# WorkinTexas.com Job Seeker Registration

## Chapter Contents

⚠ **Note:** This document is organized with a table of contents that links directly to each section.

- Keyboard-only users may press the **Enter** key on any entry in the table of contents to go directly to that topic.

- JAWS screen reader users may enable Quick Key Navigation (*JAWS Key*+**Z**) and then press the **H** key to jump by topic through the document. (The **Insert** key is the JAWS Key by default.)

This chapter explains how you, as a job seeker, register a new account in WorkinTexas.com. You'll learn how to record and re-use your personal background information in the résumés you create and job applications you fill out and submit.

# Registering as a Job Seeker in WorkinTexas.com

To get the most out of all that WorkinTexas.com has to offer job seekers, it is important to register.

⚠️ **Note:** Only registered users can create résumés and apply for jobs, as well as take advantage of many other helpful WorkinTexas.com features.

## *Registering an Individual Account*

💡 **Tip:** Before you begin creating your account, get information you'll need to provide, such as social security and driver's license numbers, any citizenship information or veteran-related dates and ID numbers, and education and employment history dates and other information.
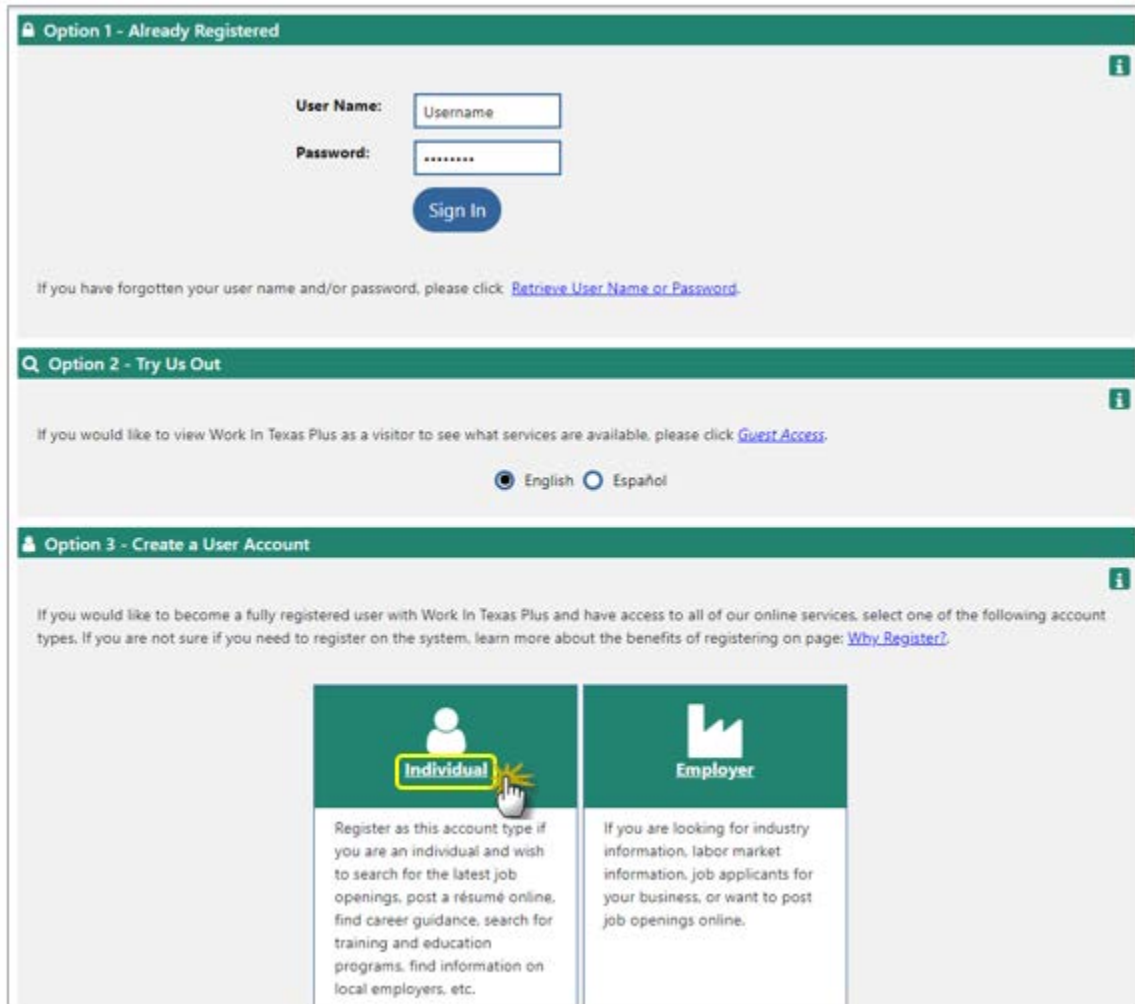
▶ **To create an individual account:**

1    Navigate to the WorkinTexas.com website. The home page displays.



*WorkinTexas.com Home Page*

💡 **Tip:** If you wish to use the Spanish version of WorkinTexas.com, click the En Español link next to the social media icons (see figure above). The page refreshes in Spanish.

2    Click the **Register** button (see figure above). The Sign In/Registration page displays (see figure below).

*Sign In/Registration Page – Create User a User Account Section*

**3**  Scroll down to the Option 3 – Create a User Account section and click the Individual link. The Equal Opportunity and Non-Discrimination Notice page displays.

**4**  Read the notice for full understanding, then click the **I Agree** button. The Privacy Agreement page displays.

**5**  Read the agreement for full understanding, then click the **I Agree** button. The first page of the Individual Registration form displays (see figure below).

⚠ **Note:** If you choose *I Disagree* on either of the above two notification pages, you cannot proceed with the registration process.

*Individual Registration Page 1 – Name Section*

⚠️ **Note:** Required fields are marked with a red asterisk (*) and to get more information about a page and its fields, click the information icon 🛈.

6    In the Name section, enter your **First Name** and **Last Name**, and optional **Middle Initial**.

7    Scroll down and read the notice about the use and security of your Social Security Number (SSN), should you choose to enter it.

**Security**

If you are filing for Unemployment Insurance benefits or participating in another special program facilitated by Texas Workforce, you must provide your Social Security Number (SSN) to satisfy your work registration requirements. Failure to provide your SSN will result in the delay or denial of your benefits. WorkInTexas.com will not display your SSN to employers, nor will it be shared with other entities unless otherwise required by law. TWC uses job seeker data such as SSNs to evaluate how well our programs work so that we can make improvements to better serve you and other job seekers in the future and to demonstrate the effectiveness of our services to Congress, Texas Legislature and other stakeholders and ensure accountability. Your sharing this information with us will help ensure that tax dollars are well spent and that we meet the needs of employers, employees, and local communities in Texas.

**Security**

WorkInTexas.com is a secure site. Texas Workforce has implemented technical and organizational measures to secure your personal information from accidental loss and unauthorized access, use, alteration, or disclosure.

**Social Security Number:**     [ ]    (no Dashes)
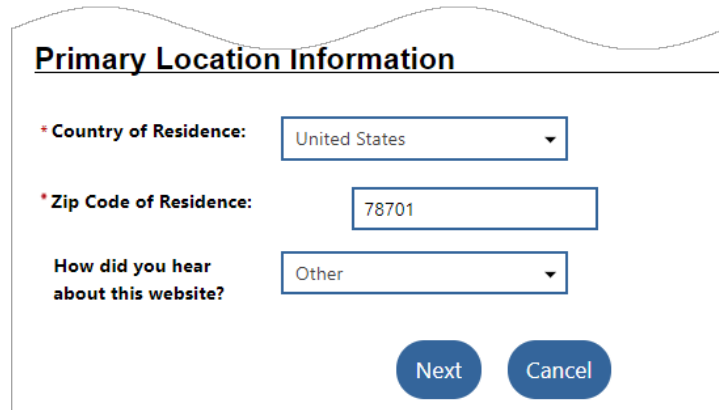
**Re-enter Social Security Number:**     [ ]    (no Dashes)

If you have applied for Unemployment Insurance Benefits and want WorkInTexas to complete part of your work registration for you using your claim information, then enter your Social Security Number and your Personal Identification Number (PIN) for your unemployment claim.

**Personal Identification Number (PIN):**    [ ]    * If PIN is entered the SSN is required

*Individual Registration Page 1 – Social Security Section*

⚠️ **Note:** If you are filing for Unemployment Insurance benefits or participating in other special programs facilitated by the Texas Workforce Commission, you must provide your Social Security Number.

**8** If desired for the benefits and assistance you are seeking, in the Security section, enter and re-enter your 9-digit **Social Security Number** with no dashes. When you enter it the first time, the system checks to see if it is already being used.

**9** If you have applied for Unemployment Benefits, enter the 4-digit **Personal Identification Number (PIN)** that you created during that process; otherwise leave this section blank.

**10** In the Primary Location Information section (see figure below), if necessary, you can change your **Country of Residence** from the default *United States* by selecting another country from the drop-down list.

**11** Enter your **Zip Code of Residence**.

**12** If desired, you can indicate **How did you hear about this website?** by selecting from the drop-down list.
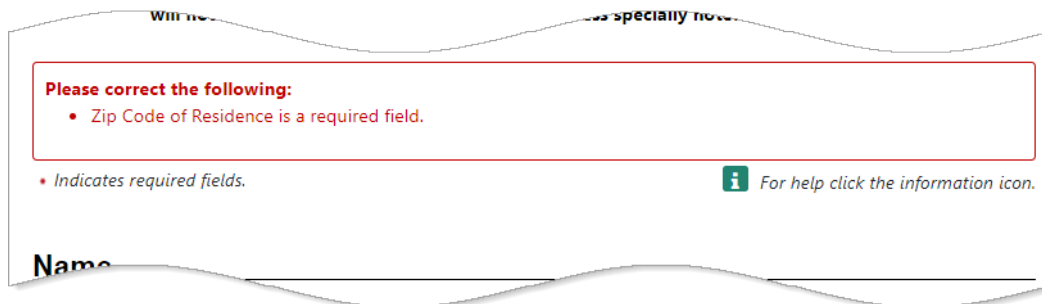
*Individual Registration Page 1 – Primary Location Information Section*

⚠ **Note:** If any information is missing or incorrect, the page will refresh and show in red which fields are in error. The figure below is one example of how error alerts may appear.



*Individual Registration Page – Example Error Alerts*

**13** Click the **Next** button to continue. The Login Information page displays (see figure below).

**14** Enter a **Username** and **Password** for this WorkinTexas.com account. Follow the on-screen rules in blue text next to each field.

**15** Enter your password again in the **Confirm Password** field.

⚠ **Note:** Choose characters that you will easily remember or write them down in a secure place. Note that your password is case-sensitive.

WorkinTexas.com Job Seeker Registration

*Individual Registration Page 2 – Login Information*

💡 **Tip:** The next three sets of security questions and responses are required. They will be used to verify your identity should you ever forget your username and/or password. It is a good practice to choose questions that are objective "facts," rather than subjective "favorites," as those can change over time and easily be forgotten.

**16** Select a question from the **Security Question 1** drop-down list.

**17** Enter your response to that question in the **Security Question Response 1** and **Confirm Security Question Response 1** fields. These are not case-sensitive.

**18** Repeat the same process for fields 2 and 3, then click the **Next** button to continue. The Residential Address section displays (see figure below).

*Individual Registration Page 3 – Address Sections*

**19** In the Residential Address section, specify if you are **homeless or otherwise do not have a permanent residence**.

⚠ **Note:** If you do not have a permanent residential address, you should provide the address of the shelter / location you last stayed if you can receive mail there, or the address of a relative who is authorized to receive your mail. In the Mailing Address section, provide an address at which you can receive correspondence.

**20** Enter the street address of your residence in the **Address Line 1** field.

**21** If you have an apartment or unit number, or other designation, enter that in **Address Line 2**.

**22** The remaining information—Zip Code, City, State, and County / Parish—are pre-filled and determined by the Zip Code you provided on the first page of the registration form. You can change them here, if necessary.

**23** In the Mailing Address section, if your **Mailing Address is the same as the residential address above**, click to check the box. The fields are populated same as the Residential Address fields.

**24** If you receive your mail at a USPS post office or other "mailbox" facility, enter its street address in **Line 1** and your box number in **Line 2**. Make any other changes necessary to City and State.

**25** In the Contacting Information section (see figure below), **select a method in which you prefer to receive notifications** from the drop-down list, for example, *Internal* (system) *Message*, *Email*, or *Text Message*.

*Internal Message* allows messages to be sent to you in WorkinTexas.com. You will see them when you log in.

   a. If you selected *Email*, enter your email address in the **Primary E-mail** and **Confirm Primary E-mail Address** fields.

   b. If you selected *Text Message*, enter your cell phone number in the **Text Message Cell Phone** field.

   c. If you don't have an email account and would like to create one at this time, you can click the Create E-mail Account link and then choose a third-party provider link to go to their website to create a free account, for example, Gmail or Microsoft Outlook. (A separate browser tab will open.)

**Contacting Information**

*\*Please select a method in which you prefer to receive notifications:*

| Email ▼ |

**Primary E-mail:** rswanson1620@gmail.com

Create E-mail Account
Read Our E-mail Security Policy

**Confirm Primary E-mail Address:** rswanson1620@gmail.com

**\*Primary Phone:** 800 - 555 - 1212 **Ext**

**\*Primary Phone Type:** Home ▼

**\*Primary Phone Mode:** Voice ▼

**Alternate Phone:** - - **Ext**

**Alternate Phone Type:** None Selected ▼

**Alternate Phone Mode:** None Selected ▼

**Text Message Cell Phone:** - -

**Fax:** - -

*Individual Registration Page 3 – Contacting Information Section*

**26** Enter your **Primary Phone** number.

**27** From the drop-down lists, select your **Primary Phone Type** (for example, *Cell/Mobile* or *Home*) and **Mode** (for example, *Voice* or *TTY*).

