

# Getting the Best Results with

 **iMatchSkills**  
Where \_\_\_\_\_  
**Job Seekers & Employers**  
\_\_\_\_\_ **Connect**

**At Your Fingertips...**





## Your guide to maximizing job search opportunities.

**A** High-quality registration will help you generate the most matches and the closest matches to the jobs where your experience meets the employer's requirements. When your skills most closely match the employer requirements, your chances of a successful employer contact are improved.

A quality registration takes time to complete, but your time investment will pay off in more opportunities to find the right job for you!

Expect to take at least an hour to really get a quality registration complete. Move through each screen entering the information in each area. Be sure to use the next and back buttons on each screen (do not use your Web browser to navigate iMatchSkills®).

The following pages include a checklist to help make sure you have entered or are entering the type of information most useful to the match process.

Review your registration for the items listed. You can quickly access and edit a section's information by going to your "My Summary" screen; click on the section's blue title to go to that section for review and editing.

If you have already registered with iMatchSkills, you may only need to update or add additional information to your registration. Reviewing and updating each section will help you maximize your opportunities.

Please log on to iMatchSkills and let's get started! Here is how you log on...

# iMatchSkills Logon

To get the iMatchSkills logon screen, go to [www.iMatchSkills.org](http://www.iMatchSkills.org)

If you have worked with the Oregon Employment Department, or have filed an Unemployment Insurance (UI) claim, in the past few years, you may already have an account with us. We consider you a “Returning Customer” even if you personally have not used iMatchSkills. Contact your nearest office and the staff will provide your username and initial password to log on.

Once you access your iMatchSkills account, you will be required to change your password to something you can remember. You will also need to assign a “hint” question and identify your answer, should you ever forget your password. You may locate your nearest office’s contact information by clicking on the link to Employment Offices on the bottom of the logon screen.

iMatchSkills logon screen:

The screenshot shows the iMatchSkills WORKSOURCE OREGON logon interface. The header includes the logo and the slogan "Where Job Seekers & Employers Connect". The main content area is divided into sections for "Returning Customers" and "New Customers".

**Returning Customers:** This section contains a "Logon" form with fields for "Username:" and "Password:", a "LOGON" button, and a "Forgot Your Password?" link. A red arrow points from the text "Returning Customers" to the "Username:" field.

**New Customers:** This section contains instructions for new users, including a reminder to log off and a link to "Important Information". A red arrow points from the text "New Job Seekers" to the "Job Seekers Register Here" button.

At the bottom of the page, there is a footer with links: "Employment Offices | About | Privacy Statement | Feedback | Help | Close".

**Hint:** Usernames and passwords are not case sensitive. To maintain the best level of security, you will be reminded every 90 days to change your password when you logon to iMatchSkills.

**Do not** share your username and password with others. Be sure to log off iMatchSkills when you are done when using any public computer to prevent anyone else from accessing your personal information.

If you have just filed a claim, you may already have a minimal file with us because of your claim. Your Social Security number (SSN) must be attached to your registration to satisfy your claim requirement to register with iMatchSkills. If you receive an error message when you try to use your SSN, contact staff at the WorkSource Oregon office nearest you or ask staff for assistance. You may already have a minimal registration on file and would be considered a Returning Customer.

My Username: \_\_\_\_\_

My JS ID: \_\_\_\_\_

Your Job Seeker Identification (JS ID) number is located on your home page in the upper right hand side.

To go to your home page, click:



## General Information



General information contains: Name, mailing address, phone, email address, veteran status, birth date, and job preferences such as wage, shift available, geographic availability for jobs.

## Job Seeker Status:

- Is your iMatchSkills registration in “Active” status? You must be in active status to appear on match lists when employers or WorkSource Oregon staff run matches on open job listings. You may match yourself to jobs without being in active status. To change your status, click on the blue “Status” link on “My Summary” or “Change My User Options” from your home page. “My Summary” view links are only available after you have completed all sections.

## Contact Information:

- Have you selected all the contact methods you prefer? Are your phone numbers, email address and mailing address correct? People claiming UI benefits have a separate UI address that might not be the same as your iMatchSkills (or Employment Service) address. If these addresses are different, you will get an error message that advises you that they are different and gives you instructions on how to change either address.
- Returning customers: Is this information up-to-date?

