

Maine's Job Bank

Reference Guide for Returning Customers

September 2010

**Please keep this copy of the Reference Guide
in the Information Center for others to use.**

You may request a copy of this guide at the Information Center desk

**Helpline: 1-888-457-8883
Monday – Friday 8 a.m. to 4:30 p.m.**

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Maine's Job Bank is the place to look for your first job, your next job, a better job or a whole new career. You will be able to search for jobs online, post your résumé and get matched with employers looking for your skills. Visit your local CareerCenter for help with résumé writing, interview tips, and job search assistance.

How do I log in to my Maine's Job Bank account?

- Figure 1.** Step 1A - **Type:** www.mainecareercenter.com in the address bar on your browser
 1B - **Click:** → "Go" – located to the right of the address bar or press enter on the keyboard
 1C - **Click:** "Job Seekers" – located under the Maine's Job Bank CareerCenter logo

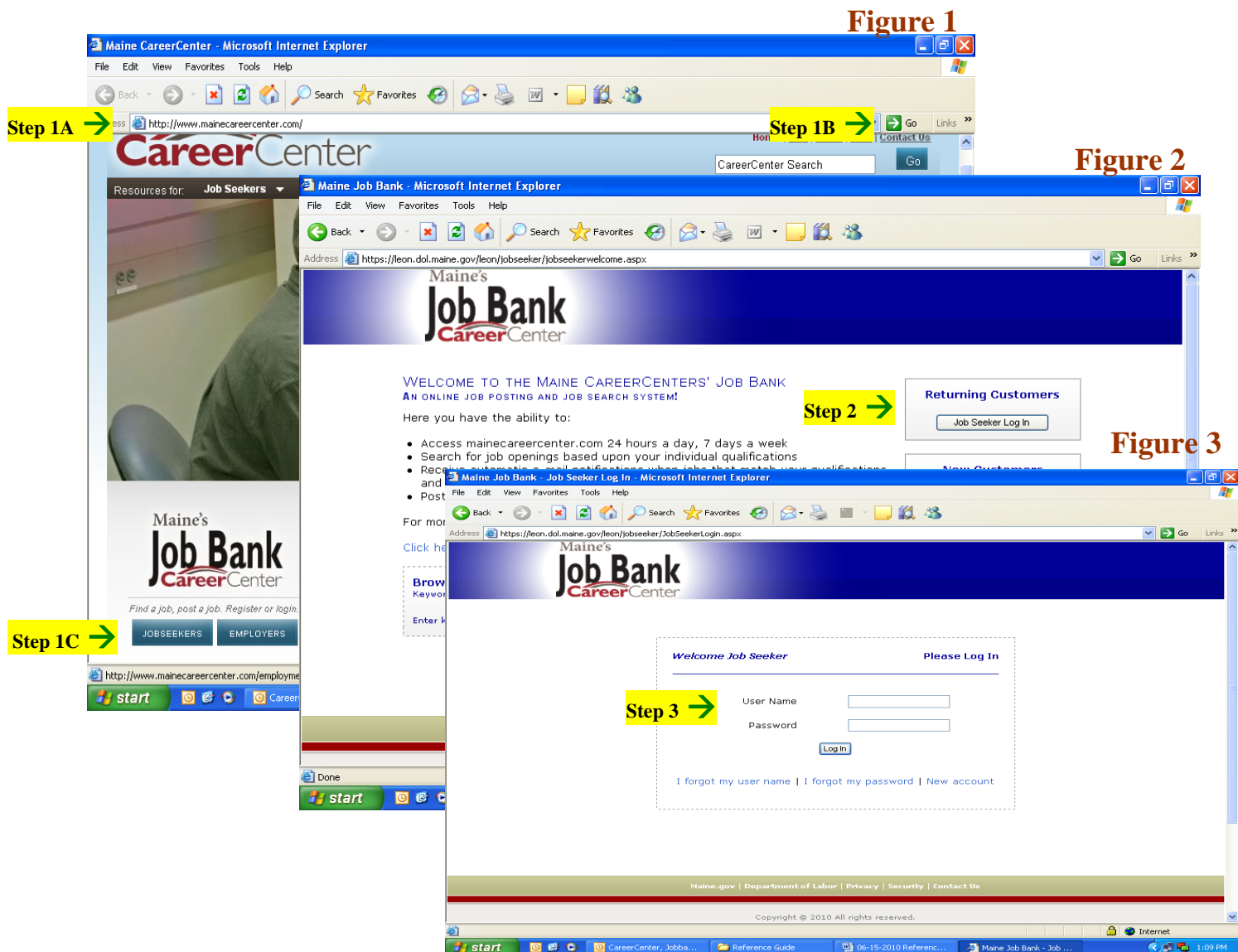
Figure 2. Step 2 - **Click:** "Job Seeker Log In" – Returning Customer

Figure 3. Step 3 - **Type:** User name and Password - Keep in a safe place

User name Reminder: Numbers or letters; must be at least 6 characters long with no spaces

Password Reminder: Must be at least 8 characters long; both upper and lower case letters and at least one number

Note: If you received notice of a job opportunity via email, you can also log in to your Maine's Job Bank account by clicking the link in that email and it will bring you to the log in screen.



