JOB SEEKER USER GUIDE



Welcome to The Job Connection!

This simple overview sheet is to help you get familiar with the features The Job Connection has to offer Job Seekers. Follow the steps below to successfully create your job seeker profile and get seeking!

1. Sign up/Create an Account

- Go to your *local Job Connection* website and Click on the Create an
 Account button on the home page.
- Click on Job Seeker and complete the registration form.
- 3. After you register, you will receive an email confirmation and introduction to The Job Connection.

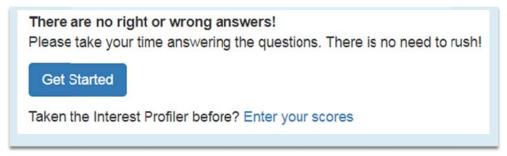
Create an Account

2. Find your Job Interests

The Interest Profiler is a quick and fun survey designed to help you find what jobs you might be interested in and good at. It then helps you find any job on the site that matches your results!

- 1. Click on the Interest Profiler Tab in the menu.
- 2. Click **Get Started** at the bottom of the page to begin or enter your scores below the start button if you have already taken this survey.

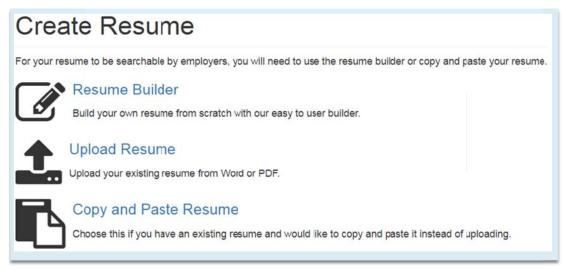




3. Create your Resume

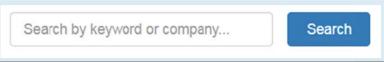
- 1. Go to the Resumes tab.
- 2. Select Create a New Resume
- 3. Select which type of resume you want to build, or add an existing resume. You can keep more than one type of resume on your account. You will be able to find, edit, delete and activate them all under the Resumes tab.

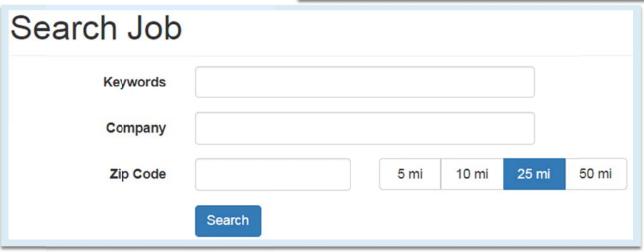




4. Search for Jobs

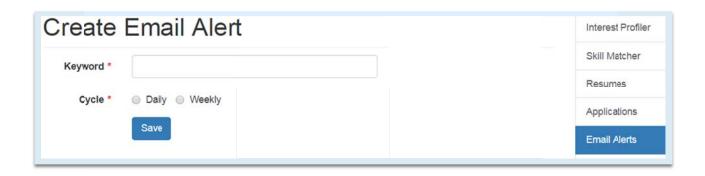
Use the Search Jobs tool to find jobs you are interested in. Use keywords in the search box to go right to what you are looking for.





5. Set up Email Alerts

- 1. Take the keywords of your job search and add them to the **Email Alert** system. Email Alerts look for jobs that match your keywords.
- 2. Add as many keywords as you want and select if you want emails daily or weekly.
- 3. Keywords you have activated can be disabled or deleted under the Email Alert tab.
- 4. Jobs that match your keywords will be delivered to your email on a daily/weekly basis.



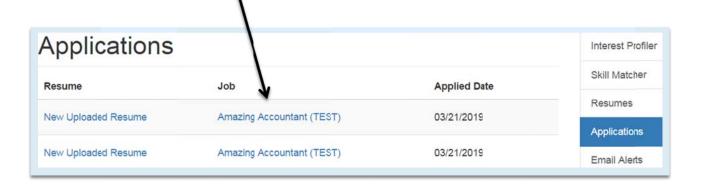
6. Apply

Once you find a job matching your interests, the **Apply Now** button takes you directly to the employers' application or to submit applications via our site.

Applications

You can also **keep track** of all applications you have submitted to easily track and know when you need to reconnect with employers.

Requirements • 5+ years accounting experience • Expertise with QuickBooks • Extensive knowledge of US GAAP • Advanced computer skills in MS Offic • Excellent organizational, problem-solv • Additional experience in Audit and Int • Experience with SaaS companies • CPA certification



7. Join the Prayer Network

One of our **most powerful** tools is prayer. Engage with our nationwide prayer network by requesting prayers and praying for others.

 Post prayers or click the Pray button to share prayers and encouragement with other job seekers.

