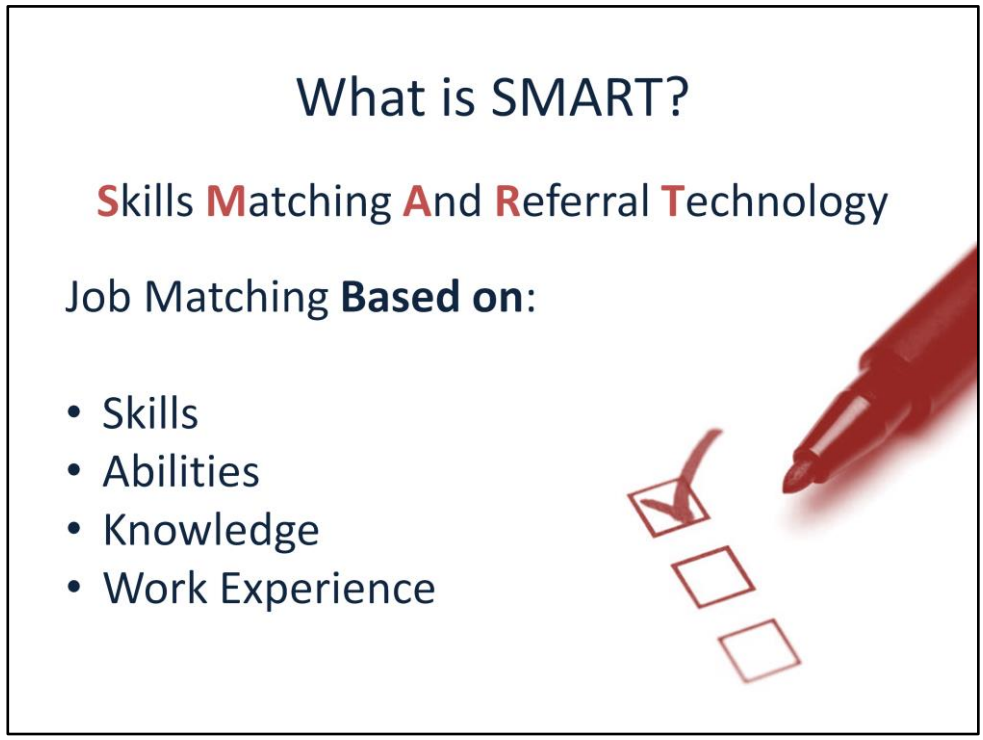
SMART TECHNOLOGY AND RESUME BASED MATCHING IN JOBZONE

Today we are going to discuss SMART technology in JobZone and Resume based matching using SMART technology. We are going to briefly go over what SMART is and where it is used in JobZone. We will go over how to create a resume to get the best results from the SMART matching. I am going to show you how to create a quick resume by using detailed notes in OSOS through the resume builder in JobZone, review what businesses will see in NYTalent and lastly show you how to Create a Full resume using the SMART phrases in the resume builder in JobZone.



WHAT IS SMART? Smart Technology analyzes the customers resume for Skills, Work Experience, and talents within the contexts of the customer's resume.

SMART is a job search tool that uses skills matching technology instead of key word matching. It uses artificial intelligence software specifically designed to analyze your skills as a whole person. The software analyzes your resume for skills, work experience, and talents within context. The software, trained by looking at over a million people's career pathways, compares the data from your resume with all of the job openings in New York's Job Bank and from the Job Scout. It then asks, "What skills does this person have?" and "What career path have other jobseekers with these skills, followed?" The system then recommends a number of job leads based on the probability that you will follow a similar career path based on work history, experience and skills.

Why Do We Use SMART?

An Alternative to a Keyword Search

Your customer may have skills for a job that they have not considered. You can open the door to more opportunities by **matching** your customer's **skills** to new kinds of job openings- jobs that key word searches won't find.

Sometimes our customers struggle to decide what keywords to use during their job search, and end up using the same keywords over and over. When searching by keyword you can only search one "type" of job at a time. SMART technology offers the customer the option for the technology to do all the matching and thinking. Another advantage to using SMART is getting results for jobs they didn't know they were qualified for.

Your customers may have skills for a job that they have not considered before and would not find with a traditional job search. SMART can help open the door to more and new opportunities, by matching their skills to new kinds of job openings — jobs that keyword searches won't find.

Where is SMART technology used in JobZone? The Skills matching and Referral Technology is used in all Resume based matching, when you upload and match jobs to a resume.

It is used in the Resume builder where you can create a quick or full resume using phrases that are provided and specifically designed for job matching.

In the Job Scout feature where customers can sign up for job matches by email on a daily basis, or get matches once a week, every 2 weeks, 3 weeks, or 4 weeks. The customer can also set up multiple job scouts if they are looking for multiple titles, or based on different resumes.

What to Include in a Resume

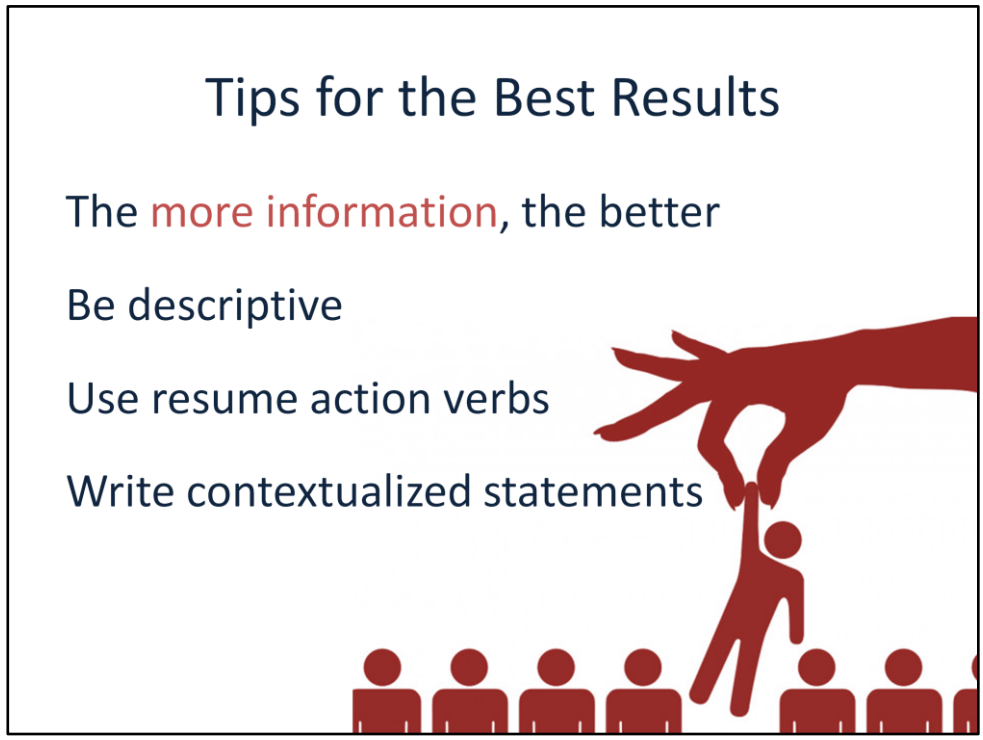
List and completely describe all:

- Work experience
- Responsibilities
- Major assignments or special projects
- Accomplishments
- One time opportunities
- Education, classes, grades, special awards
- Training
- Volunteer & internship experience

Now that we know what SMART technology is and where its being used in JobZone lets go over how to get strong results using this technology.

