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.

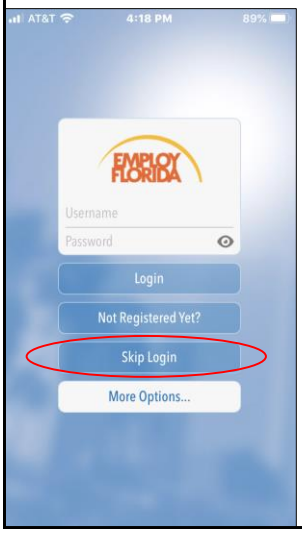
Congratulations on your decision to utilize Employ Florida's powerful job search tools.

This presentation will take approximately 30 minutes to read.

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

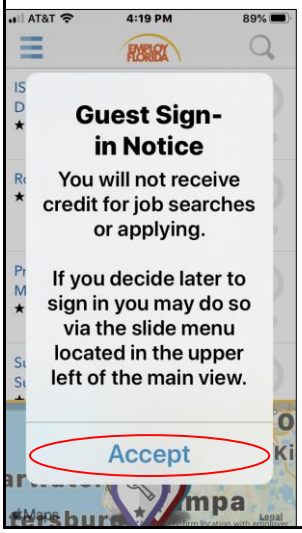
To begin, locate the place on your mobile device where you normally find apps. Then download and install the “Employ Florida” app.

Opening Screen



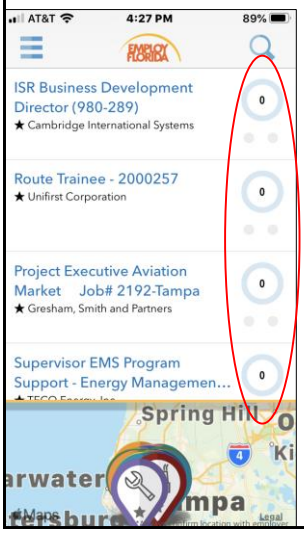
When you open the app, this is the screen you will see. You may use the app as a guest by choosing "Skip Login".

Guest Sign-in Notice



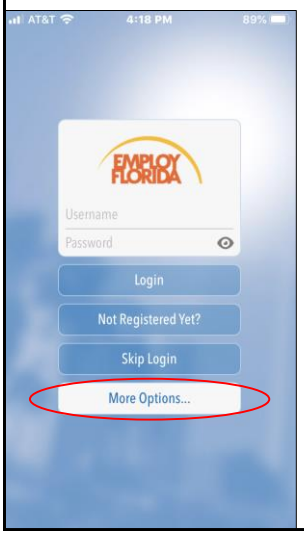
If you wish to use the app as a Guest, you must choose "Accept" after reading the terms.

Job Search as Guest



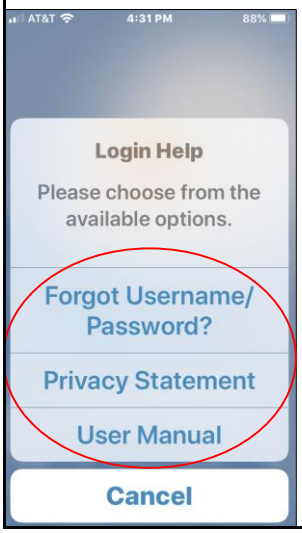
As a guest, the app provides limited functions. For example, you will not be able to see how well you match a job's requirements.

Opening Screen



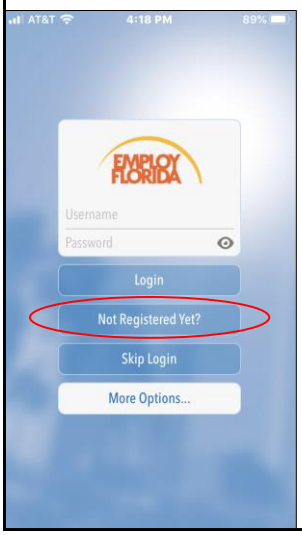
If you have already registered in Employ Florida, but you have forgotten your Username or Password, choose "More Options..."

