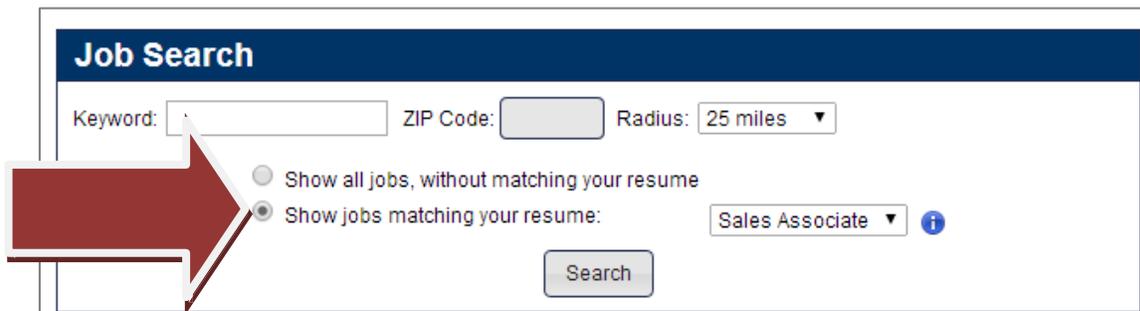


JobZone Guide: Resume Based Job Search

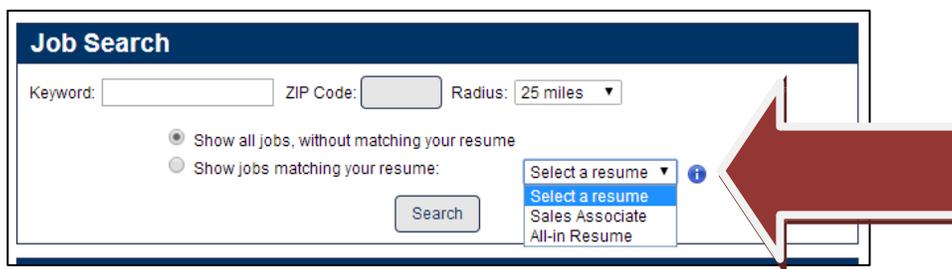
The JobZone Job Search is located at the top of the JobZone homepage. To use the resume based job search, select the radio button for “Show jobs matching your resume.”



The screenshot shows the 'Job Search' form. At the top, there are input fields for 'Keyword:', 'ZIP Code:', and 'Radius: 25 miles'. Below these are two radio buttons: 'Show all jobs, without matching your resume' (unselected) and 'Show jobs matching your resume:' (selected). A red arrow points to the selected radio button. To the right of the second radio button is a dropdown menu showing 'Sales Associate' and an information icon. A 'Search' button is located below the radio buttons.

There must be a resume in your JobZone account in order to show jobs matching your resume. Do you need help creating or uploading your resume to JobZone? Use our [Resume Builder Guide](#).

If you have multiple resumes saved in JobZone, you will select a specific resume to use for the resume-based job search. The All-In-Resume appears when you have multiple resumes on your account. This is typically the best resume to use when performing a resume-based search, as the technology uses your unique combination of skills to present the best job matches for you. The All-In-Resume has all of the education, work history and skills from your combined resumes.



The screenshot shows the 'Job Search' form with the 'Show jobs matching your resume:' radio button selected. A dropdown menu is open next to it, showing options: 'Select a resume', 'Select a resume', 'Sales Associate', and 'All-in Resume'. A red arrow points to the dropdown menu. The 'Search' button is visible below the dropdown.

After you have selected a resume to search on, click Search and wait while JobZone compares your resume to job openings.



The screenshot shows the 'Job Search' form with the 'Show jobs matching your resume:' radio button selected. A dialog box titled 'Searching jobs, please wait' is overlaid on the form, containing a progress bar and a 'Cancel' button. Below the dialog box, the text 'Online Work Search' is visible, followed by a link to 'Work Search Record' and a note: 'Whether for Unemployment Insurance purposes or your own personal records; keep track of all your work search activities.'

The Jobs Results Screen will then be displayed. You can filter the matches by match strength (star rating). You can also filter by Job Title, Location, Distance, Company, Date, as well as the icons described below.

Jobs Update My Account (0) Logout

Below is your list of saved jobs. You may also search for other jobs which interest you.

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

Keyword: Search

Filter your results by match strength:
Show jobs matching your resume with at least a: **0 Star Match**

- 0 Star Match
- 1.0 Star Match**
- 1.5 Star Match
- 2.0 Star Match
- 2.5 Star Match
- 3.0 Star Match

Advanced Search Clear Search

100 Results Found (1 of 10)

Match Strength	Title	Location	Distance	Company	Date	Sort By	Action
★★★★	Sales Associate (1265)	Unknown	Unknown		10/29/2012		Heart, Map, People, Magnifying Glass
★★★★	Sales Associate (2589)	Corona, NY 11368	Unknown		10/29/2012		Heart, Map, People, Magnifying Glass
★★★★	Sales Associate (2943)	New York, NY 10095	Unknown		10/29/2012		Heart, Map, People, Magnifying Glass



The heart icon is to save a job as a favorite. You can access your list of favorites from the job search results page. First do a key word search from the JobZone homepage. Then, scroll to the bottom of the results and click Show Favorites.



