

Part 1 – Register on JobQuest to Look for Jobs

1. Type www.mass.gov/jobquest into your computer browser to display the JobQuest home page, illustrated below.

The screenshot shows the Massachusetts JobQuest website. At the top, it says 'The Executive Office of Labor and Workforce Development (EOLWD)' and 'Login / Register'. The main header is 'Massachusetts JobQuest'. Below that, there are navigation links: Home, Find Jobs, Locate Training, Search Events, My JobQuest, Help, and Employers. A banner reads 'Find Jobs in Massachusetts with JobQuest! JobQuest is a FREE online service.' The main content area has a 'Find Jobs' section with a search bar and a 'Total Job Openings: 143,347' indicator. The search bar has three fields: 'Keywords' (with an example 'Office worker, Espal'), 'Job Title' (with an example 'Client'), and 'Location' (with an example 'Massachusetts City or ZIP Code'). There is a 'Search' button and a 'More Search Options' link. To the right of the search bar is a 'Job Seeker Login' section with fields for 'SSN or Job Seeker ID' and 'Password', and a 'Go' button. Below the login section is a 'First Time User?' section with a 'Register Now' button. A red arrow points from the 'Register Now' button to the text in step 2 below. The bottom of the page has a footer with '© Commonwealth of Massachusetts' 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 Citizen, 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. Existing One-Stop Career Center customers can register using their Job Seeker ID (found on their membership card) instead of their SSN.

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"/> [YYYY]	<i>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" value="Select One"/>

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. Create a secure **Password** that you will use to access this account. Note that it must be 8-10 characters in length, and contain 3 of the following 4: Capital Letters, Lower Case Letters, Numbers, Special Characters (@, #, &, %, etc.).

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.

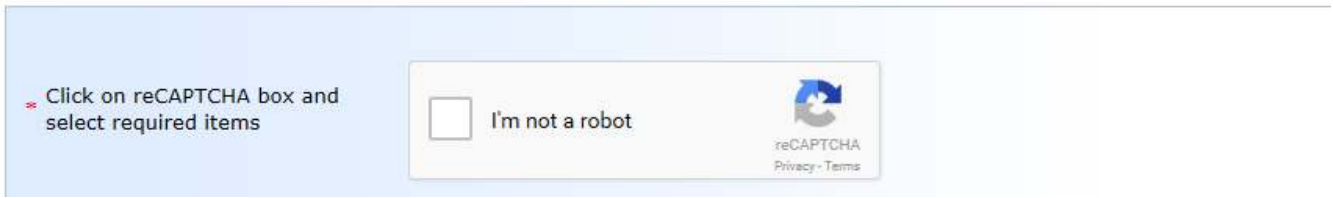
Password

* Create Password	<input type="text"/>	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.)
* Re-enter Your Password	<input type="text"/>	

Helpful hint in case you forget your password.

* Secret Question	<input type="text" value="Select One"/>
* Secret Answer	<input type="text"/>

- 7. Check the CAPTCHA box and answer the question related to the pictures that will be presented.



- 8. 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?

* Highest Grade

* Gender Male Female

* Ethnicity Hispanic or Latino Not Hispanic or Latino

* Race Category - Please check all that apply

- American Indian or Alaskan Native
- Asian
- Black or African American
- Hawaiian Native or Other Pacific Islander
- White
- Other
- Information Not Available

* 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 Yes No

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](#)

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.

Welcome John Citizen **Job Seeker Id: 11565705**

10. Scrolling down the My JobQuest page shows that the account is organized into sections: **Job Inbox**, **Schedule Career Center Seminar** (will only appear if you haven't recently attended a seminar), **My Resume**, **My JobQuest Profile** and **Job Match Profile**. Green checkmarks indicate sections that you have completed and red **X**s are sections you have not completed.

The screenshot displays the My JobQuest account dashboard with the following sections:

- Inbox:** Contains a "Review Matched Jobs" link, a "Security Alert" (PLEASE READ), and a "New TORQ Tool Available to JobQuest Users" section with "Learn about TORQ" and "TORQ Login" buttons.
- Schedule Career Center Seminar:** Provides information about Career Center Seminars (CCS) and includes a "Schedule CCS" button.
- My JobQuest Profile:** Features a "Change Password or Secret Answer" link and a "Personal Information" section with a list of items: Contact Information (checked), Demographics (checked), Contact Information (Not viewable to Employers), and Career Information. The Career Information section includes a list: Career Objective (checked), Work History (checked), Education (marked with a red X), Training (checked), and License, Certification & Registration (checked). A "Review your information" section contains "Personal Fact Sheet" and "What Employers See" buttons.
- My Résumé:** Offers options to "View" or "Replace" the "Attached Résumé" and "View" or "Edit" the "Copy & Paste" version.
- Job Match Profile:** Shows a list of completed items: Job Occupations & Job Titles (checked), Skills Profile (checked), Additional Skills & Preferences (checked), and Location (checked). It includes a "Match Jobs" button and a "Job Match Profile Status: Active" indicator.

