

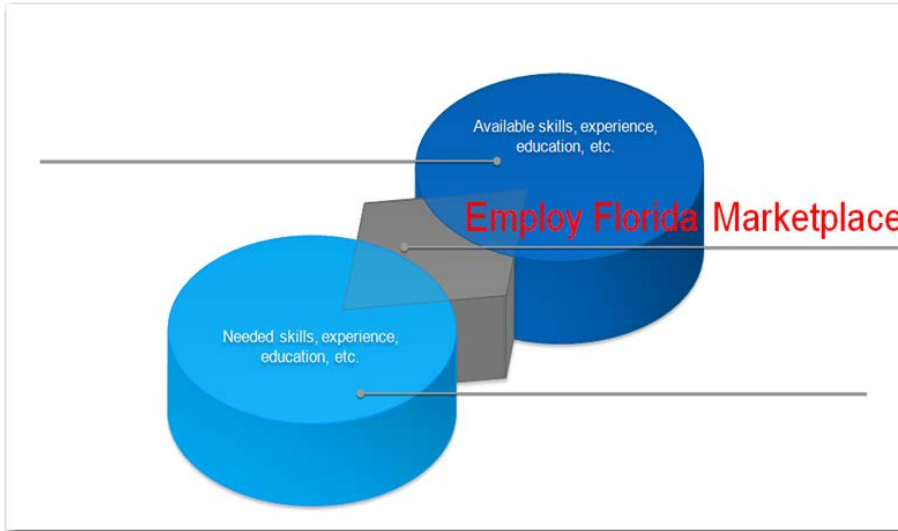
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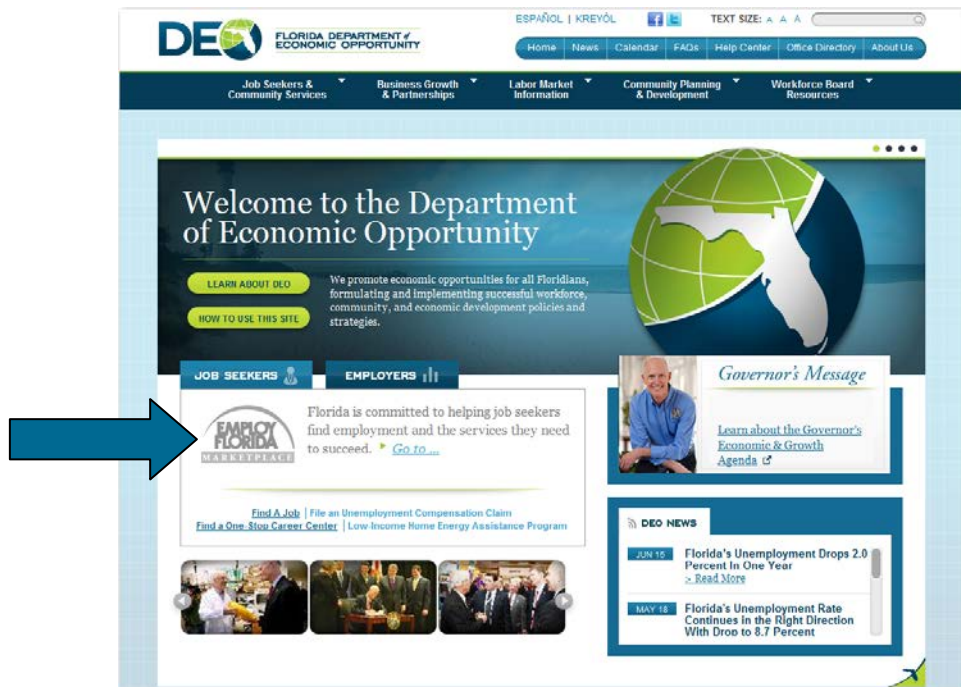
Lesson One: Introduction to the Employ Florida Marketplace

This module introduces you to the Employ Florida Marketplace or EFM system. You will find that this workbook has fewer questions than previous workbooks and more directions. The goal is to provide you, the workforce professional, with documentation associated with the EFM system. This lesson includes an overview of the most commonly used features associated with the "My Workspace" section of EFM and the "Services for Workforce Staff" section of EFM.

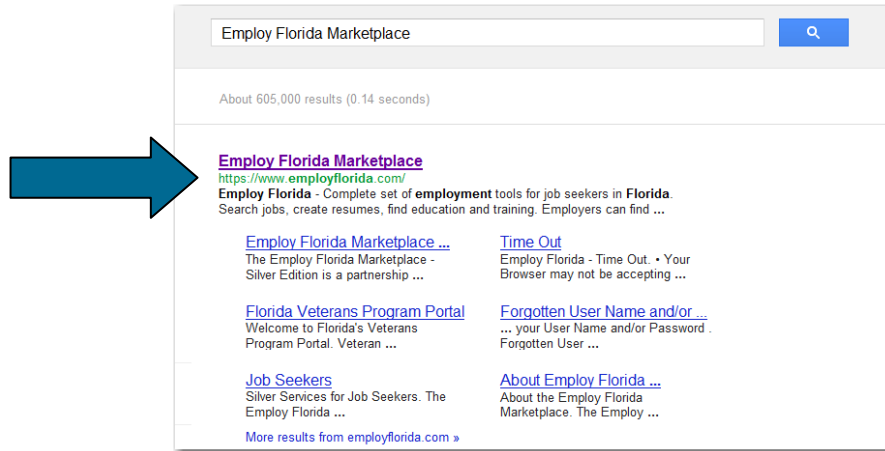
1. EFM is the State of Florida's online _____, which provides information for both job seekers and employers in Florida. Job seekers can look for work using the EFM system. Those job seekers who are registered in the EFM system can create résumés and apply for job openings directly through the information exchange. (slide 3)
2. Employers can post _____ and find qualified job seekers through the EFM system. Both job seekers and employers can access _____ and other resources through EFM. (slide 4)
3. Think of it this way, EFM is the State of Florida's online system for bringing job seekers and employers together. Employers enter Job Orders to show what they need. Job seekers create profiles and résumés to show what they can offer. And, the EFM system is designed to help regional staff bring them together. Fill in the picture on the next page with the information from slide 5.



