*helpful tips

Receiving unemployment?

A complete registration to be in compliance for unemployment benefits includes an email address, completion of the background and a resume

Remember your username, password, and security question

Do not type your information all in uppercase letter or lowercase letters

Do not use any part of your social security number in your username or password

Pay special attention to the blue text next to fields to ensure proper entries are being made

Provide current contact info, including an email address to receive notifications regarding potential job openings and recruiting events

Click '**Modify Skills**' to customize '**Job Skills**' section by checking skills representing your work experience in each category

How To Get The Most Out Of EmployFlorida

An active EmployFlorida account attracts employers to your resume and is the gateway to a vast array of career planning services offered by CareerSource Southwest Florida.

PART I – GENERAL INFORMATON

1. Log onto www.employflorida.com.

2. If you already have your Username and Password, click on *Sign In*. Enter your Username and Password. Select I'm not a robot, follow directions and skip ahead to Part II.

Don't have a username or password yet?

1. Scroll down to Option 3 – Create A New User Account and choose **Individual**'.
2. Complete all required fields (marked with an asterisk*). Once completed, go to Part II.

PART II – BACKGROUND INFORMATION

1. Open the Menu on the left side of your dashboard (3 dashes) and locate your '**Quick Menu**'.

2. Click on '**My Portfolio**'. Under the '**My Individual Profile**' header, choose '**Personal Profile**'.

3. Click the **'Background'** tab and then click on '**Start the Background Wizard**' button. This will walk you through several sections such as Education and Training, Employment History, (Job) Skills, Desired Work Locations, etc.

PART III – RESUME BUILDING

1. Under the '**Quick Menu'** (located on the left hand side), click the '**Resume Builder**' and then click '**Create New Resume**'.

2. Enter a Resume Title. Choose titles that reflect the job you are applying for. Make them descriptive but brief.
   Poor Resume Titles: John Smith's Resume or A Hard Worker
   Good Resume Titles: Shipping & Receiving Warehouse, LPN

3. Select whether you want your resume available to preferred registered employers online by clicking the button in the Accessibility field

4. .Select the Type of Resume.

5. Click '**Next**' to continue through each step of the Resume Builder.

6. Click Return to ' **Back to Resume List**' or '**Choose Another Job Seeker Service**'. (There is no save button) .

Choosing the '**Comprehensive**' Resume is the best option and is more likely to be found by potential employers. The site will allow you to create up to 10 online active resumes.
Upload or Copy and Paste format is **NOT** recommended because it may require additional formatting, time and effort.

What's Next? Find a Job!

1. Go back to the '**Quick Menu**' and select '**Job Search**'.

2. The next screen offers options to narrow your job search or click '**Search**' to see all listings. **NOTE:** All blue/green job titles are links to more information. Click on job title for additional details.

3. Read job details carefully. If interested and eligible, click '**How to Apply**' button at top of the page and follow prompts.

4. When finished, use your back arrow to return to job listings or to change your search criteria.
   CONGRATULATIONS! You can now start a successful job search effort!