

EMPLOY FLORIDA MARKETPLACE (EFM) QUICK REGISTRATION GUIDE

IT WILL TAKE ABOUT 20 – 30 MINUTES TO COMPLETE YOUR REGISTRATION.

STEP I TO BEGIN REGISTRATION PROCESS

- Go to WWW.EMPLOYFLORIDA.COM click **“Not Registered,”** located in 2nd box on right side of page
- Then click **“Register,”**
- Then click **“Individual”**
- **You must complete all required fields.** When finished click **“Next”** to begin entering personal information
- Complete all required fields
- Click **“Next”**
- Complete individual information page, then Click **“Next”**

STEP II TO COMPLETING YOUR FULL REGISTRATION

- Click **“My Individual Profile”** on the left hand side tool bar
- Click on **“Personal Profile”** folder (1st folder)
- Click on the **“Background”** tab; and click on **“Start Background Wizard”** tab, This step will automatically transfer information to your "Résumé" so that you do not have to enter the information twice.
- There are several easy steps, the wizard will walk you through them all, including:
 - Entering your education
 - Training qualifications
 - Work history - **enter as much of your work history as possible**
 - Entering job type
 - Entering desired occupation(s)
 - Entering desired worksite location(s)
 - Entering desired salary, etc.
 - Click **“Next,”** Step II “your background information” is complete

STEP III OF COMPLETING A FULL REGISTRATION

- Click **“Resume Builder”** on left side of tool bar under **“Quick Menu”** box
- Click on **“Create New Résumé”**
- Select How you want your résumé to be viewed by employers
- Enter Résumé Title, **review all information for needed corrections before creating résumé when finished, Click “Next”**
- Click **“Select Résumé & Return”** OR select **“Another Job Service”**
- Save **“Résumé”** and **“Close”**



TO LOOK FOR A JOB (JOB SEARCH)

- Click on **“Job Search”** on your left hand side tool bar.
- You have the option to search by: occupation group, salary, education level, etc.
- Click on the **“Job Title Description”** you want to apply for
- Follow instructions to Apply for the job(s) you selected



GOOD LUCK!