



# **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.

The screenshot shows the My JobQuest Profile page. The 'My JobQuest Profile' section is highlighted with a black border and a large double-headed arrow. It contains 'Personal Information' (Contact Information, Demographics) and 'Career Information' (Career Objective, Work History, Education, Training, License, Certification & Registration). A magnifying glass icon with the word 'JOBS' is also visible.

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.

**My JobQuest Profile** [Change Password or Secret Answer](#)

**Personal Information**

- ✓ [Contact Information](#)
- ✓ [Demographics](#)

**Contact Information:**  
[Viewable to Employers](#)

**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](#)

## Career Objectives

Enter your career objective in the text box below and then select save. To view how your career objective will look to an employer, select "View" Personal Fact sheet from the My JobQuest page.

Viewable to Employers? ☐ Yes ☐ No

Short, Direct and can either be bullet points or 2-3 sentences.  
Also this is about what you're seeking during your future Job Hunt.

700 characters left

[Save](#) [Cancel](#)

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.

✓	<a href="#">Career Objective</a>
✗	<b>Work History</b>
✗	<a href="#">Education</a>
✗	<a href="#">Training</a>
✗	<a href="#">License, Certification &amp; Registration</a>

## Work History

This information will be displayed on your online profile.

* Company Name	Alpha Financial Services
* City	Boston
* State	Massachusetts

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

* Job Title	Senior Accountant
* Job Occupation Title	Select a Job Category to determine the standardized O*Net Job Occupation Title for this job. Business and Financial Operations Occupations Accountants
Salary	Salary data will not be displayed to the Employer. \$ Per Select One
* Start Date	January 1 2000 [mm]
* End Date	September 24 2010 [mm]
Job Details	Senior accountant for Financial Services organization. Calculated Cost/Earning ratios of various mutual funds and recommended best performing funds. 606 characters left
Reason for Leaving	Laid Off / No Work
* Do you want a prospective employer to view this information?	<input checked="" type="radio"/> Yes <input type="radio"/> No



\*\*\*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
<a href="#">Remove</a>	Goong Incorporation	<a href="#">Financial Analyst</a>	1/8/2011	6/6/2014	Yes
<a href="#">Remove</a>	Bill&Bob Cor., Amazonas	<a href="#">Administrative Assistant</a>	1/8/2008	3/13/2011	Yes
<a href="#">Remove</a>	Alpha Financial Services	<a href="#">Senior Accountant</a>	1/1/2000	9/24/2010	Yes

- 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](#)

- 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

\* Degree

\* Degree Status

Major

Start Date   [mm] Dates will not be presented to Employers. This is for informational purposes only.

End Date   [mm]

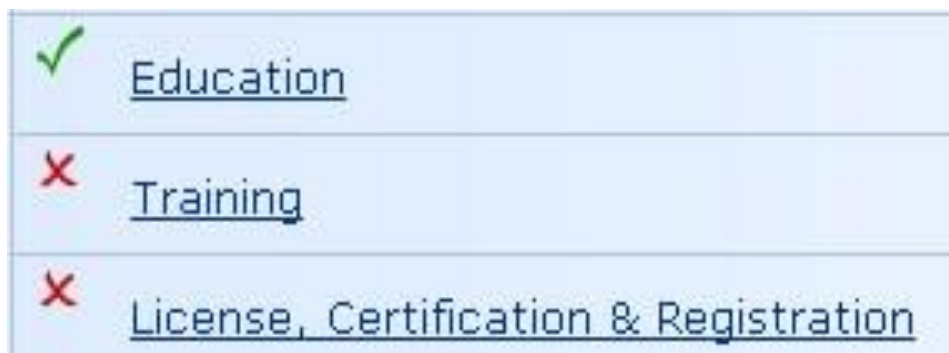
To edit your education select the "School Name". To remove, select the "Remove" link.

	School Name	Degree	Status
<a href="#">Remove</a>	<a href="#">UMass Boston</a>	Master Degree	Complete
<a href="#">Remove</a>	<a href="#">Salem State College</a>	Bachelor Degree	Complete
<a href="#">Remove</a>	<a href="#">Boston Latin High School</a>	High School Diploma	Complete

[Add Education](#)

[Done](#) [Cancel](#)

- Click **Done** to return to the **My JobQuest** tab.
- Then, if applicable, complete the **Training** and **License, Certification & Registration** sections of your account.



