How to Get the Most out of EFM

STEP-BY-STEP GUIDE TO EMPLOY FLORIDA MARKETPLACE

HELPFUL HINTS:

Receiving unemployment? You already have a partial registration. Contact CareerSource Tampa Bay Staff for your username and password.

- Remember your username, password and security question
- Do not type your information all in uppercase letters or lowercase letters
- Do not use your social security number for your username
- Pay special attention to the blue text next to fields to ensure proper entries are being made
- Provide current contact info, including an email address to receive notifications regarding potential job openings and recruiting events
- Click 'Modify skills' to customize 'Job Skills' section by checking skills representing your work experience in each category

You MUST have your background information complete and have an active online résumé in Employ Florida. This will allow you to access a wide range of CareerSource Tampa Bay (CSTB) services and Employ Florida Marketplace features. Employers and CSTB Staff also use this information to find potential candidates for job openings.

PART I – JOB SEARCH

1. Go to www.employflorida.com.
2. Click the 'Find a Job' button in the middle of the page.
3. Input your area and keywords. Narrow down your search by selecting a specific tab at the top of the page.
4. Click the 'Search' button.
5. Choose a job of interest and click 'How to apply for this job'.
6. Enter your Username and Password when prompted.

Don't have a username or password yet?

1. Click the link 'Not Registered? Learn How and Why', and then select 'Individual' from 'Option 2 – Create A User Account'
2. Complete all required fields (marked with an asterisk*). Once completed, go to Part II.

PART II – BACKGROUND INFORMATION

1. Under the Quick menu (located on the left hand side), click 'My Portfolio' tab. In the 'My Individual Profile' tab, click on the first folder: 'Personal Profile'.
2. Click the 'Background' tab; and click on 'Start the Background Wizard' button.

PART III – RESUME BUILDING

1. Under the Quick menu (located on the left hand side), click 'Résumé Builder' then click 'Create New Résumé'.

Automated Entry and Copy and Paste format is NOT recommended because it may require additional formatting, time, and effort.

2. Select whether you want your résumé available to preferred registered employers online by clicking the button in the Accessibility field.
3. Select the Type of Résumé:

Choosing 'Internal Resume' is the best option and is more likely to be found by potential employers. The site will allow you to create up to 10 online active résumés.

4. Enter a Résumé Title. Choose titles that reflect the job you are applying for. Make them descriptive but brief.
   Poor Résumé Titles: John Smith's Résumé, A Hard Worker
   Good Résumé Titles: Shipping & Receiving Warehouse, LPN
5. Click 'Next' to continue through each step of the Résumé Builder.
6. Click 'Save Résumé & Return' to complete your résumé.

CareerSource Tampa Bay is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Services at 711.

CareerSource TAMPA BAY