Employ Florida (EF)
QUICK REGISTRATION GUIDE

It will take about 10-30 minutes to complete your registration.

Step 1 to Begin Registration Process
- Go to www.employflorida.com **click** "Not Registered," located on upper right side of page
- Then **click** "Individual"
- Read agreement, Check off understanding box and **click** "I Agree" to begin entering personal information
- **You must complete all required fields to move forward to next page.** When finished **click** "Next"
- Registration is complete when you **click** "Finish"

Step 2 to Completing your Full Registration
- **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 2 "your background information" is complete

Step 3 of 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"

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

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Employ Florida (EF)
USER ID AND/OR PASSWORD RESET INSTRUCTIONS

1. Click on the Forgot Username/Password link at the top of the page

Username	Password	SIGN IN	† Please select a language: ▼

Screen Reader Theme | Not Registered? Learn How and Why | Forgot Username/Password?

2. Select Option 3 –Forgot User Name and Password

Option 3 - Forgot User Name and Password

If you have forgotten your User Name and password, please click retrieve both. You will be prompted for information about your account, and when matched, you will establish a new password then have access to your account.

3. Select "Individual" and click on Next
   NOTE: Do NOT click on "Go to Contact Staff" as this will result in you receiving an email with the same instructions as this form.

* Did you register as   ◉ Individual
                         ○ Employer

                         Next >>

[Go to Contact Staff]

4. Enter your personal information: First & Last Name, Zip code, Date of Birth, Social, Zip and click on Submit

Your Information

* First Name: _____
* Last Name: _____
* Date of Birth: _____ (mm/dd/yyyy) 🗓

* Social Security Number: _____ (no dashes) !
* Confirm Social Security Number: _____ (no dashes)
* Zip Code: _____

Submit

5. Answer the Security Question that you selected when first creating the account and click Verify

Security Question Response

Security Question: What is your favorite pastime?
• Security Question Response: _____

6. The system will then provide your Username and allow you to create a new password.

7. If you have any problems or questions, please see a CSPIN representative for assistance.

How to Get the Most out of EF
STEP-BY-STEP GUIDE TO EMPLOY FLORIDA

HELPFUL HINTS:

Receiving unemployment? You already have a partial registration. Contact CareerSource Pinellas Staff for your username and password.

- Remember your username, password and security question

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

- Do not use your social security number for your username

- 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

You MUST have your background information complete and have an active online résumé in Employ Florida. This will allow you to access a wide range of CareerSource Pinellas (CSPIN) services and Employ Florida features. Employers and CSPIN Staff also use this information to find potential candidates for job openings.

PART I – JOB SEARCH
1. Go to **www.employflorida.com**.
2. Click the 'Find a Job' button in the middle of the page.
3. Input your area and keywords. Narrow down your search by selecting a specific tab at the top of the page.
4. Click the 'Search' button.
5. Choose a job of interest and click 'How to apply for this job'.
6. Enter your Username and Password when prompted.

> **Don't have a username or password yet?**
> 1. Click the link 'Not Registered? Learn How and Why', and then select 'Individual' from 'Option 2 – Create A User Account'
> 2. Complete all required fields (marked with an asterisk*). Once completed, go to Part II.

PART II – BACKGROUND INFORMATION
1. Under the Quick menu (located on the left hand side), click 'My Portfolio' tab. In the 'My Individual Profile' tab, click on the first folder: 'Personal Profile'.
2. Click the 'Background' tab; and click on 'Start the Background Wizard' button.

PART III – RESUME BUILDING
1. Under the Quick menu (located on the left hand side), click 'Résumé Builder' then click 'Create New Résumé'.

> Automated Entry and Copy and Paste format is NOT recommended because it may require additional formatting, time, and effort.

2. Select whether you want your résumé available to preferred registered employers online by clicking the button in the Accessibility field.
3. Select the Type of Résumé:

> Choosing 'Internal 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 résumés.