# 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**.

The screenshot shows the 'My JobQuest Profile' page. At the top, there's a blue header with 'Welcome John Test' and 'Job Seeker Id: 12038435'. Below this is a navigation bar with 'Inbox' and 'My JobQuest Profile'. The 'Inbox' section contains links for 'Review Matched Jobs', 'Explore the activities and workshops offered by your career center.', and a 'New TORQ Tool Available to JobQuest Users' announcement. The 'My JobQuest Profile' section is divided into 'Personal Information' and 'Career Information'. The 'Personal Information' section includes 'Contact Information' and 'Demographics'. The 'Career Information' section includes 'Career Objective', 'Work History', 'Education', 'Training', and 'License, Certification & Registration'. A 'Job Match Profile' section is highlighted with a red dashed border, showing a 'Job Match Profile' link with a red 'X' icon and a 'Job Match Profile Status: Incomplete' message. The 'Job Match Profile' section also includes a 'Review your information:' section with 'Personal Fact Sheet' and 'What Employers See' buttons.

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

## Job Occupations and Titles

### Selected Occupations: Indicate Your Experience & Certifications (optional)

Below is a list of Job Occupation Title(s) you have added to your profile. If you have any certifications, check the "Certified" check box below. Adding the Months of Experience you have for each occupation title will also increase your match potential.

### Select Job Occupation Category

Business and Financial Operations Occupations





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

**2. Select Job Occupation Titles**  
To add a Job Occupation Title to your Job Match Profile, select a Job Occupation Title and click the **"Add Job Title"** button for each job. The Job Titles will be listed below.

Accountants  
Accountants and Auditors  
Agents and Business Managers of Artists, Performers, and Athletes  
Appraisers and Assessors of Real Estate  
Appraisers, Real Estate  
Assessors  
Auditors  
Budget Analysts  
Business Operations Specialists, All Other  
Claims Adjusters, Examiners, and Investigators  
Claims Examiners, Property and Casualty Insurance  
Compensation, Benefits, and Job Analysis Specialists  
Compliance Officers, Except Agriculture, Construction, Health and Safety, and Transportation  
Construction and Building Inspectors  
Coroners  
Cost Estimators  
Credit Analysts  
Emergency Management Specialists

Add 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.*

**Selected Occupations: Indicate Your Experience & Certifications (optional)**  
Below is a list of Job Occupation Title(s) you have added to your profile. If you have any certifications, check the "Certified" check box below. Adding the Months of Experience you have for each occupation title will also increase your match potential.

Job Occupation Title	Certified	Months of Experience
<div>Remove Budget Analysts</div>	<input type="checkbox"/>	<input type="text"/>
<div>Remove Accountants and Auditors</div>	<input type="checkbox"/>	<input type="text" value="192"/>

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.

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**.

### Preferences

#### Pay

\$ 
Per

#### \* Shift

Select all the apply

☒ First
 ☒ Second
 ☐ Third
 ☐ Rotating
 ☐ Split

#### Work Week

Select all the apply

☐ Full-Time, 1 - 3 Days
 ☒ Full-Time, 4 - 150 Days
 ☒ Full-Time, over 150 Days
 ☐ Part-Time, 1 - 3 Days
 ☐ Part-Time, 4 - 150 Days
 ☐ Part-Time, over 150 Days

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.

## Location

Arlington, Woburn, Burlington, Cambridge, North Reading, Reading, Stoneham, Wakefield, Winchester, Boston - Kenmore/B.U., Boston - South End, Boston - Back Bay, Boston - Central/North End, Mendon, Spencer, Lexington, Weston, Waltham, Bedford, Carlisle, Out of Area, Unknown.

Clicking on the region name or map will allow you to select the cities & towns where you would like to work. At least one location is required.

