Jobseeker Services

How to Navigate SC WORKS
Creating a New Account in SC WORKS
Access the SC WORKS website by visiting this URL:
https://jobs.scworks.org/vosnet/Default.aspx

To create a new account, click on the “Not Registered” link.
Select Option # 3 – Create User Account

Select “Individual” for a Jobseeker account.

If you would like to become a fully registered user with SC Works Online Services and have access to all of our online services, select one of the following account types. If you are not sure if you need to register on the system, learn more about the benefits of registering on page: Why Register?

- **Individual**
  - 15 min(s) estimated
  - Register as this account type if you are an individual and wish to search for the latest job openings, post a résumé online, find career guidance, search for training and education programs, find information on local employers, etc.

- **Employer**
  - 22 min(s) estimated
  - If you are looking for industry information, labor market information, job applicants for your business, or want to post job openings online.

- **Analyst**
  - 15 min(s) estimated
  - Register as this account type if you are a labor market information or economic development professional looking to analyze area, occupation, and industry data over different geographical regions and time periods. Analyst accounts require administration approval before being allowed to access suppressed data.
Privacy Agreement:

- After reading the agreement, click “I agree” to continue.
Individual Registration Type

Comprehensive Registration
Select this option to complete a comprehensive registration process that results in full access to all the features available in this system.

Register with a Résumé
Select this option to use an existing Résumé document that you will upload into the system to prefill a progressive registration process which will allow you access to some features available in the system.

- Select “Comprehensive Registration.” This registration type takes a little longer to complete, however, it allows for full access to all of the features available on the site.
Login Information:

- Create a User Name and Password for the account.

- Be sure to select a Security Question and enter in the corresponding response before moving onto the next section.
Social Security Number

• The next section is to enter in the SSN number. This is an important step, because the SSN is what links this SC WORKS account’s job searches to the corresponding Unemployment Insurance (UI) Account for benefits.

• There is an option to opt out of providing the SSN if needed. The system will generate a fake social for the account that starts with the number “9.”
Primary Location Information

• In this section, enter in the location information by Country, Zip Code, and answer the question regarding work authorization.
Email Address Information

- Enter in the email address for this account. Please keep in mind all correspondences sent out from SC WORKS and staff, will go to this email address.
Demographic Information

- Enter in the Date of Birth and Gender.
- If you are male, use the drop down to make a selection for Selective Service.
- Click “Next” at the bottom of the page to move forward.
Name & Address

- The next two screens will request name information and address information.

- If the Residential Address is the same as the Mailing Address, click the box next to “Use residential address” to have the system autofill the information.
Phone Numbers

- On this screen, add all phone numbers that may be available for this account.
Notification Methods

- Make the preferred selection for notification method using the drop down menu.

- Additionally, fill in the Site Access questions as well using the corresponding drop down menus.

- At the bottom, click “Next” to move forward.
Citizenship & Disability

• The next two screens will request information regarding Citizenship status and if individual would like to disclose any disabilities.

• Click “Next” at the bottom to move forward.
Education Information

- Using the dropdown menu, select the proper status of Highest Education Level achieved and if still attending school.
Employment & Farmworker Information

- In the next section, using the dropdown menus, make the proper selections related to Employment information.

- At the bottom, answer the Farmworker Information question. Depending on how this is answered, additional question fields may be populated.
Job Title & Occupation

• Enter in the desired job title at the top section.

• Using the “Search for an Occupation” link and the dropdown menu for Suggested Occupation, make a selection for the occupation that reflects the desired job title.
Ethnic Origin & Language

• Select the boxes that apply for Ethnic Origin.

• Be sure to answer the Language question regarding proficiency in English.
Military Service

- The next questions are all Military related. Be sure to answer all as they apply. Depending on how you answer some of the questions, additional questions may populate.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you currently in the military, a veteran or the spouse of a veteran?</td>
<td></td>
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<tr>
<td>Are you a caregiver who is a spouse or family member to a member of the armed forces who is wounded, ill or injured and receiving treatment in a military facility or warrior transition unit?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you a member of the armed forces who is wounded, ill or injured and receiving treatment in a military facility or warrior transition unit?</td>
<td></td>
<td></td>
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</tbody>
</table>
Public Assistance

• These questions are all related to any type of public assistance the household may be receiving.

• Make the proper selections for those that apply.

• Click “Finish” at the bottom of the page to complete the registration.
Conducting Job Searches
Locating the Job Search Tab

To access the Job Search menu, on your left-hand navigation menu, click on the “Job Search” link under “Quick Menu.”

There are many different ways in SC WORKS to access the Job Search page, as shown on the left.
On the Job Search page, you have many options for search filters. Filters can help to narrow down the results, to be geared specifically towards what you are looking for. Additionally, the tabs that run across the top (Advanced, Intelligent, etc.) contain additional filters, and can help you to narrow down even further.

If you are searching out of state, you can select the link that says “Job Outside of SC.”
Job Search Page

- To expand and see all filters available, click on the “+” sign on the right hand side of the screen.
- To re-condense, click on the “—” sign.
You can also change the area the job positions are located in. If you would like to only see job openings within a certain zip code, county, or metropolitan area, click the link next to “Area (click to change)” to change the location.
Using the dropdown menu, you can select from the following options.

Once you have made your selection, the system will save that location for you.
In the Keywords Search box, you can type in the name of a job position, occupation, and even add on additional filters.

Click “Search” to have the system return all job openings based on the keyword entered.
This is an example of results when a keyword search for “nurse” was run.

As you can see there is a Matching category, which, when you are signed in and running the job search, will show how well you match to the job opening depending on the skills you have input into your account via either a résumé or by employment history.
On the search results, to complete a Job Search, click on the job opening that you are interested in and the details of that particular job will display. You can also view this same position later from your search history. The system will record the date the job was viewed and verify that your job search was completed successfully.

To go a step further and apply for the job opening, click on the “How to Apply” link. This will take you to the employer’s site to apply for this position.
Verifying a Job Search

- To verify your work search for the week, first select from the left-hand side navigation menu “My Portfolio.”

- Then click “My Individual Profile” and finally click “Search History Profile.” Any and all job searches completed, will be listed here.
How to: Document Management
Viewing, Scanning, and Uploading Documents in SCWOS
The “View My Documents” link allows you to view any existing documents you may have uploaded into the system for your applications.
Scan a Document

- The “Scan a Document” link allows you to scan a document that is being used to verify information contained in a program application.
Scan a Document

Once you click the link, this page allows you to select the description of the document you are uploading by selecting an option from the dropdown menu, and allows you to select the source, pixel type, and resolution of the document.
Scan a Document

Settings

- Show Source User Interface
- Use Auto Document Feed
- Insert new scanned image before current image
- Discard Blank Page
- Duplex

Add additional sections of the page allow you to select settings for the document, and once you are ready to scan, click on the “Scan Document” button to start the scanning process.

- Once you have scanned in the document, you can view it in the Scanned Images section.
Scan a Document

- Under the “Upload Document” section, you can select your Document Description from the dropdown menu, add any Document Tags as you wish, and then click on “Choose File” to select the document from your computer.

- Once the file has been chosen, click “Save” to complete uploading the document into the SC WORKS site.