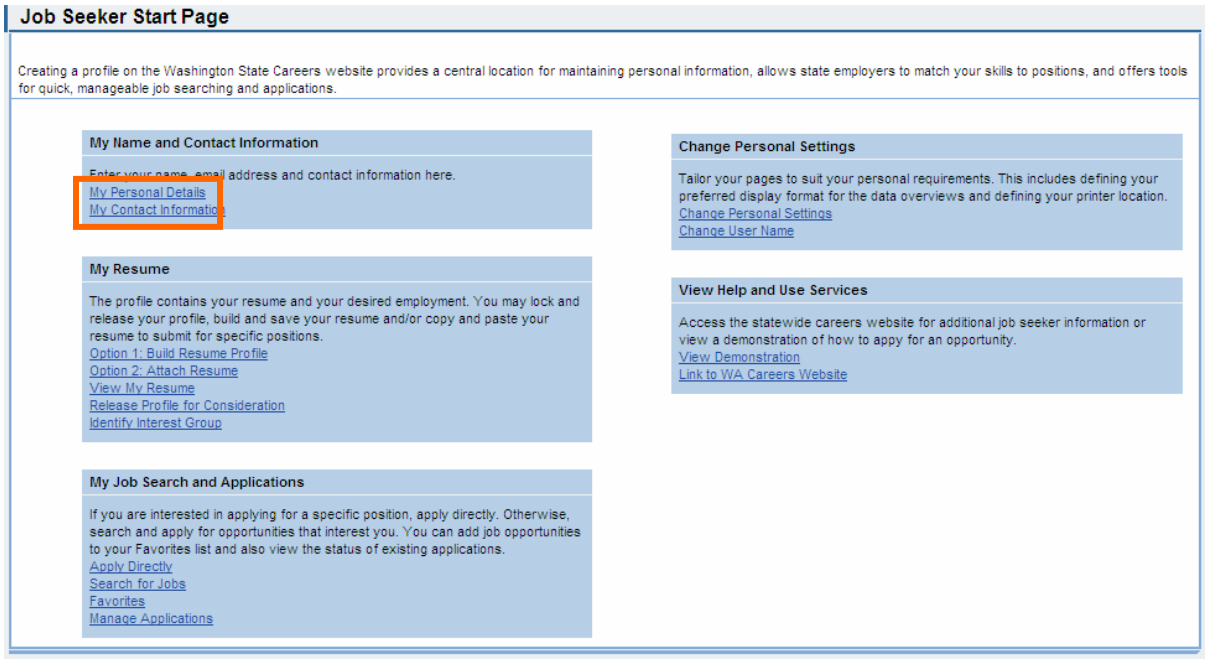
Create Your Profile

Your profile becomes your online resume with Washington State. Since you create your profile only once, it is easy to apply for several jobs. If you choose not to create a profile, you will have to re-enter your qualifications, skills, and education every time you apply for a job.

Your profile contains your personal information, your education, work experience, qualifications and employment preferences. You will be able to attach documents that you feel are relevant to your profile, such as your resume, certificates, scanned transcripts or letters of reference.

Your profile becomes part of the talent pool and can be accessed by recruiters looking for individuals to fill jobs in their agencies. Take your time and complete your profile as comprehensively as possible so it will be matched against a full range of suitable positions.

Begin your profile by selecting 'My Personal Details'

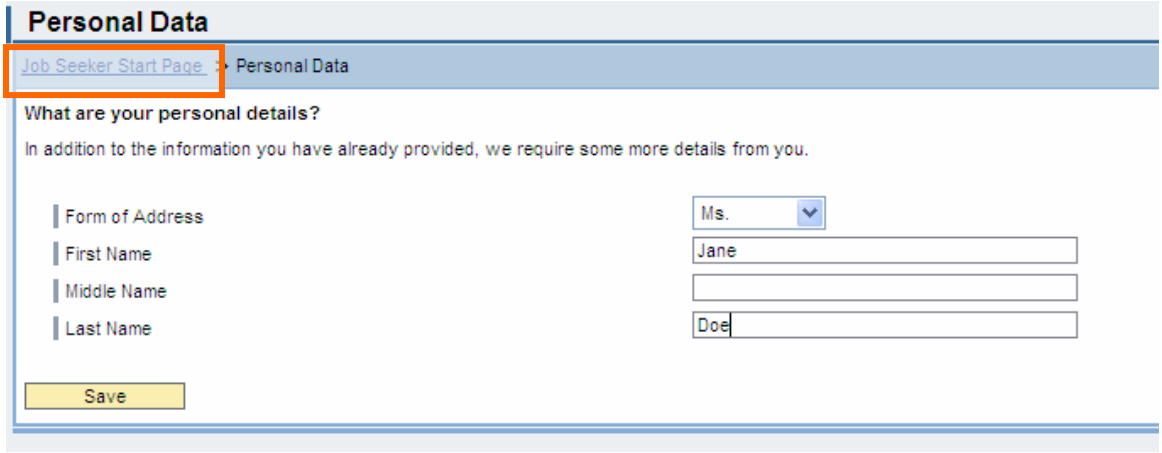


Entering your Personal Data

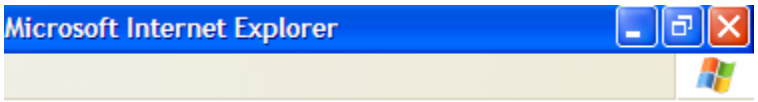
The first step in creating your profile is to enter your personal data. This is the name that will be shown on your profile.

After completing information on each page, be sure to click "Save"

