



NH Works JOB MATCH SYSTEM (JMS)

As part of the eligibility requirements for unemployment compensation, claimants must have a complete Job Match System (JMS) registration, which includes: an updated Personal Profile; completion of the Background Section (updating your Education, Work History and/or Job Skills); an active and complete resume and an active virtual recruiter.

This booklet outlines the steps necessary to ensure that your registration meets these standards.

In addition, if you are selected to participate in the Re-Employment Services Eligibility Assessment (RESEA) Program your JMS registration must also include the completion of the Career Skills Assessments (Job Skills, Personal Skills, Work Interests, Work Values and Tools and Technology Skills). This booklet outlines the steps to complete these assessments prior to your first scheduled appointment.

Please note that if you are selected to participate in RESEA it is your responsibility to schedule your appointments online. Selected participants will see a notice posted under the **Alert!** Section of their Home Page when they log in to the CLAIMS system.

Alert! Upcoming mandatory appointment schedules

Appeal Hearing
06/24/2016 2 p.m. Concord Room 202

RESEA 1-on-1 Meeting:
THIS MEETING MUST BE HELD PRIOR TO MARCH 26, 2018
[Click here to schedule your meeting](#) 

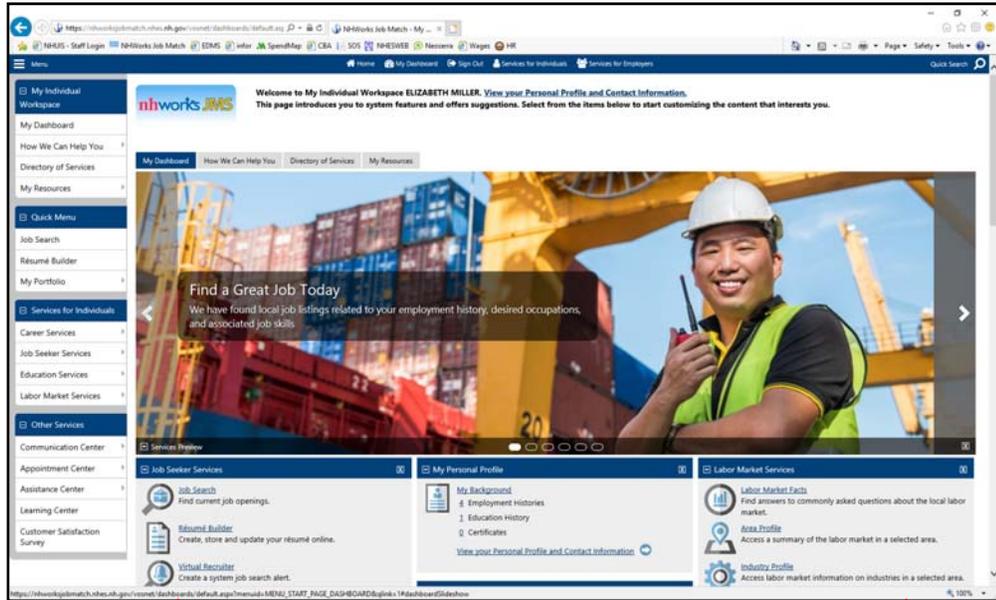
To schedule your appointment, click on the appropriate link (Click here to schedule your meeting). Once scheduled, a reminder will appear in the **Alert!** Section of the Home Page.

Alert! Upcoming mandatory appointment schedules

RESEA 1-on-1 Meeting
0 03/29/2018 2 p.m. Concord Room 202 

Log in to the Job Match System by visiting: <https://nhworksjobmatch.nhes.nh.gov> to view your Dashboard.

Quick Menu



Widget area of Dashboard

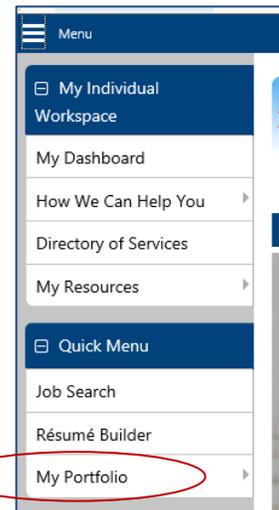
Note: If your Quick Menu is not visible (as indicated in the image above), you can click on the **Menu icon** to reveal the menu options.



The best place to start in the NH Works JMS is in **My Portfolio**. You can update your registration by starting your **Background Wizard**, view searches you have previously made for jobs and take your career and skills assessments.

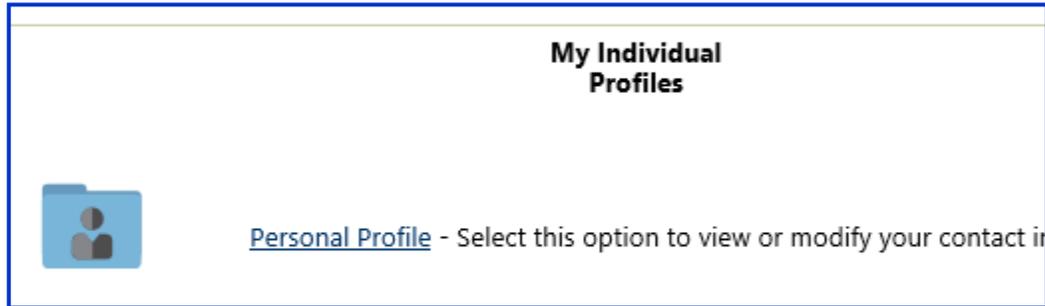
From the Welcome screen:

- Under Quick Menu
- Select My Portfolio
- Then My Individual Profiles



To access the Background Wizard:

- Select **Personal Profile**



Then select the Background tab

Select **Start the Background Wizard** and follow the prompts and fill in the fields that apply to you.



IMPORTANT NOTICE: While some of your personal and work information transfers to the Job Match System from your initial claim, much of the details are still missing. As part of your eligibility requirements it is your responsibility to ensure that all relevant information is added and updated. **Having an incomplete or inactive JMS registration may affect your eligibility for unemployment compensation.**

The first screen you will see is **EDUCATION & TRAINING**

To add your education click on **Add a new Education History**

To edit the current information, click on **Edit** or **Delete** to remove this from the history.