More Options



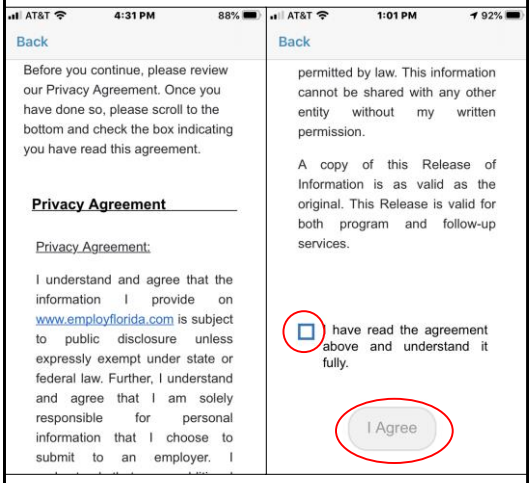
Choosing "More Options" will assist you in recovering your Username and/or Password, read the Privacy Statement, or read the User Manual.

Opening Screen



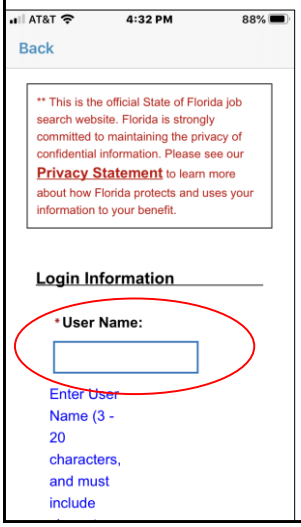
If you have not registered an account with Employ Florida, choose "Not Registered Yet?"

Privacy Agreement



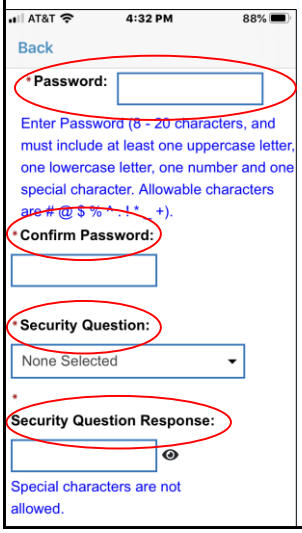
Read through the agreement, check the box if you agree, and choose “I Agree.”

User Name



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

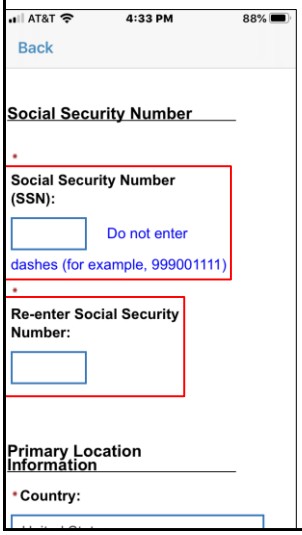
Password & Security Question



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

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

Social Security Number



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.

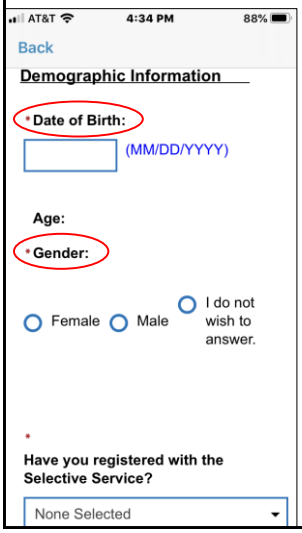
Location Information

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

E-Mail Addresses

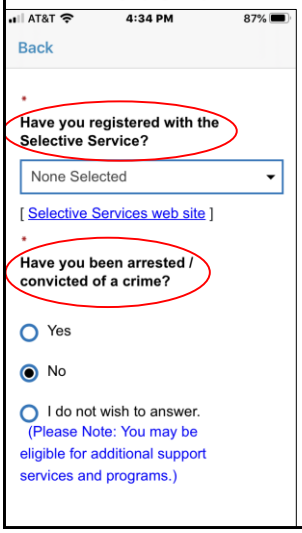
You must identify a working e-mail address and confirm it. You may also submit a secondary e-mail address.

