jobs.utah.gov

Online Services For Job Seekers
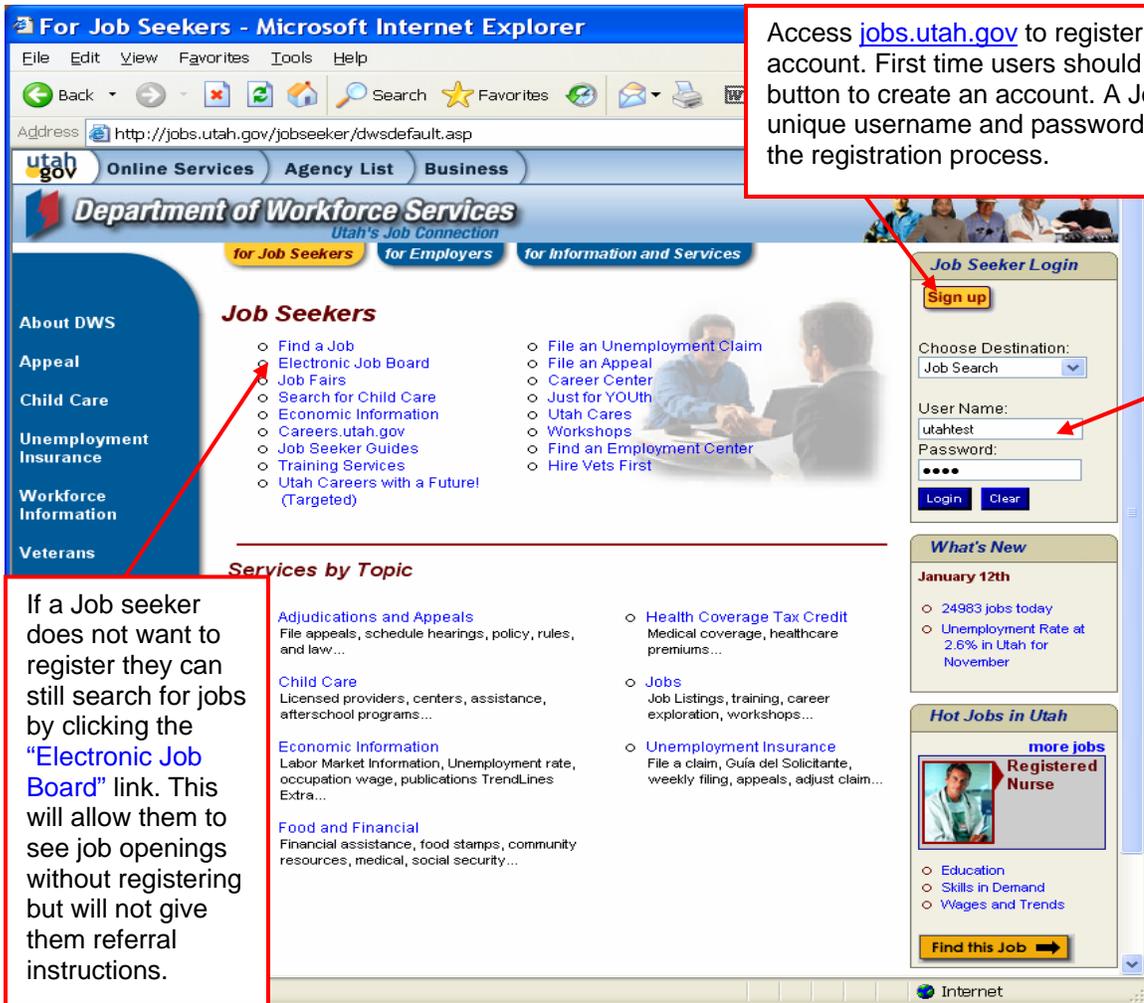
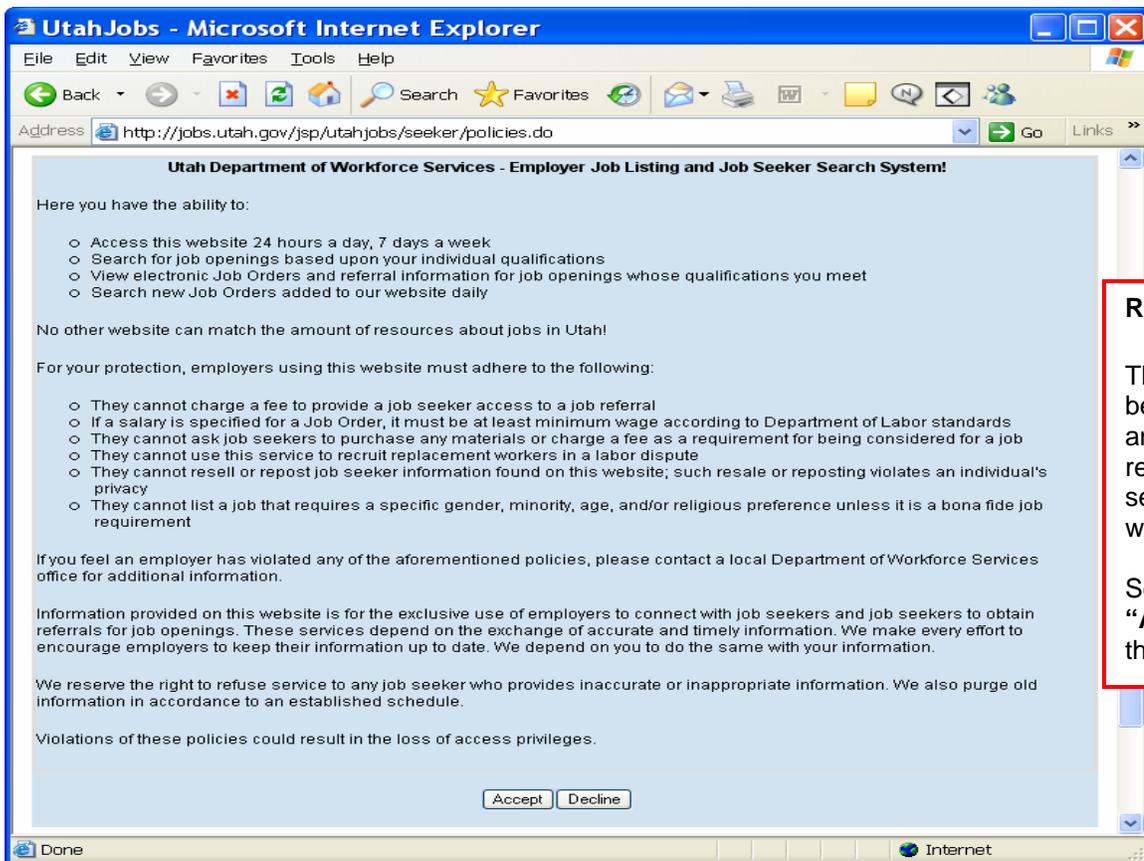## Training Guide

January 2007

Table of Contents

Access jobs.utah.gov to register and set up an online account. First time users should select the **Sign Up** button to create an account. A Job Seeker will create a unique username and password as one of the steps in the registration process.

utah.gov | Online Services | Agency List | Business

Department of Workforce Services
Utah's Job Connection

for Job Seekers | for Employers | for Information and Services

About DWS
Appeal
Child Care
Unemployment Insurance
Workforce Information
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Job Seekers

- Find a Job
- Electronic Job Board
- Job Fairs
- Search for Child Care
- Economic Information
- Careers.utah.gov
- Job Seeker Guides
- Training Services
- Utah Careers with a Future! (Targeted)

- File an Unemployment Claim
- File an Appeal
- Career Center
- Just for YOUth
- Utah Cares
- Workshops
- Find an Employment Center
- Hire Vets First

Job Seeker Login

Sign up

Choose Destination:
Job Search

User Name:
utahtest

Password:
••••

Login | Clear

Once a Job Seeker has registered, they will enter the username and password they created to login.

What's New

January 12th
- 24983 jobs today
- Unemployment Rate at 2.6% in Utah for November

If a Job seeker does not want to register they can still search for jobs by clicking the "Electronic Job Board" link. This will allow them to see job openings without registering but will not give them referral instructions.

Services by Topic

Adjudications and Appeals
File appeals, schedule hearings, policy, rules, and law...

Child Care
Licensed providers, centers, assistance, afterschool programs...

Economic Information
Labor Market Information, Unemployment rate, occupation wage, publications TrendLines Extra...

Food and Financial
Financial assistance, food stamps, community resources, medical, social security...

- **Health Coverage Tax Credit**
Medical coverage, healthcare premiums...

- **Jobs**
Job Listings, training, career exploration, workshops...

- **Unemployment Insurance**
File a claim, Guía del Solicitante, weekly filing, appeals, adjust claim...

Hot Jobs in Utah

more jobs
Registered Nurse

- Education
- Skills in Demand
- Wages and Trends

Find this Job ➡

Job Seekers should use the **Job Seekers** tab to find job seeker services and information that are provided through this web site. There is also an **Employer** tab and **Information and Services** tab.

Utah Department of Workforce Services - Employer Job Listing and Job Seeker Search System!

Here you have the ability to:

- Access this website 24 hours a day, 7 days a week
- Search for job openings based upon your individual qualifications
- View electronic Job Orders and referral information for job openings whose qualifications you meet
- Search new Job Orders added to our website daily

No other website can match the amount of resources about jobs in Utah!

For your protection, employers using this website must adhere to the following:

- They cannot charge a fee to provide a job seeker access to a job referral
- If a salary is specified for a Job Order, it must be at least minimum wage according to Department of Labor standards
- They cannot ask job seekers to purchase any materials or charge a fee as a requirement for being considered for a job
- They cannot use this service to recruit replacement workers in a labor dispute
- They cannot resell or repost job seeker information found on this website; such resale or reposting violates an individual's privacy
- They cannot list a job that requires a specific gender, minority, age, and/or religious preference unless it is a bona fide job requirement

If you feel an employer has violated any of the aforementioned policies, please contact a local Department of Workforce Services office for additional information.

Information provided on this website is for the exclusive use of employers to connect with job seekers and job seekers to obtain referrals for job openings. These services depend on the exchange of accurate and timely information. We make every effort to encourage employers to keep their information up to date. We depend on you to do the same with your information.

We reserve the right to refuse service to any job seeker who provides inaccurate or inappropriate information. We also purge old information in accordance to an established schedule.

Violations of these policies could result in the loss of access privileges.

Accept | Decline

Rules of Use:

This page reviews the benefits of using this site and the rights and responsibilities of the seeker and Employer while using the site.

Seeker will select **"Accept"** to advance to the next screen.

Registration Step 1:

The information a Seeker enters on this page must match the information in the UWORKS system or the Seeker information is validated through an automatic match with Social Security.

The following information must match the existing record in the UWORKS system:
- Name
- SSN
- Date of Birth
- Gender

Remember:
Any field noted with a "*" is a field that must be completed.

Registration Step 2:

Information provided on this page starts the 11-step registration process.

The seeker must complete all eleven steps of the registration to activate their web account. They are not required to complete all eleven pages at once. If they do not finish the next time they log into the site it will take them to the point where they were before.

Pressing the **"Next"** button will save the information and take the seeker to Step 3 of the registration process.

Note: All tabs are grayed out and not available until all steps of the registration process are completed.

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UtahJobs - Microsoft Internet Explorer

File   Edit   View   Favorites   Tools   Help

Back | Search   Favorites

Address   http://jobs.utah.gov/jsp/utahjobs/seeker/home/editGeneral.do   Go   Links »

| Home | Job Search | Referrals | **Seeker Info** | Employment | Education | Skills/Equipment | Veteran |

You must complete the registration process once to update and/or verify your information.
Once you've completed all 11 steps, you can use the tabs to update your information as needed.