A screenshot of a web interface titled "Education and Training". It features a table with the following data:

Qualification	Issuing Institution	Location	Completion Date	Action
Bachelor's Degree	Granite State College	NH, US	06/01/2012	Edit Delete

Below the table, there is a link "[Add a new Education History]" and two buttons: "Cancel" and "Next >>".

When all of your educational information is entered, click on **Next**.

OCCUPATIONAL LICENSES & CERTIFICATES

When all information is entered, click on **Next**

OR if you do not have any licenses or certifications click on **Skip this step.**

EMPLOYMENT HISTORY SECTION

Your most recent employer information will transfer over to the Job Match System; however, you will need to update this information to include your Job Title, Dates of Employment, etc.

To edit an entry click **Edit** and to remove click **Delete**.

To add new employment click on **Add Employment History**.

Company Name	Location	Job Title (Occupation)	Start/End Dates	Action
Whitman Communications, Inc.	Lebanon, NH	Creative Services / Marketing (Graphic Designers)	08/04/2005 - 09/18/2008	Edit Delete
Your Local Directory	West Lebanon, NH	Sales Consultant (Advertising Sales Agents)	08/15/2003 - 08/26/2005	Edit Delete
Wheelock Travel	Claremont, NH	Operations Manager (General and Operations Managers)	05/15/1998 - 08/15/2003	Edit Delete
Premier / Dartmouth Travel	Hanover, NH	Travel Agent (Travel Agents)	09/01/1997 - 08/15/1998	Edit Delete

It's important that you take the time to edit each employer to ensure that you have completed the **job duties** section. This information will transfer to the resume builder and help you create a more robust resume.

Once you've added the job duties associated with that position, click **SAVE** to return to the **Employment History** page.

When you have completed your employment history click on **Next**.

JOB SKILLS SECTION

By selecting all of the appropriate skills that you have, you are making yourself available to employers that use the Job Match System to search by specific skill sets. Take the time to review the skills and check those appropriate options.

To change the skills selected, click **Modify Skills**, otherwise when finished click **Next**.

[[Modify Skills](#)]



Skills	Select
1. access media advertising services	<input checked="" type="checkbox"/>
2. accommodate requests of passengers	<input checked="" type="checkbox"/>
3. account for or dispense funds	<input checked="" type="checkbox"/>
4. advise clients in emergency situations	<input checked="" type="checkbox"/>
5. advise clients or customers	<input checked="" type="checkbox"/>
6. advise department managers in personnel matters	<input checked="" type="checkbox"/>
7. answer calls using switchboard	<input checked="" type="checkbox"/>
8. answer customer or public inquiries	<input checked="" type="checkbox"/>
9. answer questions from employees or public	<input checked="" type="checkbox"/>
10. arrange for transportation or accommodations	<input checked="" type="checkbox"/>
11. arrange teleconference calls	<input checked="" type="checkbox"/>
12. assess staff or applicant skill levels	<input checked="" type="checkbox"/>
13. assign work to staff or employees	<input checked="" type="checkbox"/>
14. assist passengers to store luggage	<input checked="" type="checkbox"/>
15. assist patrons at entertainment events	<input checked="" type="checkbox"/>
16. assist with business or managerial research	<input checked="" type="checkbox"/>
17. assume responsibility for safety of group	<input checked="" type="checkbox"/>
18. balance cash register	<input checked="" type="checkbox"/>
19. calculate rates for organization's products or services	<input checked="" type="checkbox"/>
20. call on customers to solicit new business	<input checked="" type="checkbox"/>
21. carry messages or packages	<input checked="" type="checkbox"/>
22. collate printed materials	<input checked="" type="checkbox"/>

TOOLS & TECHNOLOGY SECTION

Similar to the Job Skills section, select the appropriate skills or modify the current list by clicking on **Add Tools and Technologies** to the list and when finished click **Next**.

Select	Technology
<input checked="" type="checkbox"/>	Contact management software
<input checked="" type="checkbox"/>	Email software
<input checked="" type="checkbox"/>	FileMaker Pro software
<input checked="" type="checkbox"/>	Microsoft Access
<input checked="" type="checkbox"/>	Microsoft Excel
<input checked="" type="checkbox"/>	Microsoft Office software
<input checked="" type="checkbox"/>	Microsoft Outlook
<input checked="" type="checkbox"/>	Microsoft PowerPoint
<input checked="" type="checkbox"/>	Microsoft Word
<input checked="" type="checkbox"/>	Oracle software
<input checked="" type="checkbox"/>	QuarkXPress
<input checked="" type="checkbox"/>	Web browser software

OBJECTIVE SECTION

Take the time to write a clear objective statement. This will populate to your resume and should represent the type of work you are seeking and are skilled to do.

Don't forget to use the Spell Check feature!

When finished click **Next**.

Objective

Enter your objective and desired goals below.
Some HTML tags such as embedded videos are not allowed in this text box and will not be saved.

Professional, ambitious and hard-working; my work experience includes plan management; supervision; relationship building and customer service. My thirst for knowledge and desire for self-improvement led to my recent academic accomplishments and personal success. It is my belief that my experience, knowledge, problem solving, communication and leadership skills will contribute to the success within your organization.

ABILITY SUMMARY SECTION

Use this opportunity to list a **SUMMARY OF SKILLS** that represents your unique skills that an employer needs to know in order for them to make an informed decision to contact you for an interview!

Spell Check!

When finished click **Next**.

HONORS and ACTIVITIES

Enter information that you feel is appropriate and wish employers to view.

To skip or to move forward at this point click **Next**.

ADDITIONAL INFORMATION

Enter any additional information that you'd like to share with a potential employer.

Additional information might include information such as job specific goals / achievements attained; community / volunteer activities relevant to the job market and / or information that would entice an employer to invite you for an interview.

To skip or to move forward at this point click **Next**.

REFERENCES

To add a reference click on **Add New Reference**.