## **Veteran Information:**

- Veterans are given priority on job referrals. If you have served in any branch of the United States Armed Forces, make sure to list your dates of service, discharge reason and any service badges you have received to take advantage of veteran priority. Spouses of veterans who have 100% service-connected disability or who died as a result of their service-connected disability or who were Missing in Action or Killed in Action are considered veterans for Employment Service purposes.

## **Personal Information:**

- Is your personal information correct? (Personal information includes birth date and gender. We use your birth date as “proof of identity” in combination with other information contained in your registration.)

## **Job Preferences:**

(All job preferences have a major impact on the quantity of job matches obtained)

- Wage (Enter the **lowest** wage you are willing to accept. iMatchSkills will not match you to jobs that pay less than your minimum. If you are receiving UI benefits, you must be willing to accept work when the pay offered is determined by unemployment insurance staff to be sufficient for your occupation in your labor market.)

- Full or part time (Full-time work is 40 or more hours a week. Part time is any amount of hours below 40 hours. If you are receiving UI benefits, you must be available for both full **and** part-time work in your customary occupation.)
- Shifts (If you are receiving UI benefits, you must be available for all shifts normal for your line of work.)
- Geographic availability. Select the cities where you are willing to work. Your city may not be on the list of available locations, so choose the nearest city or cities in the same counties where you are willing to seek work. Usually, a job listing is assigned to the WorkSource Oregon office in the same county as the job listing. The more locations you select, the more jobs you will match.

### Skills Selector



Skills Selector contains: Driver license, language skills, occupation(s), occupational license(s) & certification(s), computer, supervisory & occupational skills.

## Driver License:

- Have you listed the type of driver license you have?
- If you are a professional driver, have you listed all your endorsements and whether or not you possess a D.O.T. Medical Card?



## Language Skills:

- Have you listed all languages you speak, read or write? (In addition to jobs that require a specific language, there are jobs where preference is given to a candidate that can speak, read, and/or write a specific language.)

## Occupational Selection:

- Are your choices of occupations accurate? Click on the blue Occupation title to view details about an occupation. Do not select occupations you have done in the past but are no longer interested in doing (people collecting UI benefits must look for work in their customary occupation). Some occupations share many skills and are quite similar in the type of duties they perform. Use the Keyword search to find similar occupations. **Tip:** You may wish to use Skill Explorer in Oregon Labor Market Information System (OLMIS). Go to OLMIS at [qualityinfo.org](http://qualityinfo.org) and click Skill Explorer in the Tools menu to pick occupations that use your skills. (If you need help, ask staff for assistance on where to find and how to use the OLMIS Skill Explorer program.)
- Did you select occupations in which you have experience? When you mark experience in an occupation, you must add work history that shows where you gained that experience.
- You may also choose occupations in which you have no experience but are interested in pursuing. Be sure to select “None” in the amount of experience for those occupations.

- Returning customers: Do you have occupations to add or remove? If you remove the occupation title, the skills you've marked in that occupation remain in your skills list and may help match you to more job listings.

## **Licenses: (Occupation licenses and certifications)**

- Based on your work or education history, have you selected all relevant state-issued occupational licenses and certifications that you possess from the list? "Employer issued" certifications will not be on the list. If you cannot find a specific license on the list, you can click on "Can't find a particular license or certification?" to request it be added to the list. Any licenses or certifications that you add on this link will display on your iMatchSkills résumé.

## **Computer, Supervisory and Occupational Skills:**

- Have you selected all of your computer and supervisory skills?
- Have you gone to the occupational skills list for every occupation you have selected within your iMatchSkills profile?
- Have you chosen all the occupational skills you have experience doing that might be related to the type of work you are seeking? You only have to mark a skill once. If that skill is used in another occupation, it will show as marked when you go to that skill list.

- To select individual skills you possess that are not attached to any occupational skills list, use the “Select other skills using Keyword:” search feature.
- Returning customers: Do you have new skills to add?

## Resume Builder



Résumé Builder contains: Education History, Work History and a section that allows you to type in special skills, training, professional associations and awards you have received. This information along with your contact information is used to create a scannable résumé.

## Education and Work Histories:

- Are your education history and work history sections complete?
- Does your education and/or work history complement the occupational titles and skills listed in your registration? (We look at your education and work history to support your choice of occupations and skills.)
- Is there enough work history to justify the months of experience for each occupation listed?
- Does each work history entry show a clear job title and dates of employment?
- Do the job duties listed provide a clear understanding of what you did on that job?
- Is each job listed only once with no duplicate entries?
- Are all relevant on-the-job training experiences, practicum's, internships and volunteer positions listed in your work history?

