

How To Register As A Job Seeker And Create A Résumé In



RI's Virtual Career Center

What is EmployRI?

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

Why Register?

There are many features in EmployRI that can only be utilized when you are a registered user. EmployRI will save your skills and individual profile, your résumés and any searches you conduct, but only if you are a registered user. Certain functionality, including the ability to apply for jobs online, is not available to individuals who log on as guests.

The personal data you enter is held in strict confidence on a secure server. We will NOT sell or share your information with anyone, nor will we contact you or send you data that you haven't request.

As a registered user of EmployRI, you will have:

- ⇒ the ability to create a Virtual Recruiter which will automatically notify you of job postings
- ⇒ access to job postings and an employer database
- ⇒ a listing of upcoming events
- ⇒ up-to-date Labor Market Information
- ⇒ a Communications Center with messages and appointments
- ⇒ an extensive Assistance Center which features Quick Reference Cards and Questions and Answers

EmployRI is accessible from any computer or mobile device with internet access. New jobs are posted daily. Visit EmployRI at:

<https://www.employri.org>

How do I Register?

Registering as an individual in EmployRI is a simple process.

1. Visit <https://www.employri.org>.
2. Click Not Registered? from the home page top right corner under the Username box.
3. Under *Option 3, Create a User Account*, click on **Individual**.
4. Click the **I Agree** button at the bottom of the page after you read the Registrant Assurances/Release of Information.
5. Fill in all the fields on the next few web pages. **All fields with a red asterisk * are required fields** that must be filled. Information entered here will also carry over when you create a résumé.

The first two fields that you are required to enter are **user name** (choose 4-20 characters, using letters or numbers, no spaces allowed) and **password** - select something secure (8-18 characters including at least one uppercase letter, one lowercase letter, one number and two special characters; special characters are the symbols above the numbers on your keyboard) that you will remember. Write down and keep both pieces of this important information.

Other fields you must complete include your social security number, address and phone number.

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

Once you complete the registration pages, you will be brought into the **Services for Individuals** home page, where you can begin your job search/career exploration.



Why should I create a Résumé in EmployRI?

A résumé is the #1 tool used to get your “foot in the door” of a potential employer. When you post a résumé to EmployRI, employers can match you to their job openings by your skills set. Creating your résumé using the skills in EmployRI will help you match more job openings.

What materials will I need to create a Résumé?

You will need your work history for at least the last three years, your highest education completed, your skills and achievements, references and contact information. Having this information available before you begin will save time in the process.

How do I create a Résumé?

You may want to first complete *My Background* details. The Résumé Builder will incorporate them so you won't have to re-enter your background information. When using the Résumé Builder, some steps will allow you to update your background information as it changes. Click *Next* between steps to proceed. Click *Skip this Step* if the step doesn't apply to you. When choosing a template, you may preview it first to see the layout and section order.

1. Click Résumé Builder from the Quick Menu. Click Create New Résumé Select employer accessibility type and résumé type, and enter a résumé title.
 - > **Comprehensive** – Build your résumé using a step-by-step process (create résumé from scratch)
 - > **Upload** – Attach an existing Word or .pdf résumé (save time by using an existing résumé)
 - > **Copy and Paste Format** – Transfers résumé text from an existing copy (quick but not useful to potential employers)
 - > **Quick** – Create a résumé with minimal data entry (This will allow you to start applying for jobs more quickly, but may not provide better match results.)
2. Click Next, then OK to confirm your selections. Choose a desired work location.
3. Choose your desired occupation.
4. Select your desired salary.
5. Create your desired work profile. You may create multiple profiles for use with multiple résumés.
6. Enter Driver's License information (Step 6).
7. Select the source data for your résumé.
 - > Use the previously saved résumé option and then browse your computer to locate it. This allows the system to automatically extract data electronically.
 - > Use the Cut-and-Paste option to manually paste résumé info into the text box displayed.
 - > Click the Click Here link to continue with the Résumé Builder wizard to manually build data.
8. Select desired template. The template selected controls the total number of steps required.
 - > Click Next to use default system template.
 - > Click New Template or Save As to edit system template; enter a template name, modify résumé sections tab, résumé format tab, and section specific format tab, as desired. Click Save. Click Next. Enter Education and Training info (Step 8).
9. Enter Occupational License and Certificate info
10. Enter Employment History info; click NEXT to update job skills; select whether employers may view your salary history and reason for leaving your former jobs.
11. Modify your Job Skills list.
12. Enter your Ability summary.
13. Enter your résumé's objective.
14. Enter Honors and Activities Information.
15. Enter Additional Information.
16. Enter/confirm your Contact Information.
17. Enter your Reference Information.
18. View résumé details.
Click **Save Résumé and Return** to finish.

You are now ready to use this résumé to apply for job openings. You can create and save multiple résumés in EmployRI and you can customize your résumés to match job postings.



If you're a new Unemployment Insurance (UI) customer, **you must post your résumé to EmployRI within six weeks of filing your claim**, as part of the work search requirement. This rule takes effect September 1, 2014.

NOTE: If you're an Unemployment Insurance claimant, the Call Center is automatically notified that you've met the requirement to post your résumé to EmployRI.

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