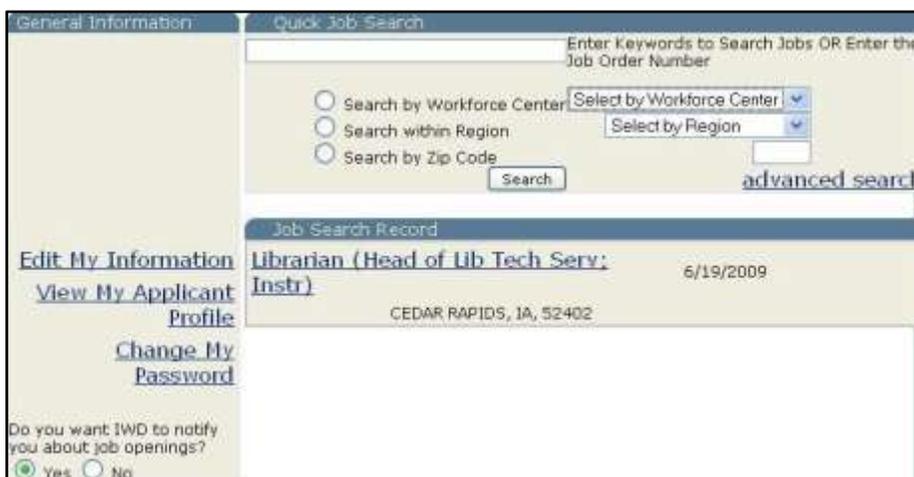


Iowa Workforce Development: Searching for Jobs

Iowa Workforce Development's IowaJobs job bank is a great resource for finding all sorts of employment opportunities. The first step toward taking advantage of the job bank is making an account on the IowaJobs website. Once you've done that, you can get down to business searching for jobs you might want to apply for.

To access the job bank go to www.iowajobs.org and click on the link "Search for Jobs – Click Here To Enter IowaJobs." This will take you to the IowaJobs login page where you can enter your username and password and then click the "Sign In" button. If you've forgotten either your username or your password, you can click one of the links right below the "Sign In" button for a reminder.



Once you're logged in, you'll be taken to your account homepage. This page has three separate areas. The "General Information" box shows your name and address (they're erased in the example

shown here) and gives links to pages that will let you change your account options. The "Quick Job Search" box gives you a short version of the search

options found elsewhere on the site. It also contains a link to the advanced search page. Finally, the “Job Search Record” box shows a list of the jobs you’ve previously looked at in the job bank.

This homepage is a great place to get started searching, but before we do, let’s look at our other options. Just above the three boxes we’ve been looking at, you’ll see a row of gray, labeled tabs. Wherever you go in the IowaJobs job bank



these tabs will always be at the top of your page. They’re used to move between the major functions of the page. “My Account” will return you to the homepage we’re at right now. “Advanced Search” will take you to the page you’ll use to search for jobs. “Referrals” will take you to a list of jobs you’ve looked at previously. The last five tabs (“Seeker Info,” “Employment,” “Education,” “Skills,” and “Veteran”) take you to pages where you can change the information you provided when you made your account. At the moment we just want to search for jobs, so we’ll leave these tabs alone and use the “Quick Job Search” box on the homepage.

This box gives you five ways to search the job bank. First, you can simply type keywords into the white search box.

Useful keywords to search for could be job titles, names of companies, names of cities, or job responsibilities. Combining keywords will help narrow your search to just those jobs you’re interested in. The same search box can be used to search by Job Order Number. Every job listed on IowaJobs is given a specific Job Order Number so if an employer gives you the number for the job they’re advertising, you can find it quickly and easily by entering the number here.

Your next three search options are different ways to search by the area in which the job is located. You can search by Workforce center, within a region of

the state, or by zip code. Simply click the circle next to the option you wish to use. A Workforce center or region can be selected using the dropdown menus. A zip code can be typed into the small search box. These area searches can be combined with keywords. For example, typing “library” into the keyword box and selecting “Northeast Iowa” from the region dropdown menu would give job listings from libraries in northeast Iowa. If you leave the keyword box empty you’ll get a list of all job openings in the area you’ve selected (which is likely to be in the hundreds).