- The EFM homepage can be accessed through the Department of Economic Opportunity's (DEO's) website, see below. The DEO website's Internet address is www.floridajobs.org.



5. Or, you can find EFM by searching “Employ Florida Marketplace” in an Internet search. See below.



6. This is the EFM "Home Page". From this page, employers can _____ for a job seeker, _____ a job opening or access _____ services, such as Labor _____ Information. (slide 6)



7. Job seekers may also access information from the " _____ Page". Under the Job Seekers section, individuals who are looking for work may select to " _____ a Job", "Create a Résumé or access other resources. Job seekers who select "Find a Job" do not have to _____ to use the system until they want to apply directly online or submit a résumé. Job seekers who select "Create a Résumé" under the "Job Seekers" title will be prompted to _____ in EFM. (slide 7)

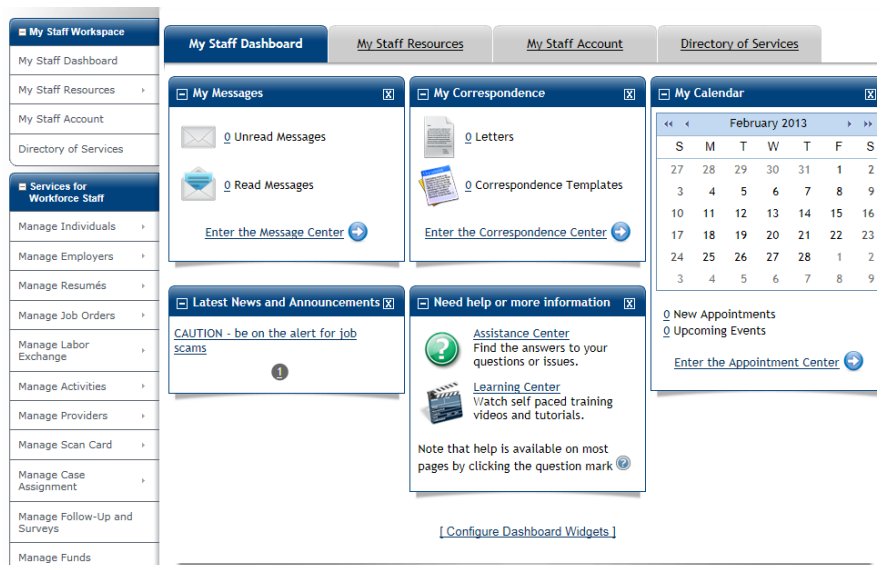


8. From the "Home Page", workforce system customers have access to Labor _____ Information, information about education and training services, access to _____ about specific occupations and access to information about _____ and senior services. Additionally, job seeker customers, employers and workforce staff can log into the system by entering their user identification and password combination and selecting "Sign In". (slide 8)

