JobQuest: Completing Your Profile

Guide for Job Seekers

MassHire Metro North Career Center

The Purpose of this guide is to help jobseekers like yourself navigate the MassHire JobQuest website. JobQuest allows you to see the jobs you match with once you've completed your profile and then apply to those jobs.

Objective: To assist job seekers with their job search using the resources within JobQuest. The workshop is to allow you to get the assistance you need and to answer any questions about your job hunt. It's also to give information you didn't know about before and have you leaving with information to help with your future job hunting.

JobQuest: accessed at https://jobquest.dcs.eol.mass.gov/jobquest/

Topics Covered:

Registering with JobQuest **for First Time users**. Filling out your New User Registration information and then once filled out receiving your JobQuest ID.

Complete the **Career Information** Section. This entails all the information you've put on your resume; you will insert that info in listed sections below.

- **Career Objective**
- **Work History**
- **Education**
- **Training**
- **License, Certification and Registration**

Then move onto the Job Match Profile Section. This entails information that will help you get more jobs in your **Match Jobs** button. The sections are listed below.

- **Job Occupations & Job Titles**
- **Skills Profile**
- **Additional Skills & Preferences**
- **Location**

We will also cover the **Resume-Attached and Copy & Paste** portion of the JobQuest website.

Complete My JobQuest Profile

Scrolling down the My JobQuest Welcome page shows that the account is organized into sections: **Job Inbox**, **Schedule Career Center Seminar** (will only appear if you haven't recently attended a seminar), **My Resume**, **My JobQuest Profile** and **Job Match Profile**.

- ✓ The bottom left portion of the "Welcome" page contains **My JobQuest Profile**.

- ✓ The Contact Information and Demographics contains the information you entered when you registered.

- ✓ The green checkmarks indicate completed sections and red Xs indicate sections where additional information should be entered and saved.

We will complete this section first starting with *Career Objectives

1. Click the **Career Objective** link. This will open a 700 character text box where you may type an objective.

2. After typing your objective click the **Save** button. The "Welcome" page will reappear. Scroll down and see the green checkmark indicating this section is now complete.

3.   Click **Work History** to enter information in that section. You must populate all the fields marked with red asterisks.

4.   Select a Job Category from the **Job Occupation Title** dropdown menu and complete the other fields in this section.

You ONLY have to go back 10-15 years.

***If you click "**Yes**" to the question: Do you want a prospective employer to view this information? This will make this information visible to employers who use JobQuest to search for candidates. Checking "No" for this question will prevent employers from seeing this information.

Below is the completed Work History section of John Test's account

Work History

To edit your work history select the "Job Title". To remove select the "Remove" link.

	Company	Job Title	Start Date	End Date	Viewable to Employer
Remove	Goong Incorporation	Financial Analyst	1/8/2011	6/6/2014	Yes
Remove	Bill&Bob Cor., Amazonas	Administrative Assistant	1/8/2008	3/13/2011	Yes
Remove	Alpha Financial Services	Senior Accountant	1/1/2000	9/24/2010	Yes

5.   After entering your work history click the **Done** button. This will return you to the Welcome page. Scrolling down this page you will see a green checkmark next to **Work History** indicating this section is complete. (See below.)

Career Information

The information in this section is used to build your 'Personal Fact Sheet'. Select 'What Employers See' to see how your information will appear to employers. Your Job Match Status must be Active for employers to see this information.

✓ Career Objective

✓ Work History

✗ Education   ←

✗ Training

✗ License, Certification & Registration

Review your information:

Personal Fact Sheet

What Employers See

6.   Click **Education** and complete this section. The second screen shot *below* shows how the completed section looks.

Education, Degree Details

This information will be displayed on your online profile.

* School Name: UMass Boston

* Degree: Master Degree

* Degree Status: Complete

Major: [   ]

Start Date: Month [v] [   ] [YYYY]   Dates will not be presented to Employers. This is for informational purposes only.

End Date: Month [v] [   ] [YYYY]

To edit your education select the "School Name". To remove, select the "Remove" link.

	School Name	Degree	Status
Remove	UMass Boston	Master Degree	Complete
Remove	Salem State College	Bachelor Degree	Complete
Remove	Boston Latin High School	High School Diploma	Complete

Add Education

Done   Cancel

7.   Click **Done** to return to the **My JobQuest** tab.

8.   Then, if applicable, complete the **Training** and **License, Certification & Registration** sections of your account.