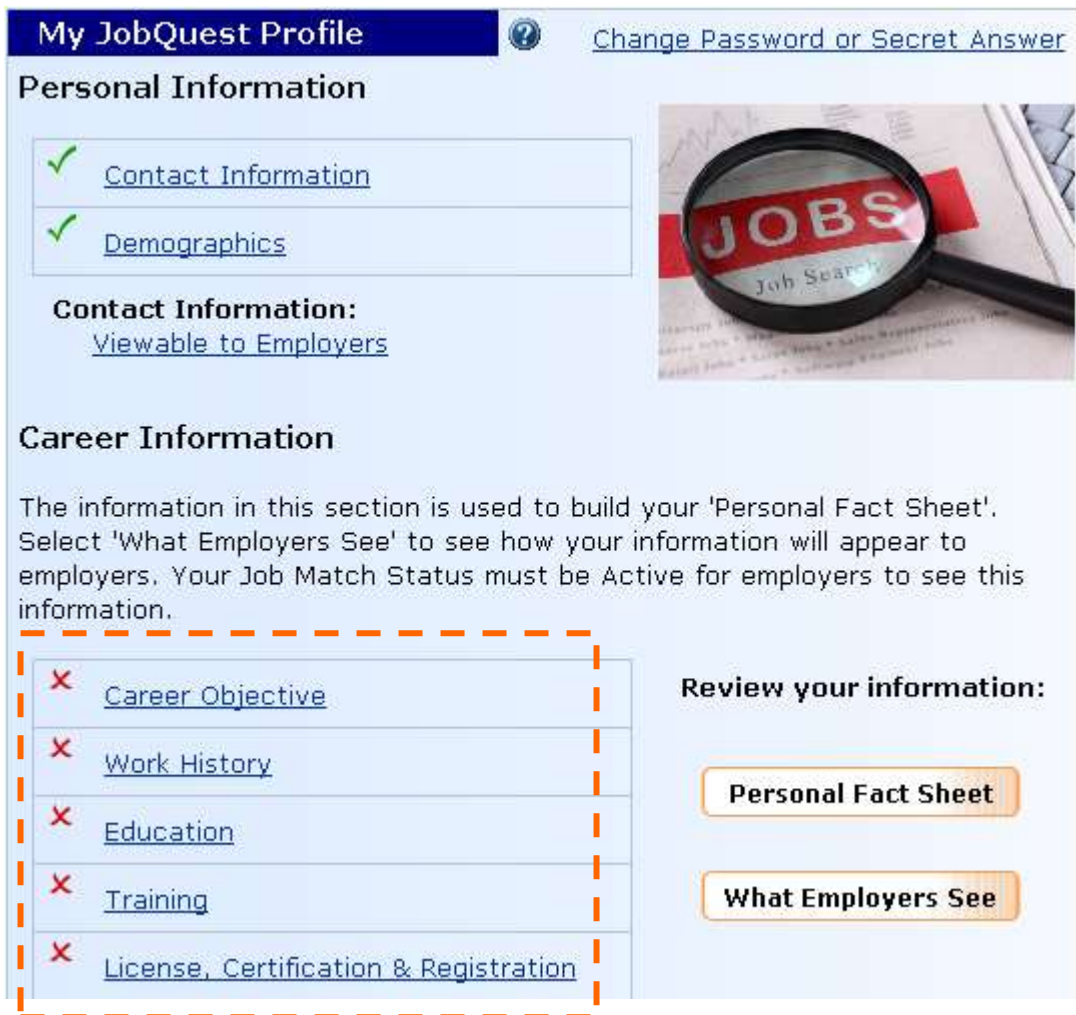
Part 2 of this guide explains how to complete the **My JobQuest Profile** section of a JobQuest account.

Part 2 – Complete My JobQuest Profile

The bottom left portion of the “Welcome” page contains **My JobQuest Profile**.

The Contact Information and Demographics contains the information you entered when you registered.

The green checkmarks indicate completed sections and red Xs indicate sections where additional information should be entered and saved.