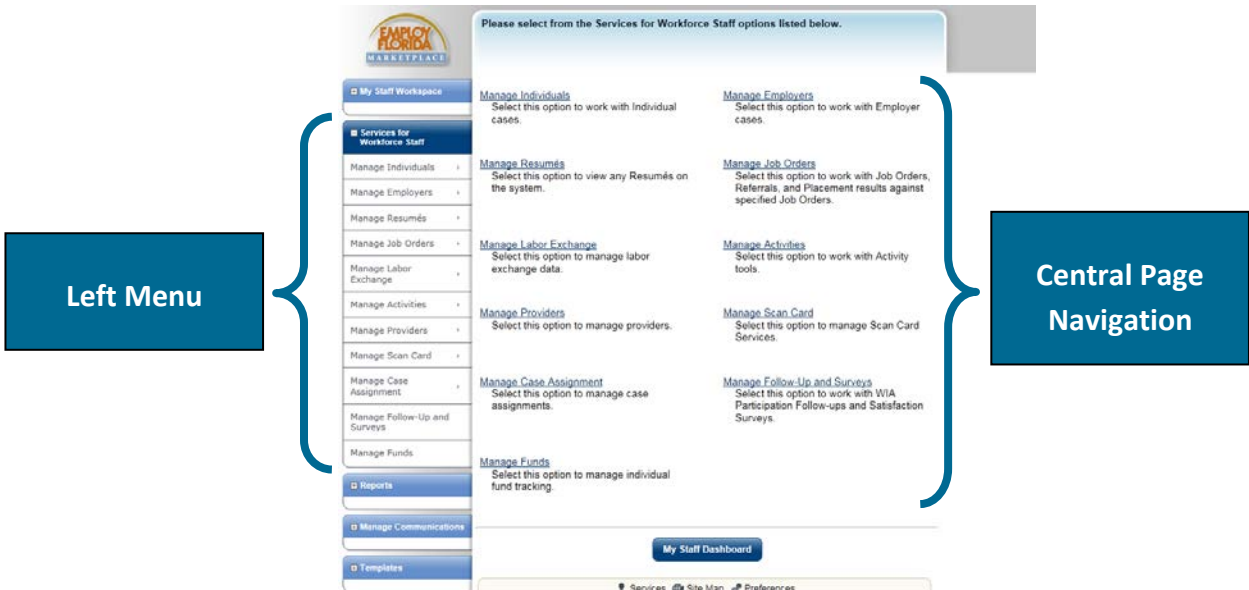


9. Staff who log into the EFM system will be directed to the “My _____ Workspace” page. Initially, staff will arrive at the “My Staff _____” tab on this page, which displays staff resources such as messages, _____, the staff member’s calendar, latest news and announcements, and links to additional help and information if needed. Along with the “My Staff Dashboard” tab, staff can navigate to the other tabs to find additional staff _____, their individual staff account pages, and the “Directory of Services”. (slide 9)

10. Under the “Directory of Services” tab, staff can find the “Services for Workforce Staff” page. Let’s take a look at that now. (slide 9)



11. Under the “Directory of Services” tab, there are several _____ sections with tools, resources and information to assist staff members. Simply click on the title of a section to make it expand. This is the “Services for Workforce Staff” section. This is the hub of the staff member’s account, allowing the staff member to navigate to job seeker customers’ profiles, employers’ profiles, manage job orders, view résumés, and more. Navigation options are available in the middle of the page, as well as on the left side of the screen. (slide 10)



12. Under “My Staff Workspace”, workforce staff can access information about their _____ and _____. For example, by scrolling over “My Staff Resources”, the user has access to a host of short cuts to review messages, appointments, alerts, search lists, templates, case lists, reports preferences and upcoming events. (slide 12)

Welcome to My Staff Workspace. This page allows you to customize the content you are interested in. Click on a button in the grid to access the details of a work item, or select another function from the menu on the left hand side of the screen.

My Staff Workspace

- My Staff Dashboard
- My Staff Resources
- My Staff Account
- Directory of Services

My Staff Resources

- Correspondence
- Messages
- Communication Templates
- My Alerts
- Search Lists
- Assigned Cases
- My Reports
- My Virtual Recruiter
- My Preferences
- My Appointments
- Upcoming Events

My Correspondence

- Letters
- Correspondence Templates
- Enter the Correspondence Center

My Calendar

February 2013

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	1	2
3	4	5	6	7	8	9

Need help or more information

- Assistance Center: Find the answers to your questions or issues.
- Learning Center: Watch self paced training videos and tutorials.

Note that help is available on most pages by clicking the question mark

[Configure Dashboard Widgets]

13. Each of the options under “My Staff Resources” is listed here on this chart. Fill in the chart below. (slide 13)

Element	Explanation
	Individuals, employers and other staff may send you messages. By clicking on My Messages, you can review all messages in your mailbox
My Appointments	You can manage your appointment calendar to meet with job seekers and employers
	EFM will alert you via a message when individuals in your caseload perform specific tasks or specific deadlines occur. The alerts that you receive are based on your alert settings.
My Search Lists	
My Job Skills Sets	You can create customer skill sets to search for candidates in EFM who report having such skills.
	You can create and save templates for correspondence for later use.
My Cases	You can view a list of individuals of cases that have been assigned to you.
My Reports	
My Preferences	Set or change your user settings associated with system use.
	Access the event calendar to view or create events associated with your regional offices.

14. Under “Services for Workforce Staff” there are options that allow staff to review information associated with _____ or take action within the EFM system. We will review some of the most common links now. The first link on the left menu is “Manage Individuals”. (slide 14)

Please select from the Services for Workforce Staff options listed below.

