



JobQuest: Completing Your Profile

New User Registration Guide for Job Seekers

MassHire Metro North Career Center



Register on JobQuest to Look for Jobs

1. Type <https://jobquest.dcs.eol.mass.gov/jobquest/> into your computer browser to display the JobQuest home page, illustrated below.

The screenshot shows the JobQuest website interface. At the top, there's a navigation bar with links: Home, Find Jobs, Locate Training, Search Events, My JobQuest, Help, and Employers. Below this is a banner for 'The Executive Office of Labor and Workforce Development (EOLWD)' and 'MASSHIRE JobQuest'. The main content area is divided into several sections. On the left, there's a 'Find Jobs' section with search filters for Keywords, Job Title, and Location. In the center, there's a 'Kickstart your Future at a MassHire Career Center' section. On the right, there's a 'Job Seeker Login' section with fields for SSN or Job Seeker ID and Password, and a 'Register Now' button. A red arrow points from the 'Register Now' button in the sidebar to the 'Register Now' button in the main content area.

2. If visiting the website for the first time, click the “Register Now” button in the section below the login. This will open a **New User Registration – Create Login** form which is shown on the next page.

On the following pages we will use John Test, a fictional customer, to explain and illustrate the steps you must complete to register.

3. Enter your **Social Security Number (SSN)**, **Date of Birth** and **Zip Code** in the New User Registration form. Your SSN is needed for federal and state reporting requirements.

You must populate **ALL** the fields marked with red asterisks.

New User Registration – Create Login

Already Registered? [Login](#)

Registering on JobQuest will allow you to create a JobMatch Profile which can be used to match your skills and experience against current job openings. You will also be able to attach a résumé and have your profile be visible to hiring employers. For more information contact your local [One-Stop Career Center](#).

User Identification

* Social Security Number or Job Seeker ID*	<input type="text" value="....."/>	
* Re-enter SSN or Job Seeker ID*	<input type="text" value="....."/>	See confidentiality statement below
* Date of Birth	<input type="text" value="July"/> <input type="text" value="4"/> <input type="text" value="1960"/>	[YYYY] See confidentiality statement below
* Zip Code	<input type="text" value="02114"/>	

4. Click **Next** to move to the next section of the form which is shown below and on the following pages.

New User Registration

Contact Information	
* First Name	<input type="text" value="John"/>
Middle Initial	<input type="text"/>
* Last Name	<input type="text" value="Citizen"/>

5. Complete the Address, Telephone and Email fields.

* Address	<input type="text"/>	
	<input type="text"/>	
* City	<input type="text" value="Boston"/>	
* State	<input type="text" value="Massachusetts"/>	
* Zip Code	<input type="text" value="02114"/>	
* Country	<input type="text" value="United States of America"/>	
Home Phone	<input type="text" value="() - -"/>	
Other Phone	<input type="text" value="() - -"/>	Ext.: <input type="text"/> <input type="text"/> <input type="text" value="Select One"/>

Email	
We strongly encourage you to provide your email address, which will allow employers and our staff to contact you with employment opportunities. Your email address will not be shared, sold, or used to send junk email.	
Email	<input type="text"/>
Confirm Email	<input type="text"/>

6. Complete the Confidentiality and Demographics sections of the form and click **Next** at the bottom of the screen.

Continue User Registration

Confidentiality

Contact Information

If you select to keep your contact information confidential, prospective employers **will not** be able to contact you directly. Employers will still be able to view your profile, but must contact you through a One-Stop Career Center staff person.

* Would you like to keep your contact information confidential? **If answered yes, employers will not be able to contact you directly.**

☐ Yes ☐ No

To see what information is made available to employers use the "What Employers See" option on your My JobQuest page.

Demographics

This information is used for statistical purposes only. The Demographics will not be shared with employers.

In order to provide priority to Veterans and those with disabilities, self-identification may provide the opportunity for more in depth services.

* Are you currently attending school?

☐ Yes ☐ No ☐ Yes- in alternative school

* What is your highest degree earned?

Less Than High School

* Highest Grade

Select One

* Gender

☐ Male ☐ Female

* Ethnicity

☐ Hispanic or Latino ☐ Not Hispanic or Latino

☐ American Indian or Alaskan Native

☐ Asian

☐ Black or African American

☐ Hawaiian Native or Other Pacific Islander

☐ White

☐ Other

☐ Information Not Available

* Race Category - Please check all that apply

* What is your family size?

