

iMatchSkills® Registration



Critical Data Entry Points in order to get a match

- **SS# is required for the initial registration process and is not given to employers**
- Enter Yes for State/Government jobs
- **Contact Information & Resume** - check “Viewable to matching employers and Oregon Employment Department.” for both Contact Information and Resume.
- Current DOC employees have a State Employee ID number. This is not your DOC Employee badge number. The State Employee ID number can be found on your employee paycheck/paystub. The employee State Employee ID number will need to be entered into iMatch.
- **Personal Information** – “General Information” **DOB is required**
- **Job Preferences** – enter nothing higher than \$15 per hour or \$2800 per month. For desired shifts, check all shifts
 - Please check off the following cities in iMatch for the institution you would like to transfer to:

SFFC – Tillamook	TRCI – Hermiston
CRCI – North Portland	EOCI – Pendleton
CCCF – Tualatin	PRCI – Baker City
OSP, OSPM, OSCI, SCI,	SRCI – Ontario
MCCF – Salem	SCCI – Coos Bay
DRCI – Madras	WCCF – Lakeview
- **Skills Selector** - Driver’s License – Can not be left at “None”
- **Language Skills** - Select Read, Write and Speak English
- **Selected Occupations** - click on “ADD MORE” and type in “correctional officer” in the KEY WORD search. You must click the “GO” button for the keyword search to occur. You must select correctional officer and the appropriate level of experience (**NONE**). You can not leave the level of experience for a correctional officer at the default level.
- **License and Certifications** – click on “ADD MORE” and in the KEY WORD search type in “DPSST” and click on correctional officer to enter your DPSST number.

- **Work History** – be sure to SAVE each entry. If you have an electronic version of your PD291SA you can copy and paste into iMatch. Your START DATE is required in order to make a match. List any Work Out of Class as a separate job.
- **Miscellaneous Information** – list any notable accomplishments, military awards, etc.

Matching Tips:

1. The most important step in the registration process for those who are interested in this job listing, but have no experience as a correctional officer is to enter "Correctional Officers" on the Occupations page and select "None" for experience. This shows you are interested in this type of position and will help you match to open correctional officer job listings.
2.  After you have selected your skills, click on 'Match Me to Jobs,' at the left side of the screen.
3.  From the list of occupations you have selected in iMatchSkills make sure only the Correctional Officers box is checked in "Use In Match", and then click 'Run Match'.
4. Click 'View' and then click 'Interested' and follow the instructions listed to complete the application process.

My State Applications - Click on 'My State Applications'. From there you can view the status of your application and check if supplemental forms and documents have been received.

If you have difficulty registering or matching to this job in iMatchSkills, you may call toll free (866-925-7804) for assistance.