

# Job Center of Wisconsin User Registration Instructions for DVR Consumers

The Job Center of Wisconsin is an online tool to help citizens of Wisconsin look for work. DVR is encouraging our consumers to use this free and easy tool. We need for you to register and create an account with a resume and provide this resume to your DVR Counselor. Be prepared to spend some time in completing this online profile. You will need to have information to fill in the resume. Make sure you have your contact information, work history, educational history and a job goal in mind. You will also need an email address.

Read through these instructions before you begin to register so you know what you need to do

## STEP 1-Setting up an Account

- 1.) Go to: [www.jobcenterofwisconsin.com](http://www.jobcenterofwisconsin.com)
- 2.) Click on: Find a Job
- 3.) Click on: Set up an Account
- 4.) Complete the screens as instructed.
- 5.) **IMPORTANT!** When you get to the page where you must select a password and login name **PRINT THAT PAGE**. You will not get another opportunity to do so.
- 6.) Keep this page for future use of the site.

## **STEP 2-Complete a Resume**

Make sure that while completing this section that you click on the save button regularly. The session will be timed out after 30 minutes.

1.) Click on: My Resume

2.) Complete the sections as instructed:

Contact Information

Employment profile

Work Experience

Education

Availability

Activate

3.) Once activated your information will be matched to job openings.

You will receive an email confirming the resume process is completed. **YOU SHOULD PRINT THIS OUT AND A COPY OF YOUR RESUME AND GIVE A COPY TO YOUR DVR COUNSELOR.**

## **STEP 3-Job Search**

You can search by keyword, an advanced search or map search. Until you get used to the terms and titles that are used to describe jobs that interest you, it might be easier to use the map search function that breaks down posted jobs by category.

1.) Click on: Job Search

2.) Once you have selected some job categories that match your interests you can save a job search and have updates emailed to you when more opening are posted.