

What happens next? Employers have different options on how they want you to apply. Follow the instructions displayed on your screen on how to apply for the job. Some employers automatically re-direct you to another website when “**Display more Information on this job**” is selected. You must follow the instructions or application process according to that website’s instructions. These websites may be the actual company website or other job search engines.

What if I do not have a resume?

You can create a resume` using tools provided by Employ Florida. Select “Resume Builder” from the Quick Menu in blue on the left-hand side of your screen. Click on Create New Resume. Select your options on how you want your resume` viewed. Select “**Next >>**” to continue and follow the step by step process on each page. Once you have finished entering all your information, your new resume will be formatted into a word document automatically! You can view, print, e-mail, save, and make changes when ever it is necessary. Resume Workshops are available through Workforce, just call for dates and times.

What other tools are available on Employ Florida? Quick Menu, Services for Individuals, and Other Services located in the blue menu bar on the left hand side of your screen will allow you to gain access to developing cover letters, view applications you have submitted, complete skill sets and assessments, view labor market information, send/receive e-mail messages, and much more.



Workforce

Phone (850) 973-WORK

Toll Free (866) 367-4758

Fax (850) 973-9757

**Mobile Unit locations in Suwannee,
Lafayette, Hamilton, Taylor and
Jefferson Counties**

Please call
Workforce Career Center
For the date and location nearest you.

Looking for a Job?

Register now with:

Employ Florida
Market Place

**Your link to employment
opportunities anywhere in
the State of Florida!**

www.EmployFlorida.com



What is Employ Florida Market Place? It is an interactive website for individuals to search for jobs, research careers, education and training programs.

How do I use it? Access via the internet from any location at www.EmployFlorida.com.

Must I register? No, you may visit as a guest as many times as you like without registering.

What are the benefits of registering? You can complete and save your job searches, receive automatic notifications of new job matches, create and upload professional resumes and letters, take and save a variety of skill and interest assessments, and maintain records on employers you are interested in.

What does it cost? Absolutely nothing—all services on the website are provided at no charge.

How do I get started? Access www.EmployFlorida.com and click on “Not Registered” under the sign-in area.

- You will be given two options;
- Option 1 - Create a User ID or Option 2 - Try us out.
- For both options, you will be asked if you are an individual or an employer. Select individual.
- Option 1 will take you to a step by step wizard that will take you through the process and even suggest services that might benefit you. You will be asked to create a user ID and password. Be sure to choose a unique User ID. Remember this is a state-wide system with thousands of users. We suggest a User ID with at least 6 characters including letters and numbers. Next, choose a password. The password must be between 8 and 16 characters and must include at least one number or letter.
- Option 2 will take you directly to the site to search for jobs.

Need more help? There are many helpful links under “Services for Individuals” that will give you information you may need to help you search for a job or improve your job skills. The “Assistance Center”, under “Other Services” on the main page after login, allows you to request

help from staff at Workforce; you can request retrieval of your username and/or password or ask a question.

What if I don't know how to use the Internet? Simply ask our Resource Room Staff or your Career Consultant for assistance. They will help you get started.

What if I already have an OSMIS log in? If you do not have an Employ Florida log in and DO have an OSMIS log in, your OSMIS user id and password will gain you access to this system. In either case, your records and job orders from OSMIS have been converted to Employ Florida.

How do I search for jobs? After signing in, click on Job Search from the left menu on your screen. Select an area you would like to search for jobs. The next screen will allow you to narrow your search criteria and then select “Search” to view all job postings for your area of choice.

How do I apply for a job? You will need to click on the Job Title (underlined in blue) of any job you are interested in. Read all the information about the job and compare your qualifications to the position. If you meet the specifications and would like to apply, click on “**Display more Information on this job**” at the bottom of that page.