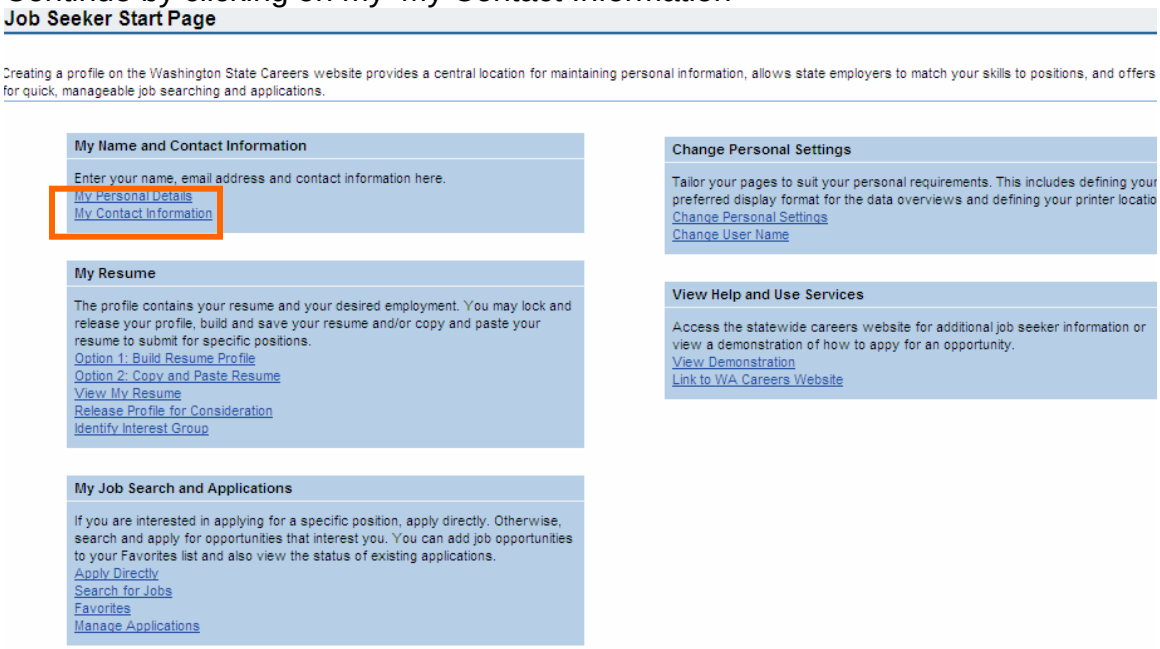
To return to the Job Seeker start page click on the "Job Seeker Start Page" in the upper left hand corner of the page. **Caution: use of the internet 'back button' will take you out of the Job Seeker web site.**



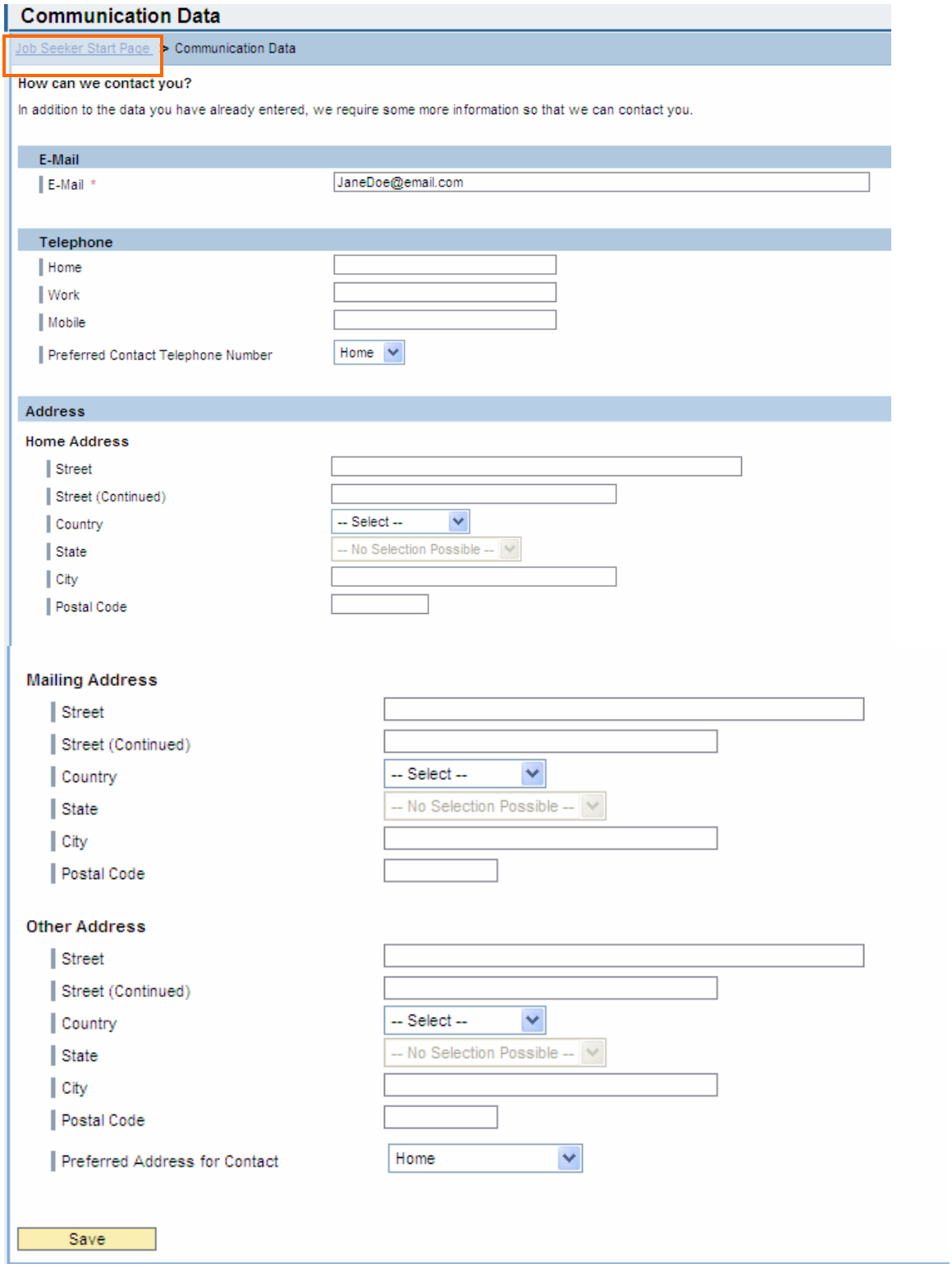
If at anytime you wish to exit this application click on the red X in the upper right hand corner of your screen. Remember to save any information you have entered prior to closing the application.



Continue by clicking on my 'My Contact Information'