Demographic Information



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

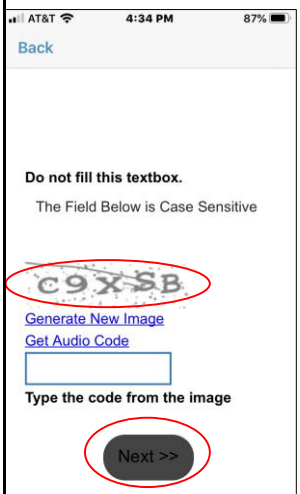
Selective Service & Record



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

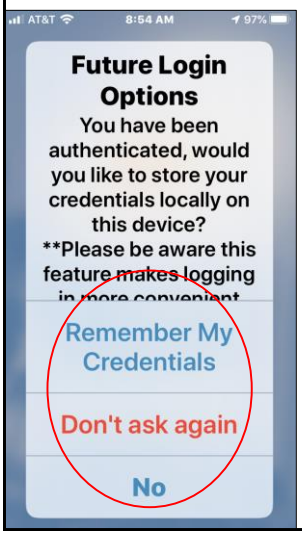
Select one of the responses to whether you have been arrested or convicted.

Verification Code



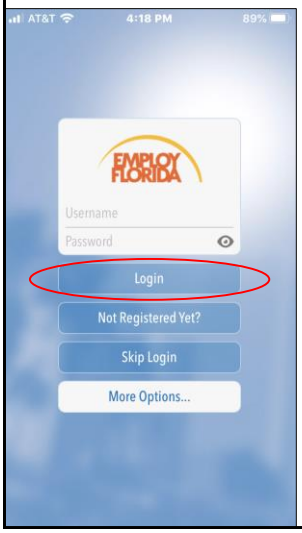
To verify your information, you will be asked to type the code you see in the box and choose “Next>>.”

Future Login Options



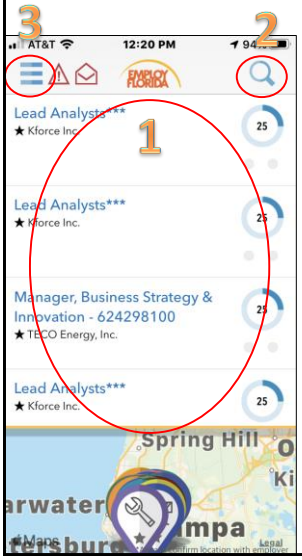
Once you have successfully registered, you will be given the option to store your information, which makes logging in easier.

Opening Screen



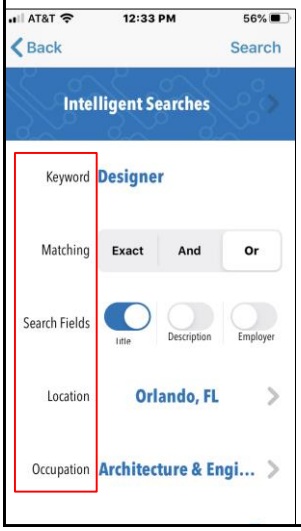
When you have registered in Employ Florida, you may enter your Username and Password. Then choose the "Login" option.

Default Screen



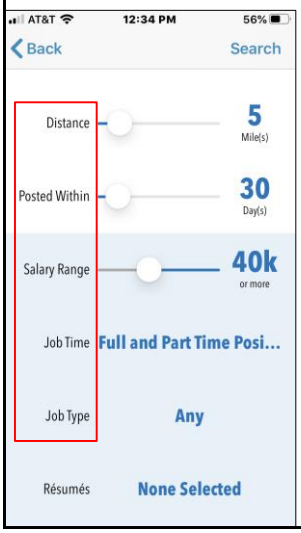
After you log in, you will be brought to a list of job openings. You can 1) explore these results, 2) do a Job Search, or 3) view the Menu. Let's look at the Job Search function.

Job Searching



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

Job Searching

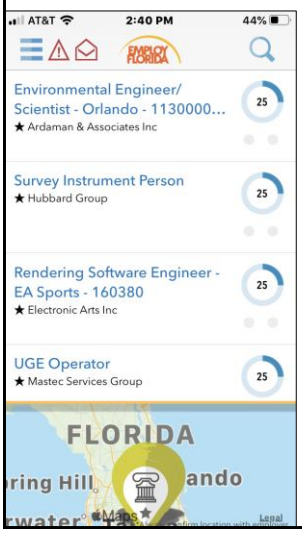


You may also narrow your search by Distance, Posted Within, Salary Range, Job Time, or Job Type.

