Individual Quick Reference Guide - https://app-jobs.mo.gov/refcards/includes/pdf/individual.pdf

Provides guidance for individuals to complete tasks within MoJobs.

Version 19 Enhancement Video -
http://trainingvideos.geosolinc.com/GEO/V19_FERN/story_html5.html

The individuals section walks through all of the enhancements for individual users.

VOS Staff section walks through each of the enhancements for staff.

Career Services –

Career Tips - View a guide to the steps you should take to follow the path of selecting the ideal career or occupation.

Career Explorer - If you do not have a specific career in mind, select this option to learn what career or type of job best suits you as well as areas for which you might want to receive more training and education.

Your Career Match - Choose this option to review how your background and skills match up to your desired occupation. See information on wages, education, experience and available jobs.

Career Informer - If you have a career in mind, select this option to highlight a specific occupation and display information on wages, employers and jobs that are available as well as the details of available education and training, the job requirements and the nature of the work involved.

Job Market Explorer - Choose a career or occupation by analyzing the current labor market trends where you want to work, including wages, employment projections and educational requirements.

Job Seeker Services –

10 Steps - Select this option to explore 10 steps that you can follow on the path to a new job (from employer and job searches through Résumé writing and interviewing).

Find Job Openings - Select this option to find current job openings. If you have a job order number from a previous search, click here to search by that number.

Job Market Trends - Select this option to assess current market trends based on available job orders in the system.

Résumé Builder - Select this option to work with our Résumé Builder. This easy-to-use tool will help you create, store, update, and post your Résumé online.

Letter Builder - Select this option to work with our Letter Builder. This easy-to-use tool will help you create, store, and update the letters you will need during a job search.

Employers Posting Jobs - Select this option to view employers who have jobs available in the system.

Employers - Select this option to find detailed information on employers that may be of interest to you. These employers may or may not have any current job openings.

Virtual Recruiter - Select this option to have our Virtual Recruiter schedule a recurring search for job openings that meet your qualifications.

Education Services –

Training Providers and Schools - Select this option to help you locate information on specific training providers and schools, including the programs they offer and their web sites.

Training and Education Programs - Select this option to help you locate a training or educational program that is related to your occupation or field of interest.

ETPL Approved Programs - Select this option to view a listing of programs eligible for WIOA training.

Education Program Completers - Select this option to review the number of students that complete training and education programs for an occupation.

Online Learning Resources - Select this option to explore websites that offer a variety of free online learning and training courses that you can use to expand your knowledge and skills.

Education Profile Informer - Select this option to access labor market information on education programs in a selected area.

Scholarship Search - Select this option to search for scholarships with your academic qualifications, interests, and other personal characteristics.

Labor Market Services –

Labor Market Facts - Select this option to answer commonly asked questions about the local labor market.

Area Profile - Select this option for a summary of the labor market in a selected area.

Industry Profile - Select this option to access labor market information on industries in a selected area.

Education Profile - Select this option to access labor market information on education programs in a selected area.

Occupational Profile - Select this option to access labor market information on occupations in a selected area including wages.

Employer Services –

Employers Posting Jobs - Select this option to view employers who have jobs available in the system.

Local Employer Sites - Select this option to view information from the InfoUSA employer database.

Trending Employers' Jobs - Trending Employers' Jobs

Workplace Training –

Internship Services - Find information about what internships are an how to find them in your area.

Apprenticeship - Find information about what Apprenticeships are and how to find them in your area.

On-the-Job Training - Find information about what On-the-Job Training is and how to find them in your area.

My Paths – Individual must complete 8 activities to become a Smart Seeker each activity has an estimated time for completion. Can be accessed through My Portfolio (left navigation menu), is also available on the individual's dashboard.

| General Information | Background | Activities | **Paths** | Memo | Documents |

For help click the information icon.

Smart Seeker

Smart Seeker

You have 7 activity(ies) left to complete in order to become a Smart Seeker.

- ✔ Signed and Sealed
- Tell Your Story
- Build It And They Will Come
- Yeah, I Can Do That!
- Personality Plus
- Sharpest Tool
- Find Your Path
- Choose Your Values

Goals

Achieve your Goals

Icon	Activity	Average	You
🔍	Job Views	5	3
♥	Job Likes	4	0
🗎	Job Applications	2	0
👁	Employers Viewed Your Résumé	1	0

Registration

Signed and Sealed
Completed

Register - Opens all areas of site for this user type and access to benefits.

