



Department of
Job and Family Services

John R. Kasich, Governor
Cynthia C. Dungey, Director

Office of
Workforce Development

OhioMeansJobs.com (OMJ) & Ohio's Workforce Case Management System (OWCMS) Instructional Documentation (Job Seeker)

Subject: When to use OMJ & OWCMS

Date: November 07, 2013



**Workforce
System**

RE: Promote OMJ (self-service system) versus OWCMS (staff-assisted system).

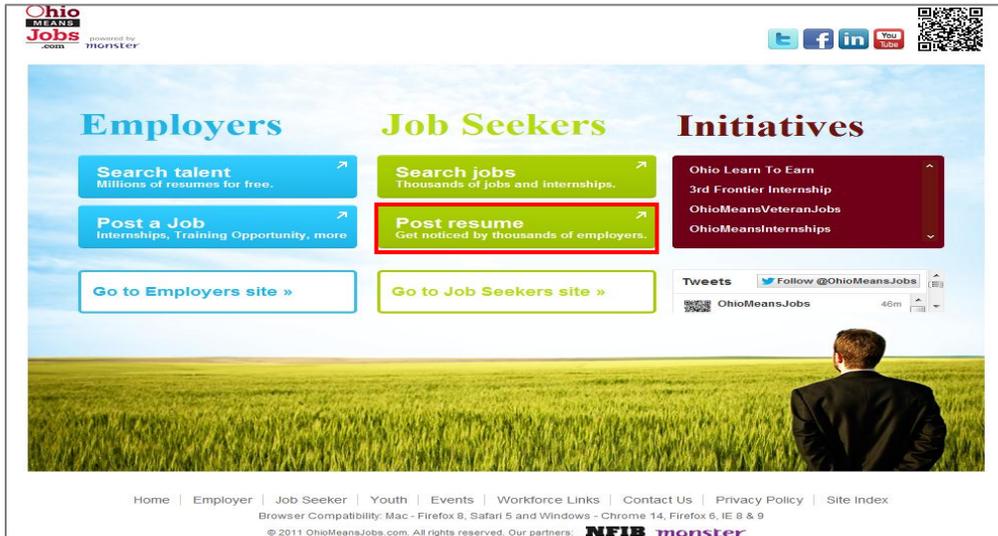
- All Local Ops staff should register in OMJ to become better acquainted with the system and to more effectively assist job seekers.
- Seekers with more than one resume can create multiple accounts to post their resumes as a workaround to the one active resume limitation. Seekers must also have more than one email address to use this workaround.
- Questions seekers may ask of Local Ops staff, including:
 - How many employers viewed my resume?
 - Am I registered in OWCMS/OMJ?
 - Emails from my job scouts?

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Procedure: Register as a Job Seeker

1. In Internet Explorer or other browser, go to <http://ohiomeansjobs.com/omj/>.
2. On the OMJ.com Home page, click **Post resume**.



3. On the **Post/Update** page, click **Continue**.



4. On the **Welcome** page, click **Go!**.

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Your Monster.com login info works on OhioMeansJobs! *

Username or Email: Password: **LOGIN**

Keep me logged in Forget Password?

**Welcome Job Seekers,
get started with OhioMeansJobs
by creating your account now!**

GO!

* If you don't have a **NEW** OhioMeansJobs account or an existing Monster account, create one above.
You will be able to use the same login info on both OhioMeansJobs and Monster.

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5. On the **Create Account** page:

- Complete all required fields. Required fields are denoted by *.
- Click **Create Account**.

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Create Account

Your free OhioMeansJobs membership starts here! Expert advice. New Contacts. Everything you need to get your career in gear. To get started, tell us more about you.

Required information

Login & Email

* Email Address:

* Re-enter Email Address:

Email Preference: HTML Text (no graphics)

* Username: Use 4 to 20 letters and/or numbers

* Password: Your password must contain:

- A Minimum of 8 and Maximum of 20 characters.
- A combination of upper and lower case letters.
- At least one number.
- At least one symbol (excluding ' @ & - * _ ')

* Re-enter Password:

Contact Info

Salutation:

* First Name:

Middle Name:

* Last Name:

Do you require special workplace accommodations?
 None of the above
 No
 Yes, please specify:

Create Account

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6. On the **Career Plans** page:

- Complete all required fields. Required fields are denoted by *.
- Click **Save and Continue**.

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Job Search | My Career | Profile | Resume | Saved Jobs | Saved Searches | Logout [Help](#) | [Fraud/Security](#)

Career Plans

Now that you've created your account, please answer a few questions about your future career plans. This helps us determine the best way to help you achieve them.