How do I keep my Maine’s Job Bank account activated?

This requires that you log in to your account before the 90 days deactivation time period.

What happens if I don’t log in to my Maine’s Job Bank account for 90 days?

If you do not log in to your Job Bank account for 90 days, it will become inactive and you will be required to update your registration.

If my account becomes inactive, do I have to create a new account?

No, you do not need to create a new account.

How do I activate my account after it has become inactive?

It will automatically be reactivated when you log in to your account. Use the user name and password that you currently have been using.

How do I reset my password?

If your password is not working you can do the following:

- You can click on “I forgot my password” and a temporary password will be emailed to you.
- If you are in the CareerCenter: Ask for assistance at the Information Service Desk, they can reset your password for you.
- You can call the helpline, 1-888-457-8883.

I forgot my user name, what do I do?

Click on, “I forgot my user name” and it will be emailed to you or you can call the helpline.

How do I find out more about a job opportunity notice that I received via email?

In the email you received, click on the job opportunity link. You will be directed to the Maine’s Job Bank log in screen. After you log in, you will be able to obtain details of that job and be given instructions on how to apply.

What if the link in my email is not working?

If you are unable to log in by clicking on the link in your email, there are a few ways that you can retrieve information about the job opportunity notice that you received.

The following is an example of a job opportunity link:

<https://jobbank.careercenter.maine.gov/JobSeeker/jobDetail.aspx?lin=0&jobid=35736>

Note: The Job ID number is located at the end of the job opportunity link.

If you click on the link in your email and it does not bring you to the login screen, you can cut and paste the link into the address box of your browser, then click on “Go”. (Make sure that you grab the whole link as it may have scrolled onto another line). Refer to: Page 1 for the browser location and then click the “Go” button.

Or

Log in through the CareerCenter website: www.mainecareercenter.com, log in as a job seeker/returning customer then refer to, Page 3, Figure 4, Step 4A.

Or

Log in through the CareerCenter website: www.mainecareercenter.com, login as a jobseeker/returning customer. This will bring you to your “My Home” page. On the right hand side of that page towards the bottom, you will find the Job Order ID number box. Type the job ID number in the box provided and click on “Go”.

Find Posting by Job ID

Job Order ID Number

How do I find the job(s) that matched my profile after I log in?

Once you log in, you will be on “My Home” page. You will see, “Welcome (your first name)”, do the following:

Figure 4. Step 4A - Click: “Go” box” – after the words; Search for jobs using My Job Match Profile

Figure 5. Step 5A - Look: This will list all the jobs that matched your profile. You will see five jobs at a time.

Step 5B - If there are more than five jobs, **Click:** “2” – for viewing next page

Want to go back to previous jobs viewed, **Click:** “1” – for viewing previous page

You can return to your home page at anytime by clicking on “My Home” in the left side menu.

How do I “Turn-off” my email notification?

If you do not want to receive job opportunities notices via email, you must turn off your email notification. You can do this from your “My Home” page.

Figure 4. Step 4B - Click: “Turn Off”

Note: If you want to “Turn On” your email notification - repeat **Step 4B** but Click “Turn On”

Figure 4

The screenshot shows the 'Maine's Job Bank Career Center' website. The top navigation bar includes 'Home | FAQ | Log Out'. The main content area features a search bar with the text 'Search for jobs using My Job Match Profile' and a 'Go' button. Below the search bar, there is a 'Welcome Julie' message and a section for 'My Jobs' with a list of job orders. A yellow arrow labeled 'Step 4A' points to the 'Go' button, and another yellow arrow labeled 'Step 4B' points to the 'Turn Off' link in the email notification section.

Figure 5

The screenshot shows the search results page for 'Truck Driver - ATHENS, ME'. The results table lists job titles, qualifications, and match scores. A yellow arrow labeled 'Step 5A' points to the 'View Job Match Profile' link, and another yellow arrow labeled 'Step 5B' points to the '2' page navigation button.

Min Experience	Min Education	Drivers license	PT/FT	Shift	Travel	Pay Range	Match score
6 months	Not Disclosed	Class A - Tractor-Trailer	Regular FT	Day	Daily	Not Disclosed	100%
0 months	Not Disclosed	No	Regular FT	Day	No	Not Disclosed	100%
0 months	Not Disclosed	No	Regular FT	Day	No	Not Disclosed	100%
0 months	High School Diploma	No	Regular FT	Day	No	Not Disclosed	100%
0 months	High School Diploma	No	Regular FT	Day	No	\$20.00per hour to \$25.00per hour	100%

How do I apply for a job opportunity that was emailed to me?