Information is most important when creating or beefing up a resume. For job matching the technology is interested in the content of the resume not the format.

Still use headings to help you organize your resume, but remember to focus on the content as it will help with better job matches and attract business interest through NYTalent.



The resume you create for job matching can be as long as the work experience and history go back. SMART can handle up to 24 pages of a master resume. Be descriptive, and use Contextualized statements when creating or editing a resume.

In addition to the information you provided in the resume, keep in mind that once a job match is performed the resume will be submitted to NYTalent where businesses will see the customers resume. Just like other sites, for example Monster.com, when a resume is submitte,d a business can view the resume and decide from the content provided if the resume fits the job opening.

Example: Contextual Statement

Statement A:

Ensures that residents receive medical attention when needed.

Statement B:

Administers minor medical treatments or medication (taking temperatures, treating minor cuts and bruises, giving aspirin or cough syrup) to correct or treat residents' minor health problems using common first aid supplies and using own discretion to determine need following established institutional medical department procedures.

Contextual statements are an important part of making a resume full of descriptive information. A contextual statement Answers: What, How, and Why. The statement should have an action and a purpose, Specify the tools and knowledge that the customer used, Be descriptive and use details and specifics- The more information the better.

Statement A is lacking details and is vague, this statement in a resume will not generate any matches.

Statement B includes the What How and Why,

WHAT-Administers minor medical treatments or medication

HOW-giving aspirin or cough syrup

WHY- to correct or treat residents minor health problems

A resume that included Statement B will generate strong job matches.

Michael Smith

Career Objective: To be a good employee

Personal Information:
Age: 34
Date of Birth: May 9, 1981

Education:
1995-1999 Syracuse High School Syracuse, NY
GPA: 3.0
Major: Computer Technology
Graduation: May, 1999

Knowledge/Skills:
Web Page design, in-depth Programming, Robotic Manipulation

Work Experience:
Wal-Mart, Syracuse, NY
Stock
2005-2010

Bluegrass Apt. Syracuse, NY
Grounds Main
2010-2014

References:
Mr. Ed Miller, Asst Manager
Syracuse, NY
(315)222-1234

Mr. Jim Coleman, Asst Manager
Syracuse, NY
(315)213-4459

Generic

Limited Knowledge

No Contextual Statements

Here is an example of a resume that is generic and that will not give the customer good matches or may not give the customer any matches at all. There is limited knowledge, and skills listed on this resume and there are no contextual statements here.

JoAnne Mammoser

PRIMARY SKILLS
DATA WAREHOUSE Design and Development
ORACLE MASTER - RDBMS Version 6 to Version 7.3.4.2
Systems Developer/Designer Master
Systems Analyst Master
Application Developer Master
ORACLE Parallel Server
PL/SQL Application Developer
ORACLE development in DEC Alpha/OSF/Digital UNIX and HP/9000 UNIX Server environments
Project/Team Lead - Design and Development teams
Full Life Cycle System Design/Development
Database Tuning and Optimization
ORACLE DBA, Development and Production Systems

List of Skills

EXPERIENCE SUMMARY
Over 14 years experience working as a Relational Database Analyst/Designer with particular expertise in data analysis, logical data modeling, physical design and data warehouse design and development, and project management. Experience developing high-volume relational databases for implementation in parallel processing environments. Experience developing relational databases for legacy system to client/server migration projects using full life-cycle approach and design, graphical user interface tools and CASE tools. Vast experience working on government and commercial projects in a variety of business areas, including 911 Computer Aided Dispatch, Health Care systems, Document Control and Tracking, Accounting and Financial, Manufacturing, EIS. Demonstrated management ability and project leadership, along with extensive technical background in programming/analysis and database administration. Strong verbal and written communication skills.

Contextual Statements

DATABASES: ORACLE RDBMS Version s 6 to 7.3.4.2, Dbase III+, Dataflex

HARDWARE: DEC Alpha/OSF/Digital UNIX Server, HP/9000 UNIX Server, Pyramid MIS12, VAX Series 4000, HP3000, IBM PCs/compatibles, Macintosh, IBM 3270

LANGUAGES: PL/SQL, SQL, C, PRO*C, FORTRAN, COBOL, BASIC

SYSTEMS: UNIX, Digital UNIX, OSF, MS-DOS, MVS, OS/2, ISPF, VMS, MPE, PCOS

CASE TOOLS: Designer/2000, Oracle*CASE, ERWIN LANs Novell Netware 3.11, Banyan Systems Version 5.52

SOFTWARE: Developer/2000, SQL*Plus, SQL*Loader, SQL*Net, Neuron Data Tools, SQL*Forms3.0, SQL*Forms2.3, SQL*Menu5.0, SQL*Reportwriter1.1, EDIT/3000, TurboIMAGE, QUERY/3000, Wordperfect, Lotus 1*2*3, Microsoft Word, Microsoft Excel, VISIO

Now lets look at this resume. This Resume is filled with descriptive statements and details. On this page of the resume we can spot the Contextual statement in the experience summary and the resume includes a detailed list of skills.

PROFESSIONAL EXPERIENCE:

Relational Database Technologies, owner, Independent Consultant May 96 - Present
ORACLE DATA WAREHOUSE ANALYST/PROJECT LEAD/DESIGNER/DEVELOPER.
The client is one of the largest manufacturing companies with a 1.5 Tb Data Warehouse housing over 15 subsystems.
*Lead development team in Data Analysis, Business Analysis, Logical Data Modeling, Data Warehouse Design and Implementation, ORACLE PL/SQL and SQL*PLUS development, ORACLE Designer/2000 Development, Documentation, and Business Reengineering.

