

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