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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