NH Works Job Match

To find the Work Interest and Work Values Assessments:

* Using the Quick Menu (on the left side of the screen), scroll down to “My Portfolios” and select “My Individual Profiles”
* From the pop-up menu select “Self-Assessment Profile”
* There are five (5) tabs across the top: Job Skills, Personal Skills, Interests, Work Values, and Tools and Technology. Complete the first five sections.

To find your Background “Wizard”

* Using the Quick Menu (on the left side of the screen), scroll down to “My Portfolios” and select “My Individual Profiles”
* From the pop-up menu select “Personal Profile”
* There are four (4) tabs across the top: General Information, Background, Activities, and Memo. Select the Background tab.
* Start the Background Wizard. Some information will be filled in from your claim, please verify/update and complete the Background Wizard to the best of your ability.

To find your JMS Message Center

* Using the Quick Menu scroll down to “Communications Center”
* From the pop-up menu select “Messages”
* Check your Message Center daily for Job Alerts from the Virtual Recruiter and for Job Referrals from your Employment Services Representative.

To Find your Virtual Recruiter

* Using the Quick Menu scroll down to “Job Seeker Services”
* From the pop-up menu select “Virtual Recruiter”
* Select the title of the Virtual Recruiter to view or edit it. Remember to reset the expiration dates as needed.
* Select the “Create New Job Alert” tab to create a new alert. You can have up to 20 Virtual Recruiters in JMS

To access your Resume

* Using the Quick Menu, scroll down to Resume Builder and click on that box.
* Select the title of resume you want to access, or select “Create New Resume”
* When the resume is displayed, click on the blue field title to access any part you want to edit. SAVE all changes.