Once you've added your reference information click **Next**.

Steps 11 through 18 will allow you to enter **ADDITIONAL EMPLOYER SEARCHABLE ITEMS**. By completing these sections an employer will have the ability to find you when searching for potential candidates using each criterion, which includes:

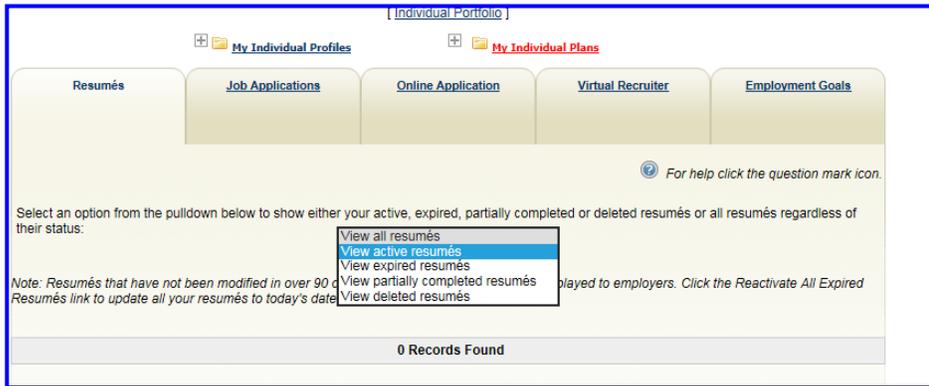
- PRIMARY AND SECONDARY OCCUPATIONS
- DESIRED JOB TYPE (Full Time, Part Time, Days of the Week, etc.)
- DESIRED LOCATIONS
- DESIRED SALARY
- DRIVER LICENSE INFORMATION
- LANGUAGES & PROFICIENCY
- SECURITY CLEARANCE
- TYPING SPEED

Complete the appropriate information in each field and click **Next** to proceed.

When you have completed your Background Wizard, review your resume.

RESUMES

- From the Quick Menu select **Resume Builder**; this link defaults to your resumes.
- If you have an active resume it will display under the resume tab; if none are visible you will need to select **View all Resumes** from the drop down menu.



From the list of available resumes, you can reactivate an inactive resume by selecting **Restore**.

kB_Miller	Expired	Offline - Expired as over 90 Days of inactivity	6	7/7/2013	Restore Job Search Copy Edit Restore	<input type="checkbox"/>
Elizabeth kB_Miller	Expired	Offline - Expired as over 90 Days of inactivity	0	7/19/2015	Job Search	<input type="checkbox"/>

To edit and reactivate a resume click on the **resume's name**, make the changes and save.

Make your edits and **SAVE**.

Create a Resume by clicking on the **Create new Resume** button.

Enter a **Resume Title** and select the best option for creating your resume.

The default option is to create a **COMPREHENSIVE** resume and this is the suggested method. This will allow you to build a resume using the information entered when completing the Background Wizard.

Once you've selected your method, click **Next**.

The screenshot shows the 'Resume Builder' form. At the top, there is a progress bar with steps: Title, Employer Search Items, Templates, Education, Certifications, Employment, Job Skills, Technical Skills And Tools, Ability Summary, Objective, Honors & Activities, Additional Information, Contact, and References. The 'Title' step is highlighted. Below the progress bar, there is a section for 'Resume Name' with a 'Resume Title' field. A note says: 'Note: You may want to include words that highlight your skills, experience or specialty. Also, please be advised that this is a searchable field by Employers if you choose to have this resume accessible online. Therefore you may wish to omit identifying information.' There are two radio buttons: 'Allow employers to view my resume online.' (selected) and 'Hide my resume from employers.' Below this is the 'Resume Creation Method' section with three options: 'Comprehensive' (selected), 'Quick', and 'Copy Existing'. At the bottom, there are 'Cancel' and 'Next >>' buttons.

You are not limited to creating only one resume. Take advantage of the system and create a resume that represents each occupation for which you are seeking employment. Remember, employers use the Job Match System to find potential candidates! The effort you put in to creating a resume that represents your skills and abilities will pay off in the long run.

Did You Know?

You are welcome to visit an NHES local office for assistance with the Job Match System and creating a resume. The local office Resource Center is a great place to start!

VIRTUAL RECRUITER

As a claimant, you are required to have a minimum of one active virtual recruiter in the Job Match System. The Virtual Recruiter (VR) will search for potential job opportunities based on your occupation. You can create multiple VRs based on your preferred search criteria.

To view your Virtual Recruiters, click on the **VIRTUAL RECRUITER** tab located from the resume screen.



To edit / reactivate an old virtual recruiter, click on a **TITLE** from the list.

Title	Expires	Schedule	Next Run	Notification	Action	Select
Return to Work	1/9/2015	Daily		Message Center, Email	Run	<input type="checkbox"/>

[Delete](#)

Page 1 of 1

Rows 50

1 Records Found

[Create new Job Alert](#)

Update the **“Expires on”** date (change to a date within the next 120 days).

Change the Notification method to your preference (message center, email, text etc.).

Click **SAVE**.

Virtual Recruiter Information

Title of Virtual Recruiter Alert:

How often to run:

Notification method: Message Center Email Text Message

Send Email when no jobs found:

Expires on:

Last modified on: 12/10/2014

Search Criteria Information

Location: New Hampshire

Source(s): Preferred Employer

Full Time/Part Time:

Job Special Category: Job Shadowing

To create a new Virtual Recruiter click on **Create new Job Alert**.



Search for a job in your field of interest that matches your desired criteria using the **ADVANCED JOB SEARCH** option.



Once you've entered the search criteria, click **SEARCH**.

The system will then reveal positions that match your search.

