

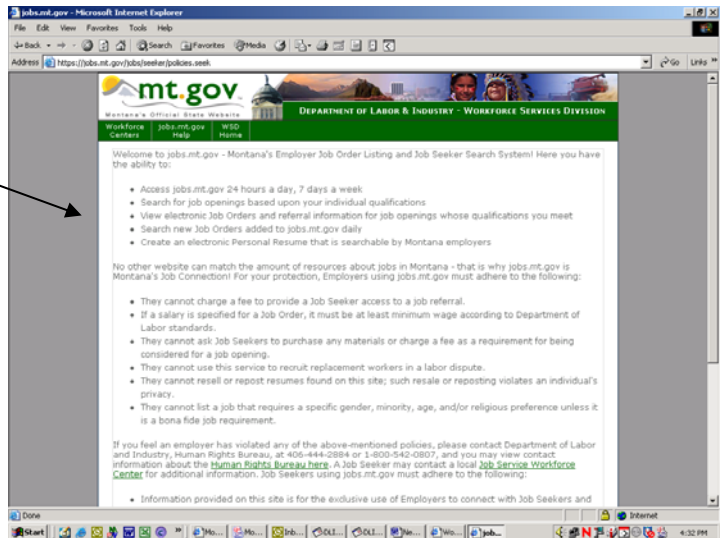
Welcome to the Bitterroot Job Service Workforce Center



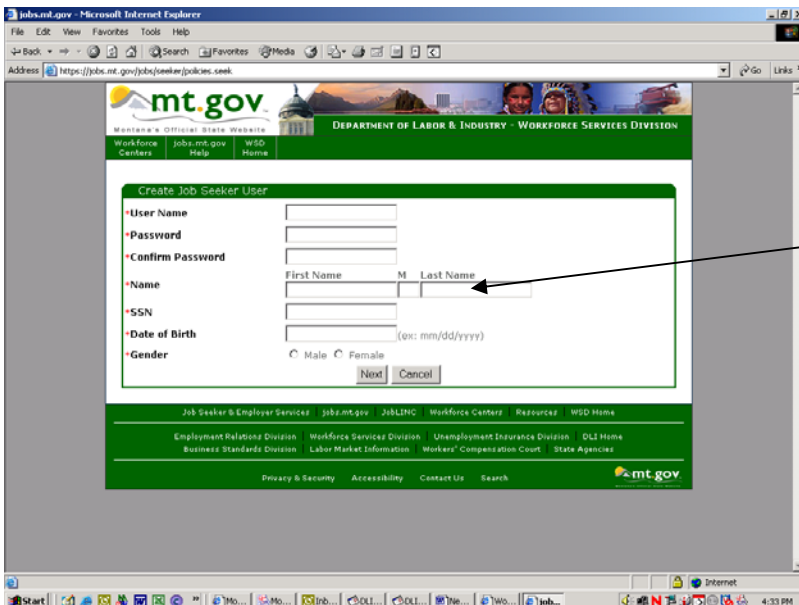
You may register and search for work using the Internet. The web address is **jobs.mt.gov**

Start your registration as a new Job Seeker and create a User Name and Password for yourself on our secure website.

The next page gives you information on what is available on this website as well as the policies employers must adhere to. Review the information and if you agree, click the **"I Accept"** button at the bottom of the page to continue.



Enter your information (*the items with a red asterisk are required*) and click on the **"NEXT"** button to continue your registration.



TO COMPLETE YOUR REGISTRATION -

• If you are drawing or will draw unemployment insurance benefits, you **MUST** enter at least one Employment History to be fully registered.
 • If your registration does not include Employment History or Desired Employment information, we may not be able to effectively inform you of job opportunities. If you do not have any Employment or Volunteer Experience, please enter your Desired Employment.
 • To enter Employment History or Desired Employment, press the appropriate button after clicking on the [Employment tab](#).

General Information

Name _____

*Date Of Birth _____ (mm/dd/yyyy)

*Gender Male Female

Email _____

Confirm Email _____

*Password _____

*Confirm Password _____

Contact Me By Phone Email Letter

Allow employers to search for and view my resume.

