



## CareerSource Palm Beach County Complete Registration Process

The following instructions will help you complete a **full registration** in Employ Florida (EF), which includes creating an Account, Background Wizard and Assessments.

### Registration

I. Go to [www.EmployFlorida.com](http://www.EmployFlorida.com) on the Internet. Follow the instructions below.

1. From the Home Page, click on “[Not Registered? Learn How And Why?](#)”



Click the “Not Registered” Link

2. Under Option 3 click on the word “[Individual.](#)”
3. Read and complete each section carefully, follow all instructions in blue, and follow the examples of how to enter dates. Complete all required fields marked with an \*. Click on “Next” at the bottom of the page. There will be two more pages to complete your account.

Complete all required fields marked with an \*.

Please enter the following login information and click the *Next* button when you are finished. Be sure to remember your User ID and Password. You will need them to access this system again.

NOTE: New employer registrations will be placed on hold for 2 business days for authentication of the account and associated job orders. Employers requiring immediate assistance should contact a One-Stop Career Center for expedited services. Please click [contact us](#) to locate the nearest One-Stop Career Center

\* indicates required fields.

For help click the question mark icon.

#### Login Information

\* User Name:

Enter Unique User ID (3 – 20 characters, using letters or numbers). No spaces allowed.

\* Password:

Enter Password (8 - 16 characters, and must include at least one letter and one number. Allowable characters are (!), (@), (#), (\$), (%), (\*), (^), (.), (.)

## Background Wizard

**II. This 14 step process is necessary to complete your registration. A completed registration is required in order to access all of the services at CareerSource Palm Beach County.**

1. On the left hand side of the page on your screen, click "[My Resources](#)" link
2. Click "[My Background](#)" link
3. Click "[Start the Background Wizard](#)" link

Fill in all required fields marked with an \* using the appropriate format, correct grammar and spelling. Use the "[Skip this Step](#)" link to move past any sections that do not apply to you.

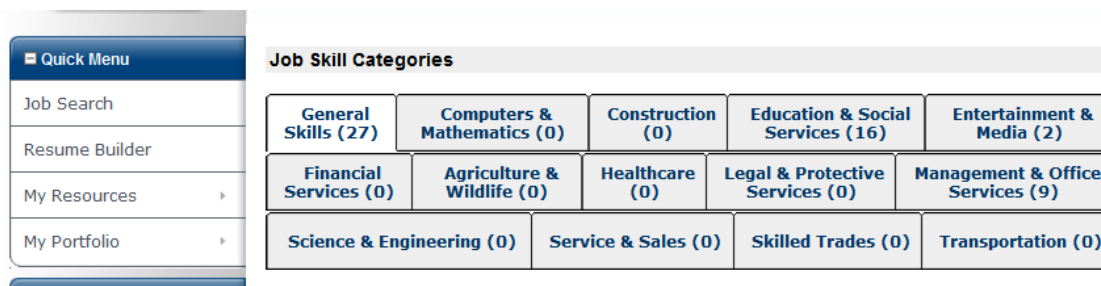
**Note:** Enter each school, license and job history one at a time. If you need to add more, click "[Add a New](#)" link after each entry.

*Below is an explanation of each of the 14 steps.*

1. **Education and Training** – enter your highest level of education, high school or college, and/or vocational school information. Click "[Next](#)" at the bottom of the page.
2. **Occupational License/Certificates**
  - Enter only **employment related** licenses/certifications.
  - Include a CDL license and endorsements.
  - Do **NOT** include your regular Class E driver's license or certificate numbers.
  - Click "[Next](#)".
  - If this section does not apply to you, click "[Skip This Step](#)".
3. **Employment History**
  - Type the name of the employer in all capital letters.
  - Type the title of the position you held.
  - The Job Duties section is where you will explain in detail your most important work responsibilities. Click "[Next](#)" when you complete each page.
  - A window will appear with the title "Message from webpage". Click, "[OK](#)". This will automatically populate your skills assessment with the skills required to perform the job.
  - The following page is a summary of the job you entered.
  - Enter each employer for up to the last 10 years.
  - If you have additional jobs to add to your history, click "[Add a New Employment History](#)".
  - If your employment history is completed, click "Next".
4. **Objective**
  - Write a statement beginning with the title of the position you are seeking followed by the words "with experience in". Then add what the bulk of your experience is in followed by what you specialized in. Type the title in bold as shown in the examples below. Click "Next".
  - Examples:
    - (A) **Truck driver** with experience in driving eighteen wheelers specializing in hauling hazardous waste.
    - (B) **Administrative assistant** with experience in real estate law specializing in contract preparation and closings.
    - (C) **Cashier** with experience in retail department stores specializing in accurate cash handling and excellent customer service.