Job Searching

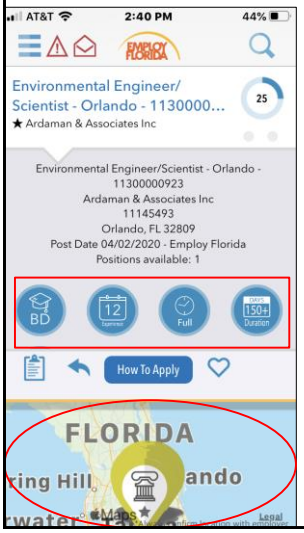
Other features include: Résumés, which lets you select your résumés; Sort by, which lets you choose a sorting category; and Result Layout, which shows your results in the style you prefer.

Search Results



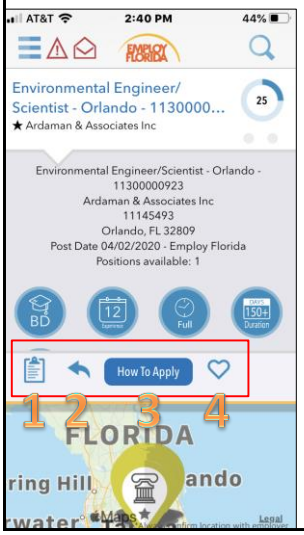
This is an example of a search results screen. Select the job that interests you.

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

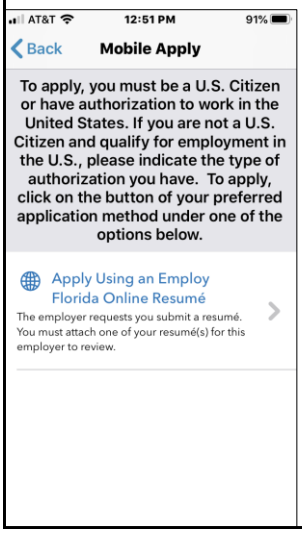


The icons above the map let you
1) go to the Employer Research screen,
2) share the posting,
3) apply to the job, or
4) mark it as a “Favorite.”

Employer Research

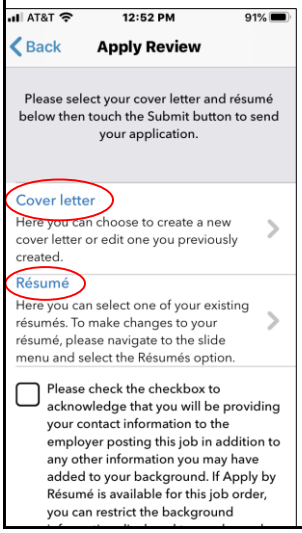
This resource lets you learn more information about the employer who posted the position.

Mobile Apply



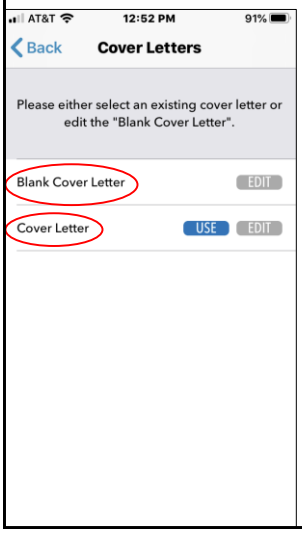
When you choose “How To Apply,” you will be shown the directions to apply for the job.

Apply Review



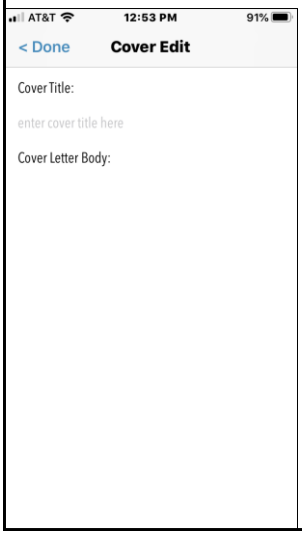
To apply, you can use one of the résumés you have saved in Employ Florida. If the job requires a Cover letter, choose that option also.

Cover Letters



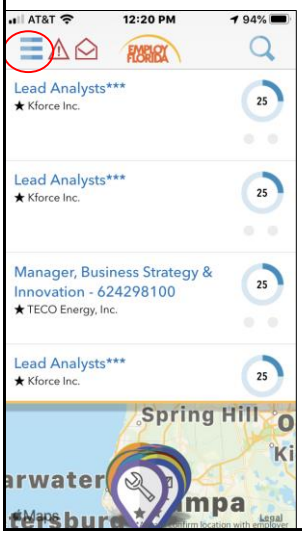
You have the choice of using a Cover Letter already saved in Employ Florida or creating a new one with Blank Cover Letter.