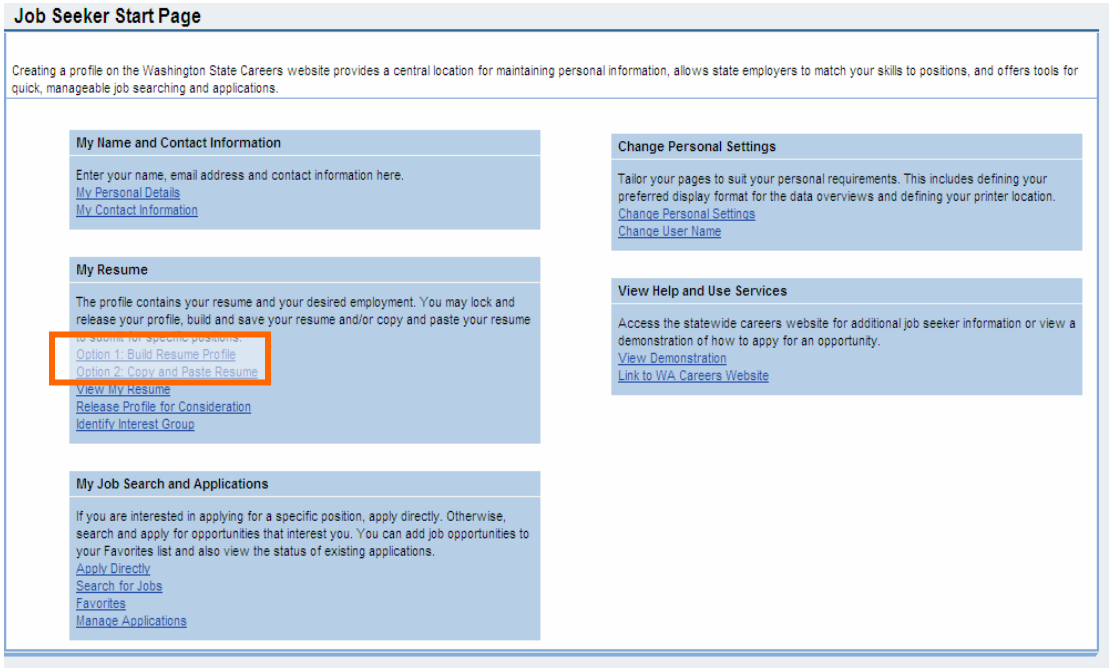


Complete this section to ensure we are able to contact you with job information. When you are done, do not forget to click 'Save'. Required fields are marked with a red asterisk. Return to the Job Seeker start page by clicking on the 'Job Seeker Start Page' link in the upper left hand corner.



Entering your Work Experience, Education, Qualifications and Desired Employment

To build your profile click on 'Option1: Build Resume Profile'. Remember you only have to create your profile once and you can update it at any time.



Complete all eight sections of the profile to give yourself the best opportunity for successful job placement. You can complete the eight sections in any order.

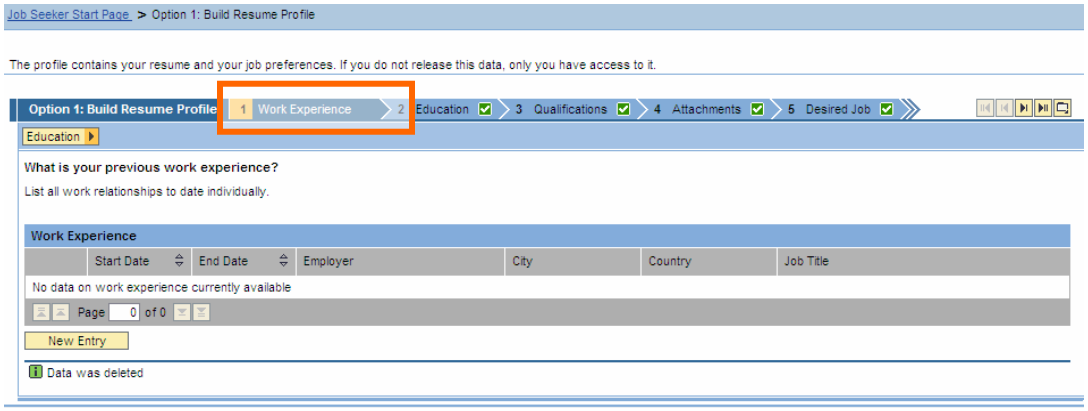
Entering Your Work Experience

Upon completing a section of your profile a green check mark appears on the tab for that category. This indicates that you have entered data in this category.

You may return to the start page at anytime by clicking on the "Job Seeker Start Page" link in the upper left hand corner of the screen. To access other tabs:

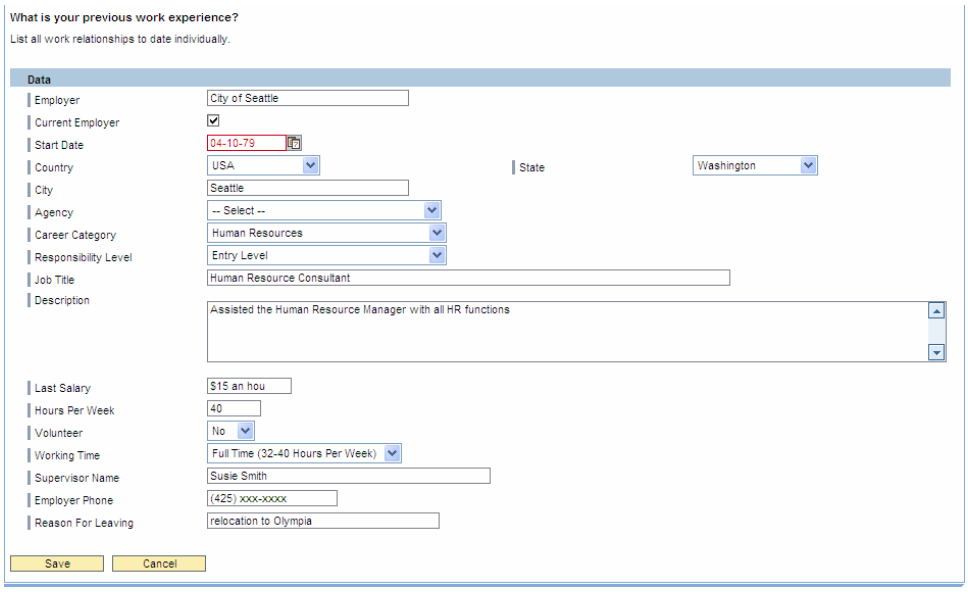
- Click on the tab
- Click on the next and previous tab link
- Click on the navigations buttons to the right of the tabs

Let's begin by documenting your work experience. Click on the 'Work Experience' tab; click on "new Entry".



You may add experience and edit or delete any information by clicking on the buttons at the bottom. Be sure to save your entries by clicking on 'Save',

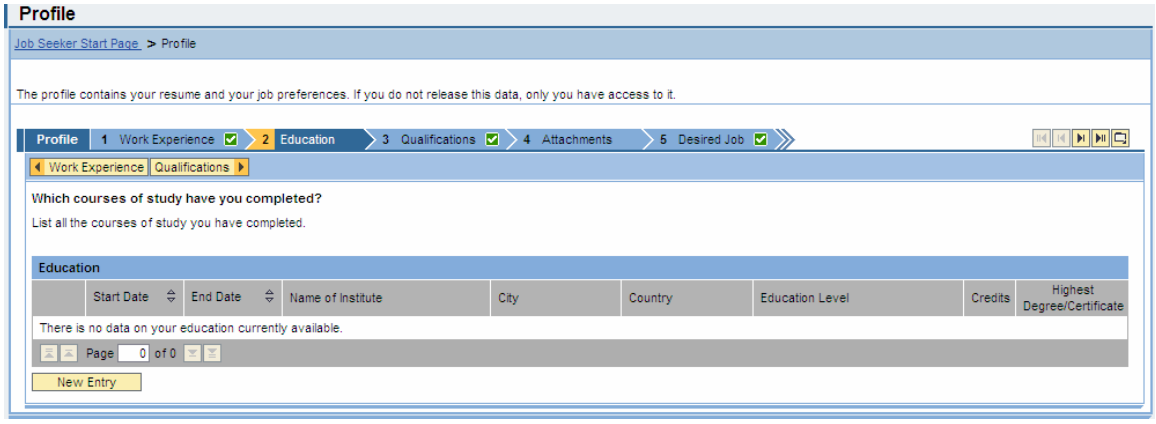
Complete the applicable fields and click on save. Continue to add work experience information by clicking on new entry.