Background

Tell Your Story
⏱ *12.0 min estimated*

My Background - Complete your background, it improves visibility to employers and bolsters résumé ranking.

Résumé

Build It And They Will Come
⏱ *21.3 min estimated*

Résumé - Create a new résumé from scratch in a step-by-step wizard, or use content from an existing résumé file (e.g. Word or PDF)

Assessments

Yeah, I Can Do That!
⏱ 5.0 min estimated

Job Skills - Make sure employers know everything you know.

Personality Plus
⏱ 10.0 min estimated

Personal Skills - Show them what you can handle.

Sharpest Tool
⏱ 35.2 min estimated

Tools and Technology - Clearly define your experience.

Choose Your Values
⏱ 5.2 min estimated

Work Values - Find out what is most important to you in a workplace, and see jobs that match.

My Individual Profiles
- **Personal Profile**
  - General Information
  - Background
  - Activities
  - Paths
  - Memo
  - Documents
- **Search History Profile**
  - Jobs
  - Employers
  - Programs
  - Scholarships
  - Occupations
  - Industries
  - Areas
- **Self Assessment Profile**
  - Job Skills
  - Personal Skills
  - Soft Skills
  - Tools and Technology
  - Multiple
- **Communications Profile**

Self-Assessment Profile – Individuals can complete each assessment in this section. Remind individuals to review any information pulled from ONET (i.e. Find Matching Occupations and Jobs) occupational data for accuracy.

Job Skills Assessment – Individual can enter all their existing skills with the Edit Job Skills hyperlink or click Find Matching Occupations and Jobs to input skills that are related to a specific occupation
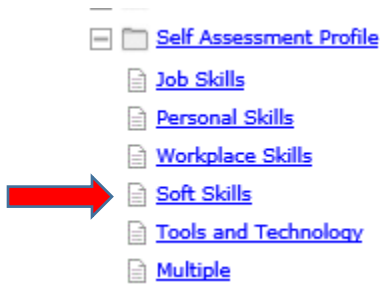
[Edit Job Skills]

Find Matching Occupations and Jobs

Personal Skills – Individual can select existing skills with the Edit Personal Skills hyperlink or click Find Matching Occupations and Jobs to input skills that are related to a specific occupation
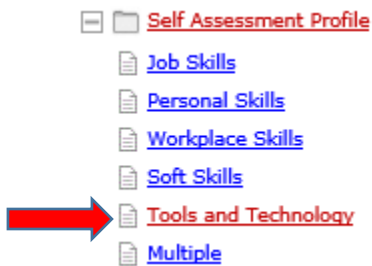
Self Assessment Profile
- Job Skills
- → Personal Skills
- Workplace Skills
- Soft Skills
- Tools and Technology
- Multiple
- **Communications Profile**

| Skill Category |
| --- |
| Basic Skills |
| Social Skills |
| Complex Problem Solving Skills |
| Technical Skills |
| Systems Skills |
| Resource Management Skills |

Soft Skills – This provides a link to the Talify Assessment for the individual. Staff can access the Talify Assessments when they are in the individual's record, these assessments must be completed by the individual, not staff. Assessment results for Personality Feedback, Career Guidance and Interview Coaching will load to the MoJobs page.

- Self Assessment Profile
  - Job Skills
  - Personal Skills
  - Workplace Skills
  - ➡ Soft Skills
  - Tools and Technology
  - Multiple

Tools and Technology – Individuals can list the Tools and Technology with the Edit Tools and Technology hyperlink or click Find Matching Occupations.

- Self Assessment Profile
  - Job Skills
  - Personal Skills
  - Workplace Skills
  - Soft Skills
  - ➡ Tools and Technology
  - Multiple

Multiple – This combines all the existing self-assessments in the system.

