

JobZone SMART OSOS Guide



TABLE OF CONTENTS

Purpose	1
JobZone Access through OSOS	2
Resume Based Job Search.....	3
Sort By Icons:	9
Icons: Action.....	9
People with similar jobs.....	10
Common Skills, Certificates & Licenses	10
Levels of Education	11
Levels of Experience.....	11
Typical Resumes.....	12
Saving a Job Scout.....	13
Resources and Assistance	15
Email: jobzone@labor.ny.gov	15
Resources and Assistance	16

PURPOSE

The SMART resume matching feature is now incorporated into the **Advanced Search** of JobZone. This guide describes the process to:

- Access the **Advanced Job Search** feature;
- Use the resume matching search option;
- Use the "**People with Similar Jobs**" feature.

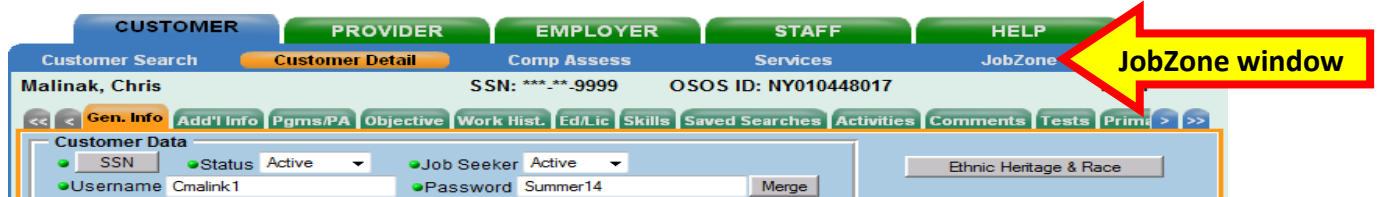


SMART has ceased to exist as an independent website. To use SMART features users have to select the Advance Search feature when logged in to JobZone.

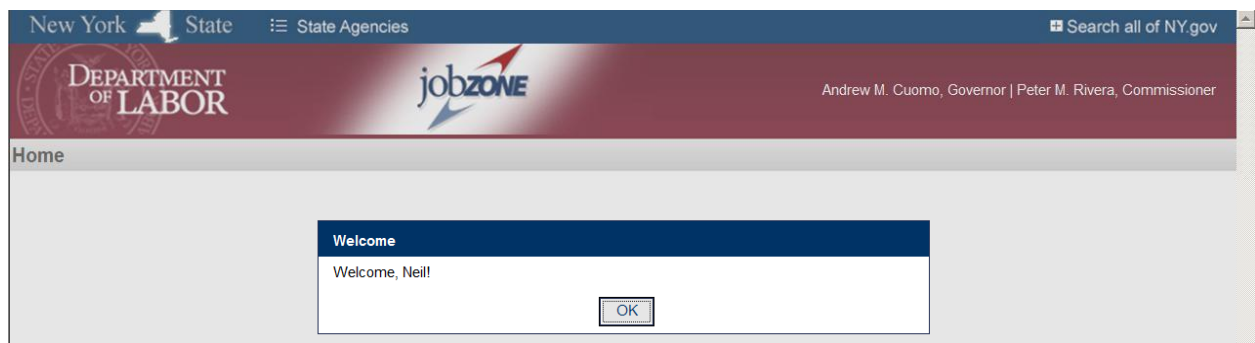
The JobZone Resume Based Search is an option only when logged into JobZone. If you are not logged in, you will not see the "**Show jobs matching your resume**" option.