If you are interested in applying for the job after reading the job criteria, you will need to click on, “I’m interested, tell me how to apply.” The job description and employer’s application method page will immediately open. In order to be considered for employment you must complete the application method given by the employer.

Figure 6. Step 6B - Click: “I’m interested, tell me how to apply”

Figure 6



What if I receive a job opportunity notice but I am not qualified for the job?

After reading the job criteria, if you feel you are not qualified for the job, click on “Back to Search Results.”

Figure 6. Step 6A - Click: “Back to Search Results”

Please be aware that we have increased the number of job opportunity notices sent to job seekers by going to broader occupational categories, which is matched to the categories that you selected in your profile. This allows you to view a greater number of employment opportunities and make your own decision about which jobs you can apply.

What if I am not interested in the job opportunity that was emailed to me?

After reading the job criteria and are not interested in applying for the job, click on “Back to Search Results.”

Figure 6. Step 6A - Click: “Back to Search Results”

What does it mean when a job is listed in “My Jobs” list?

The jobs listed in your “My Jobs” list are provided because you clicked, “I’m interested, tell me how to apply.” This tells the employer that you are interested in the job and would like to apply, but *please note*: you have **not** yet applied. In order to be considered for employment, you must complete the application method given by the employer.

I clicked on, “I’m interested, tell me how to apply” but did not have the time to apply. How do I go back and apply for that job?

The jobs that you identified as “I’m interested, tell me how to apply” are in your “My Jobs” list. Click on the job title and you will access the job description along with the employer’s application method. Example in **Figure 7**.

Figure 7

The screenshot shows a web browser window titled "Maine's Job Bank Referral - Microsoft Internet Explorer". The address bar shows the URL: <https://10.10.90.152/ccwebuiUser/JobSeeker/ReferralInstructions.aspx?JobID=32990>. The page header features the "Maine's Job Bank Career Center" logo and a "Welcome" message. A navigation menu on the left includes "My Home", "My Jobs", "Edit My Account", "Edit My Job Match Profile", and "File an Unemployment Claim". The main content area displays the job title "Care Coordinator" and "NOTIFY MD, Multiple Locations". A message states: "Thank you, here's how to apply. Please print this page for your records." Below this, it says: "To be considered for employment you must complete one of the application methods below. The employer has indicated the following method(s) can be used to apply for this job." A table lists the application methods:

Application Method(s)	Instructions and Information
eMail Resume and Cover Letter	Send eMail to <employertest@hotmail.com> Bonnie Brinegar
Fax your resume and cover letter to:	(866) 271-1082
Apply in person	Please apply in person at: 274 Front St Farmington, ME 04938 [Get Directions]
US Mail	Mail resume and cover letter to: Bonnie Brinegar 274 Front St Farmington, ME 04938

Below the table, it says: "Additional Instructions Application can be printed off on the notifymd website." A "Job Description" section is partially visible, showing "Job Criteria" with "Min Experience" as "0 months" and "Min Education" as "High School Diploma". The browser's taskbar at the bottom shows the Start button, several open applications (Internet Explorer, Microsoft Office), and the system clock at 10:54 AM.

What if a job opportunity directs me to an employer's website and the job is not posted?

When you encounter this issue with the employer's website, you will need to contact the employer directly. Most websites have a "contact us" link to email them directly.

Listed are a few examples why an employer's website may not show a job posting.

- The employer's website has not been updated
- Employer's website is experiencing technical difficulties
- Employer has filled the job
- The way the job search is performed on that site.

Note: The job posting information was accurate as of the day the job was posted. The CareerCenter updates Maine's Job Bank as it receives information from employers and cannot guarantee that this position is still open or viewable from the company's website.

How do I edit my account?

In order to receive job opportunity notifications it is very important that you keep your account information current and accurate.

Edit your contact information: name, email, home address, telephone numbers, password, and security questions

Figure 8. Step 8 - Click: "Edit My Account"

Edit or update any account information, scroll down to the bottom of the page

Figure 9. Step 9 - Click: "Update Account"

Figure 8

The screenshot shows the 'Maine's Job Bank Career Center' website in a Microsoft Internet Explorer browser. The page is titled 'Maine's Job Bank Career Center' and includes a navigation menu with options like 'My Home', 'My Jobs', 'Edit My Account', 'Edit My Job Match Profile', 'File an Unemployment Claim', and 'Log Out'. A yellow arrow labeled 'Step 8' points to the 'Edit My Account' link. The main content area displays a welcome message for 'Julie', a search bar, and a list of job postings. A yellow arrow labeled 'Step 9' points to the 'Update Account' button at the bottom of the page. The browser's address bar shows the URL 'https://leon.dol.maine.gov/leon/jobseeker/JobSeekerHome.aspx'. The taskbar at the bottom shows the 'start' button and several open applications, including 'Maine's Job Bank' and 'LEON, MDOL - Inbox'.

Figure 9

How do I browse for jobs?

