Employ Florida: A New Tool for Individuals Seeking A Job In Florida



www.employflorida.com

Employ Florida is an internet-based tool that allows individuals to:

- Search for a Job
- Research Careers
- Research Education and Training programs
- Save Job Searches to run automatically
- Receive Automatic Notifications of new job matches
- Create Professional Resumes and Letters online
- Complete Skills Assessments
- Complete a Transferable Skills Analysis

By registering on the website individuals can:

- Create and save Resumes
- Create and save Job Searches
- Create and save Skill Assessments
- Keep records of job applications
- Create files on employers
- Much more!



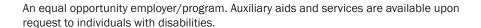












Follow These Steps To Register On **Employ Florida**



- ☑ Click "Not Registered? Learn How and Why" link under Login.





Click "Résumé Builder" - quick menu on left

- ☑ Click on "Create New Résumé" button to get started.
- ✓ Select "Accessibility."
- ☑ Pick "Résumé Creation Method." Each résumé will need a title for easy reference.

"Comprehensive" Build your résumé using a step-by-step process (create your résumé from scratch).

"Upload" Attach an existing Word or PDF résumé (save time by using your existing résumé).

"Duplicate a résumé in our system" Build your résumé from a previously entered résumé (quickest).



- ☑ The "Quick Job Search" involves "Search Criteria." This includes an "Area" (job location) and "Keyword" (both job title and description can be searched using keywords.) Jobs can be located on Employ Florida by quick, advanced, employer, education, skills, résumé criteria, and job number searches.
- ✓ To apply for a selected position, press "Apply for this job." The "Background Wizard" link may appear for you to complete missing data. Additionally, some positions require that you have a job referral from our Job Referral Unit. Please visit one of our Centers for further assistance.

Do you need more information?

☑ Get the most from Employ Florida with the Navigating Employ Florida workshop

Follow These Steps To Register On **Employ Florida**



Here's how





A proud partner of the





can too!

Here's how



A proud partner of the