## Miscellaneous:


- Have you made good use of this area?  
You can type up to 2000 characters of text about yourself. Examples of what could be included are: specific software, machinery, etc. that you are skilled in using, special training you have completed, professional organizations to which you belong or professional awards/honors you have received. It can be used to summarize your information and career goals. You may want to add the licenses or certifications not found on the license/certification list. This information will be included in your iMatchSkills résumé and can greatly improve the look of your résumé. Remember that key words here can also help you be matched to a job when staff are looking for qualified candidates to refer.


**View My Summary** 

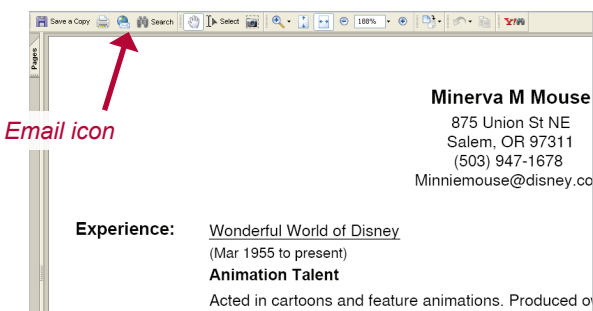
- Review your information for accuracy. Are there errors? If so, click on the blue section title link for the section you wish to change.

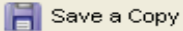
**View My Resume** 

- Once you have completed all of the information screens, you will see a button (like the one above) on the Tools Menu. Clicking that button will display your iMatchSkills résumé. Review your résumé; do you have any mismatches in UPPER and lower case?

It is often easier to see punctuation and capitalization mistakes on the résumé. Your iMatchSkills résumé view does not show how the résumé looks printed on a page. To see what your résumé looks like formatted to fit on a page, click  .

- From your home computer, open your email program. You may email your résumé to a prospective employer by clicking on the  icon in the upper left part of your résumé screen. (See illustration below). You have the option to either send a link to the URL location of the résumé or send a copy of your résumé as an attachment. Your best bet is to choose to send a copy. The employer may not have an active link to the internet.





If you are on a public computer, you will need to save your résumé by clicking  in the upper left corner. You will need a floppy disk, CD or flash drive on which to save your résumé. Once you've saved the file, you'll need to open your home email address and use the "attach file" feature to attach your résumé to an email. If you are in a WorkSource Oregon office ask staff for assistance on saving and emailing your iMatchSkills résumé.

## Match Me To Jobs





The true test of your registration is when you match yourself to the open job listings in iMatchSkills!

- Have you clicked on **Match Me To Jobs**  ?

That will take you to the My Match Settings screen. Clicking on  **RUN MATCH**, will match you to jobs based on the occupations you listed and other information in your registration. Do the jobs that come up look like the occupations you listed and that you have the skills and experience to do?





Occupations	Experience	<a href="#">Unselect All</a>	Use in Match
Actors	At least 20 years	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Billing and Posting Clerks	None	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Couriers and Messengers	None	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- One of the benefits of iMatchSkills is that you can do a match using only the skills you listed and ignoring the occupation. To run a “skills only” match, click on **Match Me To Jobs**  to go to the My Job Match Settings screen. Click on the [Unselect All](#) link to Remove the checks in the boxes located to the right of the Occupations titles. Then click  **RUN MATCH**. A “skills only” match might show you jobs with other occupations titles that you did not include in your registration, but for which you may also qualify.

View each job on the list and jot down the Occupation Title for the ones you are interested in reviewing. Go back to your occupations list and click

 **ADD MORE** OCCUPATIONS to this list. Type in the occupation title and click .

Review the Occupation Details by clicking on the blue Occupation Title link. If the occupation matches your skills and experience or it is something you'd consider, add it to your registration and assign the amount of experience in the drop down experience box. Click  to go to the Skill Selection screen. Click on the  and review the skills list and add any additional skills that you have. The skills selected on other occupations will be already marked in the new skill list. Be sure to add in the Work History section any additional jobs and details that you've done that supports the added occupation and experience.

## **Congratulations! You're done with your registration!**

### **Need more information?**

If you have further questions about the information needed or would like staff to review your registration, please contact your nearest WorkSource Oregon office for assistance.

