

EMPLOY FLORIDA

QUICK REGISTRATION GUIDE



IT WILL TAKE ABOUT 20-30 MINUTES TO COMPLETE YOUR REGISTRATION

1 BEGIN REGISTRATION PROCESS

- Go to www.employflorida.com click **NOT REGISTERED? LEARN HOW AND WHY**, under the username and password boxes at the top of the page.
- On the next page, you will go to the box indicating Option 3, click on **INDIVIDUAL** and proceed to the next page.
- On this page, you will click **I AGREE** to acknowledge the Privacy Agreement.
- Now, you will begin to enter your personal information to create your account.
- Complete individual information page, then Click **NEXT**

2 YOUR BACKGROUND INFORMATION

- Click **MY INDIVIDUAL PROFILE** on the left hand side tool bar
- Click on **PERSONAL PROFILE** folder (1st folder)
- Click on the **BACKGROUND** tab; and click on **START BACKGROUND WIZARD** tab, This step will automatically transfer information to your "Résumé" so that you do not have to enter the information twice.

There are several easy steps, the wizard will walk you through them all, including:

- Entering your education
- Training qualifications
- Work history - enter as much of your work history as possible
- Entering job type
- Entering desired occupation(s)
- Entering desired worksite location(s)
- Entering desired salary, etc.
- Click **NEXT, Step II – Your Background Information** is complete

3 COMPLETING A FULL REGISTRATION

- Click Resume Builder on left side of tool bar under **QUICK MENU** box
- Click on **CREATE NEW RÉSUMÉ**
- Select How you want your résumé to be viewed by employers
- Enter Résumé Title, review all information for needed corrections before creating résumé when finished, Click **NEXT**
- Click **SELECT RÉSUMÉ & RETURN** OR select **ANOTHER JOB SERVICE**
- Save Résumé and **CLOSE**

4 TO LOOK FOR A JOB (Job Search)

- Click on **JOB SEARCH** on your left hand side tool bar.
- You have the option to search by: occupation group, salary, education level, etc.
- Click on the **JOB TITLE DESCRIPTION** you want to apply for,
- Follow instructions to apply for the job(s) you selected.

My log in ID is:

My password is:



(904) 356-JOBS (5627)
www.careersourcenefl.com



www.employflorida.com

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Cut this card out and keep in a safe place for reference.

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