*What are your future employment plans?

- Seek immediate full-time employment in my current field
- Seek immediate full-time employment in a new field
- Seek immediate part-time employment in my current field
- Seek immediate part-time employment in a new field
- Attend school/training
- Obtain additional certification
- I already have a job lined up
- Start my own business
- Retirement/leaving the workforce
- Undecided
- Other

*Where do you look to find employment opportunities? (Choose all that apply)

- OhioMeansJobs.com
- Newspapers

Finishing/obtaining an Undergraduate Degree

Finishing/Obtaining a Graduate Degree

Other

*Ohio offers several helpful employment programs and services to those who are eligible. Please select all that apply so we can determine which would be most helpful for you.

- I am a student
- I am under 21 years of age
- I am over 55 years of age
- I have a disability
- I am or have been incarcerated in a correctional facility.
- None of the above

Save and Continue

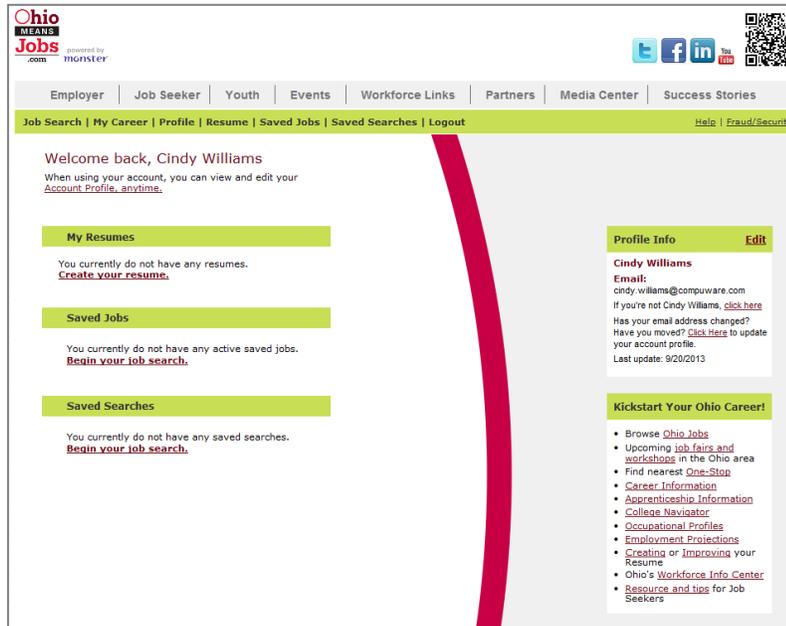
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7. On the **Welcome** page, click the links to perform job search-related tasks, including creating a resume, searching for jobs, or updating your OMJ account profile:



For details about creating a resume, see Procedure: Assist an Individual in Posting a Resume. For details about searching for jobs, see Procedure: Assist an Individual in Searching for a Job.

