HOOSIER TALENT NETWORK CITIZEN GUIDE

HOOSIER TALENT NETWORK 2022

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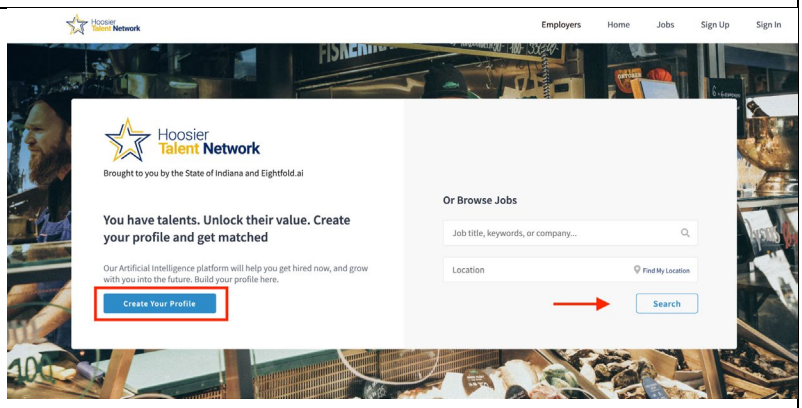
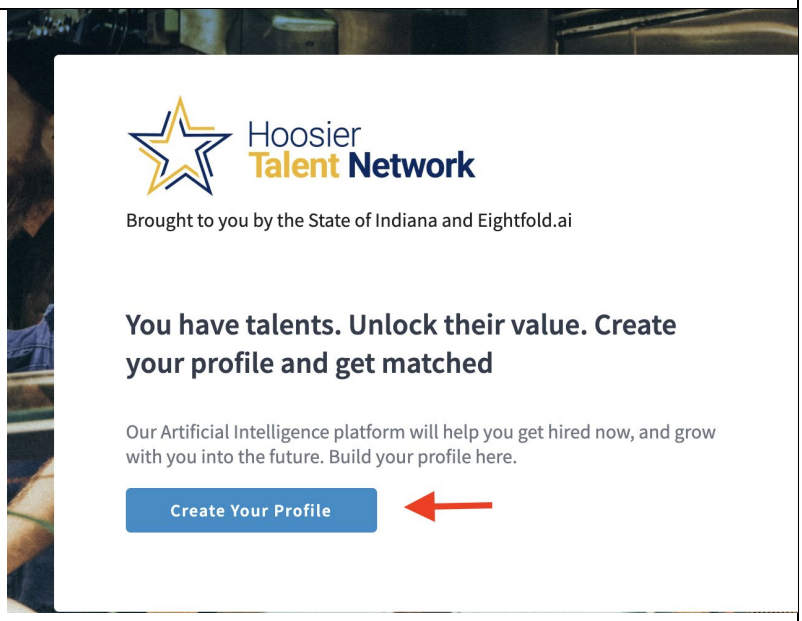
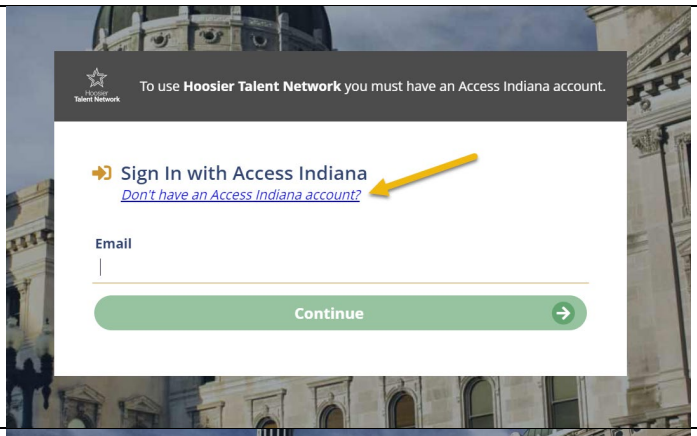
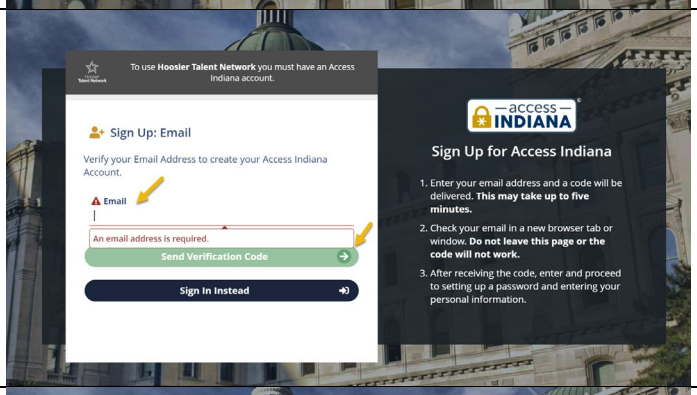
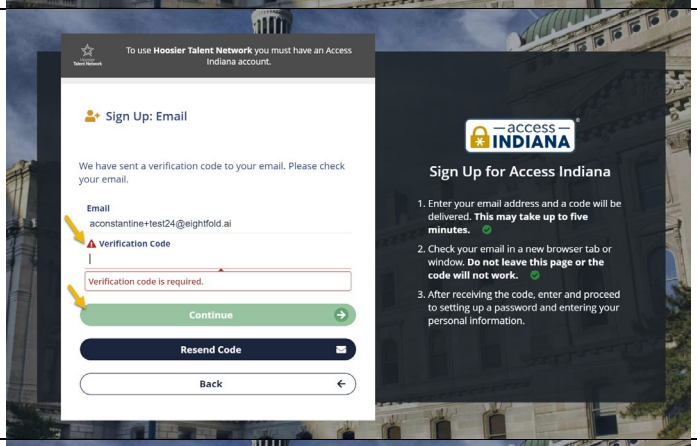