Registration Step 3A - Availability Information

*Terms: ☑ Full Time ☑ Part Time ☐ Temporary ☐ Seasonal

*Shifts: ☑ Day ☐ Swing ☐ Grave ☐ Rotating

Lowest Acceptable Salary: $20.00   Hourly ▼

Commission / Piece rate? ○ Yes ● No

Will Work Saturdays? ○ Yes ● No

Will Work Sundays? ○ Yes ● No

Will Live at Worksite? ○ Yes ● No

Lifting Capacity: 50 to 75 lbs ▼

Registration Step 3B - Transportation Information

*Driver License:
  ○ None
  ● Standard
  ○ Commercial-Class C
  ○ Commercial-Class B
  ○ Commercial-Class A

Endorsements:
  ☐ Hazardous Materials   ☐ Motorcycle
  ☐ Tank Vehicle   ☐ Passenger
  ☐ School Bus   ☐ Double/Triple Trailer
  ☐ Tank and Hazardous Materials ☐ Taxi

Do you have a vehicle available to use to perform a job? ● Yes ○ No

Registration Step 3C - State Required Information (Confidential)

*Currently employed? ● Yes ○ No

*Currently in school or planning on attending in the next 4 months? ○ Yes ● No

*Years of Education Completed: 16

Migrant Worker? <Select Only If Applicable> ▼

*Disabled? ○ Yes ● No

  If Yes, does it cause a substantial barrier to employment? ○ Yes ○ No

*Are you Spanish, Hispanic, or Latino? ○ Yes ● No

Race:
  ☑ White (Including origins from Europe, Middle East or North Africa)
  ☐ Black or African American
  ☐ American Indian or Alaska Native (South/Central/North American Native)
  ☐ Asian
  ☐ Native Hawaiian or other Pacific Islander

[Next]

Internet

Registration Step 3:

Step 3 allows the Job Seeker to enter information about their Work Availability, Transportation related information and there is a section required for entry of State/ Federal required information.

Pressing the **"Next"** button will save the information and take the seeker to Step 4 of the registration process.

Note: If a Job Seeker has Information already in the UWORKS system that information will populate on each page of the registration process. If the information has changed then the Job Seeker will update the information here and it will also be updated in UWORKS.

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UtahJobs - Microsoft Internet Explorer

File   Edit   View   Favorites   Tools   Help

Back | Search | Favorites

Address http://jobs.utah.gov/jsp/utahjobs/seeker/home/editAvailability.do   Go   Links

| Home | Job Search | Referrals | Seeker Info | **Employment** | Education | Skills/Equipment | Veteran |

You must complete the registration process once to update and/or verify your information.
Once you've completed all 11 steps, you can use the tabs to update your information as needed.

Registration Step 4 - Employment History (New or Edit)

*Employer Name:

*Job Title:

City / State: Utah

*Employment Dates: To   (mm/yyyy)   **Note:** Leave 'To' date blank for current job

Can employers view this history?   Yes ⦿ No ○

*Job Description:

   Note: Punctuation and spelling are
   important.

   Limited to 500 characters

[Save and Add Another]

My Employment Histories

Employer Name	Job Title	Start Date	End Date	Viewable?	Options
State of Utah Department of Workforce Services	Information Analyst	03/2000		Yes	edit | delete
State of Utah Department of Workforce Services	Program Specialist	02/1998	02/2000	Yes	edit | delete
State of Utah Department of Human Services/DWS	Supervisor	07/1990	01/1998	Yes	edit | delete
State of Utah Department of Human Services	Family Support Worker	03/1988	06/1990	Yes	edit | delete
State of Utah Department of Natural Resources	Engineering Technician	01/1981	02/1988	Yes	edit | delete
Strong Construction Company	Laborer & Heavy Equipment Operator	05/1976	12/1980	Yes	edit | delete

[Next]

Internet

Registration Step 4:

Step 4 allows the Job Seeker to enter their Employment History information. They can enter the employment record and then select the **"Save and Add Another"** button to add more employment history records.

My Employment Histories section of the page displays the employment history records that have already been entered. Notice that records can be **edited** or **deleted**.

Pressing the **"Next"** button will save the information and take the seeker to Step 5 of the registration process.

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Screenshot 1

UtahJobs - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back | Search | Favorites

Address http://jobs.utah.gov/jsp/utahjobs/seeker/home/editDesiredEmployment.do?action=Log+In# | Go

| Home | Job Search | Referrals | Seeker Info | **Employment** | Education | Skills/Equipment | Veteran |

You must complete the registration process once to update and/or verify your information.
Once you've completed all 11 steps, you can use the tabs to update your information as needed.

Registration Step 5 - Desired Occupations

You may select up to 20 Desired Occupations.
7 Desired Occupations selected.

| **Search** | **Groups** | **All** |

Enter keywords to search for Occupations: computer | Search |

Occupation:	**# of Statewide Jobs:**
Computer Hardware Engineers	4
Computer Operators	7
Computer Programmers	55
Computer Science Teachers, Postsecondary	3
Computer Software Engineers, Applications	32
Computer Software Engineers, Systems Software	60
Computer and Information Systems Managers	13
Computer, Automated Teller, and Office Machine Repairers	1

My Desired Occupations

Occupation	*Months Experience	Year Last Worked	Options
Computer Specialists, All Other	* 72		delete
Computer Support Specialists	* 72		delete
Computer Systems Analysts	* 72		delete
Counselors, All Other	* 99	1998	delete
Managers, All Other	* 96	1998	delete
Social and Community Service Managers	* 96	1998	delete
Social and Human Service Assistants	* 12	2006	delete

| Next |

Done | Internet

Registration Step 5:

Step 5 allows the Job Seeker to select their Desired Occupation choices. Occupations can be selected by using a Key Word **Search**, **Group** search or Listing **All** Occupations.

My Desired Occupations section of the page displays the occupations records that have already been selected. When an Occupation record is selected the Job Seeker is required to enter the Months Experience for that occupation record and can also enter the Year Last Worked. Zero can be entered for records with no work experience. Notice that records can also be **deleted**.

Pressing the **"Next"** button will save the information and take the seeker to Step 6 of the registration process.

Screenshot 2

UtahJobs - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back | Search | Favorites

Address http://jobs.utah.gov/jsp/utahjobs/seeker/home/editDesiredEmployment.do | Go

| Home | Job Search | Referrals | Seeker Info | Employment | **Education** | Skills/Equipment | Veteran |

You must complete the registration process once to update and/or verify your information.
Once you've completed all 11 steps, you can use the tabs to update your information as needed.

Registration Step 6 - Education History (New or Edit)

*School Name:
*Degree:
City / State: ,
Country:
Completion Date: (mm/yyyy)
Major: **<Choose A Major>**

Minor: **<Choose A Minor>**

| Save and Add Another |

My Education Histories

| School Name	Degree	Completion Date	Major (or Study Area) - Minor	Options
Weber State	Bachelors	03/1987	Psychology, General - Business Administration/Management	edit | delete
Springville	High School Diploma	05/1978		edit | delete

| Next |

Internet

Registration Step 6:

Step 6 allows the Job Seeker to enter their Education History information. After entering the education record, select the **"Save and Add Another"** button to add more education history records.

My Education Histories section of the page displays the education records that have already been entered. Notice that records can be **edited** or **deleted**.

