



User ID: _____

Password: _____

**** If you are NEW to Employ Florida: Start at step 1****

***If you are Already Registered: After logging in, skip to step 4 or 6 to upload your resume ***

1. Log on to www.employflorida.com



2. Click on **Sign In**

3. Scroll down to **Option 3 - Create a User Account** and click on Individual.



Write down your User Name and Password. You need it to access your account in the future.

4. To complete your profile Click on the Menu  then **My Individual Workspace - My Portfolio - Personal Profile - (General Information tab)** Verify information; check for Accuracy and Capitalization)

Complete each section. **Ensure** you enter the **desired Job Title**, a valid phone number and email address

Remember to scroll to the bottom of each page and select "Save".



5. Select the **Background Tab - Select [Start the Background Wizard]**

At "Desired Salary", leave it at "ANY" to broaden your options.

Select "Next or Finish" when all entries are done.

[\[Start the Background Wizard \]](#)

6. Select  on left navigation bar under **Quick Menu - Resume Builder**

Scroll down and click on the **(+)** to **Create a new Resume**

Fill in your **Resume Title** that highlights your skills, experience, or what type of job you are seeking, **NOT** your name

7. Select  on left navigation bar **Quick Menu - Job Seeker Services - Virtual Recruiter**

Select **Create new Job Alert.**

Enter a keyword or job title **OR** search by Occupational Group and select **Search**

Scroll down, select **Save search**

Title the Virtual Recruiter with the job title

[Save search](#)

Choose a notification method, and **Save**

You can set-up multiple Job Alerts for different job titles/keywords.

8. Select from the **Quick Menu - My Individual Workspace - My Portfolio - Self Assessment Profile**

Complete all tabs



9. How to do Job Search in Employ Florida:

Select  on left navigation bar **Quick Menu - Job Search**

You can change the area to a different County, ZIP, City

Enter a keyword/job title and select Search



You also have different options to search for jobs:



Maximize your Job Search - Log-in to EmployFlorida.com and keep current

When you log-in to EmployFlorida.com, you will see "My Dashboard". This is your resource center with links to different areas and resources you have available. You have quick access to different topics and information.