JOBZONE ACCESS THROUGH OSOS

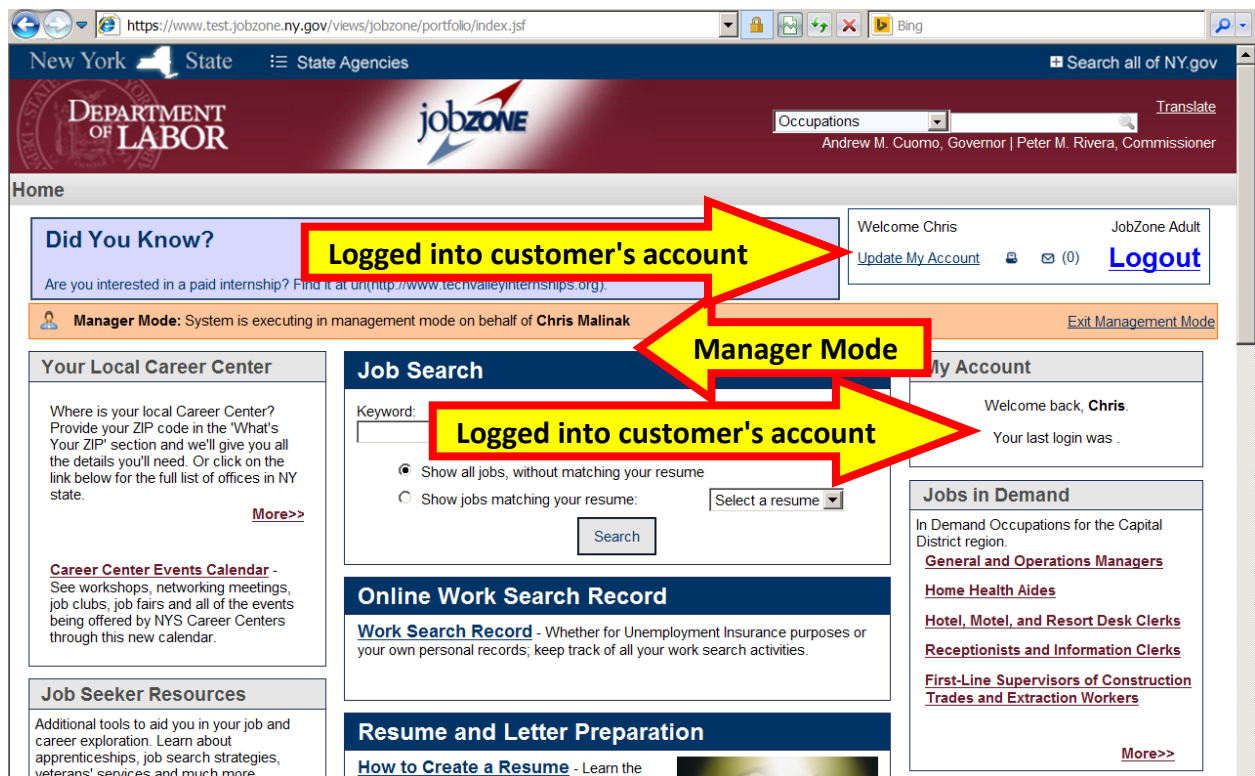
Staff can access the customer's JobZone account via the OSOS **JobZone** window.



Clicking the **JobZone** window brings the user to the **Welcome** window. Click the **OK** button.



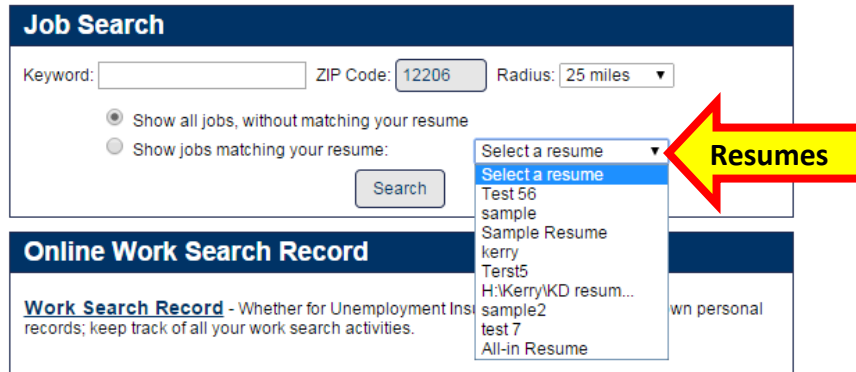
The user is automatically logged in to the customer's JobZone account in **Manager Mode**.





There must be a resume in the customer's JobZone Resume Builder in order for the "show jobs matching your resume" (SMART) feature.

JobZone home page appearance when logged in and a resume available in the **Resume Builder**:



Job Search

Keyword: ZIP Code: 12206 Radius: 25 miles ▼

Show all jobs, without matching your resume
 Show jobs matching your resume:

Select a resume ▼

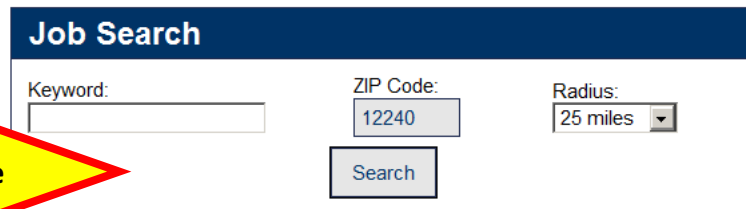
- Select a resume
- Test 56
- sample
- Sample Resume
- kerry
- Terst5
- H:\Kerry\KD resum...
- sample2
- test 7
- All-in Resume

Resumes

Online Work Search Record

Work Search Record - Whether for Unemployment Insurance or personal records; keep track of all your work search activities.

