



Department of
Job and Family Services

John R. Kasich, Governor
Cynthia C. Dungey, Director

Office of
Workforce Development

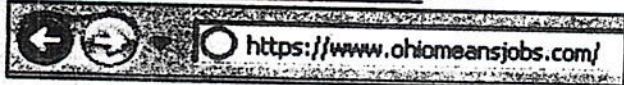


Ohio
MEANS
Jobs®
.com


**How To Register As An Individual On
OhioMeansJobs**


How to Register as an Individual on OMJ

- 1) Go to www.ohiomeansjobs.com.



- 2) Select the Get Started button under the Individuals side.





Individuals


- Assess your skills and map out your career plan
- Search for jobs in your area
- Post your resume for Ohio employers

GET STARTED


Employers

- Search through millions of resumes
- Post jobs for Ohio job seekers
- Find programs to improve your workforce


GET STARTED




1ST UP
(GUIDED TOUR)




SEARCH JOBS




ONLINE
TRAINING




VETERANS




CAREER
PROFILE




CAREER
PLANNING




BUDGET
CALCULATOR




STUDENTS K-
12




IN-DEMAND
CAREERS




POST A JOB




Ohio Means Jobs
**BUSINESS
SUPPORT
CENTER**
BUSINESS
SUPPORT




SEARCH OHIO
RESUMES




OCCUPATIONAL
SEARCH



Ohio Means Jobs
Centers
OHIO MEANS JOBS
CENTERS







EMPLOYMENT
PROGRAMS



UNEMPLOYMENT
COMPENSATION
CLAIMANTS

UNEMPLOYED

Ohio Regional Articles | Ohio Energy Pathways | 3rd Frontier Internship | Ohio Means Success

Follow Us:    

- 3) Select the Sign In button in the top right or the Get Started On My Own button in the middle of the page.

Ohio
MEANS
Jobs
.com

LIVE CHAT: ONLINE

SIGN IN EMPLOYERS

Enter job title Enter keywords in Enter job location OH SEARCH JOBS

Explore It
Types of jobs, positions, industries

Plan It
Education, training, skills

Fund It
Budgeting tools, scholarships, info

Find It
Jobs, resumes, applications

Regional Articles
Get info about your region

@OhioMeansJobs OhioMeansJobs
Stop Stress From Taking Control of Your Job Search
<http://t.co/W786BgpHjZ>

Follow @ohiomeansjobs

Career Exploration Too
To find helpful occupation information, career videos, training providers, jobs and a lot more.

New Unemployment Rules
If you are currently claiming unemployment benefits, you need to become familiar with the New Rules.

2010-2020 Occupational Trends
Occupational Trends Planning for Your Future... Looking ahead is important for everyone including students & parents.

- 4) In the pop up next to the Sign In button select the link for "Register now."
Note: If you clicked the "Get Started On My Own" button skip to step 5.

Sign In

Username or Email:

Password:

Forgot Password?

SIGN IN Don't have an account? Register now

UC Claimants: Are you logging into OMJ for the first time? Sign in here

- 5) Create your login by inputting your email address and creating a password.

Note: The requirements for the password are listed below the space where you input the password.

Login & Email

To set up your account, we'll need you to enter your login information. You'll use this information each time you want to log in to OhioMeansJobs.

* Email Address:

* Reenter Email Address:

* Password:

* Re-enter Password:

A Minimum of 8 and Maximum of 20 characters.
A combination of upper and lower case letters.
At least one number.
At least one symbol (! @ # \$ % ^ & *).

- 6) Check the box for the OhioMeansJobs Terms & Conditions.

Note: Please read the Terms & Conditions by clicking on the words "terms and conditions"

☐ I agree to OhioMeansJobs terms and conditions.

- 7) Input your basic information.

Basic Information

Salutation: Select ▼

* First Name:

Middle Name:

* Last Name:

* Home Address

Home Address

* City/Town:

* State/Province: - SELECT - ▼

* Postal/ZIP Code:

* Country: US ▼

* Primary Phone: Home ▼

- 8) Input your level of Military Service. If you have not been in the military, there is a None selection in the list.

Military Service	
* US Military Service:	- SELECT -

- 9) Select your current Employment Status.

Employment Information	
* Employment Status:	<input type="radio"/> I am currently employed
	<input type="radio"/> I am unemployed and interested in or already receive unemployment benefits
	<input type="radio"/> I am not interested in or eligible to receive unemployment benefits

- 10) Computer Skills: Check the ones that apply to you. If none of them do, then check the last item for "None of the above".

* Computer Skills (check all that apply):	<input type="checkbox"/> Access Internet
	<input type="checkbox"/> Send and receive email
	<input type="checkbox"/> Write letters and other documents
	<input type="checkbox"/> Financial record keeping or bookwork
	<input type="checkbox"/> None of the above

- 11) Do you require special workplace accommodations?: If yes, please explain what accommodations that you need.