4. Enter a Résumé Title. Choose titles that reflect the job you are applying for. Make them descriptive but brief.
   - Poor Résumé Titles: John Smith's Résumé, A Hard Worker
   - Good Résumé Titles: Shipping & Receiving Warehouse, LPN
5. Click 'Next' to continue through each step of the Résumé Builder.
6. Click 'Save Résumé & Return' to complete your résumé.

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How to Perform a Job Search in EF

STEP-BY-STEP GUIDE TO EMPLOY FLORIDA

HELPFUL TIPS:

- Use multiple search options to expand or narrow your search.

- A preferred employer is marked with a gold star (⭐).

- Read the entire job description. Only apply to jobs you qualify for.

- Always follow application instructions when applying to jobs.

- When applying via mail, email or fax remember to introduce yourself in a professional manner and tell the employer why you are contacting them.

- Always follow up after submitting your information to a job posting.

- Keep a job log. Jot down as much information as you can, including the date you applied and the contact person.

You MUST have a completed profile and an active resume in Employ Florida (EF) in order to apply for jobs in EF.

JOB SEARCH

1. Go to **www.employflorida.com**.
2. Sign in using your Username and Password.
3. Under Quick Menu located on the left side of the screen, select Job Search.
4. Select a specific tab at the top of the page to narrow down your search:
   - Quick Search – select any combination of quick search criteria.
   - Advanced Search – select any combination of advanced search criteria.
   - Job Search by Employer – Choose an employer search method, continue search, and click the desired employer name.
   - Job Search by Education – Choose an education.
   - Job Search by Skills – Choose a match ratio (70%, 50%, 25%, or all jobs).
   - Job Search by Resumé Criteria – Choose a resumé to search by its desired salary, occupation, and education level.
5. Click the 'Search' button.
6. Choose a job of interest and click 'How to apply for this job'.

HOW TO APPLY FOR A JOB

1. Review the job details.
2. Click 'How to apply for this job'.
3. For external jobs, a new browser will open; follow website instructions.
4. For internal jobs, apply via employer's preferred application method.

Resume	Mail	Nearest CSPIN center
Application	Fax	Company Website
E-mail	In-Person	

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Labor Market Information in EF
STEP-BY-STEP GUIDE TO EMPLOY FLORIDA

HELPFUL TIPS:

Use LMI to determine:

...how a salary listed on a job compares to the area's average.

...what keywords are needed for your resume.

...if a company you're interviewing with recently laid off workers.

...if further training is needed for a specific career path.

...if relocation is beneficial.

...what career path is worth pursuing.

Other LMI websites:

www.bls.gov

www.floridajobs.org

freida.labormarketinfo.com

www.onetonline.org

www.careeronestop.org

www.dol.org

You MUST have a completed profile in Employ Florida (EF) to view Labor Market Services.

Labor Market Information (LMI) is information about labor market trends, statistics, and economic and demographic data.

HOW TO SEARCH FOR LABOR MARKET INFORMATION
1. Go to **www.employflorida.com**.
2. Sign in using your Username and Password.
3. Under Services for Individuals located on the left side of the screen, select Labor Market Services.
4. Choose from five (5) different categories:
   - Labor Market Facts - Find answers commonly asked questions about the local labor market.
   - Area Profile - Get a summary of the labor market in a selected area.
   - Industry Profile - Access labor market information on industries in a selected area.
   - Occupational Profile - Access labor market information on occupations in a selected area including wages
   - Florida FREIDA - Launch Florida FREIDA and analyze in detail current and historic labor market data and statistics.

WHY USE LABOR MARKET INFORMATION?
LMI provides important information about each state's economic infrastructure:
   - Explore current wages and trends by occupation
   - Compare local wages
   - Compare employment and industry trends
   - Indentify fast growing occupations and industries
   - Locate occupations with the largest employment
   - Discover jobs of the future
   - Skills requirement for various employment
   - Downsizing or layoffs occurring

Knowing and understanding **Labor Market Information** will assist with your job search, building your resume and in an interview. Please speak to a CareerSource Pinellas staff member to learn more.