JobZone home page appearance when logged in and a resume is NOT available in the **Resume Builder**:



Job Search

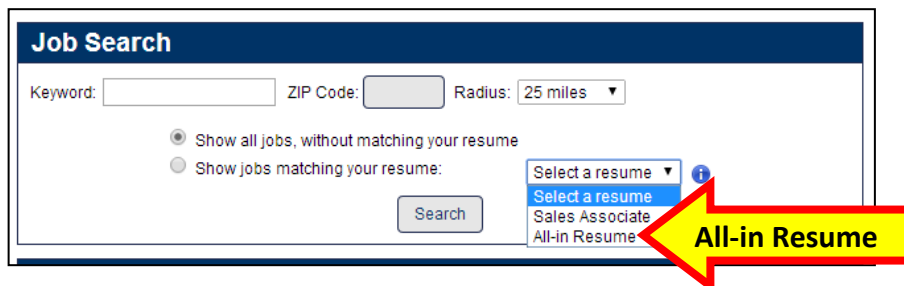
Keyword: ZIP Code: 12240 Radius: 25 miles ▼

Show all jobs, without matching your resume
 Show jobs matching your resume:

No options to match with resume

RESUME BASED JOB SEARCH

If you have multiple resumes saved in JobZone, you may select a specific resume to use for the resume-based job search (see below). For detailed instructions on creating or attaching a resume in JobZone please refer to the **JobZone Resume Builder Guide**.



Job Search

Keyword: ZIP Code: Radius: 25 miles ▼

Show all jobs, without matching your resume
 Show jobs matching your resume:

Select a resume ▼

- Select a resume
- Sales Associate
- All-in Resume

All-in Resume

The **All-in Resume** automatically appears when you have multiple resumes in your account and each is designed for a specific purpose, but none of those resumes is all inclusive. The **All-in Resume** combines all the education, work history and skills from each of the different resumes. This is typically the best resume to use when performing a resume-based search as the SMART technology uses your unique combination of skills to present the best job match for you.

To search for job openings that match your resume, select the radio button for **“Show jobs matching your resume:”** Click the **Search** button and wait while JobZone compares your resume to job openings.

Job Search

Keyword: ZIP Code: Radius:

Show all jobs, without matching your resume
 Show jobs matching your resume:

The **Jobs Results** screen will list all jobs that match your resume:

Search Results							
100 Results Found							
10 Items per Page (1 of 10)							
Match Strength	Title	Location	Distance	Company	Date	Sort By	Action
☆☆☆	DIRECTOR OF HUMAN RESOURCES	Albany, NY	2.1 miles	St Peters Health Care Services	09/30/2014		
☆☆☆	DIRECTOR OF NURSING	Latham, NY	5.1 miles	Reed Group	10/03/2014		
☆☆☆	ELIGIBILITY PROGRAM MANAGER	Albany, NY	2.1 miles	New York State Civil Service	10/05/2014		
☆☆☆	EXECUTIVE CHEF	Albany, NY	2.1 miles	Morrison	10/08/2014		
☆☆☆	MEDICAL OUTCOMES SPECIALIST	Albany, NY	2.1 miles	Pfizer	10/11/2014		
☆☆☆	PROVIDER RELATIONS REPRESENTATIVE II	Latham, NY	5.1 miles	Valueoptions	10/14/2014		
☆☆☆	DIRECTOR OF COMPENSATION AND BENEFITS	Schenectady, NY	12.7 miles	The Golub Corp (Pricechopper)	10/16/2014		
☆☆☆	STAFF VP LEADER CLINICAL QUALITY MANAGEMENT-93939	Albany, NY	less than 1 mile		10/16/2014		
☆☆☆	HOUSE MANAGER	Albany, NY	2.1 miles	Catholic Community Services	10/21/2014		
☆☆☆	HOUSE MANAGER	Albany, NY	12.7 miles		09/30/2014		

Job Search Question?

Chat with an Advisor

You can filter the matches by match strength (star rating).

Use SMART technology to match jobs to your resume: Show jobs, without matching your resume
 Show jobs matching your resume: Show jobs matching your resume with at least a: **2.0 Star Match**

Filter your results by match strength: **Star Matching**

Advanced Search Clear Search Options

100 Results Found

Match Strength	Title	Location	Distance	Company	Date	Action
★★★	DIRECTOR OF HUMAN RESOURCES	Albany, NY	2.1 miles	St Peters Health Care Services	09/30/2014	
★★★	DIRECTOR OF NURSING	Latham, NY	5.1 miles	Reed Group	10/03/2014	
★★★	ELIGIBILITY PROGRAM MANAGER	Albany, NY	2.1 miles	New York State Civil Service	10/05/2014	
★★★	EXECUTIVE CHEF	Albany, NY	2.1 miles	Morrison	10/08/2014	
★★★	MEDICAL OUTCOMES SPECIALIST	Albany, NY	2.1 miles	Pfizer	10/11/2014	
★★★	PROVIDER RELATIONS REPRESENTATIVE II	Latham, NY	5.1 miles	Valueoptions	10/14/2014	
★★★	Job Search Question?	nectady, NY	12.7 miles	The Golub Corp (Pricechopper)	10/16/2014	
★★★	Chat with an Advisor	y, NY	less than 1		10/16/2014	

You can also perform **Resume Based Matching (SMART)** right from the **Resume Builder**. Select the Resume Builder on the JobZone homepage.