Pressing the **"Next"** button will save the information and take the seeker to Step 7 of the registration process.
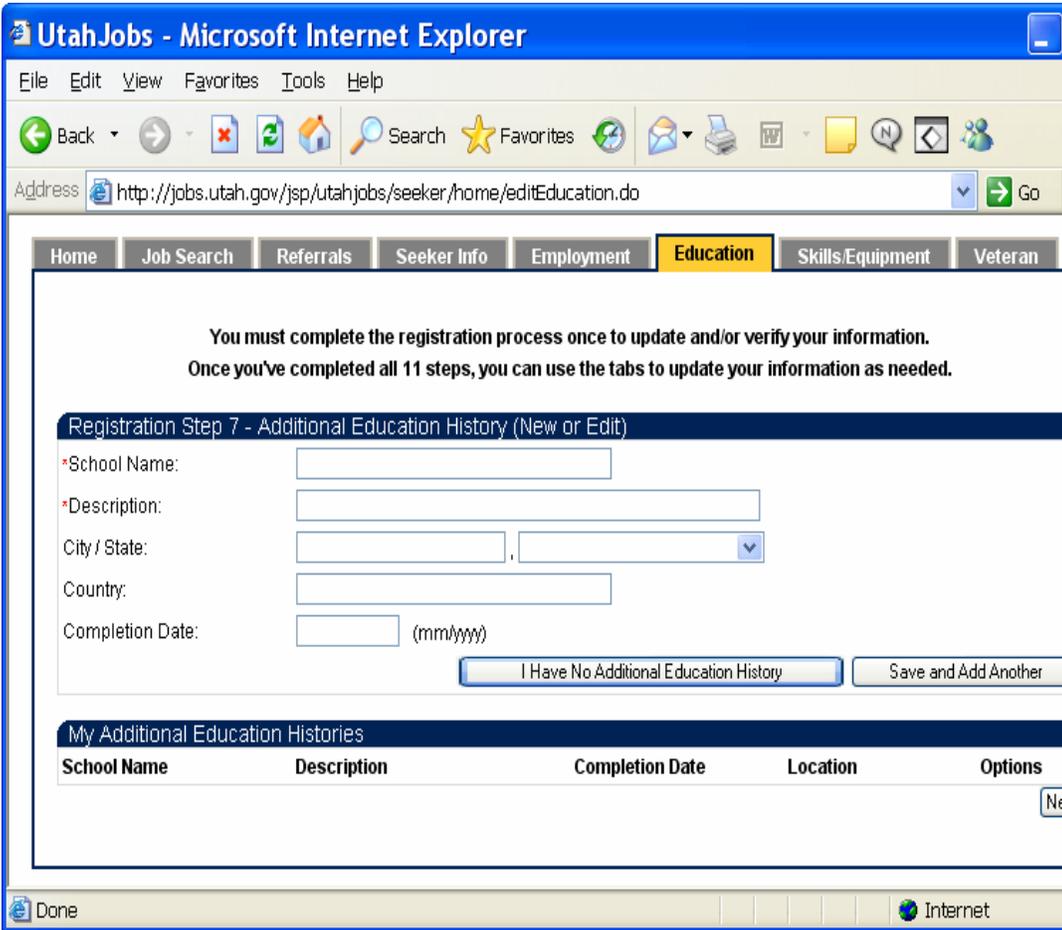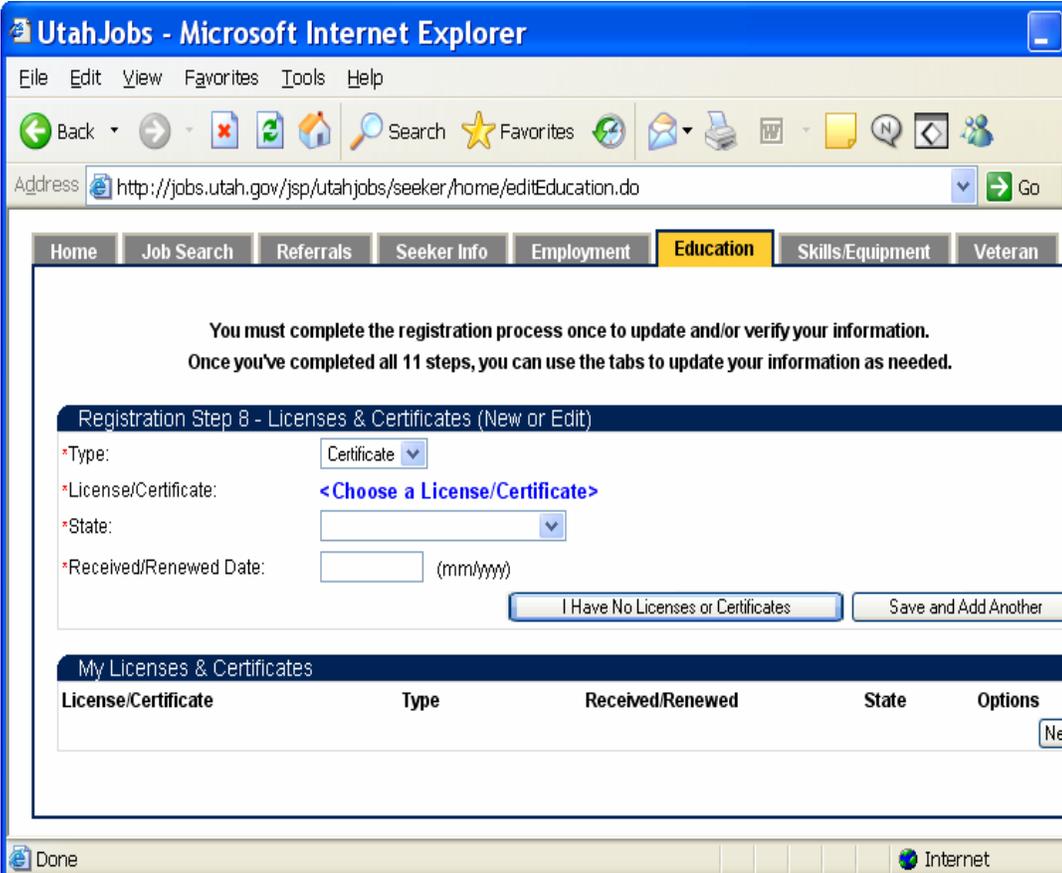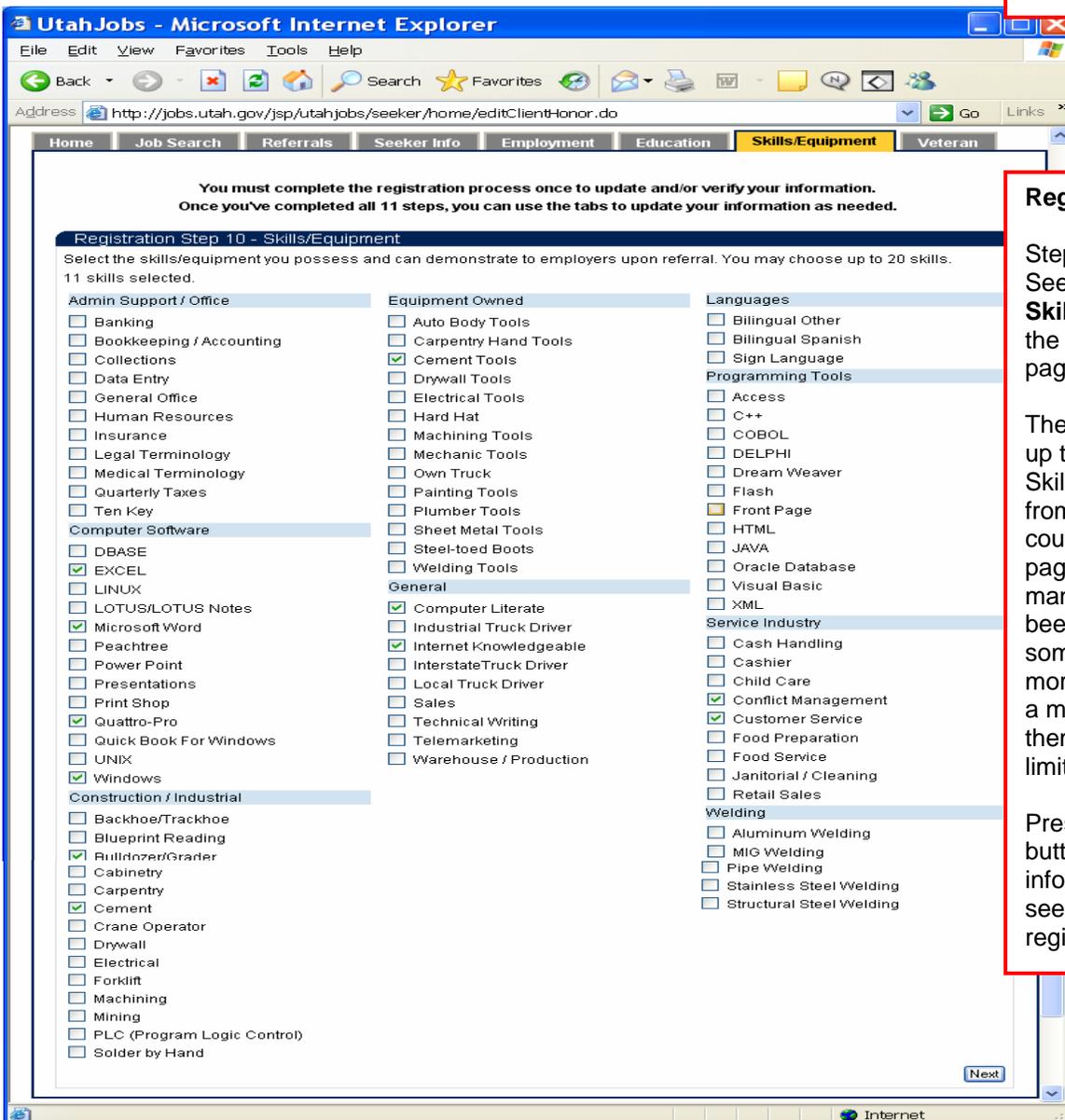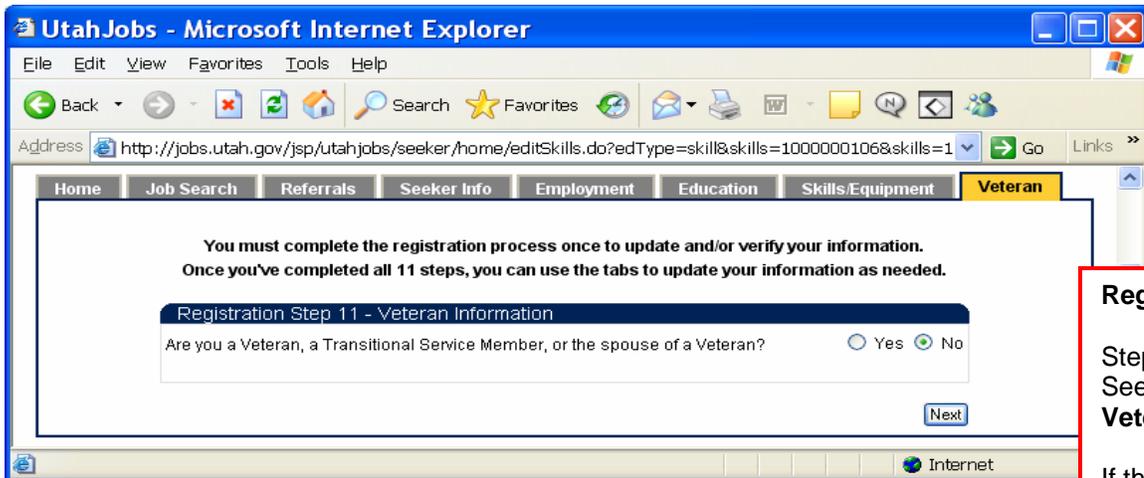
Registration Step 7:

Step 7 allows the Job Seeker to enter Additional Education History information. Enter the education record and then select the **"Save and Add Another"** button to add more education history records.

My Additional Education Histories section of the page displays the education records that have already been entered.

Pressing the **"Next"** button will save the information and take the seeker to Step 8 of the registration process.

Note: On pages where no existing records exist and none need to be added you will see the button **"I Have No Additional ___ History"**.

Registration Step 8:

Step 8 allows the Job Seeker to enter Licenses or Certificates. Select a License or Certificate by clicking **<Choose a License/Certificate>** and selecting from the list. Use the **"Save and Add Another"** button to select additional Licenses/Certificates.

My License & Certificate section of the page displays the License/Certificates that have already been entered.

Pressing the **"Next"** button will save the information and take the seeker to Step 9 of the registration process.

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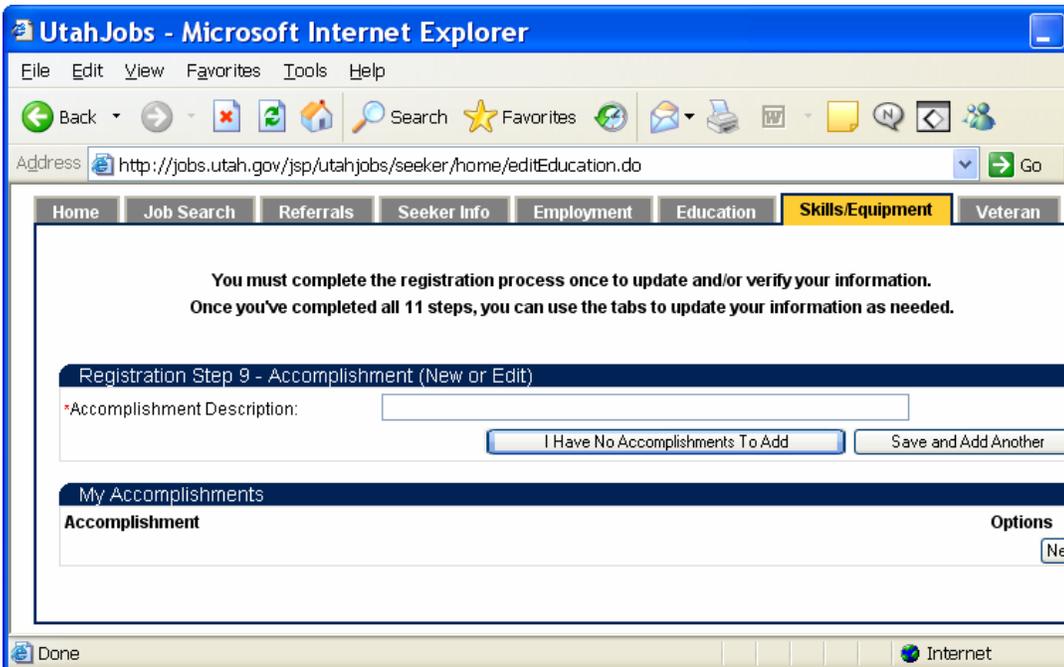
Registration Step 9:

Step 9 allows the Job Seeker to enter Accomplishments. Enter accomplishments and then select the **"Save and Add Another"** button to add more records.

My Accomplishments section of the page displays the records that have already been entered.

Pressing the **"Next"** button will save the information and take the seeker to Step 10 of the registration process.

Registration Step 10:

Step 10 allows the Job Seeker to select **Skills/Equipment** from the check boxes on the page.

The Job Seeker can select up to 20 of the Skills/Equipment options from the list. There is a counter at the top of the page that shows how many of the boxes have been checked. When someone tries to select more than 20 of the boxes a message shows letting them know that they are limited to 20.

Pressing the **"Next"** button will save the information and take the seeker to Step 11 of the registration process.

UtahJobs - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back | Search | Favorites

Address http://jobs.utah.gov/jsp/utahjobs/seeker/home/editSkills.do?edType=skill&skills=1000000106&skills=1 | Go | Links »

| Home | Job Search | Referrals | Seeker Info | Employment | Education | Skills/Equipment | **Veteran** |

You must complete the registration process once to update and/or verify your information.
Once you've completed all 11 steps, you can use the tabs to update your information as needed.

Registration Step 11 - Veteran Information

Are you a Veteran, a Transitional Service Member, or the spouse of a Veteran?   ○ Yes ● No

[Next]

Internet

UtahJobs - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back | Search | Favorites

Address http://jobs.utah.gov/jsp/utahjobs/seeker/home/editMisc.do | Go

| Home | Job Search | Referrals | Seeker Info | Employment | Education | Skills/Equipment | **Veteran** |

You must complete the registration process once to update and/or verify your information.
Once you've completed all 11 steps, you can use the tabs to update your information as needed.

Registration Step 11 - Veteran Information

Are you a Transitional Service Member (12 months from separation or 24 months from retirement)?   ○ Yes ● No

Are you the spouse of a Veteran?   ○ Yes ● No

Are you a Veteran?   ● Yes ○ No

If Yes, specify your Veteran Status:
- ○ Active military service (over 180 continuous days)
- ● **Member of Reserves or National Guard Unit**
- ○ Service connected disability, 30% or more
- ○ Service connected disability, less than 30%

If Yes, enter your Dates of Service:
05/2000 - 10/2004 (mm/yyyy - mm/yyyy)
_____ - _____ (mm/yyyy - mm/yyyy)
Note: Return to this page to enter additional Dates of Service.

If Yes, are you the recipient of a **Campaign Badge**?   ○ Yes ● No
If Yes, do you want employers to see your Veteran status?   ○ Yes ○ No

[Finish]

Internet

UtahJobs - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back | Search | Favorites

Address http://jobs.utah.gov/jsp/utahjobs/seeker/home/editMisc.do | Go

| Home | Job Search | Referrals | Seeker Info | Employment | Education | Skills/Equipment | Veteran |

Registration Complete

Congratulations! You've completed your registration. Click on the Job Search tab to begin searching for jobs.