Mailing Address

*Address _____

*City _____

*State

*Zip Code _____

You will need to create a User Name and Password (no more than 11 numbers and/or letters). After signing up with a User Name and Password, it is **vital** that you finish the registration process by completing the **Registration Wizard** including **Seeker Info, Employment, Education, Skills and Vet./Misc.** sections. Without this information, Job Service cannot match you to desired jobs, employers cannot find and view your information, and your registration will **NOT** be complete. Again, all fields with a red asterisk are required. Be sure to click the **NEXT** button at the bottom of each section after you enter your information.

After you complete the **Registration Wizard**, you can verify your information and if you need to edit anything, you need to click on the **EDIT INFORMATION** link for that particular section.

HAMILTON, MT 59840

Can employers search for and view my resume? No

Home (406) 111-1111

Email _____

How to Contact Me Phone Calls, _____

[edit general information](#)

Citizenship Information

US Citizen? Yes [edit citizenship information](#)

Availability

Objective Statement _____

Minimum Salary _____

Commission/Piece Rate No

Availability Full Time

Shifts _____

Will Work Saturdays No

Will Work Sundays No

Will Live at Worksite No

Lifting Capacity No

Seasonal Farm Worker No

Migrant Farm Worker No

Migrant Food Processor No

[edit availability information](#)

Transportation

Drivers License Access to Vehicle No

Endorsements _____

[edit transportation information](#)

Job Seeker & Employer Services | jobs.mt.gov | 301LINC | Workforce Centers | Resources | WED Home

Employer Name	Job Title	Start Date	End Date	ONET Job Title	Resume Options
XYZ Company	Secretary	4/1995	10/2005	Receptionists and Information Clerks	Y edit delete
ABC Hospital	Cook	5/2001	9/2005	Cooks, Institution and Cafeteria	Y edit delete
Sky Office Partners	file clerk	6/2003	8/2005	File Clerks	Y edit delete
Art World	Graphic Designer	1/1994	1/1998	Graphic Designers	Y edit delete
Abe Lincoln Warehouse	Warehouse	1/1991	1/1993	Stock Clerks-Stockroom, Warehouse, or Storage Yard	Y edit delete
Abe Lincoln Warehouse	Warehouse	1/1991	1/1993	Stock Clerks-Stockroom, Warehouse, or Storage Yard	Y edit delete

[New Employment Record](#)

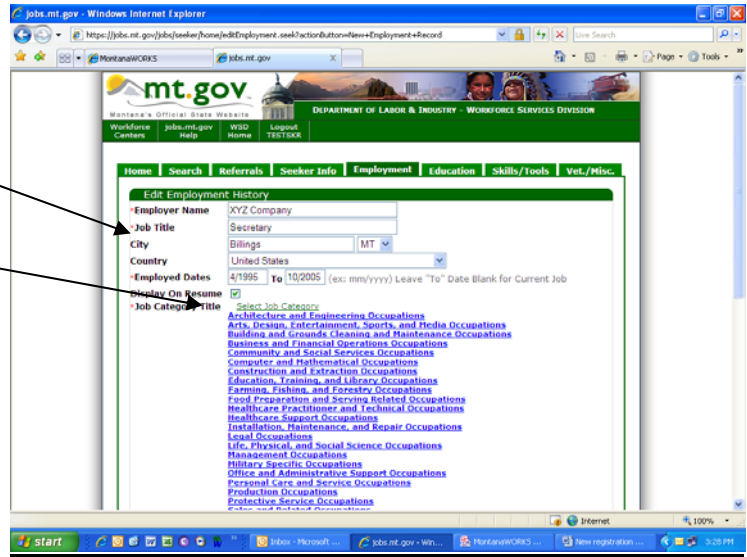
Desired Employment

Occupational Category	Year Last Months Worked	Experience	Options
Aerospace Engineering and Operations Technicians	2005	14	edit delete
Bartenders			edit delete
Carpenter Assemblers and Repairers			edit delete
Child Care Workers			edit delete
Clergy			edit delete
Commercial and Industrial Designers			edit delete
Construction Laborers	2004	32	edit delete
Cooks, All Other			edit delete

To enter a new employment record (work history) click on the button for **NEW EMPLOYMENT RECORD**. If you have multiple work histories, you will click on this button each time to enter your next work history. **DESIRED EMPLOYMENT** is where you list what type of work you are looking for.