*Team Lead for development team consisting of 5 Oracle developers and 3 Design team members. Responsible for design and development of major re-engineering project for a Financial Profit and Loss application. Completed User Requirement and Analysis phases. Currently working in Design phase with daily interaction and meetings with team members and users.

*Project Lead for 3 primary data warehouse applications, now in production. The Control Sub-System is an application that controls and monitors the daily feeds into the data warehouse. The Daily Book and Bill system is an application that receives, loads, scrubs, and publishes booking and billing information from over 40 countries daily, into the data warehouse. The Financial Profit and Loss application in the data warehouse, is a management analysis tool.

*Created entity relationship diagrams, data diagrams and process models for existing data and for new development using Designer/2000 diagramming tools. Forward engineered logical models into physical data warehouse tables using Designer/2000 Database Design Wizard tool. Generated and modified Designer/2000 DDL SQL for implementation in development, test, and production environments. Calculated table and index storage parameters.

*Performed data analysis, lead requirements review sessions, conducted data model presentations for high-level management and working committees for different application areas interfacing with the data warehouse. Wrote triggers and stored procedures for data warehouse transformation processes and extract processes using PL/SQL.

*Enhanced transformation procedures that loaded data into fact and dimension tables from staging tables. Wrote scripts to create tables, sequences, indices and constraints, and to populate and update tables in data warehouse. Analyzed and documented requirements for PL/SQL code required for extraction of data from data warehouse, and loading of data into the warehouse via staging tables.

*Created test plans and wrote SQL*PLUS queries to test procedures.
Interviewed and performed data analysis required to determine editing and validation of business rules.

Include What, How & Why

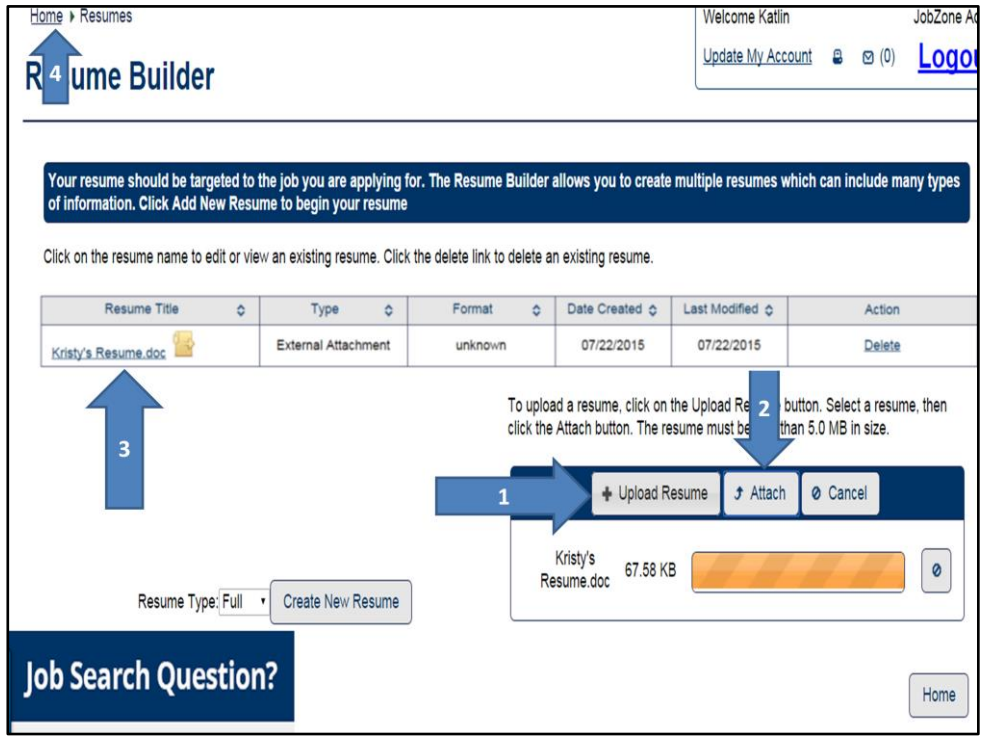
Generate Strong Results

Continuing on with this resume the professional experience includes the what, how and why. When this resume is matched to jobs it will generate strong results.

I don’t like the job leads I’m getting from SMART, what can I do?

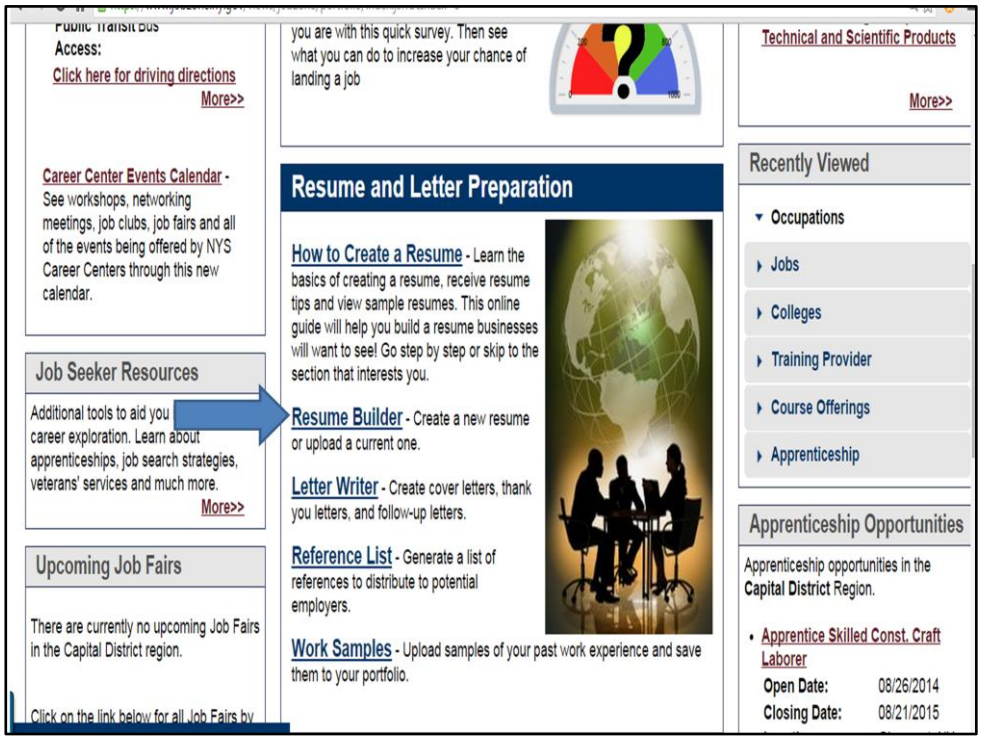
“I don’t like the job leads I’m getting from SMART, what can I do? We often hear this question from our customers looking for guidance on how to get better job matches. SMART looks at the resume that was submitted and generates job leads based on that information. It then asks, “What skills does this person have” and “What career path have others with these skills followed?” Adjusting the resume by either tailoring it or “beefing it up” may help your customers get the results they are looking for. In addition, the local labor market also plays a role in the job leads that result. Are there jobs available in the field and area the customer desires? You may need to broaden the geographical search in some cases.