Your Local Career Center

Where is your local Career Center? Provide your ZIP code in the 'What's Your ZIP?' section and we'll give you all the details you'll need. Or click on the link below for the full list of offices in NY state.

[More>>](#)

Career Center Events Calendar - See workshops, networking meetings, job clubs, job fairs and all of the events being offered by NYS Career Centers through this new calendar.

Job Seeker Resources

Additional tools to aid you in your job and career exploration. Learn about apprenticeships, job search strategies, veterans' services and much more.

[More>>](#)

Upcoming Job Fairs

Job Search

Keyword: ZIP Code: Radius:

Show all jobs, without matching your resume
 Show jobs matching your resume:

Online Work Search Record

[Work Search Record](#) - Whether for Unemployment Insurance purposes or your own personal records; keep track of all your work search activities.

Resume and Letter Preparation

[How to Create a Resume](#) - Learn the basics of creating a resume, receive resume tips and view sample resumes. This online guide will help you build a resume businesses will want to see! Go step by step or skip to the section that interests you.

[Resume Builder](#) - Create a new resume or upload a current one.

[Letter Writer](#) - Create cover letters, thank

My Account

Welcome back, **Chris**.
Your last login was .

Jobs in Demand

In Demand Occupations for the Capital District region.

- [Childcare Workers](#)
- [Personal Care Aides](#)
- [Fitness Trainers and Aerobics Instructors](#)
- [Recreation Workers](#)
- [First-Line Supervisors of Retail Sales Workers](#)

[More>>](#)

Recently Viewed

- Occupations
- Jobs
- Colleges

Resume Builder

Then, click the **Match Jobs** link.

Home

Home > Resumes

Welcome Chris JobZone Adult
[Update My Account](#) (0) [Logout](#)

Resume Builder

Manager Mode: System is executing in management mode on behalf of **Chris Malinak** [Exit Management Mode](#)

Your resume should be targeted to the job you are applying for. The Resume Builder allows you to create multiple resumes which can include many types of information. Click [Add New Resume](#) to begin your resume

Click on the resume name to edit or view an existing resume. Click the delete link to delete an existing resume.

Resume Title	Type	Format	Date Created	Last Modified	Action
Test 56	Full	Chronological	10/08/2014	10/08/2014	View Match Jobs Delete
sample	Quick	Chronological	04/21/2014	04/21/2014	View Match Jobs Delete
Sample Resume	Quick	Combined	04/03/2014	04/03/2014	View Match Jobs Delete
kerry	Full	Chronological	04/03/2014	09/15/2014	View Match Jobs Delete
Terst5	Full	Chronological	07/03/2014	09/15/2014	View Match Jobs Delete
H:\Kerry\KD resume 2008.doc	External Attachment	unknown	04/03/2014	04/03/2014	Match Jobs Delete
sample2	Quick	Chronological	04/21/2014	04/21/2014	View Match Jobs Delete
test 7	Full	Chronological	09/17/2014	09/17/2014	View Match Jobs Delete

To upload a resume, click on the Upload Resume button. Select a resume, then click the Attach button. The resume must be less than 5.0 MB in size.

Job Search Question? [Chat with an Advisor](#) [Create New Resume](#)

[+ Upload Resume](#) [Attach](#) [Cancel](#)

Match Jobs

You can also perform a SMART match on an attached resume (**External Attachment**). Click **Match Jobs**.

New York State State Agencies Search all of NY.gov

DEPARTMENT OF LABOR **jobZONE** Translate
 Occupations Andrew M. Cuomo, Governor | Peter M. Rivera, Commissioner

Home Back to Labor Online Services

Welcome Melissa JobZone Adult
[Update My Account](#) (0) [Logout](#)

Resume Builder

Your resume should be targeted to the job you are applying for. The Resume Builder allows you to create multiple resumes which can include many types of information. Click [Add New Resume](#) to begin your resume

Click on the resume name to edit or view an existing resume. Click the delete link to delete an existing resume.

Resume Title	Type	Format	Date Created	Last Modified	Action
Melissa's Resume.docx	External Attachment	unknown	08/08/2014	08/08/2014	Match Jobs
Sales Associate	Full	Chronological	08/08/2014	08/08/2014	View Match Jobs Delete

To upload a resume, click on the Upload Resume button. Select a resume, then click the Attach button. The resume must be less than 5.0 MB in size.

Resume Type: Full [Create New Resume](#)

[+ Upload Resume](#) [Attach](#) [Cancel](#)

[Home](#)

External Attachment

Match Jobs

JobZone Advance Search features can be accessed by performing a job search from the JobZone homepage. Then, on the results page, select Advanced Search to access the advanced search options.