- Self Assessment Profile
  - Job Skills
  - Personal Skills
  - Workplace Skills
  - Soft Skills
  - Tools and Technology
  - ➡ Multiple
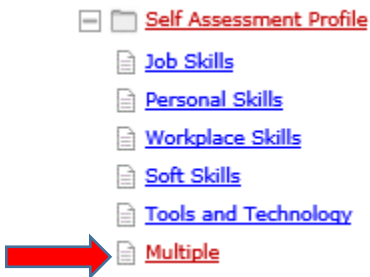
My Assessments – Located on the Dashboard. Participants can click the link to the Quick Guide/Career Ready 101 Assessment. This must be completed by the individual, staff cannot assist with these assessments. Assessments cover Reading for Information, Applied Math and Locating Information. These assessments do take a considerable amount of time to complete, be sure the participant is aware before they start the lessons as they only have 3 attempts to pass each lesson.
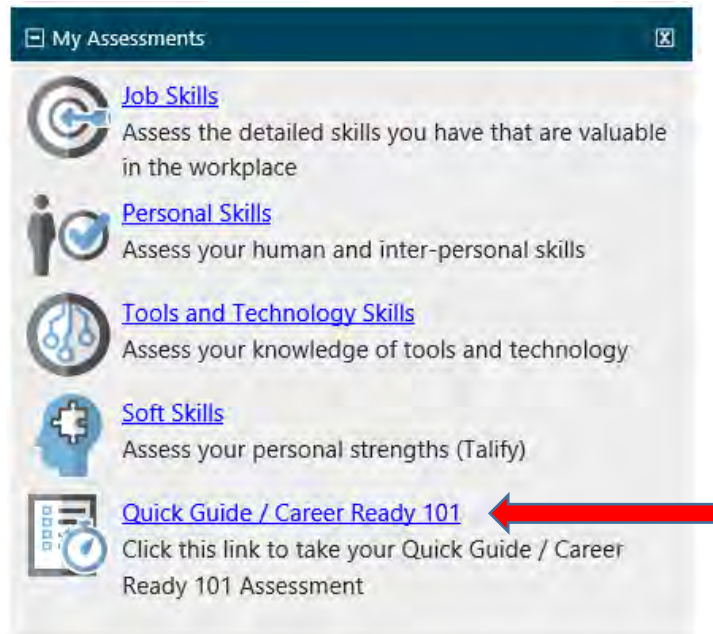
Learning Center – Has links to videos on using the MoJobs system. Can be located on My Dashboard or in the left navigation bar under Other Services.

General Courses

How to Use These Videos - Learn how to use the video player to view the training videos. There are various control options available to help you manage these self-paced tutorials.

How to Conduct an Occupation Search - Learn how to search for and select a desired occupation. The system uses the O*NET program, the nation's primary source of detailed occupational information. **Transcript** 📄

How to Conduct an Industry Search - Learn how to search for and select a desired industry using the North American Industry Classification System (NAICS). Federal statistical agencies employ this standard to classify business establishments. **Transcript** 📄

Individual Courses

How to Use This Site - Learn how to identify and use valuable system resources. This video will help you navigate the system with confidence and ease. **Transcript** 📄

Creating an Individual Account - Learn how to create your individual account to complete system registration. This will enable you to take full advantage of system resources, such as building a resume and finding a job. **Transcript** 📄

Background Wizard - Learn how to record details of your education and employment histories, as well as other profile criteria. Detailed background information provides the foundation for most resumes, and helps employers find your resume more easily. **Transcript** 📄

Resume Builder Part 1: Overview - Learn the basics to create a professional resume to advertise your skills and experience to employers. This tutorial examines the four basic components of the Resume Builder Wizard. **Transcript** 📄

Resume Builder Part 2: Creation Methods - Learn the similarities and differences among each resume build process (manual, automated entry, copy and paste, or copy existing). This tutorial offers practical suggestions to help you choose the best resume creation method. **Transcript** 📄

Finding a Job - Learn how to conduct a job search to find employment opportunities. The video will demonstrate the various search options available and how to apply for desired job openings. **Transcript** 📄

The Virtual Recruiter for Individuals - Learn how the system automatically searches for jobs based on your desired criteria. When it finds a match, the system will create a notification alert using your preferred method(s) of contact. **Transcript** 📄

My Workspace Overview - This interface provides individuals with quick access to workforce development information and common labor exchange tasks. The Virtual OneStop dashboard is interactive, visually presenting information in a way that is easy to read and interpret – through the use of graphics and other standard means. Job Seekers may customize the actual widgets in operation to more precisely display desired options. **Transcript** 📄

Online Learning Resources – Provides links to online learning and training courses, some may incur costs and some are free.