Entering Your Education

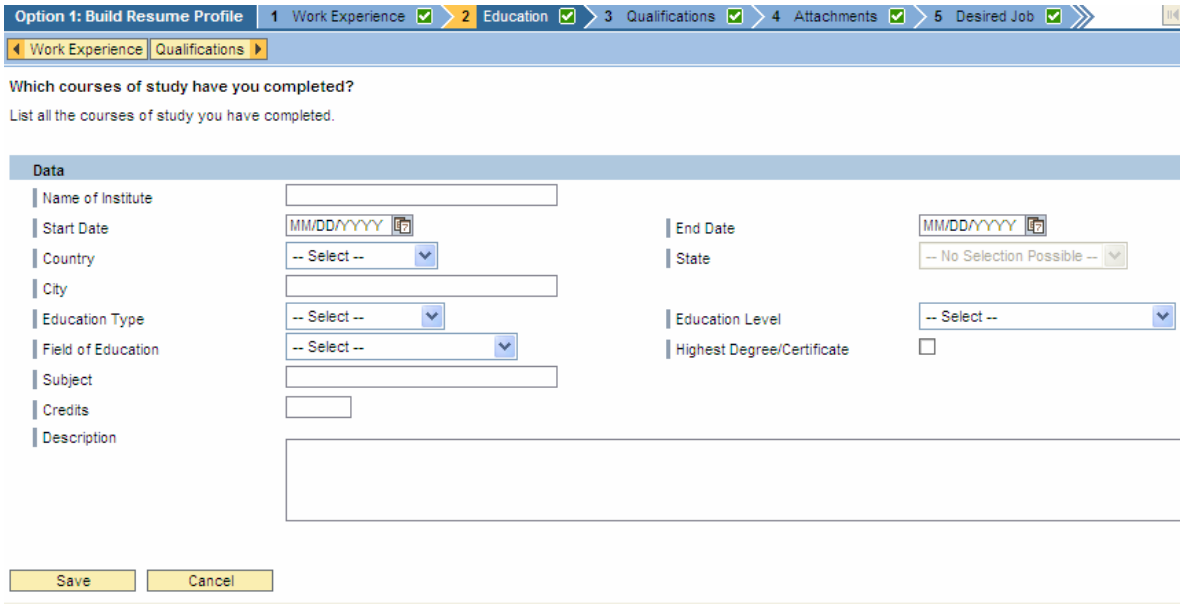
To document your education, click on the "Education" tab. To create an entry select "New Entry."

You can edit or delete any of this information by clicking the appropriate button at the bottom.



After you complete a section of your profile, green check mark appears on the tab for that category. This indicates that you have entered data in this category.

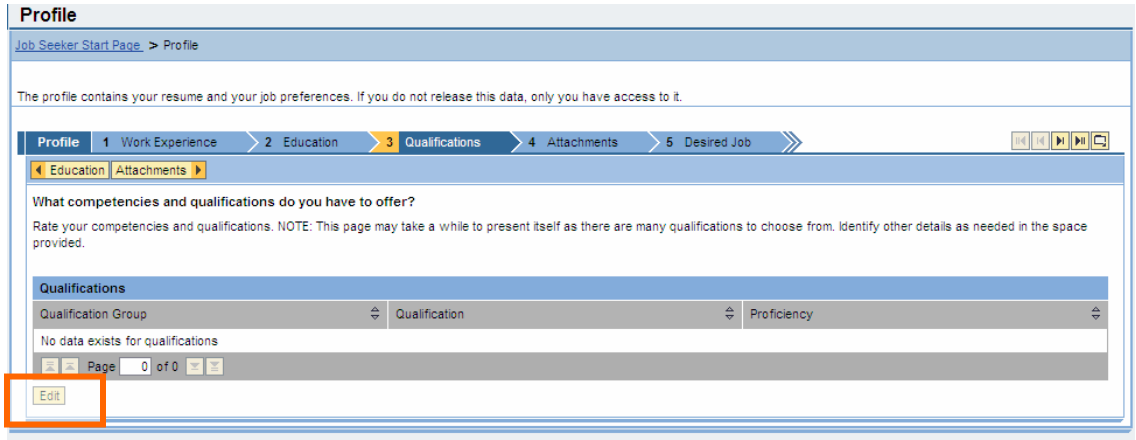
Fill in the applicable boxes and click on "Save." Continue to add education information by clicking on New Entry. To pick from a list of valid options, click on the blue box with the down symbol. As appropriate, you may want to specify a subject or description.



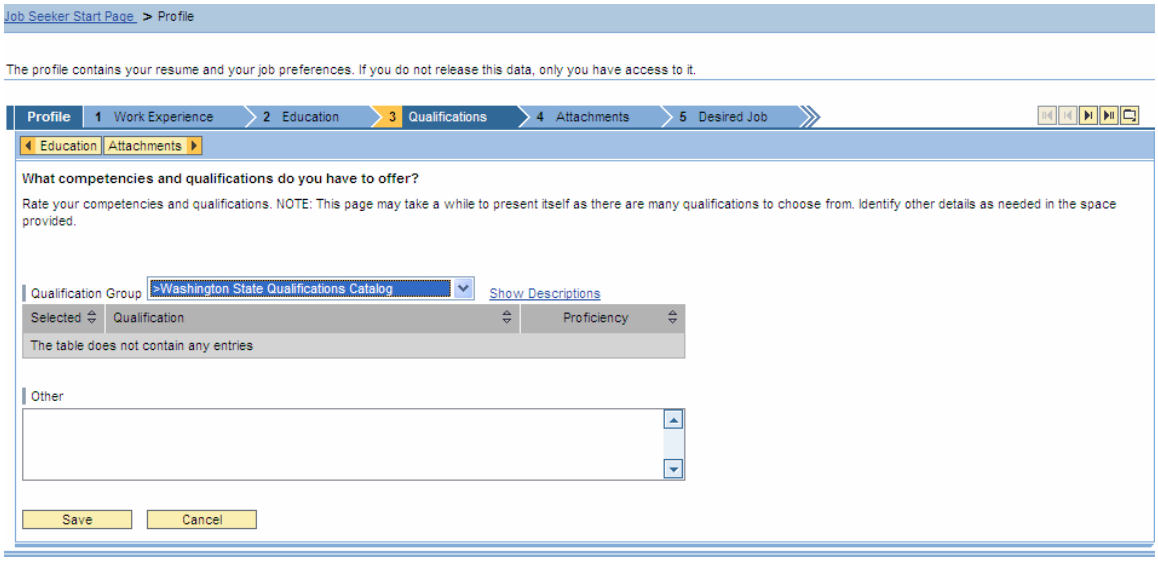
Entering Your Qualifications

Click on the "Qualifications" tab. Use this section to tell us about your skills, abilities and knowledge. This information will assist recruiters when they search the Talent Pool for candidates with your skills and abilities.