Now that we know how to create a resume that will give us strong results lets see how to upload the resume so we can match to it. Go to JobZone through OSOS's manager mode and then Click on Resume Builder.

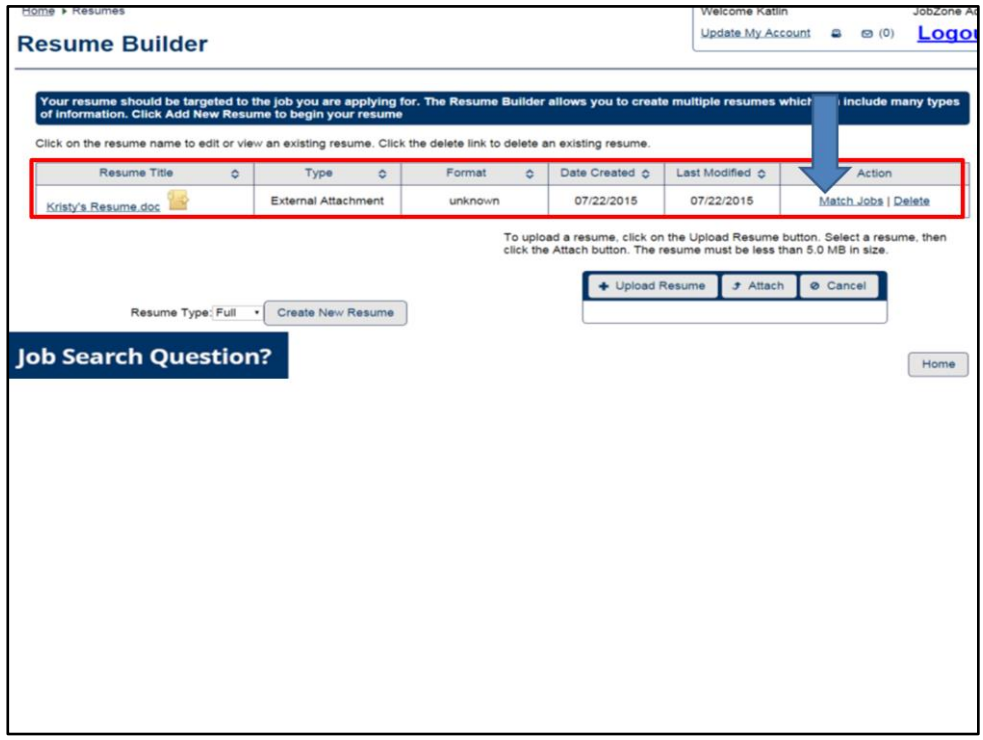


Click on Upload resume, then choose the resume you want to upload from your documents. **Once you choose the resume you want to upload click attach.** This is an important step. Without clicking attach, the resume will not successfully be uploaded to JZ

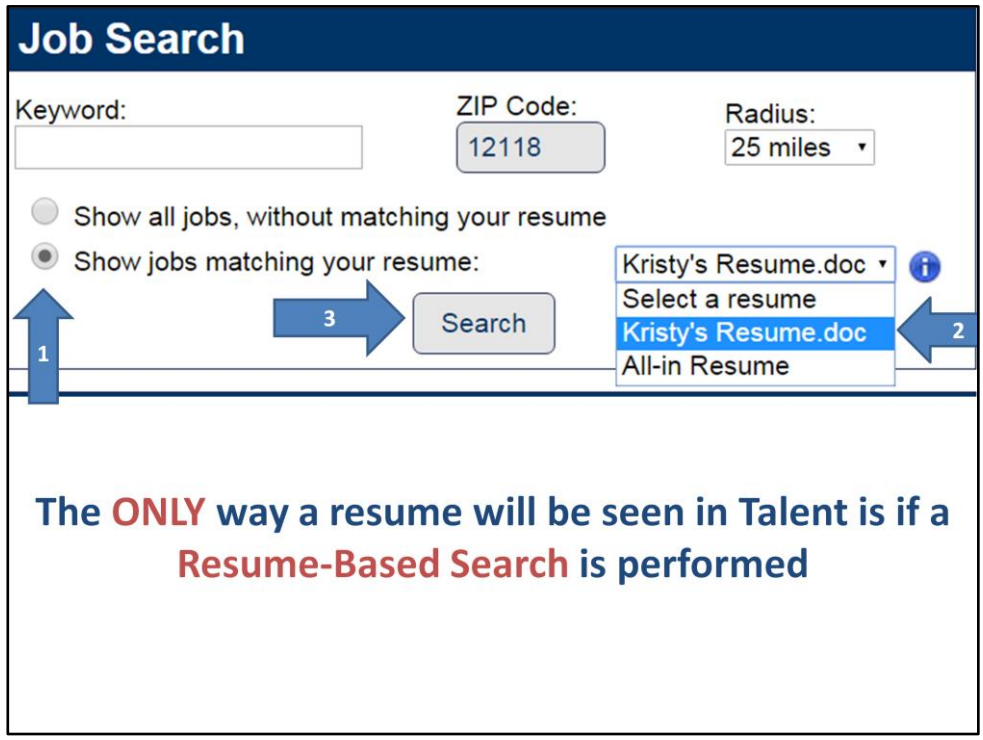
Once the resume is attached, you will have to click home to refresh the page, this will bring you back to the JobZone homepage. From there you will have two options to match jobs from the uploaded resume.



The first way to match your resume using SMART technology is through the resume builder. From the homepage You will have to go back into the Resume builder by clicking the Resume Builder title, under the Resume and Letter Preparation box.

