

How to use the Hot Jobs List

Job Search Suggestions by: Current List, Job Number, and either Keyword, Job Title, Location or Occupation.

Current Hot Jobs List Job Search - Go to website: www.valleyworks.cc.

To review the current openings listed with ValleyWorks Career Center, click on the **Job Search** tab, located top right of screen. Then click on the logo, ValleyWorks Career Center Jobs, to review current openings. Record the JOB # for each Job Title of interest. Click the back arrow, located top left of screen, twice. To review opening details follow the **Job Number Search** instructions. The current opening list is updated weekly.

Job Number Search - Go to website: www.valleyworks.cc.

Click on the link: **Job Seekers: Perform a Job Search**. Then click on the Find Jobs tab, located top left of screen. Enter the Job # in the blank area Search by Job Number to review the job details from your current search. To review the next Job #, click on the New Search tab, located at the bottom of screen. Enter the Job # in the blank Search by Job Number area and continue review of job details. To return to the Home Page, click on the back arrow twice, located top left of screen.

Keyword, Job Title, Location, or Occupation Job Search - Go to website: www.valleyworks.cc.

Click on the **Job Seekers: Perform a Job Search** link. Search openings by filling in one or all of the three categories, and then click the Search button. Click on the blue **Job Title** to review the details and application process. Click the tab Return to List, to continue review of current search. To revise search click on the Modify Search tab, filling in one of the three categories, click the Search button to continue. To return to the Home Page, click on the back arrow twice, located top left of screen.

Job Seeker Resources Brochure - Revision July 2011

Navigating the Home Page ValleyWorks Career Center

The screenshot shows the ValleyWorks Career Center website in a Windows Internet Explorer browser window. The browser address bar shows <http://www.valleyworks.cc/>. The website header features the ValleyWorks Career Center logo and a navigation menu with tabs for Hours & Directions, Events, Free Stuff, News Press, and Job Search. The Job Search tab is highlighted with a red box and a yellow callout box.

Job Search Tab:

- Hot Jobs List
- Job Quest Search Link
- Other Search Links
- Resume Worksheet
- Job Seeker Resources
- Hire Survey
- Help Employers Find You

Job Search by:

- Job Number
- Keyword
- Title
- Location
- Occupation

Click Tab for Information:

- Youth Programs
- Current Workshops
- Recruitments
- Job Fairs
- Speakers
- Special Events

Attention Employers

- ✓ You Hire
- ✓ You Train
- 💰 You Get Reimbursed

On-the-Job Training Funds

Other callouts include: "Attention Unemployment Claimant" with a link to "Job Search Links", "Businesses: Submit your Job Order" with a "Help Wanted" sign image, and "I FOUND A JOB SURVEY Fill out the survey & win prizes" with a handshake image.