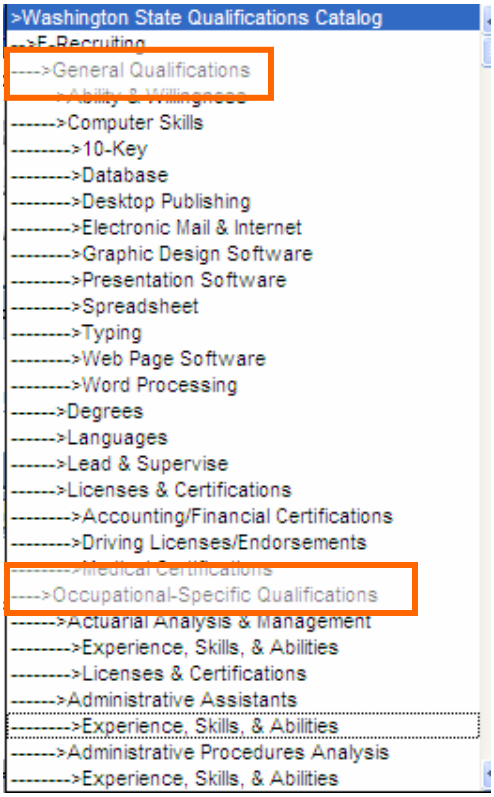
Click on the 'Edit' button.



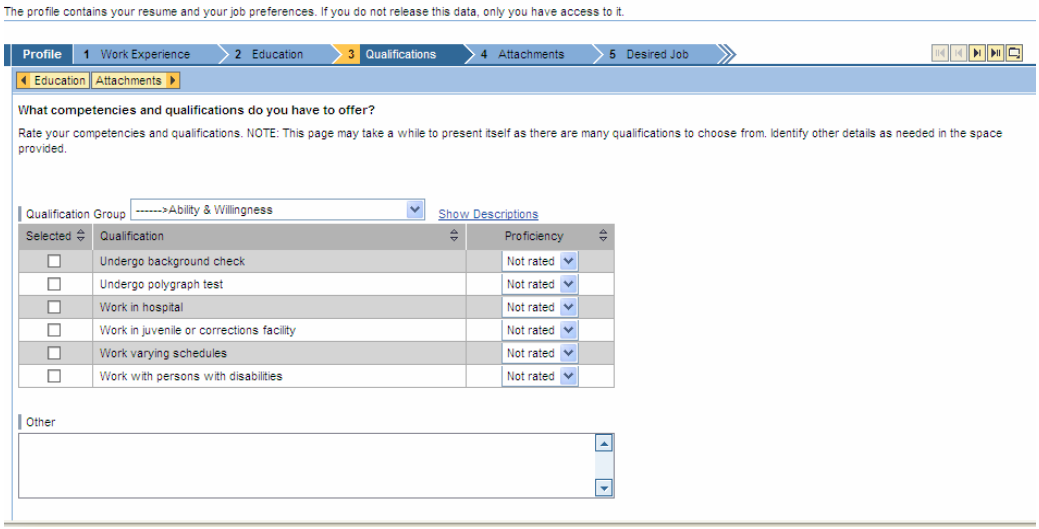
In this section of the profile you identify your competencies and skills as well as your proficiency in each. This page may take a while to load as there are several qualifications from which you can select.



There are two parts of the Qualifications Catalog to select from – 'General Qualifications' and 'Occupational-Specific Qualifications'. This section of your profile will likely take the longest amount of time to complete, but is a very critical component of your profile. Recruiters will search on various qualifications when they are doing a search.

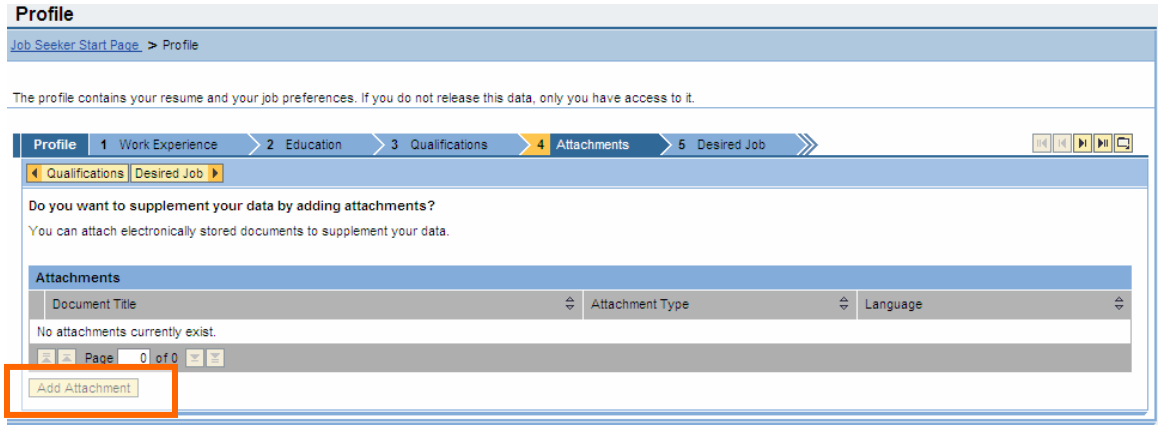


Under the 'General Qualifications' group is a group of qualifications referred to as 'Ability & Willingness'. As you can see below there are several qualifications listed in this group. Select those that best identify your skills. Also rate your proficiency in each. Identify other details as needed in the other section. If you are unsure of the proficiency definitions, click on 'Show Descriptions' for additional information.



