

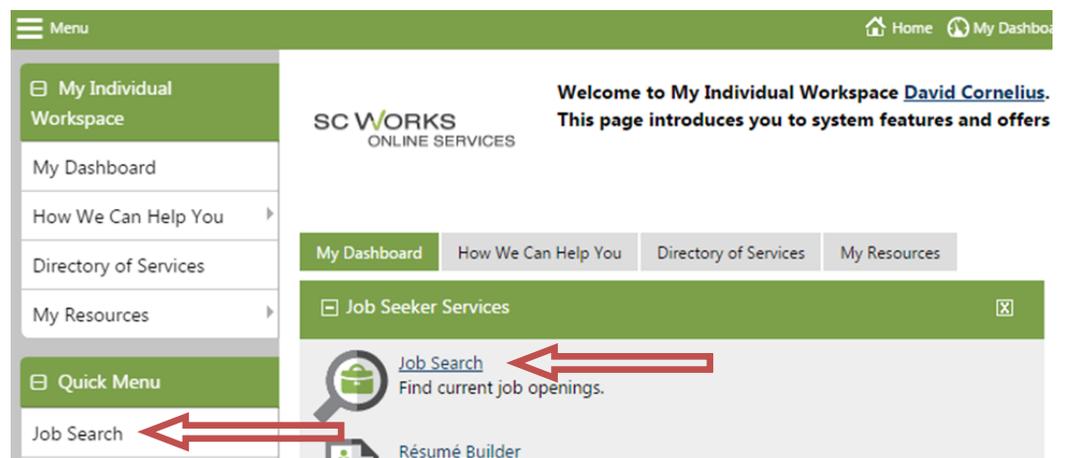
# Making a Job Search Contact in SC Works Online Services

(<http://jobs.scworks.org>)



SIGN IN with your Username and Password.

Click on “Job Search” from the Quick Menu or Dashboard



Your most recent job search took place on Wednesday, May 17

[Execute a saved job search/Virtual Recruiter](#)

<a href="#">Quick Job Search</a>	<a href="#">Advanced Job Search</a>	<a href="#">Job Search by Employer</a>	<a href="#">Job Search by Education</a>
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You may enter any combination of search criteria below. When you have completed entering your search criteria information, click the [Search](#) [ Search ]

**Search Criteria**

Area (click to change): [Lexington and Richland, SC](#)

Keywords (e.g. Accountant):

[Show Keyword Search Options](#)

[Show Additional Quick Search Options](#)

The Quick Job Search page will appear.

- Enter your search criteria. You may enter any other criteria to narrow your search.
- Click on “Search” button to register your contact and view your search results.
- You may also choose one of the other Search tabs on this page. Just make sure to click the “Search” button.

Here is a listing of job openings in Lexington and Richland that meet your search criteria. Click on a job title to see more information about the job.  
**WARNING: Always be on the lookout for job scams! Learn more on how to protect yourself against online scams and identity theft.**

Your search found 19 job(s), representing at least 28 position(s), that matched your search criteria. Change your [search criteria](#). [Save this Job Search](#).

Results View: [Summary](#) | [Detailed](#)

To sort on any column, click a column title.

Date Last Modified	Job Title / Description Snippet	Employer	Location	Requirements Matched		
				Job Skills	General	Specialized
05/10/2017	<a href="#">Assembler</a>	Lowe's Companies, Inc.	West Columbia, SC	N/A	50%	N/A
**Job Description:**Position SummaryProvide excellent customer service by greeting customers, assembling merchandise, prioritizing merchandise for assembly, performing product pre-delivery inspections, and ordering prod locating, selecting, demonstrating, and loading of						
05/08/2017 5:48:47 PM	<a href="#">Assembler</a>	Lowe's	West Columbia, SC	N/A	50%	N/A
Position Summary Provide excellent customer service by greeting customers, assembling merchandise, prioritizing merchandise for assembly, performing product pre-delivery inspections, and ordering product parts required fo demonstrating, and loading of merchandise. Job Requirements Require						
04/25/2017 10:16:57 AM	<a href="#">Assembler</a>	Volt	Hopkins, SC	N/A	33%	N/A
Assembly of Breakers and Cradles for Masterpact. Assembly experience preferred. 1st Shift Hours: 6am - 2:30 pm (overtime, if applicable, will be @ the beginning of shift). 2nd shift is 2:30pm - 11:00 pm (overtime, if applicable, v						

Once your search results display on your screen select one or more of the jobs you are interested in. Click on the Job title/ Description Snippet link.

The details of that particular job will display, you also can view it later in your search history. This will also record the date the job was viewed and verify that your job search was completed successfully.

If you would like to verify your work search for the week, first select from the left navigation menu 'My Portfolio.' Then click 'My Individual Profile' and finally click 'Search History Profile.'

- Quick Menu
  - Job Search
  - Résumé Builder
  - My Portfolio
- Services for Individuals
  - Career Services
  - Job Seeker Services

- [Job Search](#)  
Find current job openings.
- [Résumé Builder](#)  
Create, store and update your résumé online.
- [Virtual Recruiter](#)  
Create a system job search alert.

[More Job Seeker Services](#)

<a href="#">Jobs</a>	<a href="#">Employers</a>	<a href="#">Programs</a>	<a href="#">Occupations</a>	<a href="#">Industries</a>
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[Show Filter Criteria](#)

Job Title	Occupation	Source	View Date
<a href="#">Assembler</a>	Assemblers and Fabricators, All Other		5/17/2017
<a href="#">Staff Accountant</a>	Accountants	RECT	5/17/2017
<a href="#">Administrative Specialist II</a>	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	★	5/17/2017



Your search history page will show all jobs that you have searched, including those in the past week. They are listed by the date that they were viewed. The system will also display the last date that a job search was recorded with that account sign in.