Job seeker
manual

Creating your job seeker account

If the user hasn't created a job seeker account, it's a good idea to first create one. This way, the user already has it when setting up job alerts, applying for jobs, posting a resume, and accessing any other functions that require account access.

1. On the career center homepage (https://career.aasm. org/) place your cursor on the "Job Seekers" heading at the top of the page to activate the drop down menu, then select "My Account"

2. From the "My Account" page AASM members select the "Member Login" button and Non-members select the "Job Seeker Login" button.

3. The first section asks: "Are you an Existing Job Seeker?" However, the user must scroll down to the next section entitled: "Are you a New Job Seeker?"

4. Enter all required information.

Tip 1 - All required fields are marked with an asterisk.

Tip 2 - Keep the email and password you use to create your account in a safe place. You need these to log in later.

5. Then, you arrive at your primary account homepage, which is the page that appears each time you log in to the site.

Accessing your job seeker account

Users access the Job Seeker account to monitor job application activity, check for alerts and messages, or to update their resume or CV for employers and recruiters to view. Your resume or CV is more valuable to employers and recruiters when it's more current and complete.

1. From the career center homepage (https://career.aasm.org/) place your cursor on the "Job Seekers" heading at the top of the page to activate the drop down menu, and then select "My Account". From the "My Account" page select "Member Login" or "Job Seeker Login" for Non- AASM members.

2. Because the job seeker account is already created, the user must:
  a. Enter the email address and password in the top section called "Are you an Existing Job Seeker?"
  b. Click on "Log in to My Account".

My account page has several options

"Settings" allows the user to update personal information that was entered when the account was created.

"My Contact Requests" contains contact requests sent to the job seeker from an employer or recruiter.

"My Messages" holds a welcome message that introduces job seekers to their account and the functionality of the board. It also contains notifications and contact requests from employers. Contact requests also appear in the "My Contact Requests" box.

"My Job Applications" organizes the job applications the job seeker has sent to employers and recruiters.

"My Saved Jobs" contains jobs the job seeker has saved to review later or apply to at another time.

"My Saved Searches" contains job searches the job seeker has saved so a job search is easily re-run later.

Job alerts

Users access the Job Seeker account to monitor job application activity, check for alerts and messages, or to update their resume or CV for employers and recruiters to view. Your resume or CV is more valuable to employers and recruiters when it's more current and complete.

To create a job alert, place your cursor on the "Job Seekers" heading at the top of the page to activate the drop down menu, and then select "Job Alerts", the job seeker sets the desired criteria by using the fields under "Create a New Alert."

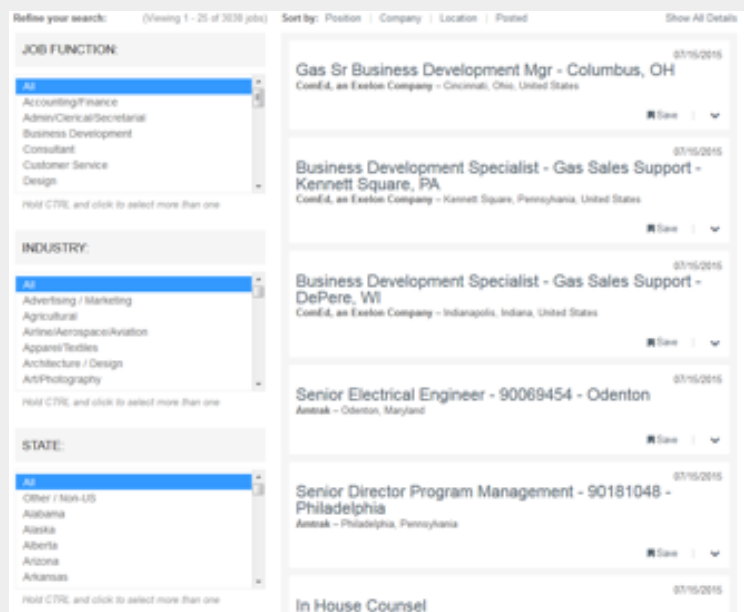(Note: Users only get a job alert when jobs with those exact job functions, industries and locations are selected.)

Searching and viewing jobs

Place your cursor on the "Job Seekers" heading at the top of the page to activate the drop down menu, and then select "Job Search".

This function allows job seekers to view and search jobs posted to the job board. They also save the job and apply to the job online by clicking the respective links.

From here, the job seeker is allowed to "Save this Search" and "Save as Job Alert."

To save the search, click "Save This Search." Then, the job seeker is prompted to name the search. The saved search shows up in the "Saved Searches" tab on the Job Search page.

Viewing jobs

When viewing jobs, a job seeker sees the job description and details about the job, as well as gets contact details for applying to it. The job is saved to view later. The job is available for emailing to the job seeker or someone else, and it is printable. Applying to the job is also possible when viewing it.

Resume and career profile
(resumes/letters)

To upload and manage resumes/letters, place your cursor on the "Job Seekers" heading at the top of the page to activate the drop down menu, and then select "Manage Resumes".

