

Help Employers Find You!

Update your Profile, Upload your Résumé and Review Matched Jobs on Job Quest

1. Open Internet Explorer to go to www.valleyworks.cc. Click on Job Search button on the banner in the top right. Scroll down to Job Quest.
2. Create a User Sign-On by selecting Register at top right of the screen. Enter your social security number, date of birth and zip code. The password must be a maximum of four letters or numbers or a combination of four letters and numbers. (Remember your password for future access)
3. After signing into JobQuest, you will be in the Home Page where you should see Welcome with your name.

The screenshot shows the JobQuest website interface. At the top, there is a banner for "The Executive Office of Labor and Workforce Development (EOLWD)" with a "Logout" button. Below the banner is a navigation menu with links: Home, Find Jobs, Locate Training, Search Events, My JobQuest, and Help. The main content area is divided into several sections:

- Welcome Lillian McGinty**: Last login date: 11/16/2009 10:03:02 AM. Job Seeker Id: [input field]
- Job Inbox**: Review Matched Jobs (3). A job opening exists only 2.03 mile(s) from your location! Community Action Haverhill has 1 Financial Literacy Program Developer job in your region. Your closest Career Center has 24 Events this week. To find the career center nearest you click on Career Center. Learn new skills. Search for job training opportunities.
- My JobQuest Profile**: Change Your JobQuest Password. Personal Information: Contact Information, Demographics. Contact Information: Not viewable to Employers. Career Information: Career Objective, Work History, Education, Training, License, Certification & Registration. Review your information: Personal Fact Sheet, What Employers See.
- My Résumé**: There are two ways an Employer can view your profile. You can attach a résumé for employers to view or copy and paste your résumé so that Employers can find you, if you match their job requirements. Attached Résumé: Upload. Copy & Paste: Add.
- Job Match Profile**: Complete the Job Match Profile to allow employers to find you and to activate the Match Jobs button. Job Occupations & Job Titles, Skills Profile, Additional Skills & Preferences, Location. View matched jobs ... Match Jobs. Job Match Profile Status: Active. If you do not wish to be matched to any future jobs, you may Inactivate your profile at any time.

Numbered callouts (3, 4, 5, 6) and a yellow starburst graphic with the text "Click on Match Jobs for a list of jobs" are overlaid on the screenshot to highlight specific actions.

4. **To Update your Profile**, click on the links in the My JobQuest Profile box. In the Contact Information link, you must answer NO to the question "Do you want your contact information confidential?" for potential employers to find and contact you.
5. Next, update your information in the Job Match Profile box. Verify that your Job Match Profile Status is Active to be matched to jobs. Your Job Inbox will be updated when you log into JobQuest with matched jobs.
6. Once both profiles are completed, you have the option to review the information.
7. You also have the option to start a job match which results in jobs that match your profile.
8. Next, upload your Résumé. See the reverse side of this document for detail instructions.

Upload your Résumé to Job Quest and provide interested employers the opportunity to review your qualifications and contact you directly.

The Executive Office of Labor and Workforce Development (EOLWD) Logout

JobQuest

Home Find Jobs Locate Training Search Events **My JobQuest** Help

[Home Page](#) » My JobQuest

Welcome Lillian McGinty Last login date: 11/16/2009 10:03:02 AM Job Seeker Id: 11018786

Job Inbox

[Review Matched Jobs](#) (3)

[A job opening exists only 2.03 mile\(s\) from your location!](#)

[Community Action Haverhill has 1 Financial Literacy Program Developer job in your region.](#)

Your closest Career Center has [24 Events](#) this week.

To find the career center nearest you click on [Career Center](#).

Learn new skills. [Search for job training opportunities](#).

My Résumé

There are two ways an Employer can view your profile. You can attach a résumé for employers to view or copy and paste your résumé so that Employers can find you, if you match their job requirements.

Attached Résumé

Copy & Paste

1. The My Résumé box is for attaching **or** copy and pasting your Résumé into JobQuest.
2. Verify your Résumé is NOT password protected and maximum size of the file is 500KB.
3. Attached Résumé:
 - a. Click on the Upload button next to Attached Résumé.
 - b. Next click Add and then the Browse button to find you Résumé on a floppy disk, thumb drive or in My Documents.
 - c. Once you locate and select the document, click the Open button and then the Attach File button.
 - d. Your Résumé will be available as a PFD document for potential employers to review.
 - e. It is possible to replace or delete this document as often as you wish.
4. Copy and Paste
 - a. Click on Add button next to Copy & Paste.
 - b. Copy your Résumé from the original source and paste into JobQuest.
 - c. Click Save at the bottom on the page which brings you to Edit /View Résumé page.
 - d. It is possible to replace or delete this document as often as you wish.

*Many employers from the Merrimack Valley and the surrounding area use JobQuest for Employers. They are looking for talented employees. **Keep your profile current and help them find you.***