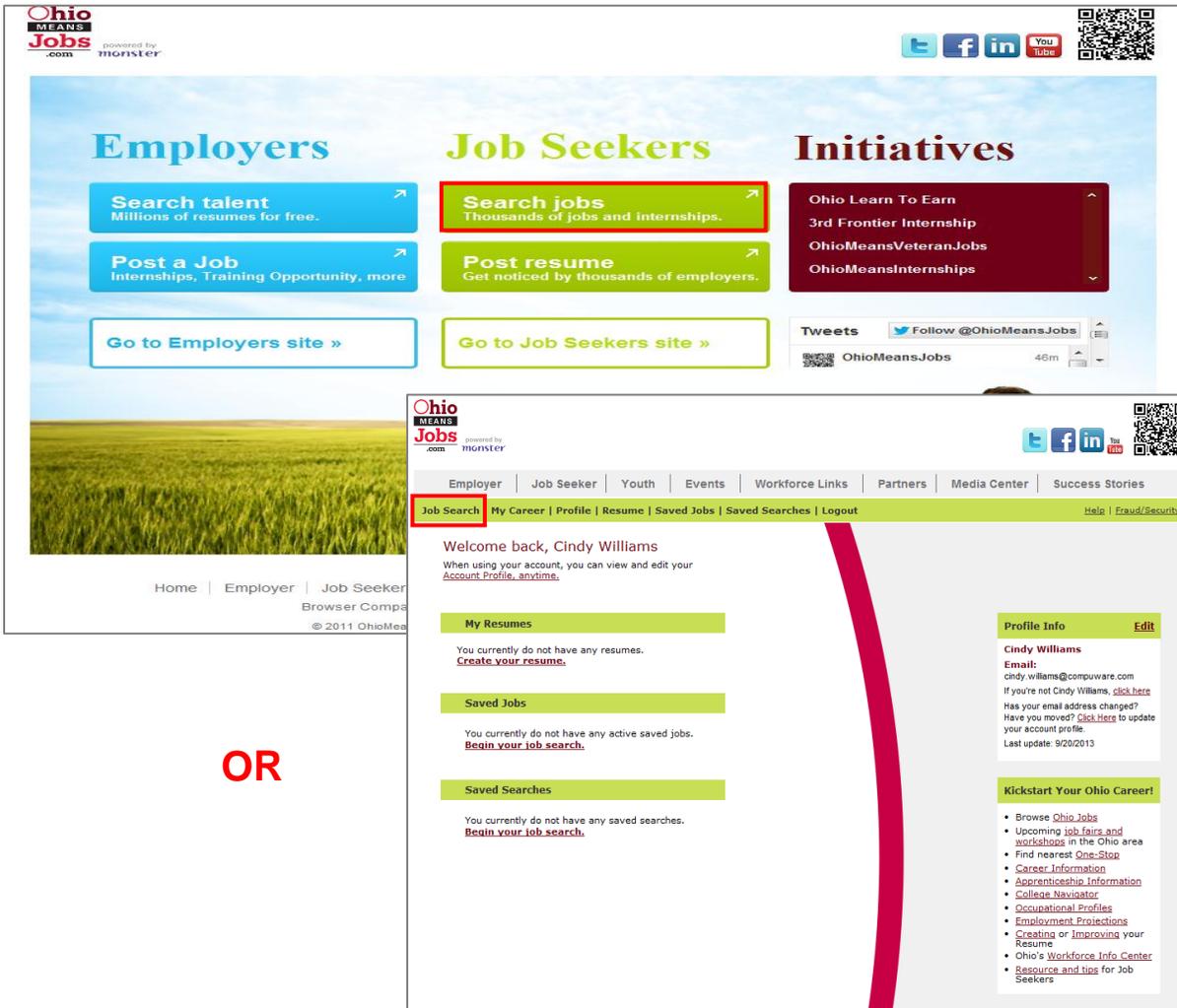
Procedure: Assist an Individual in Searching for a Job

To fully utilize OMJ features, such as saving job searches, make sure job seekers create an OMJ account before searching for jobs. See Procedure: Register as a Job Seeker.

For information about saving a job search and creating a job scout, see Procedure: Create a Job Scout.

To assist an individual with a job search:

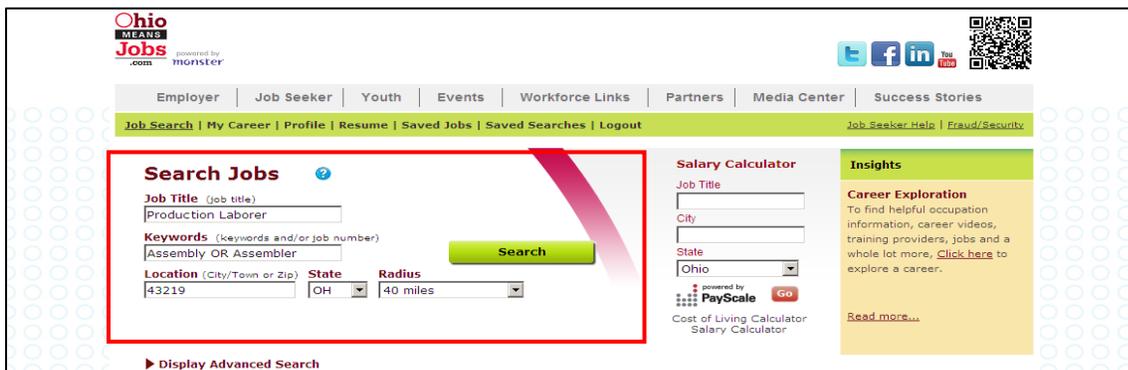
1. In Internet Explorer or other browser, go to <http://ohiomeansjobs.com/omj/>.
2. Do one of the following:
 - If the individual is not registered on OMJ, click **Search Jobs** on the OMJ.com **Home** page.
 - If the individual is registered on OMJ:
 - Log in to the individual's account.
 - From the **Welcome** page, click **Job Search**.



OR

3. On the **Search Jobs** page:

- Type or select appropriate job information for the job seeker.
- Click **Search**.



4. In the list of search results, click the link to view job information.



5. Follow the instructions in the job posting to apply for the job.

Procedure: Create a Job Scout

A *job scout* enables individuals to save job search criteria and have jobs that match the criteria emailed to them on a regular basis.

Important: The individual must have an OMJ seeker account to save the search.

