

NH Works JOB MATCH SYSTEM (JMS)

As part of the eligibility requirements for unemployment compensation, claimants must have a complete Job Match System (JMS) registration, which includes: an updated Personal Profile, completion of the Background Section (updating your Education, Work History and / or Job Skills), an active and complete resume, and an active virtual recruiter.

This booklet outlines the steps necessary to ensure that your registration meets these standards.

In addition, if you are selected to participate in the Re-Employment Services Eligibility Assessment (RESEA) Program, your JMS registration must also include the completion of the Career Skills Assessments (Job Skills, Personal Skills, Work Interests, Work Values and Tools and Technology Skills). This booklet outlines the steps to complete these assessments, prior to your first scheduled appointment.

Please note that if you are selected to participate in RESEA, it is your responsibility to schedule your appointments online. Selected participants will see a notice posted under the **Alert!** section of their Home Page when they log in to the CLAIMS system.

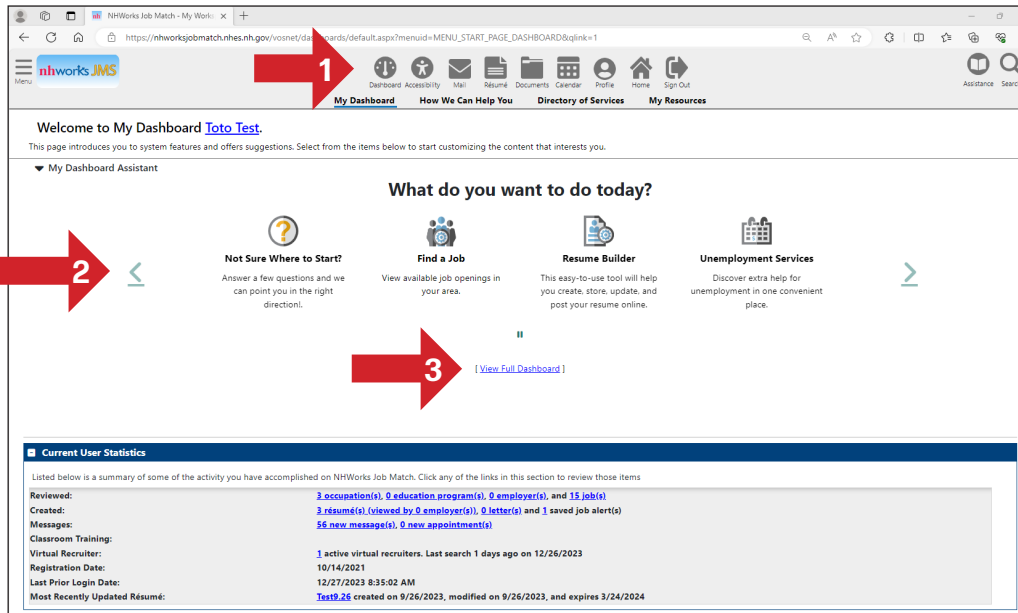
Alert! Upcoming mandatory appointment schedules
Appeal Hearing
06/24/2016 2 p.m. Concord Room 202
RESEA 1-on-1 Meeting:
THIS MEETING MUST BE HELD PRIOR TO MARCH 26, 2018
[Click here to schedule your meeting](#)

To schedule your appointment, click on the appropriate link (Click here to schedule your meeting). Once scheduled, a reminder will appear in the **Alert!** Section of the Home Page.

Alert! Upcoming mandatory appointment schedules
RESEA 1-on-1 Meeting
03/29/2018 2 p.m. Concord Room 202

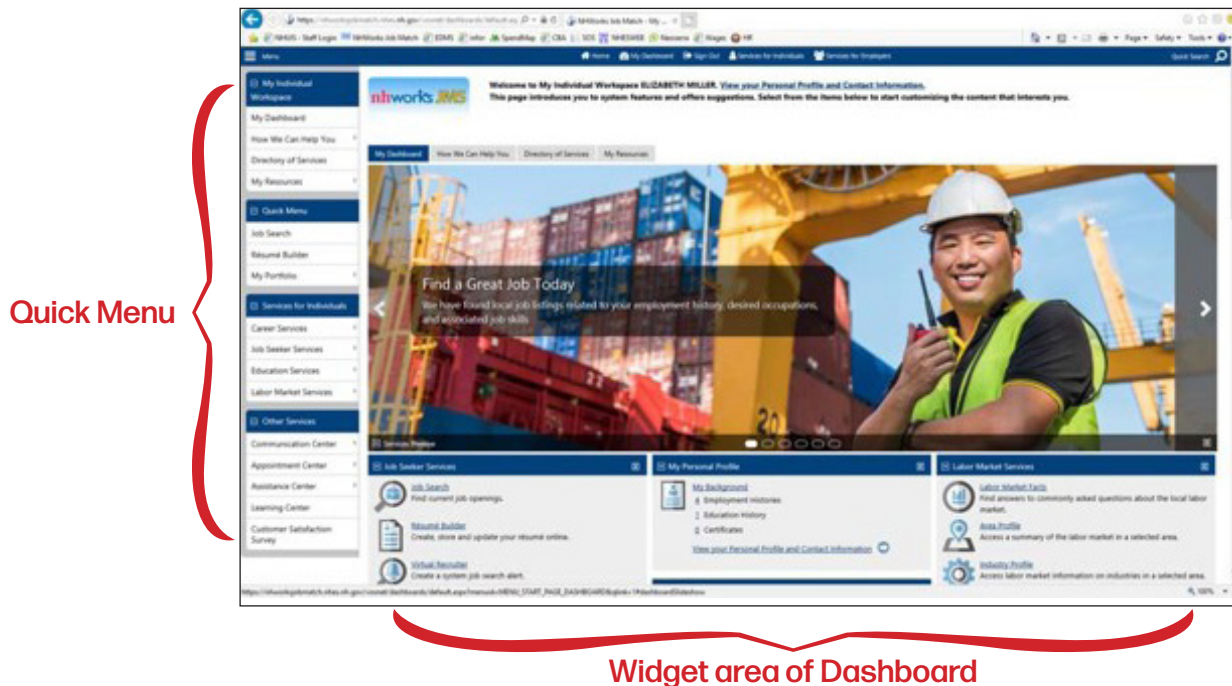
This Employment Service/Wagner-Peyser Grant Program literature is fully supported by the Employment and Training Administration of the U.S. Department of Labor as part of an award totaling approximately \$2.5M.

Log in to the Job Match System (<https://wfc.nhes.nh.gov/auth/sso/login>) to view your **Dashboard**



On your home page, you can access your **navigation icons (1)** at the top, or rotate through your **carousel (2)** by utilizing the left and right arrow.

To retrieve and view your **Full Dashboard** (as pictured below), click the hyperlink to display the **full dashboard (3)**.



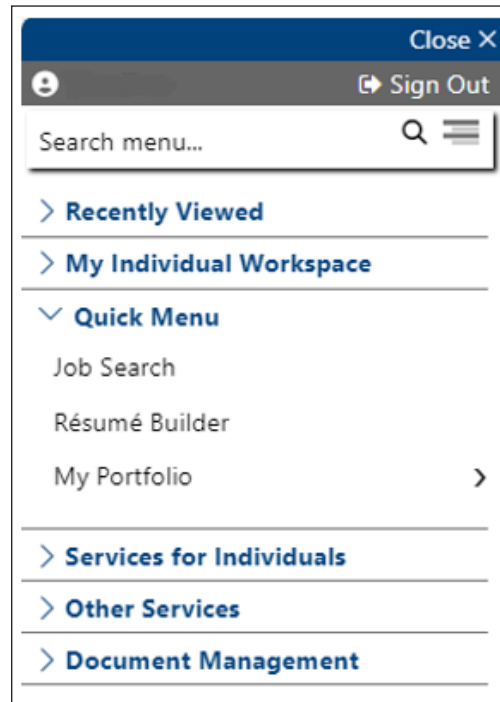
Note: If your Quick Menu is not visible (as indicated in the image above), you can click on the **Menu icon (4)** to reveal the menu options.



