



# **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 is a navigation bar with links for Home, Find Jobs, Locate Training, Search Events, My JobQuest, Help, and Employers. The main content area features a search bar with the following fields: Keywords (Example: Office worker, Excel), Job Title (Example: Clerk), and Location (Massachusetts City or ZIP Code). A 'Find Jobs' button is located to the right of the search bar. Below the search bar, there is a 'Job Seeker Login' section with fields for SSN or Job Seeker ID and Password, and a 'Go' button. A 'Register Now' button is located below the login section, and a red arrow points to it. The page also includes a 'First Time User?' section with a 'Register Now' button and a 'JobQuest Guide' link. At the bottom, there is a footer with the Commonwealth of Massachusetts logo and links for Mass.gov, Site Policy, Feedback, and Contact Us.

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="....."/>	<i>See confidentiality statement below</i>
* Date of Birth	<input type="text" value="July"/> <input type="text" value="4"/> <input type="text" value="1960"/>	<i>[YYYY] See confidentiality statement below</i>
* 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"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

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### 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

**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)  
 Department of Transitional Assistance (DTA)  Mass Rehabilitation Commission (MRC)  
 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?
- \* Start Date    [mm]
- \* Release Date    [mm]
- \* What type of discharge did you receive?
- \* 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.



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

**You are now a member of MassHire Career Centers.**