[Next]

Internet

Registration Step 11:

Step 11 allows the Job Seeker to select their **Veteran** status.

If the Job Seeker is not a veteran they select **No** and the registration process is complete. If the Job Seeker is a Veteran they should select **Yes** and click the **Next** button.

Veteran Job Seekers will need to complete the information on the **Veteran** page. The blue sentences are links and clicking on them will open pop-ups for detailed descriptions of the question.

Pressing the **"Finish"** button will save the information and completes the registration process.
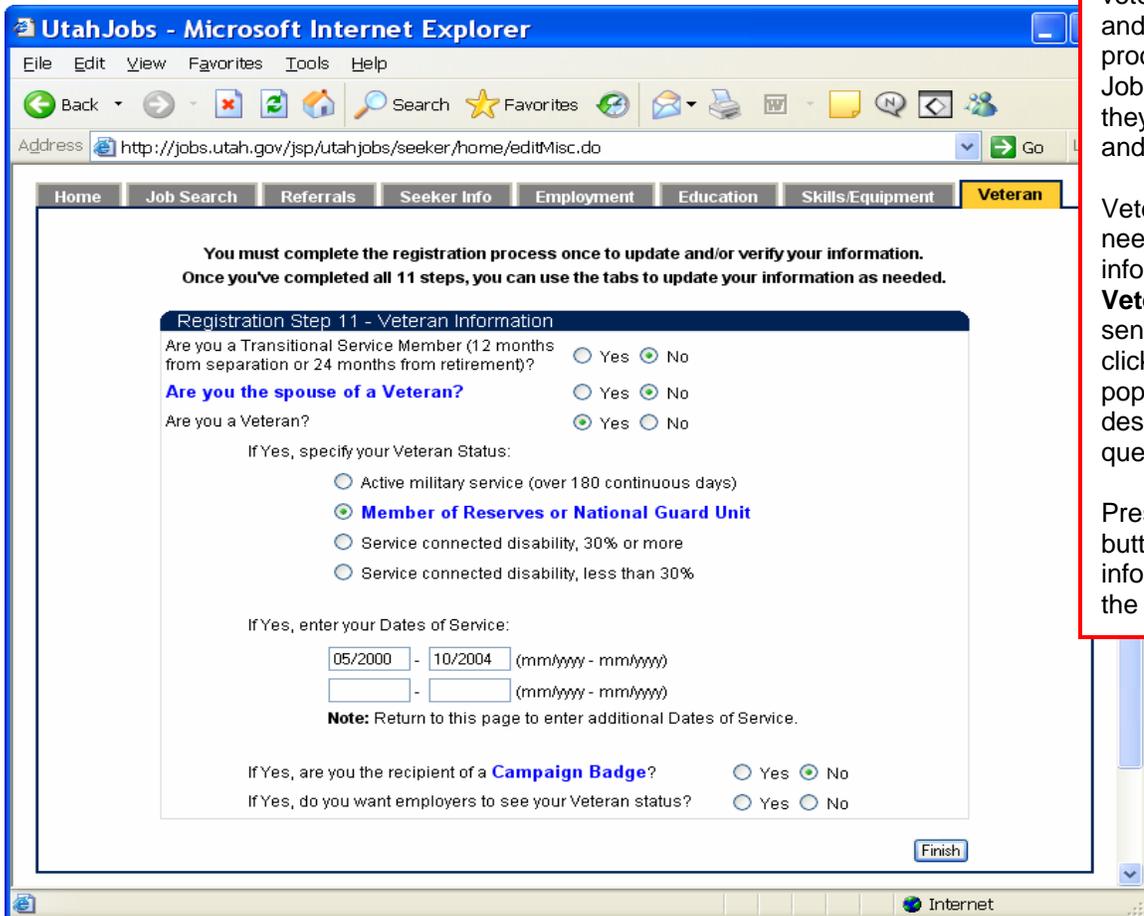
Registration Complete:

When the Registration is complete the page will display a message so the Job Seeker knows they have completed the process. The tabs turn blue and are now accessible. Clicking the **Next** button will take you to the seeker **Home** page.

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Seeker Home Page:

The Home page allows the seeker to view their General Information, do Quick Job Searches and View some of their recent job referrals. All tabs are available for the seeker to click and make changes to their record.

Clicking the "more search options" link will open the Job Search page and take the seeker to the second tab (Job Search).

There are three links in the "My General Information" section of the page, Additional Services, Change My Password, and View My Information (pdf). The Additional Services link will open the **"Preparing To Prosper"** page where more information is available (page below). The "Change My Password" link opens the **"Change Password"** page were the seeker can change their password. The **"View My Information"** link will open a pdf page and display the job seekers information as it has been entered. This information is what the employer will see when they are searching for job seekers for their jobs.

Preparing To Prosper:

From this page job seekers can learn about employment and training services offered by DWS. The six blue links will open pages that provide additional information about programs offered. The Next button will open an application form for additional service. When the application is completed information will be given to the seeker about how to follow through with the application process.
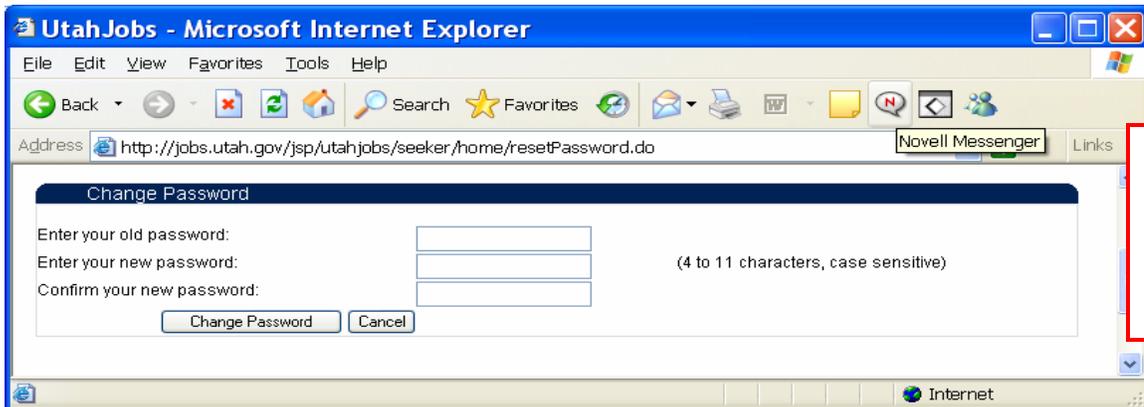
Change Password:

From this page the job seeker can change the password they use to enter the system.
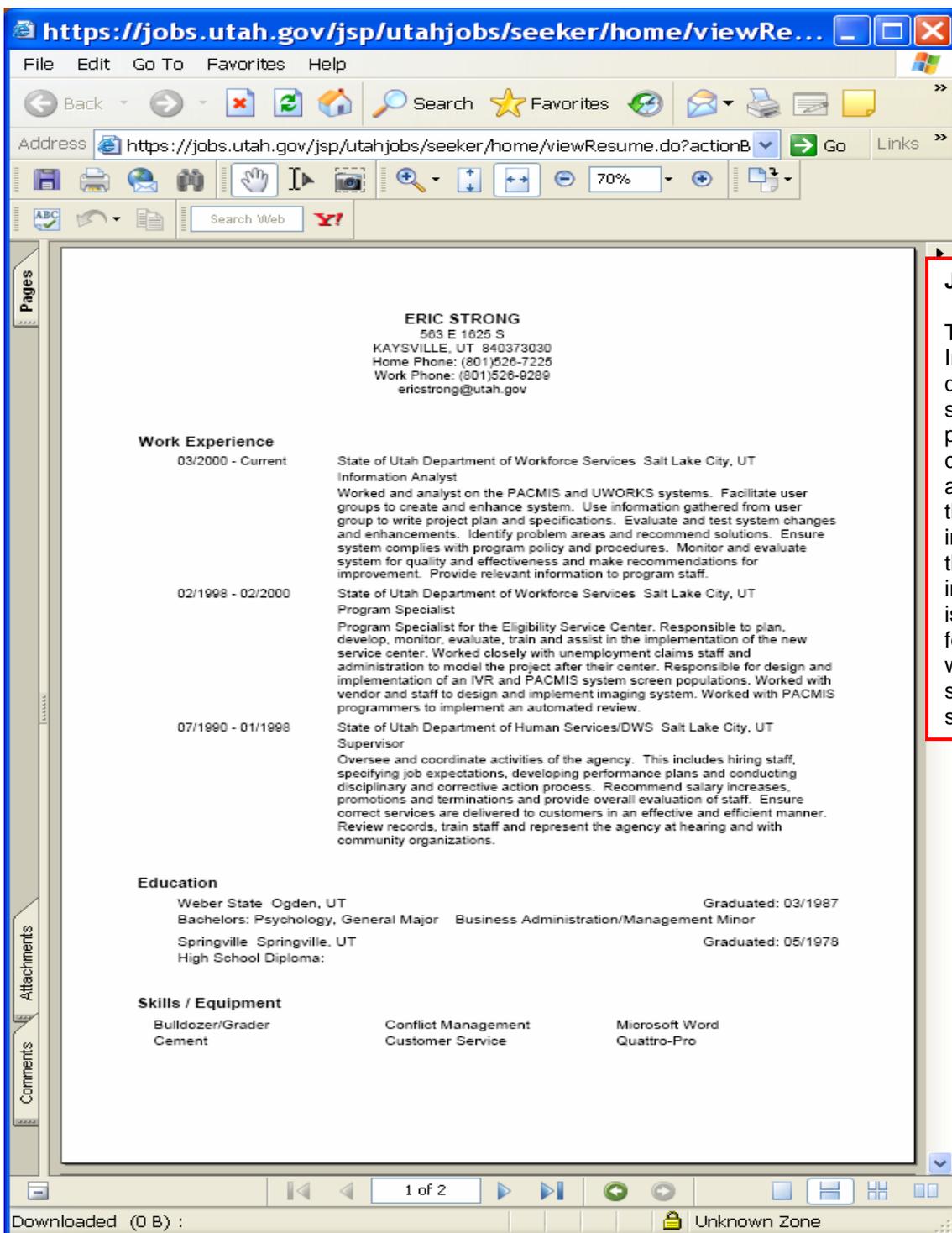
Job Seeker Info:

The Job Seeker Information page is displayed in pdf format so that the seeker can print the information or copy and paste it to another application so that they can use the information to create their resume. The information on this page is displayed in the format that employers will see it when they are searching for job seekers to fill their jobs.

Change Password

Enter your old password:

Enter your new password: (4 to 11 characters, case sensitive)

Confirm your new password:

[Change Password] [Cancel]

ERIC STRONG
563 E 1625 S
KAYSVILLE, UT 840373030
Home Phone: (801)526-7225
Work Phone: (801)526-9289
ericstrong@utah.gov

Work Experience

03/2000 - Current — State of Utah Department of Workforce Services Salt Lake City, UT
Information Analyst
Worked and analyst on the PACMIS and UWORKS systems. Facilitate user groups to create and enhance system. Use information gathered from user group to write project plan and specifications. Evaluate and test system changes and enhancements. Identify problem areas and recommend solutions. Ensure system complies with program policy and procedures. Monitor and evaluate system for quality and effectiveness and make recommendations for improvement. Provide relevant information to program staff.

02/1998 - 02/2000 — State of Utah Department of Workforce Services Salt Lake City, UT
Program Specialist
Program Specialist for the Eligibility Service Center. Responsible to plan, develop, monitor, evaluate, train and assist in the implementation of the new service center. Worked closely with unemployment claims staff and administration to model the project after their center. Responsible for design and implementation of an IVR and PACMIS system screen populations. Worked with vendor and staff to design and implement imaging system. Worked with PACMIS programmers to implement an automated review.