The best place to start in the NH Works JMS is in **My Portfolio**. You can update your registration by starting your **Background Wizard**, view searches you have previously made for jobs, and take your career and skills assessments.

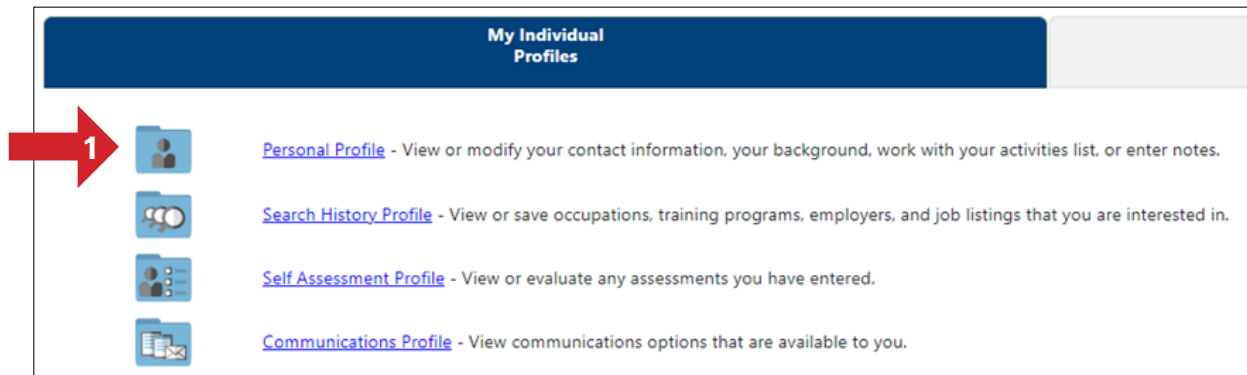
From the Welcome Screen:

- Under **Quick Menu**
- Select **My Portfolio**
- Select **My Individual Profile**



To access the **Background Wizard**:

- Select **Personal Profile (1)**
- Select the **Background (2)** tab
- Select **Start the Background Wizard (3)**, follow the prompts, filling in the fields that apply to you.



IMPORTANT NOTICE: While some of your personal and work information transfers to the **Job Match System** from your initial claim, many of the details are still missing. As part of your eligibility requirements, it is **your responsibility** to ensure that all relevant information is added and updated. Having an incomplete or inactive JMS registration may affect your eligibility for unemployment compensation.

The first screen you will see is **EDUCATION & TRAINING**.

To add your education, click **Add a New Education History**.

To edit the current information, click on **Edit** or **Delete** to remove this from the history.

Education History

Qualification	Issuing Institution	Location	Completion Date	Action
No data available for this item.				

 [\[Add a New Education History \]](#)

When all your educational information is entered, click **Next / Save**

OCCUPATIONAL LICENSES & CERTIFICATES

When all information is entered,
click **Save**
*(If you do not have any licenses
or certifications, continue to
Employment History)*

Occupational Licenses, Certificates and Training

*Certificate / License:

*Issuing Organization:

Certificate Number:

Certification/License Type:

*Completion Date:

Expiration Date:

City:

*State:

*Country:

EMPLOYMENT HISTORY

Your most recent employer information will transfer over to the Job Match System; however, you will need to update this information to include your Job Title, Dates of Employment, etc.

To edit an entry, click **Edit**.

To remove, click **Delete**.

To add new employment, click **Add Employment History**.

Employment History

Company Name	Location	Job Title (Occupation)	Start/End Dates	Action
Whitman Communications, Inc.	Lebanon, NH	Creative Services / Marketing (Graphic Designers)	08/04/2005 - 09/18/2008	Edit Delete
Your Local Directory	West Lebanon, NH	Sales Consultant (Advertising Sales Agents)	08/15/2003 - 08/26/2005	Edit Delete
Wheelock Travel	Claremont, NH	Operations Manager (General and Operations Managers)	05/15/1998 - 08/15/2003	Edit Delete
Premier / Dartmouth Travel	Hanover, NH	Travel Agent (Travel Agents)	09/01/1997 - 08/15/1998	Edit Delete

Page 1 of 1 Rows: 50

[\[Add Employment History \]](#)

*** Job duties:**

Use this section to describe your job duties in detail. Limit your experiences to your major accomplishments so that employers can easily scan your resume.

Some HTML tags such as embedded videos are not allowed in this text box and will not be saved.

Sell or solicit advertising including:

- Graphic Art space in publications
- Custom-made signs
- Television and radio advertising
- Outdoor advertising sites

[Insert Occupational Description](#) | [Insert Action Words](#) | [Clear Text](#) | [Remove All Formatting](#)

It is important that you take the time to edit each employer to ensure that you have completed the job duties section. This information will transfer to the resume builder and help you create a more robust resume.

Once you've added the job duties associated with the position, click **Save** to return to the **Employment History** page.



JOB SKILLS

Select Your Job Skills				
Job Skill Categories				
General Skills (2)	Computers & Mathematics (0)	Construction (0)	Education & Social Services (0)	Entertainment & Media (0)
Financial Services (0)	Agriculture & Wildlife (0)	Healthcare (0)	Legal & Protective Services (0)	Management & Office Services (0)
Science & Engineering (0)	Service & Sales (0)	Skilled Trades (0)	Transportation (0)	

By selecting the appropriate skills that you have, you are making yourself available to employers that use the Job Match System to search by specific skill sets. Take the time to review the skills and check those skills that are applicable.

To add skills, select **Modify Skills**. After adding the appropriate skills, choose **Save Skills and Continue**.

Choose **Next / Save**

Skills	Select
1. access media advertising services	<input checked="" type="checkbox"/>
2. accommodate requests of passengers	<input checked="" type="checkbox"/>
3. account for or dispense funds	<input checked="" type="checkbox"/>
4. advise clients in emergency situations	<input checked="" type="checkbox"/>
5. advise clients or customers	<input checked="" type="checkbox"/>
6. advise department managers in personnel matters	<input checked="" type="checkbox"/>
7. answer calls using switchboard	<input checked="" type="checkbox"/>
8. answer customer or public inquiries	<input checked="" type="checkbox"/>
9. answer questions from employees or public	<input checked="" type="checkbox"/>
10. arrange for transportation or accommodations	<input checked="" type="checkbox"/>
11. arrange teleconference calls	<input checked="" type="checkbox"/>
12. assess staff or applicant skill levels	<input checked="" type="checkbox"/>
13. assign work to staff or employees	<input checked="" type="checkbox"/>
14. assist passengers to store luggage	<input checked="" type="checkbox"/>
15. assist patrons at entertainment events	<input checked="" type="checkbox"/>
16. assist with business or managerial research	<input checked="" type="checkbox"/>
17. assume responsibility for safety of group	<input checked="" type="checkbox"/>
18. balance cash register	<input checked="" type="checkbox"/>
19. calculate rates for organization's products or services	<input checked="" type="checkbox"/>
20. call on customers to solicit new business	<input checked="" type="checkbox"/>
21. carry messages or packages	<input checked="" type="checkbox"/>
22. collate printed materials	<input checked="" type="checkbox"/>

TOOLS & TECHNOLOGY

Job Skills	Personal Skills	Work Interests	Work Values	Tools and Technology	Multiple
Tools and Technology					
Tools and Technology Category			Tools and Technology you have Selected		
Technology			Customer service knowledge generation software		
Tools			You do not have any saved tools		

[\[Edit Tools and Technology \]](#)

Like the Job Skills section, select the appropriate skills or modify the current list by clicking on **Add tools and technology by keyword** or **Add tools and technology by occupation** to the list.