✓ Education

✗ Training

✗ License, Certification & Registration
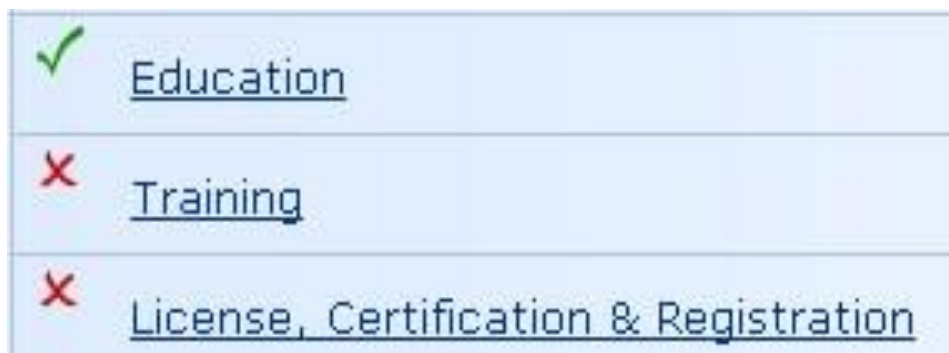
Create a Job Match Profile

1. On the My JobQuest page click the **Job Match Profile** link. This will display a screen labeled **Job Occupations and Titles**.

2. Scroll down the **Job Occupations and Titles** screen to view the **Select Job Occupation Categories** section and select the appropriate category

3.   Select appropriate Job Occupation Title from the list below and click the Add **JobTitle** button to save your selection. You can select more than one Job Title.

*Below, John Test selected two Job Occupation Titles, **Accountants and Auditors** and **Budget Analysts**, and indicated that he is a Certified Accountant with 192 months experience.*

4.   Click **Next**. The **Add Skills** section will appear. Skills are grouped into three categories: **Job Skills**, **Computer Skills** and **Language Skills**. The faint lettering on the Job Skills button indicates that this is the section we are viewing below.

Add Skills

The following is the list of skills associated with the Job Occupation Title(s) you selected. You can also add general computer skills and languages that you can speak. To add skills, highlight the skills and click appropriate skill level. To remove skills, highlight the skills and click the Remove button.

[Job Skills] [Computer Skills] [Language Skills]

Job Skills

Advise Clients
Analyze Budgets
Analyze/Interpret Data/Budgets
Apply Budgeting Principles
Apply Business Management Concepts
Apply Cost Analysis Theory
Apply Financial Management Principles & Theories
Apply Math Principles To Pensions
Apply Mathematics To Actuarial Modeling
Apply Principles Of Business Law
Apply Research Methodology To Manufacturing & Commerce
Apply Tax Laws/Regulations
Apply Time Management Theory
Compute Taxes
Compute/Record Fiscal Data
Conduct Investigations/Research
Develop/Maintain Accounting & Budgeting Data Bases
Evaluate Advertising Promotions

[Add >>]

[<< Remove]

My Skills List

5.   Select a skill by highlighting it and clicking **Add** to move it to the **My Skills List** box on the right side of the screen. Or, select several skills by holding the **Ctrl** key down while clicking on the skills you want. Then click **Add** to move those skills to **My Skills List.**

To remove a skill from My Skills List, highlight it and click the **Remove button.

6.   Click the **Computer Skills** button above the **Job Skills** box to display this group of skills. Select Computer Skills and then Language Skills the same way you selected Job Skills, by highlighting specific skills and clicking **Add** to move them to My Skills List on the right.

7.   Click **Next** to move beyond the Job Skills, Computer Skills and Language Skills section of your profile. An **Additional Skills & Preferences** section will appear. (See below.) Select the type of Driver's License you have and, if applicable, describe any other skills you have in the text box.

Additional Skills & Preferences

Additional Skills

Some jobs may require a drivers license or typing skills. Enter the appropriate answers below.

Select the Driver's License you have: None

If you type, how many words can you type per minute?

Please include any other skills:

8.   Scroll down below the text box and select **Pay**, **Shift** and **Work Week** preferences. Save your preferences by clicking **Next**.

9.   Select at least one location in the **Location** section of your profile. Either click on a region in the list on the left or click on a section of the map of Massachusetts.

In our sample account John Test clicked the **Boston, Central Mass (Southbridge, Worcester), Metro North (Cambridge, Chelsea, Woburn) and Metro South West (Framingham, Norwood)** Regions.

10. After selecting various locations click the **Done** button to return to the Welcome screen.

11. When the Welcome page reappears, look at the bottom right portion of the screen. Four green checkmarks indicate that the Job Occupations & Job Titles, Skills Profile, Additional Skills & Preferences and Location sections of your account are complete. Also, Job Match Profile Status is Active.

Upload a Resume

Use the **My Resume** feature to attach a resume to your JobQuest account. This will enable employers who are searching for job candidates to view your work experience and skills and possibly contact you to schedule job interviews.

