

EFM Profile & Resume Completion Checklist

CareerSource Citrus Levy Marion's Employ Florida Marketplace Profile Checklist Instructions

Making a good first impression is key during job interviews and any interaction with a prospective employer. Your online job seeker profile in the Employ Florida Marketplace (EFM) System is your first opportunity to make a good impression on an employer with potential job openings. Generally – employers will see your online profile BEFORE they meet you in person. Making sure that your EFM profile is fully complete and that it effectively represents your true qualifications, skills, educational background and employment history will ensure that an employer's first online impression of you is a good one. Follow the instructions provided in the outlined steps below to be certain your EFM profile is fully updated and ready for employer review.



Section 1: Check off each step as you complete the Background Section in EFM

<input type="checkbox"/>	Start	Navigate to the "Background Wizard" in the Employ Florida Marketplace.
<p>Information: Click on the "My Resources" link in the Navigation Pane > Click on the "My Background" link > Click on the "Start the Background Wizard" link. Note: You can skip any non applicable entries in Steps 1 - 17 below my clicking on the "Skip this step" hyperlink. Education/Employment and Skills entries are mandatory!</p>		
<input type="checkbox"/>	Step 1	Enter data on your most recent Education and Training Information.
<p>Information: Fields marked with a RED ASTERISK * are Mandatory entries. All others are Optional. Enter info into each of the mandatory education and training fields > Scroll to the bottom of the screen and Click on the "Next" button to continue > EFM will display a summary of the information you have entered. Click on the "Add a new Education History" link to add information on a previous degree, school or training program > Click on the "Next" button to advance to the next section.</p>		
<input type="checkbox"/>	Step 2	Enter data on any Occupational Licenses & Certificates you hold.
<p>Information: Click on the "Next" button. Note that you can skip this (or most) sections if it does not apply to you by clicking on the "Skip this step" link found at the bottom of most sections.</p>		
<input type="checkbox"/>	Step 3	Enter your employment information. Enter all jobs held in the previous 10 years starting with your most recent employer.
<p>Information: Enter your job title and then click on the "Search for an occupation" link to find and select the occupation code. If you are unable to locate your exact occupation - you should select the entry that most closely approximates your job title. Scroll down the page and continue completing each mandatory item. Click on the "Next" button to save your employment entry > A Pop-Up box will then ask you if you want to add the skills associated with the employment history to your existing list – Click "OK" > EFM will display a summary of the information you have entered. Review it for accuracy and then...Click on the "Add a new Employment History" link to add information on a previous employment. Click on the "Next" button to advance to the next section.</p>		
<input type="checkbox"/>	Step 4	Next - EFM will ask you to review and update your Skills List.
<p>Information: Each time you enter an employer and a new occupational code - EFM adds a default set of skills to your skills list that the average person would exhibit in that occupation. You want to take time at this step to make sure all your real world occupational skills are represented in your list. The more skills you list – the more likely it is that an employer looking for qualifications like yours – will find you. Review the list of default skills and then scroll to the bottom of the screen. Click on the "Modify Skills" link to add additional skills to your list > Job skill categories are found at the top of the page and are organized by topic area. Click on each tab to view the skills you have in each topic area. Work through each tab selecting all the skills you honestly have. You select a skill by simply clicking on the blank box to its left. When you are done – scroll to the bottom of the screen and click on the "Save Skills and Continue" button > Click on the "Next" button to advance.</p>		
<input type="checkbox"/>	Steps 5 & 6	The next two (2) sections ask you to enter an Objective Statement and an Ability Summary
<p>Information: Complete each section using the "Next" button at the bottom of the screen to advance between sections.</p>		
<input type="checkbox"/>	Steps 7 & 8	The next two (2) sections ask you to enter any Honors & Activities you can list and any Additional Information you feel that is applicable and will be useful on your resume.
<p>Information: Complete each section using the "Next" button at the bottom of the screen to advance between sections.</p>		
<input type="checkbox"/>	Steps 9 to 13	The next five (5) sections ask you to enter Detailed Reference info, your Desired Occupations, your Desired Job Types, your Desired Locations (what specific counties you will work in) and your Desired Salary.
<p>Information: Complete each section using the "Next" button at the bottom of the screen to advance between sections. Note: Select each county by clicking on it's name in the displayed map. You can select up to 12 counties.</p>		
<input type="checkbox"/>	Steps 14 to 17	The final four (4) sections ask you to enter your Driver's License info, your Foreign Language and Proficiency, any Security Clearances you possess and your Typing Speed.
<p>Information: Complete each section using the "Next" button at the bottom of the screen to advance between sections.</p>		

