# Iowa Workforce Development: Registration

Iowa Workforce Development (IWD) is a government-funded organization dedicated to helping Iowans with employment problems. They provide many services but in this class we'll focus on their IowaJobs job bank, an online service designed to connect employers and job-seekers. IowaJobs has listings for all sorts of jobs and is a great resource. Unfortunately, it takes a lot of work to set up an account and can be a little confusing. But once you get your account made and start getting used to the site it gets easier.

To get started we need to go to the IowaJobs website. We can either go to the main Iowa Workforce Development site (www.iowaworkforce.org) and follow a link or go straight to the IowaJobs site (www.iowajobs.org). Once we're at IowaJobs we need to click the "Search for Jobs" link.
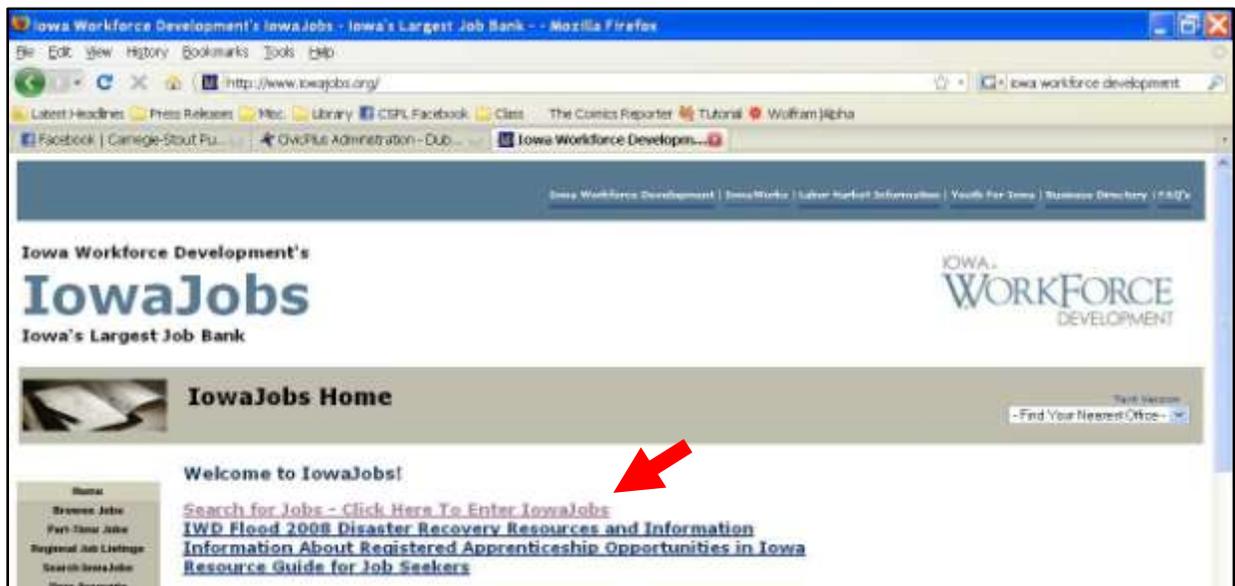
We now find ourselves on the IowaJobs login page. Since you don't yet have an account on the site, we'll need to create one. Look along the left side of the page for a link that says "Applicants Register & create an account." This link

will start us on the process of creating an account. The first step is to read through a short statement about equality and discrimination in hiring practices. Once you've read through

the statement and scrolled down to the bottom of the page click on the empty box to add a check mark signifying that you've read the information. This will automatically take you to the next page.
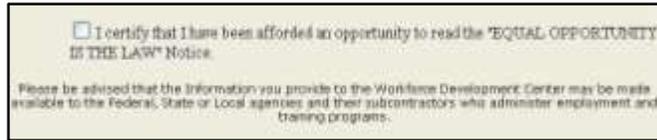

This part of the application asks you to create a user name and password and to identify yourself by name, Social Security number, and birth date. You can also include an email address at which IowaJobs or potential employers can contact you. On this page and throughout the rest of the application any item marked with a red asterisk (*) must be filled out while other items may be left blank. It is also worth noting that you will be able to go back and change anything

you enter so if you're unsure of something you can either take a guess or leave it blank and then fix it later. Your user name must be at least six characters long and no more than twenty. It can contain numbers and letters but cannot contain any spaces or the punctuation marks "<" or ">." You'll need your user name to log in to your account so make it something easy to remember. Your password needs to follow all the same rules as your user name. Make it something easy for you to remember but hard for anyone else to guess. You need to type it twice to make sure there are no typos.