01/09/2017 6:19:04 PM	Sullivan County Manager	Sullivan County	Newport, NH	N/A	100%	N/A	\$96,500.00 to \$133,200.00	PJB	4	<input type="checkbox"/>
... Administrative Assistant and full-time Finance/Bookkeeper, as well as a part-time Account Clerk. There is a tradition of stability and collaboration in Sullivan County. There have been three County Managers since 2001, with the incumbent retiring for medical reasons.										
12/15/2016 7:48:13 PM	Director of Facilities and Operations	Sullivan County	Charlestown, NH	N/A	67%	N/A	\$65,268.00 to \$90,110.00	PJB	4	<input type="checkbox"/>
... Administrative Assistant; and in Newport, a full-time Custodian and part-time Facilities Technician. The Facilities & Operations Department primarily operates out of the Sanders building in Unity, although it is responsible for the maintenance and operations of facilities in both Newport and Unity. In Unity, the Department maintains the Stearns, Ma										
										Map

To save this search, scroll to the bottom of the page and click **SAVE SEARCH**.

Save this Job Search

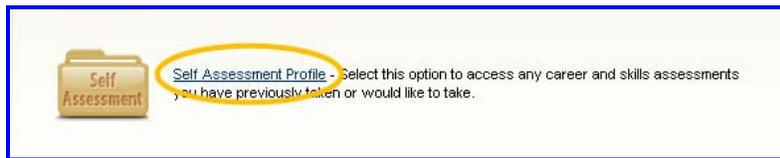
If you would like to save this search criteria that found these results and setup a schedule to be notified when new jobs have been found matching this criteria, click the *Save search* button below.

Save search

CAREER SKILLS ASSESSMENTS

To access career and skills assessments from the Welcome screen you will:

- Select My Portfolio
- My Individual Profiles
- Self Assessment Profile



From here you can edit your **Job Skills, Personal Skills, Work Interests, Work Values, Tools and Technology** and view / edit using the **Multiple** tab.

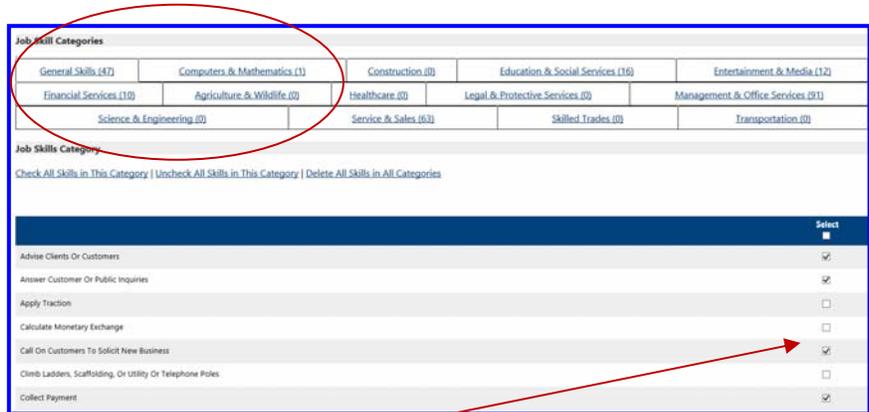


JOB SKILLS – click the first tab and review the skills you’ve selected. To create and / or edit these, click on the **Edit Job Skills** link.

If you have existing skills and wish to add to the existing lists, click on **Edit Job Skills** and your current settings will display.

Note: At the top of the page you will see a variety of tabs (General Skills, Computer & Mathematics, Construction, Education & Social Services, etc.).

To update and / or add skills, click on the appropriate tab to display the skills associated with the category / industry. Review the list of skills and check all that apply.



Repeat this step for each appropriate industry and when you’ve finished, click on the **SAVE SKILLS and CONTINUE** button located at the bottom of the page.



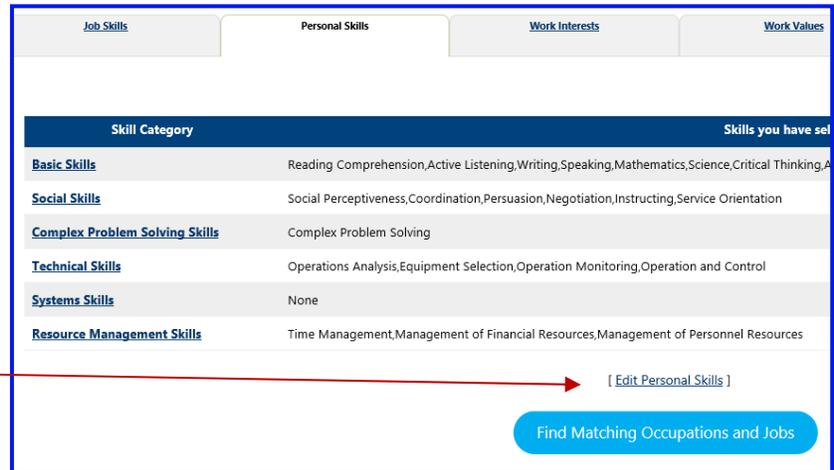
Review your skills and once done click **CONTINUE**.

At the assessments tab page click the next assessment tab.

PERSONAL SKILLS

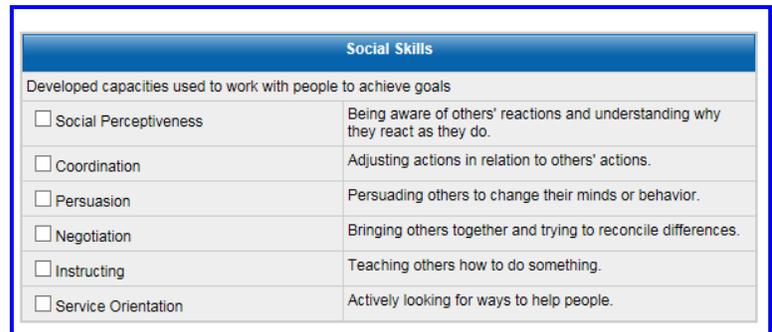
Existing users may wish to find Matching Occupations and Jobs based on their previously saved skills. To do so, click on the “Find Matching Occupations ...” button.

First time users will click on **EDIT PERSONAL SKILLS** and proceed.



Scroll through the list and check those skills that are appropriate in each category (Basic Skills, Social Skills, Complex Problem Solving, etc.).

When finished click **SAVE** and return to the assessment page.