Cover Edit



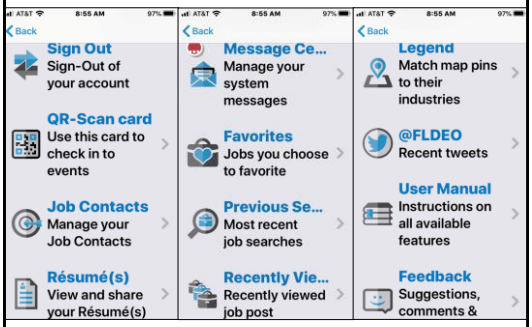
Selecting "Blank Cover Letter" will bring you to a screen where you can create a new Cover Letter.

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.

Menu

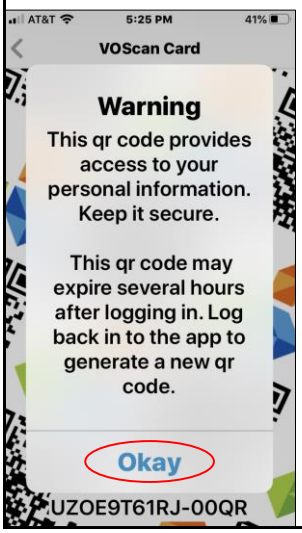


These are the items listed in the menu. As a guest, you do not have access to all of these. Let's look at each one.

Sign Out

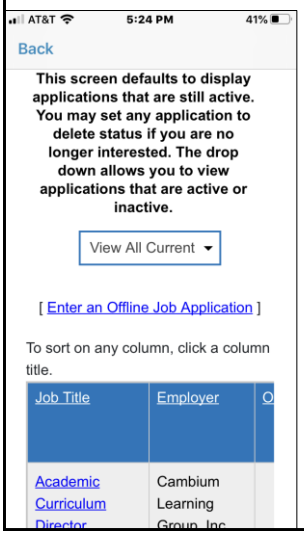
When you are ready to exit the EF app, choose "Yes" on the Sign Out screen.

QR-Scan Card



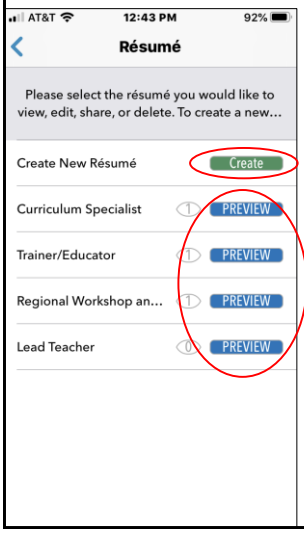
When you choose "Okay," you will be provided with a Quick Response code that can be scanned wherever QR codes are used.

Job Contacts



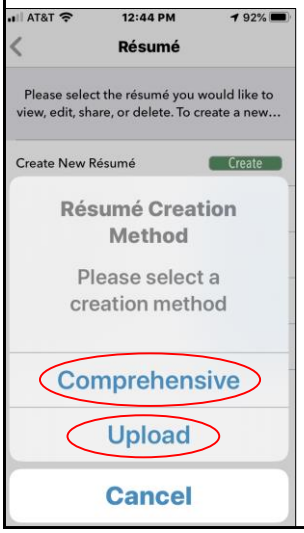
You can organize the jobs you have searched by Job Title, Employer, or other categories.

Résumé



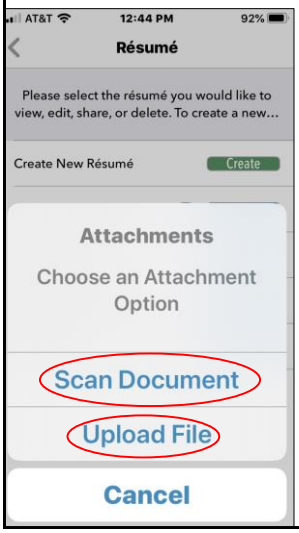
The Résumé section allows you to PREVIEW résumés you already have in the system. You may also choose "Create" to add a new résumé.

Résumé



When creating a new résumé, you have a choice of building it from a template ("Compre-hensive") or uploading one you already have ("Upload").