Search Options

Please enter your search options. Fields may be searched on partial values.

Use SMART technology to match jobs to your resume:
 Show all jobs, without matching your resume
 Show jobs matching your resume:

Filter your results by match strength:
 Show jobs matching your resume with at least a:

Advanced Search
 [Advanced Search](#) [Clear Search Options](#)

Advanced Search Options:

Search Options

Please enter your search options. Fields may be searched on partial values. Searches may be performed on individual OR combinations of fields.

Use SMART technology to match jobs to your resume:
 Show all jobs, without matching your resume
 Show jobs matching your resume:

Filter your results by match strength:
 Show jobs matching your resume with at least a:

You may search for jobs anywhere in NY on this site. You may also search for jobs in surrounding states within 50 of NY. Choose a location by ZIP Code, city, county, or state.

ZIP Code: Radius:

City: in

County:

Entire state:

Search by Occupation

Select any of these additional search options.

Job Order #

Jobs posted in the last

Education

Experience months

Duration

Salary \$ per

When a salary is selected, search results will show only jobs that specify a salary

Bright Outlook Green Jobs

Search by Industry

When an industry is selected, search results will show only jobs that specify an industry.

Search for jobs in emerging or high growth sectors:
 Green HealthCare Aerospace Transport/Distribute Consulting Advance Manufacturing
 IT Biotech Energy Business Services R&D SMART

Show only jobs that do not typically require the following physical abilities:
 Mental / Cognitive Vision Speech Lower Limbs
 Psychomotor Hearing Physical Strength Upper Limbs

Search for jobs based on Internships/Externships:
 Search for all jobs(including internships)
 Exclude Internships
 Search only for internships

[Simple Search](#) [Clear Search Options](#)

You will need to scroll down to view all the advanced search options:

Search Options

Please enter your search options. Fields may be searched on partial values. Searches may be performed on individual OR combinations of fields.

Use SMART technology to match jobs to your resume:

Show all jobs, without matching your resume
 Filter your results by match strength:

Show jobs matching your resume:
Show jobs matching your resume with at least a:

You may search for jobs anywhere in NY on this site. You may also search for jobs in surrounding states within 50 of NY. Choose a location by ZIP Code, city, county, or state.

ZIP Code: Radius:

City: in

County:

Entire state:

Select any of these additional search options.

Job Order #

Jobs posted in the last

Education:

Experience: months

Duration:

Salary: \$ per

When a salary is selected, search results will show only jobs that specify a salary

Bright Outlook Green Jobs

Search by Occupation
Search by Industry

[Simple Search](#) [Clear Search Options](#)



SORT BY ICONS:

The following symbols found in the “Sort By” column. They can be used for sorting your results.



Sun = Bright Outlook. Jobs that will have growth in the future



Leaf = Green Jobs



Bridge = Apprentice Jobs



NYS = Jobs from the NYS Job Bank (not spidered jobs)

Search Results							
Below are search results that match your criteria. Learn more details about each job by clicking on the job title.							
100 Results Found							
10 Items per Page (1 of 10)							
Match Strength	Title	Location	Distance	Company	Date	Sort By	Action
☆☆☆	DIRECTOR OF HUMAN RESOURCES	Albany, NY	2.1 miles	St Peters Health Care Services	09/30/2014		
☆☆☆	DIRECTOR OF NURSING	Latham, NY	5.1 miles	Reed Group	10/03/2014		
☆☆☆	ELIGIBILITY PROGRAM MANAGER	Albany, NY	2.1 miles	New York State Civil Service	10/05/2014		
☆☆☆	EXECUTIVE CHEF	Albany, NY	2.1 miles	Morrison	10/08/2014		
☆☆☆	PROVIDER RELATIONS REPRESENTATIVE II	Latham, NY	5.1 miles	Valueoptions	10/14/2014		

ICONS: ACTION



The heart icon is for marking a job as a Favorite.



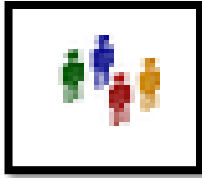
The location/map symbol is to see where this job is located on a map.



The “People with Similar Jobs” will present you with screens showing common skills, certificates & licenses, level of education, level of experience and typical resumes for people who have been placed successfully into similar jobs.



The magnifying glass (similar jobs) will perform the search based on that particular job. It will no longer be matching based on the resume. This is particularly helpful for customers who have a very varied work history and get a mix of jobs in their search results. In this case, they could narrow down the job type they like, click on the magnifying glass and get more jobs that look like that job.