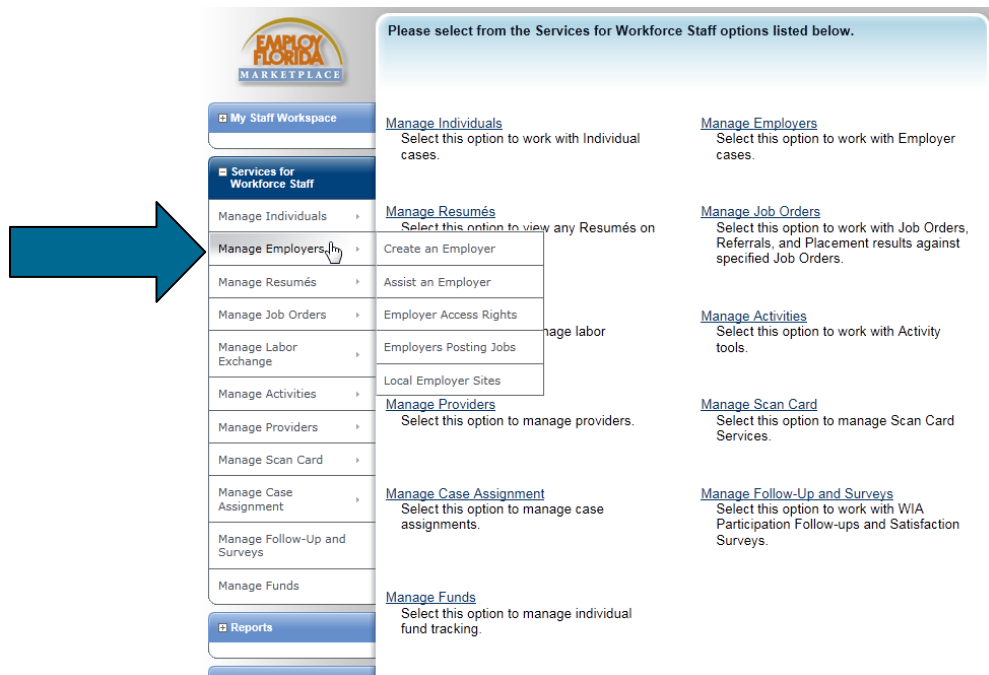
Manage Individuals	Create an Individual Select this option to work with Individual cases.	Manage Employers	Select this option to work with Employer cases.
Manage Employers	Assist an Individual	Manage Job Orders	Select this option to work with Job Orders, Referrals, and Placement results against specified Job Orders.
Manage Resumés	View any Resumés on	Manage Labor Exchange	Select this option to manage labor exchange data.
Manage Job Orders		Manage Activities	Select this option to work with Activity tools.
Manage Labor Exchange		Manage Providers	Select this option to manage providers.
Manage Activities		Manage Scan Card	Select this option to manage Scan Card Services.
Manage Providers		Manage Case Assignment	Select this option to manage case assignments.
Manage Scan Card		Manage Follow-Up and Surveys	Select this option to work with WIA Participation Follow-ups and Satisfaction Surveys.
Manage Case Assignment		Manage Funds	Select this option to manage individual fund tracking.
Manage Follow-Up and Surveys			
Manage Funds			

15. From this link, staff can create a job seeker profile through registration or assist an individual already registered in the system. When creating an individual profile, staff enter _____ information. The customer will still need to complete the "Background Wizard", provide a valid _____ address, and post a résumé. To find an individual in the system and record information associated with their services, activities or case, staff can select “_____ an Individual”. Let’s look at the individual search process now. Follow the simulation. (slide 15)

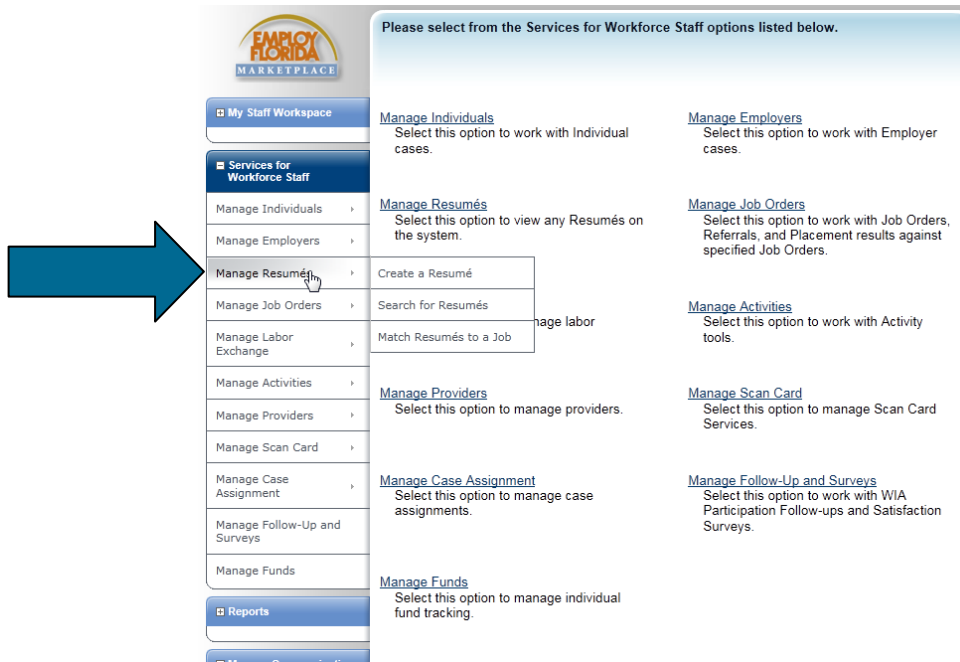
16. Now that you have seen how to search for a job seeker using the most basic search options, let's move forward. When a job seeker is registered in the system, basic information must be entered. (slide 17)

- This includes the _____ of a User Name and Password.
- This also includes the selection of a _____, as well as the entry of the customer's social security number, and basic _____ information. (slide 17)

17. Staff may also _____ an employer in the EFM system or look up an employer to take action or manage their account using the options under "Manage Accounts". The staff member must select “Create an Employer” to create an employer account or select “Assist an Employer” to look up an employer account. (slide 19)



18. Staff may _____ a résumé for a registered job seeker, _____ for résumés and _____ résumés to a Job Order that is posted in the EFM system. (slide 20)



19. Résumés can only be created if the job seeker is _____ in EFM. Therefore, the workforce staff member must look up the job seeker’s profile to create a résumé for or with that job seeker unless the job seeker is creating a résumé independently using the "Résumé Builder". The staff member must enter the search _____, such as the job seeker’s name or social security number and select “Search”. (slide 21)