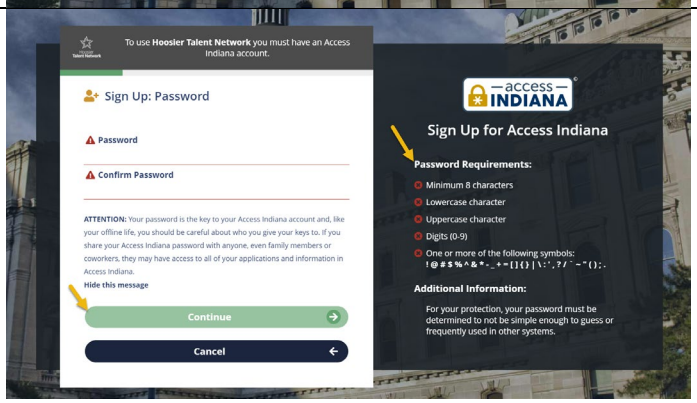
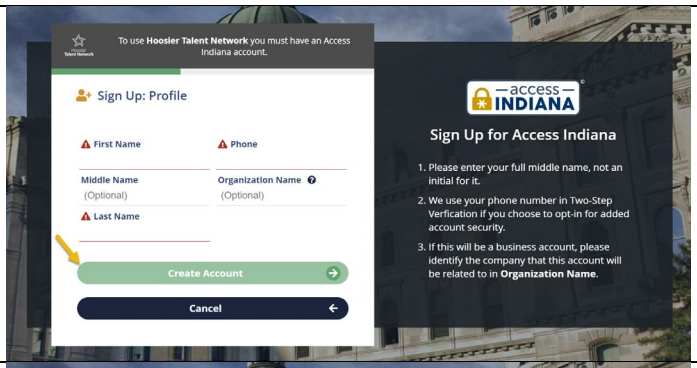
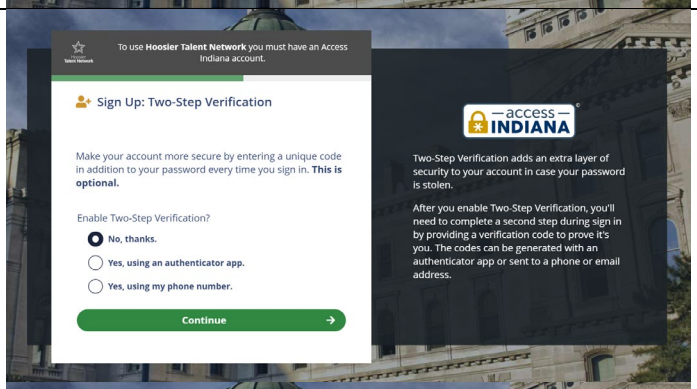
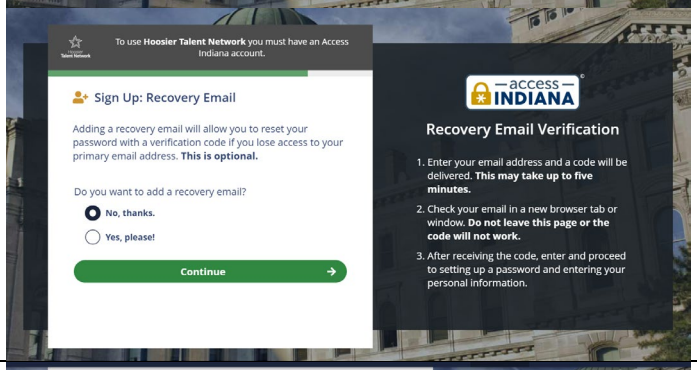
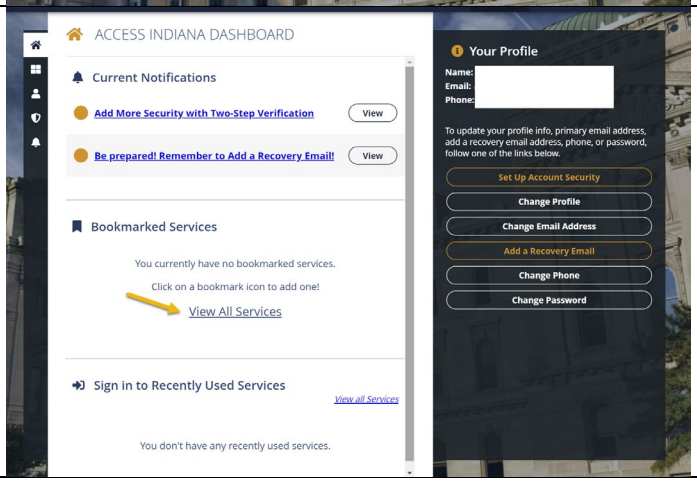
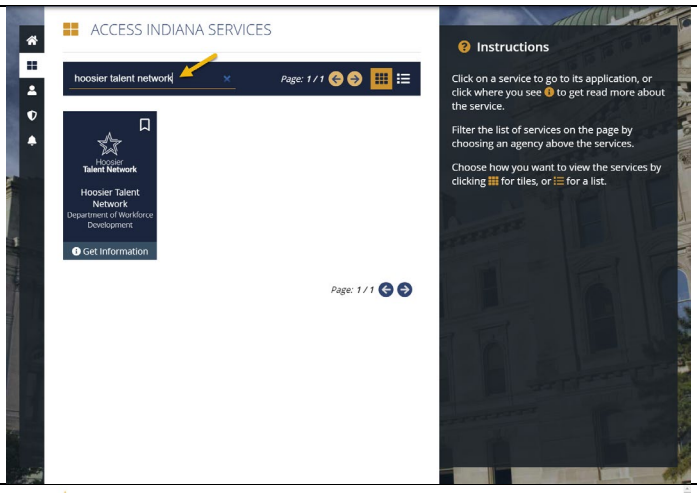
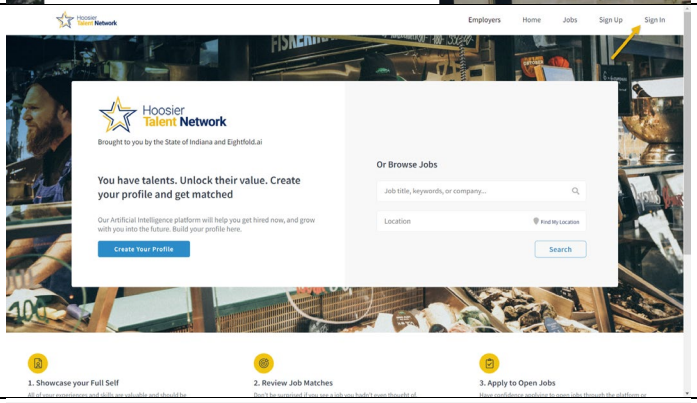
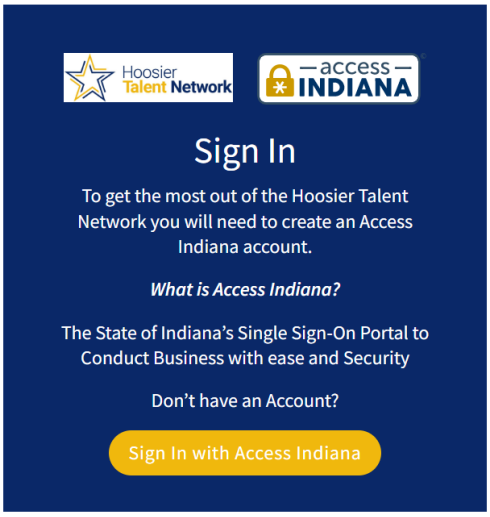
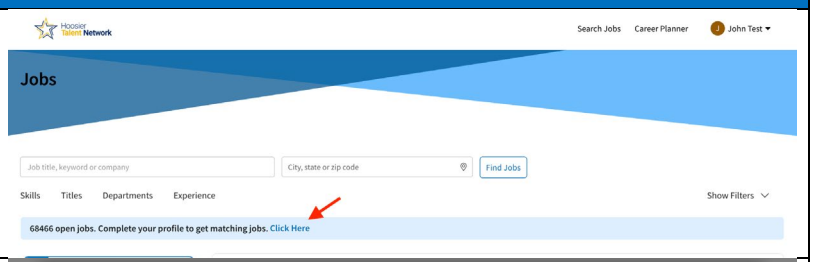