There are two methods to browse for jobs. It is very important that you remember to use the browse function in addition to letting the system match jobs to your profile to expand your job search.

1. Browse all jobs in your area: Eliminate keyword; select distance you are willing to travel; from a Zip Code:

Figure 10. Step 10 - Enter Keywords - Leave blank
Limit results to - Click: “On the down arrow” select distance your willing to travel
From Zip Code - Type: “Zip Code” (example: 04330)

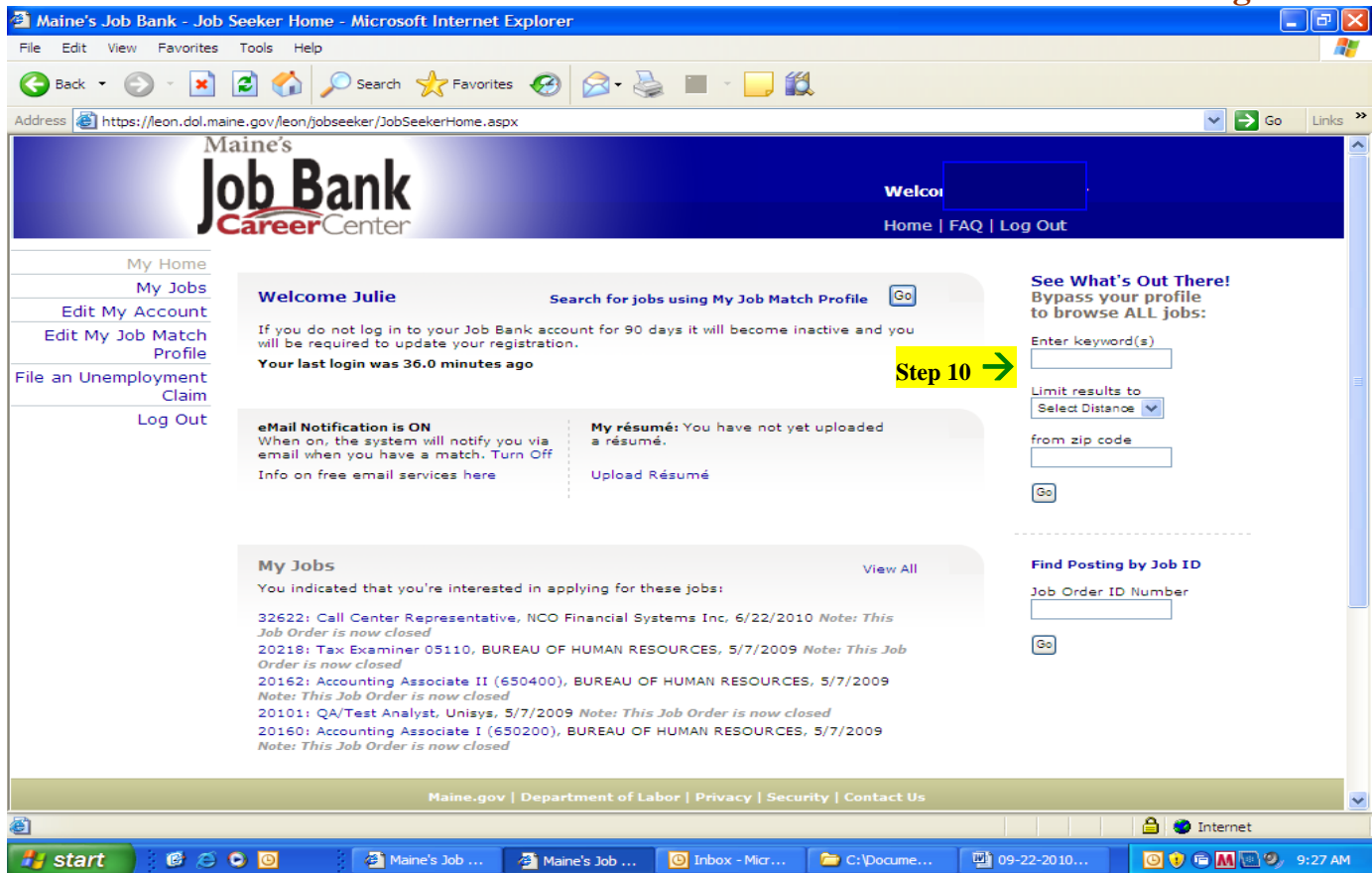
Click: “ box”

2. Browse jobs using: Keyword; Select distance you are willing to travel; from a Zip Code

Figure 10. Step 10 - Enter Keywords - Type: “Keyword” (example: Clerk)
Limit results to - Click: “On the down arrow” select distance your willing to travel
From Zip Code - Type: “Zip Code” (example: 04330)

Click: “ box”

Figure 10



While browsing jobs, I found a job that I am qualified for but it's not matching my profile, what will I need to do?