The screenshot displays the 'My JobQuest Profile' interface. At the top, there is a dark blue header with the text 'My JobQuest Profile' and a help icon. To the right of the header is a link: 'Change Password or Secret Answer'. Below the header, the page is divided into two main sections: 'Personal Information' and 'Career Information'. Under 'Personal Information', there are two items: 'Contact Information' and 'Demographics', both marked with green checkmarks. Below these is a sub-section 'Contact Information:' with a link 'Viewable to Employers'. To the right of this section is an image of a magnifying glass over a document with the word 'JOBS' and 'Job Search' visible. The 'Career Information' section contains a paragraph of text explaining its purpose and a list of five items: 'Career Objective', 'Work History', 'Education', 'Training', and 'License, Certification & Registration'. Each of these five items is marked with a red 'X' and is enclosed in a dashed orange border. To the right of this list is a sub-section 'Review your information:' with two buttons: 'Personal Fact Sheet' and 'What Employers See'.

My JobQuest Profile [Change Password or Secret Answer](#)

Personal Information

- ✓ [Contact Information](#)
- ✓ [Demographics](#)

Contact Information:
[Viewable to Employers](#)

Career Information

The information in this section is used to build your 'Personal Fact Sheet'. Select 'What Employers See' to see how your information will appear to employers. Your Job Match Status must be Active for employers to see this information.

- ✗ [Career Objective](#)
- ✗ [Work History](#)
- ✗ [Education](#)
- ✗ [Training](#)
- ✗ [License, Certification & Registration](#)

Review your information:

- [Personal Fact Sheet](#)
- [What Employers See](#)

1. Click the **Career Objective** link. This will open a 700 character text box where you may type an objective.

Career Objectives

Enter your career objective in the text box below and then select save. To view how your career objective will look to an employer, select "View" Personal Fact sheet from the My JobQuest page.

Viewable to Employers? Yes No

700 characters left

After typing your objective click the **Save** button. The “Welcome” page will reappear. Scroll down and see the green checkmark indicating this section is now complete.

✓	Career Objective
✗	Work History
✗	Education
✗	Training
✗	License, Certification & Registration

2. Click **Work History** to enter information in that section. You must populate all the fields marked with red asterisks.

Work History

This information will be displayed on your online profile.

* Company Name

Alpha Financial Services

* City

Boston

* State

Massachusetts

Select a Job Category from the **Job Occupation Title** dropdown menu and complete the other fields in this section.

* Job Title	<input type="text" value="Senior Accountant"/>
* Job Occupation Title	<p>Select a Job Category to determine the standardized O*Net Job Occupation Title for this job.</p> <div style="border: 1px solid black; padding: 2px;"> <p>Select One</p> <ul style="list-style-type: none"> Select One Architecture and Engineering Occupations Arts, Design, Entertainment, Sports, and Media Occupations Building and Grounds Cleaning and Maintenance Occupations Business and Financial Operations Occupations Community and Social Services Occupations Computer and Mathematical Occupations Construction and Extraction Occupations Education, Training, and Library Occupations Farming, Fishing, and Forestry Occupations Food Preparation and Serving Related Occupations Healthcare Practitioner and Technical Occupations Healthcare Support Occupations Installation, Maintenance, and Repair Occupations Legal Occupations Life, Physical, and Social Science Occupations Management Occupations Military Specific Occupations Office and Administrative Support Occupations Personal Care and Service Occupations Production Occupations Protective Service Occupations Sales and Related Occupations Transportation and Material Moving Occupations </div>
Salary	
* Start Date	
* End Date	
Job Details	

If you click “Yes” to the question: Do you want a prospective employer to view this information? This will make this information visible to employers who use JobQuest to search for candidates. Checking “No” for this question will prevent employers from seeing this information.

Job Details	<div style="border: 1px solid black; padding: 5px;"> <p>Senior accountant for Financial Services organization. Calculated Cost/Earning ratios of various mutual funds and recommended best performing funds.</p> </div> <p><input type="text" value="606"/> characters left</p>
Reason for Leaving	<input type="text" value="Laid Off / No Work"/>
* Do you want a prospective employer to view this information?	<input checked="" type="radio"/> Yes <input type="radio"/> No

Below is the completed Work History section of John Citizen's account.

Work History

To edit your work history select the "Job Title". To remove select the "Remove" link.

	Company	Job Title	Start Date	End Date	Viewable to Employer
Remove	Alpha Financial Services	Senior Accountant	5/10/2000	11/15/2009	Yes
Remove	Windsor Investment Group	Accountant	5/4/1990	2/17/2000	Yes
Remove	Draeger Transportation Co.	Cost Analyst	3/17/1983	10/26/1989	Yes

[Add Work History](#)

[Done](#) [Cancel](#)



3. After entering your work history click the **Done** button. This will return you to the Welcome page. Scrolling down this page you will see a green checkmark next to **Work History** indicating this section is complete. (See below.)