However you search, your results will look the same. You’ll see a list of jobs giving the job title, the job order number, the date the job was posted, the job location, and any required experience or degree. If you see a job you’re interested

Search Results					
2 jobs found, displaying all jobs.1					
<u>Job Title</u>	<u>#</u>	<u>Date</u>	<u>Location</u>	<u>Experience</u>	<u>Degree</u>
Full-Time Bakery	8464924	7/13/2009	DUBUQUE, IA, 52001		None
3rd shift baker	8456404	6/30/2009	DUBUQUE, IA, 52002		None
2 jobs found, displaying all jobs.1					

in, you can click on the job title for more information. If

all the job details look good, you can click the “How to Apply” button. This will generally tell you to apply in person at the location shown above, give a phone number to call, or give a link to another website. For the example we’ve been looking at, we’re given a link to what turns out to be the listing for the same

Search Results					
2 jobs found, displaying all jobs.1					
<u>Job Title</u>	<u>#</u>	<u>Date</u>	<u>Location</u>	<u>Experience</u>	<u>Degree</u>
Full-Time Bakery	8464924	7/13/2009	DUBUQUE, IA, 52001		None
<p>Wage Location DUBUQUE, IA, 52001</p> <p>Full-Time Bakery Posted:Yesterday Contact Information</p> <p>Company Name: Hy Vee Job Locations: 3500 Dodge St DUBUQUE, IA 52003 Job Details</p> <p>Job Category: Food and Beverage Num. Positions: 1Job Description: Full-Time Baker Benefits include: <ul style="list-style-type: none"> ⌵ Medical Insurance ⌵ 401k Company Match ⌵ Paid Vacation ⌵ Dental Insurance </p> <p>Apply on line at Hy-Vee.com or in person at 3500 Dodge St. Deadline for application isThursday, July 23rdHow To Apply</p> <p>Alternate Web Site: http://www.hy-vee.com Open Date 7/13/2009 Close Date</p> <p>Experience Education Skills Shift</p> <p><input type="button" value="How to Apply"/></p>					
3rd shift baker	8456404	6/30/2009	DUBUQUE, IA, 52002		None
2 jobs found, displaying all jobs.1					

job on Access Dubuque, another online job bank for this area. That website tells us to apply at the Hy-Vee website and gives us a link that takes us to the Hy-Vee



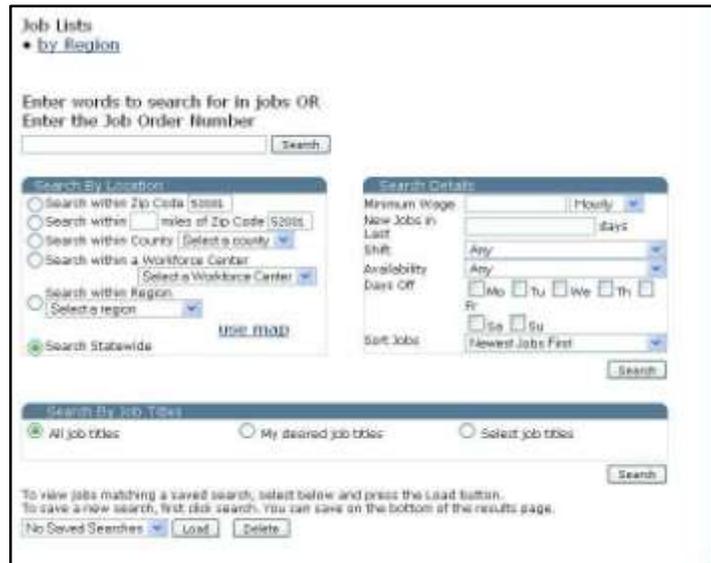
homepage. From there we have to figure



out for ourselves how to get to the part of Hy-Vee's

webpage where one would apply for a job. As you can see, this isn't always a straightforward process. If all else fails once you've found a listing for a job you're interested in, you should have enough information to call or apply in person.

If you're not finding what you want using these quick search options, you can click on the "Advanced Search" tab for more options. This page breaks down into six main areas. Starting from the top of the window the first option we see is a link to a list of jobs arranged by region. Click this if you want to see a list of all the jobs in an area. It will show you a lot of job openings but won't filter or arrange them at all.



Your next option is to search by keyword or job order number. This search box works just like the one we used earlier on the "My Account" page. Enter keywords or a job order number and click the "Search" button.

