

How To Enter Your Skills, Then Match Them To Job Postings

RI's Virtual Career Center



What is EmployRI?

EmployRI is a free online job service database available from any device with internet access. It contains links to job opportunities and enables users to post résumés and apply to jobs as well as research careers and find training.

Why should I analyze my skills?

The self assessment tools in EmployRI will match your current skills to occupations you may not know that you're qualified to do. It will also match you to actual job openings where you meet the skill requirements. Lastly, this process will show you skills you lack to perform a specific job and point you toward training for those skills.

There are two types of skills in EmployRI -- *personal skills* and *job skills*.

Personal skills include basic, social, complex problem-solving, technical, system and resource management skills.

Job Skills are skills that break down all occupations into their smallest tasks. These include general skills, computers and mathematics, construction, education and social services, entertainment and media, financial services, agriculture and wildlife, healthcare, legal and protective services, management and office services, science and engineering, services and sales, skilled trades and transportation.

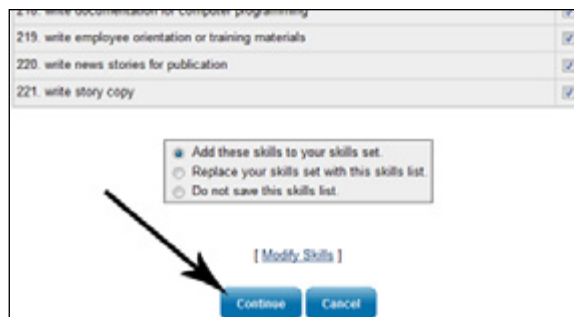
Job Skill Categories				
General Skills (53)	Computers & Mathematics (39)	Construction (0)	Education & Social Services (8)	Entertainment & Media (51)
Financial Services (23)	Agriculture & Wildlife (0)	Healthcare (1)	Legal & Protective Services (0)	Management & Office Services (35)
Science & Engineering (1)	Service & Sales (10)	Skilled Trades (0)	Transportation (0)	

<https://www.employri.org>

How do I create my skills set in EmployRI?

1. Visit **www.employri.org** and log in - you must be a registered user to access the Skills Analyzer.
2. From the left side menu, select **Career Services**, then **Career Tips**.
3. The Skills Analyzer is under Step 1 - Self Assessment; you can then click on **Match your Skills** or **Match your Occupation**.

If you click *Match your Occupation*, you will be prompted to enter the occupational title. Once entered, click the Continue button and a list of skills will be displayed. EmployRI will then prompt you to save these skills to your profile. This is the quick way to enter your skills.
4. If you select *Match your Skills*, you will be given a choice of Job Skills or Personal Skills. Click on **Job Skills**. A web page will display all the skills separated into the 14 major categories as seen at the bottom of the first column on this page.
5. Click each box that represents a skill you possess. Go through each tab (General Skills, Computers and Mathematics, etc.) and each sub-skill category.
6. When you finish, click on the **Save Skills and Continue** blue button at the bottom of the page.
7. A list of all the skills you selected will appear; a box with a radio button will be the default to add these skills to your Skill Set. Click the blue **Continue** button. This will save your skills set.



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8. The Skills Analyzer will now ask how closely you want to match your skills; *Moderately match your Job Skills* is the default as illustrated in this image. Click Continue or select a different button, then click Continue.

9. A table of occupations that match your skills will now be displayed. The table is sorted by the percentage of skills matched, but can be re-sorted by clicking on any column heading.

To access job postings from this table, click on the **Job Openings** column in the table (last column). If the occupation has job openings, a number will be in that column. Click on the number to link to the actual job openings.

Occupational titles (first column) link to a database that contains specific information about the occupation including wages, job projections, employers and other pertinent information. Here is an example of the table.

The following occupations matched your job skills. Click on the occupation title to view more detailed information about the occupation.

For help click the question mark icon.

Area (click to change): Rhode Island

Show Filter Criteria (Showing all records) Data to Display: Job Skills

To sort on any column, click a column title.

Occupation Title	Total Skills	Skills You Match	Skills You Lack	Match Level (%)	Job Openings (Jun 9, 2013)
Payroll and Timekeeping Clerks	13	13	0	100.0%	6
Bookkeeping, Accounting, and Auditing Clerks	35	35	0	100.0%	69
<small>BRIGHT OUTLOOK NATIONALLY</small> Graphic Designers	27	27	0	100.0%	10
<small>BRIGHT OUTLOOK NATIONALLY</small> Proofreaders and Copy Markers	7	7	0	100.0%	0
<small>BRIGHT OUTLOOK NATIONALLY</small> Billing, Cost, and Rate Clerks	27	24	3	88.9%	21
<small>BRIGHT OUTLOOK NATIONALLY</small> Tax Preparers	18	15	3	83.3%	0
Correspondence Clerks	15	12	3	80.0%	0
Art Directors	20	16	4	80.0%	1
Municipal Clerks	19	15	4	79.0%	0

How do I set my Personal Skills?


Personal Skills identify your human skills such as communication and problem-solving ability.

1. Begin at step four on the front page of this fact sheet and select **Personal Skills**.
2. There are six categories of Personal Skills; go through each and click on the skills you possess.
3. Click **Save and Find Matching Occupations** at the bottom of the screen.

How do I set up a Virtual Recruiter?

Set up a virtual recruiter to notify you when jobs become available.

1. Visit **www.employri.org** and log in. You must be a registered user to set up a Virtual Recruiter.
2. Click **Job Seeker Services** on the left side menu, then click **Virtual Recruiter**.
3. Click on the **Create new Job Alert** button.
4. Like searching for a job, there are seven ways to set up a job alert: a quick search, an advanced search, by employer, by education, by skills, by résumé criteria and by job number. The instructions below go through the quick search option.
5. Select the area and type in the occupational keyword for the recruiter you want to set up. An example would be setting the area to State of Rhode Island, then typing "Accountant" for the keyword.
6. A table with the current job postings will appear. Scroll to the bottom of the page and select **Save Search** in the Save this Job Search box.
7. Type in a name for your virtual job search in the required text box.
8. Using the drop-down boxes, select how often the virtual recruiter should run (daily, weekly, monthly); also, click on the notification method you'd like and when you want the request to expire.
9. Once all required fields with red * are filled, click the blue **SAVE** button at the bottom of the page.

For help at any time, click on the blue question mark icon - 

Watch *EmployRI "How to" Videos* online at www.dlt.ri.gov/jobseeker.htm