To edit the personal skills, click on the **EDIT PERSONAL SKILLS** link at the bottom of your skills list.

Review the current checked skills and make any adjustments necessary: when finished click **SAVE**.

From the assessment tab, select the next assessment.

Skill Category	Skills you have selected
Basic Skills	Reading Comprehension, Active Listening, Writing, Speaking, Mathematics, Science, Critical Thinking, Active Learning, Learning Strategies, Monitoring
Social Skills	Social Perceptiveness, Coordination, Persuasion, Negotiation, Instructing, Service Orientation
Complex Problem Solving Skills	Complex Problem Solving
Technical Skills	Operations Analysis, Equipment Selection, Operation Monitoring, Operation and Control
Systems Skills	None
Resource Management Skills	Time Management, Management of Financial Resources, Management of Personnel Resources

[Edit Personal Skills]

WORK INTERESTS

To begin the Work Interests assessment click on **Create Work Interests**.

The Work Interest Analyzer will help you understand the various careers you might consider exploring based on activities that you enjoy doing (find interesting) – regardless if you’ve performed the activities or not.

You have no saved Work Interests

[Create Work Interests]

Take the time to complete the “**Short Form**”, which takes approximately 10 minutes. This form will yield better results. Keep in mind that we are most successful in jobs that we enjoy doing and find interesting. The Work Interests assessment will help you find those careers.

Answer each question honestly and note that the question is **NOT** asking if you have ever **done** the activity, only if you would **Strongly Like** or **Like the activity**; or if you are **Unsure** or if you **Dislike** or **Strongly Dislike** the activity.

Answering these questions with honesty will help determine the type of work that you would enjoy doing.

When finished click on the View Score link.

[View Score](#)

Start the Work Interest Analyzer

This assessment helps you decide what kinds of careers you might want to explore. It has questions about activities that some people do on their jobs. Read each question carefully and decide how you would feel about doing each type of work.

Strongly Dislike Dislike Unsure Like Strongly Like

Try **NOT** to think about the following:

- If you have enough *education or training* to do the work
- How much *money* you would make doing the work

Just think about if you would like or dislike doing the work.

There are no right or wrong answers. Please take your time answering the questions. There is no need to rush. You are learning about your interests so that you can explore work you might like and find rewarding.

The Short Form contains 60 questions and is a web-based vocational interest assessment instrument. The Mini Form contains 30 questions, each describing a work activity. This format is offered to users on a mobile device or within other time-constrained settings. The Short Form (60 questions) is recommended when possible.

Short Form
60 Questions
(10 minutes)

Mini Form
30 Questions
(5 minutes)

#	Preference	Activity
1.	Strongly Dislike Dislike Unsure Like Strongly Like	Build kitchen cabinets
2.	Strongly Dislike Dislike Unsure Like Strongly Like	Develop a new medicine

If you've already taken the Work Interest Analyzer, your scores will be presented when you click on the **[Review Work Interests]** link. At this point you can view the results by clicking on "View Score Report" or because our interests are always changing, you may wish to consider retaking the assessment.

Previous Work Interest Analyzer Scores

Below are your most recent Work Interest Analyzer scores. You can view your score report by clicking the [View Score Report](#) button followed up by reviewing careers matching your profile.

Realistic:	<input type="text" value="1"/>	Social:	<input type="text" value="18"/>
Investigative:	<input type="text" value="11"/>	Enterprising:	<input type="text" value="6"/>
Artistic:	<input type="text" value="9"/>	Conventional:	<input type="text" value="7"/>

[View Score Report](#)

To do so, click on the "Short Form" button.

Short Form
60 Questions
(10 minutes)

Your Work Interest results will display and indicates what type of jobs you may find most satisfying.

Work Interest Scores

Here are your Work Interest Analyzer results.

Your interests can help you find occupations you might like to explore. The more a occupation meets your interests, the more likely it will be satisfying and rewarding to you.

You can click on any interest to learn more. When you're ready, click [Next](#) to continue.

Interest Area	Score
Realistic	1
Investigative	11
Artistic	9
Social	18
Enterprising	6
Conventional	7

(Example: a higher number in **Social** interests may indicate you would prefer working with the public.)

To view occupations that match your results, click on the **NEXT >>** button.

[Next >>](#)

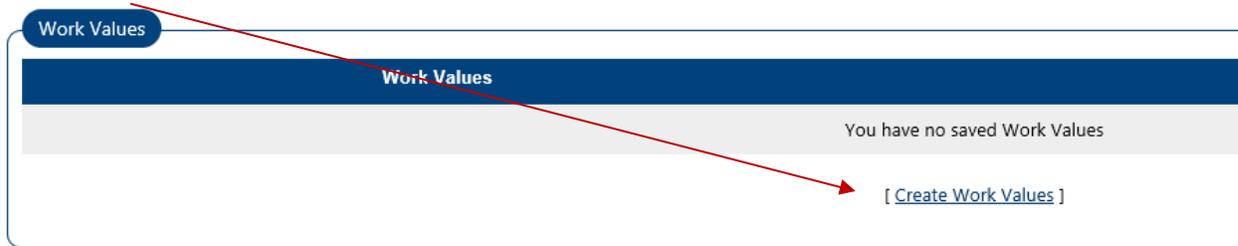
A list of occupations will display and indicate the correlation between the position and your interests. The results will also display the number of job openings currently found in the Job Match System for that particular occupation.

Occupation Title	Artistic	Conventional	Enterprising	Investigative	Realistic	Social	Correlation	Job O (Aug. 2)
Adult Basic and Secondary Education and Literacy Teachers and Instructors	18.4	8.4	15.0	6.7	5.0	30.0	Strong	
Advanced Practice Psychiatric Nurses	13.4	6.7	5.0	25.0	6.7	28.4	Strong	
Anthropology and Archeology Teachers, Postsecondary	13.4	8.4	8.4	21.7	6.7	30.0	Strong	

Return to the Assessments Tab to complete the next assessment.

WORK VALUES

To begin, click on **Create Work Values**.