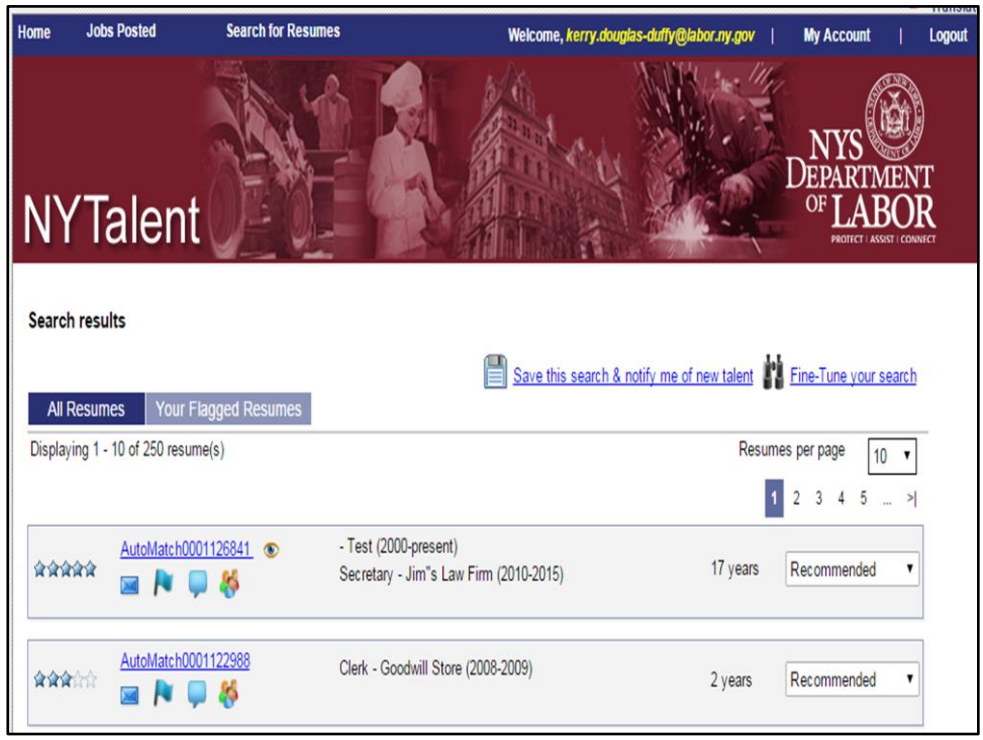


You will then see the resume that you uploaded. The Resume will be an External attachment. You will see the option to Match jobs on the right hand side under the title Action. click on match jobs to get the results.



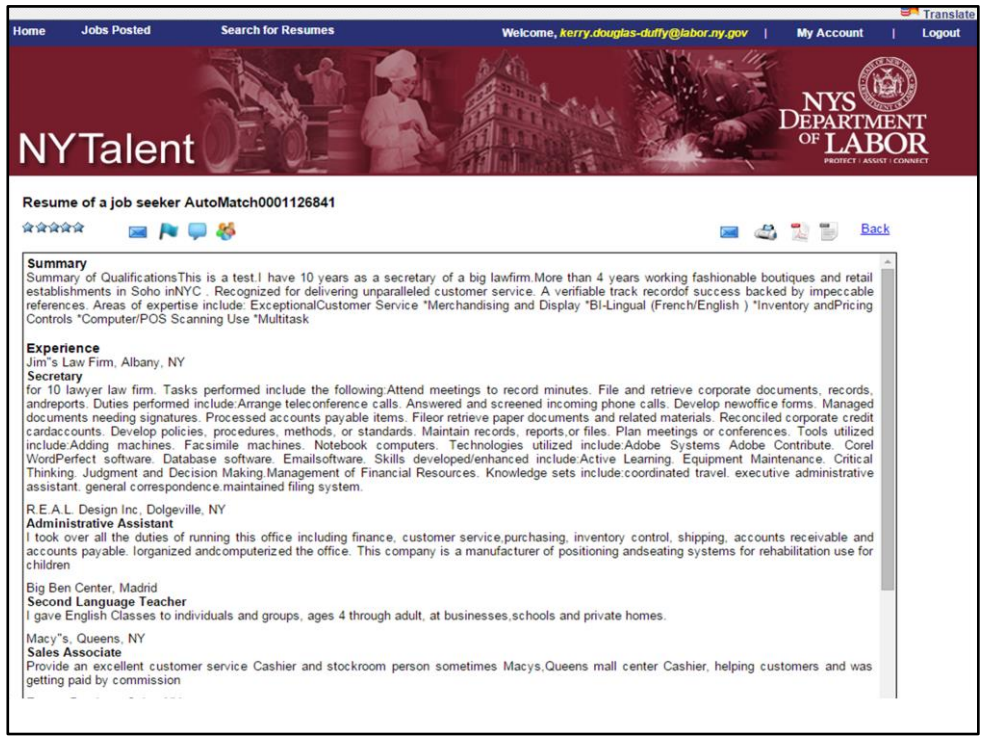
OR
From JobZone's homepage you can access the uploaded resume in the Job Search tool box. Select Show jobs matching your resume then select the resume you wish to match from the drop down box in this case we are selecting Kristy's Resume. Then click on search.

THE ONLY WAY THE RESUME WILL BE SEEN IN TALENT IS IF A RESUME BASED SEARCH IS PERFORMED. A job Match must be performed in order for the resume to be submitted into Talent.

