



America's Job Bank

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Occupation Search

This search allows you to explore the job seeker resumes in the job bank data base by selecting an occupation and other search criteria such as location, education, etc.

Although you may search based on one of twenty-two (22) broad occupational families, you have the option of narrowing the search to specific occupations within a given family. Click on the **Select Job Title** button to display a list of occupational families. An occupational family is labeled with a folder icon and a "pointing finger" icon; to perform a search using the entire occupational family, click on the family's "pointing finger" icon. To display specific occupations within a family, click on the family's folder icon. Occupation titles are labeled with the "pointing finger" icon only; to perform a search using a specific occupation, click on this icon.

When you have selected the desired occupational family or specific occupation, it will be displayed on the original screen. In the **Select A State** drop-down list, select a State or Territory in which to search.

Once you have selected an occupation and a State or Territory, you can perform the search by clicking on the **Search Now** button. By making a selection in the **Results in pages of:** drop-down list, you can determine how many resumes will be grouped on each page of search results (you can choose to view search results in groups of 10, 25, 50, or 100 resumes). The default selection for this field is 10.

You can save your search by entering a name for the search in the **To save this search...** field (up to 40 characters), and clicking on the **Save Search** button. Saved searches are available for retrieval and execution via the **Saved Searches** and **Resume Scout** features.

To refine your search by imposing more specific location search criteria, click on the **More Options** button. This screen offers three location search options. **You can only select one of these options for any search:**

- **Enter a USPS Zip Code:** Click on the radio button on the left and enter the 5 digit zip code where the job is located. This option should be used if you are trying to fill a job within that specific area. If you don't know the zip code for the desired area, click on the **Find A Zip Code** button. To use the Zip Code Locator, enter a full or partial city name, select a State from the drop-down list, and click on the **Find Cities** button. A list of cities and their corresponding zip codes will be displayed; select the radio button for the desired zip code in this list and click on the **Use Selected Zip Code** button, and the selected zip code will be displayed in the field on the first screen.
- **Select up to three States/Territories:** Click on the radio button on the left and then use the drop-down list(s) to select one or more States in which to conduct the search. This option should be used if you have the same job in multiple locations in one or more States.
- **Select a Country:** Click on the radio button on the left and then enter the two-character code for the Country in which the job is located (e.g., US). This option is used for jobs outside the US, or if you wish to conduct a search of the entire resume file nationwide. If you do not know the two-character code for the desired country, click on the **Find Country Codes** button. To use the Country Finder, select the desired Country's name from the drop-down list, and click on the **Use Country Codes** button. The selected Country's code will be displayed in the field on the first screen.

Please keep in mind that job seekers have chosen the specific areas where they are willing to work, so expanding your search beyond where the jobs are actually located may result in a match against job seekers that are not willing to relocate to that area.

You then have the option of executing or saving your search as detailed earlier, or of using advanced search criteria to further refine your search. The advanced criteria are:


- **New Resumes:** Click on the check box at left and then use the drop-down list to determine the time frame for selecting suitable resumes (from 1 day to 60 days).
- **Education:** Click on the check box at left and then use the drop-down list to determine the level of education you want the job seeker to possess in order to be qualified to perform this job. Job seekers at or above the selected level will match.

- **Salary Range:** Click on the check box at left and then enter the salary range you are willing to offer, **in whole dollar and cent amounts**. Only resumes specifying salaries within the range will match. You can enter a maximum of seven (7) characters in each salary field. The **per** drop-down list allows you to choose the appropriate salary unit (hour, day, week, month, or year). Do not enter dollar signs or commas. **If there is no range for the job, but only a minimum salary level, enter that amount in the first salary field. Only resumes that specify that salary or higher will match. If there is only a maximum salary level, enter that amount in the second salary field. Only resumes that specify a lower salary will match. A resume in which the job seeker does not specify any salary requirement will not be considered if you use salary as a criteria. You should use this selection with care to avoid eliminating many potential candidates.**

You then have the option of executing or saving your search as detailed earlier.

A successful search will produce a **RESUME LIST**.

The Resume List will display the total number of matches that occurred, and will list the first group of matching resume entries. Each resume entry will include:

- **Job Objective:** The objective entered on the resume.
- **Veteran's Status:** If the job seeker is a veteran, this symbol  will appear. This is for informational purposes only.

You may now select the first resume you wish to review by clicking on the "eye" icon to the left of the resume's list entry. The entire resume will be displayed in the Resume View, except for the job seeker's contact information. **If your employer registration has been approved**, you can then view the resume's contact information by clicking on the **View Contact Information** button. The contact information is not initially displayed in order to provide some confidentiality to the job seeker.