20. The results will display. The results include the job seeker’s user identification, first name and last name, as well as last four digits of the job seeker’s social security number. The user identification in the first column is actually a _____ to the customer’s case. Simply click on the job seeker’s user identification to _____ to his or her case. (slide 22)

21. This actually navigates the staff member to the job seeker's case. The staff member can then view _____ résumés, view old or expired résumés, _____ a new résumé and much more. Now, let’s return back to the staff member’s main page. (slide 23)

22. Many job seekers already have one or more résumés in the EFM system. From this screen, the workforce staff member can _____ for a résumé to connect job seekers who meet required qualifications to employers who have job openings in the

EFM system. To _____ for a résumé, click “Search for Résumés” on the left menu. Watch the simulation in the training video now. (slide 24)

Please select from the Services for Workforce Staff options listed below.

Manage Individuals Select this option to work with Individual cases.	Manage Employers Select this option to work with Employer cases.
Manage Resumés Select this option to view any Resumés on the system.	Manage Job Orders Select this option to work with Job Orders, Referrals, and Placement results against specified Job Orders.
Manage Resumés Create a Resumé	Manage Activities Select this option to work with Activity tools.
Manage Job Orders Search for Resumés	Manage Providers Select this option to manage providers.
Manage Labor Exchange Match Resumés to a Job	Manage Scan Card Select this option to manage Scan Card Services.
Manage Activities Select this option to manage providers.	Manage Case Assignment Select this option to manage case assignments.
Manage Providers Select this option to manage providers.	Manage Follow-Up and Surveys Select this option to work with WIA Participation Follow-ups and Satisfaction Surveys.
Manage Scan Card Select this option to manage Scan Card Services.	Manage Funds Select this option to manage individual fund tracking.
Manage Case Assignment Select this option to manage case assignments.	
Manage Follow-Up and Surveys Select this option to work with WIA Participation Follow-ups and Satisfaction Surveys.	
Manage Funds Select this option to manage individual fund tracking.	

23. Other common features associated with the “Services for Workforce Staff” menu include “Manage Job Orders”, “Manage Labor Exchange”, “Manage Activities” and “Manage Providers”. (slide 26)

- Services for Workforce Staff
 - Manage Individuals
 - Manage Employers
 - Manage Resumés
 - Manage Job Orders
 - Manage Labor Exchange
 - Manage Activities
 - Manage Providers
 - Manage Scan Card
 - Manage Case Assignment
 - Manage Follow-Up and Surveys
 - Manage Funds

24. The “Manage Job Orders” option on the navigation menu is a commonly used point of access. This option allows staff to _____ Job Orders for _____ employers; view, edit, delete and print existing internal Job Orders; as well as allows staff to search for internal and external Job Orders. (slide 27)

25. Under the “Manage Labor Exchange” menu, there are a lot of options for workforce staff. Write down details about each option below. (slide 28)

a. Mass Job Referrals: _____

b. Mass Candidate Referrals: _____

c. Enter Referral Results: _____

d. Referrals Pending Review: _____

e. Job Candidate Follow Up: _____

f. Job Skill Sets: _____

- g. Manage External Jobs: _____
-
-
-
-
-
-
-

26. Commonly used elements associated with the "Manage Activities" section of EFM are listed here. (slide 29)

- a. Under "Individual Services", staff can find a job seeker registered in EFM and enter information about the job seeker's engagement in activities or services received.
- b. Under "Employer Services", the staff member can find an employer and record services given to that specific employer.
- c. Under "Scheduled Services", staff can view services scheduled in offices based on the date and location of the services.
- d. Under "Manage Events", staff can view a schedule of events, as well as add new events by region, office location and event category.
- e. Finally, staff can manage rosters of job seekers attending events under "Manage Event Rosters".

Are You Ready For a Quiz?

1. Do you know what EFM is?
2. To conduct a job search directly from the Home Page, what does the job seeker need to select or "click"?
3. Staff can help both job seeker customers and employer customers create an account. What does the staff member select to help a job seeker customer create an account from the *Services for Workforce Staff* menu?
4. To delete a job order, the staff member must select which menu item on the *Workforce Staff* menu?

Lesson Two: Conducting a Job Search

1. Welcome to lesson two in the Employ Florida Marketplace module. Employ Florida Marketplace (EFM) is Florida's _____ job bank system and a premier source for assisting customers with conducting a _____. (slide 2)
 - Job seekers can look for work using EFM on their own or _____ can assist job seekers using the EFM system. (slide 2)
 - To understand the job search process, we first have to understand how Job Orders are entered in EFM. During this session, we will discuss the types of Job Orders in EFM, as well as who enters the information in EFM. We will also review how job seekers can look for work on their own using EFM, as well as how staff can assist job seekers using EFM.
2. To understand more about the job search process, we have to understand what a job opening is first. A job opening is a job _____ that an employer intends to fill. (slide 3)
3. Definition: ***A Job Order is _____ from a job opening. Job Orders are _____ records of an employer's requirement for filling vacant positions with qualified workers.*** A Job Order may be associated with multiple job openings, meaning the listing in the EFM system indicates that there are multiple jobs to be filled. (slide 4)
4. To understand what your job seekers will see when they are looking for work in the EFM system, it is helpful to understand the information found in a Job Order. (slide 5)
 - A Job Order placed in EFM must contain the _____ a worker must have to perform the duties, (slide 5)
 - The _____ associated with being hired by the company, such as a drug test or background check, (slide 5)
 - Information about the job or jobs to be _____, and (slide 5)
 - Instructions on how to _____ for the job. (slide 5)
5. Job Orders are entered in EFM by either the _____ or by the Regional Workforce Board, or RWB, staff member who is assisting the employer. (slide 6)
6. There are three types of Job Orders posted in the EFM system. (slide 7)
 - First, there are _____ Job Orders. These are Job Orders that are ***visible*** to the public. Typically, these Job Orders tell customers how to apply for the jobs. (slide 7)

