



Tips on using OhioMeansJobs

USING THE EFS COMPUTER LAB

Welcome to the EFS computer lab! We hope this service will be helpful to your job search. However, we have established guidelines which will keep your personal information, as well as our computer equipment, safe from any cyber impropriety. If you have any questions or concerns, please discuss with one of the EFS staff.

GUIDELINES

CREATING AND SAVING YOUR DOCUMENTS:

If you are using one of the EFS computers, you will need to bring a “USB thumb-drive” which will be used to create and save your documents (e.g. resumes). Using a thumb-drive will provide you with a secure method of saving your documents. If you save your documents on the computer equipment, there is a chance your information will be accessible by others. We suggest you bring the USB thumb-drive with you. Thumb drives can be purchased at many stores, and if you are at the main Columbus Metropolitan Library, they are sold at the Friends of the Library store (approximately \$6).

If you are not able to bring a thumb-drive, or have forgotten it, you will need to email the information to yourself. Our computer equipment will be cleaned on a regular basis and your materials will be lost.

If you are planning to participate in online training, we encourage you to bring earbuds or headphones to hear the training programs.

OHIOMEANSJOBS


UTILIZING THE OHIOMEANSJOBS SYSTEM:

TYPE THIS IN THE ADDRESS (URL) BAR OHIOMEANSJOBS.COM

OhioMeansJobs can provide you enormous information and resources for your job search. Create a profile and this system, produced by the State of Ohio, will guide you through the job search process. Take advantage of detailed information on career areas and employers, online training, educational information, and resources to assist in your personal journey.

CREATING AN ACCOUNT:

Creating an account is optional, but recommended if you want to keep a history of job search and application activity or a history of assessment test scores.

- * To create an account, click on the “BACKPACK” icon 
- * Click “REGISTER” under the heading “DON’T HAVE AN ACCOUNT?”
- * Enter the requested information on the registration page then click “CREATE ACCOUNT”
- * Select the appropriate answers on the “CAREER PLANS” page then click “SAVE”

The following instructions assume you have created an account and are logged in. If you do not have an account, first click on the “ONLINE TRAINING” icon located near the bottom of the OhioMeansJobs home page.



ONLINE TRAINING:

- * If you are logged in to your account, mouse-over the “PLAN IT” selection at the top of the screen, then select “ASSESSMENTS AND TRAINING”. If you are not logged in, you should already be on the Assessments and Training page (by having clicked on the Online Training icon as explained previously).
 - * At this point, you can select one of three WorkKeys Core Practice Assessment tests or an online course on Personal Computer Fundamentals, or GED test prep tutorials. Just click on the associated “LAUNCH” button.
 - * For all other training courses, click on “VISIT ONLINE TRAINING CENTER” if logged in, or click on “ACCESS LEARNING EXPRESS ANONYMOUSLY” if not logged in.
 - * At this point you can select one of several training categories. Within each category, several online training courses are available. To see the available courses, click on the category heading. For instance, if you are interested in computer courses, click on “IMPROVE YOUR COMPUTER SKILLS”. Then select the sub-category that interests you. If you want to see courses for Microsoft Word, click on “CREATING DOCUMENTS: WORD PROCESSING”. For courses in Microsoft Excel, click on “DATA REPORTING AND ANALYSIS: CREATING SPREADSHEETS.”
- Click on “RETURN TO BACKPACK” to leave on-line training.

INTERVIEW PRACTICE:

- * Mouse-over “PLAN IT” selection at top of the screen, then select “PRACTICE INTERVIEWS AND TIPS”
- * Click on “VISIT INTERVIEW PRACTICE CENTER”
- * Click on “START HERE” to view the short videos.

JOB SEARCHING:

- * Mouse-over the “EXPLORE IT” selection at the top of the screen, then select “SEARCH JOBS”
- * Enter the desired search criteria at the top of the page, then click on “SEARCH”
- * Click on “QUICK VIEW” to see a synopsis of the job
- * If you are interested in applying, click on “I AM INTERESTED IN APPLYING” in the Quick view pane
- * If not interested in applying, click on **X** at the upper right corner of the Quick view pane

NOTE: After clicking on “I AM INTERESTED IN APPLYING”, you may leave the OhioMeansJobs.com website and be redirected to the employer’s website to complete an online application

OCCUPATION and CAREER RESEARCH:

- * Mouse-over the “EXPLORE IT” selection at the top of the screen, then select “OCCUPATION SEARCH”. From here, you can learn about various occupations based on Industry, Educational Level, Salary Range, Degree, or other keywords.
- * Mouse-over the “EXPLORE IT” selection at the top of the screen, then select “CAREER PROFILE”. Answer the questions to see what careers you may be suited for.