Moving down the window we come to a box labeled "Search By Location." This works like the location search options from the "My Account" page. You can search within:

- a zip code,
- a certain number of miles of a zip code,

 Search within Zip Code 52001

 Search within miles of Zip Code 52001

- a county,
- a Workforce Center,
- a region,
- or the whole state.

 Search within County Select a county

 Search within a Workforce Center Select a Workforce Center

 Search within Region Select a region

 Search Statewide

Click the small circle next to the option you want to use and then fill out the required information for that option. For example, if you want to search within a certain number of miles of a zip code, you have to put the number of miles in the first box and the zip code in the second. Once you've made your selection, you can click "Search" to see job listings within the area you've indicated. This box also contains a link labeled "use map." This link works exactly like the job lists by region option at the top of the page.

Next to "Search by Location" we have a box labeled "Search Details." These search options will let us set some limits for the type of job listings we're interested in. We can limit our results by:

- minimum desired wage,
- how long the job has been listed,
- desired shift,
- length of employment or hours per week,

 Minimum Wage Hourly

 New Jobs in Last days

 Shift Any

- or days off.

 Availability Any

 Days Off Mo Tu We Th Fr Sa Su

The last item on this list, "Sort by," doesn't limit the results we see but changes how those results are arranged. You can use as many or as few of these options as

you wish. If any of these criteria is important to you (if, for example, you absolutely need to have Sundays off), enter something on that line. If any of these criteria aren't important to you (if, for example, you don't care which shift you work), leave that line blank. Once you've made all of your selections in this box, you can click "Search" to see job listings matching your criteria.

Moving down the advanced search page the next thing we come to is a box labeled "Search by Job Titles." This box allows us to look through job listings



based on the job title provided by the employer. Selecting "All job titles" and clicking

"Search" will show you a list of all available jobs. Selecting "My desired job titles" will show you a list of job openings that match the desired job titles you selected when making your account (you can edit your desired job titles by clicking on the "Employment" tab). Finally, selecting "Select job titles" will open up a list of potential titles arranged thematically. You can browse through the list to find a title you might be interested in and then search for job openings with the title you've found.

The exciting part of the advanced search page is that the keyword, location, job details, and job titles functions can all be used together. You simply need to enter all of your search information into the separate search areas before you hit the search button. This allows you to get quite specific about the sorts of job listings you want to see. For example, you could search for baking jobs within ten miles of the 52001 zip code that pay more than \$13 an hour and have Saturdays

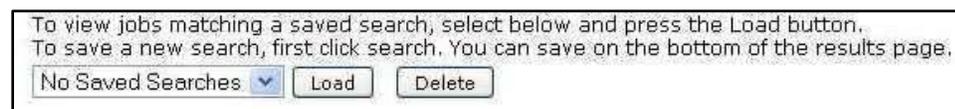


and Sundays off. Of course, the more specific (or unrealistic) you are in what you look for, the less

likely you are to find anything. If your search doesn't return any job listings, you might want to try again with loosened qualifications (like widening the area you're willing to work in or lowering the minimum wage you're willing to work for).

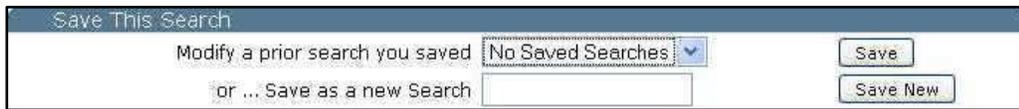
• No jobs found matching your criteria. To increase the jobs found generalize your search. For example, search your county instead of your zip, or remove keywords.

The final search method available on the advanced search page is a menu that lets us revisit saved searches. Before we can use this function, we have to



have at least one search saved. Any time you do

a job search, no matter what search option you use, you'll always get a small menu underneath your search results that will let you save all the search information you entered so you can repeat that search later to see if any new openings have been listed. This is particularly useful with advanced searches that look for a few different things (like our earlier example of a baking job in a certain zip code with a specified



minimum wage). If you do a search you'd like to save to repeat later, all you have to do is scroll down to this menu, type a name for the search, and click "Save New." When you want to repeat your saved search, use the dropdown menu at the bottom of the advanced search page to select the name of the search you want and then click "Load." If you decide you don't want to keep a search you've saved, you can select it from the same dropdown menu and click "Delete."

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.