When finished, click **Next / Save**.

Select	Technology
<input checked="" type="checkbox"/>	Contact management software
<input checked="" type="checkbox"/>	Email software
<input checked="" type="checkbox"/>	FileMaker Pro software
<input checked="" type="checkbox"/>	Microsoft Access
<input checked="" type="checkbox"/>	Microsoft Excel
<input checked="" type="checkbox"/>	Microsoft Office software
<input checked="" type="checkbox"/>	Microsoft Outlook
<input checked="" type="checkbox"/>	Microsoft PowerPoint
<input checked="" type="checkbox"/>	Microsoft Word
<input checked="" type="checkbox"/>	Oracle software
<input checked="" type="checkbox"/>	QuickPress
<input checked="" type="checkbox"/>	Web browser software

OBJECTIVE

Objective
<p>Enter your objective and desired goals below: Some HTML tags such as embedded videos are not allowed in this text box and will not be saved.</p> <p>Format: - Font: - Size: - A- B U </p> <p>we</p> <p>[Insert Discussion Specific Sample Text] [Insert Action Words CP] [Clear Text] [Remove All Formatting]</p> <p>Save Cancel</p>

To add your objective, choose the hyper-link labeled **Edit Objective**. Take the time to write a clear objective statement. This will populate to your resume and should represent the work you are seeking and skilled to perform.

Don't forget to utilize the *Spell Check* feature!

When finished, click **Save**.

ABILITY SUMMARY

Objective

Enter your objective and desired goals below:
Some HTML tags such as embedded videos are not allowed in this text box and will not be saved.

Use this opportunity to list a **SUMMARY OF SKILLS** which represents your unique skills that an employer needs to know to make an informed decision to contact you for an interview!

Don't forget to utilize the *Spell Check* feature!

When finished, choose **Next / Save**.

HONORS and ACTIVITIES

Enter information that you feel is appropriate and wish employers to view.

To skip or to move forward at this point, click **Next / Save**.

ADDITIONAL INFORMATION

Enter any additional information that you'd like to share with a potential employer.

Additional information might include information such as: job specific goals / achievements attained, community / volunteer activities relevant to the job market, and / or information that would entice an employer to invite you for an interview.

To skip or to move forward at this point, click **Next / Save**.

REFERENCES

To add a reference, click on **Add New Reference**.

Once you've added your reference information click **Next**.

Steps 11 through 18 will allow you to enter **ADDITIONAL EMPLOYER SEARCHABLE ITEMS**. By completing these sections, an employer will have the ability to find you when searching for potential candidates using each criterion, which include:

Name	Phone	Employer	Reference Type
You have no records			

[Add New Reference]

<< Back Next >>

- PRIMARY AND SECONDARY OCCUPATIONS
- DESIRED JOB TYPE (Full Time, Part Time, Days of the Week, etc.)
- DESIRED LOCATIONS
- DESIRED SALARY
- DRIVER LICENSE INFORMATION
- LANGUAGES & PROFICIENCY
- SECURITY CLEARANCE
- TYPING SPEED
- YOUR WEBSITE

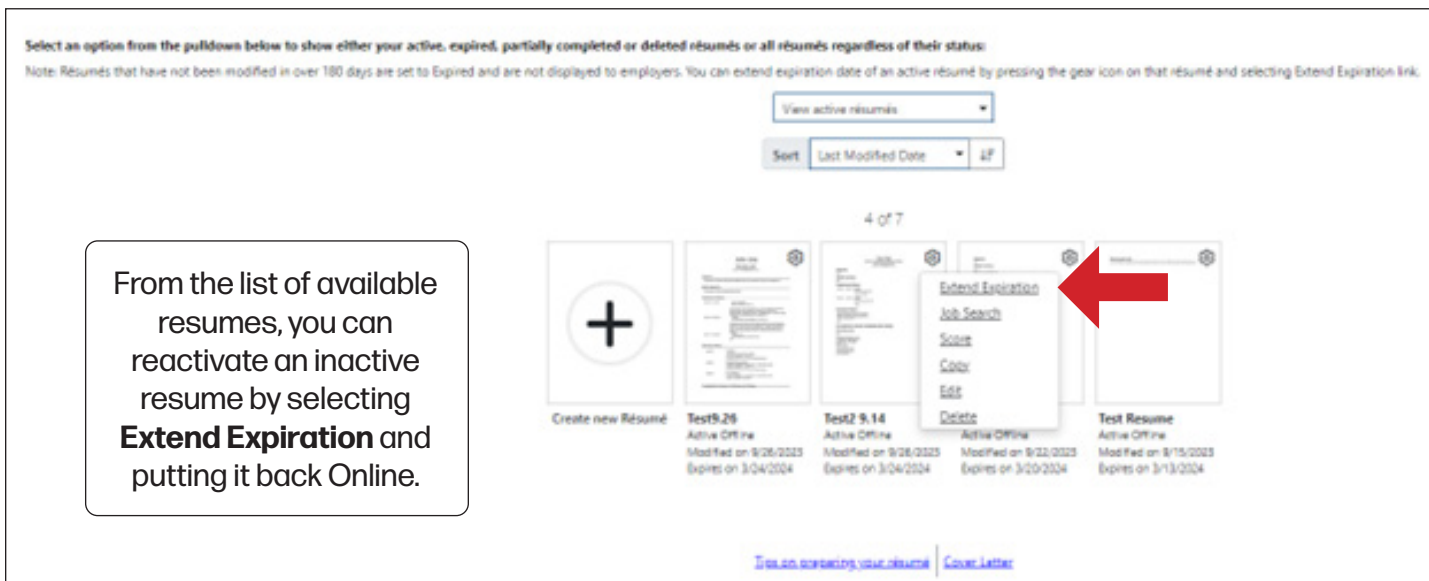
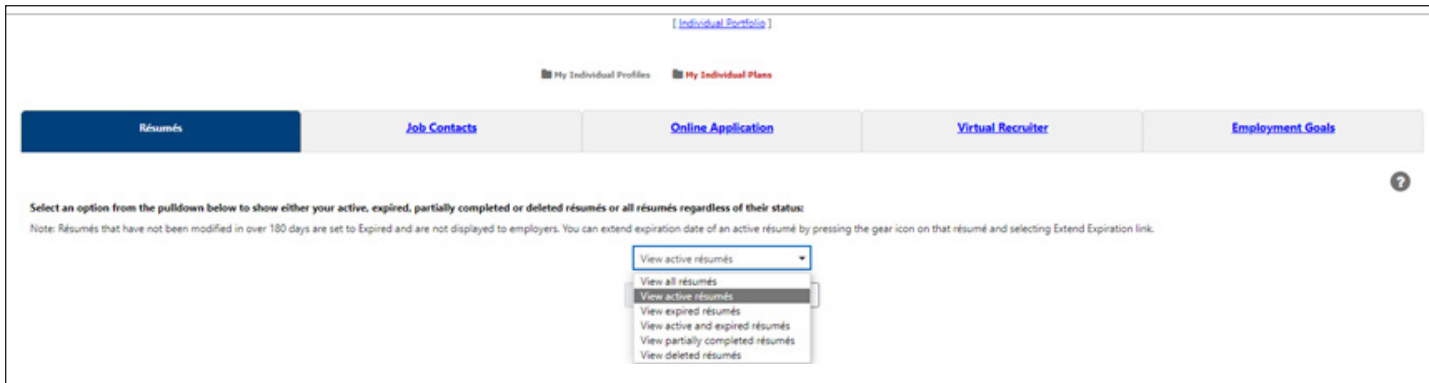
Complete the appropriate information in each field and click **Next** to proceed and once completed choose **FINISH**.

