



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.

Home Find Jobs Locate Training Explore Workshops Employers

Find a Job

264,757 TOTAL JOB OPENINGS

Start looking for jobs by matching your skills in your MassHire profile or resume. Register and then check out the [Job Search](#) page for more filters to refine your job search.

SEARCH

If you're an employer looking to post a job, search for candidates, or to get help with your recruitment needs - check out our [Employer Portal](#)

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 Maria Job, 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.

Menu Select Language Login / Register

MASSHIRE JobQuest

New User Registration

Once registered you're able to save jobs, get personalized job matches, build a Career Action Plan, access workshops and training opportunities, and track your progress on your customized dashboard. You can also upload your resume and have your profile be visible to hiring employers. For more information contact your local **MassHire Career Center**.

1 ACCOUNT SETUP — 2 PERSONAL INFORMATION — 3 DEMOGRAPHICS

USER IDENTIFICATION

* Social Security Number	*Date Of Birth
*****	12/13/1980
* Confirm SSN	*Last Name
*****	Job

DATA SHARING AND CONFIDENTIALITY ACKNOWLEDGEMENT
Disclosure of your Social Security number is requested for compliance with Federal and State reporting requirements. The Massachusetts Executive Office of Labor and Workforce Development (EOLWD) will not disclose the Social Security number or Date of Birth to anyone except as allowed by law. For more information see the Executive Office of Labor and Workforce Development's [Privacy Policy](#).

Note that employers will not see the dates of your education, birth date, or any of the information you enter in the demographic section. This includes ethnicity, gender, and military information.

You must agree to provide the required personal information to create a JobQuest account. If you agree with the conditions described above, please click "I Agree" to continue.

I Agree

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

5. Complete the Address, Telephone and Email fields.

New User Registration


Once registered you're able to save jobs, get personalized job matches, build a Career Action Plan, access workshops and training opportunities, and track your progress on your customized dashboard. You can also upload your resume and have your profile be visible to hiring employers. For more information contact your local **MassHire Career Center**.



CONTACT INFORMATION

* First Name	Middle Initial	* Address Line 1
<input type="text" value="Maria"/>	<input type="text"/>	<input type="text" value="19 staniford"/>
Last Name		Address Line 2
<input type="text" value="Job"/>		<input type="text" value="1"/>
* Primary Phone Number (Used for text messaging)		* ZIP Code
<input type="text" value="617-000-0000"/>		<input type="text" value="02110"/>
Other Phone		* City
<input type="text" value="ex: 000-345-0987"/>		<input type="text" value="Boston"/>
		* State
		<input type="text" value="Massachusetts"/> v
		* Country
		<input type="text" value="United States of America"/> v

ACCOUNT DETAILS

* Email	<input type="text" value="mjob1980@gmail.com"/>	Helpful hint in case you forgot your password
* Confirm Email	<input type="text" value="mjob1980@gmail.com"/>	*Secret Question
* Create Password	<input type="password" value="....."/>	<input type="text" value="Select One"/> v
* Confirm Password	<input type="password" value="....."/>	*Secret Answer
		<input type="text" value="Enter Your Secret Answer"/>
		*Click On ReCAPTCHA Box And Select Required Items
		<input checked="" type="checkbox"/> I'm not a robot 

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.)

New User Registration

Once registered you're able to save jobs, get personalized job matches, build a Career Action Plan, access workshops and training opportunities, and track your progress on your customized dashboard. You can also upload your resume and have your profile be visible to hiring employers. For more information contact your local [MassHire Career Center](#).



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

* Employment Status

Not Employed ▼

* What is your highest degree earned?

Some College ▼

* Primary Language

English ▼

* Gender

- Male Female Non - Binary
 Choose not to answer

* Ethnicity

- Hispanic Or Latin Not Hispanic Or Latino

* Race

- American Indian/Alaskan Native
 Asian
 Black/African American
 Hawaiian Native/Other Pacific Islander
 White
 Other

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

ADDITIONAL DEMOGRAPHICS

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

* In the previous 12 months have you been unemployed for 6 or more months (27 or more weeks)?