Alison Online Courses

ALISON is one of the world's largest free learning resources with free access to 900+ courses at Certificate, Diploma, and Learning Path levels in 16 categories including: IT, Language, Science, Business, Humanities, Health, Math, Software Development, Marketing, Lifestyle, Life Science, Software Engineering, Health Care, Operations and Skilled Trades.

Empower yourself with Alison courses to become more competitive in the workplace or simply learn for personal development. Click the link to review a course or share with friends, family or work colleagues.

Alison may charge the learner a nominal cost for certificates or parchments related to course completions.

Metrix Learning

Metrix Learning is a web-based learning management system that helps individuals gain new skills, close skill gaps, and certifications for new employment opportunities.

Whether you are unemployed, changing industries, or looking to move up the career ladder, Metrix can help.

Metrix offers over 10,000 world-class e-learning courses delivered in 10 career pathways (IT, health care, manufacturing, etc.) with over 200 occupations. Course topics include: workplace skills, leadership, project management, Microsoft Office, and Six Sigma. Learners have access to customized learning plans and a FREE certificate of completion for passing each course.

Workplace Skills

GCFLearnFree.org - Funded by the Goodwill Community Foundation, GCFLearnFree.org provides free computer, technology, and life skills training online. Users can sign up for scheduled online classes, or take any of the free tutorials at their own pace. Popular topics include **computer technology**, **math and money basics**, **career** and **workplace** development, and other everyday life skills.

Vocational Information Center - The Vocational Information Center website is a directory that provides links to online resources for career exploration, career and education, work opportunities, trade and technical schools, and career-related references.

ERI Human Resources Distance Learning Center - ERI offers more than 50 different free courses in human relations topics such as health insurance and retirement investment plans, employee benefit programs, tax issues, compensation and salary administration, and online recruiting.

LINCS Workforce Education LAB - The Learning Activities Bank collects and distributes high-quality learning activities that focus on the basic skills and knowledge adults need to be effective in the 21st Century workplace.

Education (K-12 and College)

Open courseware programs are designed to give students free online access to course materials that are actually used in university classrooms. The project was started in 2001 by the Massachusetts Institute of Technology (MIT), which currently provides access to over 1,900 of its courses. Participating colleges post syllabi, assignments, calendars, lecture notes, readings, and other materials online making it easy for self-learners to study the topic on their own terms. Video and audio of course materials is often available. Open courseware programs do not require registration or charge tuition. However, they also do not award credits or allow for interaction with a professor.

Business and Technology

Microsoft Office Online - Microsoft offers free online training tutorials to help you learn how to use the popular suite of Office products, such as Excel (spreadsheets), Access (databases), and Word (word processing).

SBA Learning Center - The SBA Learning Center is a service provided by the U.S. Small Business Administration. The website provides targeted online training to meet the information needs of prospective and existing small business owners. The courses are self-paced and take about 30 minutes to complete.

Adobe Knowledgebase - The Adobe website provides free tutorials that help you learn how to make the most of out the company's products, such as Photoshop, Flash, Illustrator, and FrameMaker.

Basic Computer Skills Tutorial - This tutorial helps new online users familiarize themselves with the Windows operating system and basic computer tasks.

Writing and Languages

OWL - Online Writing Lab - Purdue University provides over 200 free online writing resources for students, parents, English as a Second Language learners, and professional writers. Topics of interest include assistance in creating an effective **résumé** and **cover letter**, and a section on **writing for the workplace**.

Word2Word - Word2Word provides links to a variety of websites that offer free classes in language instruction, including the common (French, Spanish, Italian) to the uncommon (Croatian, Thai, Vietnamese).

About.com Distance Learning - Languages - About.com's Distance Learning site provides links to resources that offer free online instruction in a variety of languages, including the common (French, German, Italian) to the uncommon (Arabic, Armenian, Hebrew).

BBC Languages - The British Broadcasting Corporation offers online instruction in a variety of popular languages, including French, Spanish, German, Italian, and Mandarin Chinese. Learners can move at their own pace.

Miscellaneous

Citizenship Resource Center - The website for U.S. Citizenship and Immigration Services provides free resources to immigrants, including preparation materials for citizenship tests.

Learn CPR - Learn CPR is a free public service supported by the University of Washington School of Medicine. Learn the basics of CPR - cardiopulmonary resuscitation - using instructional guides and video demonstrations.

Checking Account Tips - Provides tips on how to effectively maintain a checking account.