- Suppressed Job Orders _____ the information visible to job seekers. Job seekers can see some of the information and may request to be _____ to the job, but workforce staff have to prescreen job seekers prior to referral to the job opening. (slide 7)
 - Finally, there are some Job Orders that are **not** visible to the _____. These Job Orders are “_____ View Only.” (slide 7)
7. Why is this information important? How the Job Order is coded in the EFM system impacts your job seeker customer’s _____ to _____ for the job in question. (slide 8)
- If the Job Order is “_____”, the job seeker customer simply follows the directions in the Job Order to apply for the job. _____ Job Orders make the instructions for applying for the job public. (slide 8)
 - If the Job Order is “_____”, the job seeker customer must be referred to the employer by a RWB staff member: this is because the employer will only accept staff referrals for candidates to be considered for the job opening. The employer wants to ensure that those who apply for the job are _____ in _____ to meet minimum qualifications. (slide 8)
 - If the Job Order is “_____ View Only”, the job seeker will not see the Job Order at all. Such Job Orders are often associated with special circumstances designed to match job seekers directly with employers. (slide 8)
8. There are several ways for a job seeker to look for work using EFM. Three simulations are provided, please watch the videos to learn how a customer can job search on their own, how you can assist a job seeker by having them register in the system and how you can log in and to assist a job seeker with the job search process. (slide 9)

Are You Ready For a Quiz?

1. What is a job opening?
2. What is a Job Order?
3. What must a Job Order include?
4. How are Job Orders entered in EFM?
5. What are the three types of Job Orders posted in EFM?
6. What are the differences between each type of Job Order below?

Lesson Three: Creating a Résumé in EFM

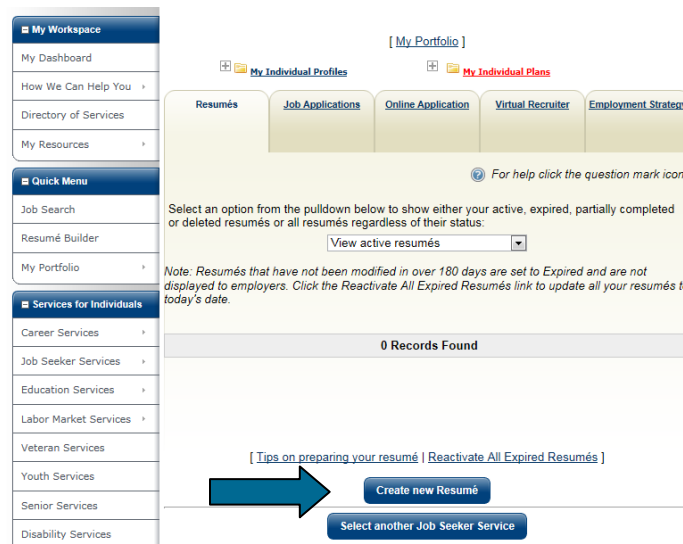
1. Welcome to the EFM training on résumé development. During this lesson, you will learn the importance of the résumé in the job search process and how to utilize EFM to create a _____ résumé. (slide 2)
2. There are several reasons why it is important for the job seeker customer to have a résumé in EFM. The résumé section of EFM holds a lot of critical _____ about the job seeker. First, Regional Workforce Boards (RWB) staff can use information contained in the job seeker customer's résumé to _____ the job seeker with employers. If the job seeker's résumé reflects the required education and work experience that the employer is looking for, and there are no other barriers to prevent employment, the staff member may issue a job _____ based on local operating procedures. So, what is a job referral? (slide 3)
3. A job referral is an opportunity to _____ a job seeker to an employer based on _____ the _____ has established. If a job seeker meets the minimum qualifications and has no other barriers to starting work, the staff member can _____ the job seeker to _____ for the job based on the instructions entered in EFM. (slide 4)
4. There are other reasons job seekers should create a résumé in EFM. Employers use EFM as a _____ to _____ for potential candidates. Employers are able to search for _____ in the EFM system. (slide 5)
5. Finally, EFM gives job seeker customers a written form of communication that they can use to communicate their _____, experiences, and _____ with employers. (slide 6)
6. The "Résumé _____" is a feature in EFM designed to help users create résumés in a seamless fashion. The screen shots provided during this lesson are from the customer's point of view. (slide 7)
7. If the customer does not have a _____ in EFM or is new to the system, the customer may click on "Create a Résumé" or "Not Registered". Both will prompt the job seeker customer to create a _____ in the EFM system. If the customer has a _____ in the EFM system, the customer can simply enter his or her user name and password combination to get started. (slide 8)

