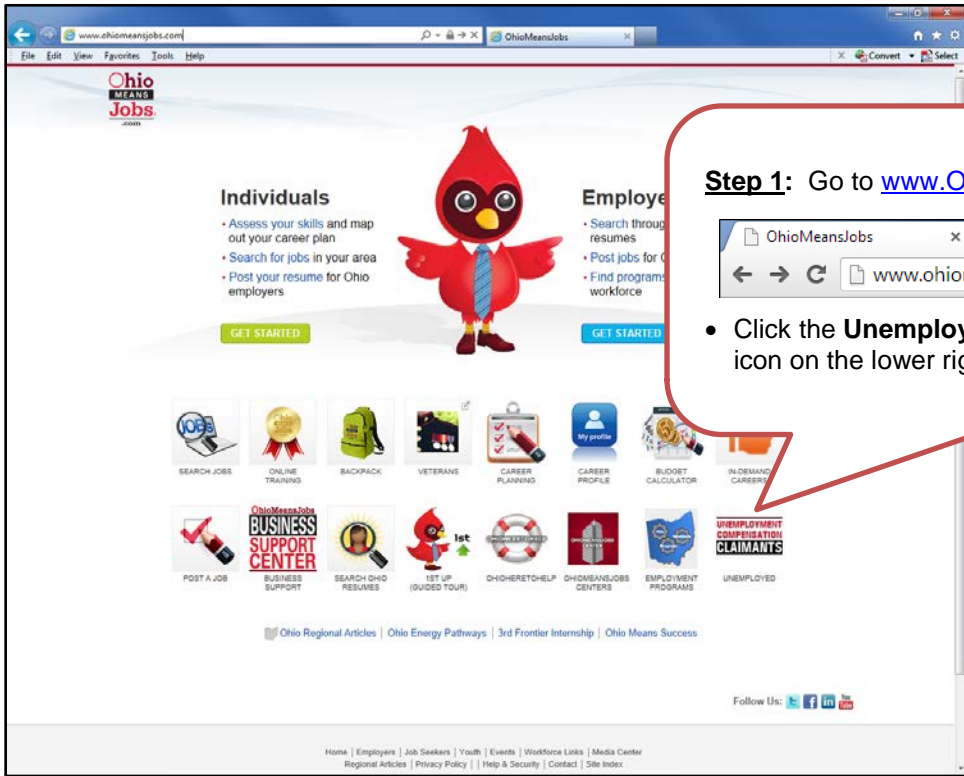
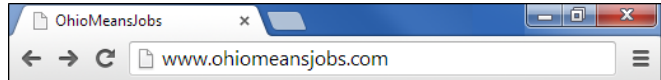


Ohio Department of Job and Family Services Creating or Uploading a Resume in OhioMeansJobs.com



Step 1: Go to www.OhioMeansJobs.com



- Click the **Unemployment Compensation Claimants** icon on the lower right side of the screen.

OhioMeansJobs Unemployment Guide

Do you receive unemployment benefits? We're here to help with your job search! Not sure where to start? We'll tell you how to make the most of OhioMeansJobs so it can help you reach your career goals.

IMPORTANT: If you apply for unemployment benefits on or after April 11, 2014, you must personally complete the Week 14 and Week 20 activities below. You can complete them early or late them by the deadline dates listed on the "Reemployment Instruction Sheet." The Office of Unemployment Compensation will review your application. **Failure to complete these activities by the deadline will result in your unemployment benefits to STOP until the activity is completed.**

If you are unable to complete these activities on a computer, if you have a physical or visual impairment that prevents you from being able to read, write, speak or understand written or printed materials, or if you have a limited ability to read, write, speak or understand written or printed materials, you may be scheduled for an in-person visit to an OhioMeansJobs Center near you, [click here](#).

For more information, please call the OhioMeansJobs Center near you, [click here](#) to find the center. Or, you can call the toll-free number 1-877-644-6562 or al centro de

Somali: Macaamiisha aan xirfad fiican u laheyn luuqada ingiriiska waxay wici karaan 1-877-644-6562 ama xaruntooda ay howsha ka socoto.

Before Week 8:

Sign In to OhioMeansJobs and Create a Backpack

When you applied for unemployment compensation, you were asked questions so we could automatically register you on OhioMeansJobs. To make sure we set up your account properly, we'll ask you for the OhioMeansJobs username and temporary password sent to you in two separate notices from the Office of Unemployment Compensation. You will need to change the temporary password to one of your choice. Follow the instructions and keep the notices for future reference.

Next, you'll be asked some simple questions about yourself. Your answers will be used to create your online "backpack," where you can store your resumes, job search results, assessments, career plans, etc.

It's OK if you don't have an email address, but we strongly encourage you to have one. This will make it easier for us to send you weekly job leads, and easier for employers to get in touch with you.