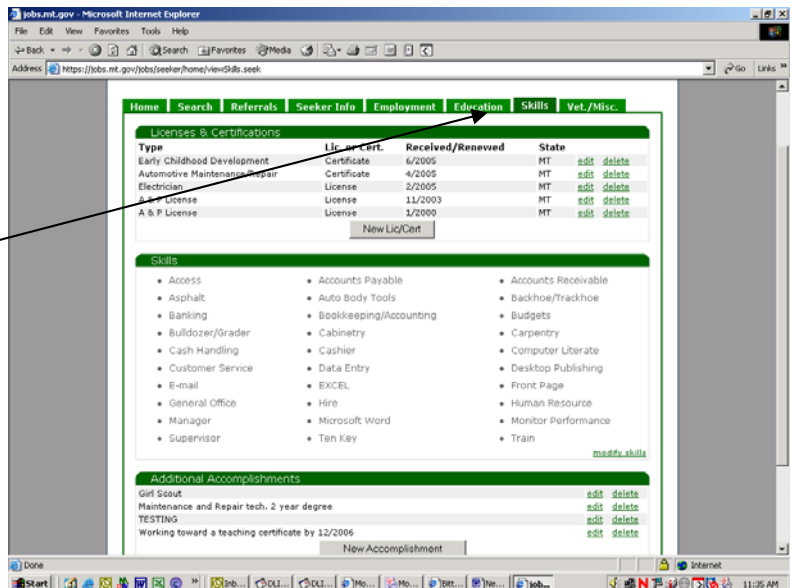
Enter your work history information (items with a red asterisk are required). The **Job Title** is what the employer called your position.

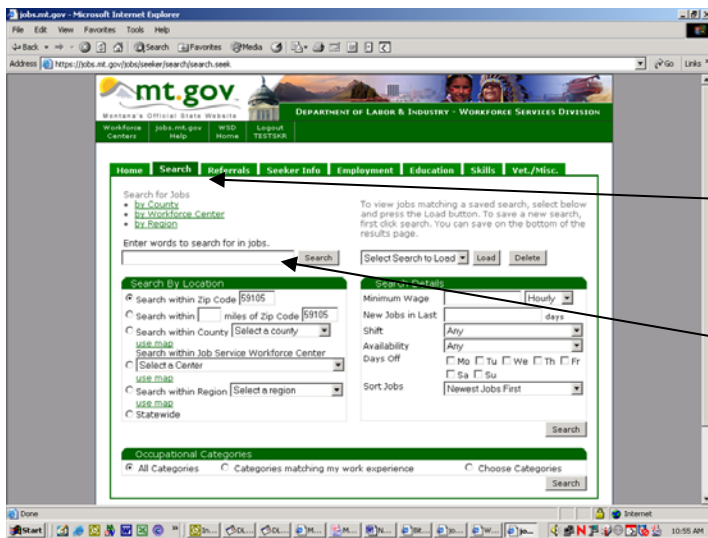
You will need to click on the **Select Job Category**, and it will bring up a list of categories. If you click on the category, it will bring up additional options. This will be used for matching your information to job listings. Be sure to click the **SAVE** button at the bottom of the page.



On the section where you list your **DESIRED EMPLOYMENT**, you will need to click on the **Select Job Category**, and it will bring up a list of categories. If you click on the category, it will bring up additional options. Be sure to click the **SAVE** button.

Under the **SKILLS** tab, you may enter licenses & certifications, skills and additional accomplishments. If you click on **MODIFY SKILLS**, you will get a list of skills and tools. You may select up to 30 skills/tools that apply to you. Be sure to click the **SAVE** button.





Once you finish your registration, you can click on the link to perform a "Job Search".

There are many options to choose from to view job listings and find out how to apply for jobs you are qualified for.

If you know the Job Order Number you are interested, you may enter it here and click the Search button.

On the **REFERRALS** tab, you can look to see the job listings you either referred yourself to, or the Job Service office referred you to.



If you click on the **VIEW RESUME** link, you will see your information in a resume format. If you selected the option for employers' to view your information, this shows you what they will see if they are performing a search for qualified applicants for an opening. You may also print a copy of your resume if you need to have one.

Happy Job Hunting!!