

Employ Florida & Quick Start Guide

You may access Employ Florida from any computer with internet access by going to the CareerSource Polk website at www.careersourcepolk.com or directly to www.EmployFlorida.com.

STEP 1: Logging In/ Registration

If you don't have an account:

- Click the "Sign In" button, on the top right of the Home Page
- Scroll down to Option 3 - Create a User Account
- Click the box that says, "Individual"
- Read and accept the Privacy Agreement
- Create a unique User ID and Password
- Fill in the required (*) fields.

If you have an account:

- Click the "Sign In" button, on the top right of the Home Page
- Enter your User ID and Password and check, "I'm not a robot"
- Click "Sign In" button

To retrieve a forgotten user name or password

- Click "Sign In"
- Under Already Registered select a desired retrieval option.

STEP 2: Create Your Background

Completing your Background helps the virtual recruiter match you with employers that are looking for similar skills and experience. You will not appear in employer searches if this is left blank.

- Once you are signed into www.EmployFlorida.com, click "Menu" on the top left of your screen
- When the Quick Menu appears, select "My Portfolio"
- Click the (+) next to "My Individual Profiles" then click "Personal Profile"
- Click on the tab labeled, "Background" then click, "Start the Background Wizard"

You will be taken through a series of screens to add your information. Be sure to complete the following sections and check skills that apply.

- **Education and Training**
- **Occupational Licenses/Certifications**
(Your Driver's License information will be added later)
- **Employment History** (A minimum of 7 years)
- **Job Skills**
- **Tools & Technology**
- **Ability Summary**
- **Detailed References**
(You do not need to add your References at this time. Print them out and bring them to your interview.)
- **Desired Occupation**

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STEP 3: Resume Builder

To get an employer's attention, create resume titles that reflect your desired occupation, because employers frequently use keyword searches

- Once you are signed into www.EmployFlorida.com, click "Menu" on the top left of your screen
- When the Quick Menu appears, select, "Resume Builder"
- Name your resume: *Resume titles are searchable by employers, so we recommend that you name your resume according to the job title for which you want to be hired. (Administrative Assistant, Nurse, Web Developer)*
- Select whether you want employers to see your resume.
- Select a Resume Type: *We recommend either "Comprehensive" which allows you to quickly assemble your resume based on the information you entered in your Background. When using the Resume Builder, you will have to click on each section to add the information to your resume. "Upload" allows you to upload a Microsoft Word document or PDF version of your resume. When uploading your resume, you will be prompted to remove your contact information from your document. It is optional whether you remove your contact information from your uploaded resume.*
- For additional assistance with creating your resume.

Open the Quick Menu > Other Services > Learning Center > Individual Courses > Resume Builder Parts 1 & 2.

STEP 4: How to Search for Jobs

Click "Job Search" from the Quick Menu.

Select one of the following search methods:

Quick Search – Select any combination of quick search criteria and click "Search."

Job Search by Employer – Choose an employer search method and click the desired employer name.

Job Search by Skills – Choose a match ratio (70%, 50%, 25%, or all jobs) and click "Search."

Job Number Search – Enter the desired job order ID number and click "Search."

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