[SIGN IN NOW](#)

If your situation changes, you can make changes to your OhioMeansJobs account at any time by visiting your [Account Settings](#).



Step 2: The OhioMeansJobs Unemployment Guide screen appears. Be sure to review the entire page.

Ohio Department of Job and Family Services
Creating or Uploading a Resume in OhioMeansJobs.com

Required by Week 8:

Create or Upload Your Own Public Resume

When we created your OhioMeansJobs account, we posted a temporary resume on your behalf. You have eight weeks to create or upload a new resume containing a more detailed work history. (If you already had an active OhioMeansJobs account with a posted resume, you have already met this requirement.)

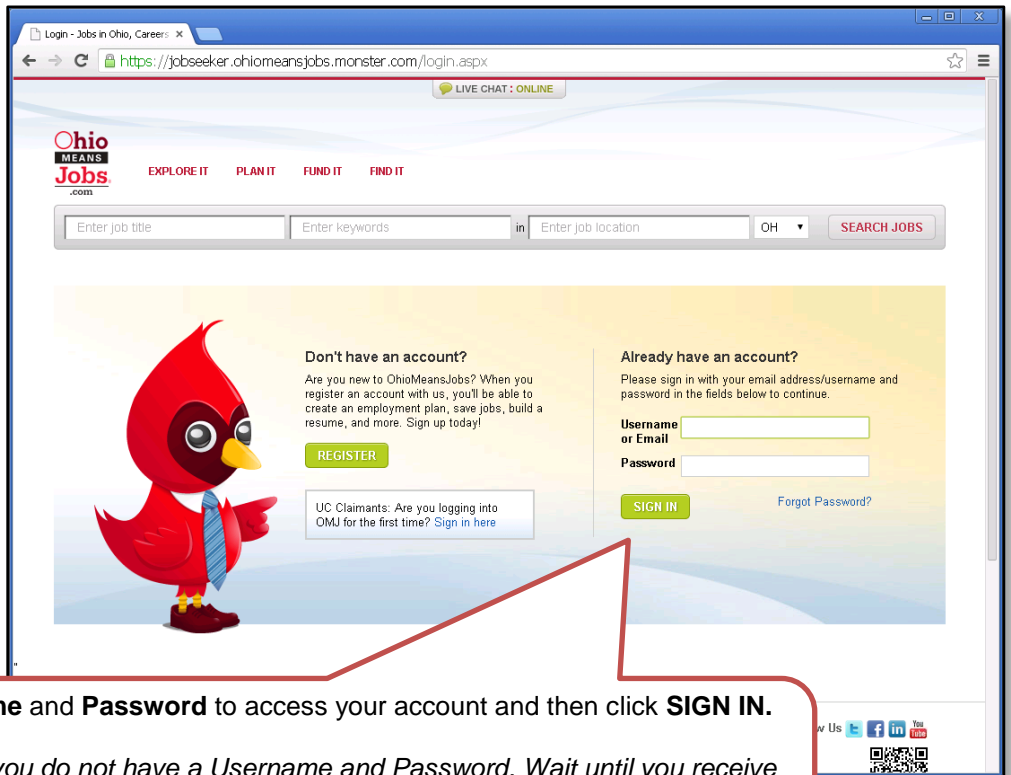
If you don't have a resume, you can use the OhioMeansJobs "Resume Builder" to create one. You can even choose to have your resume rated as you can see how to make it better. You must complete this process within 8 weeks of filing your application in order to remain eligible for unemployment benefits. See your "New Claim Instruction Sheet" for your deadline. To get started managing your resume, click on "Manage Resumes" on the right.

MANAGE RESUMES

Step 3: The **OhioMeansJobs Unemployment Guide** screen lists all the activities you must complete.

The first activity requires you to create or upload a resume by week 8 to continue receiving unemployment benefits.

- Click the **MANAGE RESUMES** button.



Step 4: Enter your **Username** and **Password** to access your account and then click **SIGN IN**.

Do not click REGISTER if you do not have a Username and Password. Wait until you receive your Username and temporary Password from the Office of Unemployment Compensation, and then log in.

Ohio Department of Job and Family Services
Creating or Uploading a Resume in OhioMeansJobs.com

The screenshot shows the OhioMeansJobs.com homepage. At the top left is the logo. At the top right, the user name 'Jane Doe' is displayed next to a backpack icon labeled 'BACKPACK'. Below the logo is a search bar with fields for 'Enter job title', 'Enter keywords', 'in', 'Enter job location', and a dropdown for 'OH', followed by a 'SEARCH JOBS' button. On the left side, there are four menu items: 'Explore It' (Types of jobs, positions, industries), 'Plan It' (Education, training, skills), 'Fund It' (Budgeting tools, scholarships, info), and 'Find It' (Jobs, resumes, applications). Below these is a 'Regional Articles' section with a map of Ohio and the text 'Get info about your region'. The main content area features a 'Welcome back, Jane!' message with a red cardinal mascot. Below the message are two buttons: 'GO TO BACKPACK' and 'TAKE THE GUIDED TOUR'. A red callout box points to the 'GO TO BACKPACK' button with the text: 'Step 5: After you sign in, you will be directed to the Welcome back screen. • Click GO TO BACKPACK.'