PEOPLE WITH SIMILAR JOBS

COMMON SKILLS, CERTIFICATES & LICENSES

Clicking the People with Similar Jobs icon will take you to a menu with several tabs. Each tab shows a different characteristic of people with the selected job title or jobs that are very similar. This will assist users in determining if they are suited and competitive for the selected job.

Common Skills, Certificates & Licenses
Level of Education
Level of Experience
Typical Resumes

The following is an overview of those who have placed successfully into jobs similar to: **DIRECTOR OF NURSING**

Common skills among those working in jobs like this: Common Skills for this job

patient care	organizational development	oncology
performance analysis	food security	marketing
feasibility studies	process engineering	nursing
malaria	management training	medicare
loading	effective communication	finance
contract management	business planning	medicaid
rehabilitation	proposal writing	nursing home
lecturer	budgeting	program implementation
meeting facilitation	organizational analysis	assisted living
project management		

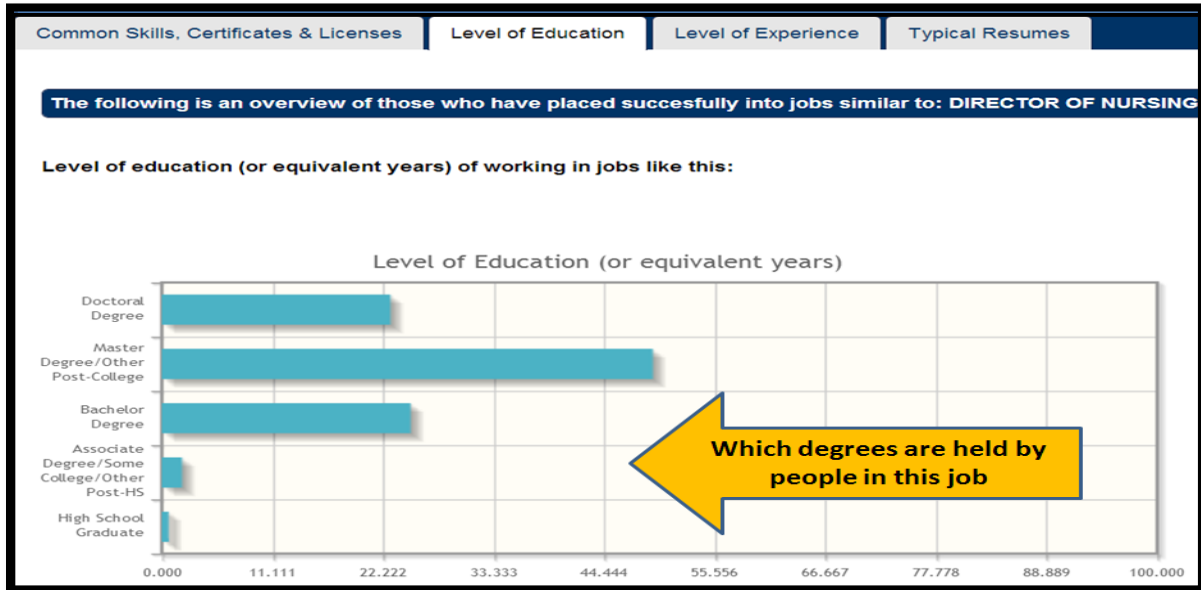
Common certificates & licenses among those working in jobs like this:

- Acute Care Certification
- Advanced Cardiac Life Support (Acls) Certification
- Basic Cardiac Life Support Certification
- Certified Case Manager
- Certified Clinical Nurse Specialist (Cns)

Common Certifications

LEVELS OF EDUCATION

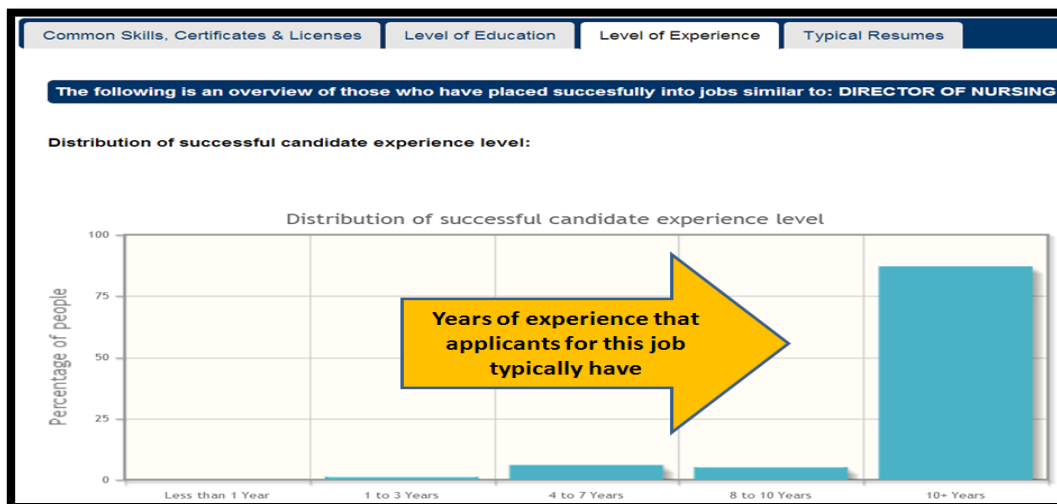
The **Level of Education** tab will show the range of degrees held by individuals who have this job title or one that is similar. The bar graph will demonstrate what percentage of workers fall into each degree category. This will help the user determine what education level will make them eligible and competitive for this job posting.



