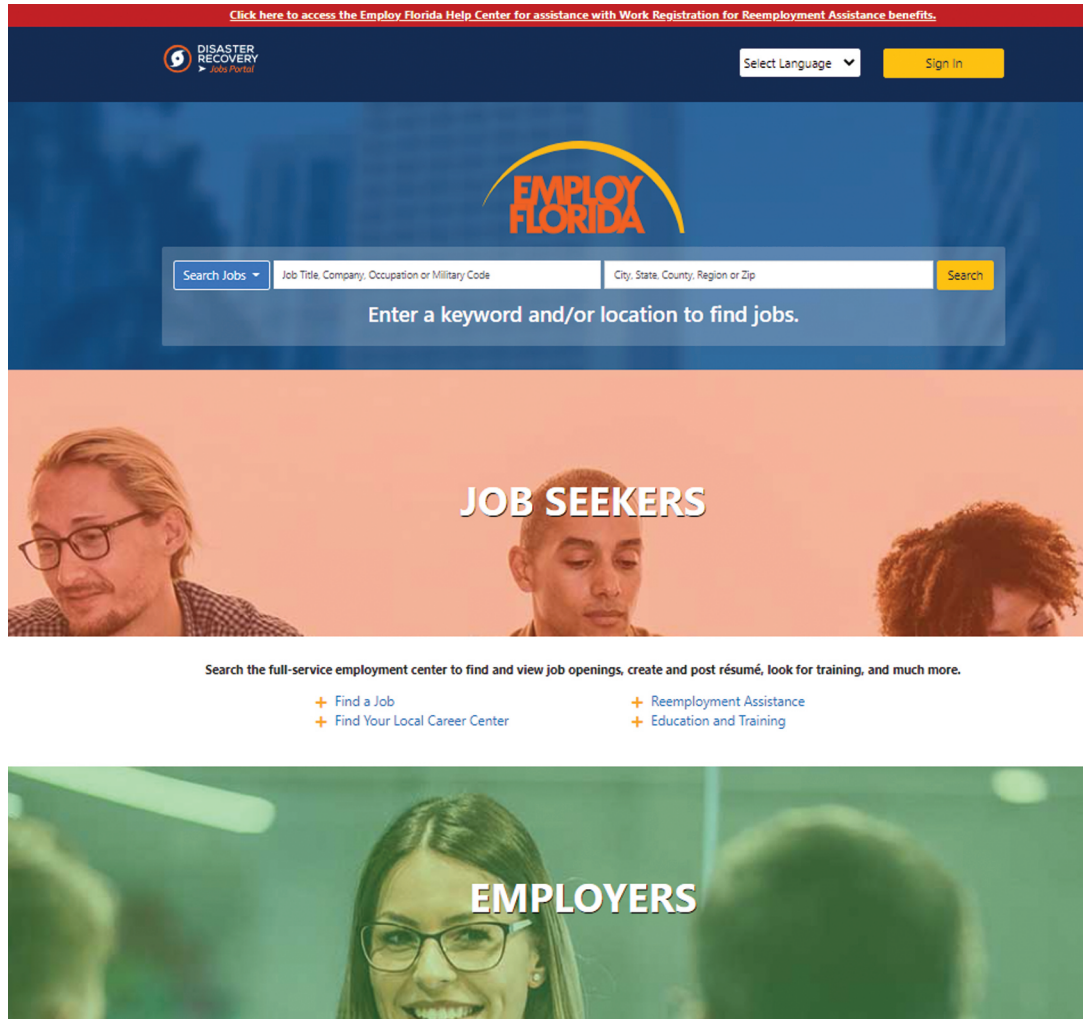


Employ Florida: A New Tool for Individuals Seeking A Job In Florida



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!

www.employflorida.com

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.



Find Us On:     

1

Follow These Steps To Register On Employ Florida

Go to "www.employflorida.com"

- ☒ Click **"Not Registered? Learn How and Why"** link under Login.
- ☒ Click **"Individual"** link.
- ☒ Create a **"User Name"** and **"Password."**

2

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).

3

Click "Job Search" - quick menu on left

- ☒ 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



Here's how
you
can too!



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Follow These Steps To Register On Employ Florida



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