





Creating a Résumé on Employ Florida

My Individual		Welcome to My Individual	Workspace To	
My Dashboard How We Can Help You	My Dashboard How We Can Help	o You Directory of Services	o system teatu My Resources	To begin the Résumé Builder
My Resources	Job Seeker Services Job Search Find current job opening	gs.	X	process, click or Résumé Builder
Job Search Résumé Builder	Résumé Builder Create, store and update	e your résumé online.		or from Job Seeker Services
My Portfolio Orientation Video	Virtual Recruiter Create a system job sear More Job S	rch alert. Seeker Services		€ Cen

	The Résumés Tab	
Menu My Dashboard My Dashboard My Dashboard How We Can Heip You Directory of Services My Resources P Quick Menu Job Search Résumé Builder My Portfolio Services for Individuals Career Services Job Seeker Services Education Services	• Normal Activities • Normal Activities • Normal Activities • Normal Activities • Normal Activities • Normal Activities • Normal Activities • Normal Activities • Normal Activities • Normal Activities • Normal Activities • Normal Activities	From the Résumés tab, the Job Seeker is given the options to either View active résumés or Create new
Community Services and Benefits Services and Benefits Provides And Services Provides Services Services Services Disability Services Workplace Training P	Note: Resumés that have not been modified in over 180 days are set to Expired and are not onlying 4 to employers. Close the Eventhate All Expired Resumes a O Records Found (Jips on preparing, your resum & Persentian, all Evened Resumes Cover, Letter Create new Résumé	Résumé.

	Create new Résumé	
Orientation Video		
Services for Individuals	Résumés <u>Job Applications</u> <u>Online Application</u>	
Career Services		
Job Seeker Services	Select an option from the pulldown below to show either your active, expired, partially completed or deleted résumés or all résumés regardless of their s	Select the
Education Services	View active résumés V	GREEN tab
Labor Market Services	Note: Résumés that have not been modified in over 180 days are set to Expired and are not displayed to employers. Click the Reactivate All Expired Résumés	GREEN (ab.
Community Services and Benefits	,	Create new Résumé.
Financial Services	0 Records Found	
Veteran Services		
Youth Services		
Senior Services	[<u>Tips on preparing your résumé</u>] <u>Reactivate All Expired Résumés</u> <u>Cover Letter</u>	
Disability Services	Cursta any Résuré	
Workplace Training	Create new Resume	CareerSource BROWARD
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		Résumé Upload Bui	ilder	
Title Résumé Extraction	Employer Search Items	Education Certifications	Employment	Job Skills
Ability Summary Objective	Honors & Activities Addi	itional Information Contact	References	The User
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Résumé Name				 Résumé Tit
Késumé Title Manager Sales and Marketin Note: You may want to include words that h	g	pecialty. Also, please be advised that this	is a searchable field by Employers	sif you choose to have
Allow employers to view	w my résumé online.			
Hide my résumé from elements	employers.	Show n	ésumé best practices	
Résumé Creatio	on Method			
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Other Employer Search Items EMPLOY Résumé Upload Builder Complete the required Certifications information as follows: low We Can Help You Title umé Extraction Employer Search Items Education Employment Job Sk V 83 (\mathfrak{A}) (\mathfrak{A}) 8 \checkmark Desired Job Type My Resources Ability Summary Honors & Activitie Contact References **Profile Information** 83 \bigotimes (\mathfrak{A}) 83 (ex: "Sales lob Search Manager") * Indicates required field Résumé Builder **Desired Job Type Profile Information** 2 Desired Employment My Portfolio * Title of this desired job type Sales Manager Category (ex: profile "Regular") E Services for Ir This is your default Desired Job Type profile B Desired Work Hours **Desired Employment Category** (ex: "Day Shift, ob Seeker Serv V Employment Type Regular Evening/Swing Shift, Education Convices etc.") abor Market Service Full Time or Part Time Full Time (30 hours or more) ▼ Desired Travel (ex: 4 ancial Service Desired Work Hours -3 "Willing to travel") □ Day Shift □ Evening/Swing Shift □ Night/Graveyard Shift □ Rotating Shift □ If you currently do not work shifts select Day Shift eteran Service * Check any of the shifts you are willing to accept Youth Services * Please check the days you are available to work □ Sunday □ Monday □ Tuesday □ Wednesday □ Thursday □ Friday □ Saturday Senior Services **Desired Travel** ability Servi V Are you willing to travel? Willing to travel orkplace Trainin taff Provided Servi Percentage of time you are willing to travel 25 %