8. This is what the customer sees after he or she logs into the EFM system. (slide 9)



9. To create a résumé, the job seeker may select, “Résumé _____” or “My _____”. If “My Resources” is selected, the customer will enter information that may be loaded into a résumé using the “_____ Wizard”. The “_____ Wizard” is a series of systematic steps that guide the customer through the process of entering information that is _____ by the employer. (slide 9)

10. If the job seeker selects “Résumé Builder”, he or she must select “Create New Résumé”.



11. After selecting “Create New Résumé”, the job seeker will be given the option to have the résumé _____ online or hidden from employers. If the job seeker customer selects to make his or her résumé visible on the Internet through EFM, _____ can _____ the job seeker’s information through EFM. Interested employers may _____ the job seeker directly about job openings within their organizations. (slide 11)

* indicates required fields. For help click the question mark icon.

Resumé Type

Resumé Creation Method:

- Internal Resumé - Build your resumé using a step-by-step process (create your resumé from scratch).
- External Resumé – Attach an existing Word or .PDF resumé (save time by using your existing resumé).
- Copy-and-Paste Format - transfer resumé’s text from an existing copy (quick - but not as useful to potential employers).

Resumé Name

* Resumé Title:

Note: You may want to include words that highlight your skills, experience or specialty. Also, please be advised that this is a searchable field by Employers if you choose to have this resumé accessible online. Therefore you may wish to omit identifying information.

Resumé Accessibility

Accessibility:

- Select if you **do not want** your resumé available to employers online
- Select if you **want** your resumé available to employers online

12. Next, the job seeker selects the “Résumé Creation Method”. There are four methods to choose from in EFM. (slide 12)

- The first method is “Internal Résumé”. This method works with the “_____ Wizard” to build the customer's résumé using a _____-by-_____ process. (slide 12)
- The second method is “External Résumé.” This method works by extracting data from an existing Microsoft Word résumé. (slide 12)
- The third method is the “Copy- and-Paste Format”. While this method is _____, it is not as useful to potential _____ because _____ cannot search the skills and data associated with the job seeker for a potential match. (slide 12)
- If the job seeker already has a résumé in EFM, a fourth option will be available, which is to “Copy Existing Résumé.” This option allows job seekers to build a résumé from a previously entered résumé.

13. After selecting the creation method, the customer will need to enter a _____ for his or her résumé. The _____ of the résumé is the first element associated with a job seeker that an employer will see if the employer is _____ for job candidates in EFM. Therefore, the _____ of the résumé should be descriptive and _____ to the job of interest. See the example below for Anny.


The screenshot shows a web form for creating a résumé. At the top, there are two instructions: a red asterisk indicates required fields, and a question mark icon is for help. The form is divided into three sections: 'Resumé Type', 'Resumé Name', and 'Resumé Accessibility'. In the 'Resumé Type' section, 'Internal Resumé' is selected. In the 'Resumé Name' section, the 'Resumé Title' field contains 'Unit Clerk' and is highlighted by a large blue arrow. Below the form are 'Cancel' and 'Next >>' buttons.

14. Anny knows that this résumé was created specifically to fill Unit Clerk positions. She can pull this résumé quickly and send it to employers when related positions are available and posted in EFM.

15. The next five screens will allow the job seeker customer to enter information about his or her work interests. This includes entering information about the customer's

- Desired work location;
- Desired occupation;
- Desired salary; and
- Desired work schedule.

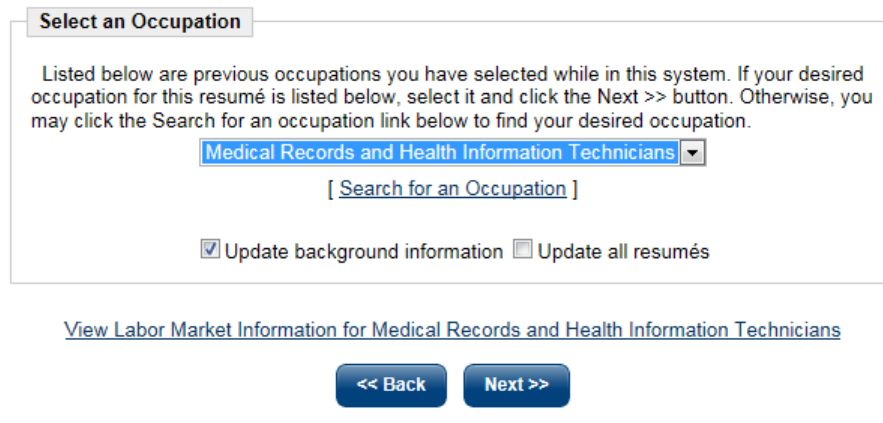
Choosing a location is a required step. After choosing your location you will be able to continue.

 For help click the question mark icon.