☒ [Berkshire County \(Pittsfield\)](#)
☒ [Boston](#)
☒ [Bristol \(Attleboro, Fall River, Taunton\)](#)
☒ [Brockton](#)
☒ [Cape & Islands \(Hyannis\)](#)
☒ [Central Mass \(Southbridge, Worcester\)](#)
☒ [Franklin/Hampshire \(Greenfield\)](#)
☒ [Greater Lowell](#)
☒ [Greater New Bedford](#)
☒ [Hampden \(Springfield, Holyoke\)](#)
☒ [Merrimack Valley \(Lawrence, Haverhill\)](#)
☒ [Metro North \(Cambridge, Chelsea, Woburn\)](#)
☒ [Metro South West \(Framingham, Norwood\)](#)
☐ [North Central \(Leominster\)](#)
☐ [North Shore \(Gloucester, Lynn, Salem\)](#)
☐ [South Shore \(Plymouth, Quincy\)](#)

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.

**Job Match Profile** ?

Complete the Job Match Profile to allow employers to find you and to activate the Match Jobs button.

✓	<a href="#">Job Occupations &amp; Job Titles</a>
✓	<a href="#">Skills Profile</a>
✓	<a href="#">Additional Skills &amp; Preferences</a>
✓	<a href="#">Location</a>

View matched jobs ... **Match Jobs**

**Job Match Profile Status: *Active***

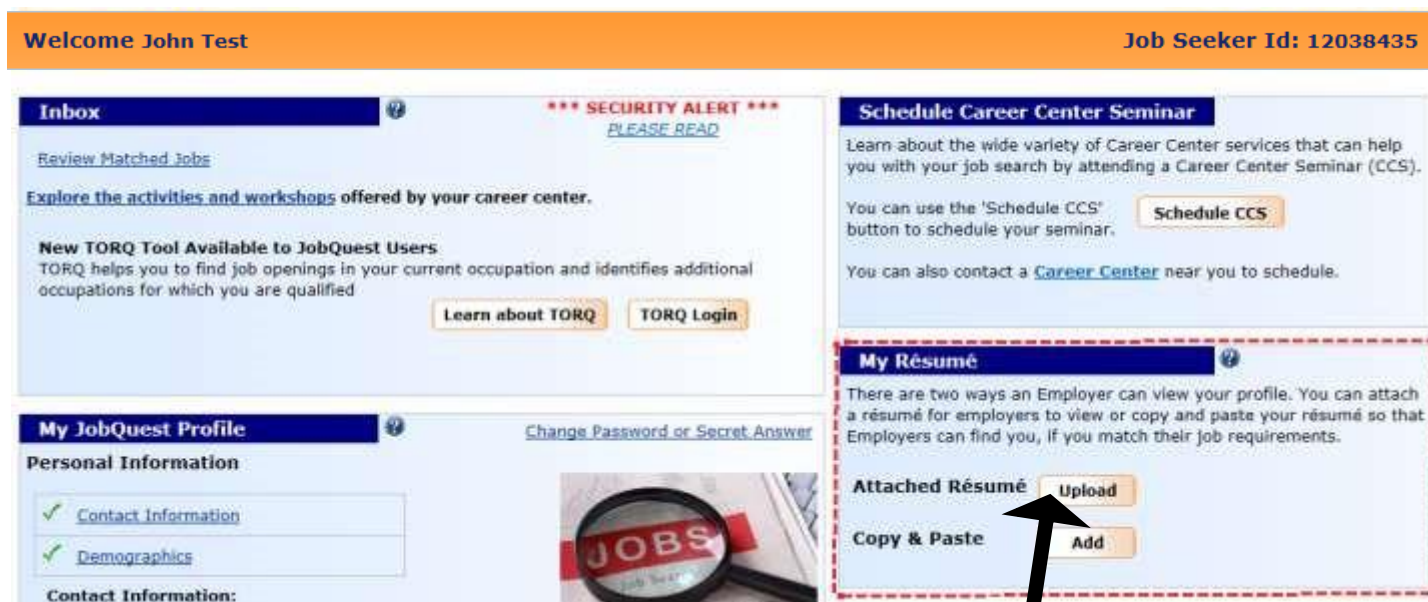
If you do not wish to be matched to any future jobs, you may [Inactivate](#) your profile at any time.



# 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).

## Add / Edit Résumé

**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.

**Add**

**Copy-and-Paste Résumé**

This feature allows you to "copy" text from an existing résumé and "paste" the text into the text box. Employers will be able to view and search the contents of this résumé.

Adding your résumé or skills list below will allow potential employers to find you through a keyword search.

