Making a Job Search Contact in SC Works Online Services

(Sign In [http://jobs.scworks.org](http://jobs.scworks.org))

SIGN IN with your Username and Password.

Click on “Job Search” from the Quick Menu or Dashboard.

The Quick Job Search page will appear.

- Enter your search criteria. You may enter any other criteria to narrow your search.
- Click on “Search” button to register your contact and view your search results.
- You may also choose one of the other Search tabs on this page. Just make sure to click the “Search” button.
Once your search results display on your screen select one or more of the jobs you are interested in. Click on the Job title/Description Snippet link.

The details of that particular job will display, you also can view it later in your search history. This will also record the date the job was viewed and verify that your job search was completed successfully.

If you would like to verify your work search for the week, first select from the left navigation menu 'My Portfolio,' then click 'My Individual Profile' and finally click 'Search History Profile.'

Your search history page will show all jobs that you have searched, including those in the past week. They are listed by the date that they were viewed. The system will also display the last date that a job search was recorded with that account sign in.