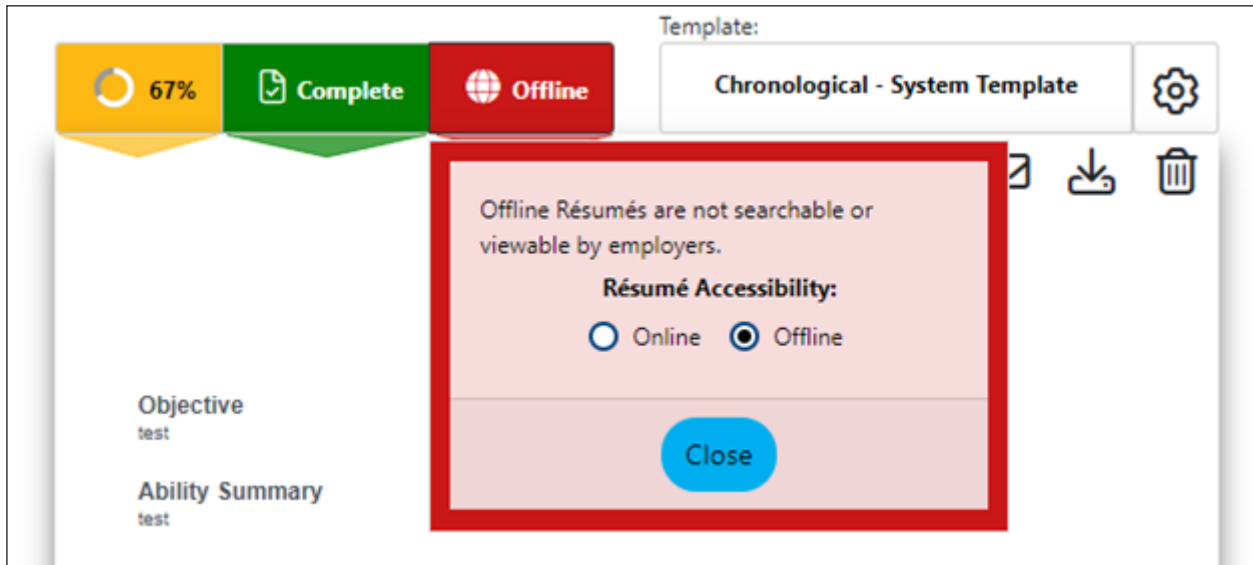
When you have completed your **Background Wizard**, review your resume.

RESUMES

From the **Quick Menu**, select **Resume Builder**; this link defaults to your resumes.

If you have an active resume it will display under the resume tab; if none are visible, you will need to select **View all Resumes** from the drop-down menu.



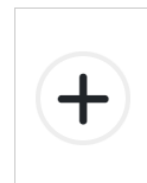


To edit and reactivate a resume, click the **resume icon** that you want to edit and make your edits. To have your resume searchable, the **Resume Accessibility** would need to be set to **online**.

(In the above example, it is currently offline.)

To create a new resume, click the **Create New Resume** button. Enter a **Resume Title** and select the best option for creating your resume.

The default option is to create a **COMPREHENSIVE** resume, and this is the suggested method. This will allow you to build a resume using the information entered when completing the **Background Wizard**.



Create new Résumé

Please enter a résumé name and select a creation method. Info

* Indicates required fields.

If you have filed a claim for unemployment insurance benefits, you are **REQUIRED** to complete the resume builder process. The information gathered during this process will also allow staff to match your experience and work preferences to job openings.

Please create a resume to complete your registration. We will now take you through the steps of creating a professional resume or job application. Resumes can be placed online making them available to the top employers in your area.

Résumé Name

*Résumé Title:

Note: You may want to include words that highlight your skills, experience or specialty. This résumé title is displayed to the verified employers in our system if you choose to have this résumé accessible online.

As best practice you should not include any personal identifying information (e.g. name, date of birth, phone number) as part of the résumé title.

[Show Résumé Best Practices](#)

Résumé Creation Method

Comprehensive

- Quick**
Build your résumé using your background information, skip the step-by-step process.
0 - 20 mins estimate
- Wizard**
Build your résumé using a wizard with the step-by-step process.
0 - 20 mins estimate

Duplicate a résumé in our system

- Build your résumé from a previously entered résumé (quick)
0 - 1 mins estimate

You are not limited to creating only one resume. Take advantage of the system and create a resume that represents each occupation for which you are seeking employment.

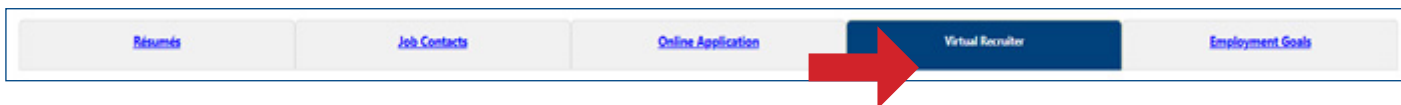
Remember, employers use the Job Match System to find potential candidates! The effort you put in to creating a resume that represents your skills and abilities will pay off in the long run.

DID YOU KNOW?
You are welcome to visit an NHES local office for assistance with the Job Match System and creating a resume. The local office Resource Center is a great place to start!

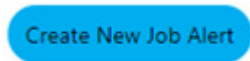
VIRTUAL RECRUITER

As a claimant, you are required to have a minimum of one active virtual recruiter in the Job Match System. The Virtual Recruiter (VR) will search for potential job opportunities based on your occupation. You can create multiple VRs based on your preferred search criteria.

To view your Virtual Recruiters, click on the **VIRTUAL RECRUITER** tab located under the Employment Plan Profile.



To create a new Virtual Recruiter, click on **Create New Job Alert**.



Search for a job in your field of interest that matches your desired criteria using the **ADVANCED JOB SEARCH** option



Once you've entered the search criteria, click **Search**.

The system will then reveal positions that match your search.





Choose the Save as Virtual Recruiter icon. This will generate the Virtual Recruiter Information screen.

Enter the following:

- Title of the Virtual Recruiter Alert
- How often you would like the recruiter to run
- Notification method
- Expiration Date

Click **Save**.

Virtual Recruiter® Information.

Virtual Recruiter® allows you to automate the task of searching for job openings. The search you just completed could be set as a Virtual Recruiter® task. This task would automatically search NHWorks Job Match daily for new posts matching your needs. You will receive a message via your chosen message type when new positions are found.

★ Indicates required fields.

Information

* Title of Virtual Recruiter Alert:
 * How often to run:
 * Notification method: Message Center Email
 Send Email when no jobs found:
 * Expires on:
 Last modified on:


Search Criteria

Location: New Hampshire
 Keyword: manager
 Fields to search: job title, job description
 Sources: Private Job Board, State Job Board, Corporate, Education Institution, Government, Hospitals, Job Distributor, Newspaper, National Labor Exchange, Recruiter, Social Media, Volunteer, Preferred Employer
 Jobs posted within: 45285 Days

CAREER AND SKILLS ASSESSMENTS

To access career and skills assessments from the Welcome screen, you will:

- Select **My Portfolio**
- **My Individual Profiles**
- **Self Assessment Profile**



[Self Assessment Profile](#) - View or evaluate any assessments you have entered.