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Virtual Recruiter in Employ Florida
STEP-BY-STEP GUIDE TO EMPLOY FLORIDA

HELPFUL TIPS:

- Be specific with your job alert title. It will be used to identify one Virtual Recruiter search from another.

- Set the how often to run option to "Inactive" if you no longer wish to have the system automatically search for jobs.

- Your standard incoming text message rates will apply when using the text message option.

- To view a list of your Virtual Recruiter alerts, under the Quick Menu located on the left side of the screen, select Resume Builder. The Virtual Recruiter alerts will display on the 4th tab.

  You can also run your Virtual Recruiter searches anytime by clicking Run in list view section.

You MUST have a completed profile in Employ Florida (EF) to setup a Virtual Recruiter alert.

The **Virtual Recruiter** function in Employ Florida alerts you when specified jobs are available. You can set key parameters such as the alert name and how often it will run.

HOW TO CREATE A VIRTUAL RECRUITER ALERT

1. Go to **www.employflorida.com**.
2. Sign in using your Username and Password.
3. Under Quick Menu located on the left side of the screen, select Job Search.
4. Conduct a job search.
5. Click on the Save Search button located at the bottom of the page. You will be redirected to the Virtual Recruiter page.
6. Type a title for this job alert.
7. Select from the drop-down box how often to run.
8. Select method of notification. A notification will automatically be sent to your Message Center in EF. Email and text message alerts are also available.

Email

The job alert will be sent to the email address provided in your General Profile. Make sure to verify if it is correct.

Text Message

If you select to receive job alerts as a text message, the option to enter the cell phone number will appear. Select the time of day that you wish to receive text message notifications of Virtual Recruiter results on your cell phone using the dropdown menus. If you provided a text message cell phone number during the registration process, it will be displayed. Make any changes to the number as necessary.

9. Enter expiration date. Default date is set to 90 days.
10. Click Save.

Note the Search Criteria Information section. This section shows the search criteria information that you selected when you created this Virtual Recruiter. This information is for reference purposes and cannot be changed.

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EMPLOY FLORIDA
SILVER EDITION

The Employ Florida - Silver Edition has been created to address the mutual needs of Florida businesses and organizations and Florida jobseekers over 50. It is sponsored by CareerSource Florida, the Florida Department of Elder Affairs, the Florida Chamber of Commerce, the Governor's Commission on Volunteerism and Community Service, and other members of the Silver Edition Task Force.

What is the purpose of this website?
The purpose of this website is to provide useful information to job seekers who wish to remain in or return to the workforce beyond "retirement".

Are businesses actively looking to hire older workers?
Forward thinking businesses are seeking ways to attract older adults. Many consider themselves older worker friendly because they:

- Actively seek and desire more experienced, even retired, employees;
- Are willing to provide on-the-job training;
- Are adapting human resource practices to address the demographic shifts, especially in Florida, with a dramatically increasing older population; and,
- Offer more flexible working arrangements including variable work hours, temporary work assignments, transition into retirement, sabbatical options, and non-traditional working arrangements (such as working from home or creative work schedules).