Résumé

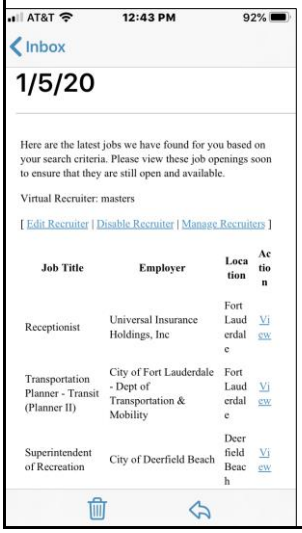


If you choose the "Upload" option, you can scan a document or upload an existing file.

Message Center

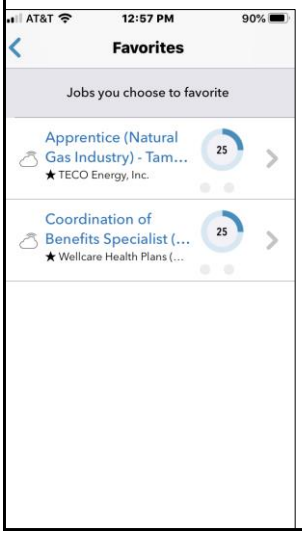
Your inbox contains all your messages, including notifications from the Virtual Recruiter, which searches for jobs suited to you.

Message Center



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

Favorites

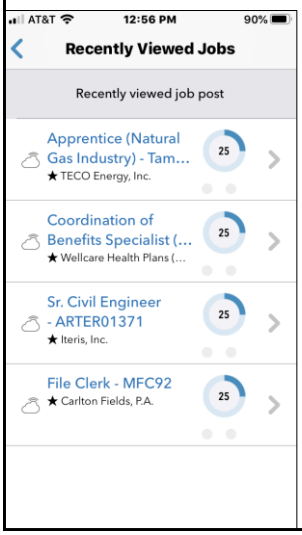


Any jobs that you selected as “Favorites” appear here for your quick reference.

Previous Searches

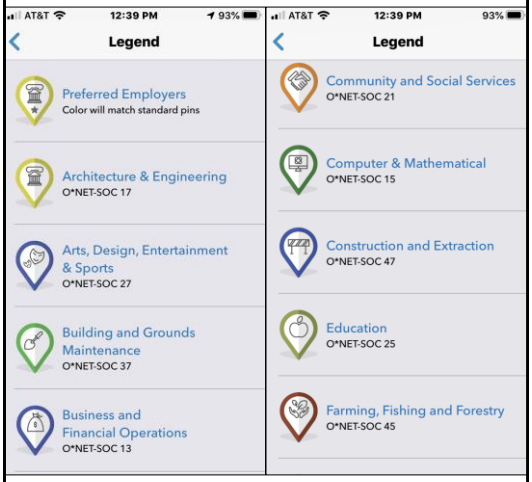
Your most recent job searches have been saved, and you have the option to reopen a previous search by selecting it.

Recently Viewed Jobs



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

Legend



Each job category is classified by a separate icon.

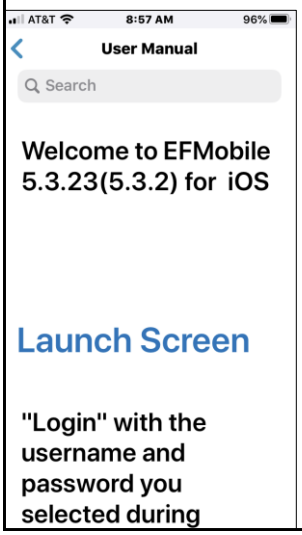
Legend

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

@FLDEO

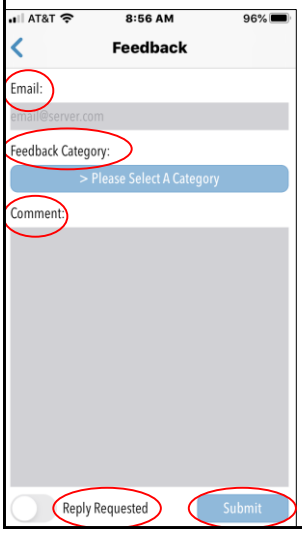
The app provides direct access to recent tweets from the Florida Department of Economic Opportunity's Twitter account.

User Manual



Your guide to all available features is found in the User Manual.

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."

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

EMPLOY FLORIDA MOBILE

CareerSource BROWARD

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

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