Conducting a SC WORKS Job Search

http://jobs.scworks.org
• Sign in with your Username & Password by clicking on “Sign-In” and then filling in your login information.
• Do not forget to select the reCAPTCHA box.
• Once you are on your Dashboard, select the “Menu” link on your left-hand top corner. This will expand the Menu selection.

• Click on the “Job Search” selection under the Quick Menu – or – you can access the same link on your Dashboard widget Job Seeker Services, and selecting “Job Search” that way.
The Quick Job Search page will appear. The tabs going horizontally across the top will allow you to switch between tabs depending on the type of search you want to conduct.

Enter your search criteria here. You may search by keyword and location search, or use the filters provided to narrow your results down even further.

Click on the “Search” button at the bottom to register your contact and view your search results.
• Once your search results display on your screen, select the job you are interested in by clicking on either the name of the job position, or the “View” link. This will allow the system to display the details of that particular job and how well you match. Please keep in mind the matching is done by how much of your profile you have completed; therefore the more complete your profile, the better the system can match you to a job position.

• You can also view it later by clicking on the “Save” link.

• This will also record the date the job was viewed and verify that your job search was completed successfully.
Verifying Your SC WORKS Job Search
http://jobs.scworks.org
• If you would like to verify your work search for the week, first select the “Menu” link at the top left-hand corner to expand your menu selections.

• Under the **Quick Menu** section, click on “My Portfolio” and then “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.

This is how you can verify that your minimum two job searches have been conducted each week.
• The Work Search Log widget on your dashboard is also a great way to see how many job searches you have completed.

• There are two different areas reported: Job Searches in your Desired occupations, and Total Job Searches in any area.

• If you would like to update your Preferred Jobs, you can use the link “Update Preferred Jobs” to do so.
Thank you!