

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

Username Password SIGN IN + Please select a language:

Not Registered? Learn How and Why Forgot Username/Password?

EMPLOY FLORIDA

Enter Keyword Zip Code or City Statewide SEARCH JOBS Advanced Search

Job Seekers

- Find a Job
- Create a Resume
- Reemployment Assistance
- Education and Training
- MORE

Employers

- Find a Candidate
- Post a Job Opening
- Job Market Trends
- Labor Market Information
- MORE

Get Connected

CareerSource Florida @CareerSource...
@Chewy, online pet food retailer, will open fulfillment center in #MarionCounty - adding 600 #FLjobs. bit.ly/2kxLT8m

CareerSource OW @careersourceow
American State Utility Services will be here

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Resources

Employ Florida Vets | Florida Department of Economic Opportunity | CareerSource Florida | Enterprise Florida, Inc.
AbilitiesWork | Local Career Centers | CAUTION: Be on Alert for Job Scams

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This site is best viewed using [these settings](#) for your system and software.

An Equal Opportunity Employer/Program.

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



Find Us On:

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

Follow These Steps To Register On Employ Florida

1

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. If you do not have a previous electronic résumé saved on your flash drive or email, choose this option. The wizard will guide you and allow you to edit for your final presentation.

"Upload" Attach an existing Word or PDF résumé. Browse the computer to find your résumé on your flash drive. The data will be pulled to complete a résumé template. Answer all prompts, preview the final and save.

"Copy & Paste" Select text, from your résumé on your flash drive, using your mouse, copy (Ctrl-C), and paste (Ctrl-V) information.

Please see column on right for more details.

"Quick" Create a résumé with minimal data entry. This will allow you to start applying for jobs more quickly, but may not provide better match results.

"Copy Existing" Creates a new version. Build your résumé from a previously saved résumé on Employ Florida.

"Replace Document" Replace an existing resume with just a click.

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.



Here's how
you can too!



How to Copy-and-Paste your Résumé on Employ Florida

Step 1: Getting Started

Go to www.employflorida.com. Enter your username and password, Click "Sign In."

Step 2: Résumé Builder

"Résumé Builder" is on the left column. It's the 2nd tab under "Quick Menu." Find it and click the link.

Step 3: Create New Résumé

If you do not have an active résumé on Employ Florida, select "Create New Résumé" to begin.

Step 4: Résumé Creation Method

Select Copy-and-Paste Format, name your résumé and choose the best accessibility option for you. Click "Next."

Step 5: Select Locations

Click counties and press "Continue."

Step 6: Your Occupation

Press "Search for an Occupation," type a job title, and click "Search" or press "Occupation Listing" then click "Next" after your list appears.

Step 7: Your Job Profile

Answer questions about salary, hours, transportation, and language. Click "Next" after each to continue.

Step 8: Your Résumé

Copy the text from your current résumé (stored on your flash drive or in your email). Paste and style the text using formatting tools. Spell check and click "Next."

Step 9: Occupation Listing

Answer questions about Job Skills and Contact Information. Click "Next" after each to continue.

Step 10: Save Résumé

Click "Save Résumé & Return." Congratulations, your résumé is now active on Employ Florida!

Do you need more information?

- Get the most from Employ Florida with the **Broward Online Job Board** workshop