* Do you require special workplace accommodations?	<input type="radio"/> No
	<input type="radio"/> Yes, please specify:
<div></div>	

- 12) (Optional Field) Input your Ethnicity and Gender.

Gender / Ethnicity	
Ethnicity:	- SELECT -
Gender:	- SELECT -

- 13) Input your Career Info.

- a. Target Job Title: This is the job title that you are looking to obtain.

Career Info
* Target Job Title:

- b. Career Level: This is the highest level of work experience you have obtained.

* Career Level:	- SELECT -
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- c. Years of Relevant Work Experience: This is the amount of time in years that you have obtained at your career level chosen above.

* Years of Relevant Work Experience:	- SELECT -
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- d. Degree/Level Attained: The highest educational experience you have obtained.

* Degree/Level Attained:	- SELECT -
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- e. Work Status: Are you authorized to work in the US or do you need sponsorship.

* Work Status - US	<input type="radio"/> I am authorized to work in this country for any employer
	<input type="radio"/> I am authorized to work in this country for my present employer only
	<input type="radio"/> I require sponsorship to work in this country.

- f. I am willing to relocate: This is moving to a new area for a job. If yes, select Statewide or Nationwide.

* I am willing to relocate:	<input type="radio"/> Yes -SELECT- ▼
	<input type="radio"/> No

- g. (Optional) I am willing to travel: This is the amount of travel for the job.

I am willing to travel:	- SELECT -
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- h. Maximum miles willing to commute one-way?: This is the distance from your home to the job.

* Maximum miles willing to commute one-way? :	--SELECT-- ▼
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- i. (Optional) Security Clearance: This is a license issued by the head of a department, division, or agency of the federal government that provides the recipient with access to classified documents and/or secured facilities.

Security Clearance:	- SELECT -
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- j. Do you have Workkeys Scores available to enter?: These are proctored in person Workkeys test scores. Please only enter scores received by a moderator & not the online practice tests.

*Do you have Workkeys
scores available to enter? ☐ Yes
☐ No

14) Click the "Create Account" button.



15) Career Plans: Based on the information you provide on this page will help us to determine the best way to assist you in achieving your future career plans. For each question check all that applies to you.

[1.] What are your future employment plans? (Choose all that apply)*

- ☐ Seek immediate full-time employment in my current field
- ☐ Seek immediate full-time employment in a new field
- ☐ Seek immediate part-time employment in my current field
- ☐ Seek immediate part-time employment in a new field
- ☐ Attend school/training
- ☐ Obtain additional certification
- ☐ I already have a job lined up
- ☐ Start my own business
- ☐ Retirement/leaving the workforce
- ☐ Undecided
- ☐ Other

[2.] Where do you look to find employment opportunities? (Choose all that apply)*

- ☐ OhioMeansJobs.com
- ☐ Newspapers
- ☐ Facebook
- ☐ Twitter
- ☐ LinkedIn
- ☐ Other

[3.] Would you like assistance with any of the following? (Choose all that apply)*

- ☐ I am not interested in receiving assistance
- ☐ Finding out what jobs are available
- ☐ Understanding how my skills and experience relate to new jobs
- ☐ Deciding what jobs I can do
- ☐ Learning how to find a new job
- ☐ Developing a resume
- ☐ Filling out job applications
- ☐ Dealing with my loss of employment

- ☐ Paying moving expenses
- ☐ Budgeting and paying my bills without a job
- ☐ Helping my family through this current situation
- ☐ Deciding which school would be best for me
- ☐ Tuition and books
- ☐ Paying for child care while going to school
- ☐ Transportation expenses to and from school
- ☐ Other

[4.] What training or education would you be interested in? (Choose all that apply)*

- ☐ I am not interested in additional training or education
- ☐ Reading skills
- ☐ Writing skills
- ☐ Basic computer skills
- ☐ Finishing/Obtaining a Trade/Vocational Certificate or Licensure
- ☐ Finishing/Obtaining a GED/High School Equivalency
- ☐ Finishing/Obtaining an Associate Degree
- ☐ Finishing/Obtaining an Undergraduate Degree
- ☐ Finishing/Obtaining a Graduate Degree
- ☐ Other

[5.] Ohio offers several helpful employment programs and services to those who are eligible. Please select all that apply so we can determine which would be most helpful for you.*

- ☐ I am a student
- ☐ I am under 21 years of age
- ☐ I am over 55 years of age
- ☐ I have a disability
- ☐ I am or have been incarcerated in a correctional facility.
- ☐ None of the above

16) Click the Save and Continue button. Once you have done this, you have completed registering for your account on OhioMeansJobs.

