



OKJobMatch

How to Register

Last revised: August 1, 2014

Registering for work in OKJobMatch (OKJM)

To register for work you will need to log in to OKJobMatch.com. The Focus Career Module is the job seekers view in OKJM. Once you have registered for work in OKJM you will be able to access the following information:

- Create, edit, or upload a resume
- Search for jobs
- View matches from saved searches
- See matches staff have recently sent
- View jobs you have recently viewed
- View jobs that staff have referred you to
- Explore Career Options
- Research a specific career or program of study
- See what you can study to get ahead
- Change your Password

To create a new account in OKJM you will click on the “Create a Job Seeker Account” button located on the left side of the screen. You will then need to enter your Social Security Number and click on “Continue.” You will need to confirm your SSN again on the next page and click on “Continue.”

Note: If you are an Unemployment Claimant and you decline to enter your SSN, a stop will be put on your claim and you may be denied benefits.

1 Home
Conduct a Quick Job Search
Create a Job Seeker Account
Create an Employer Account
File for Unemployment
Job Fairs
Oklahoma Career Readiness
Training Providers
Unemployment Insurance FAQ
Veterans' Priority
WARN Listings

2 Home >> Create a Job Seeker Account
New Account Creation for Job Seeker
You are not required to provide your Social Security number. We request that you have an account in Oklahoma JobLink or if you have previously received unemployment benefits, we ask for your Social Security number to support data collection and reporting programs. If you provide your Social Security number, it will be maintained in our system and will not be released without your express consent.
If you are registering to receive unemployment compensation or cash assistance programs, failure to provide your Social Security number could affect your eligibility and cause you to become ineligible for those benefits.
Social Security Number
 I decline the entry of my Social Security Number

3 Home
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Contact
New Account Creation for Job Seeker
Please confirm your Social Security Number
Social Security Number 999-11-1234

Registering for work in OKJobMatch (OKJM) - Continued

After you have entered your SSN, you will be required to complete the following questions:



[LOG IN](#)

Home

Conduct a Quick Job Search

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New Account Creation for Job Seeker

* indicates a required field

* E-Mail Address

* Confirm Email Address

* Password

Confirm Password

* Security Question

* Answer

* First Name

Middle Name

* Last Name

* Address

Address Line 2

* City

* State

* ZIP/Postal Code

* Country

International State/Province/County

Phone Ext.

Alternate Phone Ext.

Fax

* Date Of Birth

Please Note

Your cooperation in answering the following questions is requested but not required. A refusal to provide this information will not affect your eligibility for services or your eligibility for veterans' priority of service.

Ethnic Hispanic/Latino

Race (Please check all that apply)

- White or Caucasian
- Asian or Asian American
- Black or African American
- Hawaiian or Other Pacific Islander
- American Indian or Alaska Native
- More than one race
- Not Self Identified

Gender

- Female
- Male
- Not Self Identified
- N/A

Disability

Individual with Disability (For this question, disability means a physical or mental condition that substantially limits one or more of the major life activities of an individual.)

- Yes
- No
- Not Self Identified
- N/A

Category of Disability

Employment Status

- Employed
- Employed, but with notice of termination or military separation
- Not Employed
- N/A

Number of weeks not employed

Interstate Worker

State Unemployment Insurance claims (UI) program

Referred by Worker Profiling and Reemployment Services (WPRS)

* Have you served on Active Duty with the Armed Forces of the United States?

- Yes
- No
- N/A

Are you the spouse of a veteran?

Creating your Resume

Once you have answered all of the questions on the previous page, you will be directed to this page to complete your resume. The system will not be able to match your resume to job orders without first creating a resume. Please be thorough when creating your resume as this will give you better results when searching for jobs.

Welcome to OKJobMatch!
Your account is ready to use. ~~Get started now:~~

- Create or upload a resume** *Best bet for best matches*
- Search for jobs**
- Explore my career and internship options**
- Research a specific program of study, career, or employer**

YOUR RESUME | SEARCH JOBS

Your resume

The more information you provide on your resume, the better the matches we can provide. When you're done, you'll be able to choose which information to display to employers.