**28** If desired, you can also enter any of the Alternate Phone or Fax numbers and type.

**29** In the Demographic Information section (see figure below), enter your **Date of Birth** (in the format mm/dd/yyyy). When you click out of the field, your calculated age appears in the Current Age field.

**30** Indicate your **Gender** by clicking the appropriate radio button.



**Demographic Information**

*Date of Birth:  02/28/1970  (mm/dd/yyyy)

Current Age:

49

You indicated your date of birth as February 28, 1970.

*Gender:
○ Female  ● Male  ○ I do not wish to answer.

*Are you authorized to work in the United States?  ● Yes  ○ No

*Are you currently looking for work?  ● Yes  ○ No

*Citizenship Status

Citizen of U.S. or U.S. Territory ▼

*Do you have a valid Drivers License/State ID?  ● Yes  ○ No

*State Issuing Drivers License/State ID  Texas ▼

*Drivers License/State Id Number:  12345678

Back    Next
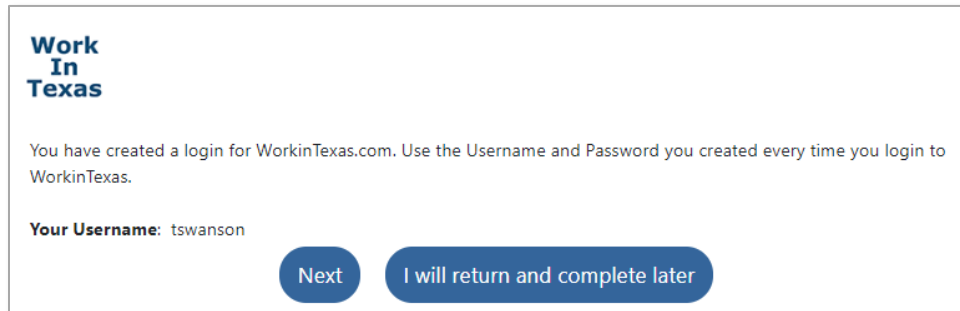
*Individual Registration Page 3 – Demographic Information Section*

**31** Specify if you are **authorized to work in the United States**. If you select *No*, you can still register in WorkinTexas.com.

**32** Specify if you are **currently looking for work**. If you select *Yes*, you will need to create a résumé in WorkinTexas.com, which is described later in this chapter.

**33** Select your **Citizenship Status** from the drop-down list. The typical response is *Citizen of U.S. or U.S. Territory*.

   a. If you select *U.S. Permanent Resident*, you will need to provide your **USCIS (Alien Registration) Number**, or if you select *Alien/Refugee Lawfully Admitted to U.S.*, you'll need to enter your **USCIS Number** and the **Expiration Date** (in the format mm/dd/yyyy).

**34** Specify if you have a **valid U.S. Driver's License/State ID**.

   a. If you select *Yes*, specify the **State Issuing Driver's License/State ID** by selecting the state from the drop-down list, and enter your **Driver's License/State ID Number**.

**35** Click the **Next** button. The system checks and saves all your entries and creates your basic registration. A Registration Acknowledgement page displays, showing your username, and reminding you that you will need your username and password every time you sign in to the system (see figure below).

⚠️ **Note:** Although you now have a basic registration in WorkinTexas.com, you'll need to continue to enter your background information, and then create a résumé. You can do this now by clicking the **Next** button to proceed to the Wagner-Peyser application wizard or do it at another time by clicking the **I will return and complete later** button. Clicking "I will return and complete later" signs you out of the system. The next time you sign in, you'll go right to the wizard. See "Adding Background Information" below for details.



*Registration Acknowledgement Page*

## Adding Background Information (Wagner-Peyser Application)

When you add your background information in the system, you are completing what is known as a Wagner-Peyser application. Very simply, Wagner-Peyser (WP, for short) is a federally-funded labor exchange program that offers services to match employers with qualified job seekers.

The WP application uses a 7-page form wizard to gather all your information, showing you a progress bar as you complete each page (see figure below).

💡 **Tip:** Recording your background information up front saves you time and effort later when using WorkinTexas.com. The information you provide is used to automatically pre-fill many fields in your résumés and job application forms. And later, if you need to change information in a résumé or job application, many times those changes will automatically update your background information for future use.

▶ **To add your background information using the Wagner-Peyser application wizard:**

**1** From the Registration Acknowledgement page (see figure above), click the **Next** button. The Title III – Wagner-Peyser (WP) application wizard starts on the Education Information page (see figure below).

*Wagner-Peyser Application Wizard Progress Bar*

## Education Information



*WP Application Wizard – Education Information Page*

**2** Select your **Highest school grade completed** from the drop-down list.

**3** Specify if you **Received a High School Diploma or Equivalency** by clicking the appropriate radio button.

**4** Select your **Highest Postsecondary Education Level Completed** from the drop-down list. If you have not completed any schooling beyond high school, choose *No Postsecondary Education Level Completed* from the bottom of the list.

**5** Specify if you are currently in or out of school from the **School Status** drop-down list. If you have *not* completed high school and are *not* in school, choose *Not attending school or secondary school dropout*. If you *have* completed high school and are *not* in school, choose *Not attending school; secondary school graduate or has a recognized equivalent*.

**6** Complete the remaining two or three questions by selecting *Yes* or *No*. Your answers can help identify any services or benefits you may be eligible for.

**7** From every page, you can do the following at any time (see figure above):

- To exit the wizard and save your work from previous pages only, click the Exit Wizard link in the lower left corner of the page. If you exit the wizard in this fashion, no data on the current

page is saved. To do save the current page entries, advance to the next page with the **Next** button, then click Exit Wizard.

- To return to the previous page and change information, click the **Back** button.

- To save your work in progress and proceed to the next page, click the **Next** button.

**8** Click **Next** to continue. The Veteran Information page displays (see figure below).

## Veteran Information

⚠️ **Note:** The Veteran page has a lot of information and questions for veterans and/or their spouses. If any of these statuses pertain to you, the registrant, be sure to read the introductory text and each question carefully before answering, as your answers can determine additional services and benefits you may be entitled to. If no veteran status applies to you, answer No to all required questions and then proceed to the next page.

Women and men who serve in any branch of the United States Armed Forces, including Army, Navy, Marines, Air Force, Coast Guard Reserves or National Guard may eligible for additional services. Veterans are entitled to veteran's preference in the public workforce system. This includes an early look at new job postings prior to non-veterans. In addition, many employers also give preference to hiring veterans. while prospective employers WILL be able to see if you are a veteran, additional service information including information on service-related disability (if any) will NOT be shared.

Click here to learn more of Texas Veteran Priority of Service policy or click here to view the Texas Veterans Portal

Veterans and their spouses may be entitled to State and Federal Benefits. Please answer the following questions.

### Spouse or Dependent of a Veteran

**ℹ️**

*Are you the spouse of a member of the armed forces who is on active duty?      ○ Yes  ○ No

*Are you a caregiver who is a spouse or family member to a member of the armed forces who is wounded, ill or injured and receiving treatment in a military facility or warrior transition unit?      ○ Yes  ○ No

*Are you the spouse/dependent of someone in the active duty military service, National Guard or Reserves who is currently activated?      ○ Yes  ○ No

*Are you the spouse of a veteran who has a total service connected disability, is Missing in Action, captured in the line of duty by a hostile force, is a Prisoner of War or who died from a service connected disability?      ○ Yes  ○ No

*Are you the spouse of a member of the military who died while on active duty?      ○ Yes  ○ No

*WP Application Wizard – Veteran Information Page – Spouse or Dependent of a Veteran Section*

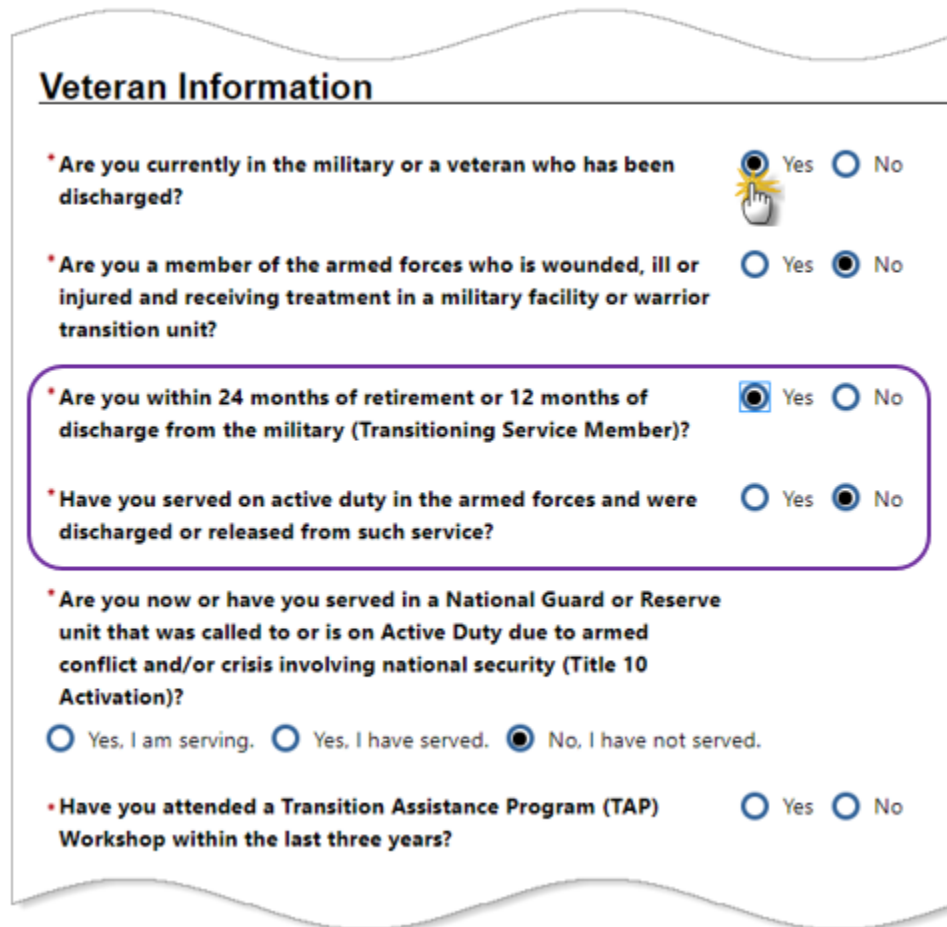**9** If you are *not* the spouse of a veteran, answer *No* to all questions in the Spouse of a Veteran section,

OR…

If you *are* the spouse of a veteran, read each question carefully before answering, as your answers may determine additional services and benefits you are entitled to.

**10** If you are *not* a veteran, answer *No* to the first question in the Veteran Information section, **Are you currently in the military or a veteran who has been discharged**, then click the **Next** button to proceed to the next page.

OR…

If you *are* a veteran or are currently active in the military—answer *Yes* to the first question. Four additional questions will appear (see figure below).



*Expanded Veteran Information Questions*

**11** Specify if you are **a member of the armed forces who is wounded, ill or injured and receiving treatment in a military facility or warrior transition unit**.

**12** If you are **within 24 months of retirement or 12 months of discharge from the military (Transitioning Service Member)**, select the *Yes* radio button. Additional questions and sections appear (see figure below).

13  If you have **served on active duty in the armed forces and were discharged or released from such service**, select the *Yes* radio button. Additional questions and sections appear (see figure below).

14  Specify if **you now or have you served in a National Guard or Reserve unit that was called to, or is on, Active Duty due to armed conflict and/or crisis involving national security (Title 10 Activation)**. If you are serving under a military branch other than National Guard or a Reserve branch, select *No, I have not served*.

15  Specify whether you have **attended a Transition Assistance Program (TAP) Workshop within the last three years**.

## *Transitioning Service Members Questions*

16  In the Transitioning Service Members section, select your **Transitioning Service Member Type** from the drop-down list (see figure below).

17  Enter your **Projected Discharge Date** (in the format mm/dd/yyyy).

18  Specify whether you have **received a signed DD-2958 (Service Member Career Readiness Standards/Individual Transition Plan)**.

19  Specify whether you are **being involuntarily separated from active duty due to a reduction-in-force**.

*Transitioning Service Member Questions*

## Additional Veteran Information Questions

The Additional Veteran Information section appears if you answered *Yes* to **Have you served on active duty in the armed forces and were discharged or released from such service?**. If you answered *No*, you will not see this section.

20  In the Additional Veteran Information section, specify if you have **had multiple periods of service** (see figure below). If *Yes*, additional fields will appear where you can enter the details for each period of service (up to three most recent periods may be entered).

⚠ **Note:** All additional service period end dates must be in the past, not in process.

*Additional Veteran information Questions – Part 1*

21  Enter your **First Military Service Begin** and **End Dates** (in the format mm/dd/yyyy).

22  Select your **Branch of Service** for this period from the drop-down list. This selection will determine what options appear on the Military Specialty Code drop-down list below.

23  Select your **Most Recent Character of Service Received** from the drop-down list.

24  Select the **Military Specialty Code most relevant to the career you are seeking** from the drop-down list.

25  Specify if you **Received a Military Campaign Badge** (see figure below for the remainder of Veteran Information fields).

