

Looking for a job? A new career?



Finding the right job is as easy as point-and-click.

Browse

MinnesotaWorks.net, an online resume and job matching system launched by the **Minnesota Department of Employment and Economic Development (DEED)**, has replaced Minnesota's Job Bank. MinnesotaWorks.net is available to employers and job seekers with no fee.

Create

MinnesotaWorks.net uses up-to-date technology designed to provide a faster and easier way to find that perfect job. The virtual recruiter allows you to match your resume to job postings, identifying and ranking the jobs that most closely fit your search criteria. The virtual recruiter is like having your own employment counselor on the job 24-hours a day, seven days a week. Watch for more features, more jobs and more candidates in 2008.

Upload

Match

Registration is easy. And the system is safe and secure. If you had an account with Minnesota's Job Bank during the last two years, it is still available. Call if you have forgotten your username or password. The new system allows you to upload existing resumes or, using a template, create up to five resumes. The virtual recruiter allows you to match your resumes to job postings, generating a list of jobs that most closely fit your search criteria, and helping you find the perfect match.

Search

Automate

Get to know yourself better using ISEEK - Do you know what type of work environment you really enjoy? Do you like working with people? Take an assessment to learn more about yourself at www.ISEEK.org.

**Manage
Your
Career**

Implement a job search strategy - Use Creative Job Search (www.positivelyminnesota.com/CJS) or attend a workshop at your local Minnesota WorkForce Center to learn the most up-to-date techniques for landing the right job.

MinnesotaWorks links to other State of Minnesota resources, for example, www.CareerOneStop.org, the national career, education and employment resource. Find out what jobs pay, as well as wages by industry at the regional level at www.positivelyminnesota.com/lmi/wages.htm. Veterans can receive assistance from Veterans Employment Representatives, information found at www.positivelyminnesota.com/veterans.

Your Career,
Your Future.



Job Seekers Using the Tool

Step 1 Registration

If you previously had an account on Minnesota's Job Bank, try your username and password. For assistance, call 1-888-GET-JOBS. Or create an account by entering a username, password and secret question.

Remembering your username and secret question allows you to change your password.

Step 2 Resumes that Get Results

Review occupational information (www.CareerOneStop.org) for keywords to describe your knowledge, skills and abilities. Then enter your resume into MinnesotaWorks.net. Select **search jobs**, choose a **resume** and use the new matching feature, the virtual recruiter, matching your resume to the job postings that best fit with your objective, work history, education, skills and abilities.

Tips for keyword searches: use **"quotes"** around phrases; use **And** between search terms when you want to find both words; and use **Or** between search terms if you want results that contain one or more terms.

Prepare for interviews by reading the job description and developing short commercials about how your skills fit the needs of the job. For more assistance, visit www.positivelyminnesota.com/cjs

The upload feature transfers text-only versions best. Add keywords to your objective to draw successful matches.

Step 3 Job Search Strategy

Write down goals. Set daily, weekly, monthly and yearly goals to put your strategy into action. Your strategy should include networking, a proven job search technique. Networking connects you to jobs that haven't been advertised or posted, and statistics show that job seekers who network are more likely to be successful. Consider joining professional associations, job clubs and attending trade meetings; conduct informational interviews with college alumni and businesses. Find potential employers at www.CareerOneStop.org under Job Search. Visit your school career services office or a Minnesota WorkForce Center for more ideas.

Know what skills you offer and the characteristics of jobs you seek.

Step 4 Follow up

Believe you can land that job. Purchase thank you cards and send them to anyone who helps you during your job search.

Carry a business card with your contact information everywhere you go.

Things to think about during your job search...

Employers seek workers with excellent interpersonal, speaking and writing skills. Keep these skills honed.

Statistics project workforce shortages for certain occupations and industries, and already there are workforce shortages in some occupations such as health care and manufacturing sectors. So think about how you can fill employers' needs by evaluating your current skills and education. You may consider further training or education to enhance the skills you can offer an employer.

Create an online portfolio of your work at www.eFoliominnesota.com

Minnesota WorkForce Centers offer resources for job seekers including employment-related workshops, computers and other office equipment. Find the nearest location at www.mnfwc.org.

Be courteous, but persistent during your job search and find that perfect match.

Job seekers can receive help with MinnesotaWorks by calling

1-888-GET-JOBS

TTY: 651-296-3900

TTY Toll-Free: 1-800-657-3973