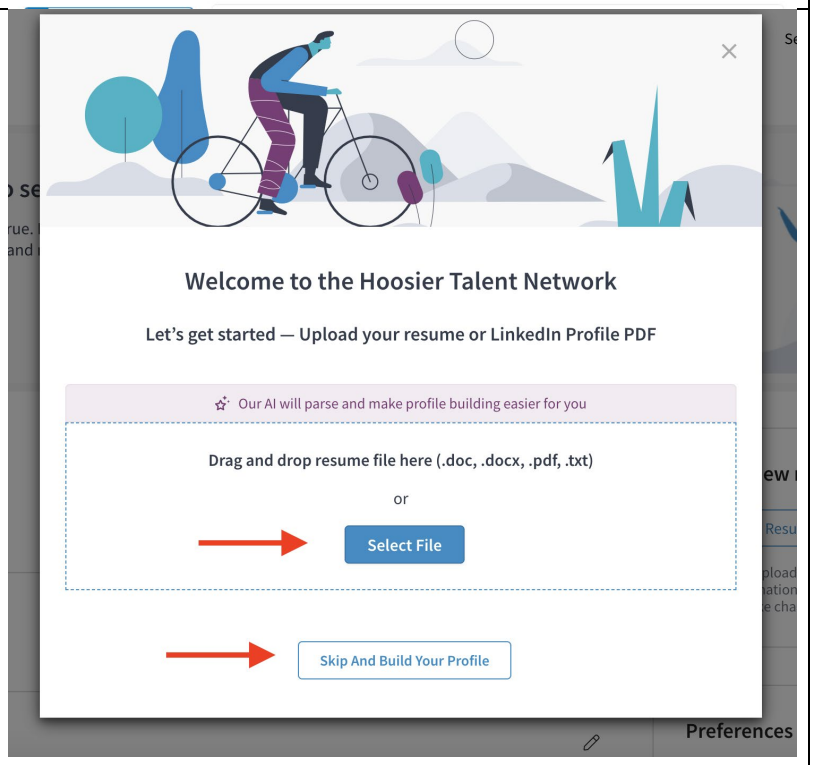
Register for Hoosier Talent Network & Access Indiana SSO	
Register	
Navigate to the following URL: https://www.hoosiertalentnetwork.com/career_exchange/landing/accept	
Click **Create Your Profile** to begin the registration process.	
Click on **Sign In with Access Indiana**.	