26  Check the boxes for any **Operation** you were deployed to.

27  Specify if you are **Active in the military reserves**.

*Additional Veteran information Questions – Part 2*

28 Specify if you are a **Service-connected disabled Veteran** by selecting your status from the drop-down list.

    a. If you selected either *Yes* response, the **Disability Percentage** drop-down list appears below it, from which you must choose the percentage value of your disability status.

29 Specify if you are **a homeless veteran**.

30 Specify if you are **currently incarcerated or you have been released from incarceration**.

31 Specify if, **within the last 12 months, you have been unemployed for 27 or more weeks**.

32 Specify if you are **currently enrolled in the VA Vocational Rehabilitation Program (Chapter 31)**.
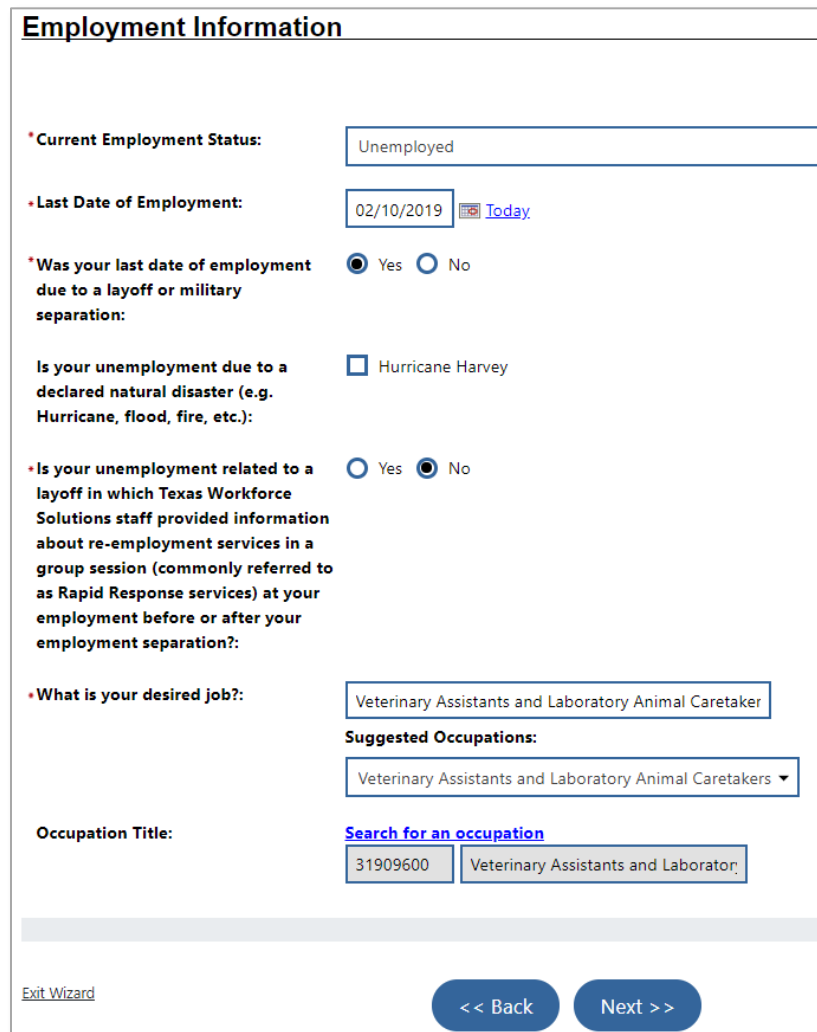
The last two fields (see figure above) are filled in by the system based on your responses to the previous questions:

- **Recently Separated** will be set to *Yes* if you have left active duty within the last three years.

- If **Veteran Status** is set to *Yes (Eligible Veteran, <=180 Days,* or *Other Eligible Person)*, this means you are eligible for additional federal or local services and benefits, beyond what are available for civilians.

💡 **Tip:** Visit your local Workforce Solutions Office to get assistance with available veteran's benefits and programs.

**33** Click **Next** to continue. The Employment Information page displays (see figure below).

## Employment Information

**Employment Information**

| | |
|---|---|
| *Current Employment Status: | Unemployed |
| •Last Date of Employment: | 02/10/2019 📅 Today |
| *Was your last date of employment due to a layoff or military separation: | ⦿ Yes ○ No |
| Is your unemployment due to a declared natural disaster (e.g. Hurricane, flood, fire, etc.): | ☐ Hurricane Harvey |
| •Is your unemployment related to a layoff in which Texas Workforce Solutions staff provided information about re-employment services in a group session (commonly referred to as Rapid Response services) at your employment before or after your employment separation?: | ○ Yes ⦿ No |
| •What is your desired job?: | Veterinary Assistants and Laboratory Animal Caretaker |
| | **Suggested Occupations:** |
| | Veterinary Assistants and Laboratory Animal Caretakers ▼ |
| Occupation Title: | **Search for an occupation** |
| | 31909600  Veterinary Assistants and Laborator |

Exit Wizard                     << Back     Next >>

*WP Application Wizard – Employment Information Page*

**34** Select your **Current Employment Status** from the drop-down list. If you select *Unemployed,* additional fields will display and you must:

  a. Enter your **Last Date of Employment** (in the format mm/dd/yyyy).

  b. Specify if your last date of employment was due to a layoff or military separation.

  c. Check the box if your unemployment is due to a declared natural disaster (e.g. hurricane, flood, fire, etc.); in this case, *Hurricane Harvey*.

d. Specify if your unemployment is related to a layoff in which Texas Workforce Solutions staff provided information about re-employment services in a group session (commonly referred to as Rapid Response services) before or after your employment separation.

35 Enter the common title of **your desired job**. As you type in the field, the system searches for matches and displays a drop-down list that you can mouse over and scroll down to click on the closest match.

36 Another drop-down list appears with **Suggested Occupations** for you to click. The **Occupation Title** fields will populate with a code and title from a national occupation database.

37 If you can't find the right occupation using the above method, click the <u>Search for an occupation</u> link to display a pop-up window where you can do a full keyword search.

38 Click **Next** to continue. The Farmworker Information page displays (see figure below).

## Farmworker Information



*WP Application Wizard – Farmworker Information Page*

39 Specify if **you worked in farming, ranching, agriculture, fish farming, or food processing of a seasonal or temporary nature in the last 24 months**. If you respond *Yes*, three additional required questions will display (see the outlined area in figure above).

    a. Specify if **you worked in farming, ranching, agriculture, fish farming, or food processing of a seasonal or temporary nature in the last 12 months**. This is the same as the above question, except the time frame is 12 months, instead of 24 months.

    b. Specify if **in the last 24 months, was there any 12-month period when at least half of your income came from work in farming, ranching, agriculture, fish farming or food processing**.

    c. Indicate if you were **able to return to your permanent place of residence within the same day**.

40 Specify if **in the last 24 months, was there any 12-month period when your parent, spouse or guardian earned at least half of their income working in farming, ranching, agriculture, fish farming or food processing**.

41 Click **Next** to continue. The Demographic Information page displays (see figure below).

Depending on how you answered the above questions, the last two fields, **Migrant Type** and **Sec. 167 Migrant Status**, will show your status as a migrant, which may determine additional programs and services you may be eligible for.

## Demographic Information

⚠ **Note:** All questions must be answered on the Demographic Information page, but you may select "I do not wish to answer."



*WP Application Wizard – Demographic Information Page*

42 Specify if **you have a disability**. If you respond *Yes*, several more questions will display. See the "*Disability Questions*" topic below for more information.

43 Specify if **you are of Hispanic or Latino heritage**.

44  Indicate your **Race**; check all boxes that apply.

45  Click **Next** to continue. The Factors that May Impact Obtaining and Retaining Employment page displays (see figure below).

## *Disability Questions*

If you have self-identified as having a disability, several additional required fields display on the Demographic Information page (see figure below).

⚠️ **Note:** None of this information will be shared with prospective employers. It may be used to determine your eligibility for additional programs and services for which you apply.



*WP Application Wizard – Demographic Information Page - Disability Questions*

46  After responding *Yes* to **Do you have a disability?** review the list of **disability categories** that appears and click any checkboxes that apply to you.

47  Indicate *Yes* or *No* for the next six questions. If you're unsure about any of them, choose *No*.

48  For the last three disability questions, select your response from the drop-down list.

49  Complete any remaining unanswered questions, then click **Next** to continue to the Factors that May Impact Obtaining and Retaining Employment page (see figure below).

## Factors that May Impact Obtaining and Retaining Employment

Other factors may impact your ability to obtain or retain employment. Providing this information helps Texas Workforce Solutions staff understand whether you may need additional assistance and what services might be appropriate.

⚠️ **Note:** None of this personal information will be shared with prospective employers. It may be used to determine your eligibility for additional programs and services for which you apply.
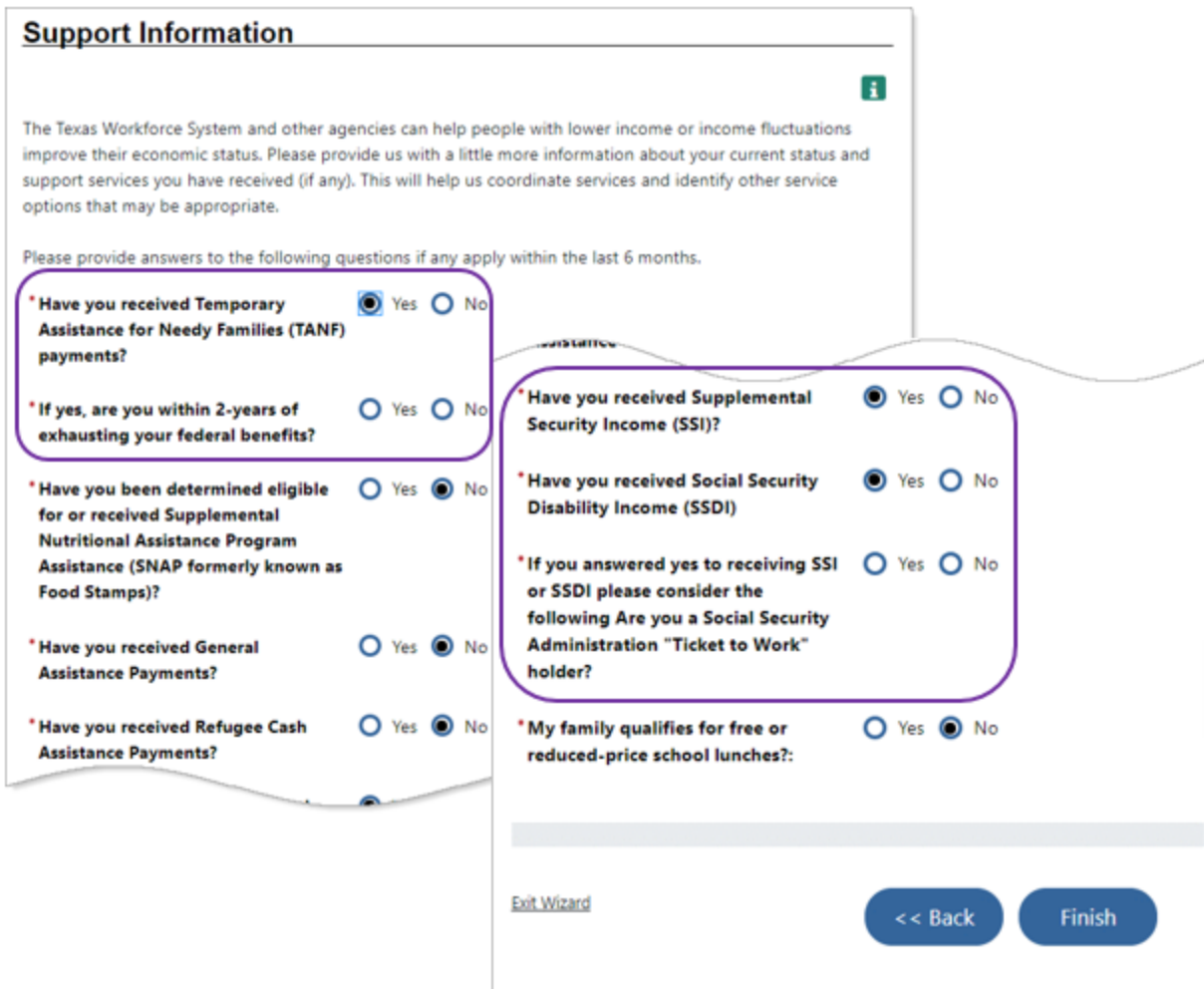


*WP Application Wizard – Factors that May Impact Obtaining and Retaining Employment Page*

**50** Complete all required questions, taking note of the two additional fields that may appear based on your responses, as shown in the figure above:

    a. Selecting *Yes* for **English is not my first language** will require you to select your primary language from the drop-down list that appears.

    b. Selecting *No* for **currently receiving Adult Education and Literacy Services** will require you to indicate if you are interested in learning about those services in the field that appears.

**51** Click **Next** to continue. The Support Information page displays (see figure below).

## Support Information (Public Assistance)

The information you supply on the Support Information page (see figure below) applies to any public assistance services you may have received or been eligible to receive within the last six (6) months. Providing this information helps Texas Workforce Solutions staff understand whether you may need additional assistance and what services might be appropriate.

⚠ **Note:** None of this personal information will be shared with prospective employers. It may be used to determine your eligibility for additional programs and services for which you apply.



*WP Application Wizard – Support Information Page*

52  Complete all required questions.

   a. Answering *Yes* to TANF payments causes a question regarding exhausting federal benefits to appear, as shown in the figure above.

   b. If you answer *Yes* to SSI or SSDI, you will need to answer an additional question regarding "Ticket to Work," as shown in the figure above.