To create a job scout:

1. Perform a job search as described in Procedure: Assist an Individual Searching for a Job.
2. In the **Search Jobs** page **Results** area, click **Save this search and email me jobs.**



3. On the **Saved Searches** dialog box:

- Click the radio box for the frequency with which the job seeker wishes to receive job postings that match the search criteria.
- In the **Saved Search Title** field, type a title for the job search.
- Click **Save Search.**

A confirmation page, similar to the following example, displays.

The job seeker will also receive an email confirmation.

When job seekers log in to OMJ, they can update or run the job scout as necessary by clicking **Saved Searches**.

The screenshot shows the OhioMeansJobs.com interface. The navigation bar includes links for Employer, Job Seeker, Youth, Events, Workforce Links, Partners, Media Center, and Success Stories. Below this, a secondary navigation bar contains links for Job Search, My Career, Profile, Resume, Saved Jobs, **Saved Searches** (highlighted with a red box), Info Center, and Logout. The main content area is titled "Saved Searches" and includes a brief explanation of the feature. It states that users can create up to 10 saved searches. A table lists the saved searches:

Saved Search Name	Emails Sent	Modified	Action
Production Laborer	Weekly	8/13/2013	Edit Delete

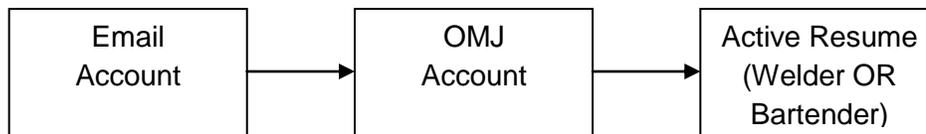
Below the table, it indicates "1 of 10 available" and provides a "Go to Job Search Page" button.

Procedure: Post Multiple Active Resumes

Some job seekers may be searching for jobs in different fields and may want to post resumes tailored to attract employers in those different fields.

For example, a job seeker has experience as a bartender and as a welder and is searching for a job in both areas. The job seeker has a resume focused on each type of job to improve the chances that a prospective employer would be interested in the job seeker.

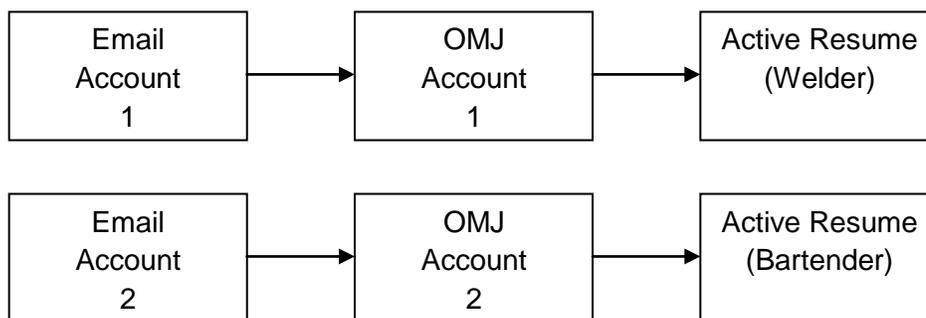
Due to limitations with OMJ and Monster, job seekers can post only one active resume at a time. Therefore, those job seekers who are searching for employment in different fields would have to alternate which resume is active at any given time.



To work around this issue, job seekers can create multiple OMJ accounts—one for each type of job they are seeking. To create multiple OMJ accounts, job seekers must also have a different email account for each OMJ account.

Tip: Suggest job seekers create accounts on free email services such as Yahoo!, gmail, or Hotmail. To simplify, job seekers should use similar user names so they are easy to remember.

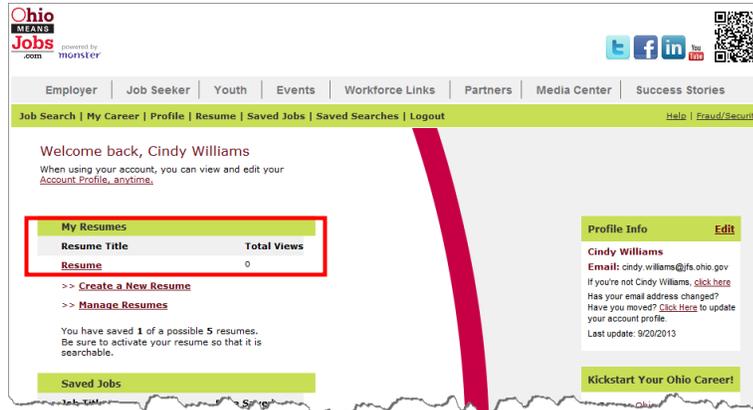
Based on the earlier example, the welder/bartender job seeker has two OMJ accounts and two email addresses, one each for the welder job search and the bartender job search. Because the job seeker has two OMJ accounts and different email addresses linked to each of those OMJ accounts, both the bartender resume and the welder resume can be active at the same time.