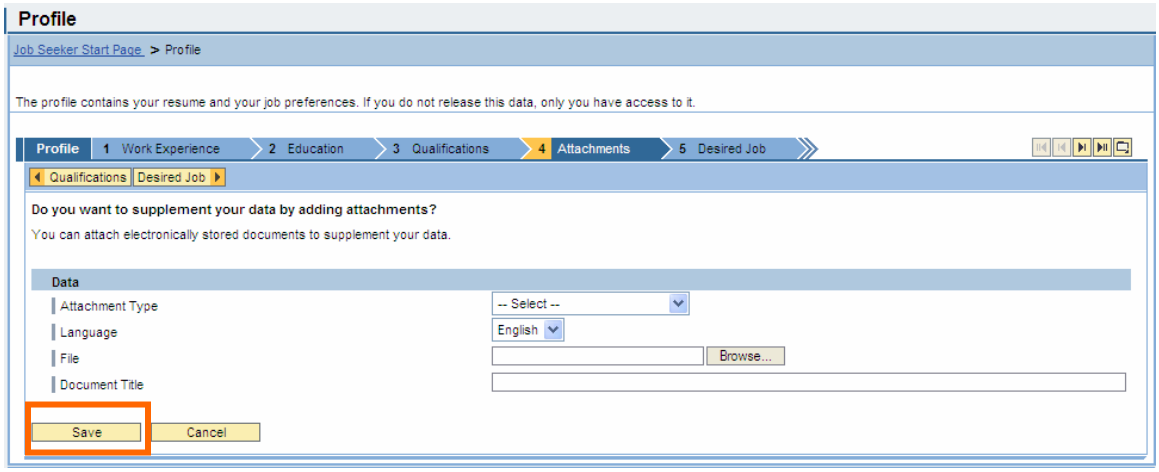
Supplementing Your Profile with Attachments

The fourth tab is for attachments. You can supplement your profile by attaching documents (diplomas, resumes or certificates for example) which compliment your list of skills. Click on the 'Add Attachment' button.



Select the attachment type from the drop down box. Browse your computer to locate the document, give the document a title. Remember to click 'Save' when you finish.

You may add several attachments, and edit or delete any of these attachments. Don't forget to click the 'Save' button after every entry.

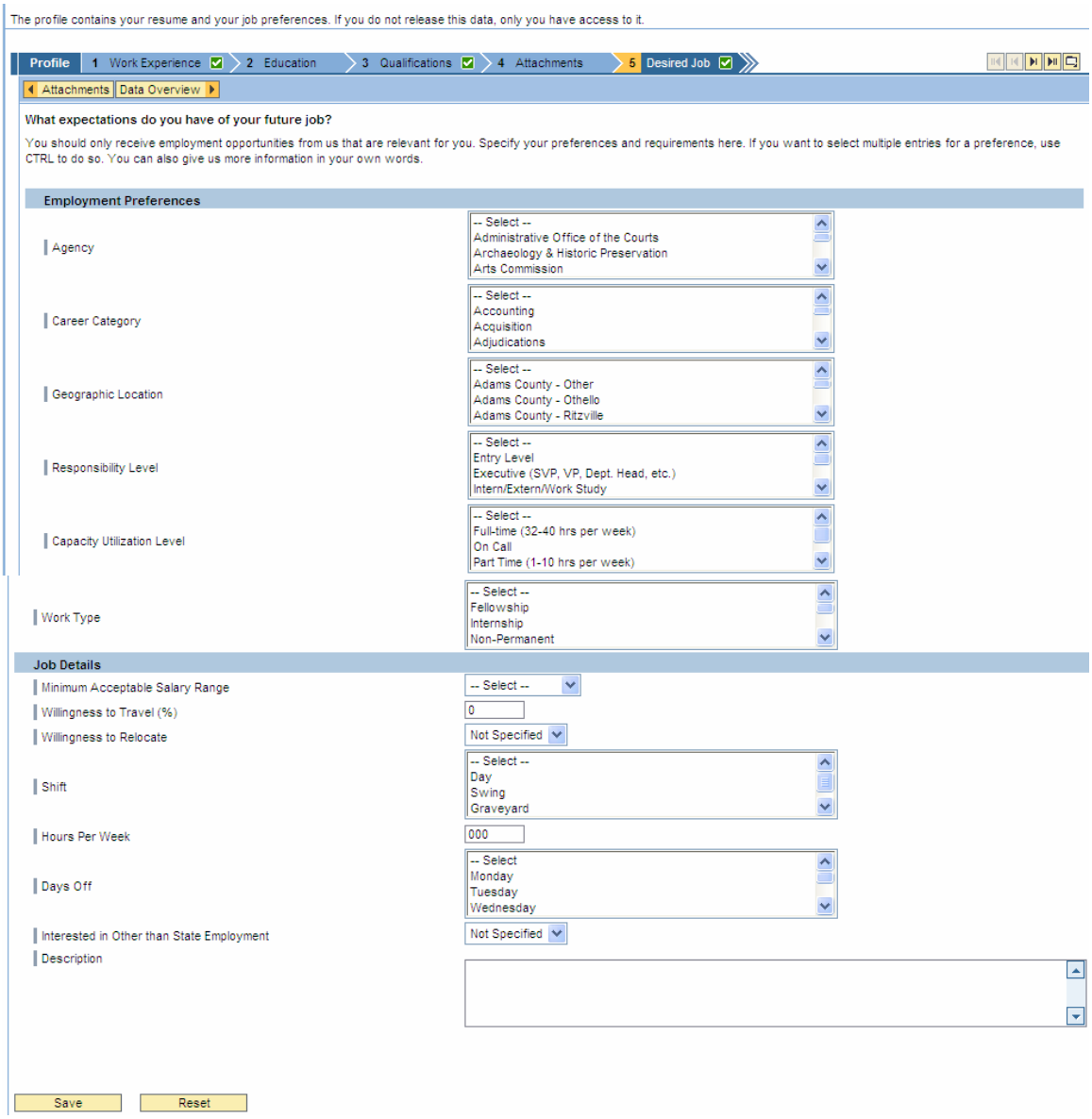


Desired Employment

What expectations do you have of your future job? Click on the 'Desired Job' tab to specify your preferences and requirements.

If you want to select multiple entries in each category, hold down the control key on your key board while using your mouse to select your preferences.

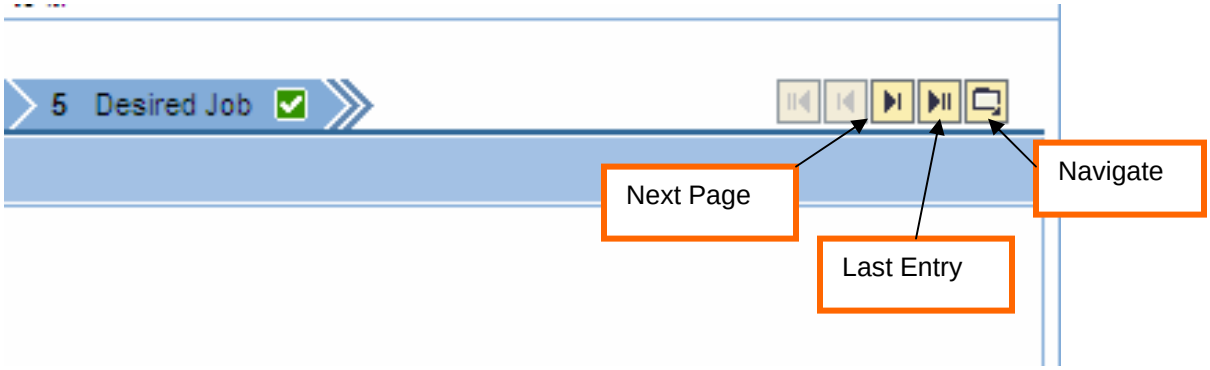
You can also give us more information in your own words at the bottom of the screen. After you have selected relevant information click 'Save'.