07/1990 - 01/1998 — State of Utah Department of Human Services/DWS Salt Lake City, UT
Supervisor
Oversee and coordinate activities of the agency. This includes hiring staff, specifying job expectations, developing performance plans and conducting disciplinary and corrective action process. Recommend salary increases, promotions and terminations and provide overall evaluation of staff. Ensure correct services are delivered to customers in an effective and efficient manner. Review records, train staff and represent the agency at hearing and with community organizations.

Education

Weber State Ogden, UT   Graduated: 03/1987
Bachelors: Psychology, General Major   Business Administration/Management Minor

Springville Springville, UT   Graduated: 05/1978
High School Diploma:

Skills / Equipment

Bulldozer/Grader	Conflict Management	Microsoft Word
Cement	Customer Service	Quattro-Pro

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Job Search Page:

This page gives seekers many different options to help them find the job that is right for them.

Search By Location allows searches by zip code, by distance from a zip code, by county (Map), statewide or jobs outside the state.

Search Details allows seekers to select the shift, terms, days off and salary level they desire.

Search By Occupation allows seekers to search by all occupations, their desired occupations or selected occupations of their choice.

Search Results Page:

After the seekers selects all the options they want and clicks the search button this page show the results of the search.

Jobs that are New or have been Updated in the past two days will show with **NEW** or **UPDATED** listed in the first column.

If there are too few or too many jobs in the list select the **Close** button and modify the search options to bring back more or less jobs.

UtahJobs - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back | Search | Favorites

Address http://jobs.utah.gov/jsp/utahjobs/seeker/search/search.do?onets=&onetClasses=&saveSearch=&actic | Go Links

| Home | **Job Search** | Referrals | Seeker Info | Employment | Education | Skills/Equipment | Veteran |

Like your search results? You can save this search at the bottom of this page so you can run it when you search for jobs again. To refine your search, click the Close button below or the Job Search tab above.

Search Results

6 items found, displaying all items.1

Job Title	Job Order #	Date Posted	Location
Senior Project Manager - Financial	8437425	01/09/2007	KAYSVILLE, UT, 84037-1948
Project Manager - Financial - Six-Sigma	8437409	01/09/2007	KAYSVILLE, UT, 84037-1948
Case Manager	8434060	12/28/2006	OGDEN, UT, 84401-0000
Job Coach/Case Manager	8434058	12/28/2006	OGDEN, UT, 84401-3206
Technical Support	8433031	12/26/2006	OGDEN, UT, 84403-0913

Salary:	
Location:	OGDEN, UT, 84403-0913
Description:	Ogden company providing debt recovery software to customers throughout the U.S. and Canada. Will be communicating with customers by phone and e-mail. Documenting problem calls using call-desk software. Answering operational questions related to software, Os, hardware and networking. Connecting to customers system via VPN and FTP. Diagnosing and debugging software problems. Project related programming opportunities. Position requires ability to assist customers and have outstanding verbal skills and writing skills. This is a full time position, primarily Monday through Friday, with hours of operation from 6 AM to 6 PM. Benefits include:health insurance, dental insurance,professional massages and a 401K plan. Preference given to individuals with a degree in Information Technology. Salary will be negotiable.
Open Date:	12/26/2006
Close Date:	03/26/2007
Education:	High School Diploma
Shifts:	Day, Rotating
Terms:	Full
Days Off:	Sat, Sun

[How to Apply]

| **Selling Branch Manager** | 8425914 | 11/29/2006 | OGDEN, UT, 84403 |

6 items found, displaying all items.1

Save This Search

Replace a previously saved search: [No Saved Searches ▾] [Replace]

Or save as a new search: [   ] [Save New]

[Close]

Internet

Search Results & How to Apply Page:

To see more information about a job click on the **Job Title** and the page will expand and show more information about the job. Clicking again on the job title will remove the job information. You can have several different jobs expanded at a time.

UtahJobs - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back | Search | Favorites

Address http://jobs.utah.gov/jsp/utahjobs/seeker/search/viewReferralInfo.do?page=searchResults | Go Link

| Home | Job Search | **Referrals** | Seeker Info | Employment | Education | Skills/Equipment | Veteran |

Technical Support / 8433031

Salary:	
Location:	OGDEN, UT, 84403-0913
Description:	Ogden company providing debt recovery software to customers throughout the U.S. and Canada. Will be communicating with customers by phone and e-mail. Documenting problem calls using call-desk software. Answering operational questions related to software, Os, hardware and networking. Connecting to customers system via VPN and FTP. Diagnosing and debugging software problems. Project related programming opportunities. Position requires ability to assist customers and have outstanding verbal skills and writing skills. This is a full time position, primarily Monday through Friday, with hours of operation from 6 AM to 6 PM. Benefits include:health insurance, dental insurance,professional massages and a 401K plan. Preference given to individuals with a degree in Information Technology. Salary will be negotiable.
Open Date:	12/26/2006
Close Date:	03/26/2007
Education:	High School Diploma
Shifts:	Day, Rotating
Terms:	Full
Days Off:	Sat, Sun

Referral Instructions

Employer:	DAKCS SOFTWARE SYSTEMS INC
Instructions:	Submit resumes to archie@dakcs.com or to Dakcs Software Systems, Inc. Attn: Archie Smith, 3017 Taylor Ave., Ogden, UT 84403
Email:	archie@dakcs.com
Phone:	(801)394-5791

print referral info

[Close]

Internet

Search Results Referral Instructions:

When you find a job that interests you click on the **How to Apply** button. If you qualify for the job the page will display the **Referral Instructions**. If you do not meet the qualifications for the job a page showing why you do not qualify will come up.

Click the Print Referral Info button to get a printout of the referral information (see example on page 17).

Screenshot 1 — UtahJobs - Microsoft Internet Explorer

Address: http://jobs.utah.gov/jsp/utahjobs/seeker/search/search.do?onets=&onetClasses=&saveSearch=&actio

Tabs: Home | Job Search | Referrals | Seeker Info | Employment | Education | Skills/Equipment | Veteran

Like your search results? You can save this search at the bottom of this page so you can run it when you search for jobs again. To refine your search, click the Close button below or the Job Search tab above.

Search Results

23 items found, displaying all items.1

	Job Title	Job Order #	Date Posted	Location
NEW	TECHNICAL SUPPORT SPEC II	8439168	01/12/2007	OGDEN, UT, 84404
NEW	IT ANALYST II	8439157	01/12/2007	SLC, UT, 84114
UPDATED	Direct Support North Salt Lake	8438663	01/11/2007	NORTH SALT LAKE, UT, 84054
UPDATED	Dell inbound Tech Support Specialist	8438154	01/11/2007	CLEARFIELD, UT, 84015
	TECHNICAL SUPPORT SPECIALIST II	8438092	01/10/2007	SLC, UT, 84114
UPDATED	Assistant Managers	8438070	01/10/2007	KAYSVILLE, UT, 84037-1140
	Data Entry/Verification	8437729	01/10/2007	SALT LAKE CTY, UT, 84116-2921
	Senior Project Manager - Financial	8437425	01/09/2007	KAYSVILLE, UT, 84037-1948
	Project Manager - Financial - Six-Sigma	8437409	01/09/2007	KAYSVILLE, UT, 84037-1948
	Programmer Analyst	8436684	01/08/2007	SALT LAKE CITY, UT, 84116
	Shift Manager	8436469	01/06/2007	SALT LAKE CITY, UT, 84122
	Program Schedule Manager - (SL03720)	8436306	01/05/2007	SALT LAKE CITY, UT, 84116
	Computer Maintenance Technician - (SL037	8436297	01/05/2007	SALT LAKE CITY, UT, 84116
	Case Manager	8434060	12/28/2006	OGDEN, UT, 84401-0000
	Job Coach/Case Manager	8434058	12/28/2006	OGDEN, UT, 84401-3206
	Programmer Analyst	8431207	12/18/2006	SALT LAKE CITY, UT, 84116
	Programmer Analyst	8429811	12/12/2006	SALT LAKE CITY, UT, 84116
	Selling Branch Manager	8425914	11/29/2006	OGDEN, UT, 84403
	Communications/Electronic Repairers	8424579	11/24/2006	OGDEN, UT, 84403-2057
	IT Analyst III - (SL03674)	8423011	11/17/2006	SALT LAKE CITY, UT, 84116
	Programmer Analyst	8418881	11/06/2006	SALT LAKE CITY, UT, 84116
	Programmer Analyst	8416171	10/30/2006	SALT LAKE CITY, UT, 84116
	Programmer Analyst	8413205	10/20/2006	84116, UT, 84116

23 items found, displaying all items.1

Save This Search

Replace a previously saved search: [No Saved Searches ▼]   [Replace]

Or save as a new search: [Desired Job in Area]   [Save New]

[Close]

Save Search:

Many job seekers have search options that they like to use every time they come into the website and search for jobs. To accommodate this, searches can be named and saved. At the bottom of this page enter a name for the search and click the **Save New** button. Several different searches can be saved.

Screenshot 2 — UtahJobs - Microsoft Internet Explorer

Address: http://jobs.utah.gov/jsp/utahjobs/seeker/search/search.do

Tabs: Home | Job Search | Referrals | Seeker Info | Employment | Education | Skills/Equipment | Veteran

Enter keywords to search for jobs OR enter the Job Order number: [_____] [Search]

Search By Location
- ○ Search by Zip Code: 84037
- ● Search within 18 miles of Zip Code: 84037
- ○ Search by county: Select county ▼ use map
- ○ Search statewide
- ○ Search outside the state of Utah

Non-DWS Jobs
New jobs in last [____] days

Search Details

Shifts: ☑ Day ☐ Swing ☐ Grave ☐ Rotating

Terms: ☑ Full Time ☐ Part Time ☐ Temporary ☐ Seasonal

Days Off: ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun

Lowest acceptable salary: [_____] Hourly ▼

Sort jobs by: Newest jobs first ▼

[Search]

[Search]

Search By Occupation
- ○ All occupations
- ● My desired occupations
- ○ Select occupations

[Search]

To view results from a saved search, select the search below and press the Load button. Once you have done a new search, you can save it at the bottom of the results page.

[<Select Search to Load or Delete> ▼] [Load] [Delete]

<Select Search to Load or Delete>
Desired Job in Area

Select Saved Search:

Find saved searches on the bottom of page by clicking <Select Search to Load or Delete>. Your saved search(s) will be in the dropdown list. Click the search you want and select the **Load** button. This will automatically enter all the options and complete the search.

If you no longer need a search you can select it from the list and then click on the **Delete** button to delete it.

UtahJobs - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back | Search | Favorites

Address http://jobs.utah.gov/jsp/utahjobs/seeker/home/viewReferrals.do

| Home | Job Search | **Referrals** | Seeker Info | Employment | Education | Skills/Equipment | Veteran |

My Referrals (Open Jobs Only)

Job Title	Employer Name	Job Open Date	Max Salary
Dell inbound Tech Support Specialist	TELEPERFORMANCE USA INC	01/11/2007	$11.00 Hourly
Computer Technical Support	BUSINESS SOFTWARE SOLUTIONS	01/12/2007	$12.00 Hourly
Direct Support at Clara St	DANVILLE SERVICES CORP	12/12/2006	
Residential Advisor	LEGACY ADOLESCENT SERVICES INC	11/09/2006	
Technical Support Representative	RELIANET	11/14/2006	$10.00 Hourly
Technical Support	DAKCS SOFTWARE SYSTEMS INC	12/26/2006	
Programmer Analyst	Zions Bank	12/12/2006	
Technical Support	DAKCS SOFTWARE SYSTEMS INC	12/26/2006	

8 items found, displaying all items.1

Internet

Referrals Page:

The **Referrals** tab will display all of the jobs that you have received referral information for. Click on a Job Title and it will expand the page and display the job detail information and referral instructions'

Referrals will only show on this page as long as a job is open. Once a job is no longer open the referral will be removed.

UtahJobs - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back | Search | Favorites

Address http://jobs.utah.gov/jsp/utahjobs/seeker/search/viewReferralInfo.do?joid=2200436298&page=referral

| Home | Job Search | **Referrals** | Seeker Info | Employment | Education | Skills/Equipment | Veteran |

Dell inbound Tech Support Specialist / 8438155

communicate corrective actions. Demonstrate strong customer service attitude and create a positive impression of Dell. Assume responsibility for problem solutions from customer calls. Sign on bonus for A+ certified applicants!