From here, you can edit your **Job Skills, Personal Skills, Work Interests, Work Values, Tools and Technology**, and view / edit using the **Multiple** tab.



Job Skills – click the first tab and review the skills you’ve selected. To create and / or edit these, click on the **Edit Job Skills** link.

If you have existing skills and wish to add to the existing lists, click on **Edit Job Skills** and your current settings will display.

Select Your Job Skills

Job Skill Categories

General Skills (2) Computers & Mathematics (0) Construction (0) Education & Social Services (0) Entertainment & Media (0)

Financial Services (0) Agriculture & Wildlife (0) Healthcare (0) Legal & Protective Services (0) Management & Office Services (0)

Science & Engineering (0) Service & Sales (0) Skilled Trades (0) Transportation (0)

Job Skills Category

Skills	Select
Advise Clients Or Customers	<input type="checkbox"/>
Answer Customer Or Public Inquiries	<input checked="" type="checkbox"/>
Apply Traction	<input type="checkbox"/>
Calculate Monetary Exchange	<input type="checkbox"/>
Call On Customers To Solicit New Business	<input type="checkbox"/>
Climb Ladders, Scaffolding, Or Utility Or Telephone Poles	<input type="checkbox"/>
Collect Payment	<input type="checkbox"/>
Communicate Technical Information	<input type="checkbox"/>
Communicate Visually Or Verbally	<input type="checkbox"/>
Complete Time Or Attendance Forms	<input type="checkbox"/>
Conduct Or Attend Staff Meetings	<input type="checkbox"/>
Confer With Engineering, Technical Or Manufacturing Personnel	<input type="checkbox"/>
Consult With Customers Concerning Needs	<input type="checkbox"/>
Develop Budgets	<input type="checkbox"/>
Develop Or Maintain Databases	<input type="checkbox"/>
Develop Plans For Programs Or Projects	<input type="checkbox"/>

NOTE: At the top of the page, you will see a variety of tabs (General Skills, Computer & Mathematics, Construction, etc).

To update and / or remove skills, click on the appropriate tab to display the skills associated with the category / industry. Review the list of skills, check all that apply, and click **Save Skills and Continue**.

Job Skills **Personal Skills** Work Interests Work Values

Personal Skills

Personal Skill Category	Select
Basic Skills	None
Complex Problem Solving Skills	None
Resource Management Skills	None
Social Skills	None
Systems Skills	None
Technical Skills	None

First time users will click on **Edit Personal Skills** and proceed.

[\[Edit Personal Skills \]](#)

There are six categories of the **Personal Skills** to be filled out:

- Basic Skills
- Social Skills
- Complex Problem-Solving Skills
- Technical Skills
- System Skills
- Resource Management Skills

Social Skills	
Developed capacities used to work with people to achieve goals	
<input type="checkbox"/> Social Perceptiveness	Being aware of others' reactions and understanding why they react as they do.
<input type="checkbox"/> Coordination	Adjusting actions in relation to others' actions.
<input type="checkbox"/> Persuasion	Persuading others to change their minds or behavior.
<input type="checkbox"/> Negotiation	Bringing others together and trying to reconcile differences.
<input type="checkbox"/> Instructing	Teaching others how to do something.
<input type="checkbox"/> Service Orientation	Actively looking for ways to help people.

Scroll through the list and check those skills that are appropriate in each category.

When finished click **SAVE** and return to the assessment page.

WORK INTERESTS

The screenshot shows the 'Work Interests' section of an assessment. At the top, there is a navigation bar with tabs for 'Job Skills', 'Personal Skills', 'Work Interests' (which is highlighted), 'Work Values', 'Tools and Technology', and 'Multiple'. Below the navigation bar, the 'Work Interests' section is displayed. It features a blue header bar with 'Work Interests' on the left and 'Score' on the right. Below this bar, the text reads 'You have no saved Work Interests'. A red arrow points to a button labeled '(Create Work Interests)'.

To begin the Work Interests assessment, click on **Create Work Interests**.

The Work Interests Analyzer will help you understand the various careers you might consider exploring, based on activities that you enjoy, regardless of if you've performed the activities or not.

Take the time to complete the "**Short Form**", which takes approximately 10 minutes. This form will yield better results. Keep in mind that we are most successful in jobs that we enjoy doing and find interesting. The work interests assessments will help you find those careers.

Answer each question honestly and note the question is NOT asking if you have ever done the activity, but rather if you would **Strongly like** or **like** the activity; or if you are **Unsure**, if you **Dislike**, or **Strongly Dislike** the activity.

Answering these questions with honesty will help determine the type of work that you would enjoy performing.

When finished, click on the View Score Report.

Welcome to the Work Interest Analyzer! This assessment can help you find out what your interests are and how they related to the world of work.

Please review the options below.

★ Indicates required fields.

Start the Work Interest Analyzer

This assessment helps you decide what kinds of careers you might want to explore. It has questions about activities that some people do on their jobs. Read each question carefully and decide how you would feel about doing each type of work.

Strongly Dislike Dislike Unsure Like Strongly Like

Try NOT to think about the following:

- If you have enough education or training to do the work.
- How much money you would make doing the work.

Just think about if you would like or dislike doing the work.

There are no right or wrong answers. Please take your time answering the questions. There is no need to rush. You are learning about your interests so that you can explore work you might like and find rewarding.

The Short Form contains 60 questions and is a web-based vocational interest assessment instrument. The Mini Form contains 30 questions, each describing a work activity. This format is offered to users on a mobile device or within other time-constrained settings. The Short Form (60 questions) is recommended when possible.

Short Form 60 Questions (10 minutes) Mini Form 30 Questions (5 minutes)

Short Form



Interest Analyzer



Interest Analyzer

Preference

- Strongly Dislike Dislike Unsure Like Strongly Like build kitchen cabinets
- Strongly Dislike Dislike Unsure Like Strongly Like Develop a new medicine

View Score Report

If you've already taken the Work Interest Analyzer, your scores will be presented when you click on the **[Review Work Interests]** link. At this point, you can view the results by clicking on "View Score Report" or, because our interests are always changing, you may wish to consider retaking the assessment.

Previous Work Interest Analyzer Scores

Below are your most recent Work Interest Analyzer scores. You can view your score report by clicking the View Score Report button followed up by reviewing careers matching your profile.

Realistic: 1 Social: 18

Investigative: 11 Enterprising: 6

Artistic: 9 Conventional: 7

View Score Report

To do so, click on the "Short Form" button.

Short Form 60 Questions (10 minutes)

Your Work Interests results will display and indicate what type of jobs you may find most satisfying.

Work Interest Scores

Here are your Work Interest Analyzer results.

Your interests can help you find occupations you might like to explore. The more an occupation meets your interests, the more likely it will be satisfying and rewarding to you.

You can click on any interest to learn more. When you're ready, click Next to continue.

Interest Area	Score
Realistic	1
Investigative	11
Artistic	9
Social	18
Enterprising	6
Conventional	7

(Example: A higher number in **Social** interests may indicate you would prefer working with the public)

To view occupations that match your results, click on the **Next >>** button.