Navigation Buttons

To advance to the next tab use one of the three icons on the right side of the screen to navigate.

Run your cursor over the buttons to see what each one does. The button on the left takes you to the next page. The middle button returns you to your last entry. The button on the far right is your navigation button.

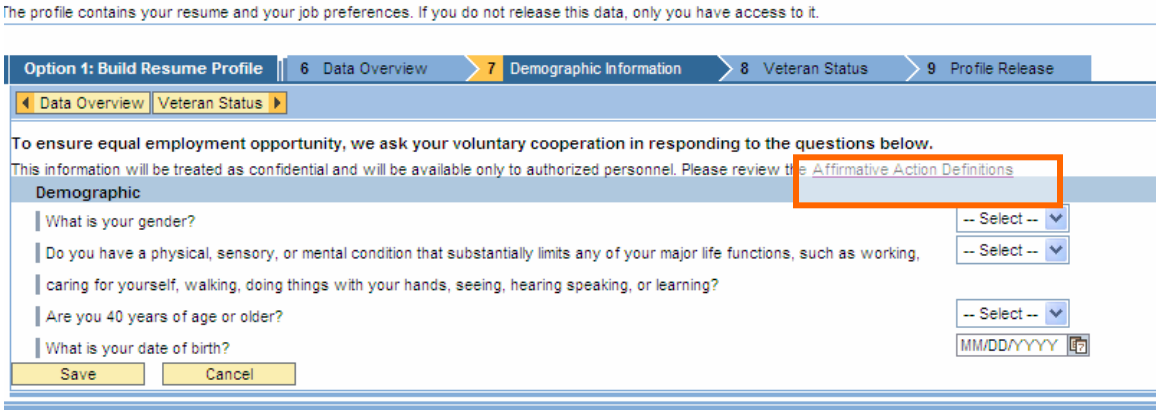


Data Overview
The next tab, called 'Data Overview', is an overview of the information in your profile. Take a moment and review the contents. If you wish to change any of this information return to the appropriate section in 'Option 1: Build Resume Profile' and update the information.

Demographic Information
To ensure equal employment opportunity, we ask your cooperation by responding to these questions. This information will be treated as confidential and will be available only to authorized personnel.

To increase the representation of persons with disabilities, Vietnam-era veterans, disabled veterans, and persons age 40 and over, the employer may certify individuals from one of these groups that might not have otherwise been considered.

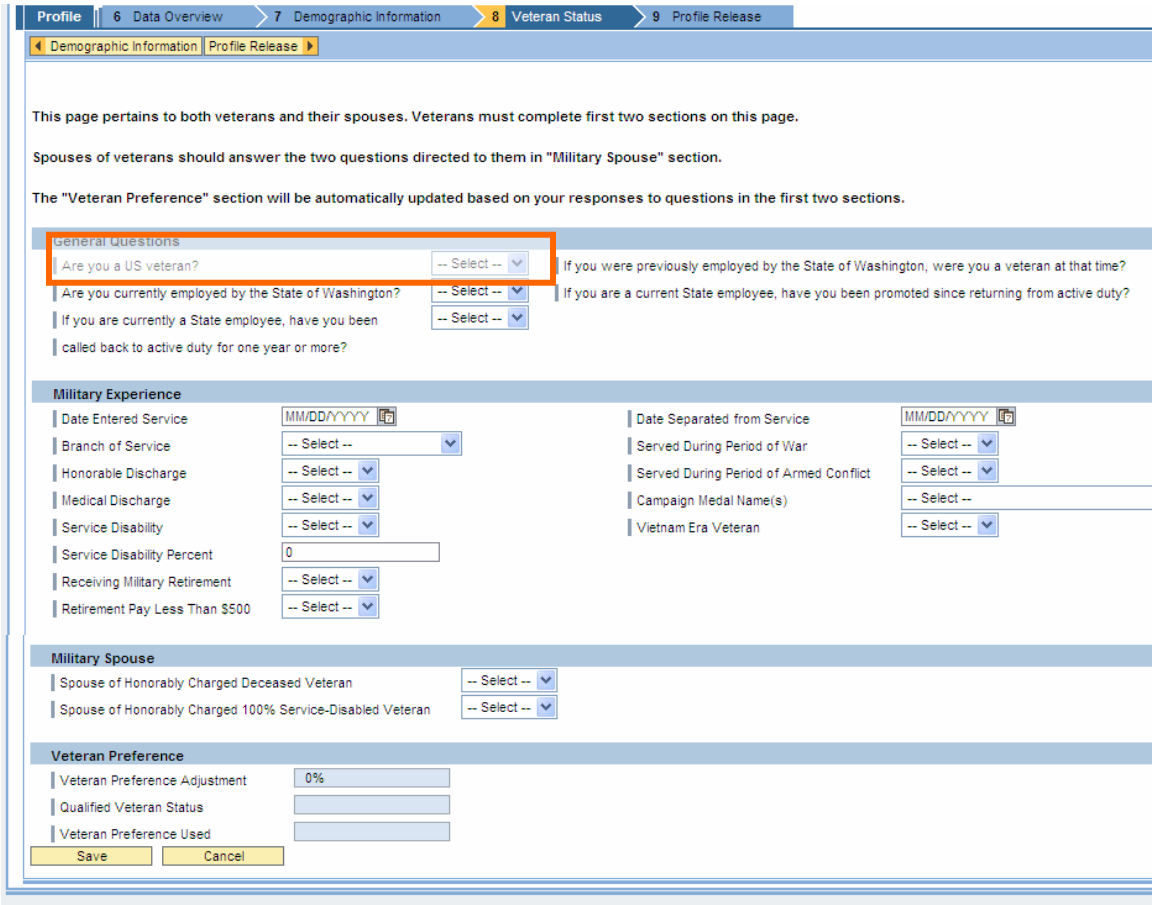
Please review the Affirmative Action Definitions by clicking on the highlighted link. Remember to click on 'Save'.



Veteran's Status

This section pertains to veterans and their spouses. If you are a veteran or were married to a now deceased veteran, complete this section of your profile.

If these questions do not apply to you, answer the first question and continue on to the 'Profile Release' tab.



Profile Release

Releasing your profile allows recruiters to find you during a candidate search. However, if you choose, you can keep your application in the system and prevent anyone from finding you in a search by locking your profile. You can lock or unlock your profile at any time.