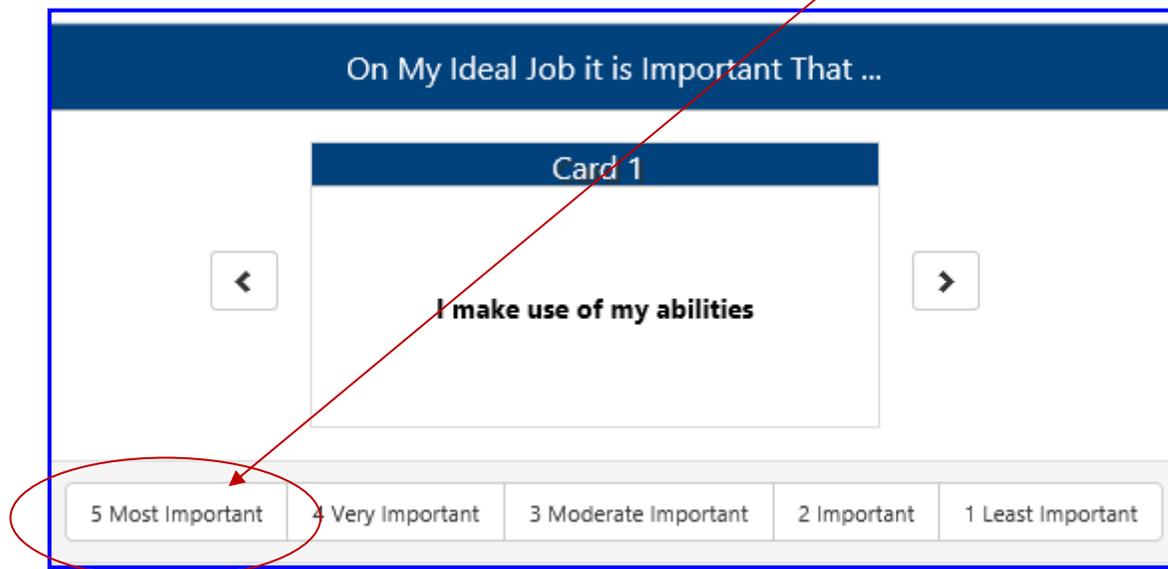
To begin the assessment, click on the Begin the Values button:

[Begin the Values Analyzer](#)

Work Values will help establish what is important to you in a career.

For example, are you motivated by achievement? To help assess these values, you will be presented with 20 “cards”. Read each card carefully and click the appropriate value as it relates to the statement on the card.

In the example below, Card 1 states “**I make use of my abilities**”. You will give this statement a value based on how strongly you agree or disagree with the statement as to its importance to YOU. For example, if it’s extremely important that you use your abilities to perform your job, then you would select “Most Important” from the available options.



Once you’ve made your selection for the card/statement the next card will be presented and you will continue in this manner until you have reviewed and designated the importance of each card.

Please note that there are only four available “slots” under each category:

- Most Important
- Very Important
- Moderate Important
- Important
- Least Important

Too many selections in 'Very Important'
✕

Very Important already has four cards. If you click proceed, this card will go the next level. If you click replace, it will remove the last card in this level from your selections and put this card in at that place. If you click cancel the operation will be cancelled.

Proceed
Replace
Cancel

If you attempt to designate a value to a category that has reached its maximum of four, you will be presented with a warning.

At this point you will need to decide if this card is truly Very Important (in this example) or should it be placed in a different category. You can proceed, replace or cancel the selection at this point.

Once you've assigned a card to each of the 20 available slots you will have the opportunity to review your selections.

REVIEW YOUR CARDS

Review where you placed each card; is each card placed in the correct column to show how important it is for you to have a job like the one described on the card?

<< Back Reset Cards Next >>				
Most Important	Very Important	Moderate Important	Important	Least Important
Card 1 ✕	Card 2 ✕	Card 4 ✕	Card 3 ✕	Card 5 ✕
I make use of my abilities	I would be treated fairly by the company	The job would provide an opportunity for advancement	I could be busy all the time	I could give directions and instructions to others
Card 6 ✕	Card 7 ✕	Card 8 ✕	Card 14 ✕	Card 10 ✕
The work could give me a feeling of accomplishment	My pay would compare well with that of others	My co-workers would be easy to get along with	The job would provide for steady employment	I could work alone
Card 11 ✕	Card 9 ✕	Card 13 ✕	Card 17 ✕	Card 19 ✕
I could never be pressured to do things which go against my sense of right and wrong	I could try out my own ideas	I could make decision on my own	I have supervisors who train their workers well	I have supervisors who back up their workers with management
Card 15 ✕	Card 12 ✕	Card 16 ✕	Card 18 ✕	Card 20 ✕
I could do things for other people	I could plan my work with little supervision	I could do something different every day	The job would have good working conditions	I could receive recognition for the work I do

You may have to move the cards around until you are comfortable with their placement. When you are done, the four most important statements should be in the Most Important column (5), the next most important in column 4, and so on.

After you complete your review, click on the '**Next >>**' button for your Work Values scores.

Work Values Analyzer Scores

Here are the Work Interest Scores of your Work Values Analyzer. Work values are the aspects of work that are important to you. You can click on any work value to learn more. When you're ready, click the **Next** button to explore careers and jobs that match these interests.

Work Values	Score (out of 30)
Achievement	30
Independence	14
Recognition	10
Relationships	26
Support	14
Working Conditions	9

This site incorporates information from [O*NET Web Services](#) by the U.S. Department of Labor, Employment and Training Administration (USDOL/ETA).

<< Back Retake Work Values Analyzer Next >>

You will be presented with a visual representation of your **Work Values**.

From here you can find matching occupations by clicking on the **Next >>** button and then select the option that best fits how closely you wish the results to match your **Values**.

Click **Continue**.

The results will display occupations that match your work values. Click on the occupation title to view more detailed information about the occupation.