The screenshot shows the user's profile page. At the top left is a backpack icon. To its right is the text 'Welcome, Jane Doe' and a link 'Edit Your Account'. On the far right is a 'TAKE THE GUIDED TOUR' button and a small cardinal mascot icon. Below this is a 'Career Plans' section with the text '0 OF 5 CAREER PLANS' and a sub-header 'What do you want to be? First, select a career path. Then we'll help you...'. To the right is a 'Calendar' section with the sub-header 'UPCOMING EVENTS' and the text 'You don't have any events scheduled in your calendar. Visit the Events page or schedule deadlines for career activities in your own custom Career Plan.' Below the calendar is a 'VIEW CALENDAR' button. At the bottom right is a 'Resumes' section with the sub-header 'PUBLIC RESUME VIEWS' and the text 'Get noticed by employers with a public resume! Upload your resume or create a new one so employers can easily find you.' Below the resumes section are two buttons: 'CREATE RESUME' and 'UPLOAD RESUME'. On the left side, there is a table with the following data:

CORE ASSESSMENTS	SCORE
WorkKeys® Applied Mathematics Practice Test 1 Not Completed	--
WorkKeys® Locating Information Practice Test 1 Not Completed	--
WorkKeys® Reading for Information Practice Test 1 Not Completed	--

A red callout box points to the 'CREATE RESUME' button with the text: 'Step 6: Click Create Resume or Upload Resume. • If you are uploading an existing resume, go to Step 10.'

Ohio Department of Job and Family Services
Creating or Uploading a Resume in OhioMeansJobs.com

Step 7: Create a Resume

- Fill in the required fields. (Required fields have a red asterisk*)
- After "Resume Status," be sure to click **Public** so employers can view your resume. Your resume must be public in order for you to keep receiving unemployment benefits.

Step 8: After all fields are complete, click CREATE.

Ohio Department of Job and Family Services
Creating or Uploading a Resume in OhioMeansJobs.com

Step 9: Review and complete your resume.

- After you have created your resume, you will be directed to the **My Resume** screen. You may review your resume here and make any edits that you would like.
- When you are happy with your resume, click **I'M FINISHED**.
- You will be directed to the **Manage Resumes** page. From here, you may view, edit, rate, upload or create a new resume. (You may post up to 5 resumes.)

Step 10: If you already have a resume that you would like to post, click **UPLOAD RESUME**.

- Fill in the required fields. (Required fields have a red asterisk*).
- After "Resume Status," be sure to click **Public** so employers can view your resume. Your resume must be public in order for you to keep receiving unemployment benefits.

0 OF 5 CAREER PLANS

What do you want to be? First, select a career path. Then, create a career plan with a series of activities that work toward accomplishing your career goals.

[CREATE A CAREER PLAN](#)

Assessments and Training

CORE ASSESSMENTS	SCORE
WorkKeys® Applied Mathematics Practice Test 1 Not Completed	--
WorkKeys® Locating Information Practice Test 1 Not Completed	--
WorkKeys® Reading for Information Practice Test 1 Not Completed	--

Calendar

UPCOMING EVENTS

You don't have any events scheduled in your calendar. Visit the [Events](#) page or schedule deadlines for career activities in your own custom [Career Plan](#).

[VIEW CALENDAR](#)

Resumes

PUBLIC RESUME VIEWS

Get noticed by employers with a public resume! Upload your resume or create a new one so employers can easily find you.

[CREATE RESUME](#) [UPLOAD RESUME](#)

Ohio Department of Job and Family Services
Creating or Uploading a Resume in OhioMeansJobs.com

Upload a Resume ?

Upload your existing resume by selecting a file below.

Resume File: EC2 Microsoft Windows Guide.website

Note: Uploaded file type must be a Microsoft Word (.doc), Plain Text (.txt), Rich Text (.rtf), or Adobe Acrobat (.pdf) file, 500 KB or smaller.

Step 11: If you are uploading a resume, click **Browse** to select the file name for your existing resume. Then click **CREATE**.

Congratulations! You have successfully uploaded or created a resume and posted it on OhioMeansJobs.com!

Would you like to continue in OhioMeansJobs.com and complete your 14th week reemployment activity? This requires you to complete your core assessment tests. If so, click "View Assessments" and refer to the desk aid titled "Completing Core Assessments in OhioMeansJobs."

If you are ready to leave OhioMeansJobs.com, simply click on your name (beside your Backpack), then the down arrow and then "Sign Out."