You have two resumes to fill : (**1**) **Attach** a resume composed in Microsoft Word **and** (**2**) use the **Copy & Paste** function to copy and paste information from your resume.
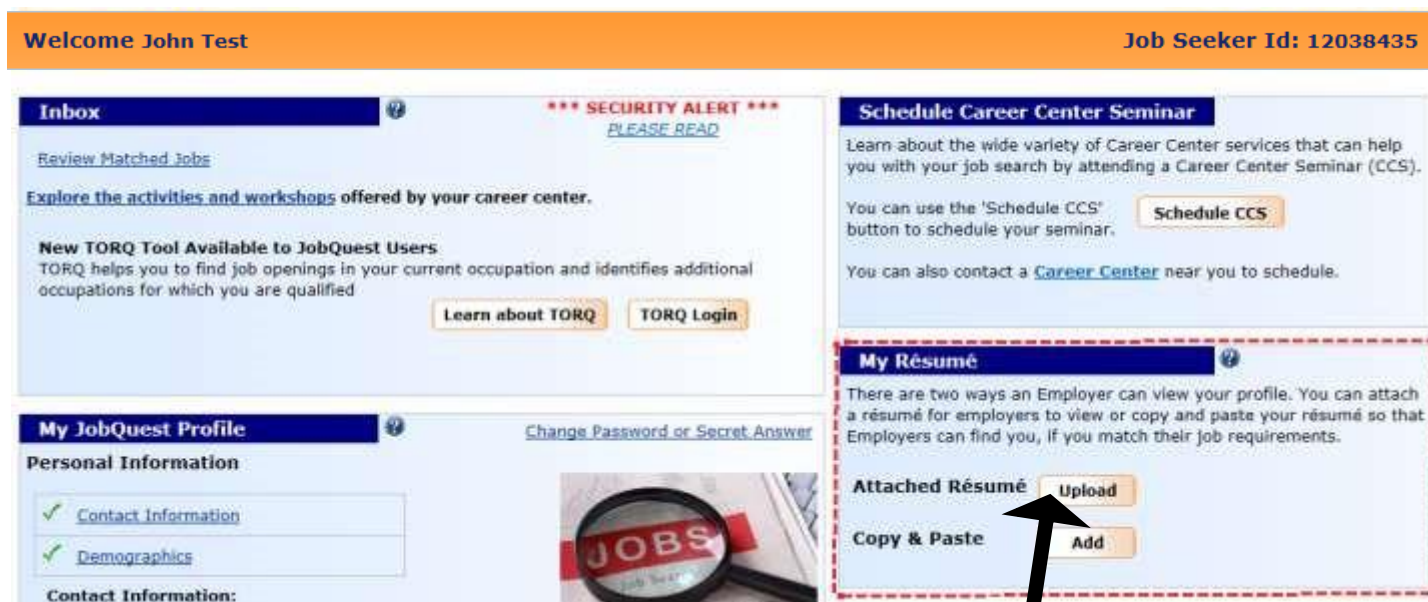
1.   To attach a resume composed in Word, click the **Upload** button shown above. The **Add/Edit Resume** screen will appear (see below).

2.   Click the **Add** button in the Attached Resume option.

3. Click **Browse** to find the Word file containing your resume.

Attached Résumé

This feature allows you to attach an existing Microsoft Word résumé. This résumé will be converted into Adobe Acrobat format and be viewable by employers on the Internet.

Why upload your Résumé?
So employers can view a formatted version of your résumé.
Note: If you have specified that you do not want your contact information viewable by employers, this résumé will not be viewable to them.

If you don't see a "Browse" button, your browser does not support attachments.

[_____] [Browse...]
Maximum File size 500KB. (PC users, select "All Files" for File Type.)

[Attach File] [Cancel]