Career Information

The information in this section is used to build your 'Personal Fact Sheet'. Select 'What Employers See' to see how your information will appear to employers. Your Job Match Status must be Active for employers to see this information.

✓	Career Objective
✓	Work History
✗	Education ←
✗	Training
✗	License, Certification & Registration

Review your information:

[Personal Fact Sheet](#)

[What Employers See](#)

- Click **Education** and complete this section. The second screen shot shows how the completed section looks.

Education, Degree Details

This information will be displayed on your online profile.

* School Name
 * Degree
 * Degree Status
 Major
 Start Date [mm] Dates will not be presented to Employers. This is for informational purposes only.
 End Date [mm]

Education, Degree Details

To edit your education select the "School Name". To remove, select the "Remove" link.

	School Name	Degree	Status
Remove	UMass Boston	Master Degree	Complete
Remove	Salem State College	Bachelor Degree	Complete
Remove	Boston Latin High School	High School Diploma	Complete

[Add Education](#)

[Done](#) [Cancel](#)

Click **Done** to return to the **My JobQuest** tab. Then, if applicable, complete the **Training** and **License, Certification & Registration** sections of your account.

✓	Education
✗	Training
✗	License, Certification & Registration

Part 3 – Create a Job Match Profile

On the My JobQuest page click the **Job Match Profile** link. This will display a screen labeled **Job Occupations and Titles**.

Welcome John Citizen Job Seeker Id: 12561917

Inbox *** SECURITY ALERT ***
PLEASE READ

[Review Matched Jobs](#)

[Explore the activities and workshops](#) offered by your career center.

New TORQ Tool Available to JobQuest Users
TORQ helps you to find job openings in your current occupation and identifies additional occupations for which you are qualified

[Learn about TORQ](#) [TORQ Login](#)

Schedule Career Center Seminar

Learn about the wide variety of Career Center services that can help you with your job search by attending a Career Center Seminar (CCS).

You can use the 'Schedule CCS' button to schedule your seminar. [Schedule CCS](#)

You can also contact a [Career Center](#) near you to schedule.

My Résumé

There are two ways an Employer can view your profile. You can attach a résumé for employers to view or copy and paste your résumé so that Employers can find you, if you match their job requirements.

Attached Résumé [Upload](#)

Copy & Paste [Add](#)

Job Match Profile

Complete the Job Match Profile to allow employers to find you and to activate the Match Jobs button.

[Job Match Profile](#)

Job Match Profile Status: *Incomplete*

My JobQuest Profile [Change Password or Secret Answer](#)

Personal Information

[Contact Information](#)

[Demographics](#)

Contact Information:
[Viewable to Employers](#)

Career Information

The information in this section is used to build your 'Personal Fact Sheet'. Select 'What Employers See' to see how your information will appear to employers. Your Job Match Status must be Active for employers to see this information.

[Career Objective](#)

[Work History](#)

[Education](#)

[Training](#)

[License, Certification & Registration](#)

Review your information:

[Personal Fact Sheet](#)

[What Employers See](#)

Scroll down the Job Occupations and Titles screen to view the **Select Job Occupation Categories** section and select the appropriate category

Job Occupations and Titles

Selected Occupations: Indicate Your Experience & Certifications (optional)

Below is a list of Job Occupation Title(s) you have added to your profile. If you have any certifications, check the "Certified" check box below. Adding the Months of Experience you have for each occupation title will also increase your match potential.

Select Job Occupation Category

Business and Financial Operations Occupations

Select appropriate **Job Occupation Title** from the list below and click the **Add JobTitle** button to save your selection. You can select more than one Job Title.

2. Select Job Occupation Titles

To add a Job Occupation Title to your Job Match Profile, select a Job Occupation Title and click the **"Add Job Title"** button for each job. The Job Titles will be listed below.

Accountants Accountants and Auditors Agents and Business Managers of Artists, Performers, and Athletes Appraisers and Assessors of Real Estate Appraisers, Real Estate Assessors Auditors Budget Analysts Business Operations Specialists, All Other Claims Adjusters, Examiners, and Investigators Claims Examiners, Property and Casualty Insurance Compensation, Benefits, and Job Analysis Specialists Compliance Officers, Except Agriculture, Construction, Health and Safety, and Transportation Construction and Building Inspectors Coroners Cost Estimators Credit Analysts Emergency Management Specialists	Add Job Title
---	----------------------

Below, John Citizen selected two Job Occupation Titles, **Accountants and Auditors** and **Budget Analysts**, and indicated that he is a Certified Accountant with 192 months experience.