## Background Wizard (Continued)

5. **Honors & Activities** - enter awards, special recognition, and activities that demonstrate your areas of strength, success and supports your skills. Click "[Next](#)".
6. **Additional Information** (optional) - use this section to include any additional, supportive information you believe the employer should know. Click "[Next](#)".
7. **Skills** - this section is created by the computer from the job title skills you saved in your Employment History.
  - Check all of the skills you possess listed on the page.
  - Click the "Modify Skills" button at the bottom of the page.
  - A "Job Skill Categories" page will appear showing 14 tabs at the top of the page.
  - Click on one of the tabs, for example the "Computers & Mathematics" tab.
  - A new page will appear with a list of job skills related to "Computers and Mathematics".
  - Check all of the skills you possess listed on the page.
  - Scroll back up to the top of the page and click on the next tab. Repeat the same steps as you did on the previous page. Be sure to click on every tab shown and check all skills that you possess in that category.
  - Once you have clicked on every tab and checked all skills you possess, Click "[Save Skills and Continue](#)".



- The next page that appears is a list of your saved skills. If the list is correct, click "[Next](#)". If you want to modify or add skills, click "[Modify Skills](#)".
8. **Ability Summary**
    - List a minimum of 6 or more skills.
    - List specific skills, knowledge and qualifications.
    - include languages you fluently speak, read and write.
    - This information should be specific to the job title listed in your "**Objective**" section.
    - Click "[Next](#)".
  9. **Driver's License Information** - enter all information and applicable endorsements. Click "[Next](#)".
  10. **Desired Occupations** - you can select up to two occupations that you are currently seeking. Click "[Next](#)".

## Background Wizard (Continued)

### 11. Desired Job Type

- Enter your desired job type.
- Enter your availability information and the desired shift you are seeking.
- Check all shifts and all days as this increases your job match in EF. Click “Next”.
- The next page displays a summary of your desired job type. Click “Next”.

### 12. Desired Location

- Choose the geographical area(s) in which you are seeking a job.
- The next page will show the state you have chosen with their counties. Select the county or counties your desire to work. The selected counties will appear in a window. If your choices are correct, click “Continue”.
- The next page to appear is a summary of your desired location. Click, “Next”.

### 13. Desired Salary

- Click on the drop down menu.
- You are given several salaries to choose from. The word “Any” indicates that you are open to a range of salaries and is the recommended choice. Click “Next”.

### 14. Detailed References (optional)

- Store the recommended three (3) personal and three (3) business references here.
- To add references, click “Add New Reference”.
- Read and complete each section. Click, “Next”
- A Detailed References summary page appears. There is a box that is checked under the “Display on Resume” tab. Uncheck this box by clicking on it. The reference will not appear on your resume.
- If you want to add references, click “Add New Reference”. Once you have added all the references you want, click “Next”.

## Create A Resume

III. [Employflorida.com](http://Employflorida.com) allows you to create and store up to 10 resumes that are job targeted. Follow the links below to get started.

1. Click the “[Resume Builder](#)” link on the left side of the page on your screen. The Resume Summary Page will appear.
2. Click on “Create A New Resume” link.
3. Resume accessibility:
  - Offline - Employers **will not** be able to view your resume
  - Online - Employers **will** be able to view your resume
4. Creation method:
  - **Manual** - this will pull your information from the “**Background Wizard**” to create your resume. **This is the recommended method.**
  - Automated - this will pull your information from an existing file (ex. word document .doc)
  - Copy-and-Paste - copy your resume from a file or website and paste it to this site.  
**Important Note: this DOES NOT REPLACE the required completion of the Background Wizard.**
  - Copy Existing Resume - use a previously entered resume to create a new one.

## Create a Resume (Continued)

5. Resume Title - Title your resume with the job title you are seeking. *Example: Receptionist*
6. Click on the Job Title under the “Resume Title” tab. The resume will appear.
7. Click the NEXT button until you get to step 7. From the drop down menu, select the template name “Chronological”. Continue to click the NEXT button until the resume is complete and you will see your rough draft resume.
8. Scroll down to the “Additional Resume Options” box.
  - Click, “Download Resume” link and a “Download Types” window will open.
  - Select “Microsoft Word File (.doc)” and click “Save”.
  - A “File Download” menu box will open. Click, “Open” and your resume will appear as a Microsoft Word document.

**Attend a Resume Workshop!** Your rough draft resume is complete and now you will need to learn how to job target and edit your EF resume to generate interviews from employers. Please attend our **Resume Workshops** so our professional staff can assist you.

### Self Assessments

#### V. Complete your EF Self Assessments

1. Click “Career Services”
2. Click “Career Explorer”

### Forgot Your Username or Password?

☆ **Forgot your username and/or password? Follow the links below to retrieve your information.**

1. Click “Forgot username and/or password” link on the Employ Florida home page
2. Click “Retrieve Both” link under **Option 3**
3. Select “Individual”
4. Enter your information correctly formatted into the areas provided, then click “Verify”.



If the information you entered matches what is in the system you will be given your username and the opportunity to create a new password. If your information could not be found, please contact the CareerSource Palm Beach County Career Center.