Next >>

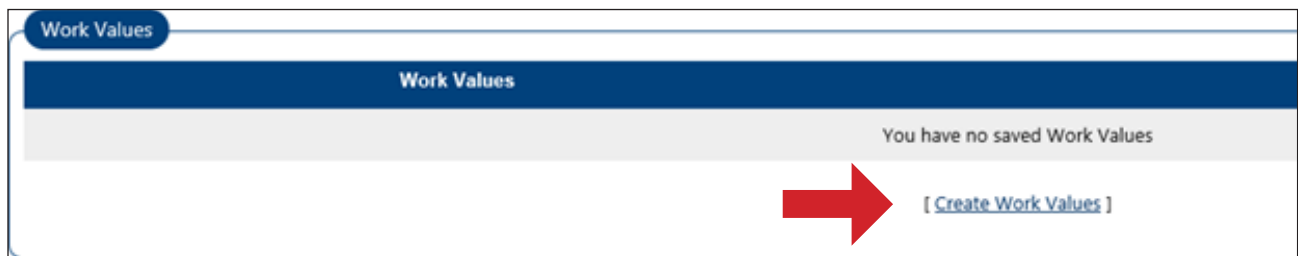
A list of occupations will display and indicate the correlation between the position and your interests. The results will also display the number of job openings currently found in the Job Match System for that particular occupation.

Occupation Title	Academic	Conventional	Enterprising	Investigative	Realistic	Social	Correlation	Jobs (Avg.)
Adult, Basic and Secondary Education and Literacy Teachers and Instructors	18.4	8.4	15.0	6.7	5.0	30.0	Strong	
Advanced Practice Psychiatric Nurses	13.4	6.7	5.0	25.0	6.7	28.4	Strong	
Anthropology and Archeology Teachers, Postsecondary	13.4	8.4	8.4	21.7	6.7	30.0	Strong	

Return to the Assessments Tab to complete the next assessment.

WORK VALUES

To begin, click on **Create Work Values**.



To begin the assessment, click on the **Begin the Values Analyzer** button.



Work Values will help establish what is important to you in a career.

For example, are you motivated by achievement? To help assess these values, you will be presented with 20 “cards”. Read each card carefully and click the appropriate value as it relates to the statement on the card.

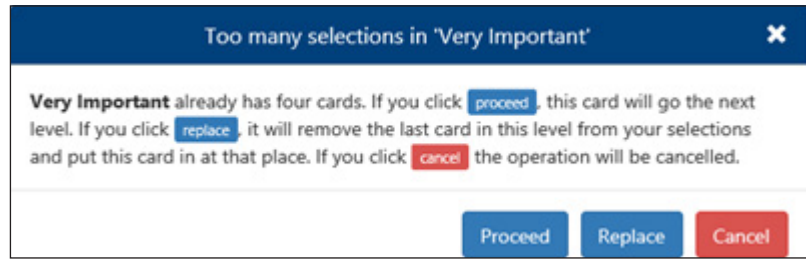
In the example below, Card 1 states, “**I make use of my abilities**”. You will give this statement a value based on how strongly you agree or disagree with the statement as to its importance to YOU. For example, if it’s extremely important that you use your abilities to perform your job, then you would select “Most Important” from the available options.

The screenshot shows a survey interface. At the top, a dark blue header reads "On My Ideal Job it is Important That ...". Below this, a white card titled "Card 1" displays the statement "I make use of my abilities". Navigation arrows are on either side of the card. At the bottom, a selection bar contains five options: "5 Most Important", "4 Very Important", "3 Moderate Important", "2 Important", and "1 Least Important". The "5 Most Important" option is circled in red.

Once you’ve made your selection for the card / statement, the next card will be presented, and you will continue in this manner until you have reviewed and designated the importance of each card.

Please note that there are only four available “slots” under each category:

- Most Important
- Very Important
- Moderate Important
- Important
- Least Important



If you attempt to designate a value to a category that has reached its maximum of four, you will be presented with a warning.

At this point you will need to decide if this card is truly Very Important (in this example) or if it should be placed in a different category. You can proceed, replace, or cancel the selection at this point.

Once you’ve assigned a card to each of the 20 available slots you will have the opportunity to review your selections.

REVIEW YOUR CARDS

Review where you placed each card; is each card placed in the correct column to show how important it is for you to have a job like the one described on the card?

<< Back Reset Cards Next >>				
Most Important	Very Important	Moderate Important	Important	Least Important
Card 1 I make use of my abilities	Card 2 I would be treated fairly by the company	Card 4 The job would provide an opportunity for advancement	Card 3 I could be busy all the time	Card 5 I could give directions and instructions to others
Card 6 The work could give me a feeling of accomplishment	Card 7 My pay would compare well with that of others	Card 8 My co-workers would be easy to get along with	Card 14 The job would provide for steady employment	Card 10 I could work alone
Card 11 I could never be pressured to do things which go against my sense of right and wrong	Card 9 I could try out my own ideas	Card 13 I could make decision on my own	Card 17 I have supervisors who train their workers well	Card 19 I have supervisors who back up their workers with management
Card 15 I could do things for other people	Card 12 I could plan my work with little supervision	Card 16 I could do something different every day	Card 18 The job would have good working conditions	Card 20 I could receive recognition for the work I do

You may have to move the cards around until you are comfortable with their placement. When you are done, the four most important statements should be in the Most Important column (5), the next most important in column 4, and so on.

After you complete your review, click on the **Next >>** button for your Work Values scores.



You will be presented with a visual representation of your **Work Values**.

From here, you can find matching occupations by clicking on the **Next >>** button and then select the option that best fits how closely you wish the results to match your **Values**.

Click **Continue**.

The results will display occupations that match your work values. Click on the occupation title to view more detailed information about the occupation.

- Closely match your Work Importance
- Moderately match your Work Importance
- Loosely match your Work Importance
- Show all occupations

Continue

Occupation Title	Achievement	Independence	Recognition	Relationships	Support	Working Conditions	Correlation	Job Openings (Aug. 25, 2018)
Labor Relations Specialists	23.4	18.4	18.4	23.4	20.0	19.2	Strong	0
Rehabilitation Counselors	23.4	15.0	15.0	25.0	18.4	15.0	Strong	0
Mental Health and Substance Abuse Social Workers	25.0	21.7	15.0	25.0	18.4	16.7	Strong	0
Adapted Physical Education Specialists	25.0	20.0	15.0	30.0	18.4	14.2	Strong	0

Our values change and so do our interests. All assessments can be retaken at any time that is convenient for you. To retake the assessment or change the search values, scroll to the bottom of the page and select either **Change Work Value Scores** or **Change Match Level**.

[Change Work Value Scores](#) | [Change Match Level](#)

To complete the remaining assessment tab (Tools and Technology) return to your Assessments by selecting from the Quick Menu:

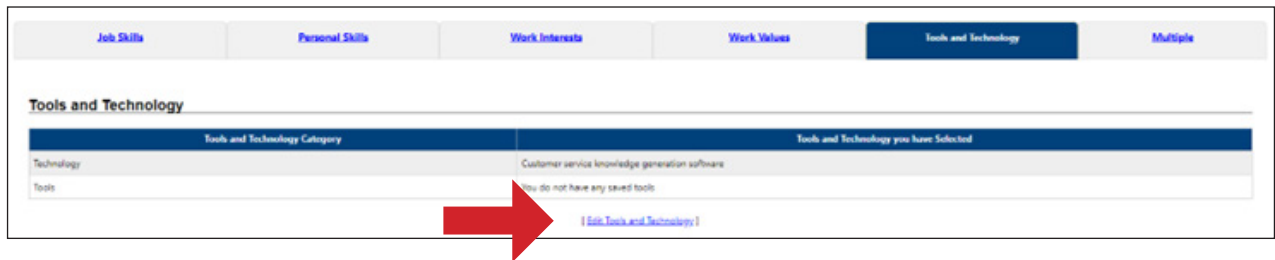
My Portfolio > My Individual Profiles > Self-Assessment Profile.