Selected Occupations: Indicate Your Experience & Certifications (optional)

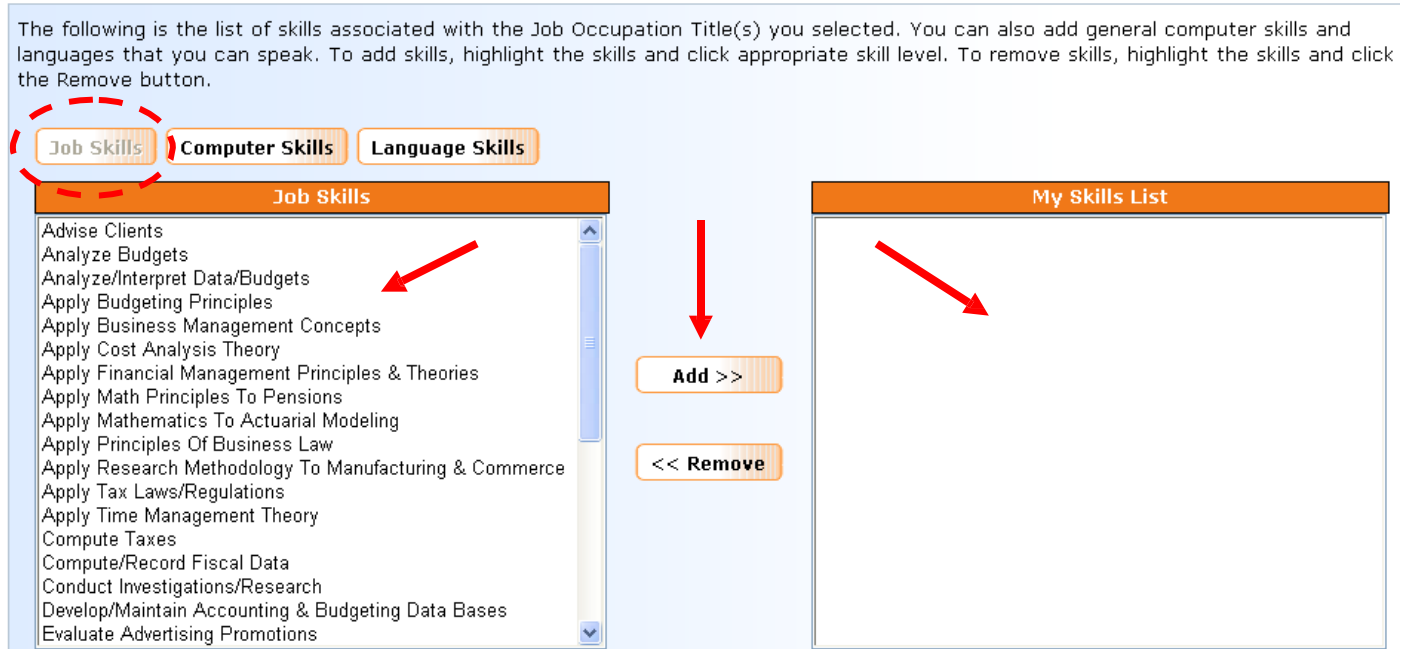
Below is a list of Job Occupation Title(s) you have added to your profile. If you have any certifications, check the "Certified" check box below. Adding the Months of Experience you have for each occupation title will also increase your match potential.

Job Occupation Title	Certified	Months of Experience
Remove Budget Analysts	<input type="checkbox"/>	<input type="text"/>
Remove Accountants and Auditors	<input type="checkbox"/>	<input type="text" value="192"/>

Click **Next**. The **Add Skills** section will appear. Skills are grouped into three categories: **Job Skills**, **Computer Skills** and **Language Skills**. The faint lettering on the Job Skills button indicates that this is the section we are viewing below.

Add Skills

The following is the list of skills associated with the Job Occupation Title(s) you selected. You can also add general computer skills and languages that you can speak. To add skills, highlight the skills and click appropriate skill level. To remove skills, highlight the skills and click the Remove button.



