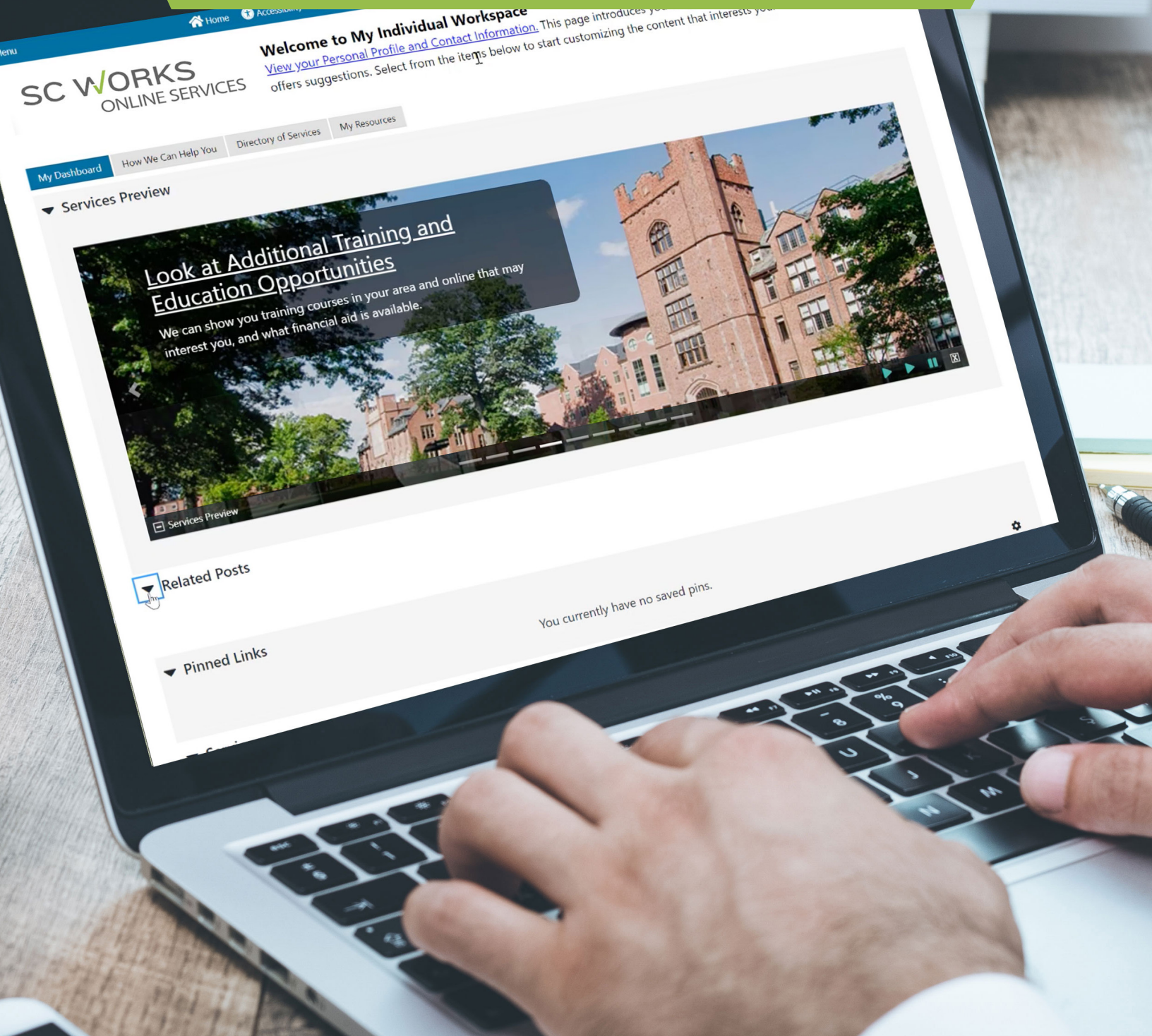




# SCWorks Online Services

The Next Generation of Job Search

New Features for Job Seekers



## Personalize Your Experience with New Design Features

**Simplified Navigation Menu** – A new user-friendly navigation menu will guide you to the tools you are looking for with just a few simple clicks. Enhancements to the scrollable left menu include the ability to show/hide menu options, search for tools using a keyword search bar, and view account information at the top of the navigation bar.

**Redesigned Dashboard** – The job seeker dashboard has a refreshed look that includes collapsible sections and widgets for a more flexible view. You can use the new dashboard to access the areas of the website that are most relevant to you, as well as view available services, current labor market information, the latest job matches, and more.

**Helpful Accessibility Tools** – A link is now available in the top bar which features an Accessibility Tools pop-up box, giving you the option to change various settings throughout the application, including font size, contrast colors, highlighting, and more. These can be applied to the current page only or to all pages throughout the website.

**Advance Electronic Upload Options** – Using the system's Eligibility Explorer, you can pre-apply for multiple benefit programs based on information from your registration. Verification documents that are required to complete a pre-application can be uploaded electronically in advance from your personal computer, making the approval process by staff faster and more efficient. Once completed, an Eligibility Review is displayed that shows the programs you qualify for and the next steps to follow for final approval.

## Add an Individual Touch with New Résumé and Profile Features

**Personal Profile or Résumé with Image** – In an effort to add a more personal touch similar to profiles seen on websites like LinkedIn®, you now have the option to add an image to your profile or résumé. This boosts the individual appeal of your profile as you explore career options and connect with employers.

**Enhanced Résumé Preview** – An improved Résumé Builder is now available with additional tools aimed at helping you to stand out to employers and find suitable job listings as well as:

- ✓ Identify sections in your résumé that may need improvement
- ✓ See how your résumé scores against a job's criteria
- ✓ Select areas to edit from a preview similar to the view employers see
- ✓ Discover available jobs that may be found by using your current résumé in searches

**Saved Text Templates** – Save time with new text templates that can be used in text entry boxes throughout the website. For example, standard text fields in the Résumé Builder, such as the Objective, Ability Summary, and Additional Information sections of your résumé, have links to your saved texts templates directly below the text box. This enhancement has been added to help with repeated entries that may be useful in different text boxes.

## Find the Right Opportunity Faster with New Job Search Features

**Intelligent Job Search** – The Quick Search tool at the top right of the homepage includes options to search based on unique search terms matched to your experience and preferences. This makes it easier to see relevant jobs quicker rather than having to filter through listings that may not fit your current skillset or interests.

**Revamped Job Details Page** – When viewing the details of a job listing, you will be presented with an expanded view with a new 'look and feel' as well as the addition of more job details, including:

- ✓ Average salary and new map tool showing the job's location
- ✓ Icons to indicate how well your current skills match up with the job listing's criteria
- ✓ Information associated with an employer's company profile and all available jobs
- ✓ Related careers to help you explore other occupations in your field of interest

**Improved Job Search Results List** – The job search results include a new job card presentation and icons, as well as new filters to quickly narrow search results. Results are shown in a more compact, "at-a-glance" view, which includes visual indicators and flexible filters to help make the search process even easier. In addition, the results also show how your skills match the criteria of each job listing in the results.