

# How to Register in Employ Florida (EF)

1. Go to [www.employflorida.com](http://www.employflorida.com) in the browser bar. Under the Username and Password boxes, click on Not Registered? Learn How and Why.
2. Under **Option 3 – Create a User Account**, click on **Individual**.
3. You will be shown a Privacy Agreement explaining the specific uses of your information.
4. You will be asked to enter information starting with a Username and Password. Your Password must be at least 8 characters long and no more than 16 characters long, and must use at least **one of each of these**: uppercase letter, lowercase letter, number, and special character (options: # @ \$ % ^ . ! \* \_). No spaces are allowed. Please also note that the system will reject a newly created username or password that contains your last name or last four SSN - or, any 4 numbers that may be construed as the last 4 numbers of a SSN.
5. **All questions with an asterisk (\*) are mandatory.** For instructions, please read the captions to the right of the area you need to fill in. If the instructions are not followed, entries will not be saved.

## **When you are finished, from the screen of options you will create your Background:**

1. On the navigation bar down the left side of the screen, under Quick Menu, roll your mouse over **“My Portfolio”**
2. Roll your mouse over **“My Individual Profiles”**
3. Click on **“Personal Profile”**
4. Click on the **“Background”** tab (located at the top center of the page, second tab from the left).
5. Click the **“Start the Background Wizard”** link at the top.

**\* I already have a resume – why do I need to complete the Background?** When you search for jobs on EmployFlorida, you choose search criteria: location, pay rate, experience, etc. Employers enter all that information into the site when they create a job order. It works the other way too - if an employer wants to search for candidates like you, they can choose criteria as well – how much you want to make, where you’re willing to work, how your skills summary matches up with the skills summary they entered for their job posting, etc. When they are searching for this information, the search is based on your Background. **If your Background is blank, employers cannot find you.**

## **The following areas must be filled in:**

- **Education and Training** (highest level)
- **Occupational Licenses/Certifications** (if current. Ex: CNA, security guard. Driver’s license info is added later.)
- **Employment History** (7 years of employment history, if you have that much, is required at a minimum)
- **Ability Summary** (a listing of your abilities/job skills)
- **Desired Occupation** (Your two top job choices)
- **Salary**
- You do NOT need to place references on your resume – submit them on a separate sheet at the time of an interview.

## **When you are finished, proceed to Resume Builder:**

1. On the navigation bar down the left side of the screen, under Quick Menu, click on **“Resume Builder.”**
2. Select if you want to have employers see your resume or not.
3. Select the resume creation type: the two recommended methods are **Comprehensive** (quickly builds one step-by-step out of the Background information you just completed – you just press

buttons to confirm each section) or **Upload** (a resume you already have saved as a Word document or PDF). **Note: If uploading, it states to remove your contact info from your resume; you do not have to do this.**

4. Title your resume. This title is searchable by employers; it is recommended that you use the job title you want – examples include Sales Manager, or Admin / Office Support, or CNA.
5. The wizard will walk you through the rest of the steps.

### **After completing all steps above, to search for jobs:**

Click **Job Search** on the navigation bar down the left side of the screen, under Quick Menu. For more search options, click the Advanced tab.

A **Virtual Recruiter** will automatically run job searches for you at your chosen pace and deliver the results by email, text, etc. To create one, from your list of job results, then click Save This Search at the bottom of the screen and it will set up a new Virtual Recruiter for you, allowing you to include other parameters such as how often it will run.

### **If you forget your username and/or password:**

1. On the **Employ Florida** home page, on the top right under the Username and Password boxes, click on **“Forgot Username/Password?”**
2. Under **“Option 1 - Forgot Password”**, click the link where it says “retrieve password”. Type your username, select **“Individual”**, then click **“Next.”** If you forgot your username, select Option 2. If you forgot both, select Option 3.

### **Become a Smart Seeker (optional):**

When you complete the steps in EF to be designated as a Smart Seeker, you will have finished several critical tasks for a successful job search, and will be indicated in employer search results as someone who has. Completing your General Information, Background, and Resume as shown on page 1 are your first three steps toward becoming a Smart Seeker. To access the rest:

1. On the navigation bar down the left side of the screen, under Quick Menu, roll your mouse over “My Portfolio”
2. Roll your mouse over “My Individual Profiles”
3. Click on “Personal Profile”
4. Click on the “Paths” tab (located at the top center of the page, fourth tab from the left).
5. The first three circular badge icons are filled in gold, indicating that you have completed them: Signed and Sealed (General Information), Tell Your Story (Background), and Build It & They Will Come (Resume). The remaining five tasks are assessments in EF:
  - i. Yeah, I Can Do That – Job Skills assessment
  - ii. Personality Plus – Personal Skills assessment.
  - iii. Sharpest Tool – Tools and Technology Skills assessment.
  - iv. Find Your Path – Work Interest assessment.
  - v. Choose Your Values – Work Values assessment.