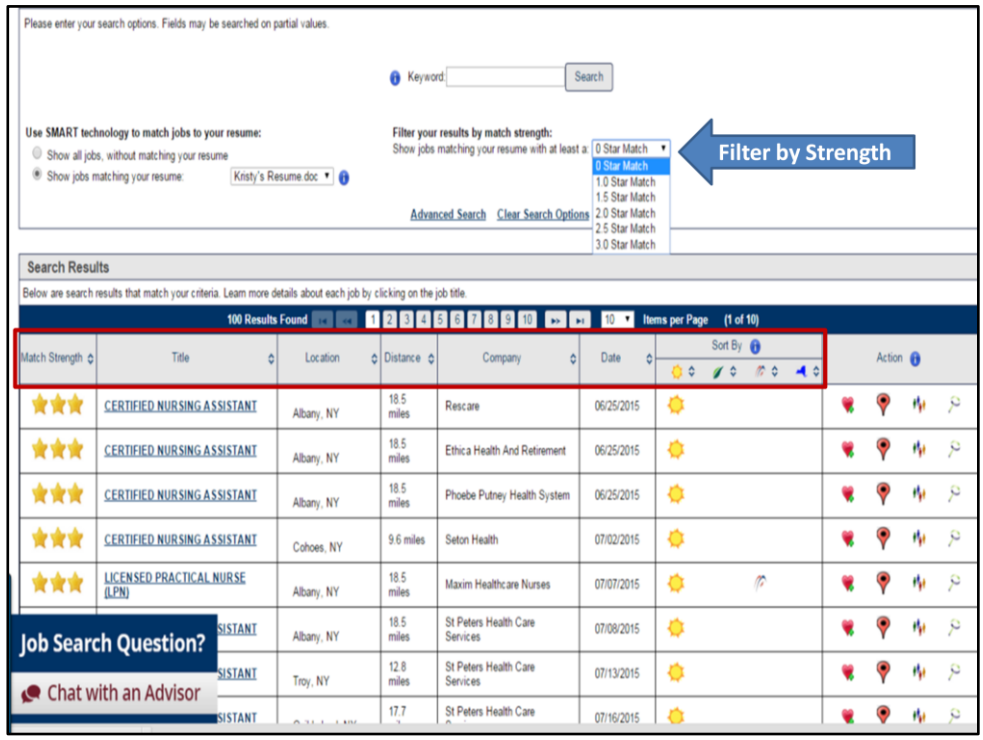


When you conduct a resume-based job search in JobZone you will also be submitting your resume into NYTalent. NYTalent is a premier recruitment site for NY State Department of Labor approved businesses to search for talented workers.

Businesses can search for talented workers similar to how job seekers can search for jobs. When the Business finds a potential candidate, they will click on the match.



This is what a business sees when they search resumes on NY Talent. As you can see they can view all of the content in the resume. Your name and personal identifying information is all kept confidential. Only your email address will be available to a business.



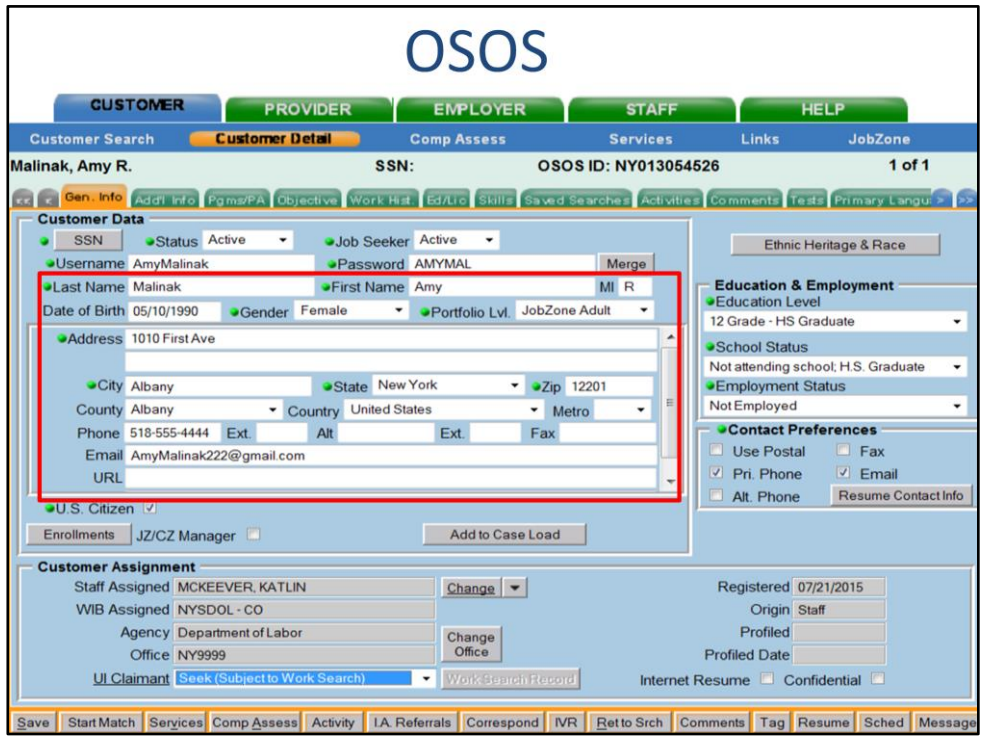
Whether you decide to use the resume builder or the JobSearch tool box to perform job matching the search will yield the same results, and both will put the customers resume into Talent.

Kristy's resume includes all of her skills, knowledge, Experience and talents as a certified nursing Assistant. The strongest matches are indicated with 3 stars. You can filter your results by match strength by selecting the number of stars from the drop down menu. The results are automatically sorted by strength, but you can sort them by the other categories by clicking on the arrows in each title. For example, If your customer is more interested in the most recent job openings you can click on the arrows near the Date to show the most recent job postings.

On the right hand side of the results you will see the box labeled ACTION. The action icons can further assist the customer in their job search. Click on the heart to add the job opening to your favorites. Clicking on the map symbol will send you to an external website that will provide a map with directions to the job opening/business. Click on the people icon to view people with similar jobs common skills, certificates and Licenses, their level of education, experience and what a persons typical resume would look like. This is a helpful feature for customers to compare their skills and qualifications against others who hold the same position. Click on the magnifying glass to search similar jobs, clicking this icon will automatically start a new search with new results.

Questions About:

- SMART
- How to Upload a Resume
- How to Match a Resume
- Resumes in NYTalent?

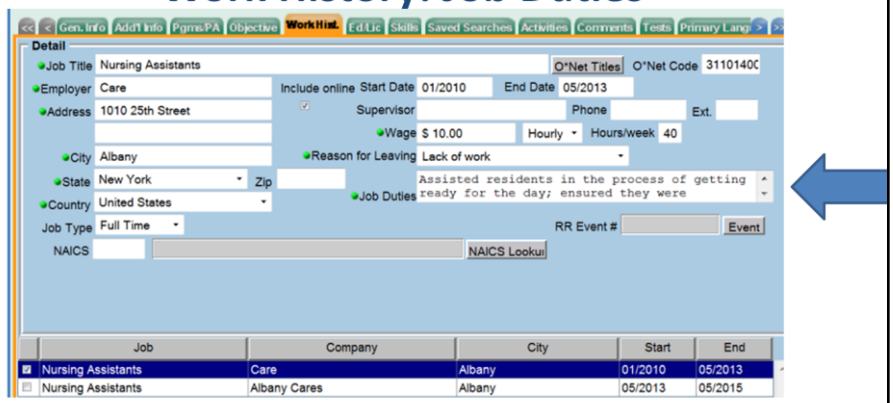


Next we will go over how the fields in OSOS can help build a resume in JZ's Resume builder.

If you fill out OSOS thoroughly with the customer, building a quick resume in JobZone will be simple and only take a few minutes. Let's go over what tabs and fields in OSOS populate into the resume builder in JobZone. On the general info tab the customers name, address, phone number email address and URL if provided will be saved into the contact information of the resume builder in JZ.

