

## \* helpful tips

Receiving unemployment? You already have a partial registration. Contact CSB Staff for your username and password.

Remember your username, password, and security question

Do not type your information all in uppercase letters or lowercase letters

Do not use your social security number for your username

Pay special attention to the blue text next to fields to ensure proper entries are being made

Provide current contact info, including an email address to receive notifications regarding potential job openings and recruiting events

Click 'Modify skills' to customize 'Job Skills' section by checking skills representing your work experience in each category

# How To Get The Most Out Of EmployFlorida.com

\* You MUST have your background information complete and have an active online resumé on EmployFlorida.com. This will allow you to access a wide range of CareerSource Brevard (CSB) services and EmployFlorida.com features. Employers and CSB Staff also use this information to find potential candidates for job openings.

## PART I - GENERAL INFORMATION

1. Go to [www.careersourcebrevard.com](http://www.careersourcebrevard.com).
2. Click the large 'Jumpstart Your Career' button in the middle of the page.
3. Click the 'EmployFlorida.com' hyperlink.
4. Enter your username or password if you have one. You can skip ahead to Part II now.

### \* Don't have a username or password yet?

1. Click the link 'Not Registered? Learn How and Why', and then select 'Individual' from 'Option 2 - Create A User Account'
2. Complete all required fields (marked with an asterisk\*). Once completed, go to Part II.

## PART II - BACKGROUND INFORMATION

1. Under the Quick menu (located on the left hand side), click 'My Portfolio'. In the 'My Individual Profile' tab, click on the first folder: 'Personal Profile'.
2. Click the 'Background' tab; and click on 'Start the Background Wizard' button. The wizard will walk you through several sections such as Education & Training, Employment History, (Job) Skills, Desired Work Locations and more.

## PART III - RESUMÉ BUILDING

1. Under the Quick menu (located on the left hand side), click 'Resumé Builder' then click 'Create New Resumé'.
2. Select whether you want your resumé available to preferred registered employers online by clicking the button in the Accessibility field.
3. Select the Type of Resumé:

\* Choosing 'Manual Format' is the best option and is more likely to be found by potential employers. The site will allow you to create up to 10 online active resúmes.

4. Enter a **Resumé Title**. Choose titles that reflect the job you are applying for. Make them descriptive but brief.  
**Poor Resume Titles:** John Smith's Resumé, A Hard Worker  
**Good Resume Titles:** Shipping & Receiving Warehouse, LPN
5. Click 'Next' to continue through each step of the Resumé Builder.
6. Click 'Save Resumé & Return' to complete your resumé.

\* Automated Entry and Copy and Paste format is NOT recommended because it may require additional formatting, time, and effort.