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

* Enter Your Family Size i

* Is the total income of all the family members living in your household for the last six months below \$17,572.00 ?

Yes No

Select the following if you are:

- Homeless
- An Ex-Offender

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

- Supplemental Security Income (SSI)
- Social Security Disability (SSDI)
- Chapter 115 Veteran Benefits
- Supplemental Nutrition Assistance Program (SNAP)
- Transitional Aid For Families With Dependent Children (TAFDC)
- 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)
- Department Of Transitional Assistance (DTA)
- Mass Commision For The Blind (MCB)
- Mass Rehabilitation Commission (MRC)
- Senior Community Services Employment Program (SCSEP)
- Department Of Housing Programs
- Job Corps
- Youth Build
- Native American Programs
- Re-Entering Citizens Programs

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

ADDITIONAL DEMOGRAPHICS

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

* In the previous 12 months have you been unemployed for 6 or more months (27 or more weeks)?


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

* Enter Your Family Size 

4

* Is the total income of all the family members living in your household for the last six months below \$17,572.00 ?

Yes No

Select the following if you are:

- Homeless
- An Ex-Offender

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

- Supplemental Security Income (SSI)
- Social Security Disability (SSDI)
- Chapter 115 Veteran Benefits
- Supplemental Nutrition Assistance Program (SNAP)
- Transitional Aid For Families With Dependent Children (TAFDC)
- 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)
- Department Of Transitional Assistance (DTA)
- Mass Commision For The Blind (MCB)
- Mass Rehabilitation Commission (MRC)
- Senior Community Services Employment Program (SCSEP)
- Department Of Housing Programs
- Job Corps
- Youth Build
- Native American Programs
- Re-Entering Citizens Programs

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

* What type of discharge did you receive?

Select One

v

* Which branch did you serve?

Select One

v

* Start Date

mm/dd/yyyy



* Release Date

mm/dd/yyyy



* Did you participate in a foreign conflict?

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

Do you have a service-related disability?

Yes No

FARM WORKERS

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

Yes No

In the last 12 months...

* Did you work at least 25 days in farm work?

Yes No

* Did you work at least 25 days in a food processing plant where you were unable to return home each night?

Yes No

7. Click on complete the registration

The screenshot shows the 'Manage Account' page in the MassHire JobQuest application. A modal window is centered on the screen, displaying the message: 'Thank you for completing your MassHire JobQuest registration!'. Below the message are two buttons: 'GO TO MY DASHBOARD' and 'CREATE MY PROFILE'. The background page is dimmed and shows the 'Manage Account' section with the following fields:

- USER IDENTIFICATION**
- * Social Security Number: *****-1015
- * Date Of Birth: 12/13/1980
- DATA SHARING AND CONFIDENTIALITY ACKNOWLEDGEMENT**
- Disclosure of your Social Security number is requested for compliance with Federal and State reporting requirements. The Massachusetts Executive Office of Labor and Workforce Development (EOLWD) will not disclose the Social Security number or Date of Birth to anyone except as allowed by law. For more information see the Executive Office of Labor and Workforce Development's Privacy Policy.
- Note that employers will not see the dates of your education, birth date, or any of the information you enter in the demographic section. This includes ethnicity, gender, and military information.

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

Saved Jobs

You can search for jobs using a combination of search criteria, or complete your profile now to get Job Matches based on your skills and experience.

SEARCH FOR JOBS

Find an Event or
Workshop →

Find Training
Courses →

TORQ Portal Login →

Welcome, Maria



JOB SEEKER ID
13294688

CREATE YOUR PROFILE

Job Matches

Complete your profile to see your customized job matches.

Resume

Complete your profile to create your resume. Once completed you will have a link to view and/or download your resume here.

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

Congratulations

You are now a member of MassHire Career Centers.