Primary Language:

* Employment Status:

* In the previous 12 months have you been unemployed for 27 or more weeks (6 months)? ☐ Yes ☐ No

* Do you have a disability? ☐ Yes ☐ No ☐ Choose not to answer

Type of Disability: ☐ Hearing ☐ Vision ☐ Mental ☐ Mobility ☐ Cognitive ☐ Learning Disability ☐ Chronic Health Condition

* Is the total income of all the family members living in your household for the last six months below ☐ Yes ☐ No

Additional Demographics

Answering the following questions could allow workforce agencies to help identify possible resources that could benefit you in finding a job.

* In the previous 12 months have you been unemployed for 27 or more weeks (6 months)? ☐ Yes ☒ No

* Do you have a disability? ☒ Yes ☐ No ☐ Choose not to answer

Type of Disability: ☒ Hearing ☐ Vision ☐ Mental ☐ Mobility ☐ Cognitive ☐ Learning Disability ☒ Chronic Health Condition

* What is your family size?

* Is the total income of all the family members living in your household for the last six months below \$79,578.50 ☒ Yes ☐ No

By answering all additional demographics questions honestly, the career center can identify potential programs you qualify for and contact you.

Are you: ☒ Homeless ☐ An Offender

If you are receiving any public assistance, please check all that apply:

☐ Supplemental Security Income (SSI) ☐ Supplemental Nutrition Assistance Program (SNAP)

☐ Social Security Disability (SSDI) ☐ Transitional Aid for Families with Dependent Children (TAFDC)

☐ Chapter 115 Veteran Benefits ☐ Emergency Assistance to Elderly, Disabled & Children (EAEDC)

Have you received services from any of the following agencies within the past year?

Check all that apply:

☐ Adult and Community Learning Services (ACLS) (Adult Basic Education or English language classes)

☐ Mass Commission for the Blind (MCB)

☐ Mass Rehabilitation Commission (MRC)

☐ Department of Transitional Assistance (DTA)

☐ Senior Community Services Employment Program (SCSEP)

Have you worked with any of these organizations?

- ☐ Cambridge Community Learning Center
- ☐ Intergenerational Literacy Program/Chelsea Public Schools
- ☐ The Immigrant Learning Center Malden
- ☐ Somerville Center for Adult Learning Experiences (SCALE)
- ☐ YMCA International Learning Center Woburn
- ☐ Bunker Hill Community College – Adult Education & Transitions Program

If so, please check **ACLS** -

If you are working with Operation Able under the SCSEP program then choose **SCSEP**.

Military

In order to provide priority to Veterans and those with disabilities, self-identification may provide the opportunity for more in depth services.

* Have you served in the military?

☒ Yes ☐ No

* Which branch did you serve?

Select One ▼

* Start Date

Month ▼

Day ▼

[mm]

* Release Date

Month ▼

Day ▼

[mm]

* What type of discharge did you receive?

Select One ▼

* Did you participate in a foreign conflict?

☐ Yes ☐ No

* Is your disability service connected?

☐ Yes ☐ No

* Are you homeless or at risk of being homeless?

☐ Yes ☐ No ☐ Choose not to answer

* Are you an Offender who has ever been incarcerated?

☐ Yes ☐ No ☐ Choose not to answer

Farm Workers

* Have you worked in agriculture or food processing in the last 12 months?

☐ Yes ☐ No

Next

Cancel

7. Create a secure **Password** that you will use to access this account.

Select a password security question and type the answer to that question in the space provided. If you forget your password, answering your security question will enable you to reset it and regain access to your account.

Password

* Create Password

* Re-enter Your Password

Helpful hint in case you forget your password.

* Secret Question

* Secret Answer

Password must be 8-10 characters in length.
Passwords must be made up of characters from at least 3 of the following 4 categories.
Capital Letters (A - Z)
Lower Case Letters (a- z)
Numbers (0 - 9)
Special Characters (@, #, &, %, etc.)

8. Check the CAPTCHA box and answer the question related to the pictures that will be presented.

* Click on reCAPTCHA box and select required items

☐ I'm not a robot

reCAPTCHA
Privacy - Terms

9. You are now logged in to the JobQuest application under the My JobQuest tab. This top bar will display you Job Seeker ID. This can be used when logging onto JobQuest in the future.

Welcome John Citizen

Job Seeker Id: 11565705

*****Save this Job Seeker ID and Password*****

You are now a member of MassHire Career Centers.