Job Skills Computer Skills Language Skills

Job Skills

- Advise Clients
- Analyze Budgets
- Analyze/Interpret Data/Budgets
- Apply Budgeting Principles
- Apply Business Management Concepts
- Apply Cost Analysis Theory
- Apply Financial Management Principles & Theories
- Apply Math Principles To Pensions
- Apply Mathematics To Actuarial Modeling
- Apply Principles Of Business Law
- Apply Research Methodology To Manufacturing & Commerce
- Apply Tax Laws/Regulations
- Apply Time Management Theory
- Compute Taxes
- Compute/Record Fiscal Data
- Conduct Investigations/Research
- Develop/Maintain Accounting & Budgeting Data Bases
- Evaluate Advertising Promotions

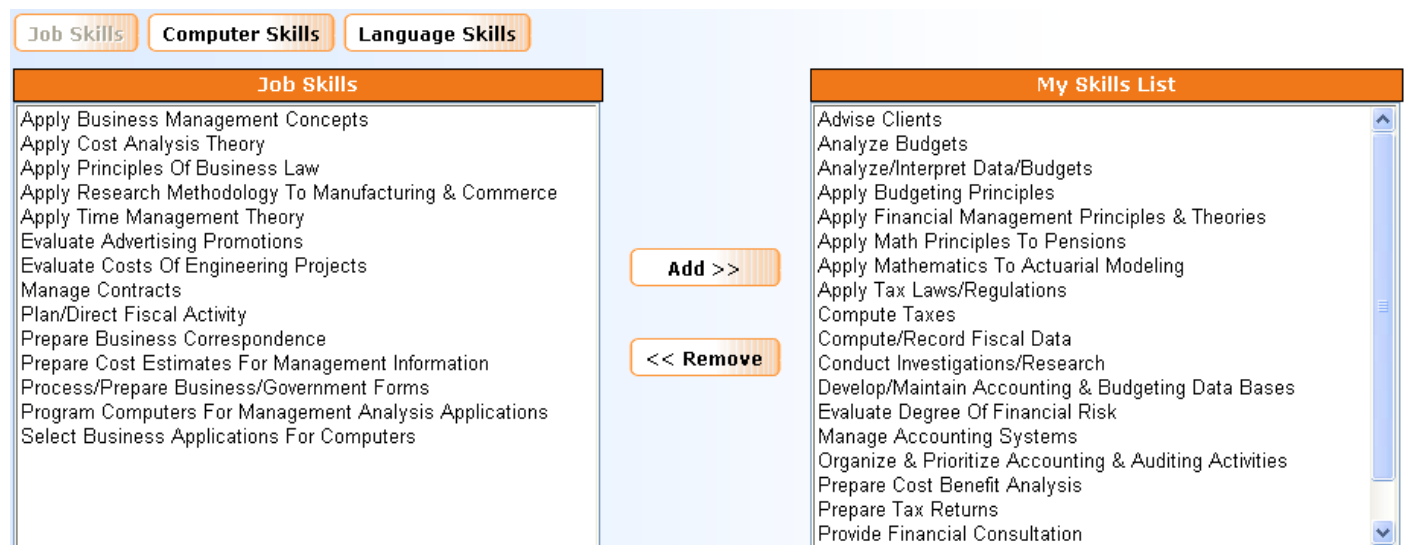
Add >>

<< Remove

My Skills List

Select a skill by highlighting it and clicking **Add** to move it to the **My Skills List** box on the right side of the screen. Or, select several skills by holding the **Ctrl** key down while clicking on the skills you want. Then click **Add** to move those skills to **My Skills List**.

To remove a skill from My Skills List, highlight it and click the **Remove** button.



Job Skills Computer Skills Language Skills

Job Skills

- Apply Business Management Concepts
- Apply Cost Analysis Theory
- Apply Principles Of Business Law
- Apply Research Methodology To Manufacturing & Commerce
- Apply Time Management Theory
- Evaluate Advertising Promotions
- Evaluate Costs Of Engineering Projects
- Manage Contracts
- Plan/Direct Fiscal Activity
- Prepare Business Correspondence
- Prepare Cost Estimates For Management Information
- Process/Prepare Business/Government Forms
- Program Computers For Management Analysis Applications
- Select Business Applications For Computers

Add >>

<< Remove

My Skills List

- Advise Clients
- Analyze Budgets
- Analyze/Interpret Data/Budgets
- Apply Budgeting Principles
- Apply Financial Management Principles & Theories
- Apply Math Principles To Pensions
- Apply Mathematics To Actuarial Modeling
- Apply Tax Laws/Regulations
- Compute Taxes
- Compute/Record Fiscal Data
- Conduct Investigations/Research
- Develop/Maintain Accounting & Budgeting Data Bases
- Evaluate Degree Of Financial Risk
- Manage Accounting Systems
- Organize & Prioritize Accounting & Auditing Activities
- Prepare Cost Benefit Analysis
- Prepare Tax Returns
- Provide Financial Consultation

Click the **Computer Skills** button above the **Job Skills** box to display this group of skills. Select Computer Skills and then Language Skills the same way you selected Job Skills, by highlighting specific skills and clicking **Add** to move them to My Skills List on the right.