Section 2: Check off each step as you complete the Resume Builder Section in EFM

<input type="checkbox"/>	Start	Click on the "Resume Builder" hyperlink found under the "Quick Menu" header in the Navigation pane on the left hand side of your screen.
<p>Information: In creating your EFM resume - the good news is that all the information you enter into the Background section (above) of EFM is automatically imported into EFM's Resume Builder. This means that when you are building your information in the Background section of EFM you are also adding the information to Resume Builder. This will significantly shorten the time it take to build your resume.</p>		
<input type="checkbox"/>	Step 1	Click on the "Create New Resume" button.
<p>Information: Your first decision will be to determine your method of Resume creation. This checklist will only address the "Internal Format" as it is considered the most effective of the three (3) creation options listed. Next you must name your resume. This field is searchable by employers so we recommend that you name your resume by the primary occupation you are searching for - "Cashier" for example. Next you must determine your Resume's accessibility. You must choose whether you want your resume to display online to any interested employer or to remain off line but available to any employer you specifically select. You will note that EFM defaults this answer to allowing any employer to find and view your resume. Finally Click on the "Next" button to begin creating your resume.</p>		
<input type="checkbox"/>	Step 2	EFM will ask you to review the "Desired Location" you previously entered during Background update.
<p>Information: The list of counties as presented here will become your default search area when conducting job searches in EFM. Click on the "Edit" link if you want to change the counties listed. Click on the "Next" button to accept the list "as is".</p>		