- Closely match your Work Importance
- Moderately match your Work Importance
- Loosely match your Work Importance
- Show all occupations

Continue

Occupation Title	Achievement	Independence	Recognition	Relationships	Support	Working Conditions	Correlation	Job Openings (Aug 29, 2018)
Labor Relations Specialists	23.4	18.4	18.4	23.4	20.0	19.2	Strong	0
Rehabilitation Counselors	23.4	15.0	15.0	25.0	18.4	15.0	Strong	0
Mental Health and Substance Abuse Social Workers	25.0	21.7	15.0	25.0	18.4	16.7	Strong	0
Adapted Physical Education Specialists	25.0	20.0	15.0	30.0	18.4	14.2	Strong	0

Our values change and so do our interests. All assessments can be retaken at any time that is convenient for you. To retake the assessment or change the search values scroll to the bottom of the page and select either **Change Work Value Scores** or **Change Match Level**.

[\[Change Work Value Scores | Change Match Level](#)

To complete the remaining assessment tab (Tools and Technology) return to your Assessments by selecting from the Quick Menu:

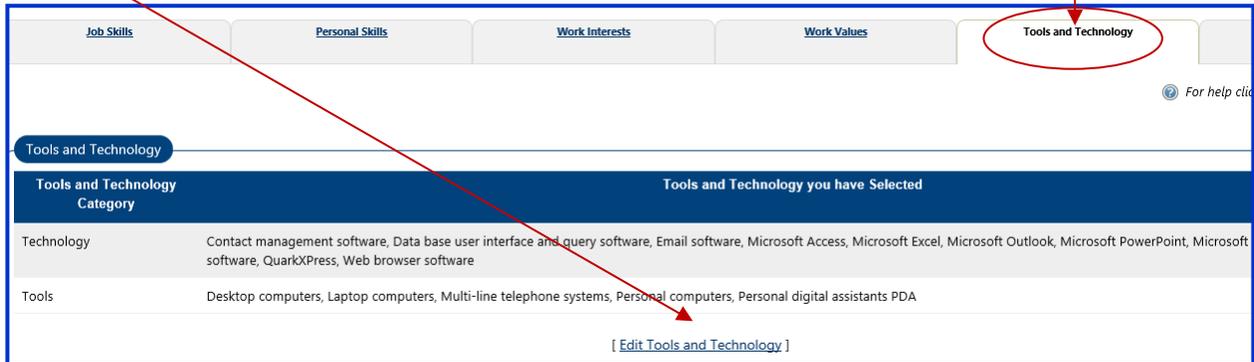
My Portfolio > My Individual Profiles > Self Assessment Profile.

Quick Menu		
Job Search		
Résumé Builder		
My Portfolio	My Individual Profiles	Personal Profile
	My Individual Plans	Search History Profile
Services for Individuals		
Career Services		Self Assessment Profile
Job Seeker Services		Communications Profile

TOOLS AND TECHNOLOGY

From the available assessment tabs, select the “**Tools and Technology**” tab.

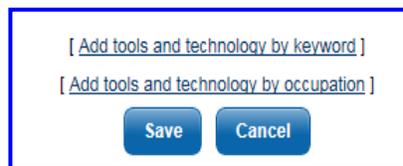
To add / edit your Tools & Technology Skills click on the Edit Tools and Technology link.



To enter your skills within the category click on the **Edit Tools and Technology** link.

You will be presented with two options:

Add tools and technology by keyword or
Add tools and technology by occupation.

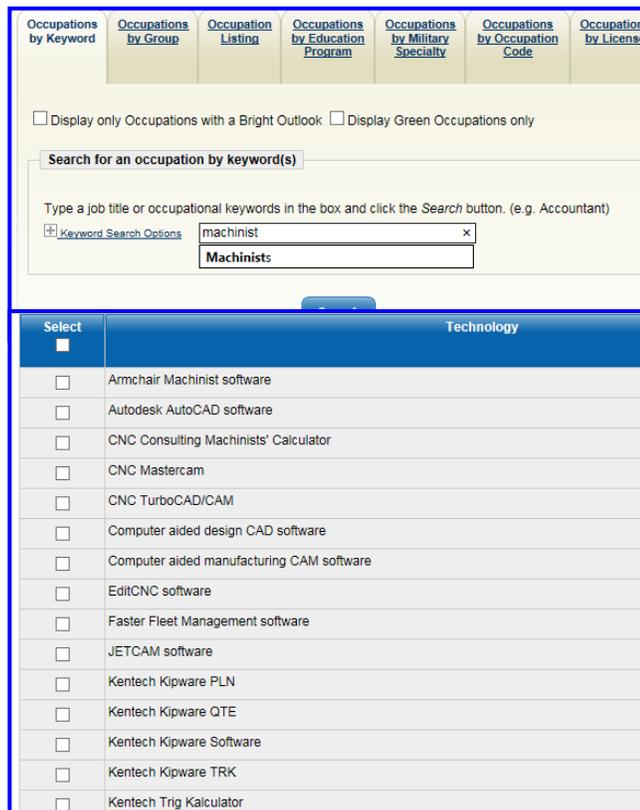
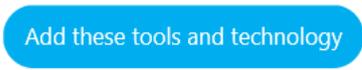


It is recommended that you use the **Add tools and technology by occupation** option.

Using this option will alleviate the need to remember all those skills you have associated with your prior positions.

For example:

Searching tools & technology skills for a **machinist** yields a list of tools and technologies associated with that occupation that you can “check” and populate by clicking the **ADD THESE TOOLS AND TECHNOLOGY** button located at the bottom of the list.