53  Click the **Finish** button to complete your full registration and Wagner-Peyser application. The Finish Application pop-up box displays (see figure below).

**Congratulations!**
**You've completed the WorkinTexas.com registration process.**
**But you're not done yet!**
**Now it's on to creating your résumé with the Résumé Builder wizard.**

**Finish Application**

The application has been successfully completed. Please click the Resume Builder Link below to complete your registration.
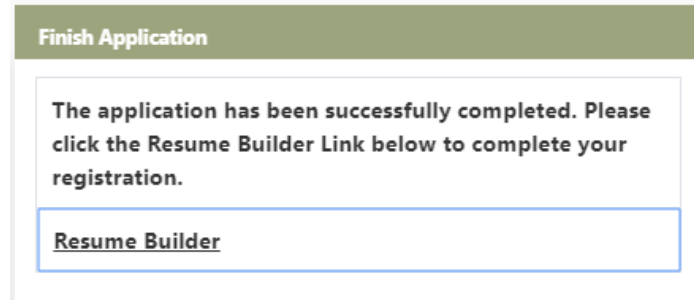
Resume Builder

*Finish Application Pop-up*

If you decide not to create your résumé at this time, after clicking the Résumé Builder link in the Finish Application pop-up box (see figure above), you will be required to complete that task the next time you sign in to the system.

⚠ **Note:** See "How to Finish an Incomplete Résumé" on page 59 for details.

# Creating a Résumé

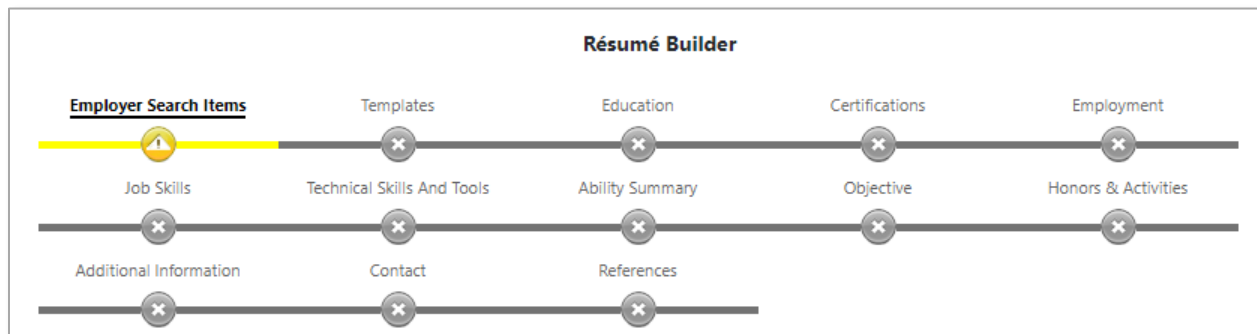Once you've created your account and completed your background information on the Wagner-Peyser application, the next step in your job seeker account setup process is to create at least one résumé in WorkinTexas.com using the 13-page Résumé Builder wizard (see the page titles in the figure below).

**Résumé Builder**

| Employer Search Items | Templates | Education | Certifications | Employment |
| Job Skills | Technical Skills And Tools | Ability Summary | Objective | Honors & Activities |
| Additional Information | Contact | References | | |

*Résumé Builder Wizard Progress Bar*
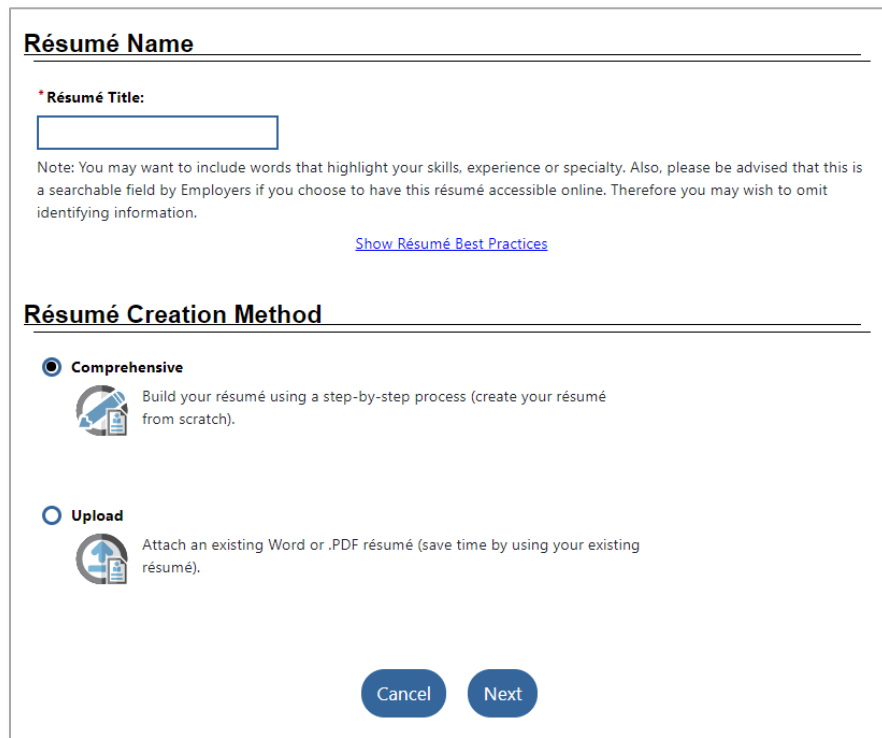
The benefit of having your résumé(s) stored in the system is that it allows:

● You to search for jobs based on information in your résumé

● You to apply for jobs using the résumé (some employers require a résumé in order to apply)

● Registered employers to find job candidates based on criteria from their résumés

▶ **To create a résumé:**

**1** Click the Résumé Builder link in the Finish Application pop-up box (see figure above). The first page of the Résumé Builder wizard displays (see figure below).

⚠ **Note:** After completing your Wagner-Peyser app, if you opted to return to the system later to complete your résumé, you will be presented with the first page of the Résumé Builder wizard as soon as you log in.

*Résumé Builder Wizard – First Page*

**2**   Enter a **Résumé Title**.

> 💡 **Tip:**  Choose a title that will help you identify this résumé from others, for example, "Retail Sales" or "Administrative Assistant." You might want to include words that highlight your skills, experience, or specialty to help your title stand apart from other résumés.

⚠️ **Note:** If you choose to have this résumé accessible online to employers registered in the WorkinTexas system, the title is a searchable field.

**3**   To see a list of tips to improve your résumé, click the Show Résumé Best Practices link (see figure above). A list appears below the link. Click the link again to hide the list.

There are two ways to create your first résumé in the system:

- **Comprehensive**, in which you enter most information on the wizard pages (some entries may get pre-filled from your background information; this method is covered in this procedure).

- **Upload**, where you can upload an existing Word or PDF format résumé file, and the system extracts applicable information and records it in the WorkinTexas.com résumé template format. Uploaded résumés still require some editing and formatting.

**4**   Click the **Comprehensive** radio button and then click the **Next** button. The Résumé Availability page displays (see figure below).

*Résumé Builder Wizard – Résumé Availability Page*

**5** Click *Yes* to have your résumé be available for all registered employers to search for and view; this will require you to provide additional information about your job requirements/preferences,

OR…

Click *No* to hide your résumé from employers' candidate searches; you can still use your online résumé to apply for jobs you find in the system.
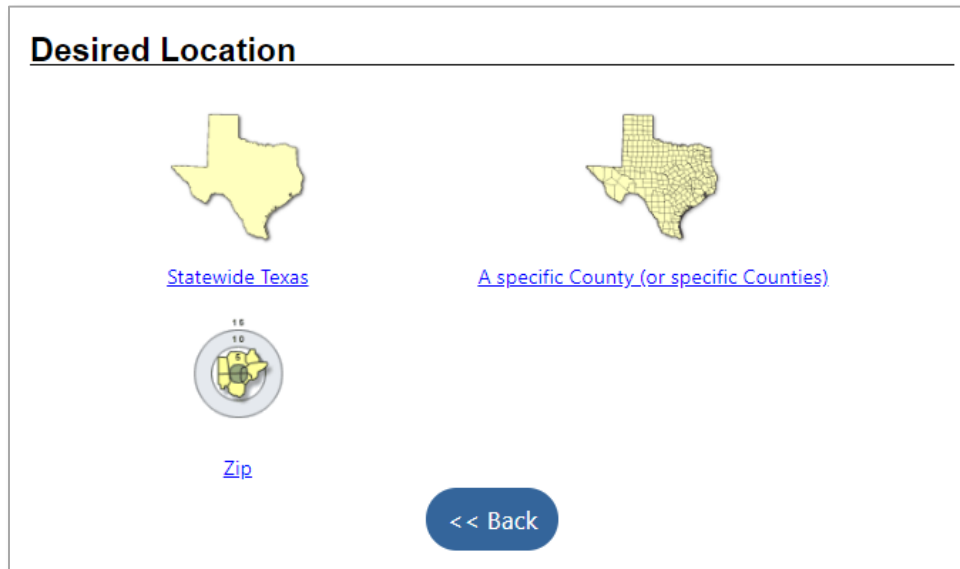
**6** Click **Next** to continue, then click **OK** to confirm your choice in the pop-up alert that appears. If you selected *Yes* to make your résumé available online to employers in the WorkinTexas system, the Desired Location page displays (see figure below); if you selected *No*, you skip all employer searchable items and advance to the Résumé Layout Templates page in the wizard.

## Employer Search Items

The categories of information you enter on the next several pages can be used as search criteria by registered employers to find desirable candidates that match up to their job postings.

⚠ **Note:** Much of the Employer Search Items information will not appear in your official, formatted résumé unless you purposely include it yourself. It is mostly to help employers find you in the system.

## *Desired Location*



*Résumé Builder Wizard – Desired Location Page*

▶ **To specify desired locations:**

1  If you've opted to let registered employers see your résumé, this page is where you specify where in the state you wish to work. Of the three options, click the one that best suits where you'd like to work:

   a. Statewide Texas – your résumé will be viewable by employers who are looking for prospective employees desiring to work anywhere in the state. When you click this link, the Employer Search Items page displays (see figure below); click **Next** to continue and add more employer searchable items; see "*Continuing with Employer Search Items*" on page 32 to continue with the wizard.

   b. A Specific County (or Specific Counties) – your résumé will be viewable by employers who are looking for prospective employees desiring to work in the selected county or counties; see "*Selecting Counties for Desired Location*" on page 29 for how to select counties.

   c. Zip – your résumé will be viewable by employers who are looking for prospective employees desiring to work within a specific Zip Code radius; see "*Specifying a Zip Code Area for Desired Location*" on page 31 for how to specify the Zip Code radius.

## Selecting Counties for Desired Location

1  On the Desired Location page (see figure above), click the A Specific County (or Specific Counties) link. The County Selection page displays (see figure below). The selection mode defaults to selecting a single county, but you can change to multiple.
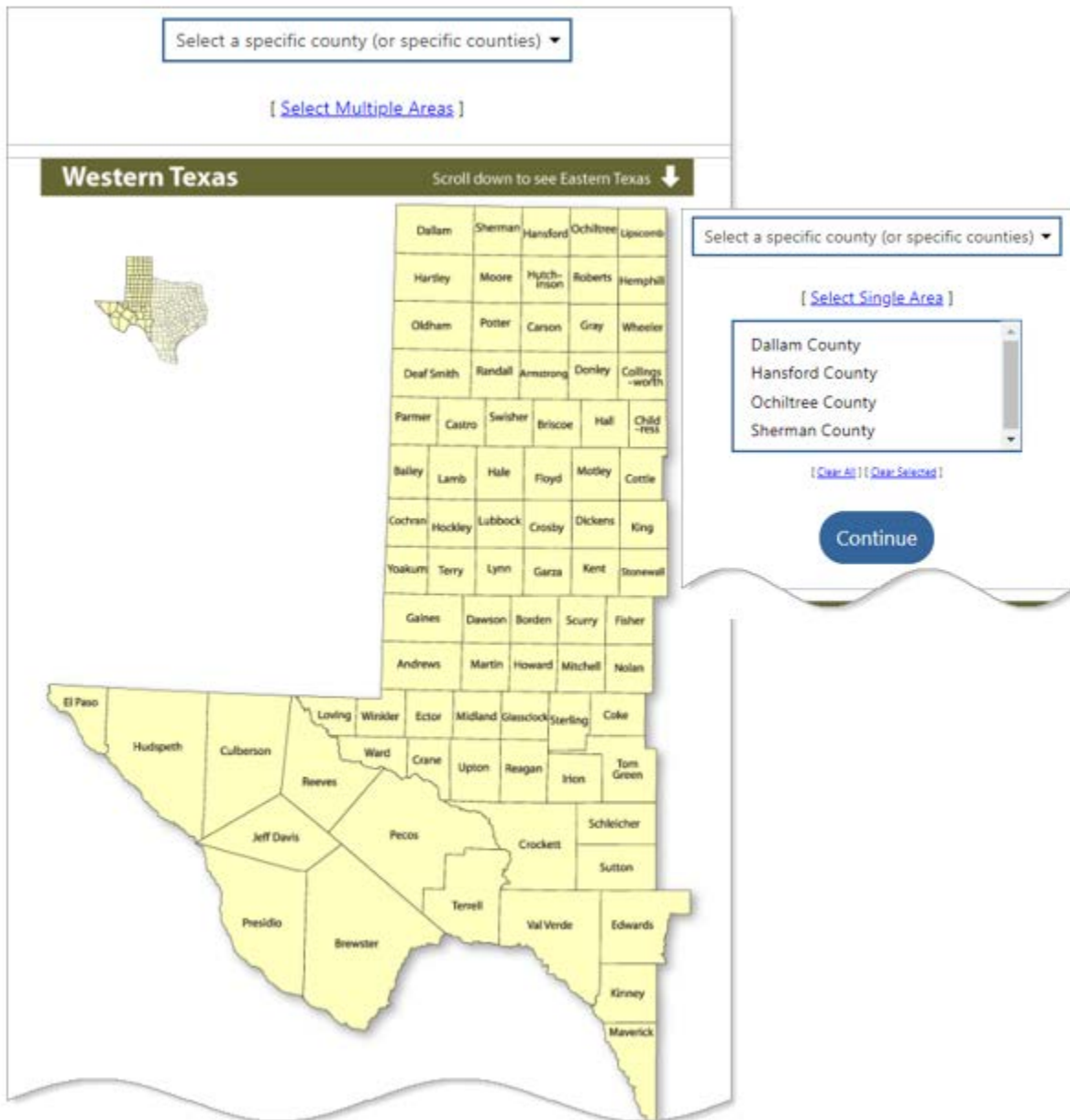
*Desired Location – County Selection*

**2**   The County Selection page lets you select your desired counties in a few ways:

- To select a single county, select it from the alphabetized drop-down list, or find it on the map and click it. The Employer Search Items page displays showing the Desired Location section (see figure below).