If you do not have an Access Indiana account yet, then click **Don't have an Access Indiana account?**. If you have already gone through this process then simply enter in the email address you used and continue.	
If you have selected **Don't have an Access Indiana account?**, then enter in the email address associated with your existing Hoosier Talent Network account and click **Send Verification Code**.	
In a separate tab, check your email inbox for an email with the verification code, then copy and paste that code from your email into the verification code box on the Access Indiana sign up page. Then click **Continue**.	
Create a new password that meets all password requirements, and then click **Continue**. Password Requirements include: • Minimum 8 Characters • Lowercase character • Uppercase character • Digits (0-9) • One or more of the following symbols !@#$%^&*-_=+{}[]|\:',?/"();.	

For the last step, enter your full name into each field and then click **Create Account.**	
Your Access Indiana account is now created! You have the option to set up two factor authentication, and the option to set up a recovery email address. Make your choice and then click **Continue**.	 
Welcome to your Access Indiana dashboard! To access the Hoosier Talent Network, click **View All Services**.	

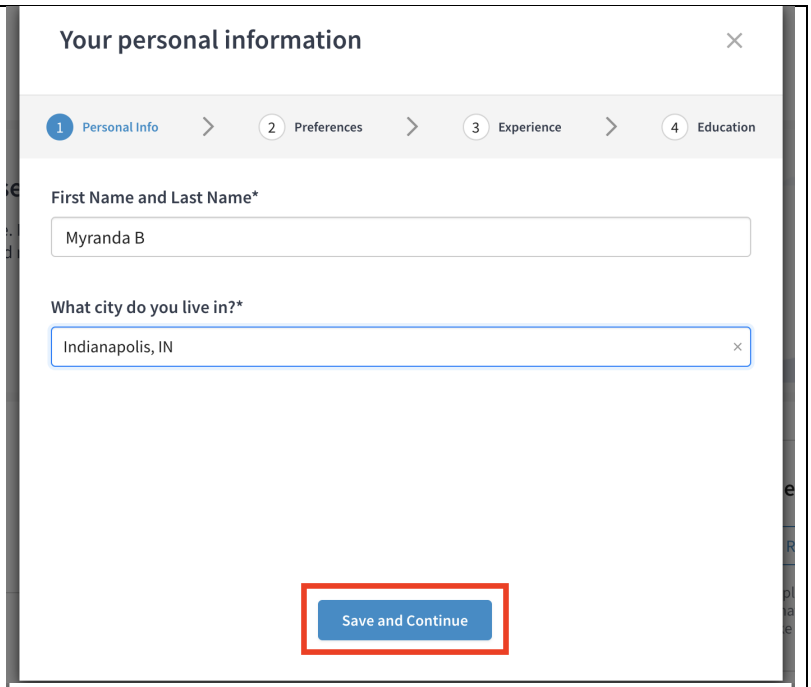
Search for **Hoosier Talent Network** in the top navigation.	
Land on the Hoosier Talent Network homepage, and click **Sign In** at the top right corner.	
Click **Sign In with Access Indiana** - this page will look familiar from your first step.	

You will be automatically logged into your newly created account and be able to enter the Hoosier Talent Network to start getting matched to jobs!	

Create Your Profile	
To create your profile and start getting matched to jobs, go to **Click Here.**	
Either drag-and-drop your resume into the box or click **Select File** to search and select a file from your computer. If you do not have a resume, you can manually create your profile by clicking **Skip and Build Your Profile**.	

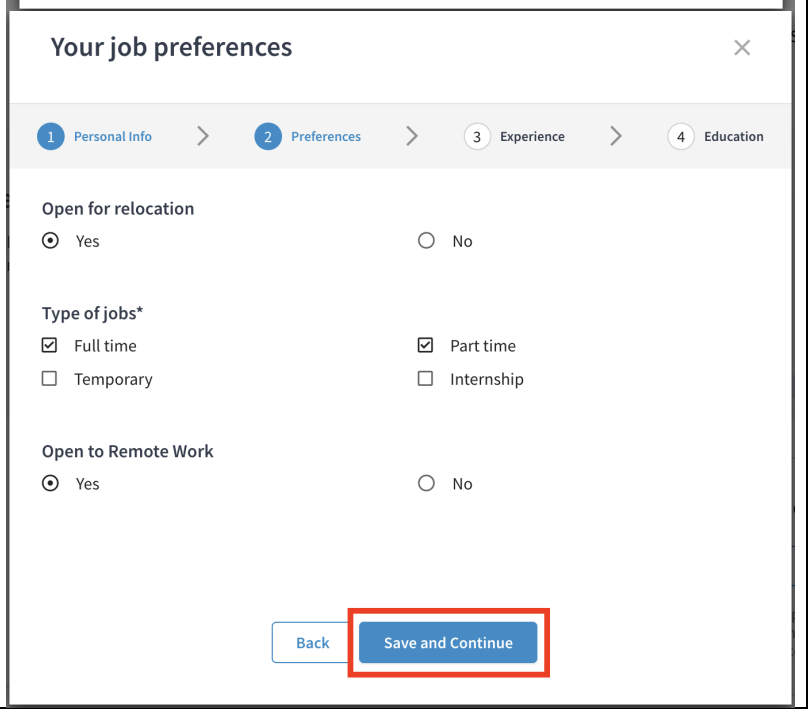
Fill in the first section, *Personal Info.*

Click **Save and Continue** when complete.