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.



You can also perform Resume Based Matching from the Resume Builder. Select Resume on the JobZone homepage. Then, click Match Jobs. “Match Jobs” is an option for both uploaded resumes and resumes built in JobZone.

New York State State Agencies

DEPARTMENT OF LABOR jobzone

Home Resumes

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.

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 Delete
Sales Associate	Full	Chronological	08/08/2014	08/08/2014	View Match Jobs Delete

Resume Type: Full Create New Resume

Upload Resume Attach Cancel



Would you like to receive these resume based matches in a Job Scout? The Job Scout sends you automated emails using SMART results. You can also set it up to send you key word results! Use our [Job Scout Guide to learn more](#) !

NYTalent

When you conduct a resume based job search in JobZone you will also be submitting your resume into NYTalent. NYTalent is a premier recruitment site for NY State Department of Labor approved businesses to search for talented workers. Your name and personal identifying information is all kept confidential. Only your email address will be available to a business.

Businesses can search for talented workers similar to how jobseekers can search for jobs. When the Business finds a potential candidate they will click on the match.

Home Jobs Posted Search for Resumes Welcome, [kerry.douglas-duffy@labor.ny.gov](#) My Account Logout

NYTalent

NYS DEPARTMENT OF LABOR
PROTECT | ASSIST | CONNECT

Search results

[Save this search & notify me of new talent](#) [Fine-Tune your search](#)

All Resumes Your Flagged Resumes

Displaying 1 - 10 of 250 resume(s) Resumes per page 10

Rating	Resume ID	Job Title	Company	Years	Recommendation
★★★★★	AutoMatch0001126841	Secretary	Jim's Law Firm (2010-2015)	17 years	Recommended
★★★★☆	AutoMatch0001122988	Clerk	Goodwill Store (2008-2009)	2 years	Recommended

If the business is interested in contacting the candidate they will have the option to email the jobseeker directly.

Home Jobs Posted Search for Resumes Welcome, [kerry.douglas-duffy@labor.ny.gov](#) My Account Logout

NYTalent

NYS DEPARTMENT OF LABOR
PROTECT | ASSIST | CONNECT

Resume of a job seeker AutoMatch0001126841

★★★★★ [Email](#) [Print](#) [Share](#) [Back](#)

Summary
Summary of Qualifications This is a test. I have 10 years as a secretary of a big law firm. More than 4 years working fashionable boutiques and retail establishments in Soho in NYC. Recognized for delivering unparalleled customer service. A verifiable track record of success backed by impeccable references. Areas of expertise include: Exceptional Customer Service *Merchandising and Display *Bi-Lingual (French/English) *Inventory and Pricing Controls *Computer/POS Scanning Use *Multitask

Experience
Jim's Law Firm, Albany, NY
Secretary
for 10 lawyer law firm. Tasks performed include the following: Attend meetings to record minutes. File and retrieve corporate documents, records, and reports. Duties performed include: Arrange teleconference calls. Answered and screened incoming phone calls. Develop new office forms. Managed documents needing signatures. Processed accounts payable items. File or retrieve paper documents and related materials. Reconciled corporate credit card accounts. Develop policies, procedures, methods, or standards. Maintain records, reports, or files. Plan meetings or conferences. Tools utilized include: Adding machines, Facsimile machines, Notebook computers. Technologies utilized include: Adobe Systems, Adobe, Contribute, Corel WordPerfect software, Database software, Email software. Skills developed/enhanced include: Active Learning, Equipment Maintenance, Critical Thinking, Judgment and Decision Making, Management of Financial Resources. Knowledge sets include: coordinated travel, executive administrative assistant, general correspondence, maintained filing system.

R.E.A.L. Design Inc, Dolgeville, NY
Administrative Assistant
I took over all the duties of running this office including finance, customer service, purchasing, inventory control, shipping, accounts receivable and accounts payable. Organized and computerized the office. This company is a manufacturer of positioning and seating systems for rehabilitation use for children.

Big Ben Center, Madrid
Second Language Teacher
I gave English Classes to individuals and groups, ages 4 through adult, at businesses, schools and private homes.

Macy's, Queens, NY
Sales Associate
Provide an excellent customer service Cashier and stockroom person sometimes Macys, Queens mall center Cashier, helping customers and was getting paid by commission.

Apply Now

You can apply to a NYTalent job posting from the Results Screen. Click on the title of the Job Opening to view the Job Details. The Job Details will include the job description, duties, and responsibilities, along with other specific information about the job opening.