- To select more than one county, click the Select Multiple Areas link, or counties on the map.

  o   A selection box appears below it and the link text changes to Select Single Area.

  o   Select counties from the alphabetized drop-down list and they get added to the selection box or click all desired counties on the map.

- To remove selected counties from the box, click all the ones to delete, then click the <u>Clear Selected</u> link. Click **Continue**. The Employer Search Items page displays with your selections (see figure below).

- The County map is divided. To see the map for eastern portion of the Texas map, scroll down the page.

## Specifying a Zip Code Area for Desired Location

**1**   On the Desired Location page (see figure above), click the <u>Zip</u> link. The Zip Code page displays.

*Desired Location – Zip Code Entry*

**2**   Enter the desired **Zip Code** and click a radius around that Zip code in which you will consider employment.

**3**   Click **Continue**. The Employer Search Items page of the Résumé Builder wizard displays with your selection(s) in the Desired Locations section.

*Résumé Builder Wizard – Employer Search Items Page – Desired Locations*

Some items to note on this page:

- This progress bar shows where you are in the résumé creation process. You're building a comprehensive résumé!

- Your desired work locations are shown on this page as they are criteria that employers can search by when looking for job candidate résumés.

- To change your location preferences on the Desired Location page, click the <u>Edit</u> link in the Action column.

- To save your desired location preference in your account background information (for future use), click the **Update background information** checkbox.

4   Click **Next** to continue and add more employer searchable items; see "*Continuing with Employer Search Items*" next.
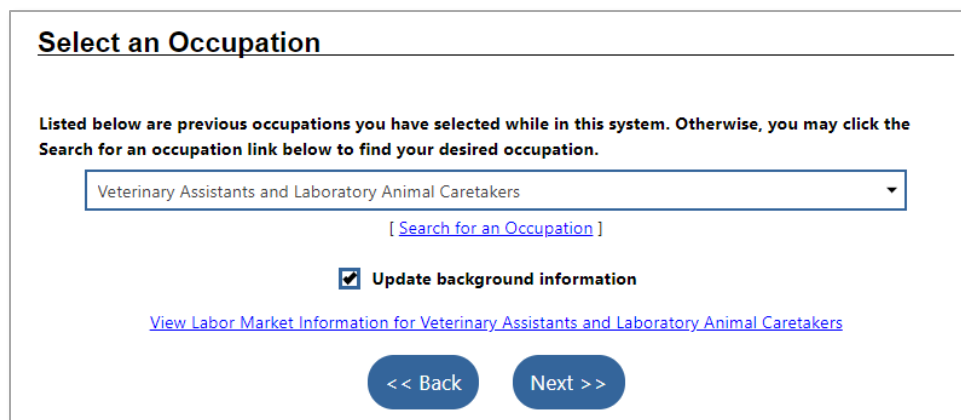
## Continuing with Employer Search Items

If you've opted to let employers find your résumé in WorkinTexas.com and you've already specified your desired work locations, continue entering employer searchable items in the Résumé Builder wizard.

### *Select an Occupation*

▶ **To select an occupation:**

1   On the Employer Search Items page with Desired Locations listed, click **Next**. The Select an Occupation section displays.

**Select an Occupation**

Listed below are previous occupations you have selected while in this system. Otherwise, you may click the Search for an occupation link below to find your desired occupation.

| Veterinary Assistants and Laboratory Animal Caretakers ▼ |

[ Search for an Occupation ]

☑ **Update background information**

View Labor Market Information for Veterinary Assistants and Laboratory Animal Caretakers

<< Back     Next >>

*Résumé Builder Wizard – Employer Search Items Page – Select Occupation*

2   Listed on the page is the desired occupation you selected earlier in the registration process. To continue without making any changes, click **Next**,

OR…

Click the Search for an Occupation link to find your desired occupation in the pop-up window that appears. Searching for occupations is covered in detail in Appendix A: Common System Tools of the Virtual OneStop – Individual Services User Guide.

3   If desired, you can View Labor Market Information for your selected occupation by clicking the link.

💡 **Tip:** Remember, if you make changes to the background information that gets pre-filled while creating your résumé, you can update that information in your account profile by selecting the **Update background information** checkbox pages it appears.
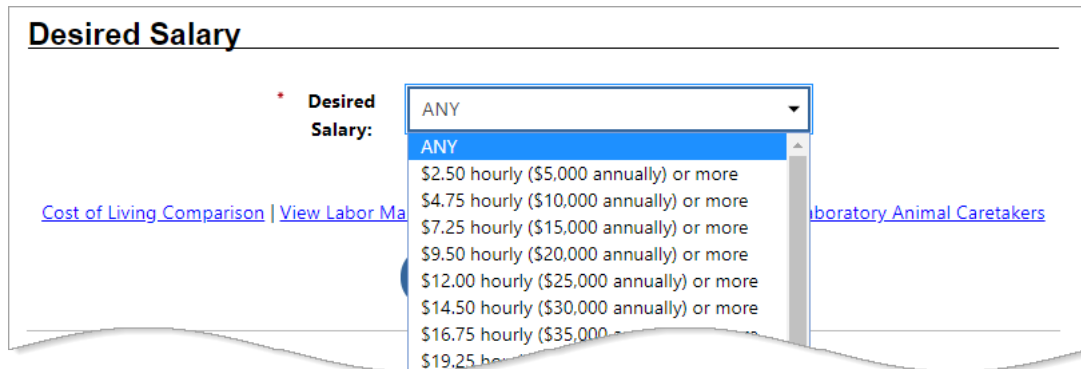
### *Desired Salary*

▶ **To specify your desired salary:**

1   Select your desired wage from the **Desired Salary** drop-down list. All wages are shown in both hourly and annual format (see figure below).

2   From this page, you can also do a Cost of Living Comparison for two different areas, or View Labor Market Wage Rates for your selected occupation by clicking the links.

⚠️ **Note:** If you view the Labor Market Wage Rates, use the Back button on your browser to return to the Desired Salary page.

**3** Click **Next** to continue. The Job Type Profile sections appear (see figure below).



*Résumé Builder Wizard – Employer Search Items Page – Desired Salary*

## Desired Job Type Profile

This is where you specify all your employment preferences and save them as your default desired job type profile. This profile will be used for any other résumés you create in the system. It will also be seen by Workforce Solutions Office staff and employers seeking qualified candidates.

**Desired Job Type Profile Information**

*Title of this desired job type profile:  [Profile 1]

☑ This is your default Desired Job Type profile.

**Desired Employment Category**

Employment Type:  [Regular ▼]

Full-Time or Part-Time:  [Full Time (30 Hours or More) ▼]

**Desired Work Hours**

*Check any of the shifts you are willing to accept:
☑ Day Shift ☐ Evening/Swing Shift ☐ Night/Graveyard Sl

**(If you generally do not work shifts, select Day Shift.)**

*Please check the days you are available to work:
☐ Sunday ☑ Monday ☑ Tuesday ☑ Wednesday ☑

**Desired Travel**

Are you willing to travel?  [None Selected ▼]

Percentage of time you are willing to travel:  [0] %

**Relocation/Telecommuting**

Are you willing to relocate?  [None Selected ▼]

Are you willing to telecommute?  [None Selected ▼]

**Description**

Any additional information about the type of job you desire:

[                    ]

[ Insert General Sample Text | Clear Text ]

( << Back )   ( Next >> )

*Résumé Builder Wizard – Employer Search Items Page – Desired Job Type Profile*

▶ **To create a desired job type profile:**

**1** Enter a **Title of this desired job type profile**.

💡 **Tip:** Enter a word or words that identify this desired job type, such as "Day Shift - Weekends" or "Relocation to Denver."

**2** Specify your desired **Employment Type**, for example, *Regular*, *Contract*, or *Temporary*.

**3** Specify your preference for **Full-Time or Part-Time** work.

**4** **Check any of the shifts you are willing to accept** for this profile.

**5** **Check the days you are available to work**.

**6** Indicate if you **are willing to travel**. If you are, enter a **Percentage of time you are willing to travel**.

**7** Indicate if you **are willing to relocate** or **are willing to telecommute** (work from home).

**8** In the Description section, enter **Any additional information about the type of job you desire** in the text box.

*a.* If you want to start off with some generic text that you can edit, click the Insert General Sample Text link under the text box.

**9** Click **Next**. Your job profile is saved and is displayed in the Desired Job Type section, as shown in the figure below.

## Desired Job Type

| Profile | Desired Employment | FT / PT | Shift(s) | Days Available | Default Profile | Action | Display on Résumé |
|---------|--------------------|---------|----------|----------------|-----------------|--------|-------------------|
| Vet Tech Profile | Regular | FT | Day | Mon, Tue, Wed, Thu, Fri | ✔ | Edit \| Delete | ⊙ |

[ Add New Profile ]

<< Back     Next >>

*Résumé Builder Wizard – Employer Search Items Page – Desired Job Type*
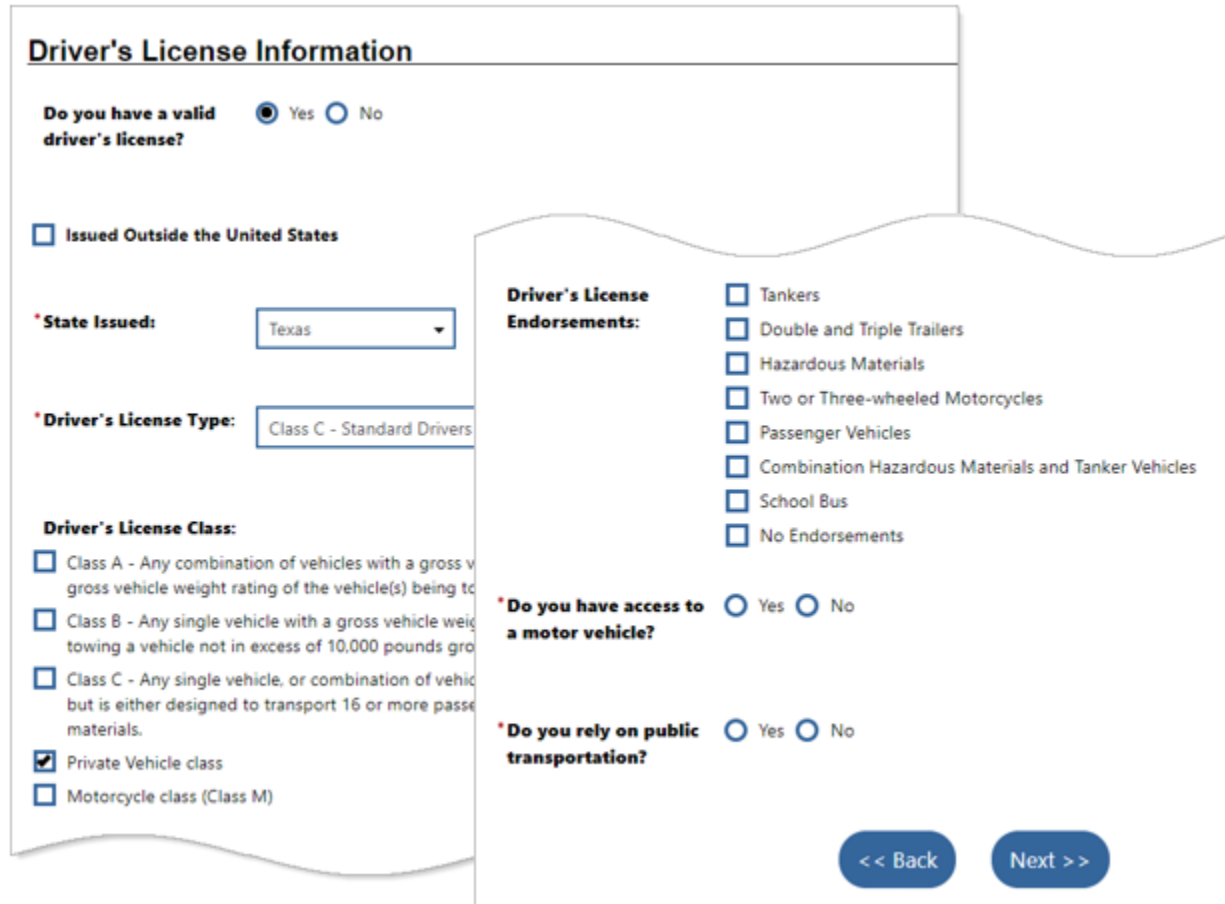
From this page, you can:

● View or edit a job profile by clicking either its title link or the Edit link in the Action column.

