'Résumé' app interface. At the top, there's a header with the title 'Résumé' and a back arrow. Below it, a message says 'Please select the résumé you would like to view, edit, share, or delete. To create a new...'. There's a 'Create New Résumé' section with a green 'Create' button. Below that, there's a 'Résumé Creation Method' section with the text 'Please select a creation method'. There are two buttons: 'Comprehensive' and 'Upload', both circled in red. At the bottom, there's a 'Cancel' button.

When creating a new résumé, you have a choice of building it from a template (“Comprehensive”) or uploading one you already have (“Upload”).

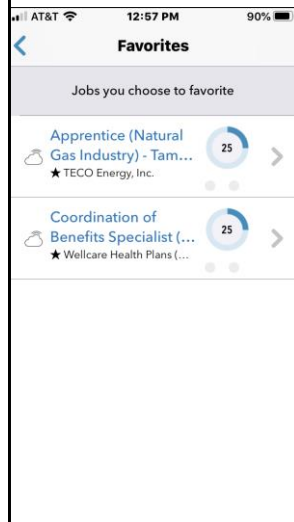


Message Center



When you open a message from the Virtual Recruiter, it will display the latest jobs based on your search criteria.

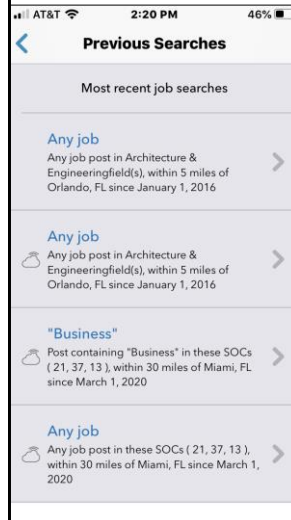
Favorites



Any jobs that you selected as "Favorites" appear here for your quick reference.

Previous Searches

Your most recent job searches have been saved, and you have the option to reopen a previous search by selecting it.



Recently Viewed Jobs

All recently viewed jobs are stored in this section for quick reference.



Legend

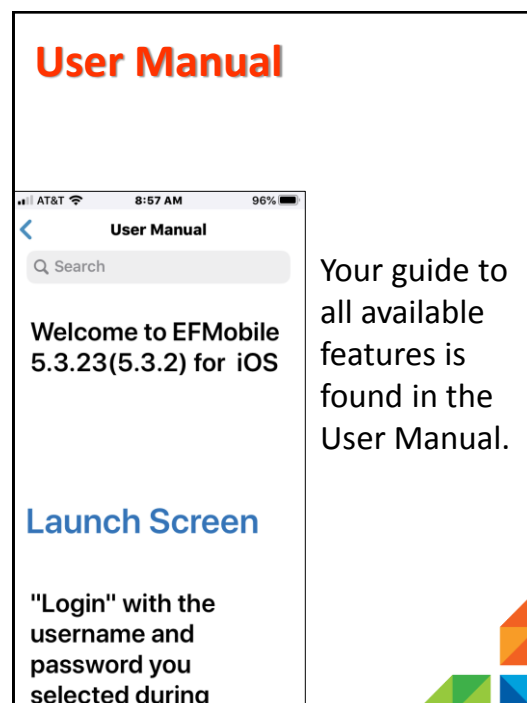
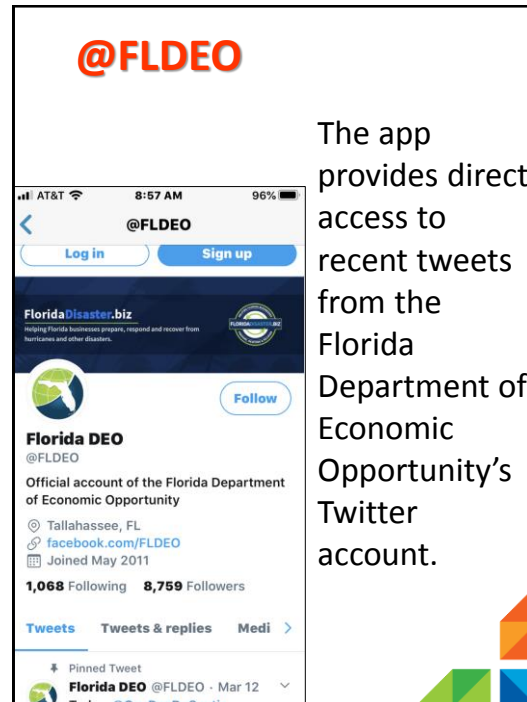
Category	O*NET-SOC Code
Preferred Employers	Color will match standard pins
Architecture & Engineering	O*NET-SOC 17
Arts, Design, Entertainment & Sports	O*NET-SOC 27
Building and Grounds Maintenance	O*NET-SOC 37
Business and Financial Operations	O*NET-SOC 13
Community and Social Services	O*NET-SOC 21
Computer & Mathematical	O*NET-SOC 15
Construction and Extraction	O*NET-SOC 47
Education	O*NET-SOC 25
Farming, Fishing and Forestry	O*NET-SOC 45