Open Date:	01/11/2007
Close Date:	02/11/2007
Education:	None
Shifts:	Day, Swing, Rotating
Terms:	Full
Days Off:	
Openings:	1
Work Schedule:	Sunday-Saturday shifts vary to schedule
Months of Experience:	6
Lifting Requirement:	
Driver License:	None
Endorsements:	
Benefits:	401K, Dental Insurance, Health Insurance, Holidays, Sick Leave
Commission?	No

Referral Instructions

Employer:	TELEPERFORMANCE USA INC
Instructions:	Fax, email, or walk ins welcome.
Email:	megan.craig@teleperformance.com
In Person:	375 SOUTH STATE ST
	CLEARFIELD, UT, 84015
Phone:	(801)776-3565
Fax:	(801)776-3662
Website:	http://www.teleperformanceusa.com/dell/

print referral info

Close

Internet

Referral Instructions:

As long as a job listing is open the job seeker can see it and get the Referral Instructions. Job seekers can come to this page to find jobs that they have been referred to but still need to follow up and contact the employer.

Use the Print Referral Info link to print the referral instructions.

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UtahJobs - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back | Search | Favorites |

Address http://jobs.utah.gov/jsp/utahjobs/seeker/home/printReferralInfo.do?joid=2200436298 | Go | Links

Referral Information

Dell inbound Tech Support Specialist / 8438155

Employer:	TELEPERFORMANCE USA INC
Salary:	$9.50 - $11.00 Hourly
Location:	CLEARFIELD, UT, 84015
Description:	Complete six weeks of paid training on Dell's product line and an A+ Certification course. Answer incoming calls, provide technical assistance to customers over the phone for Dell desktop PC products. Solve routine problems effectively and trouble shoot complex technical issues as well as advise customers on problem solutions. Be able to effectively communicate corrective actions. Demonstrate strong customer service attitude and create a positive impression of Dell. Assume responsibility for problem solutions from customer calls. Sign on bonus for A+ certified applicants!
Open Date:	01/11/2007
Close Date:	02/11/2007
Education:	None
Shifts:	Day, Swing, Rotating
Terms:	Full
Days Off:	
Openings:	1
Work Schedule:	Sunday-Saturday shifts vary to schedule
Months of Experience:	6
Lifting Requirement:	
Driver License:	None
Endorsements:	
Benefits:	
Commission?	No
Instructions:	Fax, email, or walk ins welcome.
Email:	megan.craig@teleperformance.com
In Person:	375 SOUTH STATE ST CLEARFIELD, UT, 84015
Phone:	(801)776-3565
Fax:	(801)776-3662
Website:	http://www.teleperformanceusa.com/dell/

Done | Internet

Referral Printout:

When the seeker clicks the Print Referral Info link on the referral instructions page this popup will come up. From this page the seeker can get a printer friendly copy of the job and referral instructions.

| Home | Job Search | Referrals | **Seeker Info** | Employment | Education | Skills/Equipment | Veteran |

My General Information

ERIC STRONG

Email:	ericstrong@utah.gov
Can Employers view your information?	Yes
Address:	563 E 1625 S
	KAYSVILLE, UT 84037-3030
Homeless?	Yes
Home Phone:	(801) 526-7225
Work Phone:	(801) 526-9289

edit general information

My Citizenship Information

U.S. Citizen or legally eligible to work in the U.S.?	Yes

edit citizenship information

My Availability Information

Terms:	Full Time, Part Time
Shifts:	Day
Lowest Acceptable Salary:	$20.00 Hourly
Will work for Commission/Piece Rate?	No
Will work Saturdays?	No
Will work Sundays?	No
Will live at worksite?	No
Lifting Capacity:	50 to 75 lbs

edit availability information

My Transportation Information

Driver License:	Standard
Endorsements:	
Vehicle available to perform job?	Yes

edit transportation information

My State Required Information (Confidential)

Currently Employed?	Yes
Currently in school or planning to attend in the next 4 months?	No
Years of Education Completed:	16
Seasonal Farm Worker?	No
Migrant Farm Worker?	No
Migrant Food Processor?	No
Disabled?	No
Spanish, Hispanic or Latino?	No
Race:	White

edit state required information

Internet

Seeker Info Page:

The **Seeker Info** tab will display the General Information, Citizenship, Availability, Transportation and State Required information that was entered during the seeker registration process.

Use this page to change or update information that is no longer correct. Click the Edit <blank> Information link to change information in any of the five sections. When you click a link you will see a page that looks much like the page where the information was entered during the seeker registration process.

Employment Page:

The **Employment** tab shows the seeker employment history and the desired occupations that were entered when the seeker registered.

Select the Edit link to change an employment record or delete to delete the record. To add new employment history, click the **New Employment History** button. When you click a link you will see a page that looks much like the page where Employment information was entered during the seeker registration process.

To add or change Desired Occupations click the **Edit Desired Occupations** button. Use the Delete link to remove the record.

Occupations Search:

When the **New Employment History** button is selected on the Employment tab this page will come up. This page that looks much like the page where Desired Occupations information was entered during the seeker registration process.

The seeker can select Desired Occupations using any of the three tabs on this page.

The **Search** tab allows the seeker to find occupations by entering **key word(s)** and then selecting the **Search** button. The search returns all occupations that found the key word(s) in the occupations job title or description.

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Occupations Groups:

The **Groups** tab allows the seeker to see occupations by clicking on folders and expanding the groups. To add an occupation to your Desired list click an occupation title from the list. The number to the right of the occupation shows the number of Job open statewide for that occupation title.

When an occupation has been added it will show under the Occupation column in **My Desired Occupations** section of the page. If the seeker has work experience for that occupation they should enter the **Months Experience** and the **Year Last Worked**. Months Experience is required.

Occupations All:

The **All** tab allows the seeker to see all occupational titles in the entire list. To add an occupation to your Desired list click an occupation title from the list.

Enter the **Months Experience** and the **Year Last Worked** and click on the **Save** button.

Use the Delete link to remove an Occupational title from your list.

Skills/Equipment:

The **Skills/Equipment** tab shows the seeker the Skills/Equipment and Accomplishments that were entered when the seeker registered.

To add Skills/Equipment or Accomplishments, click the **Edit Skills/Equipment** or **New Accomplishment** button. When you click a link you will see a page that looks much like the page where this information was entered during the seeker registration process
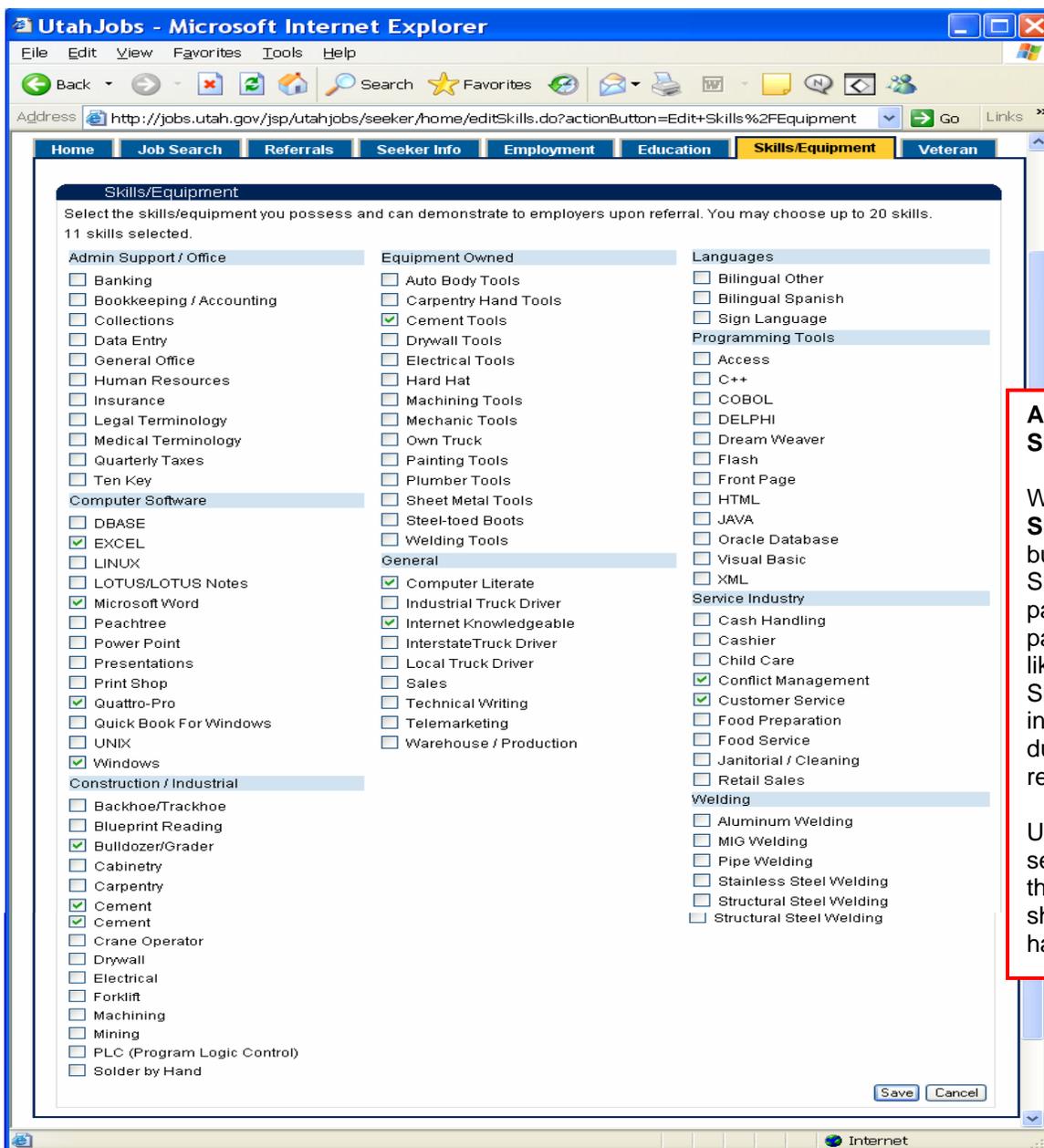

Add or Delete Skills/Equipment:

When the **Edit Skills/Equipment** button is selected on the Skills/Equipment tab this page will come up. This page that looks much like the page where Skills/Equipment information was entered during the seeker registration process.

Up to 20 Skills can be selected. The counter at the top of the page will show how many skills have been selected.
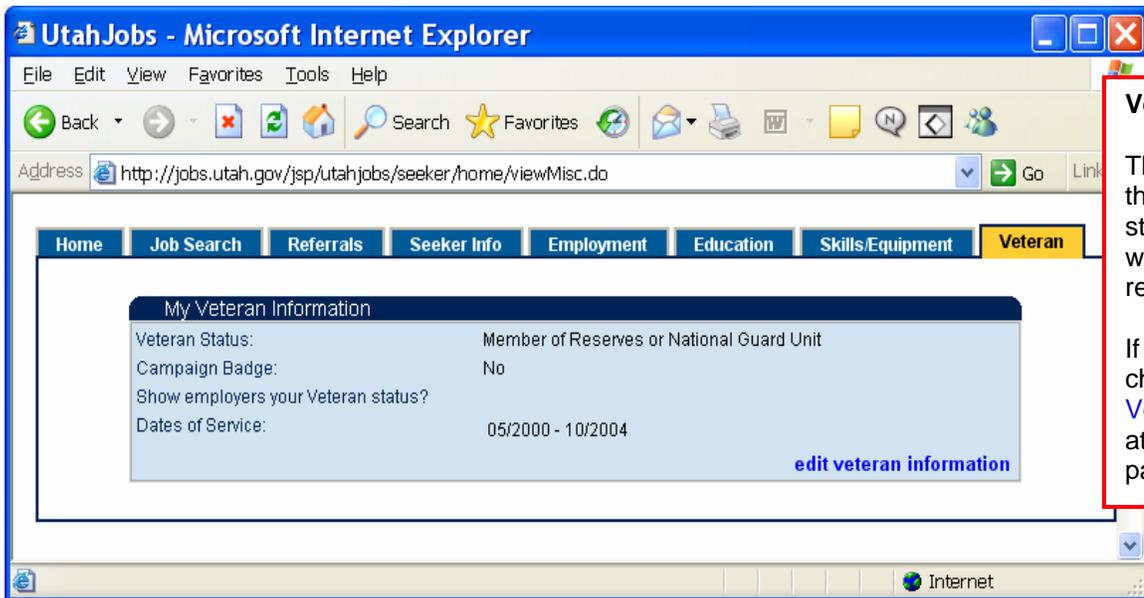
Veteran Page:

The **Veteran** tab shows the seeker the veteran status that was entered when the seeker registered.