16. On this screen, the job seeker selects the place where he or she is willing to work in the State of Florida. By clicking on the left picture, the job seeker is opting to review jobs that are open all over the state. By clicking the picture on the right, the job seeker can select a _____ area in Florida where he or she wants to work. (slide 14)

17. Next, the job seeker customer selects an occupation on the “Select an _____” screen. The job seeker customer can select to search for an occupation using various methods. For example, if the job seeker knows the occupation of interest, he or she can simply select, “Occupations by _____”, enter those keywords and then select “Next”. (slide 15)



18. If the customer is not sure what occupation he or she is interested in, the job seeker customer can use one of the other options to look at occupations by group, an occupation list, occupations based on educational programs, _____ based on military specialty, as well as occupations based on _____. (slide 15)

19. The EFM system asks the job seeker to _____ the selected occupation by selecting the “Next” button. Please note that the job seeker is updating his or her _____ information by checking the checkbox titled, “Update background information”. (slide 17)
20. The next section is titled “Desired Salary”. The job seeker will select the _____ salary he or she is willing to accept. It is important for the job seeker to research the customary _____ rates for the occupation in the geographical location that he or she is seeking work. Having a desired salary that is too high for the geographical location could result in the job seeker being _____ over by _____ who are searching EFM for potential candidates. (slide 17)
21. Next, the job seeker must enter details about the job he or she wants. To complete this section, the job seeker will select “Add New Profile” and complete the _____. The questionnaire allows the job seeker to specify if he or she is seeking seasonal, regular or other types of employment, if he or she wants full-time or part-time work, the shifts he or she is interested in, and the days of the week that he or she is available for work. The availability to travel and additional information that may be helpful to a potential employer when viewing this section, should be added. (slide 18)

Desired Employment Category

Employment Type:

Full-Time or Part-Time:

Desired Work Hours

*** Check any of the shifts you are willing to accept:**

Day Shift
 Evening/Swing Shift
 Night/Graveyard Shift
 Rotating Shift
 Split Shift

(If you generally do not work shifts, select Day Shift.)

*** Please check the days you are available to work:**

Sunday
 Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday

Desired Travel

Are you willing to travel?

Percentage of time you are willing to travel: %

Relocation/Telecommuting

Are you willing to relocate?

Are you willing to telecommute?

Education

22. Finally, the job seeker must indicate if he or she has a valid driver's license. If the job seeker indicates that he or she has a valid license, the job seeker must enter details associated with the license. This section records the job seeker's license type and any special endorsements the job seeker might possess. The section also specifies if the job seeker has access to a motor _____ or will be relying on _____ to get to work. Once the information is entered, the job seeker selects "Next". (slide 19)

Driver's License Information

Do you have a valid Driver's license? Yes No

Issued Outside the United States:

* State Issued:

* Driver's License Type:

Driver's License Class:

Class A - Any combination of vehicles with a gross vehicle weight rating of 26,001 or more pounds provided the gross vehicle weight rating of the vehicle(s) being towed is in excess of 10,000 pounds.

Class B - Any single vehicle with a gross vehicle weight rating of 26,001 or more pounds, or any such vehicle towing a vehicle not in excess of 10,000 pounds gross vehicle weight rating.

Class C - Any single vehicle, or combination of vehicles, that does not meet the definition of Class A or Class B, but is either designed to transport 16 or more passengers, including the driver, or is placarded for hazardous materials.

Class E - Private Vehicle

Class E - Learner

Motorcycle Also

Motorcycle ONLY

Driver's License Endorsements:

T - CDL - Double / Triple Trailers

P - CDL - Passenger Bus

N - CDL - Tankers

H - CDL - Hazardous Materials

X - CDL - Combo-Tanker/Hazardous

K - CDL - No Operator of airbrakes

CDL - ICC Physical

* Do you have access to a motor vehicle? Yes No

* Do you rely on public transportation? Yes No

23. The job seeker must then select the sections to be _____ and the résumé _____. EFM has two templates for the job seeker to select from when designing the résumé. The _____ résumé template displays employment and education information by date in reverse chronological order. The _____ résumé template hides the employment and educational history dates and focuses on the skills

of the job seeker. If no selection is made by the job seeker, the chronological résumé template will automatically be applied. (slide 20)

24. After a template is selected, the job seeker has the option to add or remove sections of the résumé. This is done by adding or removing the check mark next to the respective section on the list. (slide 21)
25. The job seeker may choose not to make changes to the template and keep the system settings by selecting “Skip this step, I will use the current template” and the “Next” command. (slide 22)
26. What if the job seeker does not want to use one of the templates provided by the EFM system? The job seeker can _____ his or her own template. When “New Template” is selected at the bottom of the "Résumé Layout" screen, the system requires the job seeker to give the template a _____ and save it to the EFM system. Once the template has been given a name, the job seeker must select “Save” to continue. (slide 23)
27. The final step to building a résumé is for the job seeker to enter his or her _____ information. The job seeker may enter his or her background information using the “_____ Wizard”. The “_____ Wizard” maintains details of the job seeker’s employment history and education levels, which can be _____ by and _____ by employers who are looking for potential candidates. To start entering information for the first time, the job seeker simply selects “Start the Background Wizard”. (slide 24)
28. Once all of the background information has been entered in EFM, the system will display the final résumé. The job seeker customer should _____ the résumé to ensure it meets the _____ of résumé writing. To make changes to the information displayed, simply click on the _____ of the section that needs updating, make the necessary changes and select “Save Résumé and Return”. (slide 25)

Are You Ready For a Quiz?

1. Why is it important for job seekers to enter their information through the Background Wizard in EFM?
2. What is a job referral?
3. True or False, job seekers have the option not to display résumés to employers through the EFM system.
4. Why should the title of the résumé be related to the respective occupation?
5. Why should the salary listed for each résumé be close to salary for the job in the specific area?