In order to apply and get the application method for a job that is posted in Maine's Job Bank, your Job Bank profile must match the job that is posted. You will need to log in to your account, click on edit my job match profile and add the appropriate job category to your profile to match the posted job. If you need help matching your profile to the job and you are at a CareerCenter, ask for assistance at the Service Desk. If you are on a personal computer at home or at a library, call the helpline at: 1-888-457-8883.

How do I edit my “Qualifications” in my job match profile?

Editing Section: [Qualifications](#) | Preferences | Jobs | Resume

Qualifications: Education and Training; Operator/Vehicle Licenses

The job match profile is used to match your qualifications and experience with current job openings posted to Maine’s Job Bank. To ensure successful job matches, complete each of the sections accurately and completely.

Figure 11. Step 11 - Click: [“Edit My Job Match Profile”](#)

Figure 12. Step 12A - Click: [“Qualifications”](#) (update your information)

Step 12B - Click: [“Save Section”](#) and continue updating your Job Match Profile pages.

Or

Step 12C - Click: [“Save and Exit”](#) **Shows:** Your job match profile has been updated.

You can either

Figure 13. Step 13A - Click: [“Take me to my home page”](#)

Or

Step 13B - Click: [“Log Out”](#) if you want to log out of your Maine’s Job Bank account.

Figure 11

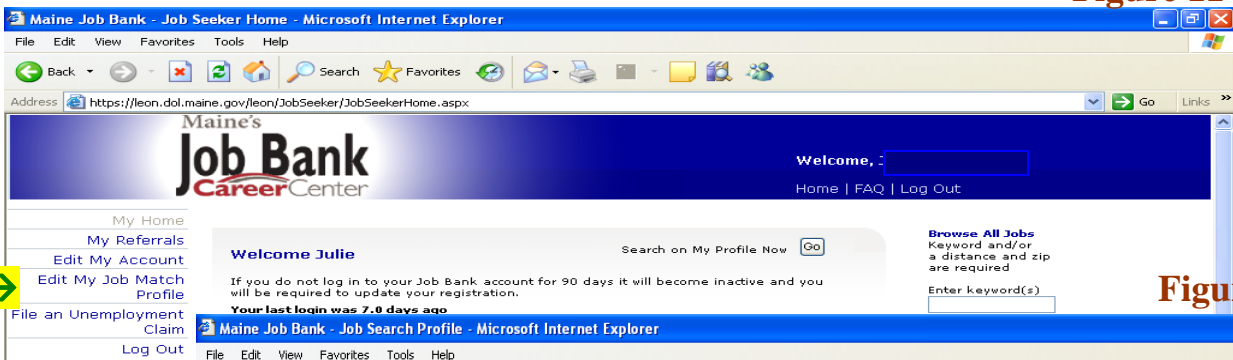


Figure 12

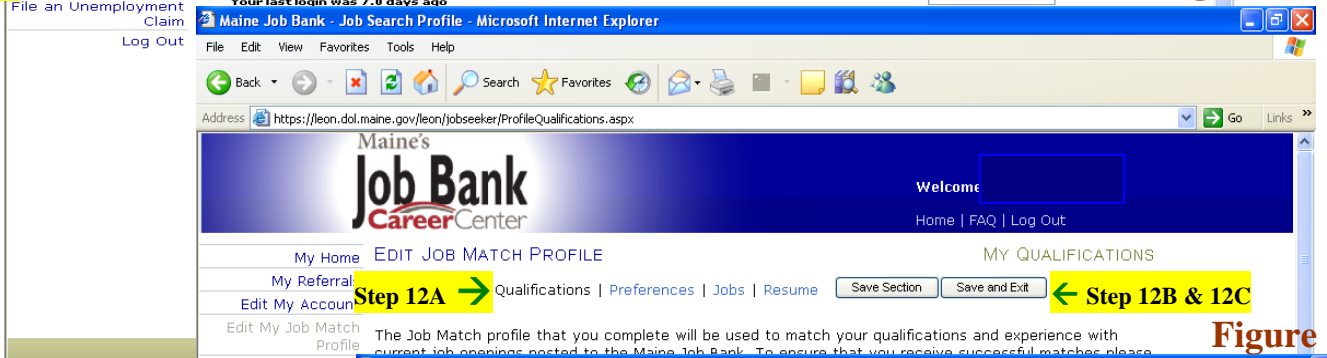
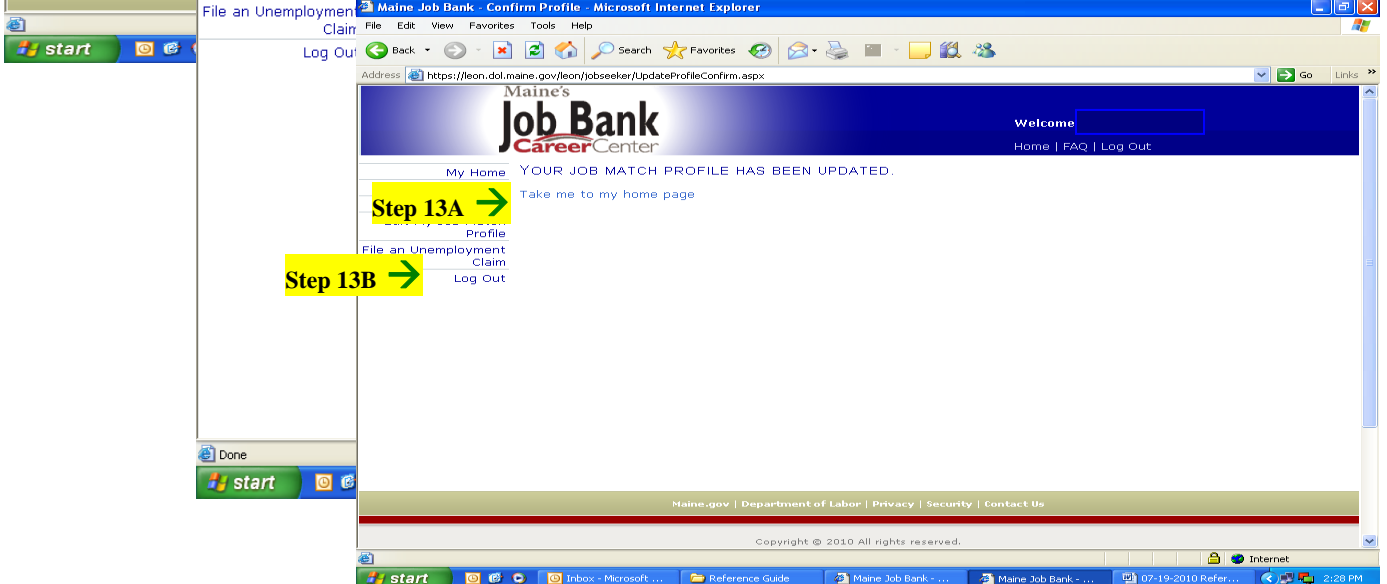