I'd like to see what jobs are available at older worker friendly companies. How do I find these jobs?
You can search for local job opportunities by simply entering your Florida zip code and selecting the type of opportunity you are seeking. Your search will take you to the Employ Florida website. Once there, if you wish to
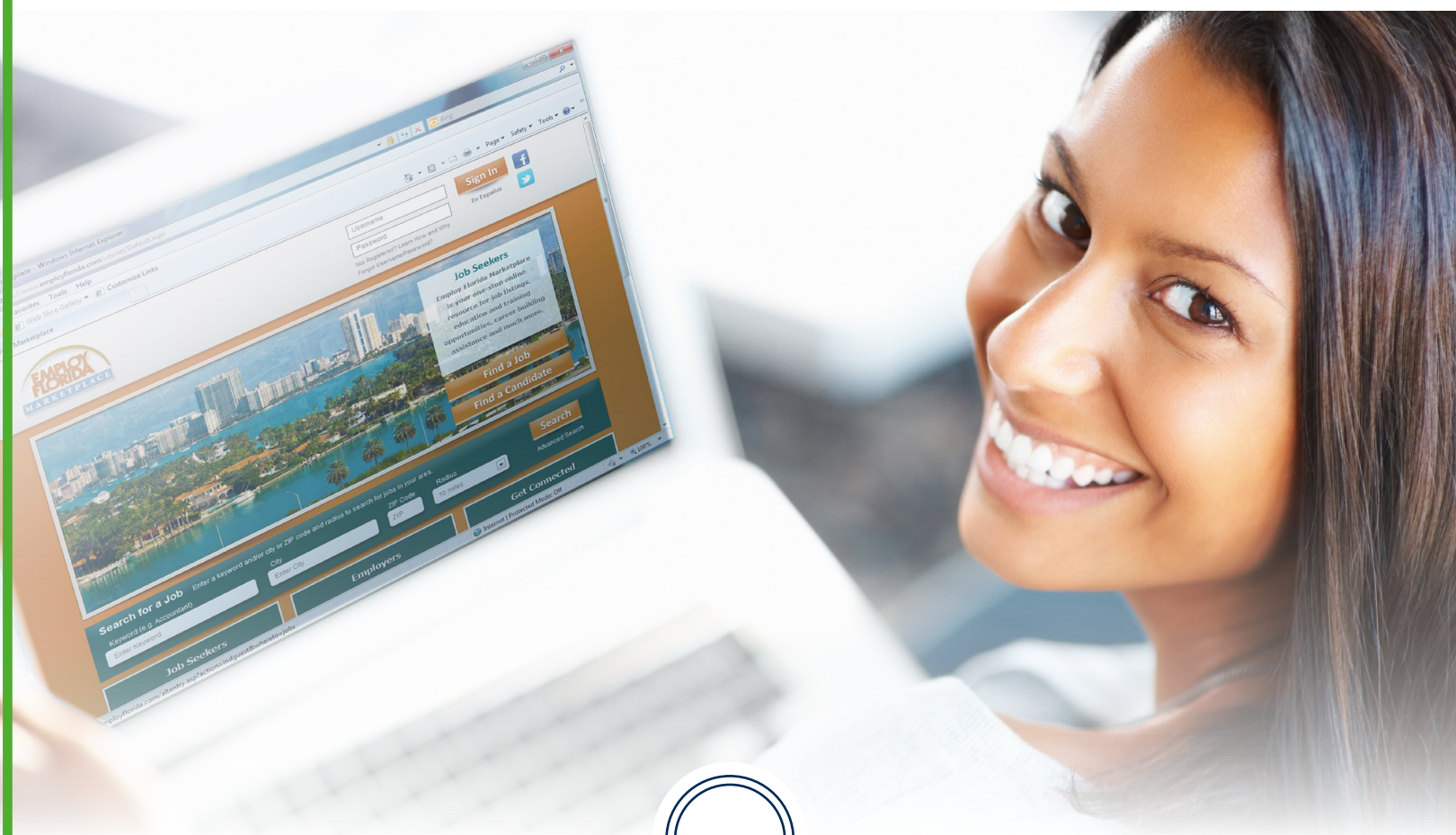
silver.employflorida.com

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Why Use Employ Florida (EF)

ACCESS TO THOUSANDS OF LOCAL CAREER OPPORTUNITIES

- Search for available jobs
- Create & upload professional resumes and letters
- Post your resume for employers to view
- Receive automatic notifications of new job matches
- Take and save skill assessments
- Maintain records on employers that interest you

www.employflorida.com

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