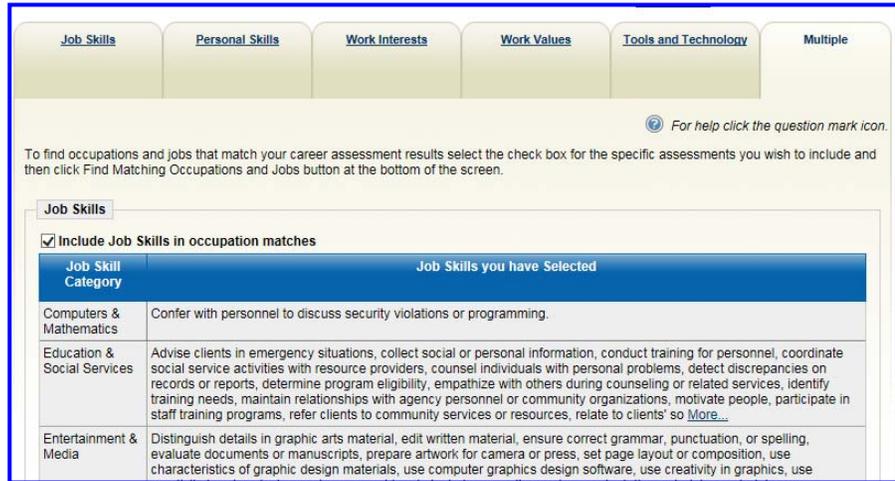


The final tab in the available assessments is the **MULTIPLE** tab.

The Multiple tab will give you an overview of **ALL** the assessment results that you've completed.

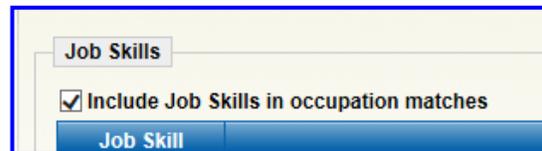
- Job Skills
- Personal Skills
- Work Interests
- Work Values
- Tools & Technology

This is an ideal location to search for matching occupations.



The Job Match System will search for occupations that collectively use your skills, abilities and values to find matching occupations.

You have the ability to indicate under each category if you wish the skills / results to be included in the search; simply check or uncheck the appropriate area.



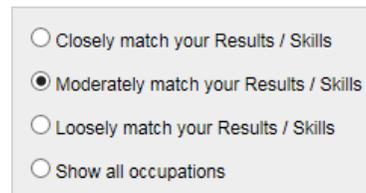
You also have the ability to edit / change any of the assessments from the Multiple tab. Under each section you can either **EDIT** or **REVIEW** the categories and make any changes.

To view matching occupations simply click on



When finding matching occupations you are asked how closely you wish to match your skills and abilities.

Make your selection and then click **Continue**.



The search results will show you a list of occupations that you may be qualified to do or would potentially be successful at doing. These results can help a job seeker “think outside the box” if looking to change careers and unsure of where to begin.

Occupation Title	Average Percent Match	Job Openings (Jan 24, 2017)
Chief Executives	0%	0
Chief Sustainability Officers	0%	0
General and Operations Managers	0%	0
Legislators	0%	0
Marketing Managers	0%	0
Sales Managers	0%	0

REMINDER: Employment Security staff can help you navigate the Job Match System and assist you in your work search efforts.

YOUR DASHBOARD & WIDGETS

The Job Match System can link you to labor market information from your **DASHBOARD**, which is the first page you will see after logging in to the system.

On your **DASHBOARD** you will see a variety of “widgets”.

WIDGETS are shortcuts to areas within the Job Match System that are displayed on your homepage. These can be added, removed and moved around on your page so that your homepage presents information that is important to you and in the order you wish to see them.



AVAILABLE WIDGETS

- Career Services
- Education Services
- Events Near You
- Financial Services
- Job Seeker Services
- Labor Market Services
- Latest News and Announcements
- My Calendar
- My Correspondences
- My Employment Plan
- My Messages
- My Personal Profile
- Need help or more information
- Services Preview

To display the widgets that you would like to see on your homepage, scroll to the bottom of the page and click on [Configure Dashboard Widgets](#).

The list of available widgets will appear. Click those widgets you wish to be visible on your dashboard and click **SAVE**.

Dashboard Widgets Available

[Check All](#) | [Uncheck All](#)

<input type="checkbox"/> Career Services <input checked="" type="checkbox"/> Education Services <input checked="" type="checkbox"/> Events Near You <input type="checkbox"/> Financial Services <input checked="" type="checkbox"/> Job Seeker Services <input checked="" type="checkbox"/> Labor Market Services <input type="checkbox"/> Latest News and Announcements <small>(May not appear if news or announcements have not been posted recently)</small>	<input checked="" type="checkbox"/> My Calendar <input checked="" type="checkbox"/> My Correspondence <input checked="" type="checkbox"/> My Employment Plan <input checked="" type="checkbox"/> My Messages <input checked="" type="checkbox"/> My Personal Profile <input checked="" type="checkbox"/> Need help or more information <input checked="" type="checkbox"/> Services Preview
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To move the widget to the location that best suits you:

Select the widget you wish to move, click and hold your left mouse key and drag the widget to the location you wish to move it to.

Your **DASHBOARD** should have at a minimum the following widgets:

- My Employment Plan
- My Personal Profile
- My Correspondences
- My Messages
- Labor Market Services



My Employment Plan – This widget will provide quick access to your resume, virtual recruiter, job application information, online application information and employment goals.

My Personal Profile – This widget will provide quick access to your background information.

My Correspondences – This widget will bring you to your saved letters and correspondence templates. These can be used to send messages to potential employers.

My Messages – This widget is a quick link to messages that you receive regarding referrals, potential job opportunities or announcements.

Labor Market Information – This widget provides valuable information to job seekers, including wage information and local area information.

LABOR MARKET INFORMATION As a job seeker, it's important to understand the labor market. Understanding what the wages are in a given occupation and demographic area will help you better prepare for interviews. Your **LABOR MARKET WIDGET** will give you access to the following:

Labor Market Facts – Find answers to commonly asked questions about the local labor market.

Area Profile – Access a summary of the labor market in a selected area.

Industry Profile – Access labor market information on industries in a selected area.

Occupational Profile – Access labor market information on occupations in a selected area.

Educational Profile – Access labor market information on an educational program in a selected area.



Here are some Great websites to help you in your occupation and job search.



<https://nhworksjobmatch.nhes.nh.gov>



<http://online.onetcenter.org>



<http://www.nh.gov/nhes/elmi>



<http://www.mynextmove.org/>



<http://www.careeronestop.org/>



<http://www.myskillsmyfuture.org/>



<http://www.careeronestop.org/>