Figure 13



How do I update my “Preferences” in my job match profile?

Editing Section: Qualifications | [Preferences](#) | Jobs | Resume

Preferences: Willing to Commute from Zip Code; Shifts; Will Accept; Travel

The following information is used to match your job preferences with potential jobs. For the most accurate match, decide how important each aspect of a job is to you. On a scale of 1 (not willing) to 5 (extremely willing) complete each job preference:

Use same example from **Figures 11-12-13** but click on “Preferences”

Figure 11. Step 11 - Click: [“Edit My Job Match Profile”](#)

Figure 12. Step 12A - Click: [“Preferences”](#) (update your information)

Step 12B - Click: [“Save Section”](#) and continue updating your Job Match Profile pages.

Or

Step 12C - Click: [“Save and Exit”](#) **Shows:** Your job match profile has been updated.

You can either

Figure 13. Step 13A - Click: [“Take me to my home page”](#)

Or

Step 13B - Click: [“Log Out”](#) if you want to log out of your Maine’s Job Bank account.

The screenshot displays the 'Maine's Job Bank Career Center' website. The user is logged in, and the page title is 'Maine Job Bank - Profile Preferences - Microsoft Internet Explorer'. The browser address bar shows the URL: <https://leon.dol.maine.gov/leon/jobseeker/ProfilePreferences.aspx>. The page content includes a navigation menu on the left with options like 'My Home', 'My Referrals', 'Edit My Account', 'Edit My Job Match Profile', 'File an Unemployment Claim', and 'Log Out'. The main content area is titled 'EDIT JOB MATCH PROFILE' and 'MY PREFERENCES'. It features a breadcrumb trail: 'Editing Section: [Click](#) | [Preferences](#) | [Jobs](#) | [Resume](#)'. There are two buttons: 'Save Section' and 'Save and Exit'. A paragraph explains that the job match profile is used to match qualifications and experience with current job openings. Below this, there is a section for 'Job Bank Match Preferences' with a sub-heading 'Job Bank Match Preferences'. It states: 'The following information is used to match your job preferences with potential jobs. For the most accurate match, please tell us how important each aspect of a job is to you.' There are two input fields: 'Miles I am willing to commute' (set to 20 miles) and 'from zip code' (04330). A link is provided: <http://zip4.usps.com/zip4/citytown.jsp>. A scale of 1 to 5 is provided for indicating preference levels for 'Shifts'. The scale is: 1 (Not applicable Not willing), 2, 3, 4, 5 (Most willing Desirable). The 'Shifts' section has two rows: 'Day Shift' and 'Evening Shift'. The 'Day Shift' row has radio buttons for 1, 2, 3, 4, and 5, with the 5 button selected. The 'Evening Shift' row has radio buttons for 1, 2, 3, 4, and 5, with the 1 button selected.

How do I update my “Job Experience” in my job match profile?