Click **Next** to move beyond the Job Skills, Computer Skills and Language Skills section of your profile. An **Additional Skills & Preferences** section will appear. (See below.) Select the type of Driver's License you have and, if applicable, describe any other skills you have in the text box.

Additional Skills & Preferences

Additional Skills

Some jobs may require a drivers license or typing skills. Enter the appropriate answers below.

Select the Driver's License you have:

None

If you type, how many words can you type per minute?

Please include any other skills:

Scroll down below the text box and select **Pay**, **Shift** and **Work Week** preferences. Save your preferences by clicking **Next**.

Preferences

Pay

\$ Per

* Shift

Select all the apply

- First
- Second
- Third
- Rotating
- Split

Work Week

Select all the apply

- Full-Time, 1 - 3 Days
- Full-Time, 4 - 150 Days
- Full-Time, over 150 Days
- Part-Time, 1 - 3 Days
- Part-Time, 4 - 150 Days
- Part-Time, over 150 Days

Select at least one location in the **Location** section of your profile. Either click on a region in the list on the left, or click on a section of the map of Massachusetts.

Location

Billerica, Chelmsford, Dracut, Westford, Lowell, Tewksbury, Tyngsboro, Dunstable.

Clicking on the region name or map will allow you to select the cities & towns where you would like to work. At least one location is required.

[Berkshire County \(Pittsfield\)](#)

[Boston](#)

[Bristol \(Attleboro, Fall River, Taunton\)](#)

[Brockton](#)

[Cape Cod, Vineyard, Nantucket](#)

[Central Mass \(Southbridge, Milford, Worcester\)](#)

[Franklin/Hampshire \(Greenfield, Northampton\)](#)



[Greater Lowell](#)

[Greater New Bedford \(New Bedford, Wareham\)](#)

[Hampden \(Springfield, Holyoke\)](#)

[Lower Merrimack \(Lawrence, Haverhill\)](#)

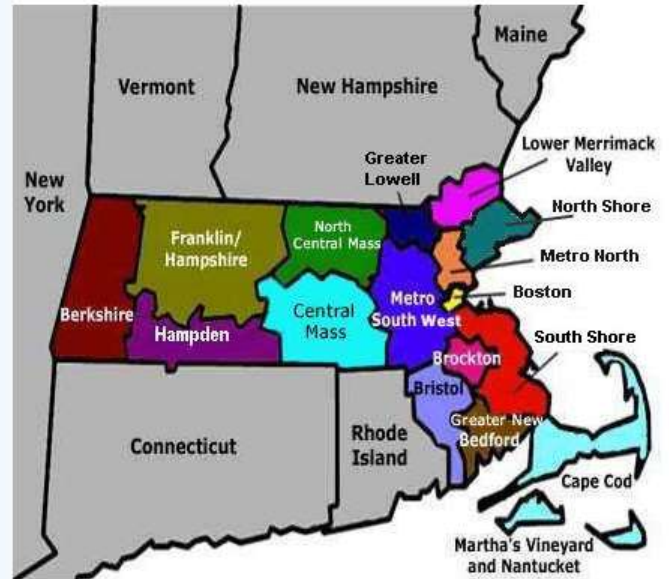
[Metro North \(Cambridge, Chelsea, Woburn\)](#)

[Metro South/West \(Framingham, Norwood\)](#)

[North Central \(Gardner, Leominster\)](#)

[North Shore \(Gloucester, Lynn, Salem\)](#)

[South Shore \(Plymouth, Quincy\)](#)



In our sample account John Citizen clicked **Greater Lowell**

After selecting various locations click the **Done** button to return to the Welcome screen.

“When the Welcome page reappears, look at the bottom right portion of the screen. Four green checkmarks indicate that the Job Occupations & Job Titles, Skills Profile, Additional Skills & Preferences and Location sections of your account are complete. Also, Job Match Profile Status is Active.

Job Match Profile

Complete the Job Match Profile to allow employers to find you and to activate the Match Jobs button.

✓ Job Occupations & Job Titles
✓ Skills Profile
✓ Additional Skills & Preferences
✓ Location

View matched jobs ... [Match Jobs](#)

Job Match Profile Status: *Active*

If you do not wish to be matched to any future jobs, you may [Inactivate](#) your profile at any time.