	E	mployn	nent (cont.)
Menu	🖬 Hom	ne 🛋 My Dashboard 📑 Si	gn Out 🛛 🛑 Services for Individuals 🛛 👗 Services for Employers
Benefits	Job Title		
Veteran Services	Please enter a job title below fo	r this employment history. As you are ent	ering the job title, you may see a list of common job titles similar to what you are
Youth Services	* Job Title: Senior /	Account Executive	
Senior Services)
Disability Services	Occupation		
Workplace Training	We could not suggest any occu	pations based on the job title you entered	. Please click the Search for an occupation link below to find one.
Staff Provided Services	* Occupation	Marketing Managers	[Search for an occupation]
More Resources	* Occupation	11202100	Complete the
Other Services	Code:		Complete the
Communication Center			loh Title
Assistance Center	Position		JOD THE,
Learning Center	* Type of employment:	Regular 🔻	Occupation Title,
Customer Satisfaction Survey	* Full or part-time:	Full-time (30 Hours or More)	Occupation Code and
	Gross Salary:	\$ 85,000.00	
	Salary is based upon:	Year 🔻	Position information.
	* Date you began work:	03/01/2001 (mm/y	עצעז)
		Currently Employed	
	* Reason for Separation:	Better Job Opportunity	▼ BROW
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Menu	Home	Ay Dashboard	Sign Out	Services for Individuals	s 🎽 Services for Emp	bloyers
Benefits 🕨						
Financial Services	Employment History					
Veteran Services	Employer	Location		Start / End Dates	Actions	
Senior Services	Employer	Looution			Actions	
Disability Services	Fidelity Capital Financial Grou	p Pompano B	each, FL	11/2010 - 02/2018	Edit Delete	
Workplace Training				00/0007 00/00/0	E FUE LA	
Staff Provided Services	Florida Joint Title Plant	Fort Lauden	dale, FL	02/2007 - 09/2010	Edit Delete	
More Resources						
Other Services	Worldwide Information Service	es Fort Lauder	dale, FL	03/2001 - 12/2006	Edit Delete	
Communication Center						
Appointment Center						
Assistance Center	Once a	all employ	vment	history is car	otured.	
Learning Center						
Customer Satisfaction	it will b	e reflect	ed in th	ie table (as s	shown).	
Survey				•		
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	Jo	ob Skills	
My Individual Workspace		Resumé Upload Builder	
My Dashboard	Title Resumé Extraction	Employer Search Items Education Certifications	
How We Can Help You →		OOO	-
Directory of Services	Employment Job Skills	Contact References	
My Resources >>			
		For help click the ques	stion mark icon.
Quick Menu	Job Skills		
Job Search			
Resumé Builder		Skille	Colort
		Skiis	Select
My Portfolio >	1. advise clients or customers	Building this skills database will	Select
My Portfolio > Orientation Video	 advise clients or customers advise retail dealers in use of sales promotion techn 	Building this skills database will	Image: Select
My Portfolio Orientation Video Services for Individuals	advise clients or customers advise retail dealers in use of sales promotion techn analyze market or delivery systems	Building this skills database will increase the chances of	Image: Select Image: Optimized and the select optim
My Portfolio Orientation Video Services for Individuals	1. advise clients or customers 2. advise retail dealers in use of sales promotion techn 3. analyze market or delivery systems 4. analyze sales activities or trends	Building this skills database will increase the chances of potential employers finding	Select Image: Select
My Portfolio Orientation Video Services for Individuals Career Services	advise clients or customers advise retail dealers in use of sales promotion techn analyze market or delivery systems analyze sales activities or trends 5. call on customers to solicit new business	Building this skills database will increase the chances of potential employers finding your résumé faster. Skill	
My Portfolio Orientation Video Services for Individuals Career Services Job Seeker Services	advise clients or customers advise retail dealers in use of sales promotion techn analyze market or delivery systems analyze sales activities or trends call on customers to solicit new business c. climb ladders, scaffolding, or utility or telephone pole	Building this skills database will increase the chances of potential employers finding your résumé faster. Skill information must be manually	Select Image: Select
My Portfolio Orientation Video Services for Individuals Career Services Job Seeker Services Education Services	advise clients or customers advise retail dealers in use of sales promotion techn analyze market or delivery systems analyze sales activities or trends call on customers to solicit new business c. climb ladders, scaffolding, or utility or telephone pole 7. collect payment	Building this skills database will increase the chances of potential employers finding your résumé faster. Skill information must be manually entered into the system in the	Select Image: Select
My Portfolio Orientation Video Services for Individuals Career Services Job Seeker Services Education Services Labor Market Services	advise clients or customers advise retail dealers in use of sales promotion techn analyze market or delivery systems analyze sales activities or trends call on customers to solicit new business cell on customers to solicit new business comb ladders, scaffolding, or utility or telephone pole collect payment s. communicate technical information	Building this skills database will increase the chances of potential employers finding your résumé faster. Skill information must be manually entered into the system in the Job Skills category.	





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My Individual Workspace		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		
My Dashboard	FLORIDA Here is	your completed résumé. To modify a secti	on, click on a Section Title (e.g. Em	iployment History)
How We Can Help You	>			
Directory of Services	Please review your résumé fo	or accuracy before clicking the save button at the	ne bottom of the screen.	For help click the question mark icon
My Resources	Résumé ID	Résumé Title	Résumé Score	Accessibility
Quick Menu	6429521	Manager Sales & Marketing	85	Online
Job Search			(85)	
Résumé Builder	Create Date	6/20/2018 11:52:42 AM	Last Time Mo	dified 6/22/2018 10:25:00 AM
My Portfolio	•	Attached R	ésumé	
Orientation Video		View vour attached résumé	ר ר	Replace Document
	4			

- You <u>cannot</u> edit the résumé in Employ Florida.
- You can replace the résumé with a new résumé by selecting the Replace Document link.
- The uploaded résumé remains on-line for <u>six months</u>. The résumé may be extended for another six months by selecting the résumé and re-saving it.