Next, fill in the second section, *Preferences.*

Click **Save & Continue** when complete.



The third step is *Experience*. In this section, you will fill out your Work Experience.

If you uploaded a resume, this section is automatically filled out.

Add to or edit the sections as needed.

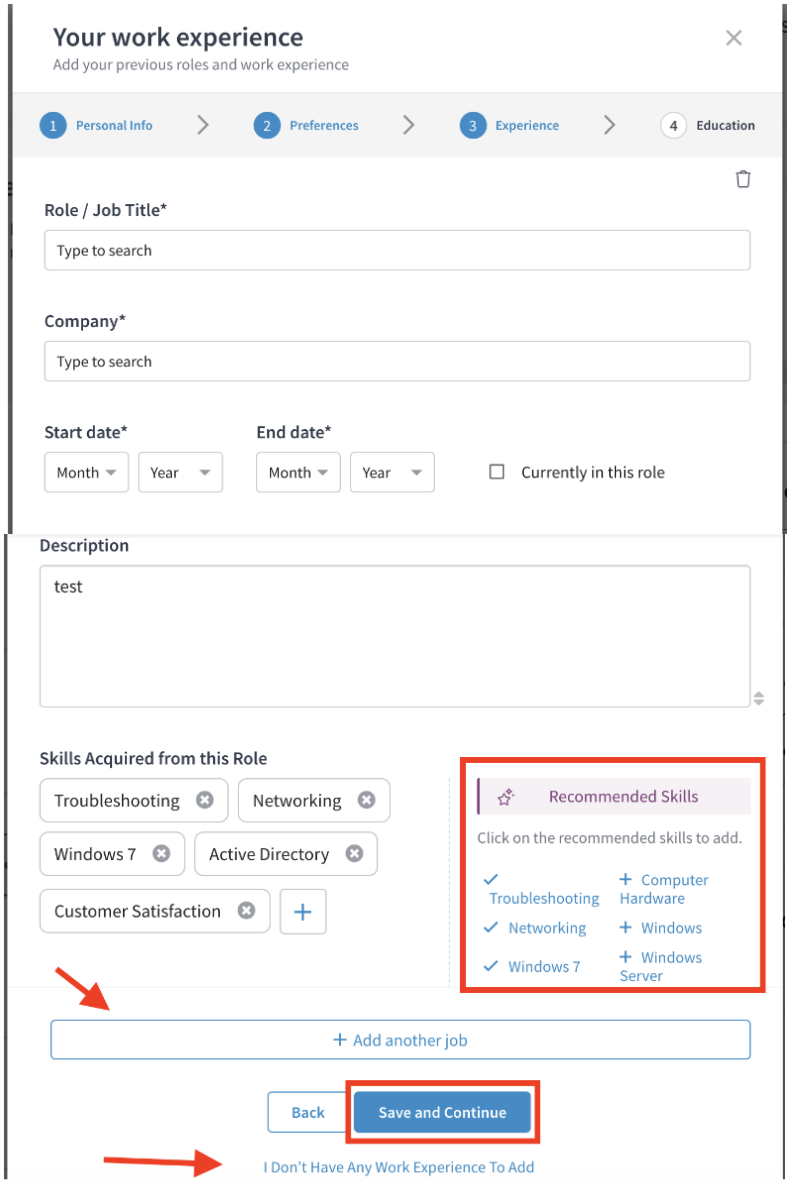
Sections marked with an asterisk (*) are required. You cannot save your profile if values are missing.

if you scroll down you have the option to add more information such as a description about your experience, and skills that you acquired from this role

To add additional experiences click **+Add another job** under each section respectively and fill out the new section.

If you don't have any work experience, click the **I Don't Have Any Work Experience to Add** at the bottom of the page.

Once you finish filling out each section, click **Save and Continue**.