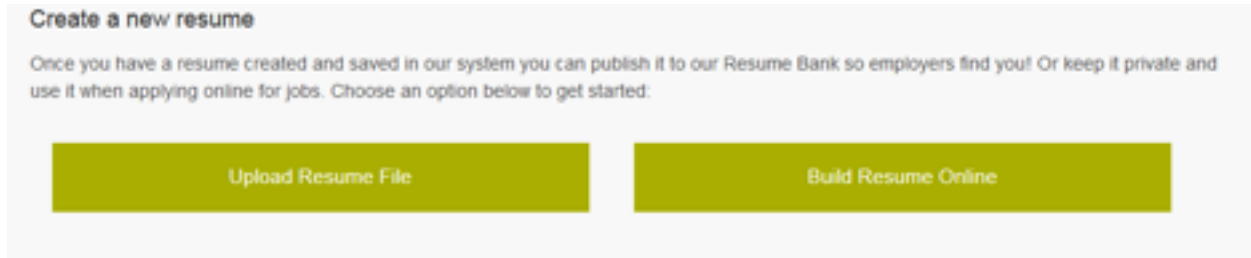When logged in to their account, there are two options for users to manage their resume.

• Upload an existing document (DOC, PDF)

• Build online resume

Users maintain multiple resumes and/or career profiles in their account to use on different occasions. However, only one is public to the resume bank for employers to search on a site. All resumes are anonymous to the employers. In order for employers to receive contact information, they must submit a contact request.

The Career Center uses a third-party parsing software to pinpoint specific contact information in a document and hide it from an employer's view. While the parse is accurate, we provide users with steps to double check their work before saving the final version of the resume.

When logged in to the job seeker account, users access Manage Resumes by clicking on the link that appears in the job seeker menu. Once on that page, they are provided the following options found at the top of the page:

Create a new resume

Once you have a resume created and saved in our system you can publish it to our Resume Bank so employers find you! Or keep it private and use it when applying online for jobs. Choose an option below to get started:

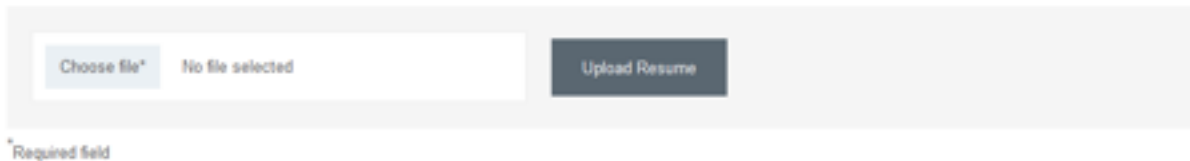|	
Upload Resume File	**Build Resume Online**

Upload an existing document

We accept DOC and PDF files which are the most widely used and accepted by the software.

To upload, browse for the file to upload, then click on the "Upload Resume" button.

Upload Your Resume

Choose file*	No file selected	Upload Resume

*Required field

The document then uploads to the job board, and the user goes to a page for reviewing the uploaded material, ensuring that it came through properly.

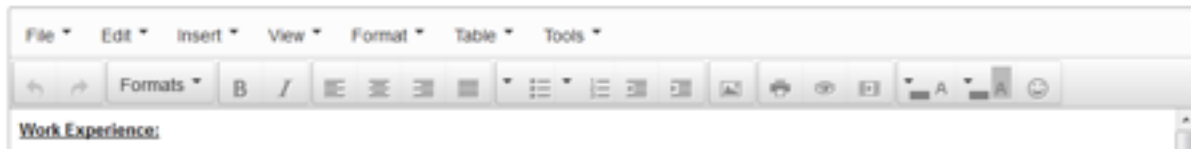Take note of the notice at the top of the resume text editor:

Edit Resume

Our unique Anonymous Resume System protects your personal information. Employers can review your anonymous resume and then submit a contact request to you with details of their job opening. You then decide whether or not to release your contact information to that employer. This protects you from spam, third parties selling your information, and identity theft!

At this time, review your resume to make sure it contains up-to-date information and **remove all contact information (name, phone number, address, email, etc.)** After submission, our systems will attempt to mask any remaining contact information.

When applying for a job, we will pass along your contact information to your chosen employer.

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Work Experience:

A few things to keep in mind or note about this setup:

• All fields with the * (asterisk) are required. A user cannot move forward without filling them.

• Any information not filled in, but is required, is flagged if the user tries to upload information. The user must go back, then fill in the missing information field indicated with the red flag.

• The summary, which summarizes the user, is the piece of information employers view when searching through the resume bank. This section is limited to 200 characters.

Once the information is reviewed and the user is ready to move forward, you must click the "Save and Continue" button at the bottom of the screen. This is also where the user chooses to automatically and immediately make your resume public in the resume bank.

Save Your Resume

☑ Make my resume public and searchable by employers.

Cancel | Save My Resume

*Required field

Take advantage of the options always available next to the resume bank.

• View – This allows the user to view the resume. Contact information is included. As the job seeker, you see your information.

• Edit – Go back at any time and edit or update any of the information you previously added to the site.

• Delete – Remove the resume completely from your account.

• E-mail – This allows the user to directly e-mail a resume to an address that's typed into the field.

Public Resumes

This is your currently active, public resume. Employers who search this site and find your resume will be shown this document.

Filename	Updated	Options
Test Resume.docx	12/10/2014	View	Edit	Delete	Email	Link	Unpublish

Private Resumes

These resumes are available for you to use in applying for positions but are not searchable by employers.

Filename	Updated	Options

Questions?

If you have any questions about your job seeker account, please reach out to our customer service team at clientserv@yourmembership.com or 727.497.6565.