The screenshot shows a web interface for job details. At the top, there is a navigation bar with 'Home' and 'Back to Labor Online Services |'. Below this, a breadcrumb trail reads 'Home > Jobs > Job Details'. The main heading is 'Job Details for Senior Account Executive'. On the right side, there is a user profile for 'Bob' with options to 'Update My Account', a notification icon with '(0)', and a 'Logout' link. A blue banner below the heading asks, 'Would you like to learn more about this job? Explore below by scrolling down to view all of the details, or select a menu option on the left.' On the left side, there is a 'Section Menu' with links for 'Job Details', 'How to Apply', 'Additional Information', and 'Driving Directions'. Below that is an 'Actions' section with icons for 'Add to Favorite', 'Print', and 'Email this page to a friend', along with social media sharing icons (Facebook, Twitter, LinkedIn, Google+, YouTube) and a 'Back' button. A dark blue box at the bottom left contains the text 'Job Search Question?' and 'Chat with an Advisor'. The main content area is titled 'Job Details' and contains the following information: Job Order Number: NY1142979; Job Title: Senior Account Executive; Company: Creative Communication Associates-CCA; Location: Troy, NY; Salary: (blank); Education: Bachelor's Degree; Experience: 10 years; Hours: Full Time, Regular; Shift: (blank); Description: The Senior Account Executive ensures that client needs are met by monitoring and guiding project activities, and by maintaining an effective senior level contact with assigned clients. This person has a solid background in mid-to senior-level marketing-advertising positions and has demonstrated superior performance as an Account Executive within an agency setting. Advanced verbal and written communications skills, analytical thinking, personal organization, interest and/or experience in higher education marketing, and interpersonal dynamics are key traits. A clear understanding of today's marketing and advertising business is essential and expertise in digital media (content marketing, web, social media, etc.) is a must. JOB FUNCTIONS AND RESPONSIBILITIES Include but not limited to the following: Maintains direct, day-to-day senior level client contact. Works in a proactive manner to provide client marketing and communication plans and projects with the greatest amount of added value through effective written and verbal communications. Works closely with other key agency teams (creative, strategy, media, digital) to ensure that all clients projects follow strategy and are implemented according to agency and client expectations. Provides creative, production, media, and interactive colleagues with well-documented input, support data, and production materials as required. Coordinates project budgets with the agency's estimating team, provides clients with regular budget updates, and ensures that client invoicing takes place in an accurate and timely manner. Keeps up-

Below the job description are the details on how to apply for the job. You can click on the Apply Now button to submit your resume.

The screenshot shows the 'How to Apply' section of the job details page. It features a dropdown menu for 'How to Apply'. Below this, the text reads: 'Your option on how to apply for the Job is:'. Underneath, there is an 'Additional Notes' section stating: 'Please reference the Job Order Number and Job Title included above. To apply you must be a U.S Citizen or an individual authorized to work in the United States.' The 'Contact Information' section lists: Company: uskma3; Contact: (blank); Address: (blank); Phone: (blank); Fax: (blank); Email: (blank); Apply Online: (blank). At the bottom, there is a paragraph: 'If you meet the requirements for this job you may submit your resume for consideration now. Click the Apply Now button for more information on how to apply.' Below this paragraph is an 'Apply Now' button, which is highlighted by a large red arrow pointing to it from the left.

When you click Apply Now a message box will appear. You may need to meet certain requirements in order to apply for the position. Depending on the specifics of the job opening the box may ask if you meet mandatory requirements. Answer the questions and click submit.

Apply to Job

Requirements for the Job: FOAM GUN OPERATOR

The employer will only accept applications from people who meet the mandatory requirements. To submit your resume 'test 9-11-14' for consideration, please answer these questions and click 'Submit'. Click 'Cancel' to cancel your application.

Category	Requirements	Are you able to meet this requirement?
Age	You are required to be at least 18 year(s) of age. Reason: Child Labor Laws	<input checked="" type="radio"/> Yes <input type="radio"/> No
Driver's License	You are required to have a 'Class A (Truck/Tract Trailer)' license with the following endorsements: Passenger Transport, Hazardous Materials.	<input type="radio"/> Yes <input type="radio"/> No
Experience	You are required to have at least 6month(s) of experience.	<input type="radio"/> Yes <input type="radio"/> No

If there are no mandatory requirements to apply for the job the below message will appear. Click Submit to complete the process.

Apply to Job

This job has no mandatory requirements. To submit your resume 'Sales Associate.doc' for consideration, please click 'Submit'. Click 'Cancel' to cancel your application.

After you click the submit button a note confirming your resume was submitted will appear in the blue ribbon on the top of the screen.

Would you like to learn more about this job? Explore below by scrolling down to view all of the details, or select a menu option on the left.

Note: Your resume has been submitted for this job.

Section Menu

[Job Details](#)