Job Seeker FAQs

How many employers viewed my resume?

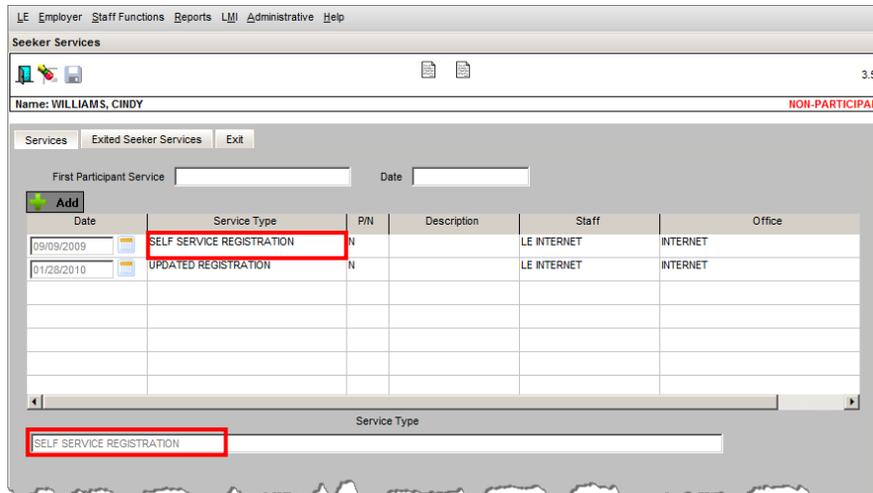
1. In Internet Explorer or other browser, go to <http://ohiomeansjobs.com/omj/>.
2. Log in to OMJ.
3. On the job seeker **Welcome** page, view the number of views for each resume created for this account.



Am I registered in OWCMS/OMJ?

To verify whether a job seeker is registered in OMJ, check OWCMS.

1. Log in to OWCMS.
2. Select an LE office.
3. Locate the seeker.
4. From the **LE** menu, select **Seeker Services**.
5. On the **Seeker Services** tab, look for **Self Service Registration** in the Service Type column. If the service is included in the list, the seeker is registered in OMJ.



How do I know what job scouts or saved jobs I created?

1. In Internet Explorer or other browser, go to <http://ohiomeansjobs.com/omj/>.
2. Log in to OMJ.
3. On the job seeker **Welcome** page:
 - In the **Saved Jobs** area, view the jobs you saved. To view details about the job posting, click the link in the **Job Title** column or click **View/Manage Saved Jobs**.
 - In the **Saved Searches** area, view the job searches (scouts) you saved. To view or update the job search criteria, such as how often emails with appropriate job postings are sent to you, click the link in the **Saved Search Name** column or click **View/Manage Saved Searches**.

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Job Search | My Career | Profile | Resume | **Saved Jobs** | Saved Searches | Logout

Welcome back, Cindy Williams
When using your account, you can view and edit your [Account Profile, anytime.](#)

My Resumes

Resume Title	Total Views
Resume	0
Writer Resume	0
BA Resume	0

>> [Create a New Resume](#)
>> [Manage Resumes](#)

You have saved 3 of a possible 5 resumes. Be sure to activate your resume so that it is searchable.

Saved Jobs

Job Title	Date Saved
Business Analyst	9/27/2013
Business Analyst - 130070981	9/27/2013
Technical Writer Level 3 1573	9/27/2013
Technical Writer	9/27/2013

>> [View/Manage Saved Jobs](#)

You have saved 6 of a possible 50 Saved Jobs.

Saved Searches

Saved Search Name	Date Saved
Business Analyst 43219	9/27/2013
Technical Writer 44223	9/27/2013
Technical Writer 43219	9/27/2013

>> [View/Manage Saved Searches](#)

You have created 3 of a possible 10 Saved Searches.

Profile Info [Edit](#)

Cindy Williams
Email: cindy.williams@fs.ohio.gov
If you're not Cindy Williams, [click here](#)
Has your email address changed? [Click Here](#) to update your account profile.
Last update: 9/20/2013

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To set up a job scout, see Procedure: Create a Job Scout.

Is there anything I can do to make sure my resume is seen by as many employers as possible?

Update or refresh your resume often. New or recently updated resumes display at the top of employer search results; older resumes display at the bottom of the employer search results.