Quick Menu		
Job Search		
Résumé Builder		
My Portfolio	My Individual Profiles	Personal Profile
	My Individual Plans	Search History Profile
Services for Individuals		
Career Services		Self Assessment Profile
Job Seeker Services		Communications Profile

TOOLS AND TECHNOLOGY

From the available assessment tabs, select the “**Tools and Technology**” tab.

To add / edit your Tools and Technology Skills, click on the **Edit Tools and Technology** link.



To enter your skills within the category, click on the **Edit Tools and Technology** link.

You will be presented with two options:

**Add tools and technology by keyword, or
Add tools and technology by occupation**

Add tools and technology by keyword

Add tools and technology by occupation

It is recommended that you use the **Add tools and technology** by occupation option.

Using this option will alleviate the need to remember all those skills you have associated with your prior positions.

For example:

Searching tools and technology skills for **a machinist** yields a list of tools and technologies associated with that occupation that you can “check” and populate by clicking the **ADD THESE TOOLS AND TECHNOLOGY** button located at the bottom of the list.

Search for an occupation by keyword(s)

Type a job title or occupational keywords in the box and click the Search button. (e.g. Accountant)

[Keyword Search Options](#)

Here is a list of tools and technology for the selected occupation. Please check the items you wish to add to your set and click the "Add these tools and technology" button. * Indicates required fields.

Technology	Commodity Title	Select
ProModel	Process mapping and design software	<input type="checkbox"/>
Microsoft SharePoint	Cloud-based data access and sharing software	<input type="checkbox"/>
ANDS simulation software	Analytical or scientific software	<input type="checkbox"/>
SAP business and customer relations management software	Enterprise resource planning ERP software	<input type="checkbox"/>
Microsoft Project	Project management software	<input type="checkbox"/>
Microsoft Office software	Office suite software	<input type="checkbox"/>
SAP software	Enterprise resource planning ERP software	<input type="checkbox"/>
Microsoft Word	Word processing software	<input type="checkbox"/>
Microsoft PowerPoint	Presentation software	<input type="checkbox"/>
Microsoft Excel	Spreadsheet software	<input type="checkbox"/>
Microsoft Access	Data base user interface and query software	<input type="checkbox"/>
Microsoft Visual Basic	Development environment software	<input type="checkbox"/>
National Instruments LabVIEW	Development environment software	<input type="checkbox"/>
C++	Object or component oriented development software	<input type="checkbox"/>
Autodesk AutoCAD Mechanical	Computer aided design CAD software	<input type="checkbox"/>
Autodesk Inventor	Computer aided design CAD software	<input type="checkbox"/>
Autodesk Revit	Computer aided design CAD software	<input type="checkbox"/>

Add these tools and technology

The final tab in the available assessments is the **MULTIPLE** tab.



The Multiple tab will give you an overview of **ALL** the assessment results that you've completed.

- Job Skills
- Personal Skills
- Work Interests
- Work Values
- Tools and Technology

This is an ideal location to search for matching occupations.

The **Job Match System** will search for occupations that collectively use your skills, abilities, and values to find matching occupations.

You can indicate under each category if you wish the skills / results to be included in the search; simply check or uncheck the appropriate area.

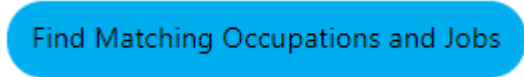
Job Skills

Include Job Skills in occupation matches

Job Skill Category	Job Skills you have Selected
General Skills	Answer customer or public inquiries, follow tax laws or regulations.

You also can edit / change any of the assessments from the Multiple tab. Under each section you can either **EDIT** or **REVIEW** the categories and make any changes.

To view matching occupations, simply click on **Find Matching Occupations and Jobs**.



When finding matching occupations, you are asked how closely you wish to match your skills and abilities.

Closely match your Results / Skills
 Moderately match your Results / Skills
 Loosely match your Results / Skills
 Show all occupations

[Continue](#)

Make your selection and then click **Continue**.

The search results will show you a list of occupations that you may be qualified to do or would potentially be successful at doing. These results can help a job seeker “think outside the box”.

REMINDER: Employment Security staff can help you navigate the Job Match System and assist you in your work search efforts.

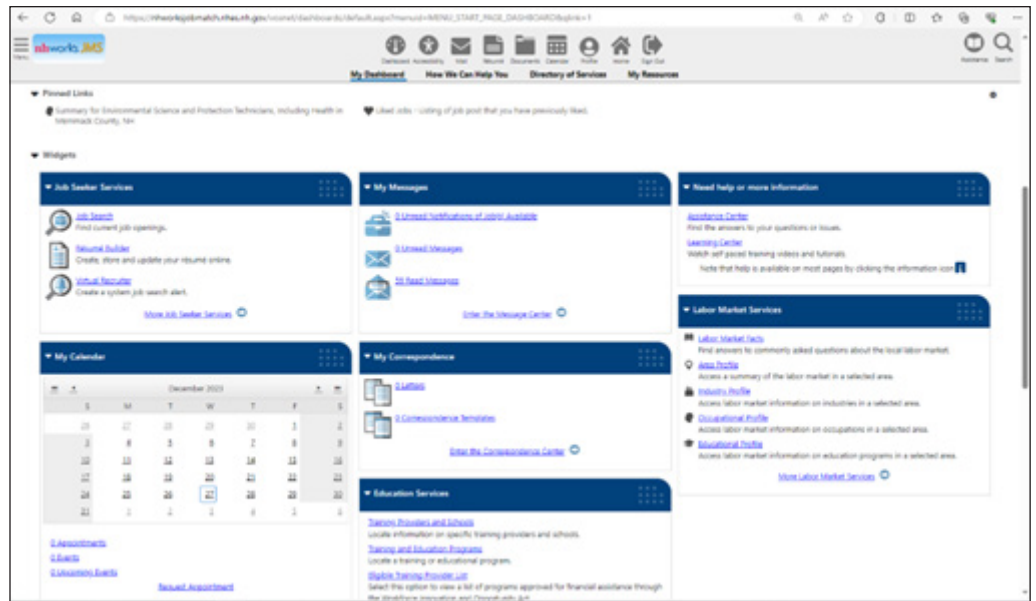
Occupation Title	Average Percent Match	Job Openings (Jan 24, 2017)
Chief Executives	0%	0
Chief Sustainability Officers	0%	0
General and Operations Managers	0%	0
Legislators	0%	0
Marketing Managers	0%	0
Sales Managers	0%	0

YOUR DASHBOARD & WIDGETS

The Job Match System can link you to labor market information from your **DASHBOARD**, which is the first page you will see after logging in to the system.

On your **DASHBOARD** you will see a variety of “widgets”.

WIDGETS are shortcuts to areas within the Job Match System that are displayed on your homepage. These can be added, removed, and moved around on your page so that your homepage presents information that is important to you and in the order you wish to see them.



To display the widgets that you would like to see on your homepage, scroll to the bottom of the page and click on **Configure Dashboard Widgets**.

The list of available widgets will appear. Click those widgets you wish to be visible on your dashboard and click **SAVE**.