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My Individual Workspace	EMPLO	Welco This p	me to My Individual age introduces you to	Workspace To o system featu	om Facilator. <u>View your</u> Ires and offers suggesti	The User
How We Can Help You	My Dashboard	How We Can Help You	Directory of Services	My Resources		the Virtua
Directory of Services My Resources	Job Seeker Se	ervices		X	Financial Services	Recruite
 Quick Menu Job Search Résumé Builder 	Job Se Find c	<u>earch</u> urrent job openings. n <u>é Builder</u> e, store and update your	résumé online.		Overall Budg Evaluate you other income Training Bud Evaluate train training plan	in the Jol Seeker Services
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Services for Individuals		More Job Seeker	<u>Services</u> 🗢		Current Events	

	Cre	eating	a Job	Alert		
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Workspace	EMPLOY Use this	folder to manager your Job S	aved Alerts. Click the Creat	e New Job Alert button to se earch criteria and Click sear	elect a recurring search for jo	obs that match
My Dashboard How We Can Help You	FLORIDA and click	Save Search. This will save	your job search and automa	tically run it on the schedul	e you select.	n or the page
Directory of Services			[Individual Portfoli	<u>o]</u>		
My Resources			dividual Profiles My	<u>Individual Plans</u>		
🔁 Quick Menu			eneral Information ackground	<u>Employment Plan Profile</u> <u>Résumés</u> <u>Job Applications</u>		
Job Search			ctivities lemo	Online Application Virtual Recruiter		
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Orientation Video			ommunications Profile	Benefits Plan Profile		
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With no pre	vious Job A	lerts.				
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Found." T	o begin the	Job	0 Records Found			
Alerts pr	ocess, click	on 🛛	Create new Job Alert			GareerSource
Create r	new Job Ale	rt.	31		www.caree	rsourcebroward.com

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Or My Individual Workspace My Dashboard How We Can Help You Directory of Services My Resources	Please choc (virtual reor WARNING:)	use one of the methods belo uiter), select criteria below, Always be on the lookout fo ted jobs: <u>Marketing Manager</u>	w to view available job op perform the search and th or job scams! Learn more of Integrated Marketing Mana	enings in the area you a en save your search at on how to protect yours ger: <u>Design Marketing Ma</u>	selected. To create an automated job search the bottom of the results screen. elf against online scams and identity theft.
Quick Menu Job Search Résumé Builder My Portfolio Orientation Video	Quick Advan Job Job Search You may enter any combination or Search Criteria Area (Click to change):	Leed Job Search by Employer ch of search criteria below. When Broward County, FL	Job Search by Education you have completed enterin [Search]	Job Search by Skills ng your search criteria info	Job Alert, first choose the Area (location) Key Words (Jo Title), and the
T	Key Words (e.g. Accountant); Show Additional Quick Searc create a new Virtual Recruiter job jobs. Click on the Save search bu	Marketing Manager Show Keyword search Choptions alert please enter your job sear toon at the bottom of the next so	h Options rch criteria in the Keywords te creen to set up your new job a	xt box above and click the : lert and enter key paramete	select Search

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My Individual Workspace	Please provide the information outlined below	
Wonspace	FLORIDA	Enter key
My Dashboard	* Indicates required field	information:
How We Can Help You	Virtual Recruiter Information	
Directory of Services	* Title of Virtual Recruiter Alert: Marketing Alert	Title of Virtual
My Resources	* How often to run: Daily	Recruiter Alert.
Quick Menu	* Notification Method 🗹 Message Center 🗹 Email	
Job Search	Send Email when no jobs found	How often to run
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Orientation Video	Search Criteria Information	Method, and
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Services for Individuals	Field of Search: indicating Manager	-
Career Services	Source(s): Private job board, Corporate, Education	
Job Seeker Services	Institutions, State job board, Government,	Then click Save .

	Run	nin	g the	e Virtua	al Rec	cruiter
Menu		🔒 Home 🛛	🔎 My Dashboard	Þ Sign Out 🛛 🕂 Services	s for Individuals 🛛 🎽	Services for Employers
My Individual Workspace My Dashboard How We Can Help You	Use this folder to manager your Job Saved Alerts. Click the Create New Job Alert button to select a recurring search for jobs that match your requirements. On your next screen, you will need to enter search criteria and Click search. Scroll down to the bottom of the page and click Save Search. This will save your job search and automatically run it on the schedule you select.					
Directory of Services	[Individual Portfolio]					The Virtual Recruiter
My Resources	My Individual Profiles My Individual Plans					is now active and
Quick Menu	General Information Background Activities Meno					is now active and
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Résumé Builder	Documents Employment Goals Search History Profile Training Plan Profile					click Dun
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	To sort on any column, click a column title					Por help click the question mark icon
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