● Create a new job profile by clicking the Add New Profile link.

● Delete a job profile by clicking the Delete link.

● When you have more than one job profile, you can designate it as a default and/or whether to display the preferences within it on your résumé.

**10** Click **Next** to continue to provide Driver's License Information, as shown in the figure below.

## Driver's License Information

▶ **To enter driver's license info:**

**1** Specify whether you have a **valid U.S. driver's license**. If you respond *No*, the page refreshes and only the last two questions remain.

**2** If you have a valid license, specify if it was **Issued Outside the United States** by checking the box.

**3** For U.S. licenses, select the **State** that **Issued** it by selecting from the drop-down list.

### Driver's License Information

Do you have a valid driver's license?  ● Yes  ○ No

☐ Issued Outside the United States

*State Issued:  [ Texas ▾ ]

*Driver's License Type:  [ Class C - Standard Drivers ]

**Driver's License Class:**

☐ Class A - Any combination of vehicles with a gross v
    gross vehicle weight rating of the vehicle(s) being to

☐ Class B - Any single vehicle with a gross vehicle weig
    towing a vehicle not in excess of 10,000 pounds gro

☐ Class C - Any single vehicle, or combination of vehic
    but is either designed to transport 16 or more passe
    materials.

☑ Private Vehicle class

☐ Motorcycle class (Class M)

**Driver's License Endorsements:**
☐ Tankers
☐ Double and Triple Trailers
☐ Hazardous Materials
☐ Two or Three-wheeled Motorcycles
☐ Passenger Vehicles
☐ Combination Hazardous Materials and Tanker Vehicles
☐ School Bus
☐ No Endorsements

*Do you have access to a motor vehicle?  ○ Yes  ○ No

*Do you rely on public transportation?  ○ Yes  ○ No

[ << Back ]  [ Next >> ]

*Résumé Builder Wizard – Employer Search Items Page – Driver's License Information*
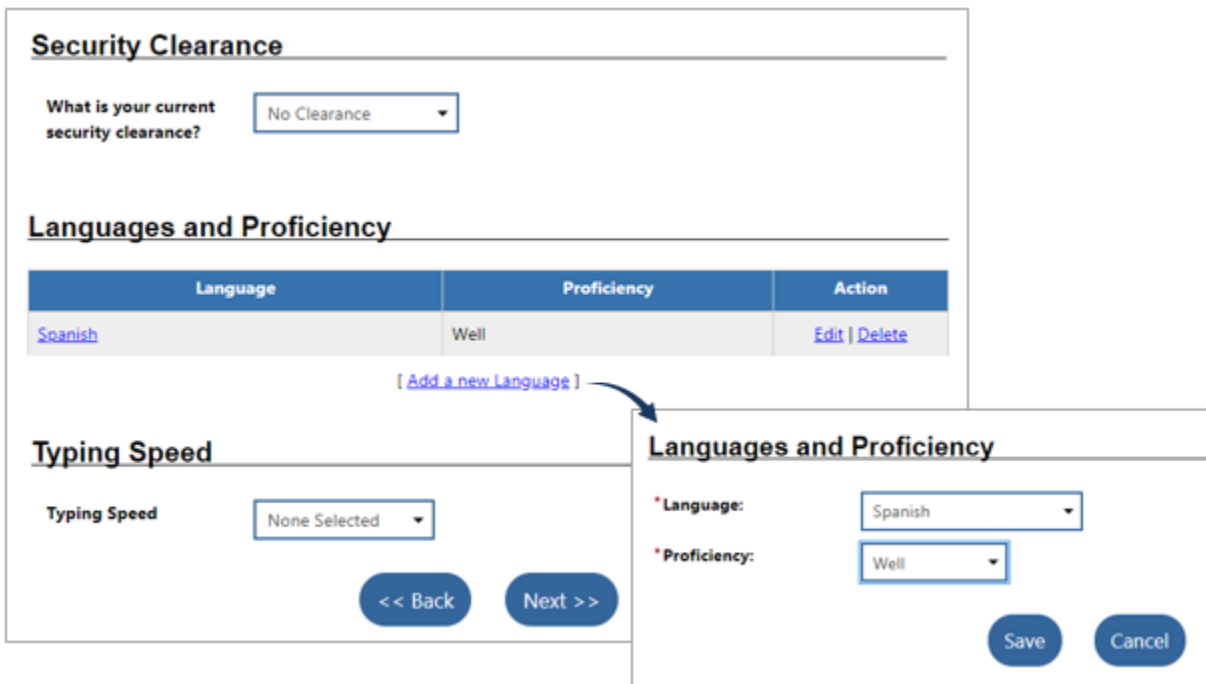
**4** Specify your **Driver's License Type**. For non-commercial, non-motorcycle, choose *Class C – Standard Driver's License* from the drop-down list.

**5** Specify your **Driver's License Class** by checking the appropriate box. For standard licenses, choose *Private Vehicle class*.

**6** If you have a Commercial Driver's License, select any of the **Driver's License Endorsements** listed by checking their box. For non-commercial, non-motorcycle, select *No Endorsements*.

**7** Specify whether you **have access to a motor vehicle** (this includes motorcycles).

**8** Lastly, indicate if **you rely on public transportation**.

**9** Click **Next** to continue on to provide the final employer search items, as shown in the figure below.

### *Additional Employer Searchable Items*

The items in these sections—Security Clearance, Languages and Proficiency, and Typing Speed—are optional.

▶ **To finish entering employer search items:**

1   If you have some language proficiency other than English, you can <u>Add a new Language</u> by clicking the link. The Languages and Proficiency page displays (see figure below).

   a. Select the **Language** from the drop-down list, then specify fluency by selecting from the **Proficiency** drop-down list.

   b. Click **Save**. It is now listed in the Languages and Proficiency section.

   c. Repeat steps a. – b. for additional languages (other than English).



*Résumé Builder Wizard – Employer Search Items Page with Languages and Proficiency Page*

2   If you wish to specify a **Typing Speed**, select it from the drop-down list.

3   Click **Next** to continue to the Résumé Layout Templates page, as shown in the figure below.

## Résumé Layout Templates

A résumé template is a sample document that already has some details in place that control the overall look and layout of actual résumés in the system. By using a system-provided template to format and structure all the information you've entered up to this point, you will save yourself time and effort in the future when it comes time to submit your résumé(s) for job postings.

WorkinTexas.com provides four different system templates for your résumés: Chronological (default), Functional, Federal (not official), and Upload. You can modify the system templates up to a point and even create your own templates.

⚠ **Note:** There's a lot you can do on this page, but this chapter will cover just the basics of using the default Chronological system template. See Chapter 3: Quick Menu in the Virtual OneStop – Individual Services User Guide for more details.

## Résumé Layout Templates

**Current Template:** Chronological - System Template ▾

**Résumé Sections** | **Résumé Format** | **Section Specific Format**

ℹ️ *For help click the information icon.*

These are the sections that will display on your résumé in the order shown. You may reorder the sections by dragging the button on the left column of each item in the list. You may choose to show/not show a section by checking/unchecking the check box, and you may change the default section header by updating the text in the user-defined title text box. To view other résumé formatting for this template, click on one of the tabs above.

Reorder résumé sections by clicking and dragging up or down the image in the far left column

| ↕ | Display | Section | User-Defined Title |
|---|---|---|---|
| | ☑ | Contact Information | Contact Information |
| | ☑ | Objective | Objective |
| | ☑ | Ability Summary | Ability Summary |
| | ☑ | Employment History | Employment History |
| | ☑ | Education and Training | Education and Training |
| | ☑ | Occupational Licenses & Certificates | Occupational Licenses & Certificates |
| | ☑ | Honors & Activities | Honors & Activities |
| | ☑ | Additional Information | Additional Information |
| | ☑ | Detailed References | Detailed References |
| | ☐ | Résumé Free Text | Résumé Free Text |

[ Preview Sample Résumé with this Template ]

[ New Template ] [ Save ] [ Save As ] [ Undo Changes ] [ Delete Templates ]

Skip this step, I will use the current template >>

( << Back )   ( Next >> )

*Résumé Builder Wizard – Résumé Layout Templates Page*

From this page, you can:

- Choose a template to apply to your résumé by selecting one from the **Current Template** drop-down list.

  ⚠️ **Note:** Any changes you make below to a system template must be saved as a custom template with a new name.

- Select which **Sections** to include in your résumé by clicking the checkboxes and rearrange the order in which the sections appear by clicking on the blue button and dragging it up or down the list to a new location.

  💡 **Tip:** To drag an item, when the double arrow cursor ⊕ appears, hold down the left mouse button, drag the item to the new location, and release the mouse button.

⚠️ **Note:** Removing some sections by unchecking them from your custom template will refresh the wizard with those sections removed. For example, if you uncheck Honors & Activities that will disappear from the wizard progress bar and you won't have to enter that information.

● Rename a section by clicking in the **User-Defined Title** box for the section you wish to rename and replacing the text.

● Preview what your changes will look like at any time by clicking the Preview Sample Résumé with this Template link.

● Undo all changes you've made in the current session by clicking the Undo Changes link.

● Save your changes to a system template by clicking either the Save or Save As link, entering a new **Template Name** in the field that appears, and clicking the **Save** button.

● Choose to use the system default template as is for your résumé by clicking the Skip this step, I will use the current template link.

● Change the formatting of titles, subheads, and body text (fonts, text size, style, and alignment) by clicking the **Résumé Format** tab. See Chapter 3: Quick Menu in the Virtual OneStop – Individual Services User Guide for details on the formatting options.

● Change the formatting of four specific sections (Contact, Employment History, Education History, and Certification History) by clicking the **Section Specific Format** tab. See Chapter 3: Quick Menu in the Virtual OneStop – Individual Services User Guide for details.

● Create a new custom template by clicking the New Template link. See Chapter 3: Quick Menu in the Virtual OneStop – Individual Services User Guide for details.

● Delete your own custom template (you cannot delete a system template) by clicking the Delete Templates link.

Click **Next** to continue to the Education and Training page, as shown in the figure below.

## Education and Training

Use this page to enter any diplomas, certificates, degrees, and educational levels you have obtained from high school and beyond. You can enter as many entries as needed, saving each before adding another. This does not include professional certifications and licenses, as those are entered on the next page.

⚠️ **Note:** You may skip adding Education Information by clicking the Skip this step link at the bottom of the page (as well as on any pages that display it); however, the system will assume you don't want this section in your résumé or template, and you will be asked if you want to remove the section from them (see figure below).

▶ **To enter education and training information:**

1 Select a **Qualification Level** you obtained from the drop-down list, for example, *High School Diploma*, *Vocational School Certificate*, or *Bachelor's Degree*.

2 Enter the **Course of Study** you completed. This can be a college major or job description.

3 To search for the standard title for the course of study entered, click the Select Educational Program Classification link. A pop-up window appears where you can search for a program by various means and then add the standard title to this page.

4 Enter the **Issuing Institution** where you obtained your qualification, along with the **City**, **State/Province**, and **Country**.

5 Specify if you are **Currently Attending this School**.

6 If known, enter your **Total Semester/Clock Hours Completed**.

7 Select the **Date Format** you want to appear on your résumé by selecting from the drop-down list.

**8** Enter the **Start Date** and, if not currently attending, the **Completion Date** of your schooling. By default, your **Education Dates** will display on your résumé, as denoted by the checkmark.

## Education and Training

Do not complete for education levels of less than High School or High School Equivalency Diploma. Certifications and Occupational Licenses should be added in the next section.

* **Qualification Level:**    Associate's Degree

* **Course of Study:**    Veterinary Assistant

**Educational Program Classification:**    VETERINARY/ANIMAL HEALTH TECHNOLOGY/TECHNICIAN & VETERINARY ASSISTANT

* **Issuing Institution:**    Texas State

**City:**    Austin

**State / Province (of Institution):**    Texas

**Country (of Institution):**    United States

* **Are you Currently Attending this School?**    ○ Yes  ● No

**Total Sem/Clock Hours Completed:**    [    ] hrs.

**Date Format:**    MM/YYYY

**Start Date:**    09/2005  (mm/yyyy) 🗓

**Completion Date:**    06/2007  (mm/yyyy) 🗓

☑ Display Education Dates

*Résumé Builder Wizard – Education and Training Page (Part 1)*

⚠️ **Note:** Unchecking the Display Education Dates checkbox tells the system you are trying to change the default template and you will be prompted to enter a name for the custom template you would have to create.

*Résumé Builder Wizard – Education and Training Page (Part 2)*

**9** If you wish to enter any other text regarding your education or training, you can do so in the **Comments** text box (750 characters maximum).

From this page, you can also:

● See a sample of what kind of information you can enter as additional comments by clicking the Insert Sample Text link. You can edit this text as desired.

● Display a list of action words to use when creating dynamic statements by clicking the Insert Action Words link. A pop-up window appears, from which you can click as many of the action words to insert them into the text box and then use them in complete statements about your educational experience.

● Apply formatting, and/or remove all formatting, of the text in the box by using the icons in the top ribbon and/or clicking the Remove All Formatting link. You can bold, italicize, and underline text, change the font and size of text, insert bulleted and numbered lists and tables, indent and change alignment of paragraphs, and more.