For contact information, visit:

[www.WorkingInOregon.org](http://www.WorkingInOregon.org) and click on "Office Locations". In the future, you will only need to update your registration when your information changes.

Be sure to log on to iMatchSkills at least once every day during your search for the right job! New jobs are put in all the time and you never know when the perfect job for you will be added.

iMatchSkills is updated throughout the day as new jobs become available and job listings are removed as they are filled.

## **Keep your registration active!**

Your registration will be active for 90 days following your registration or an update of your registration information. Keep your registration active by logging on to iMatchSkills and matching your information to jobs regularly. Should your registration go inactive, you can easily activate it by clicking the blue “Status” link on “My Summary” or “Change My User Options” from your home page.



To find your home page, click on the red “home” at the top of your screen.

## **Found the perfect job?**

When you no longer wish to look for work or be considered on job matches you may deactivate your registration the same way. Your registration will remain in our system and will be purged after 36 continuous months of inactivity.

## **Need More Help with Your Job Search?**

WorkSource Oregon offices may hold workshops in your area on topics like “How to create a terrific résumé”, or “How to do a great job interview”, to name a few. and the best thing of all, they’re free! Please contact your nearest office to learn more about the type of workshops offered and workshop sched-




ules. Sign up to participate in one or more workshops. WorkSource Oregon offices also have a variety of other written materials and electronic resources to assist you!

## Find More Job Opportunities!

WorkSource Oregon has another job bank in addition to iMatchSkills that allows you to look at nearly all the jobs available. If you are not getting matched up to open jobs in iMatchSkills, you might have not selected all the occupation titles that are commonly used to describe your type of work. You may also find jobs that do not require experience in occupational fields in which you may be interested, but have not yet considered. Here is how you find this other job bank so you can browse what's available!

From the Employment Department home page on Oregon.gov or <http://WorkingInOregon.org> look to the right under the Featured Links and select "Browse Available Jobs" to open the search screen for this job bank.

The screenshot shows the Oregon.gov Employment Department website. The browser title is "State of Oregon: Employment Department - Windows Internet Explorer provided by Oregon Employment Department". The address bar shows "http://www.oregon.gov/DEPL/OT/index.shtml". The page features a navigation menu on the left with options like Search, About Us, Contact Us, Employers, Job Seekers, Unemployment, Unemployment Tax, Office Locations, Job Market Info, News & Information, Child Care, Agency Information, Success Stories, ORH Oversight Committee, and Equal Opportunity. The main content area includes a "Save A Lot on Recruiting Costs" article, a "Welcome to the Employment Department" section, and a "Support Business & Promote Employment" section. On the right side, there is a "Featured Links" menu with the following items: Translations, EmpleoEnOregon.org, Browse Available Jobs (circled in red), Government Jobs, Jobs with the Employment Department, iMatchSkills, Veterans Employment Services, and Latest News.



The search screen allows you to search the jobs by occupation, by location (so you can see all the jobs in your area), by job listing number, or by an advanced search that lets you look for a combination of different search criteria. If you find any jobs you are interested in applying for, follow the instructions on the job listing!

Good idea/Tip: If you find a job on this system that you are interested in, especially if you have skills and experience doing that work, write down the occupation title from the listing. Then add the occupation and the amount of experience you have to your iMatchSkills registration. Click to go to the skills screen and click on the button to add additional skills to your skills list. Make sure your work history and duties are updated to show where you gained the experience in any occupation you've added for which you have experience.

**We hope you find  
iMatchSkills easy to use  
and we wish you success on  
your job search!**



WorkSource Oregon is an equal opportunity program/employer. The following services are available free of cost upon request: Auxiliary aids or services and alternate formats to individuals with disabilities and language assistance to individuals with limited English proficiency. To request these services contact your local WorkSource Oregon Center for assistance.

WorkSource Oregon es un programa/empleador que respeta la igualdad de oportunidades. Disponemos de los siguientes servicios a pedido y sin costo: Servicios o ayudas auxiliares, y formatos alternos para personas con discapacidades y asistencia de idiomas para personas con conocimiento limitado del inglés. Para solicitar dichos servicios, contáctese con el Centro WorkSource Oregon más cercano a su área.



State of Oregon  
Worksource Oregon Employment Department  
[www.WorkingInOregon.org](http://www.WorkingInOregon.org)  
ESPUB304 (0708)

[www.WorkSourceOregon.org](http://www.WorkSourceOregon.org)