If the veteran status has changed click the Edit Veteran Information link at the bottom of the page.
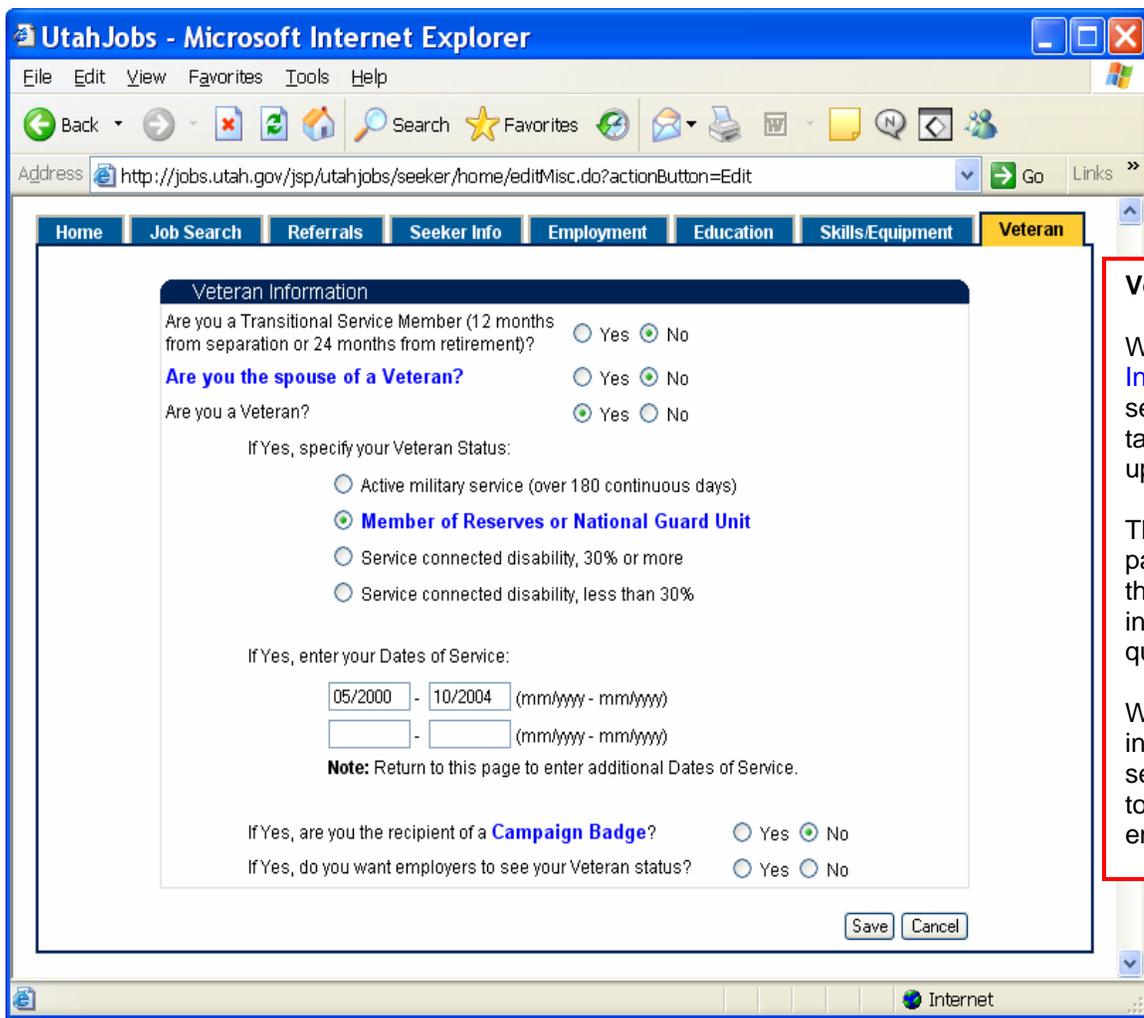
Veteran Information:

When the Edit Veteran Information link is selected on the Veteran tab this page will come up.

The blue links on this page will popup pages that will give more detail information about the questions.

When the Veteran information is entered select the **Save** button to save the information entered.
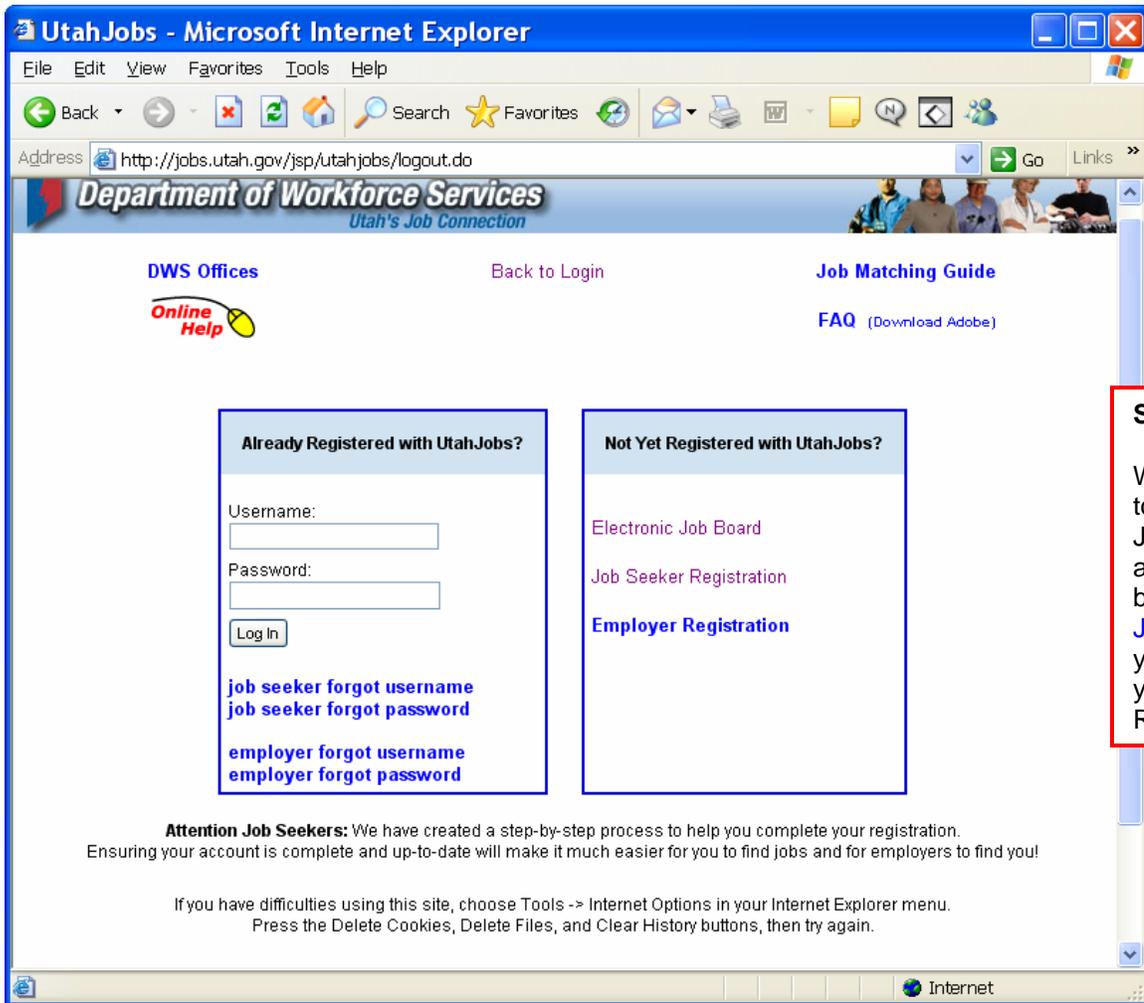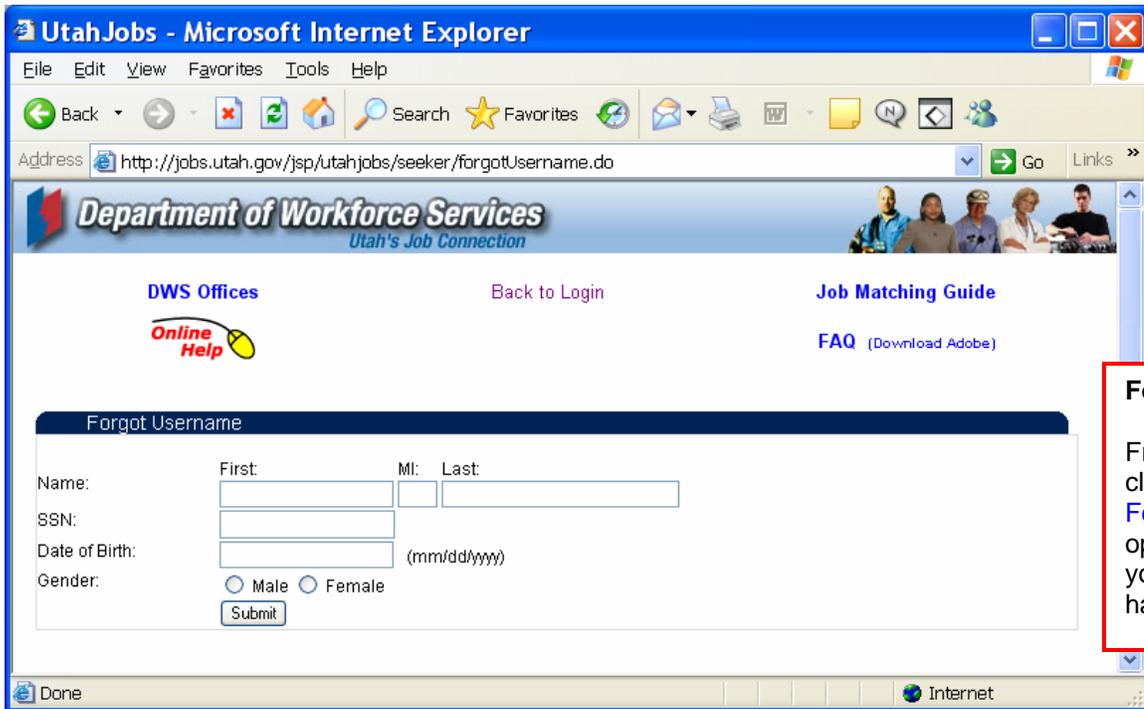
Seeker Login Page:

When you Logout or go to the "jobs.utah.gov" Job Seeker tab you can access this login page by clicking the Find a Job link. From this page you can **Register**, Find your **Username** or Reset your **Password**.
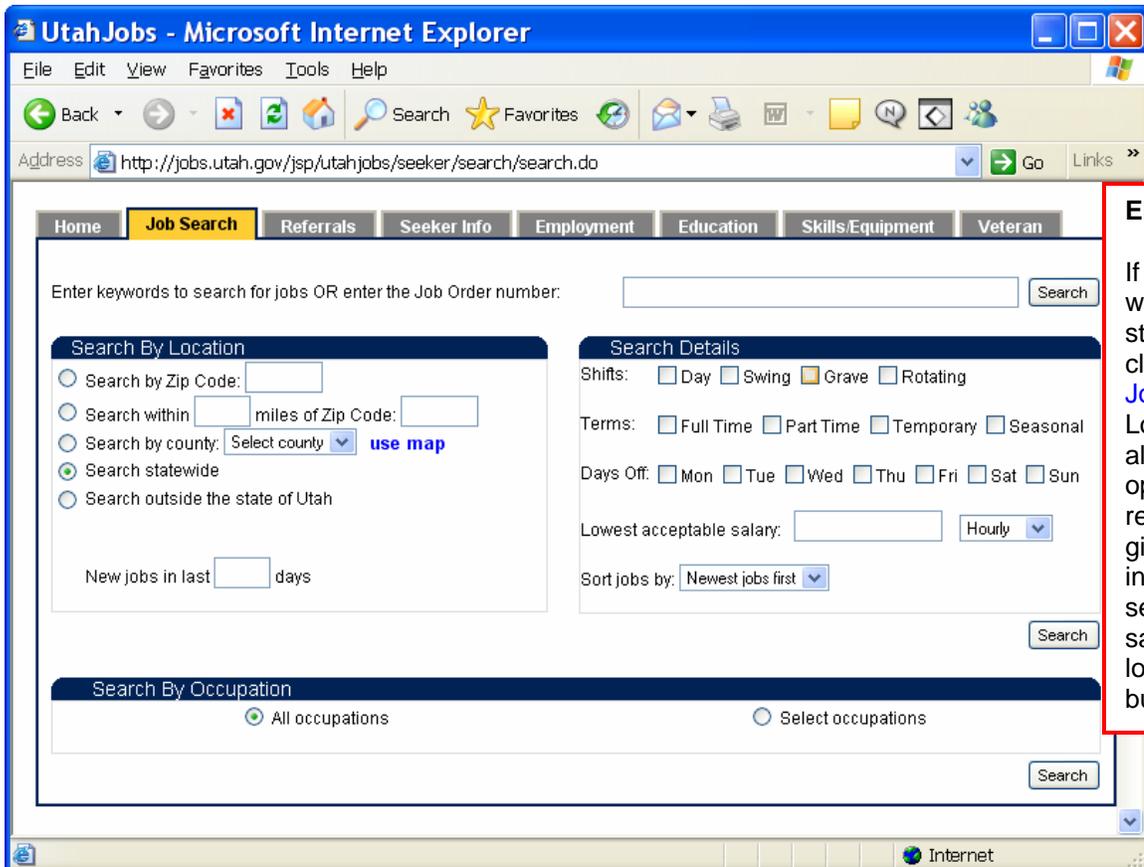

Electronic Job Board:

If a Job seeker does not want to register they can still search for jobs by clicking the "Electronic Job Board" link on the Login page. This will allow them to see job openings without registering but will not give them referral instructions. As you can see the search looks the same as when you are logged into the system but all other tabs are
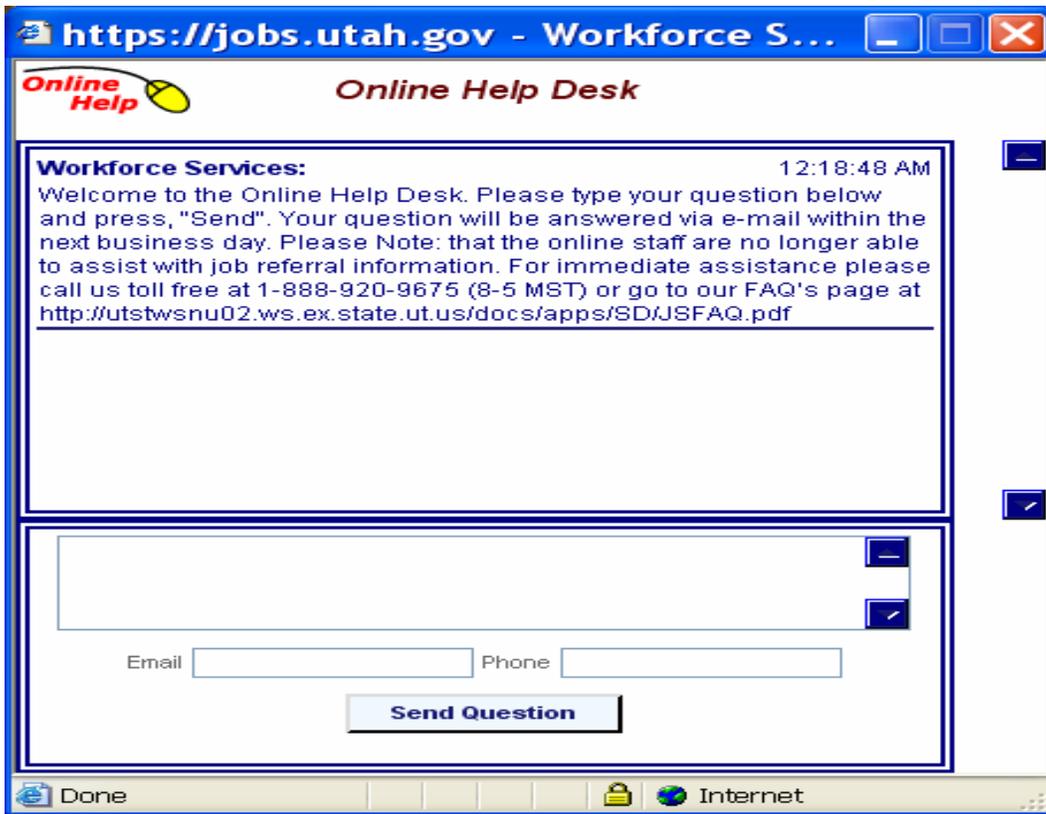
Forgot Username:

From the Login page click the Job Seeker Forgot Username link to open this page to find your Username if you have forgotten it.
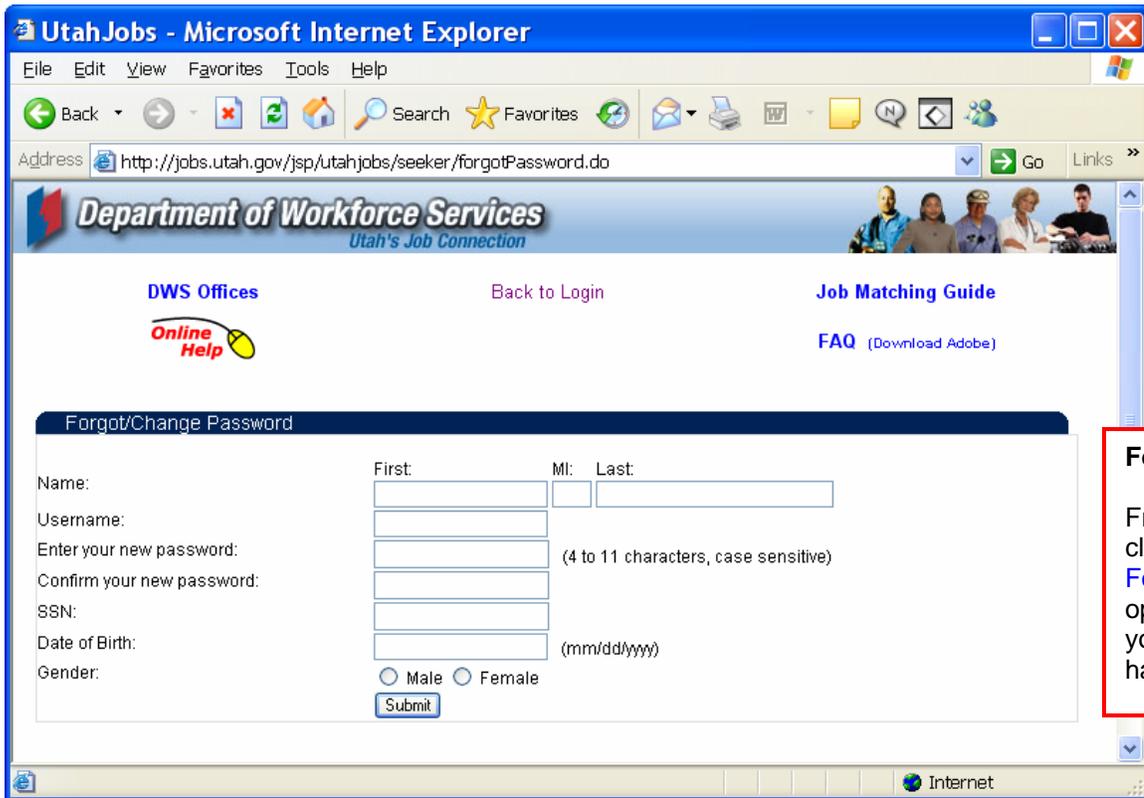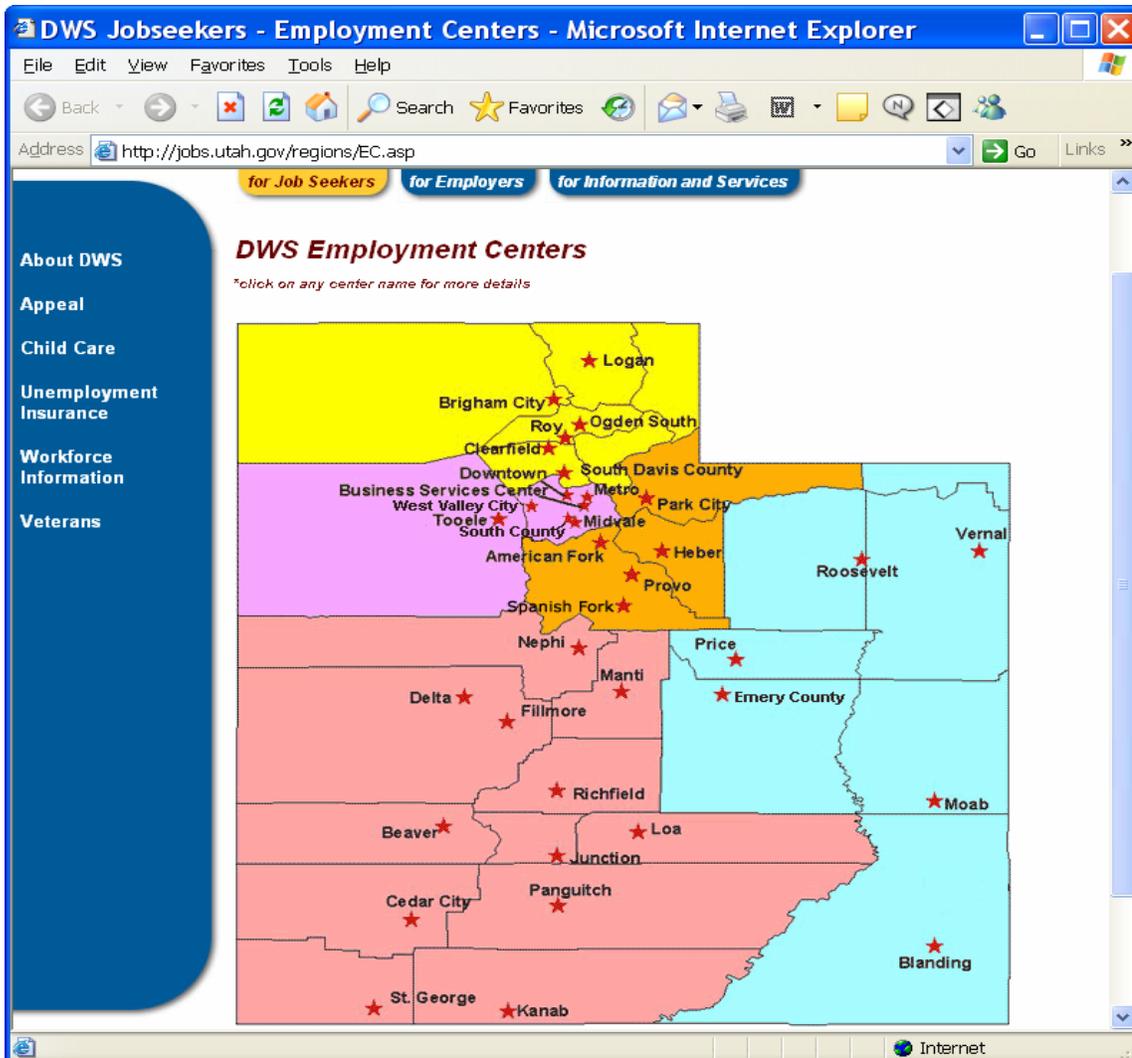

Forgot Password:

From the Login page click the Job Seeker Forgot Password link to open this page to reset your Password if you have forgotten it.

For Help click the Online Help link from the list on the left side of the Employer Home page. Type in a Message, enter your email address and phone number.

For Help click the DWS Offices link from the list on the left side of the Employer Home page. Each office on the map is a link and clicking on the link will open a page with information about the office.