**Add**

[Back to My JobQuest](#)

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



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

**Attached Résumé**

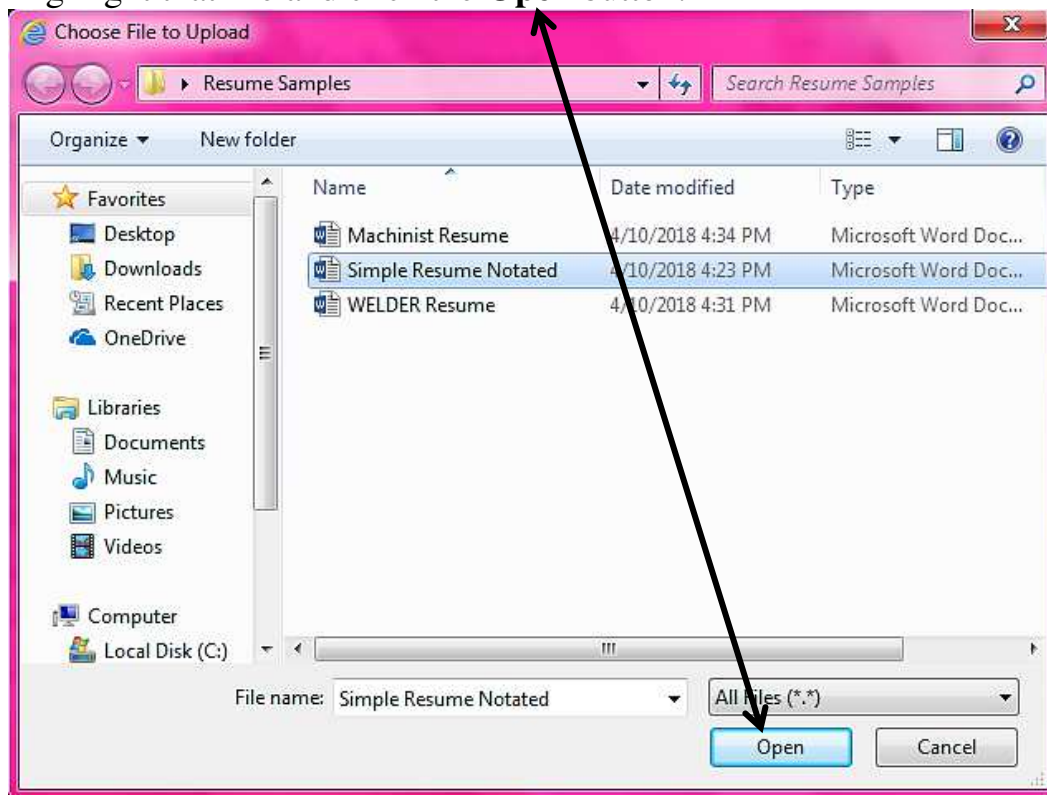
This feature allows you to attach an existing Microsoft Word résumé. This résumé will be converted into Adobe Acrobat format and be viewable by employers on the Internet.

**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.

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

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.

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

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.*)

<a href="#">Attach File</a>	<a href="#">Delete File</a>	<a href="#">Cancel</a>
Attached File	Size	Virus Found?
<a href="#">R12038435.pdf</a>	16 KB	No

- ✓ 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.

**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	<a href="#">View</a>	<a href="#">Replace</a>
Copy & Paste	<a href="#">View</a>	<a href="#">Edit</a>

**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  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
<a href="#">11369544</a>	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 screenshot of the Job Seeker Login form. It has a dark blue header with the text "Job Seeker Login". Below the header, there are two input fields: "SSN or Job Seeker ID" and "Password". To the right of the "Password" field is a yellow button with the text "Go".

Job Seeker Login

SSN or Job Seeker ID

Password

Go

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

**Welcome John Test**

**Job Seeker Id: 12038435**

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

You will see something like this at the bottom of the email. You can “unsubscribe” But you shouldn’t!

[Unsubscribe JohnQPublic@gmail.com](#)

[Update Profile](#) | [About our service provider](#)

Sent by [ccinfo@cambridgechamber.org](mailto:ccinfo@cambridgechamber.org) in collaboration with



[Try it free today](#)