The customers education, school status, employment status, and the customer's employment objective are pulled into the customers account information in JZ but will not appear on the Customer's resume.

Work History: Job Duties



Assisted residents in the process of getting ready for the day; ensured they were on time for all meals and activities. Helped residents with daily hygiene including showering, oral and incontinence care, minimizing rashes, sores and soiling. Transferred individuals from bed to chair, bed to commode, chair to commode, using Gait Belts, Hoyer Lifts and EasyStands as needed, ensuring patient safety and comfort. Visited and evaluated patients daily to determine which patients needed more time to prepare for the day and to respect the needs of each individual.

Next, make sure all the required fields in the Work History Tab are completed. In this tab make sure to include a full description of the customers job duties as this section will be pulled into the resume builder in JobZone, along with the job title, city, state and start and end dates.

The Job Duties for this employer uses contextual statements: The HOW, WHAT AND WHY are answered in this description. **Read description!**

Work History: Job Duties

Malinak, Amy R. SSN: OSOS ID: NY013054526 1 of 1

Gen. Info | Add'l Info | Pgms/PA | Objective | Work Hist. | Ed/Lic | Skills | Saved Searches | Activities | Comments | Tests | Primary Lang

Detail

Job Title: Nursing Assistants | O*Net Titles | O*Net Code: 3110140C

Employer: Albany Cares | Include online | Start Date: 05/2013 | End Date: 05/2015

Address: 1515 Everett Rd | Supervisor | Phone | Ext.

Wage: $ 10.00 | Hourly | Hours/week: 40

City: Albany | Reason for Leaving: Lack of work

State: New York | Zip

Country: United States | Job Duties: Offered conversation and companionship to long-term care residents, establishing and

Job Type: Full Time | RR Event # | Event

NAICS | NAICS Lookup

Job	Company	City	Start	End
Nursing Assistants	Care	Albany	01/2010	05/2013
Nursing Assistants	Albany Cares	Albany	05/2013	05/2015

Offered conversation and companionship to long-term care residents, establishing and maintaining positive patient relationships. Responded to patient calls in a timely and efficient manner. Determined need and provided care of individuals. Related well with team members, residents and families. Provided social and emotional support; encouraged residents who felt sad or lonely. Observed physical and emotional changes; reported patient conditions to nurses. Inventoried housekeeping and personal supplies of residents. Replaced or had supplies ordered as needed. Supported residents with field trips, arts and crafts, music, games and reading activities. Ensured participants arrived on time, had needed accommodations and positive experiences. Worked range of motion activities with patients as instructed by LPN or RN. Helped patients with daily living activities including walking and exercising; helped residents achieve a good quality of life.

For this example our customer has two work History entries in OSOS. The Job Duties listed for this customer are very detailed and explain every part of the customers job. **Read Job Duties!**

Education/Licenses

CUSTOMER | PROVIDER | EMPLOYER | STAFF | HELP

Customer Search | Customer Detail | Comp Assess | Services | Links | JobZone

Malinak, Amy R. SSN: OSOS ID: NY013054526 1 of 1

Gen. Info | Add'l Info | Pgms/PA | Objective | Work Hist. | Ed/Lic | Skills | Saved Searches | Activities | Comments | Tests | Primary Lang

Driver License

Yes No Class Class D (Operator) State New York

Pass Transport | Hazardous Materials | Tank Vehicle | Motorcycle

School Bus | Doubles/Triples | Tank Hazard | Air Brakes

Certificates / Licenses

Certificate/License	Issue Date	Issuing Organization	State	Country
CPR Certification	01/2015	CPR	New York	United States
Certified Nuring Assistant		Bryant and Stratton College	New York	United States

Add Cert/Lic | Edit Cert/Lic | Delete Selection

Schools

Course of Study	Degree	Completed	Issuing Institution	State	Country
High School	High School Diploma		Albany High School	New York	United States

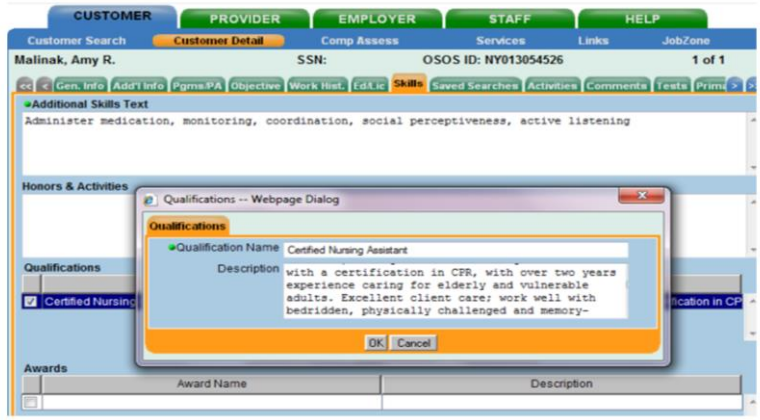
Add School | Edit School | Delete Selection

Professional Associations

Association Name	Position	Description	Date Received

On the Education and License tab make sure to include all certificates, licenses, school degrees and professional associations that your customer has. Any section that you have provided information on will be carried into the Resume builder in JobZone.