⚠️ **Note:** If you click the Skip this step link (on any pages that display it), the system assumes you don't want this section in your résumé or template, and you will receive an alert asking if you want to remove the section (see figure below). Click **Cancel** to keep it and fill out the section.
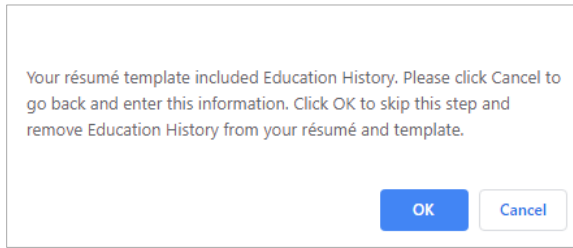
*Skip This Step Alert Pop-up*

**10** Click **Next** to continue. The Education and Training page redisplays with your entry listed (see figure below).



*Résumé Builder Wizard – Education and Training Page with Entries*

From this page, you can:

- View and edit your entries by clicking either a Qualification title or <u>Edit</u> link in the Action column.
- **Choose** to include it on this résumé or not by clicking the **Display on Résumé** checkbox. If you uncheck it, the qualification will still be part of the template used.
- Add a new qualification entry by clicking the <u>Add a new Education History</u> link and repeating this procedure. Use this if you have multiple diplomas, certificates, degrees, or qualifications that you want to show on this résumé.
- Remove an education entry from this résumé by clicking the <u>Delete</u> link in the Action column

**11** Click **Next** to continue to the Occupational Licenses & Certificates page, as shown in the figure below.

## Occupational Licenses and Certificates

This page allows you to make entries to populate the Certifications section on the résumé if you chose to include it during the résumé template steps in the figure above. Click the Skip this step link at the bottom of the page if you do not want to include any licenses or certificates in the résumé.



*Résumé Builder Wizard – Occupational Licenses & Certificates Page*

▶ **To enter license and certificate information:**

**1** Enter the title of the **Certificate/License** you received, for example, *Licensed Veterinary Technician (LVT)* or *Certified Veterinary Assistant (CVA)*.

**2** Enter the name of the **Issuing Organization** of your certificate or license.

**3** If desired, you can enter a **Certificate Number**.

**4** Select the **Certification/License Type** from the drop-down list: *Certification, License,* or *Registration*.

**5** Enter the **Completion Date** when you received the certificate or license.

**6** If applicable, enter the **Expiration Date** of the certificate or license.

**7** Select the **State** and **Country** that your certificate or license covers from the drop-down lists.

**8** Click **Next** to continue. The Occupational Licenses & Certificates page displays with your entry listed (see figure below).

## Occupational Licenses & Certificates

| Certificate / License | Issuing Organization | Completion Date | Action | Display on Résumé |
|---|---|---|---|---|
| Certified Veterinary Assistant (CVA) | American Veterinary Medical Association | 03/2016 | Edit | Delete | ☑ |

[ Add a new Occupation License(s) - Certificate(s) ]

<< Back     Next >>

*Résumé Builder Wizard – Occupational Licenses & Certificates Page with Entries*

⚠ **Note:** The options on this page are the same as for the Education and Training page. Refer to the figure above for an explanation of your options.

**9** Click **Next** to continue to the Employment History page, as shown in the figure below.

## Employment History

If you have no paid employment history, you can add volunteer work that you participated in.

▶ **To enter employment history information:**

**1** From the Employment History listing page, click the Add Employment History link. The Employment entry page displays (see figure below).

**2** In the Employer section, enter the name and address information of your most recent employer (this may be a current or past employer).

**3** In the Job Title section, enter the **Job Title** you held.

**4** In the Occupation section, click the Search for an occupation link. A pop-up window appears where you can search for the occupation that most closely matches the position you held. Searching for occupations is covered in detail in Appendix A: Common System Tools of the Virtual OneStop – Individual Services User Guide.

**5** In the Position section, select the **Type of employment** and whether it was a **Full or part-time** job from the drop-down lists.

**6** If desired, enter your **Gross Salary** (before taxes and other deductions) and the time period the **Salary is based upon** from the drop-down list (common choices are to list a yearly salary or hourly wage).

## Employer

**\* Employer Name:** Tarpon Woods Veterinar

**Address:** 1620 Hickory Ave.

**Store / Location Number:** Austin

**Zip Code:** 78701

**\* City:** Austin

**\* State / Province:** Texas

**\* Country:** United States

## Job Title

Please enter a job title below for this employment hist
you may see a list of common job titles similar to wha
title in the list, select it.

**\* Job title:** Vet Tech I

## Occupation

[ Search for an occup

**\* Occupation title:** Veterinary Technologists and T

**Occupation code:** 29205600

## Position

**\* Type of employment:** On the Job Training

**\* Full or part-time:** Full Time (30 Hours or More)

**Gross Salary:** $ 25000

**Salary is based upon:** Year

**\* Date you began work:** 10/15/2009 (MM/DD/YYYY)

You indicated the date as October 15, 2009

☐ Currently Employed

**\* Reason for Separation:** Resigned / Quit

**Additional information on reason for separation:** Went back to school full time

(120 characters max)

91 characters remaining.

**\* Last day worked:** 08/31/2012 (MM/DD/YYYY)

You indicated the date as August 31, 2012

**Duration of Job:** 2 Year(s)  10 Month(s) 17 Day(s)

*Résumé Builder Wizard – Employment Entry Page (Part 1)*

**7** Enter the **Date you began work**.

**8** If you are **Currently Employed** by this employer, click the checkbox. The Reason for Separation field will be filled in automatically with *Still Employed*.

**9** If you are *not* currently employed by this employer, you must select the **Reason for Separation** from the drop-down list.

   a. If desired, you can enter **Additional information on reason for separation** in the text box, for example, *Went back to school full time*.

   b. Enter the date of your **Last day worked**. The Duration of Job is automatically calculated from your start and end dates.

**10** In the text box, enter your **Job duties**. See the figure below for the other options for this field.

*Résumé Builder Wizard – Employment Entry Page (Part 2)*

From this page, you can:

● Insert a standardized description of your job duties by clicking the <u>Insert Occupational Description</u> link. A pop-up window appears, from which you can choose either a **Summary** or **Detailed Description**, then click the **Submit** button to add it.

⚠ **Note:** If you insert a Summary or Detailed Description after manually editing the description, the original content will be overwritten.

This information comes from the national O*NET Occupational Information database and is based on the occupational code you entered previously on this page. You will be given the option to save these as job skills when you exit the page. You can edit and format this text as desired.

● Display a list of action words to use when creating dynamic statements by clicking the <u>Insert Action Words</u> link. A pop-up window appears, from which you can click as many of the action words to insert them into the text box and then use them in complete statements about your job duties.

● Apply formatting to the text in the box by using the icons in the top ribbon. You can bold, italicize, and underline text, change the font and size of text, insert bulleted and numbered lists and tables, indent and change alignment of paragraphs, and more. To remove all formatting, select the <u>Remove All Formatting</u> link below the text box.

WorkinTexas.com Job Seeker Registration

⚠️ **Note:** If you click the <u>Skip this step</u> link (on any pages that display it), the system assumes you don't want this section in your résumé or template, and you will receive an alert asking if you want to remove the section. Click **Cancel** to keep it and fill out the section.

**11** Click **Next** to continue. The Employment History page redisplays with your entry listed (see figure below).

**Employment History**

| Company Name | Location | Job Title (Occupation) | Start/End Dates | Action | Display on Résumé |
|---|---|---|---|---|---|
| Tarpon Woods Veterinary Clinic | 1620 Hickory Ave. Austin, TX | Vet Tech I (Veterinary Technologists and Technicians) | 10/15/2009 - 10/29/2017 | Edit<br>Delete | ☑ |

⏮ ◀ Page [1 ▾] of 1 ▶ ⏭          Rows: [10 ▾]

[ Add Employment History ]

☐ Allow interested employers to view your salary history and reasons for leaving the jobs displayed on your résumé.

( << Back )    ( Next >> )

*Résumé Builder Wizard – Employment History Page with Entries*

From this page, you can:

- View and edit your employment entries by clicking either a Company Name link or <u>Edit</u> link in the Action column.

- Choose to include it on this résumé or not by clicking the **Display on Résumé** checkbox. If you uncheck it, the employment entry will still be part of the template used.

- Add a new employment entry by clicking the <u>Add Employment History</u> link and repeating this procedure. Use this for any previous jobs you want to include on this résumé.

- Remove an employment entry from this résumé by clicking the <u>Delete</u> link in the Action column.

- If you want to **Allow interested employers to view your salary history and reasons for leaving the jobs displayed on your résumé**, click the checkbox.

**12** Click **Next** to continue to the Job Skills page, as shown in the next two figures below.

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## Job Skills

This page lists, in alphabetical order, any job skills you have previously chosen and saved, or standardized job skills that are associated with the occupation you selected in your Employment History. By default, they are all selected.



*Résumé Builder Wizard – Job Skills Page*

▶ **To enter job skills information:**

1 If there are skills in the list that you do not feel you have, remove them from the list by clicking the checkboxes to deselect them.

2 To add other skills from different occupational categories, click the Modify Skills link (see figure above).

3 Click **Next** to continue to the Technical Skills and Tools page, as shown in the figure below.

## Technical Skills and Tools

This page lists, in alphabetical order, any technologies or tools you have previously chosen and saved, or standardized technologies and tools that are associated with the occupation you selected in your Employment History.



*Résumé Builder Wizard – Technical Skills and Tools Page*

▶ **To enter technical skills and tools information:**

1 If there are tools and technology in the list that you do not feel you have, remove them from the list by clicking the checkboxes to deselect them.

2 To add other tools and technology by keyword, or from different occupational categories, click either the Add tools and technology by keyword link or the Add tools and technology by occupation link at the bottom of the page (see figure above).

3 Click **Next** to continue to the Ability Summary page, as shown in the figure below.

## Ability Summary

This page allows you to enter text to populate the Ability Summary section on the résumé if you chose to include it during the résumé template steps in the figure above. It functions just like the other text box fields described earlier in this chapter. See figure above for descriptions of what you can do on this page. Click **Next** to continue.



*Résumé Builder Wizard – Ability Summary Page*

## Objective

This page allows you to enter text to populate the Objective section on the résumé if you chose to include it during the résumé template steps in the figure above. It functions just like the other text box fields described earlier in this chapter. See the figure above for descriptions of what you can do on this page. Click **Next** to continue.
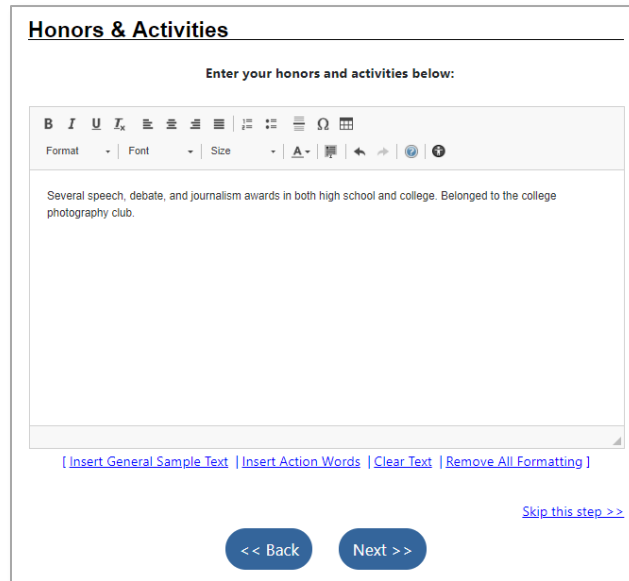
*Résumé Builder Wizard – Objective Page*

## Honors & Activities

This page allows you to enter text to populate the Honors & Activities section on the résumé if you chose to include it during the résumé template steps in the figure above. It functions just like the other text box fields described earlier in this chapter. See the figure above for descriptions of what you can do on this page. Click **Next** to continue.



*Résumé Builder Wizard – Honors & Activities Page*

## Additional Information

This page allows you to enter text to populate the Additional Information section on the résumé if you chose to include it during the résumé template steps in the figure above. It functions just like the other text box fields described earlier in this chapter. See the figure above for descriptions of what you can do on this page. Click **Next** to continue.

*Résumé Builder Wizard – Additional Information Page*

## Contact

The Contact page is pre-filled with your contact information provided during registration, including your name, residential and mailing addresses, phone numbers, and email addresses.



*Résumé Builder Wizard – Contact Information Page*

▶ **To complete your contact information for the résumé:**

1  Review the information in each section and make any desired changes.

2  At the bottom of the page are checkboxes where you can designate what specific contact information you do (checked) and do not (unchecked) **want to appear on this résumé**.

3  You can also specify if you want to **Allow employers to email you through the system** or not.

4  Click **Next** to continue to the Detailed References page, as shown in the figure below.

💡 **Tip:** Familiarize yourself with job scams by clicking the Learn more about Job Scams link.
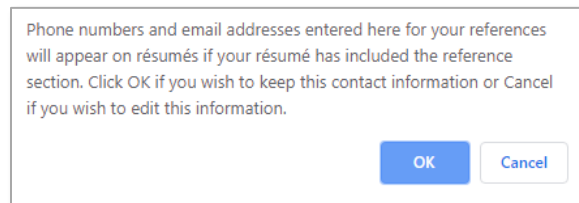
## References

The Detailed References page allows you to add entries to populate the References section on the résumé if you chose to include it during the résumé template steps in the figure above. You can also opt to just include the statement "References Available on Request" on your résumé.