Editing Section: Qualifications | Preferences | [Jobs](#) | Resume

Jobs: Job Experience and Job Preferences

Hint: List the maximum number of jobs for more job match opportunities. Enter a keyword or words to search for categories of jobs, which you have had experience and for jobs that you are searching for.

Figure 11. Step 11 - Click: [“Edit My Job Match Profile”](#)

Figure 14. Step 14A - Click: [“Jobs”](#)

Step 14B - Type: Job title in the box after enter keyword(s) example: clerk

Step 14C - Click: [“Search”](#) (a list will populate)

Step 14D - Click: on [“Job Title”](#) brief description will open; if you want to add job to your job category.

Step 14E - Click: [“Add to Profile”](#) be sure to enter your experience in months at this time

Step 14F - Type: [“# of Months”](#) example: “48” months = 4 years

Figure 12. Step 12B - Click: [“Save Section”](#) and continue updating your Job Match Profile pages.

Or

Step 12C - Click: [“Save and Exit”](#) **Shows:** Your job match profile has been updated.

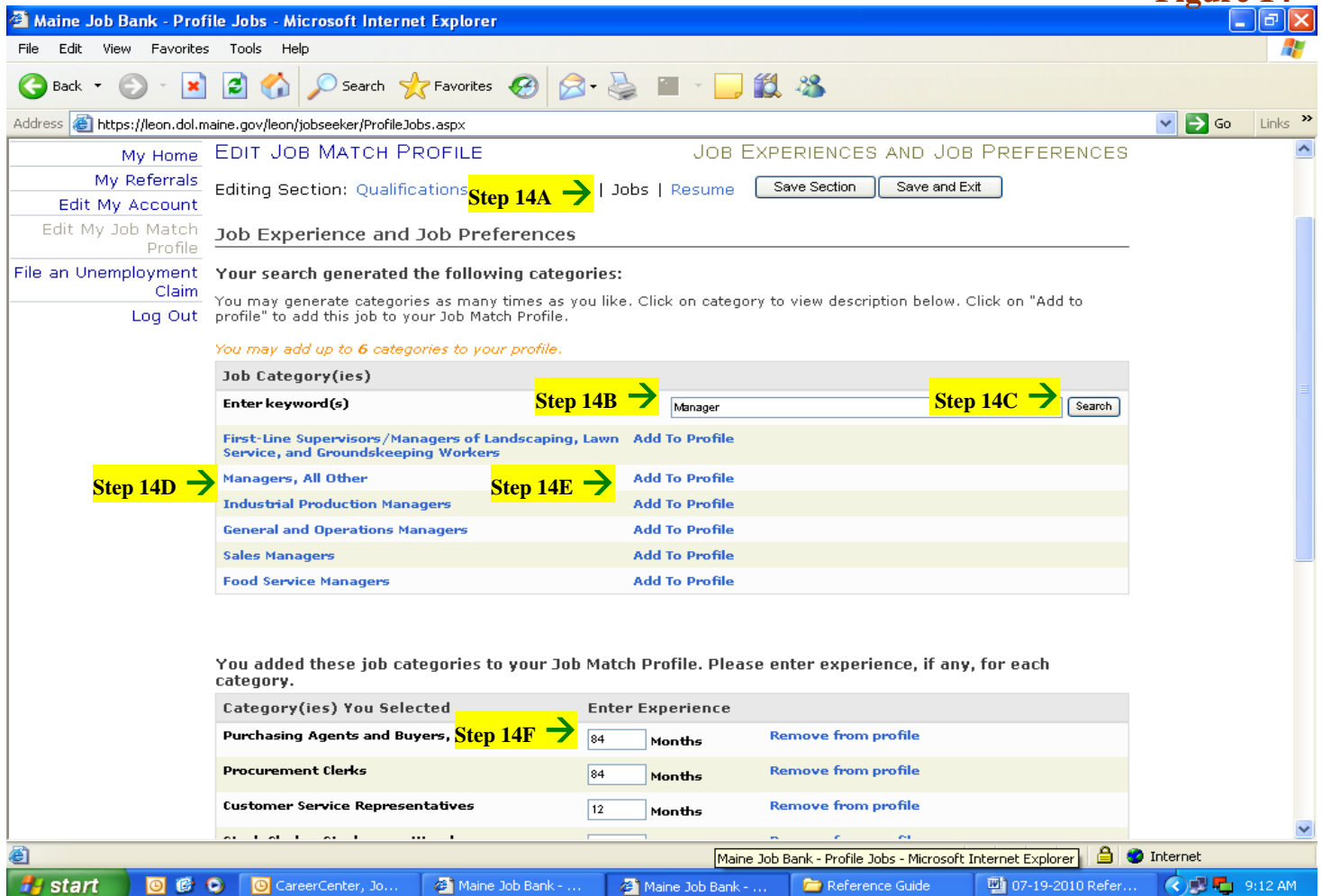
You can either

Figure 13. Step 13A - Click: [“Take me to my home page”](#)

Or

Step 13B - Click: [“Log Out”](#) if you want to log out of your Maine’s Job Bank account.

