

GET STARTED TODAY!

THE #1 SOURCE OF JOBS

in Indiana

Whether you are looking for a new career, seeking current job market information or exploring training opportunities, IndianaCAREERconnect.com can help.

This brochure will guide you through creating an account, building a resume and searching for a job, all available to job seekers for FREE.

IndianaCAREERconnect.com



INDIANA
WORKFORCE
DEVELOPMENT
AND ITS **WorkOne**.CENTERS

Indiana Department of Workforce Development

Indiana Government Center South
10 North Senate Avenue • Indianapolis, IN 46204

1-800-891-6499 or www.in.gov/dwd

This WIA Title 1-funded program/activity is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.

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USER GUIDE

JOBSEEKERS

CREATE AN ACCOUNT

1. To create an account, go to IndianaCAREERconnect.com
2. Click "Not Registered?"
3. Next you will have the option to register. Click "Register"
4. To register yourself, click "Individual"
5. You will then be prompted to create a username and password. Fill in all of the required fields and click "Next" when complete.
6. Complete your personal and contact information and click "Next"
7. Enter your employment and education history and click "Next"
8. Now, you have registered with IndianaCAREERconnect.com

FORGOT USERNAME AND/OR PASSWORD

1. Click "Forgot Username and/or Password"
2. Select the option that applies to your situation. (Example: Option 1 - Forgot Password)
3. Select "Individual"
4. Click "Next"
5. Enter your information
6. Click "Verify"
7. Respond to security question if requested
8. Click "Verify"
9. Reset your password and security question (Note: Password must be 8 or more characters)
10. Click "Save"

BUILD A RESUME

If you do not have a resume, you can create one.

1. Click "Resume Builder"
2. Select accessibility to employers (visible online or not online) **If you are receiving unemployment insurance you must select visible online**
3. Select resume type
4. Enter a resume title
5. Click "Next"
6. Click "OK"
7. Select your desired location of employment by county
8. Click "Next" when complete

Next, you can work on your resume layout.

1. At the top of the page click, "I will use the current template"
2. Continue through each step of the resume builder entering your resume information. You will need to include information such as;
 - Education
 - Employment History
 - Skills
 - Contact Information
 - References

You may skip any of the information sections by selecting "This step does not apply to me" and then clicking "OK"

Now, you can review your completed resume.

Once you have entered all of your information, you can make changes or updates to content or layout. You can also print, download or e-mail your resume.

UPLOAD YOUR RESUME

1. Click "Resume Builder" on the left side tool bar
2. Enter your resume info
 - a. Select accessibility to employers (visible online or not online) **If you are receiving unemployment insurance you must select visible online**
 - b. To upload your own resume select the "Copy-and-Paste" format
 - c. Name the resume in the title section
 - d. Click "OK" to complete
3. Copy and paste your resume into the text box and click "Next"
4. Fill in your personal information and click "Next"
5. Select the resume layout you prefer (Note: Choose "free text" to keep your resume formatted the way you pasted it into the text box)
6. Click "Save Resume & Return" to complete

SEARCH FOR JOBS

1. Click "Job Search" from Quick Menu option on the side tool bar
2. Select or confirm your desired work location
3. Select search method:
 - **Quick Job Search** – Select any combination of search criteria, then click "Search"
 - **Advanced Job Search and Other Search Options** – Click on the desired option, provide the search criteria and then click "Search"
 - **Review job search results**

APPLY FOR A JOB

1. From the job search results screen, click desired job title link
2. Review the job details
3. Click "Apply for this job," located at the bottom of the page
 - **Some jobs will open a new browser window**, follow the website instructions to apply
 - **Other jobs will display the preferred application method.** This may include a list of WorkOne Centers where you can apply or an option of how to apply

VIRTUAL RECRUITER

Let IndianaCAREERconnect.com search jobs for you.

1. Conduct job search
2. On search results screen, click "Save this Job Search," located at the top of the page
3. Type a title for this job alert
4. Select how often to run
5. Select notification method
6. Click "Save"