Each job category is classified by a separate icon.

Legend

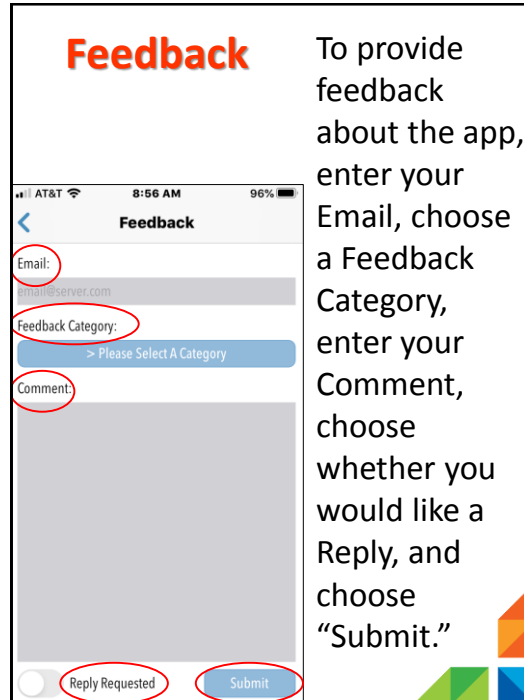
Category	O*NET-SOC Code
Food Preparation and Serving	O*NET-SOC 35
Healthcare Practitioners & Technicians	O*NET-SOC 29
Healthcare Support	O*NET-SOC 31
Installation, Maintenance and Repair	O*NET-SOC 49
Legal	O*NET-SOC 23
Life, Physical and Social Sciences	O*NET-SOC 19
Management	O*NET-SOC 11
Military	O*NET-SOC 55
Office and Administrative Support	O*NET-SOC 43
Personal Care and Service	O*NET-SOC 39
Production Occupations	O*NET-SOC 51
Protective Services	O*NET-SOC 33
Sales	O*NET-SOC 41
Transportation and Material Moving	O*NET-SOC 53
Unclassified	O*NET-SOC 0

On the location maps, you can easily match a map pin to an industry using the Legend.



Feedback

To provide feedback about the app, enter your Email, choose a Feedback Category, enter your Comment, choose whether you would like a Reply, and choose "Submit."



The screenshot shows a mobile app interface for providing feedback. At the top, the word "Feedback" is written in orange. Below it, a form is displayed with the following elements: an "Email:" label and a text input field containing "employ@verysos.com"; a "Feedback Category:" label and a dropdown menu with the option "> Please Select A Category"; a "Comment:" label and a large text area; a "Reply Requested" toggle switch; and a blue "Submit" button. Red circles are drawn around the "Email:" label, the "Feedback Category:" label, the "Comment:" label, the "Reply Requested" toggle, and the "Submit" button. To the right of the form, a text block explains the steps: "To provide feedback about the app, enter your Email, choose a Feedback Category, enter your Comment, choose whether you would like a Reply, and choose 'Submit.'"

Be sure to check out
the Employ Florida app
frequently for
new job postings.





**Thank you for watching
and good luck
in your job search!**



**For more resources,
please visit us at
www.careersourcebroward.com**