CREATE A RESUME

The resume builder will guide you through all the steps of creating a resume. On average, creating a complete resume takes between 15-30 minutes, depending on how much detail you wish to provide. You'll be able to save your work and return to it at any time.

Start resume»

UPLOAD A RESUME

You may upload resumes in DOC, DOCX, RTF, or PDF formats. Your PDF must be text, not images – if you can search the PDF, it's text. After you've uploaded your resume, you'll have the opportunity to edit it.

Upload a resume **Browse**

Next step »

PASTE/TYPE YOUR RESUME

Paste or type your resume, and the resume builder will help you format and enhance it.

0 words

Next step »

Create a new resume based on an existing one

- select resume - **Start**

Edit a resume

- Resume on 8/5/2014 11:05 AM

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After entering all information for your resume you will click on the “Save Resume & View Job Postings” button to continue with your job search.

Note: You are not fully registered in OKJM until you have completed and saved your resume. If you are an unemployment claimant, you will be required to update your resume in OKJM every six months to remain eligible.

The screenshot displays the OKJobMatch.com website interface. At the top left is the logo with a red arrow pointing up. The top right shows a user profile for "Hi, John Doe" with options for "A A A Translate", "My bookmarks", "Change username", "Change password", and "Sign out". A navigation bar contains "home", "job search", and "explore careers & education". The main content area is titled "YOUR RESUME | SEARCH JOBS" and includes "Create a resume", "Preview resume", and "Delete resume" options. A "Resume title" field contains "Resume on 8/5/2014 11:09 AM". A horizontal progress bar shows sections: WORK HISTORY, CONTACT, EDUCATION, SUMMARY, ADD-INS, PROFILE, PREFERENCES, and REVIEW. The "REVIEW" section is highlighted, and a red circle and arrow point to the "Save Resume & View Job Postings »" button. Below the progress bar are "Resume style" (Standard Format) and "Resume order" (Emphasize my experience) dropdowns, along with icons for email, print, and download. A "Hide sections of my resume" dropdown is also present. The resume content for "John Doe" includes contact information, a summary, experience as a Cashier at Cashiers R Us, and education from Oklahoma State University.

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You will need to log into your OKJM account daily. Any messages from OESC or jobs that you have been referred to from OESC will appear on your home page. From the "Home" tab in the Focus Career Module you can see matches from saved searches, see matches OESC staff have recently sent, jobs you have recently viewed, and see jobs that OESC staff have referred you to.

You will also be able to Create, edit, or upload a resume, Search for jobs, Explore my career options, Research a specific career or program of study, and See what you can study to get ahead. Notice there are links to access any resumes that have been created and any bookmarks that have been saved. You will also have the ability to change your Username and Password from this page.

The screenshot displays the OKJobMatch.com website interface. At the top left is the logo with a red arrow pointing up. The top right shows the user name "Hi, John Doe" and links for "My bookmarks", "Change username", "Change password", and "Sign out". Below the logo is a navigation bar with tabs for "home", "job search", and "explore careers & education". The main content area is divided into several sections:

- New matches for your saved searches:** A table of job listings with columns for rating, job title, employer, location, and date. The active search is "Job Leads 1198914".
- Matches we've recently sent you:** A link to view recent matches.
- Jobs you've recently viewed:** A link to view recently viewed jobs.
- Jobs to which you've been referred:** A link to view referred jobs.
- My resumes:** A section showing resume status and a dropdown menu for "Resume on 8/5/2014 11:09 AM".
- My bookmarks:** A section with a link to save bookmarks.

Annotations include a red circle around the "Matches we've recently sent you" link and a red arrow pointing from a note box to the "See what I can study to get ahead" button.

Rating	Job Title	Employer	Location	Date
★★★★★	CASHIER	Winstar World Casino	Thackerville, OK	Aug 02
★★★★★	CASHIER	Brinks	Na, OK	Jul 30
★★★★★	CASHIER	Gordmans	Na, OK	Jul 20
★★★★☆	CASHIER	Sears	Sand Springs, OK	Jul 22
★★★★☆	CASHIER	Sears	Enid, OK	Jul 27

Note: You can save up to 5 resumes and you have the ability to explore Labor Market Information as well.