### *Adding a New Reference*

▶ **To add a new reference entry:**

**1**   On the Detailed References page (see figure below), click the <u>Add New Reference</u> link. The Detailed References entry page displays (see figure below).

**2**   Enter the contact information you have for the reference in the different sections.

⚠ **Note:** Only first and last name, reference type, and number of years known are required. However, it is important to include a phone number, or at the very least, an email address, so prospective employers can contact your references.

**3**   Click the **Save** button to save the reference. A pop-up alert message about phone numbers and email addresses will appear (see figure below).



Phone numbers and email addresses entered here for your references will appear on résumés if your résumé has included the reference section. Click OK if you wish to keep this contact information or Cancel if you wish to edit this information.

OK   Cancel

*Reference Alert Pop-up Window*

**4**   Click **OK** to keep them. The Detailed References page redisplays with your entry listed (see figure below). By default, it will be set to display on this résumé.

**5**   To add another reference, repeat this procedure. Two to three references are the typical number to provide.

**6**   To see what else you can do from this page, see the figure below.

**7**   When you are done entering references, click the **Finish** button to save and complete your résumé. See "Completing a Résumé" below for details.

## Detailed References

### Reference Name
*First Name:     Leonard

*Last Name:     Beechum

### Reference Company Information
Employer Name:     Tarpon Woods Veterinar

Job Title:     Veterinary M.D.

### Reference Contact Address
Address 1:     1620 Hickory Ave.

Address 2:

City:     Austin

State:     Texas

Zip:     78701   Find Zip Code (Ope

### Reference Email Address
Email:     lbeechum@twvet.com

### Reference Information
*Reference Type:     Business

*Number of Years Known:     4

Save     Cancel

### Reference Contact Phone Number
Phone:     800 - 555 - 1212 Ext

*Résumé Builder Wizard – Detailed References Entry Page*

## Detailed References

| Name and Contact Information | Employer | EMail | Reference Type | Action | Display on Résumé | Display Order |
|---|---|---|---|---|---|---|
| **Leonard Beechum** <br> 1620 Hickory Ave. <br> Austin, TX 78701 <br> 800-555-1212 | Tarpon Woods Veterinary Hospital | lbeechum@twvet.com | Business reference (known for 4 years) | Edit \| Delete | ☑ | ▽ |
| **Mary Stowe** <br> 3004 State Hwy. <br> Austin, TX 78701 <br> 800-555-1212 | Petsmart | mary-stowe@petsmart.com | Supervisor reference (known for 2 years) | Edit \| Delete | ☑ | △ |

☐ Display "References Available on Request" on this résumé

[ Add New Reference ]

<< Back    Finish

*Résumé Builder Wizard – Detailed References Page with Entries*
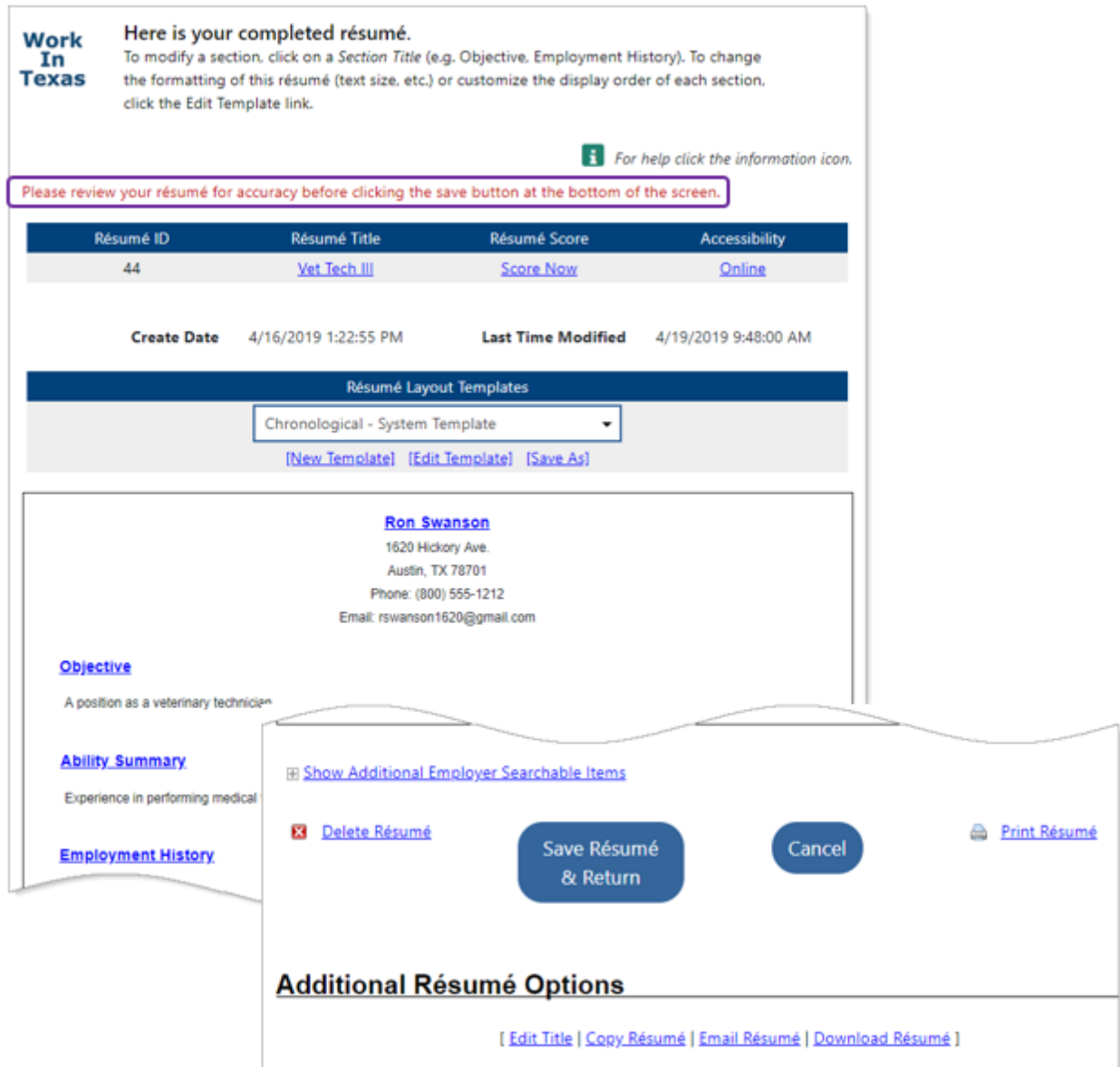
From this page, you can:

- View and edit your references by clicking either their name or the Edit link in the Action column.

- Choose to include the reference on this résumé or not by clicking the **Display on Résumé** checkbox. If you uncheck it, the reference will still be part of the template used.

- Add a new reference by clicking the Add New Reference link. See "Adding a New Reference" below.

- Remove a reference from this résumé by clicking the Delete link in the Action column.

- Change the order the references will be listed in on the résumé by clicking the up or down arrow icons in the Display Order column.

- Include the statement "References Available on Request" on the résumé instead of your references' names and contact information by clicking the checkbox.

- Save and complete your résumé by clicking the **Finish** button. The Résumé Review page displays. See "Completing a Résumé" below to finalize the process.

💡 **Tip:** You can create multiple résumés if you want to store different sets of information about yourself. This can be useful if you are applying for different types of jobs that require substantially different skills or experience.

## Completing a Résumé

Once you've completed entering information for the last section of your résumé and clicked the **Finish** button, the Résumé Review page displays (see figure below). It shows how your formatted résumé will look to prospective employers. As you can see, you can do a lot of other tasks from this page. For details on all these tasks, see Chapter 3: Quick Menu in the Virtual OneStop – Individual Services User Guide.



*Résumé Review Page*

▶ **To complete your résumé:**

**1** Review all sections.

**2** To make any changes to the content, click any of the blue underlined text and the entry page will display where you can make and save changes and return to this page. For example, if you wish to change which sections appear in the résumé, click the Edit Template link near the top of the page to add or remove sections.

**3** If no changes are desired, click the **Save Résumé & Return** button at the bottom of the page. The What would you like to do next? page will display if you have not previously created any résumés (see figure below).



*What Would You Like to Do Next? Page*

You now have full access to WorkinTexas.com. Your completed résumé is available to view or change at any time by returning to the Résumés tab (see figure below).

*Résumés Tab with Completed Résumé*

From this page, you can:

- View and edit your résumé by clicking either the résumé title link or the Edit link.
- Search for jobs using the information in your résumé as search criteria by clicking the Job Search link.
- Conduct a critical review of your résumé by clicking the Score link. The Résumé Score Details page will show its score value (out of 100), where it meets best practice standards ✅, where it does not meet standards ❌, and a list of suggestions to help improve it.
- Copy a résumé to use as the starting point for a new one in the Résumé Builder by clicking the Copy link.
- Delete a résumé by clicking the Select checkbox and then the Delete link in the Select column.

## How to Finish an Incomplete Résumé

The comprehensive résumé building process can take time to complete, and you may not be able to finish it in one sitting. As you proceed from page to page, your entries are saved and you can exit the process at any time.

However, when you log back in the next time, you will have to advance from page to page using the Next button until you get to where you left off.

Once you get far enough along in creating your résumé, but don't complete it, the system will mark it as incomplete, and give you open access to WorkinTexas.com. This means you'll have to go back to the Résumé Builder to complete it and provide a searchable résumé to match jobs.

▶ **To get to the Résumé Builder and complete your résumé:**

1 After signing in to WorkinTexas.com, on the Quick Menu on the left side of your dashboard, click **Résumé Builder**. The Résumé List page appears, as shown below.
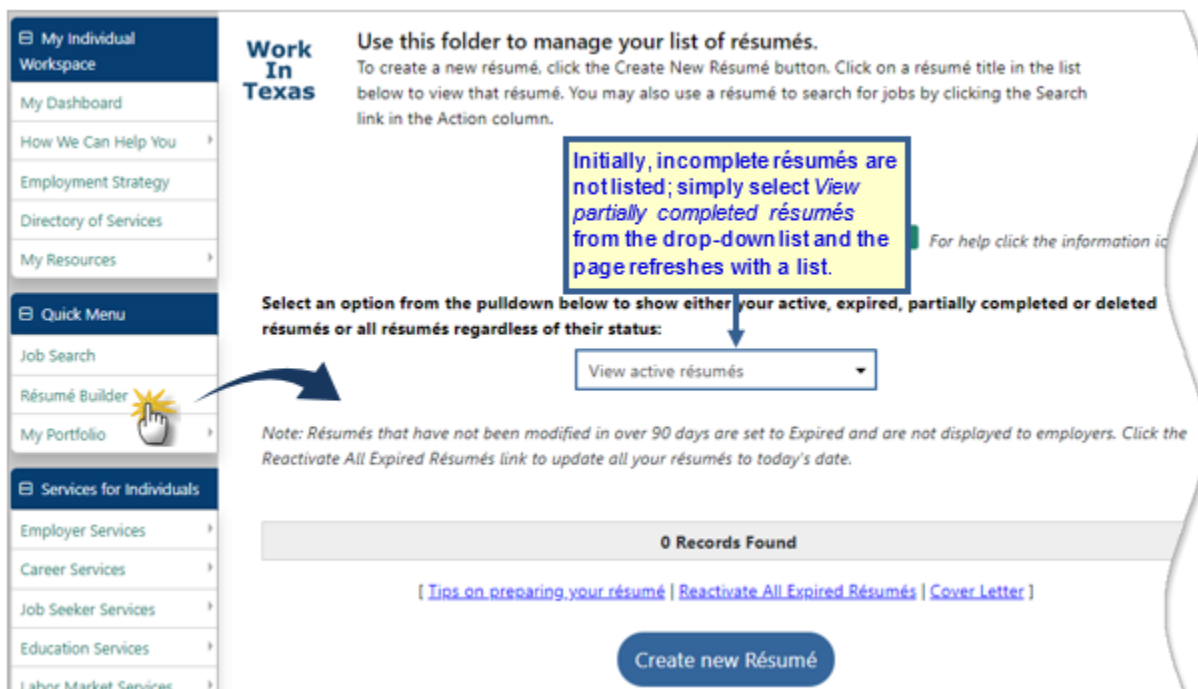


*Résumé List Page*

⚠ **Note:** Initially, incomplete résumés are not listed; simply select *View partially completed résumés* from the drop-down list and the page refreshes with a list.

2 Select *View partially completed résumés* or *View all résumés* from the drop-down list. The page refreshes with a list of any incomplete résumés (see figure below).

3 Click the Restart link in the Action column for the résumé you want to complete. The Résumé Builder will start at the beginning with all your previous entries and selections intact.

4 Review your information on each page, then click the **Next** buttons until you get to where you left off. You can now continue working.

View partially completed résumés ▼

*Note: Résumés that have not been modified in over 90 days are set to Expired and are not displayed to employers. Click the Reactivate All Expired Résumés link to update all your résumés to today's date.*

To sort on any column, click a column title.

| Résumé Title | Résumé Status | Online Status | Source | Résumé Score (out of 100) | Number of Requests | Online Until | Action | Select |
|---|---|---|---|---|---|---|---|---|
| Vet Tech III | Incomplete | Offline - Incomplete | Manual | N/A | 0 | 7/16/2019 | Score Restart | ☐ |
| | | | | | | | | Delete |

◄◄ ◄ **Page** [1 ▼] of 1 ► ►►     Rows [100 ▼]

*Résumé List Page with Incomplete Résumé*