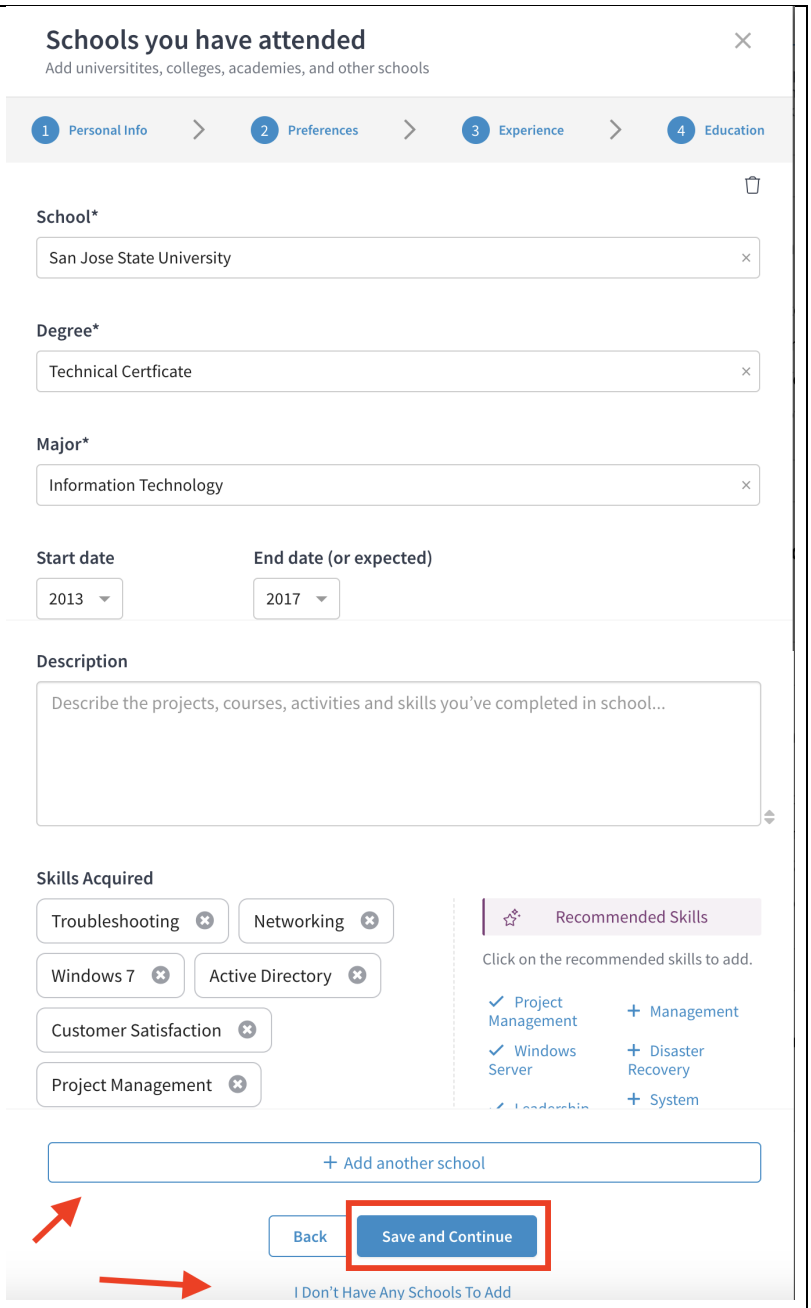
The last section is *Education.*

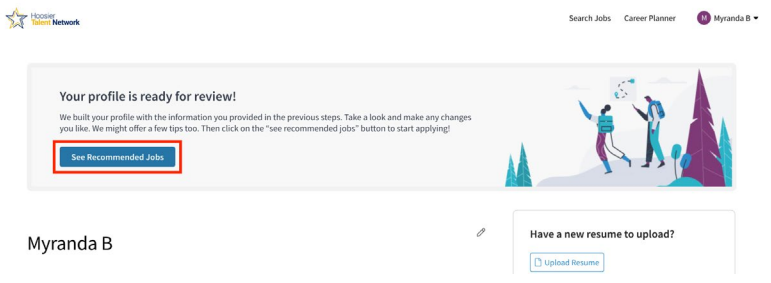
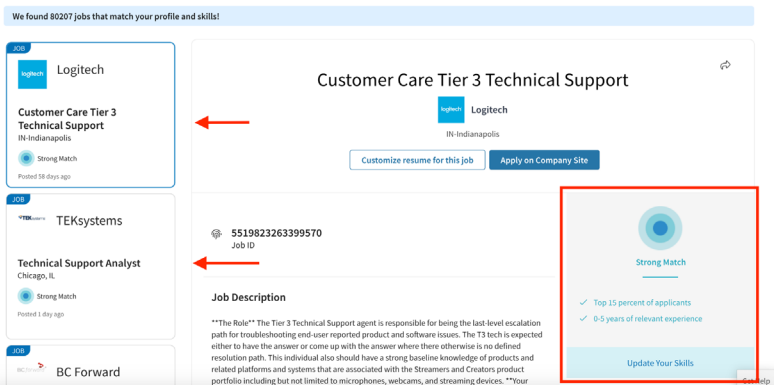
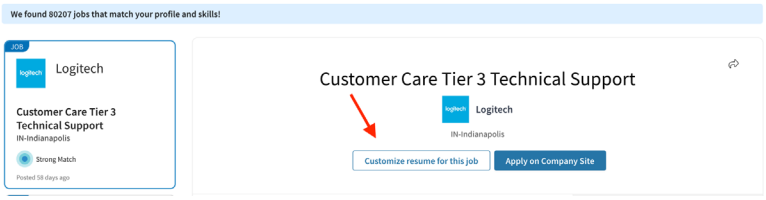
Add skills from the suggested *Relevant skills to add* section and/or search and enter additional skills as needed.

To add another school click **+Add another school** under each section respectively and fill out the new section.

If you don't have any schools to add, click the **I Don't Have Any Schools to Add** at the bottom of the page.

Click **Save & Continue** when complete.