When entering your name, you don't have to include a middle initial. You'll have type your Social Security number twice just like you did with your password. You don't need to include any dashes. When typing the date you need to use two digits for the month and the date, so enter a zero if you have to (01/01 for January first, for example). If you include an email address (which is recommended) you need to type it twice to make sure there aren't any typos. When you've filled out everything on this page hit the "Next" button.

The next page asks for more contact information about you. The first block should have a few items already filled in with information you gave on the previous page. Go ahead and fill out the rest.
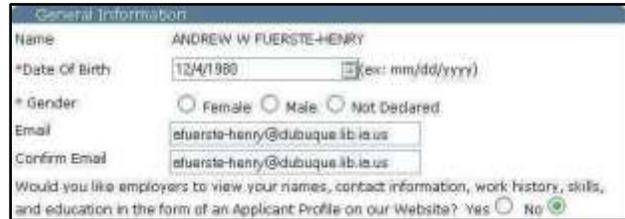
The next two blocks simply ask for your mailing address and telephone numbers. Your mailing address is required. Use the dropdown menu to select a state. Phone numbers are not required but may make it easier for employers or Iowa Workforce Development to contact you. The form has spaces for several different phone numbers; don't worry about leaving blank spaces for a type of number you don't have (like a cell phone or work phone).

The final block on this page asks for citizenship information. Click the appropriate button to answer the question "Yes" or "No." Enter an Alien Registration Number if you have one. When you are done with this block and with the rest of the page, click the "Next" button to continue.

The next page starts with a block asking about your availability to work. Questions here cover how and how much you'd like to be paid, how much and when you'll be able to work, and some general job duties. You must select at least one shift you're willing to work. None of the other information is required, but it could help

Iowa Workforce Development do a better job of showing you listings for jobs you may be interested in.

The second block on this page is used to gather some statistical information for the state. Some of these questions are already marked "No." You can leave them on "No" or you can change them to "Yes" but you cannot decline to answer them. The questions that aren't already answered can be left blank if you wish. These questions do ask about disabilities and ethnicity or race, but this information will not be shared with potential employers.

The final block of this page asks for transportation information. These questions are not required but could be relevant depending on the type of job you apply for. Click in the appropriate circle to mark whether you have no license, a standard license, or a commercial license. If you have a CDL, use the dropdown menu to select the class (if you don't have a CDL you can skip the dropdown menu). If you have any specialized endorsements, select them from the menu. Finally, click "Yes" or "No" to answer whether or not you have access to a vehicle. When you're done with everything on this page, click "Next" to continue. This completes all the general information sections of the registration process, but we're not completely done yet.

The next page is used to enter your employment history. For each job you are required to include the name of your employer, your job title, your start and end dates, and a job description of no more than 500 characters. You can include the city the job was located in if you wish.
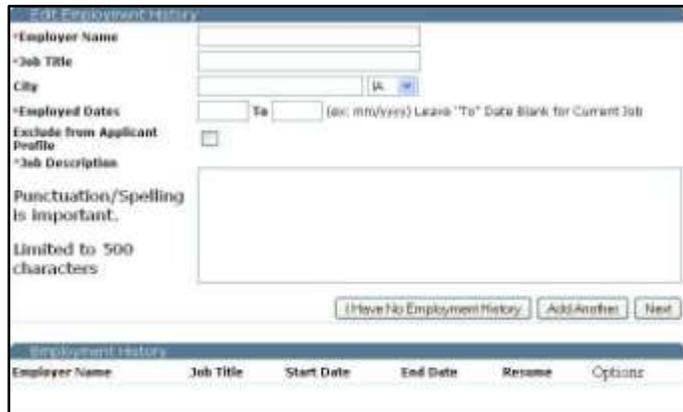
Check the "Exclude from Applicant Profile" box if you don't want potential employers to see this job when they look at your information online. Notice the message next to the job description box: "Punctuation/Spelling is important." Potential employers who look at your employment history will see this exactly as you've typed it so take care to make it look professional. After you've entered all the information for one job you can click "Add Another" if you have more jobs to add or "Next" if you're finished. As you enter your past jobs, each one will show up in the list at the bottom of the page. If you don't have any employment history to report, simply click "I Have No Employment History" to go on to the next page.