Part 4 – Upload a Resume

Use the **My Resume** feature to attach a resume to your JobQuest account. This will enable employers who are searching for job candidates to view your work experience and skills and possibly contact you to schedule job interviews.

You have two resume options: (1) **Attach** a resume composed in Microsoft Word **or** (2) use the **Copy & Paste** function to copy and paste information from your resume.

The screenshot shows the JobQuest user interface for John Citizen. At the top, there is a navigation bar with 'Welcome John Citizen' on the left and 'Job Seeker Id: 12561917' on the right. Below this, there are several sections: 'Inbox' with a 'SECURITY ALERT PLEASE READ' notification, 'Schedule Career Center Seminar', 'My JobQuest Profile' with 'Personal Information' and 'Contact Information' sections, and 'My Résumé'. The 'My Résumé' section is highlighted with a red dashed border and contains two options: 'Attached Résumé' with an 'Upload' button and 'Copy & Paste' with an 'Add' button. A magnifying glass icon over a 'JOBS' sign is visible in the 'My JobQuest Profile' section.

To attach a resume composed in Word, click the **Upload** button shown above. The **Add/Edit Resume** screen will appear (see below).

Add / Edit Résumé

Attached Résumé

This feature allows you to attach an existing Microsoft Word résumé. This résumé will be converted into Adobe Acrobat format and be viewable by employers on the Internet.

Copy-and-Paste Résumé

This feature allows you to "copy" text from an existing résumé and "paste" the text into the text box. Employers will be able to view and search the contents of this résumé.

Adding your résumé or skills list below will allow potential employers to find you through a keyword search.

Click the **Add** button in the Attached Resume option.

Add / Edit Résumé

Attached Résumé

This feature allows you to attach an existing Microsoft Word résumé. This résumé will be converted into Adobe Acrobat format and be viewable by employers on the Internet.



The screen below will appear.

Add / Edit Résumé

Attached Résumé

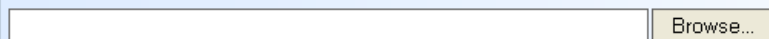
This feature allows you to attach an existing Microsoft Word résumé. This résumé will be converted into Adobe Acrobat format and be viewable by employers on the Internet.

Why upload your Résumé?

So employers can view a formatted version of your résumé.

Note: If you have specified that you do not want your contact information viewable by employers, this résumé will not be viewable to them.

If you don't see a "Browse" button, your browser does not support attachments.



Click **Browse** to find the Word file containing your resume. Highlight that file as illustrated on the next page and click the **Open** button.



When the location and name of the file appear in the **Browse** slot click the **Attach File** button.

If you don't see a "Browse" button, your browser does not support attachments.

H:\Mark\JobQuest Test\Resumes\John Citizen.doc

Maximum File size 500KB. (PC users, select "All Files" for File Type.)




A “processing” message will appear on your screen. The screen will then display a PDF file that is now attached to your account. JobQuest converts Word files to PDF files. (*See the example below.*)

Attached File	Size	Virus Found?
R11669077.pdf	4 KB	No

After uploading your resume a **Delete File** option becomes available to enable you to replace this resume with an updated one at some point in the future.

If you click the Back to My JobQuest button you will notice the My Resume section of your account now has **View** and **Replace** buttons. Click View to see the resume you uploaded and click Replace to upload a newer version of your resume.

Below, the **My Resume** section of a JobQuest account after uploading a resume.

My Résumé 

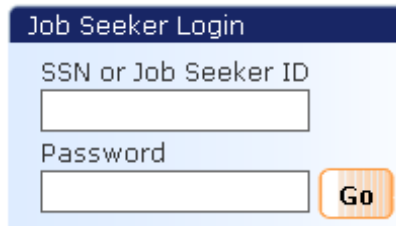
There are two ways an Employer can view your profile. You can attach a résumé for employers to view or copy and paste your résumé so that Employers can find you, if you match their job requirements.

Attached Résumé

Copy & Paste

Part 5 – Login and Logout

To login to your account type www.mass.gov/jobquest into your browser. When the home page appears, type your **Job Seeker ID** and **Password** into the fields in the upper right corner and click **Go**.



The image shows a login form titled "Job Seeker Login". It contains two input fields: "SSN or Job Seeker ID" and "Password". To the right of the "Password" field is a "Go" button.

A Welcome message appears at the top of the screen and you will be on the My JobQuest tab.

Welcome John Citizen

Job Seeker Id: 11565705

Click the **Logout** link in the upper right corner of your screen to exit your JobQuest account.

If you have questions about using the JobQuest website, please call (617) 626-6571.