Dashboard Widgets Available

[Check All](#) | [Uncheck All](#)

- | | |
|---|---|
| <input checked="" type="checkbox"/> Career Services | <input checked="" type="checkbox"/> My Correspondence |
| <input type="checkbox"/> Current Month's Events | <input checked="" type="checkbox"/> My Dashboard Assistant |
| <input checked="" type="checkbox"/> Education Services | <input type="checkbox"/> My Employment Plan |
| <input checked="" type="checkbox"/> Job Seeker Services | <input checked="" type="checkbox"/> My Messages |
| <input checked="" type="checkbox"/> Labor Market Services | <input type="checkbox"/> My Personal Profile |
| <input type="checkbox"/> My Assessments | <input checked="" type="checkbox"/> Need help or more information |
| <input checked="" type="checkbox"/> My Calendar | <input checked="" type="checkbox"/> Services Preview |

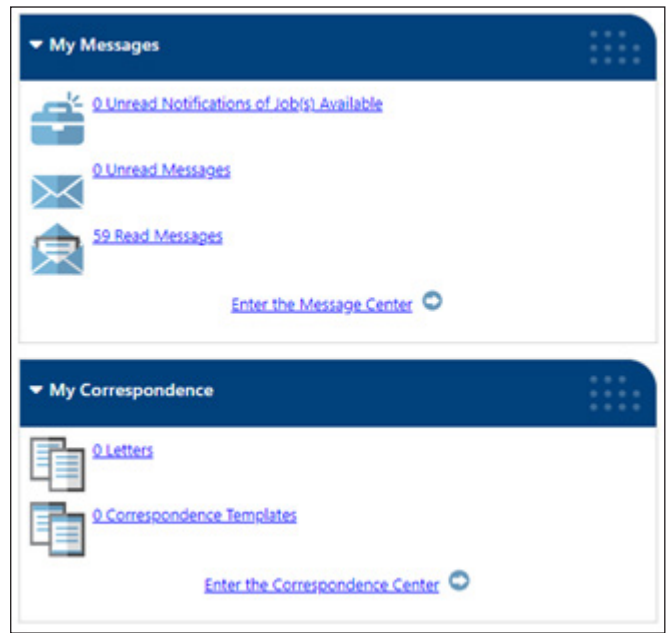
YOUR DASHBOARD & WIDGETS

To move the widget to the location that best suits you:

Select the widget you wish to move, click and hold your left mouse key, and drag the widget to the location you wish to move it to.

Your **DASHBOARD** should have, at a minimum, the following widgets:

- My Employment Plan
- My Personal Profile
- My Correspondences
- My Messages
- Labor Market Services



My Employment Plan – This widget will provide quick access to your resume, virtual recruiter, job application information, online application information, and employment goals.

My Personal Profile – This widget will provide quick access to your background information.

My Correspondences – This widget will bring you to your saved letters and correspondence templates. These can be used to send messages to potential employers.

My Messages – This widget is a quick link to messages that you receive regarding referrals, potential job opportunities, or announcements.

Labor Market Information – This widget provides valuable information to job seekers, including wage information and local area information.

LABOR MARKET INFORMATION As a job seeker, it's important to understand the labor market. Understanding what the wages are in each occupation and demographic area will help you better prepare for interviews. Your **LABOR MARKET WIDGET** will give you access to the following:

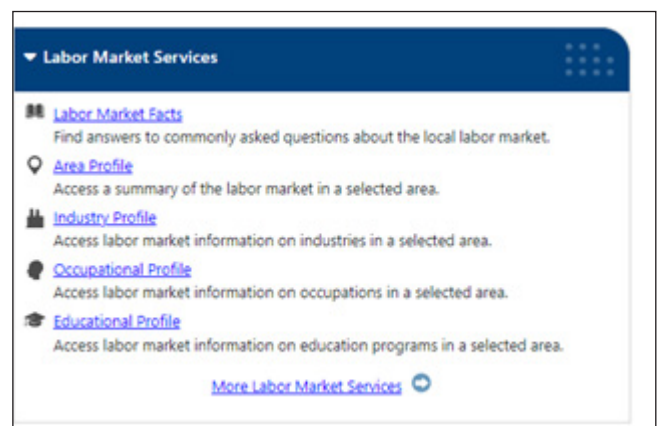
Labor Market Facts – Find answers to commonly asked questions about the local labor market.

Area Profile – Access a summary of the labor market in a selected area.

Industry Profile – Access labor market information on industries in a selected area.

Occupational Profile – Access labor market information on occupations in a selected area.

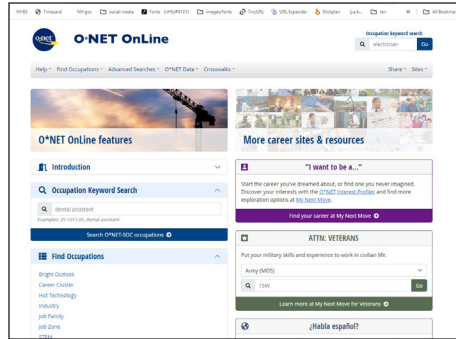
Educational Profile – Access labor market information on an educational program in a selected area.



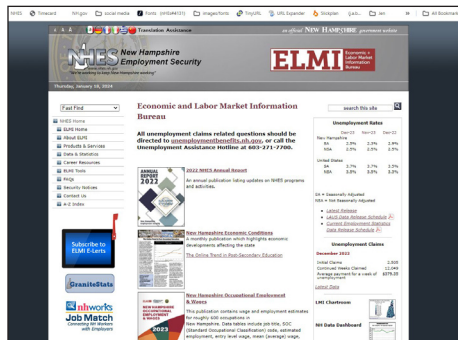
HERE ARE SOME GREAT WEBSITES TO HELP YOU IN YOUR OCCUPATION AND JOB SEARCH!



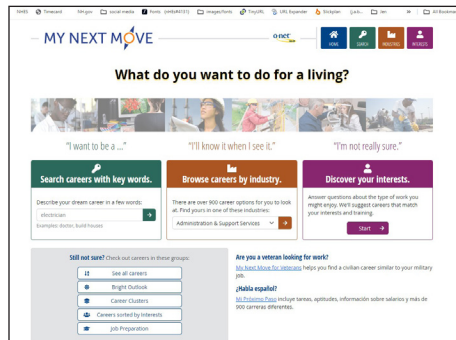
<https://nhworksjobmatch.nhes.nh.gov>



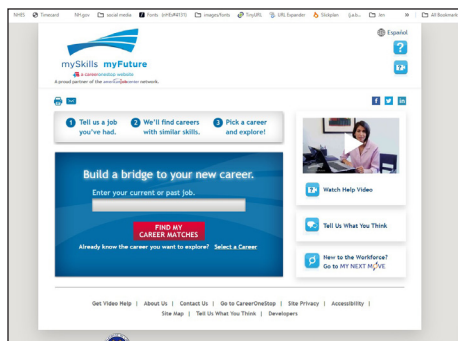
<https://www.onetonline.org>



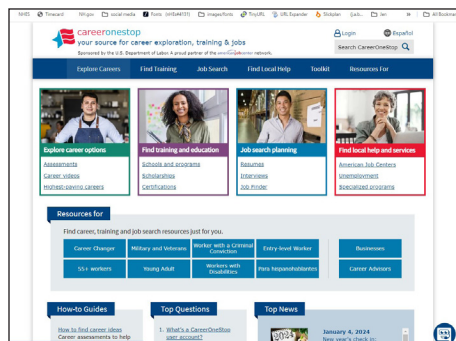
<https://www.nhes.nh.gov/elmi>



<https://www.mynextmove.org>



<https://www.myskillsmyfuture.org>



<https://www.careeronestop.org/>