The next page asks you about desired job titles. Use the search box to find the exact title you're interested in. For example, if you wanted a job in a library you could type "library" into the search field and get a list of different job titles related to libraries. If you prefer you can click the gray "Tree" tab to see a list of possible job titles arranged by type or the gray "All" tab to see a list of possible titles arranged alphabetically. However you choose to search once you've found a title you're interested in simply click on it to add it to the list of selected titles at the bottom of the page. Once a title is added to this list, you have the option of including how many months of experience you have and the last year you worked in such a position.

You can click "delete" if you add the wrong title by mistake.

You must enter at least one title and can include up to thirty job titles. When you're done here, hit "Next" to continue.

Next you need to enter your educational history. For each school from which you received a degree, enter the name of the school and use the dropdown menu to select the type of degree you received. You can include the city, state, and country of the school as well as the date you completed your degree, but you don't have to. If you enter a bachelors or masters degree or a PhD, you must select a major from the list. Once you've completed the information for one degree you can click "Add Another" to add another degree or click "Next" to go to the next

page. Each school and degree will show up in the list at the bottom of the page when it is entered. If you have not received any degrees, you can click "I Have No Education History" to go to the next page.

The next page lets you list any special licenses or certifications you have. The format should be pretty familiar by now. Use the two dropdown menus at the top to select whether you're entering a license or a certificate and to select the state the license or certificate comes from. The date you received or renewed

your license isn't required but it recommended. Scroll through the menu of license and certificate types to find the one you're looking for and click on the name. Then click "Add Another" if you have more to add or "Next" if you're done. Each license or certificate will appear in the list at the bottom of the page as it's entered. If you have no licenses or certificates, you can just click "Next" to skip to the next page.

The Next page is quite broad. It gives you a space to list additional accomplishments, anything you've done that you think is important for a potential employer to know that hasn't been covered somewhere else in. The description of each accomplishment is limited to 60 characters (which is very short), but you can include multiple items. After you've typed one description click "Add Another" to add another or "Next" to go to the next page. If you don't have anything to include here, just click "Next."

The next page is a long list of skills. Select up to twenty skills you possess and are prepared to demonstrate to an employer. If you possess more than twenty of the listed skills, you'll have to select the ones you think employers will be most interested in. Once you're finished click "Next" to proceed.

The next page asks whether or not you are a veteran. When the page loads "No" is selected, so if you're not a veteran just click "Save" and you'll move on. If you are a veteran, click "Yes" and then "Save" and you'll be taken to a page that asks for some more details about your military service. Fill this form out entirely. Notice that they want you to include "Transitioning Veteran Type" for yourself or for a spouse. Click "Finish" when you're done with this page.

If you answered "No" to "Are you a veteran?" you will have gone to a different page that asks about the military history of your spouse.

Answer these questions (or skip them if you're not married) and then click "Save."

Congratulations! You successfully registered on the IowaJobs online job bank! Now you're ready to start looking for jobs to apply for. At this point you can print out a copy of your information if you want by clicking the "Print My Applicant Profile" button. Otherwise you can use the "Advanced Search" tab to start looking for jobs or any of the

other tabs to go back and edit your information. Our next handout will give more details about how to use the site now that you're registered.

When you're done with the website, it's ==very== important that you log out. If you leave yourself logged into the website someone else could access your account and steal or change your personal information. The logout button is on the big, blue bar at the top of the screen. It will say "Logout" followed by your username. Once you've clicked it you can safely close the web browser or go to another website.

When you want to get back to IowaJobs, the process will be similar to what you did to get started. You'll go to www.iowajobs.org and click on "Search for Jobs – Click here to enter IowaJobs." On the next page you'll see a gray box with

spaces to enter your username and password. Enter these and click "Sign In." If you've forgotten your username or password you can click on the links just below the "Sign In" button to have IowaJobs remind you.