This graph will NOT specify if there is a minimum education level required for a specific job posting. To verify any requirements, you must read the actual job posting.

LEVELS OF EXPERIENCE

The **Levels of Experience** tab will show how many years of experience most people have for the selected job title.



TYPICAL RESUMES

The **Typical Resumes** tab will show samples of the work histories of people who have held that job title or one that is similar. This helps the user determine if their work experience is similar to and competitive with others who have successfully applied for similar jobs.

Common Skills, Certificates & Licenses | Level of Education | Level of Experience | Typical Resumes

The following is an overview of those who have placed successfully into jobs similar to: **DIRECTOR OF NURSING**

Work histories and career summaries of people who have been placed into similar jobs:

Resume samples/summaries from people placed in similar jobs

















Current Job Title	Job Title Prior to Placement	Yrs-Exp on Plac	Education	Skills
Consultant	Consultant	13	Doctorate of Philosophy	
Operations Consultant/ Administrator		7	Graduate/Post college degree	assisted living, contract management, marketing, medicaid, medicare, nursing, nursing home
Consultant	Program Manager	22	Graduate/Post college degree	loading, meeting facilitation, performance analysis, program implementation, proposal writing, rehabilitation
EDUCATION COORDINATOR	LECTURER	30	Doctorate of Philosophy	budgeting, effective communication, feasibility studies, finance, food security, lecturer, malaria, management training, marketing, meeting facilitation, organizational analysis, organizational development, process engineering, program implementation, project management



All of the information contained in "People with Similar Jobs" is generalized to the selected job title, not necessarily the specific job posting. The information should not be viewed as requirements for what credentials and experience an applicant must have to apply for the job.

SAVING A JOB SCOUT

First, perform a Resume Based Job Search. At the bottom of the search results, there is a box to save the search. Create and key in the name of the search in the shaded box and click the **Save Search** button.

★★★	STAFF VP LEADER CLINICAL QUALITY MANAGEMENT- 93939	Albany, NY	less than 1 mile		10/16/2014	  	  
★★★	HOUSE MANAGER	Albany, NY	2.1 miles	Catholic Community Services	10/21/2014		  
★★★	HEALTH PROGRAM DIRECTOR 1	Albany, NY	less than 1 mile		10/23/2014		  
★★★	GENERAL MANAGER	Albany, NY	12.1 miles		10/24/2014		  

100 Results Found | 1 2 3 4 5 6 7 8 9 10 | 10 Items per Page (1 of 10)

Saved Search Options

To save your search options, enter a unique name and click Save Search. To recall a saved search, select one from the dropdown menu.

Management Opportunities


Save Search

Select One...











Delete Search

Click on Job Scout Options to have jobs sent to your email automatically.

Job Scout Options



Once the search is saved, it can then be turned into a **Job Scout** for the customer. A Job Scout is an automated email that provides job leads and openings. These are similar to the email messages once received with SMART. Click the **Job Scout Options** button. This button is only accessible when there is a saved search.

★★★	HOUSE MANAGER	Albany, NY	2.1 miles	Catholic Community Services	10/21/2014		  
★★★	HEALTH PROGRAM DIRECTOR 1	Albany, NY	less than 1 mile		10/23/2014		  
★★★	GENERAL MANAGER	Albany, NY	12.1 miles		10/24/2014		  

100 Results Found | 1 2 3 4 5 6 7 8 9 10 | 10 Items per Page (1 of 10)

Saved Search Options

To save your search options, enter a unique name and click Save Search. To recall a saved search, select one from the dropdown menu.

