NEW JOB TOOLKIT

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Finding a Job on IllinoisJobLink

Why should you use IllinoisJobLink.com?

Job seekers can use IllinoisJobLink.com for job matching, resume creation, and career management tools and resources.

- New job postings are added daily.

- Resumes are matched to jobs in the system, which helps job seekers get connected with potential employers.

- You can use IllinoisJobLink.com to create a resume if you don't already have one. *Instructions on back*

- Job seekers can tag preferred employers to receive job referrals.

- You'll get email notifications about hiring events and workshops.

How do I create an account?

1. Go to **www.illinoisjoblink.com**

2. Click on the tab, "Job Seekers" and click "Create one now!"

3. Answer all questions on the "Create Job Seeker Account" page.

What if I already have an account?

- Do not create a new account.

- Enter your username and password in the log in section of **www.illinoisjoblink.com**.

- If you cannot remember your username or password, click the link, "Forgot Username or Password". Click the link, "Contact Us" for more help on username and password retrieval.

How do I search for jobs?

1 Log in to your www.illinoisjoblink.com account.

2 Select Job Search from the menu list.
In the "What" box, you may enter a job title for the type of work you want or the name of a company. In the "Where" box, enter your ZIP code OR city and state. Be sure to use the correct spacing (e.g., Aurora, IL and NOT aurora,il). Be sure to enter ONLY your ZIP code or city and state. Enter how many miles you are able or willing to commute one way to work each day in the "Within Miles" box.

3 Click the search lookup button, the "magnifying glass" to the right of "miles."

From the results list, click the "Job Title" in blue letters of the desired job you'd like to view. After viewing the job information, you may save the job in a saved search list. To do so, scroll down and click the "Add to My Saved Jobs" box. Doing this bookmarks the job to your "My Saved Jobs" list, making it easy to access in future visits to IllinoisJobLink.

4 Click the link provided, the "How to apply for this position," if you'd like to apply for the job you are viewing.

Keep in mind that every time you do a job search in IllinoisJobLink and view the full description of a job, the job is automatically added to your Illinois JobLink Work Search record.

Please remember that if you do not log in to your own account, you can do only a quick job search. To view the full details of a job and the application instructions, you must be logged in to your own account.

Need help? Call 800.244.5631.
Re-Employment Assistance in-person available daily.

Call 217.558.0401 to make an appointment with a job service professional.

How do I upload or create a resume on IllinoisJobLink.com?

1. **Answer all questions on the "New Resume" page**.

2. **Create a resume or upload your existing resume.** The file must be a Microsoft Word, Microsoft WordPad or LibreOffice Writer document. A PDF cannot be uploaded.

3. **At the bottom of the "New Resume" page, click "Create Resume".** If you have uploaded a resume you will be asked to select talents, tools and technologies, and work activities for your work wanted. After this step, your resume will be complete.

If you do not have a resume to upload, click "Create Resume" after completing the "New Resume" page and use the Resume Builder to complete all the required steps.

When you get to Step 11 "Review/Edit Selections", select whether you want to display the "Objective Statement" or "Summary of Qualifications" on your resume. You may edit the objective statement or summary of qualifications. Be sure to edit the sample text placeholders and remove the [ ] brackets before finishing your resume. Select the check boxes next to the information you would like to include on this resume.

When you are finished, click Save and Continue at the bottom of the page to proceed to the Resume Suggestions page. After doing so, your resume will be complete. Once your resume is complete, it will be active and viewable by employers.

How do I prevent my resume from expiring?

- From your "My Home Page," click the link "My Resumes."
- Click the date link next to "Expires."
- Enter the number of days for your resume to remain active (the maximum number of days you can select is 99) and click "Update Resume."

Helpful Hints for Creating Your Resume on IllinoisJobLink.com

- Be sure to list at least 2 methods of contact (address and phone, phone and email, etc.) and keep your contact information up to date!

- IDES recommends having at least one active resume on IllinoisJobLink.com at all times and creating a resume for each position you are considering. For example: if you have experience in sales, in warehouse work, and in computer programming, the best thing to do is create three resumes–one for each job title. IDES recommends the title in the "Resume Title" field be the same as the one below in the "Job Title" field, i.e., Sales Representative, Warehouse Manager, Computer Programmer, and NOT your name or résumé #1 because the title you enter here is what employers see when they do resume searches.

- If your work experience is primarily in one field, create or upload the same resume with a different title each time to increase your chance of connecting with the right employer. Employers use JobLink to enter their job openings and search the system for qualified candidates.