4. Highlight that file and click the **Open** button.
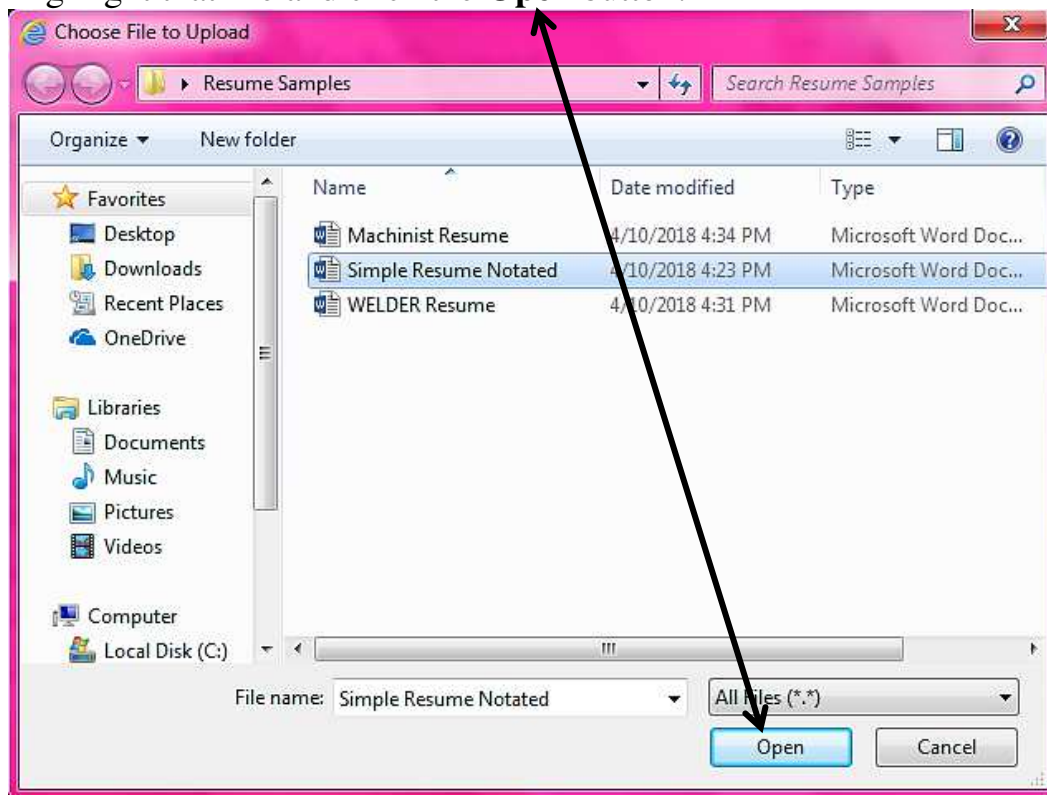
5. Click the **Attach File** button.

If you don't see a "Browse" button, your browser does not support attachments.

[H:\Mark\JobQuest Test\Resumes\John Citizen.doc] [Browse...]
Maximum File size 500KB. (PC users, select "All Files" for File Type.)

[Attach File] [Cancel]

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A "processing" message will appear on your screen. The screen will then display a PDF file that is now attached to your account. JobQuest converts Word files to PDF files. (*See the example below.*)

- ✓ After uploading your resume a **Delete File** option becomes available to enable you to replace this resume with an updated one at some point in the future.

- ✓ If you click the Back to My JobQuest button you will notice the My Resume section of your account now has **View** and **Replace** buttons. Click View to see the resume you uploaded and click Replace to upload a newer version of your resume.

- ✓ Below, the **My Resume** section of a JobQuest account after uploading a resume.

ALSO: Your Match jobs can be saved. Simply click on a matched job, scroll to the bottom of job chosen, click **Interested/Not Interested** and it will be saved to your **inbox of matched jobs**.

Your Interest Level

Here you can specify your interest level in this job order. If you indicate that you are interested in this job, it will be added to the "Saved Jobs" list that is accessible from My JobQuest. If you indicate that you are not interested, this job will not be included in future match results.

| Interested | - Add this job to my Saved Jobs list. |

| Not Interested | - Do not match this job order again. |

Inbox   Security Notice

Did you move to Massachusetts because of a recent hurricane or other type of disaster? If Yes, enter Relocation Information.

Review Matched Jobs
Manage Saved Jobs (1)

Your closest Career Center has 31 Events this week.

Explore career alternatives with the new 2018 TORQ tool
Quickly and easily identify career paths and job opportunities based on your transferable skills with this new TORQ tool

| Learn about TORQ | TORQ Login |

My Jobs of Interest

1 job(s) of interest | Show 20 ▼ results per page

Sort by clicking on Column Headings. Reverse sort order by clicking the same column heading a second time.

▼ Job Number	Employer Name	Job Title	Last Updated	Screening Questions	Source of Interest	Interest Result
11369544	Constellation	Budget Analyst	11/05/2018		Job Seeker Interested	Pending

Done

Logout and Login

Click the Logout link in the upper right corner of your screen to exit your JobQuest account.

To login to your account type https://jobquest.detma.org/JobQuest/Default.aspx into your browser. When the home page appears, type your **Job Seeker ID** and **Password** into the fields in the upper right corner and click **Go**.

A Welcome message appears at the top of the screen and you will be on the My JobQuest tab.

MassHire Metro North Career Center will be contacting you through Constant contact with information about <u>Job opportunities</u>, <u>Job Fairs</u>, <u>Classes</u>, <u>and Special Services</u>.

You will see something like this at the bottom of the email. You can "unsubscribe" But you shouldn't!

<u>Unsubscribe JohnQPublic@gmail.com</u>

Update Profile | About our service provider

Sent by ccinfo@cambridgechamber.org in collaboration with

Constant Contact®

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