Management Opportunities


Save Search

Management Opportunities

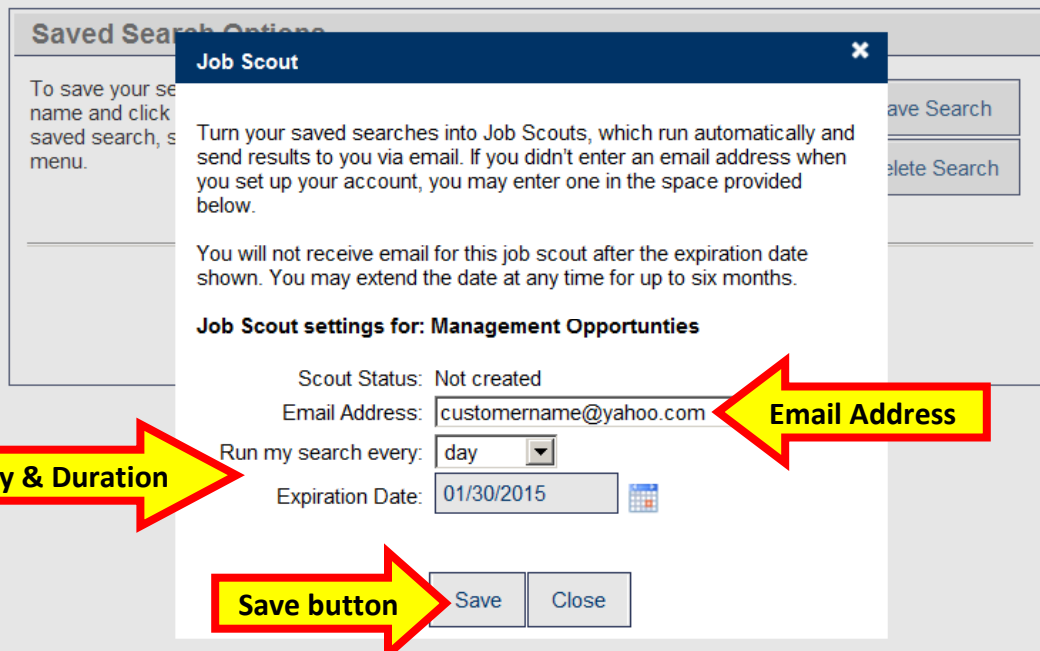
Delete Search

Click on Job Scout Options to have jobs sent to your email automatically.

Job Scout Options



With the customer, enter the customer's email address and decide upon the frequency (daily, weekly, etc) and an expiration date (not more than 6 months from the current date). Click the **Save** button.



Job Scout

To save your search, enter a name and click the Save Search button. To delete a saved search, click the Delete Search button.

Turn your saved searches into Job Scouts, which run automatically and send results to you via email. If you didn't enter an email address when you set up your account, you may enter one in the space provided below.

You will not receive email for this job scout after the expiration date shown. You may extend the date at any time for up to six months.

Job Scout settings for: Management Opportunities

Scout Status: Not created

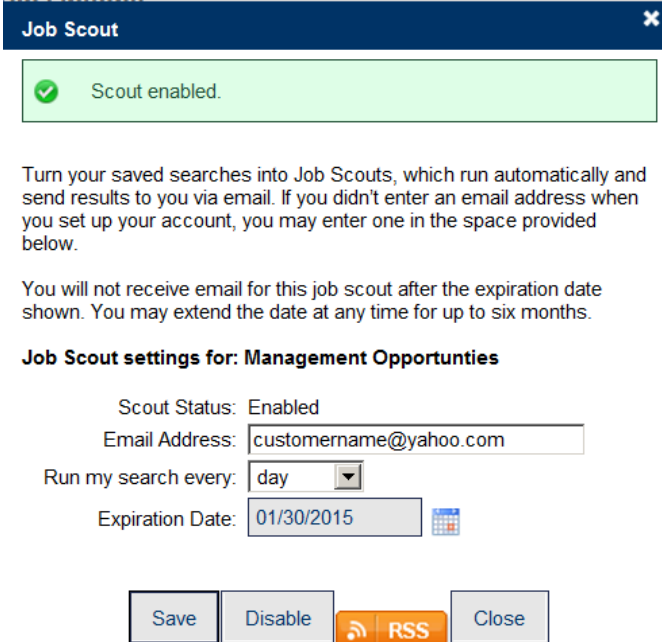
Email Address:

Run my search every:

Expiration Date:

Save button Save Close

The Scout is created and enabled once the **Save** button is clicked. To disable, perform the saved search, click on "Job Scout", and then click "Disable." Here you can also choose the option to receive job leads through an RSS feed.



Job Scout

Scout enabled.

Turn your saved searches into Job Scouts, which run automatically and send results to you via email. If you didn't enter an email address when you set up your account, you may enter one in the space provided below.

You will not receive email for this job scout after the expiration date shown. You may extend the date at any time for up to six months.


Job Scout settings for: Management Opportunities

Scout Status: Enabled

Email Address:

Run my search every:

Expiration Date:

Save Disable  RSS Close



RESOURCES AND ASSISTANCE

EMAIL: JOBZONE@LABOR.NY.GOV



RESOURCES AND ASSISTANCE

Additional program information, OSOS guides and other resources can be found at:

<http://labor.ny.gov/workforcenypartners/osos.shtm>

For further assistance, please contact the OSOS Help Desk:

By phone: (518) 457-6586

By email: help.osos@labor.ny.gov