<input type="checkbox"/>	Step 3	Next EFM will ask you to review the “Occupation” category you previously entered during Background update.
Information: Click on the “Search for an Occupation” hyperlink if you want to change your occupation. Click on the “Next” button to accept the occupation “as is”.		
<input type="checkbox"/>	Step 4	Next EFM will ask you to review the “Desired Salary” information you previously entered during Background update.
Information: If you want to change the minimum salary you will accept – select the new value. Click on the “Next” button to accept the salary “as is”.		
<input type="checkbox"/>	Step 5	Next EFM will ask you to review the “Desired Job Type” information you previously entered during Background update.
Information: If you want to change your profile click on the “Edit” hyperlink. Click on the “Next” button to accept the job type “as is”.		
<input type="checkbox"/>	Step 6	Next EFM will ask you to review the “Driver’s License Information” you previously entered during Background update.
Information: If you want to change any of the information – make the edit here. Click on the “Next” button to accept the information “as is”.		
<input type="checkbox"/>	Step 7	Next EFM will ask you to review the “Security Clearance”, “Language & Proficiency” and “Typing Speed” information you previously entered during Background update.
Information: If you want to change any of the information – make the edit here. Click on the “Next” button to accept the information “as is”.		
<input type="checkbox"/>	Step 8	printing.
Information: you’ll need to decide if the display order of the sections from top to bottom needs to be changed. If you want to change the order “Left Click” on the blue box found to the left of any section and drag it to the desired position. Next you’ll need to decide which sections will display on your resume. Any box with a check mark will be displayed. Simply check or uncheck a box to change its display status. Finally you can explore additional formatting options by clicking on the “Resume Format” or “Section Specific Format” tabs found at the top of the screen.		
<input type="checkbox"/>	Step 9 & 10	Next EFM will ask you to review the “Education and Training” you previously entered during Background update.
Information: Click on the “Edit” hyperlink if you want to change the information listed. Click on the “Next” button to accept the information “as is”.		
<input type="checkbox"/>	Step 11	Next EFM will ask you to review the “Employment History” you previously entered during Background update.
Information: Click on the “Edit” hyperlink if you want to change the information listed. Click on the “Next” button to accept the information “as is”.		
<input type="checkbox"/>	Step 12	Next EFM will ask you to review the “Skills” information you previously entered during Background update.
Information: Click on the “Edit” hyperlink if you want to change the information listed. Click on the “Next” button to accept the skills list “as is”.		
<input type="checkbox"/>	Step 13	Next EFM will ask you to review the “Ability Summary” information you previously entered during Background update.
Information: Click on the “Edit” hyperlink if you want to change the information listed. Click on the “Next” button to accept the summary “as is”.		
<input type="checkbox"/>	Step 14	Next EFM will ask you to review the “Objective” information you previously entered during Background update.
Information: Click on the “Edit” hyperlink if you want to change the information listed. Click on the “Next” button to accept the information “as is”.		
<input type="checkbox"/>	Step 15	Next EFM will ask you to review the “Honors & Activities” information you previously entered during Background update.
Information: Click on the “Edit” hyperlink if you want to change the information listed. Click on the “Next” button to accept the information “as is”.		
<input type="checkbox"/>	Step 16	Next EFM will ask you to review the “Additional Information” information you previously entered during Background update.
Information: Click on the “Edit” hyperlink if you want to change the information listed. Click on the “Next” button to accept the information “as is”.		
<input type="checkbox"/>	Step 17	Next EFM will ask you to review the “Contact Information” you previously entered. Make any appropriate changes.
Information: Scroll to the bottom of the screen and check or uncheck boxes to the left of your contact information to display or not display each item on your resume. Click on the “Next” button to accept the list “as is”.		
<input type="checkbox"/>	Step 18	Next EFM will ask you to review the “Detailed References” information you previously entered during Background update.
Information: Click on the “Edit” hyperlink if you want to change the information listed. Click on the “Next” button to accept the information “as is”.		
<input type="checkbox"/>	Finish	Finally – your completed resume will display.
Information: You can use the various links found at the top and bottom of the resume screen to print, email, download, deactivate and make additional changes and updates to your resume.		
Section 3: Check off each step as you complete the Virtual Recruiter Section in EFM		
<input type="checkbox"/>	Step 1	Click on the “Job Seeker Services” link in the Navigation Pane.
Information: The Employ Florida Marketplace provides job seekers with an automated job search function. Job Seekers can go through a simple one time set-up process and then begin to receive emails and/or text messages containing newly listed job vacancies that match individualized search criteria. Virtual Recruiter makes online job search easy!		
<input type="checkbox"/>	Step 2	Click on the “Virtual Recruiter” link in the Navigation Pane. Click on the “Create new Job Alert” button.
Information: First you will need to set-up your job search. Review the counties listed and confirm that the search area remains valid.		
<input type="checkbox"/>	Step 3	Enter a keyword for the keyword search. Normally this will be the job title you are searching for.
Information: Click on the “+” sign found to the left of the “Show Additional Quick Search Options” link. Open up the “Jobs Posted Within” drop down box and select how often you want to receive a listing of new job vacancies by email or text message. Click on the “Search” button to conduct your initial job search > EFM returns a listing of job vacancies which meet your entered search criteria. Scroll to the bottom of the screen. Find the “Save this Job Search” box and click on the “Save Search” button.		
<input type="checkbox"/>	Step 4	Enter a Title for your Virtual Recruiter – this will normally be the job title you are searching for.
Information: Select how often you want EFM to conduct your automated job search. Click on the “Save” button to save your Virtual Recruiter.		
<input type="checkbox"/>	Step 5	Enter Your Email Address into EFM.
Information: Click on “My Portfolio” > “My Individual Profiles” links in the Navigation Pane > Click on the “General Information” hyperlink > Scroll down to the “Residential Address Information” section and enter your email address in the “Email Address” field.		
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