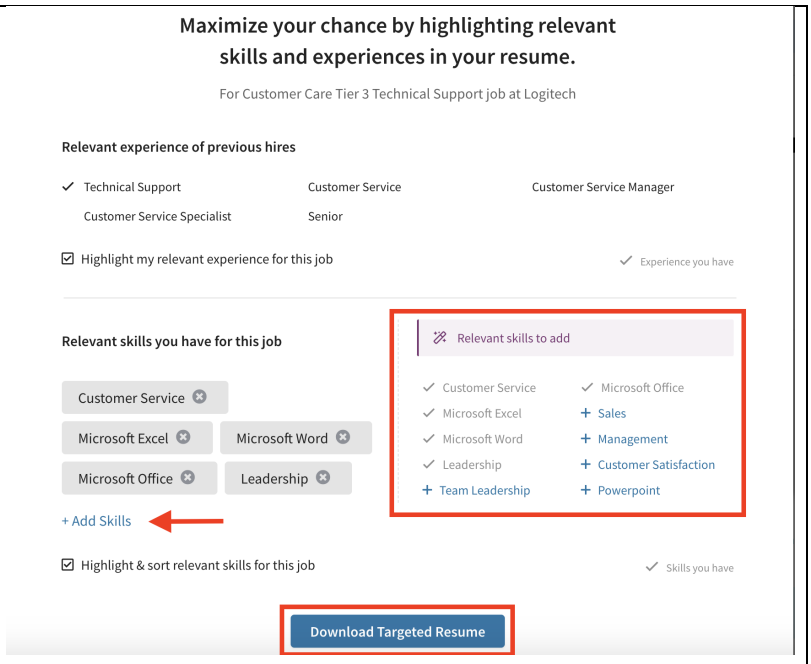
View Recommended Jobs	
Once your profile is created, you can view recommended open and available jobs. Click the **See Recommended Jobs** tile.	
The Hoosier Talent Network will curate a list of matching jobs based on your skills, experiences, and preferences. Positions labeled with *Strong Match* indicate best matched positions.	
Before applying for a position, enhance your resume with key skills required for the position. Click **Customize resume for this job**.	

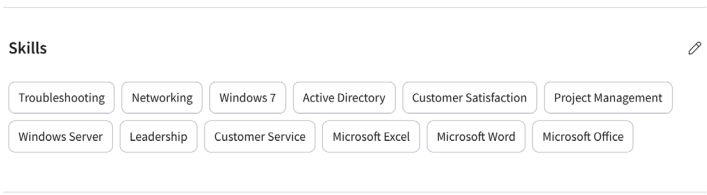
Add skills from the suggested *Relevant skills to add* section and/or search and enter additional skills as needed.

Click **Download Targeted Resume** when complete.

A new PDF resume is generated with the additional skills listed in a skills bank at the bottom.

Note: adding skills to a Targeted Resume does *not* update your profile or permanently update your actual resume.

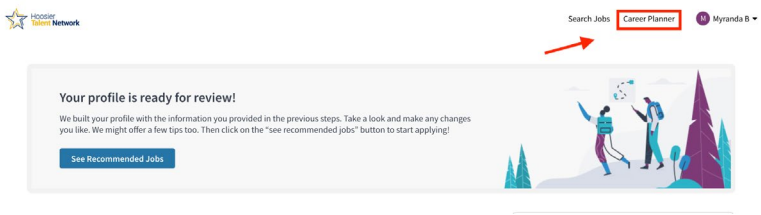




Career Planner

The Career Planner informs you of possible future career paths based on your current skills and experiences.

Click **Career Planner** tile to begin.

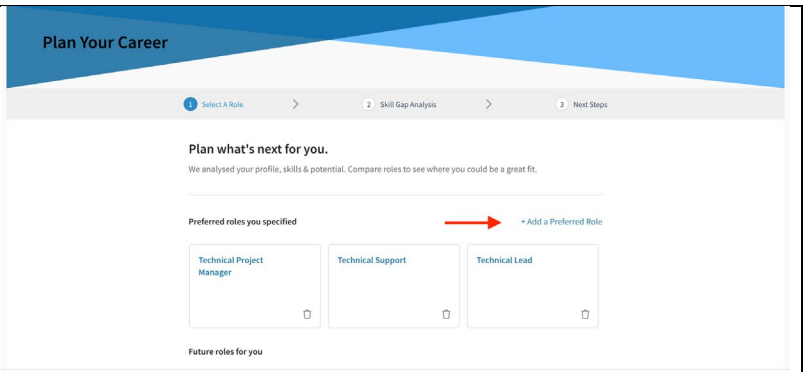


The first step to the Career Planner is to *Select A Role*.

You are presented with two options: roles based on preferences you selected when creating your profile, and possible future roles based on your current skills and experiences.

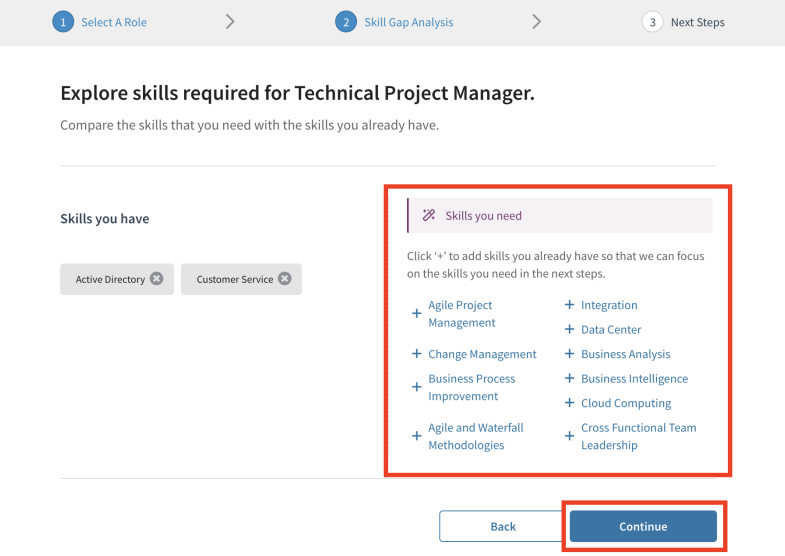
If you haven't selected preferred roles, click **+ Add a Preferred Role.**

Select a role to begin.