You can build a list of resumes (called "My Resumes") in which you are interested by clicking on a list entry's **My Resumes** checkbox in the Resume List (a check mark in the check box indicates that the resume is selected), or by clicking on the **Add To My Resumes** button in the Resume View. You can view your list of resumes by clicking on the **My Resumes** button below the Resume List or from within the Resume View.

The **Refine Search** and **New Search** buttons allow you to return to the search definition screens to edit the current search or create a new search. These buttons are available from both the Resume List and the Resume View.

From the Resume View, you can view the printable version of the resume by clicking on the **Display Printable Version** button. To print the resume, click on the **Print** button.

As an alternative to the OCCUPATION search, try either the [KEYWORD SEARCH](#) or the [NUMBER SEARCH](#).

Additional help resources for employers:

- [Employer Services](#)
- [Employer FAQ's](#)
- [Employer Registration](#)
- [Posting a Job Order](#)

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About Employer Services

To obtain access to this FREE service, employers need to register through their home state to take advantage of the America's Job Bank network. This is necessary to ensure data integrity. As an Employer, if any of the following conditions apply to your business you are **NOT** eligible to use this system.

1. you **require significant monetary investment** by a job seeker
2. you **charge a fee** to job seekers
3. the position you are trying to fill is involved in a **labor dispute**

Once an employer has filed a registration in their state, their status is reviewed by state Employment Service personnel. Until the state validation is completed, the employer may browse the resume file, but will not be given access to any job seeker information. The validation process generally takes no more than three (3) business days. Once the employer is validated, they have access to the following FREE services:

- **Post job listings**
 - direct data entry
 - automated posting service

This allows employers to use the method that best suits their needs, technical capabilities, and volume to place their listings directly into the AJB/state job order data base. As part of the registration process, employers will be able to indicate their preferences. Employers also get to choose the method by which they wish to receive job seeker information.

- **Update Job Listings**
 - modify information
 - adjust status (i.e. close, extend, archive)

Once jobs have been listed, employers have complete control of the jobs. They can modify information in the body of the job and/or adjust the status. All orders are open for 45 days. During that 45 day period, employers can Close the job, which will purge it from the data base; Extend the job, which will add another 45 days to the time the order stays in the data base; and Archive the job, which removes it from the data base, but allows it to be recalled in the future.

- **Search for Resumes**
 1. Occupation search
 2. Keyword search
 3. Number search
 - **Occupation Search:** starting with twenty-two (22) broad occupational areas, provides the capability to refine the search to a more specific pre-defined occupational group. You can also refine the search using several advanced search criteria such as the location in which the job seeker is available, required education, resumes entered within a specific time period, and salary range. ([An in-depth description of the Occupation Search is available.](#))
 - **Keyword Search:** provides the capability to choose one or more title, objective, or skill words important for the position being filled. A keyword search can be performed for any or all specified keywords. The same advanced search criteria available in the Occupation search are also available for the Keyword search. ([An in-depth description of the Keyword Search is available.](#))
 - **Number Search:** provides the ability to search for specific resumes according to their resume number. ([An in-depth description of the Number Search is available.](#))

Any search may be **saved** (stored), then retrieved and run at any time.

Resume Scout: Resume Scout is a special search feature for Employers. It gives the option to have stored resume searches run

automatically. When these resume searches are run, any new matches will generate an e-mail notification to you. To use Resume Scout, you need to register, and create and save a resume search.

Search Results: The results of a Keyword search will be listed with those resumes having the largest concentration of relevant criteria appearing first in the list; Occupation searches will be listed by location. For each search, you can choose to have search results listed in groups of 10, 25, 50, or 100 resumes at a time.

- **Activity Reports**
 - Job Orders
 - Resume Searches

Allows employer to get up to the minute information about all active Job Orders in terms of how long the order has been in the data base, how many times the description page was reviewed and how many times the application instruction page was reviewed. Provides information about Saved Searches in terms of what type of search, when it was created, when the most recent query was conducted and the number of resumes that matched, and the number of times the job seeker contact information was accessed.

Additional help resources for employers:

- [Employer FAQ's](#)
- [Employer Registration](#)
- [Posting a Job Order](#)
- [Employer Occupation Search for Resumes](#)
- [Employer Keyword Search for Resumes](#)
- [Employer Number Search for Resumes](#)

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