Figure 14



How do I delete a job from my job category list?

You can delete jobs from you job category by following the steps below.

Figure 11. Step 11 - Click: [“Edit My Job Match Profile”](#)

Figure 14. Step 14A - Click: [“Jobs”](#)

Figure 15. Step 15 - Click: [“Remove from profile”](#)

Figure 12. Step 12B - Click: [“Save Section”](#) and continue updating your Job Match Profile pages.
Or

Step 12C - Click: [“Save and Exit”](#) **Shows:** Your job match profile has been updated.

You can either

Figure 13. Step 13A - Click: [“Take me to my home page”](#)

Or

Step 13B - Click: [“Log Out”](#) if you want to exit of your Maine’s Job Bank account.

Figure 15

Maine Job Bank - Profile Jobs - Microsoft Internet Explorer

Address: <https://leon.dol.maine.gov/leon/JobSeeker/ProfileJobs.aspx>

Edit Job Match Profile Job Experiences and Job Preferences

Editing Section: [Qualifications](#) | [Preferences](#) | [Jobs](#) | [Resume](#)

Job Experience and Job Preferences

Enter a keyword or words to search for categories of jobs in which you have had experience and for jobs that you are looking for:

You may add up to 6 categories to your profile.

Job Category(ies)

Enter keyword(s)

You added these job categories to your Job Match Profile. Please enter experience, if any, for each category.

Category(ies) You Selected	Enter Experience	
Purchasing Agents, Except Wholesale, Retail, and Farm Products	84 <input type="text"/>	Step 15 → Remove from profile
Procurement Clerks	84 <input type="text"/> Months	Remove from profile
Executive Secretaries and Administrative Assistants	14 <input type="text"/> Months	Remove from profile
Office Clerks, General	50 <input type="text"/> Months	Remove from profile
Office and Administrative Support Workers, All Other	60 <input type="text"/> Months	Remove from profile

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How do I upload my résumé?

To upload your résumé properly, it must not be opened on your computer. It is required to be in a separate file, in a word processing or text format (.doc, .PDF or .rtf) Microsoft Word, Adobe Acrobat file, or rich text format.

The upload résumé link is on your “My Home” page. You can refer back to **Figure 5. Step 5C**

Figure 16. Step 16 - Click: “Upload Résumé”

Figure 17. Step 17A - Click: “Browse” a pop up box will open for you to search for your résumé.

Hint: When “browsing” for your résumé, it will be located on your hard drive or a portable drive.

Step 17B - Find: your résumé and click once on the document name to highlight.
Document file will populate in the file name box.

Step 17C - Click: “Open”

Step 17D - Click: “I certify that my information is true & accurate”

Step 17E - Click: “Save Section”

Figure 16

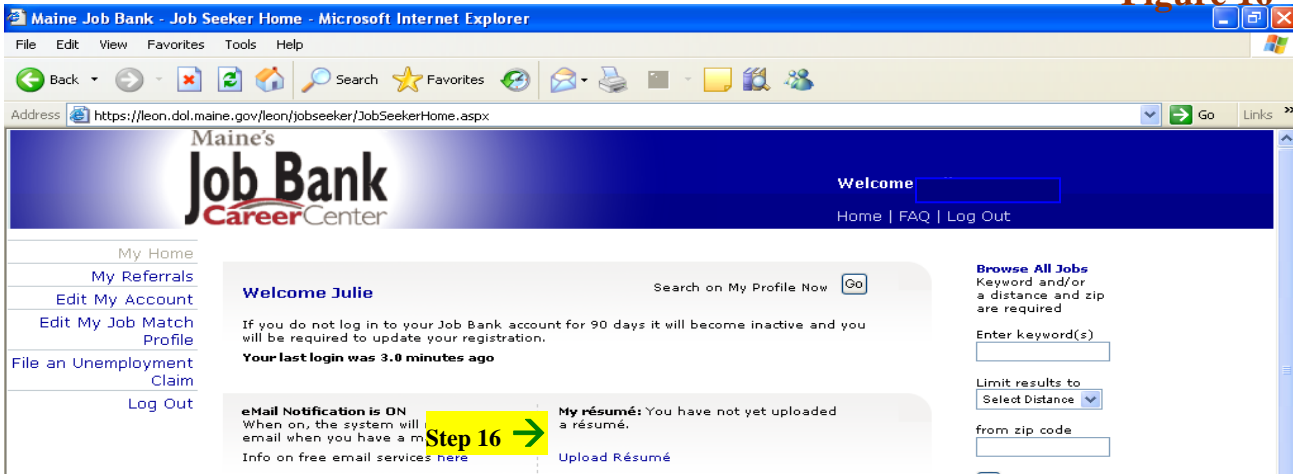


Figure 17