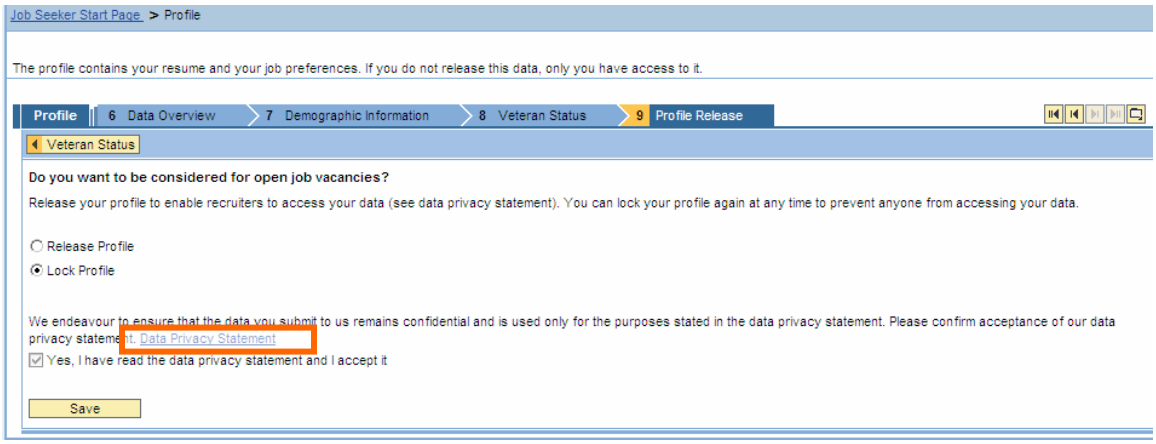
You should periodically review your on-line resume to verify the information is accurate and current. If you need to revise or change content, just return to the corresponding section and enter the information in the appropriate fields. Once you make and save the changes your profile will be updated immediately.

Prior to releasing your profile you will be prompted to read our 'Data Privacy Statement'. This statement describes the practices that will govern the

processing of any personal information you provide to us and describe how your information will be used and protected.

> In submitting these materials, I certify that information contained in my resume, and all other application-related information I have provided here is true, correct, and complete. I understand that consideration for employment and the continuation of subsequent employment depend on true, accurate and complete representation of these facts as stated or implied in all application-related material. I understand that untruthful or misleading answers are cause for rejection of my application, removal from the candidate pool, or dismissal if I am employed.

Remember, when you change release or lock your profile you will need to click on 'Save".

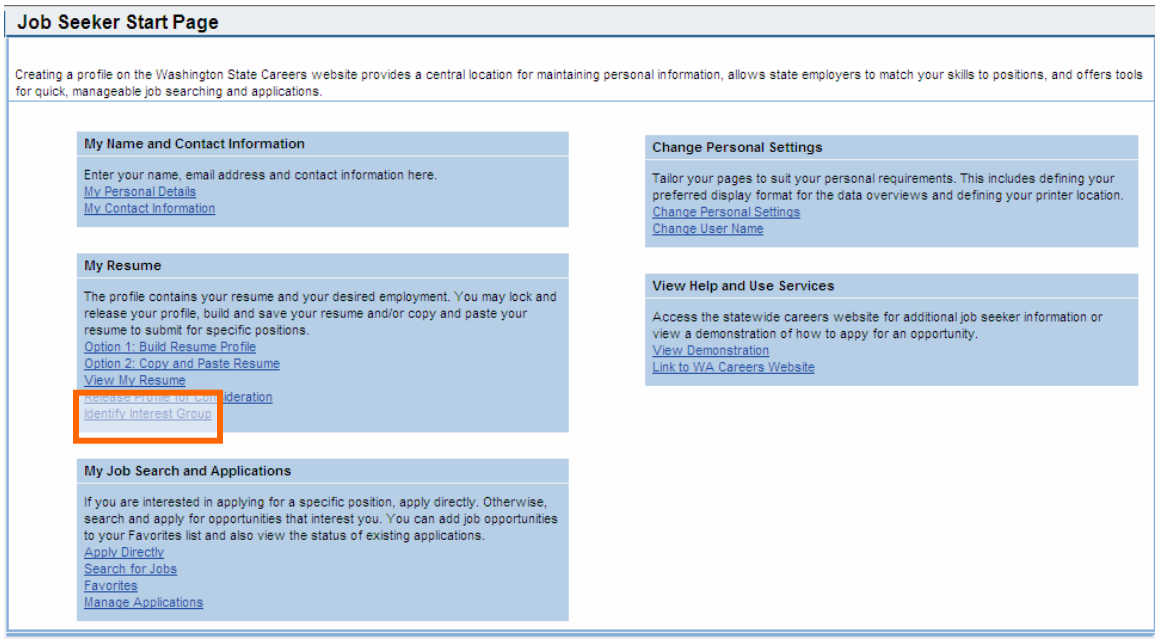


If there are questionnaires or exams associated with this job they will appear as tabs following the "Profile Release" tab.

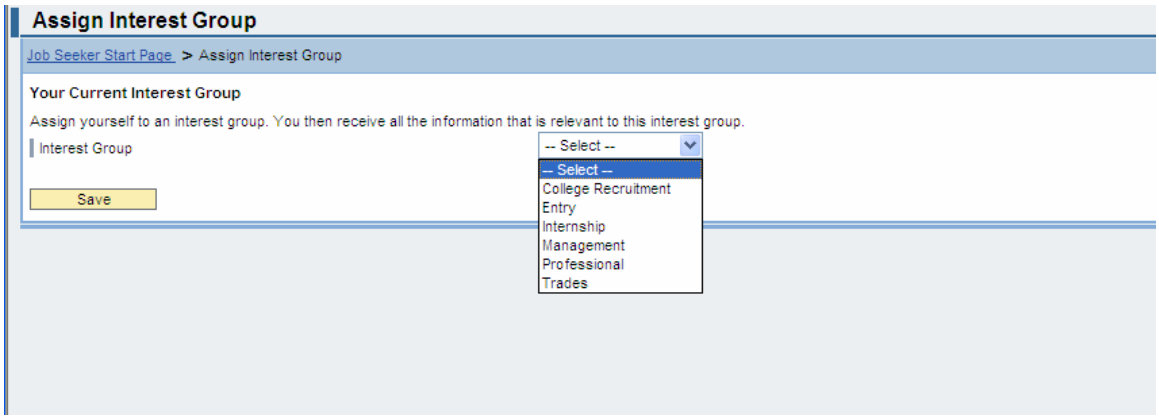
Interest Groups

As part of completing your profile you can identify yourself with an interest group. Interest groups are occupational categories. You may be notified by employers of upcoming job opportunities based upon this interest area.

Click on 'Identify Interest Group'



You may select from six groups; College Recruitment, Entry, Intern, Management, Professional, and Trades. Remember to save your selection click on 'Save'.



If you need assistance with this process, please contact the Department of Personnel at 360 664-1960 or e-mail Information@dop.wa.gov

The State of Washington is an equal opportunity employer. Persons with a disability, who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211.

To view other Job Seeker help documentation close this document and return to our careers.wa.gov website.