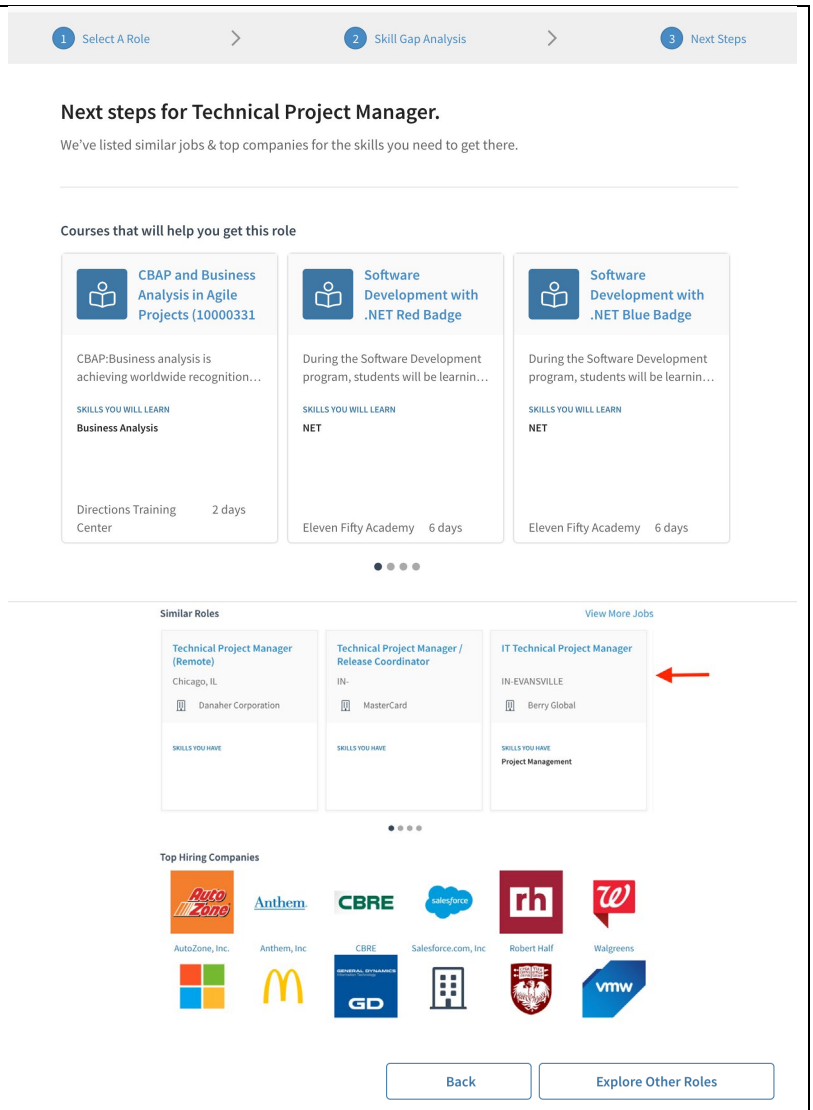
The *Skill Gap Analysis* section presents the common skills of the selected position in comparison to the skills you currently have (based on the profile you created). If you have any of the *Skills you need*, add them to your profile to automatically update it.

Click **Continue** to move onto the last section.



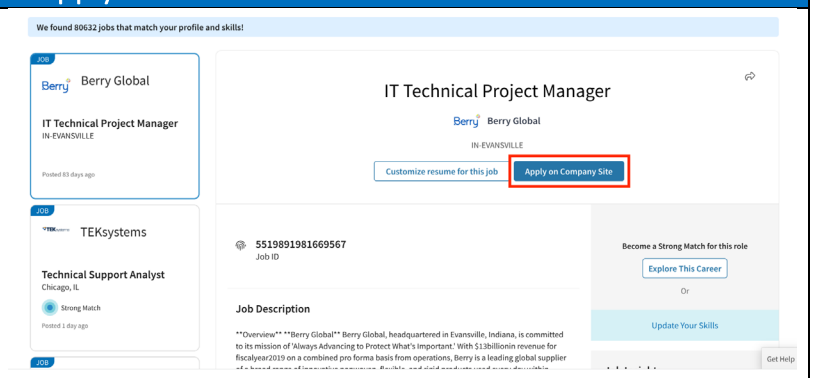
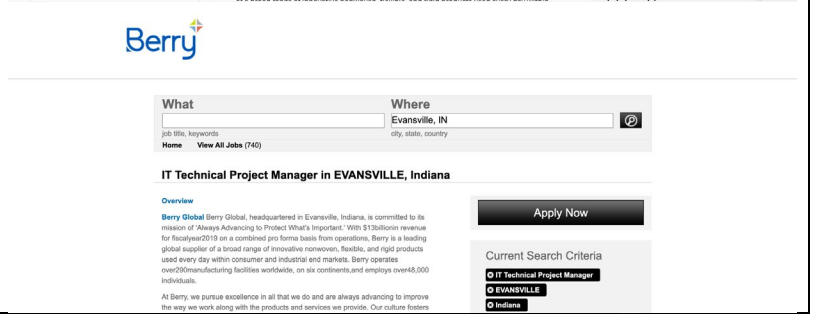
The final section, **Next Steps**, presents online courses that can help you gain the skills you need to develop, and also gives you a sense of companies that are currently hiring for the roles you're interested in.

Select a *Role* to be taken to the job description where you can review the requirements, apply, or click on any of the *Hiring Company* logos to view all of that company's open positions.



Apply to a Position

To Apply, click the **Apply on Company Site** button.



You will then be directed to the company's site where you can apply.