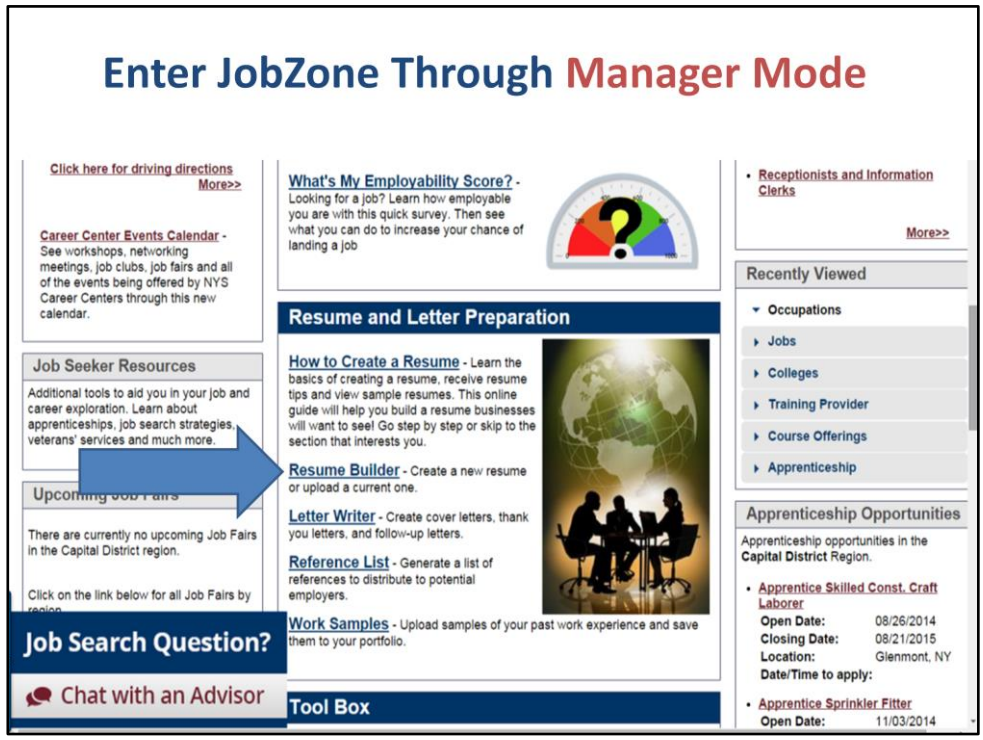
Skills/Qualifications



Reliable, caring certified nursing assistant with a certification in CPR, with over two years experience caring for elderly and vulnerable adults. Excellent client care; work well with bedridden, physically challenged and memory-impaired residents. Friendly and compassionate, with excellent interpersonal communication skills. Follow direction of nurses, Work with minimal supervision. Flexible: available days, evenings, weekends and holidays. Discreet and confidential in all dealings with patients and staff. Passion for helping and caring for others.

Lastly, the skills tab. Be sure to a complete the Qualifications section. While it is important to add skills to the additional skills text box, this does not carry over to the JZ resume builder.

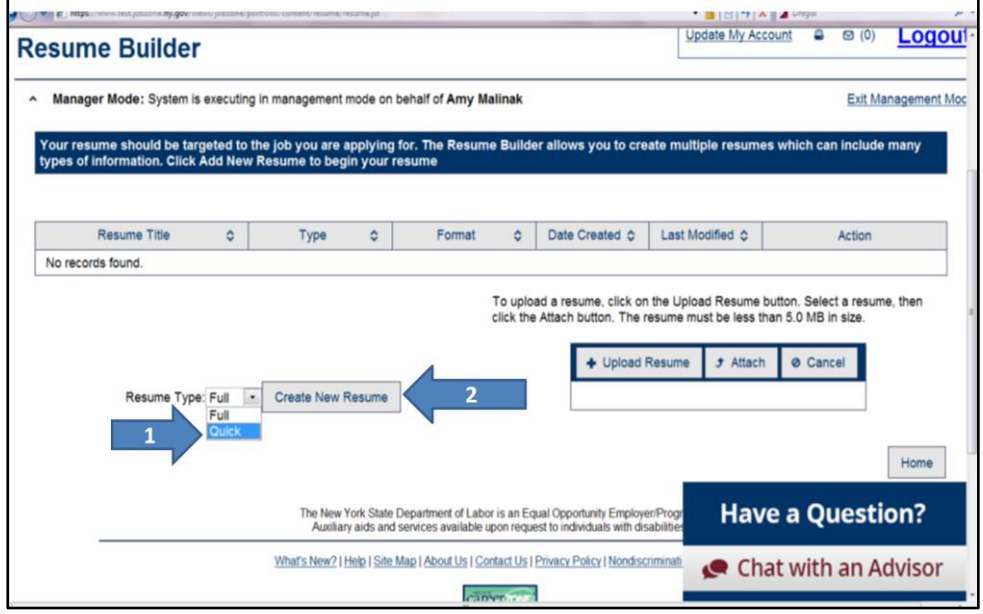
Some tips for completing the qualifications section are, highlight the customers:
Experience
Knowledge
Additional Skills
Passions



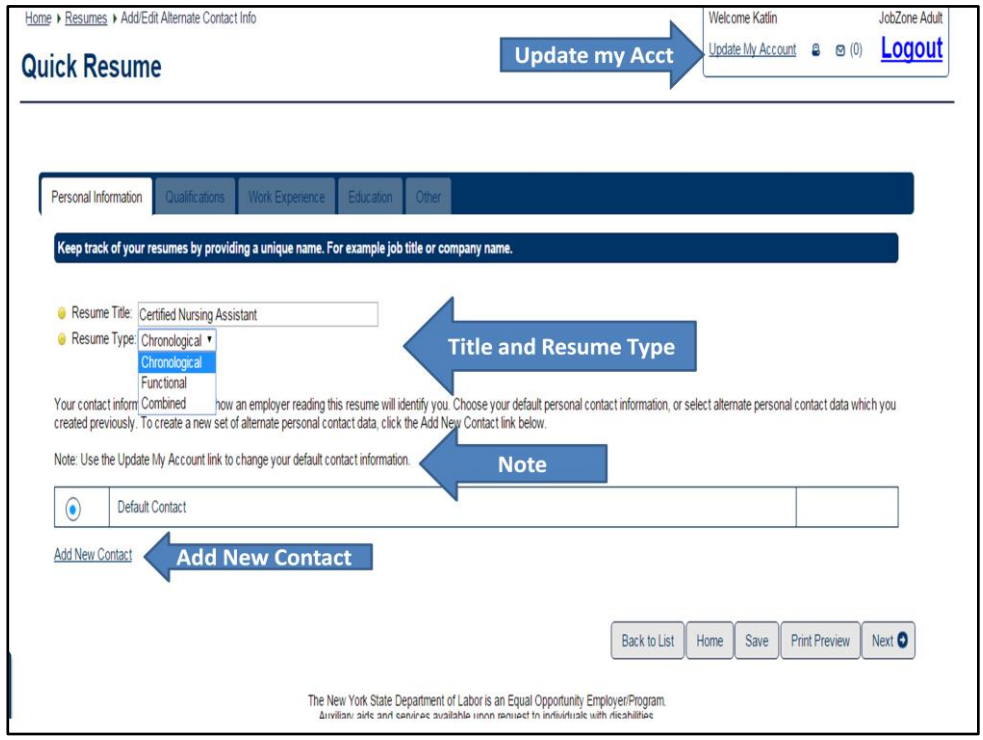
Once all of these sections are completed in OSOS and you are ready to create a resume for your customer. You can access JobZone through Manager Mode by clicking on the JobZone link in the upper right hand side of OSOS.

To get started click on Resume Builder located under the Resume and Letter Preparation section.

Quick Resume



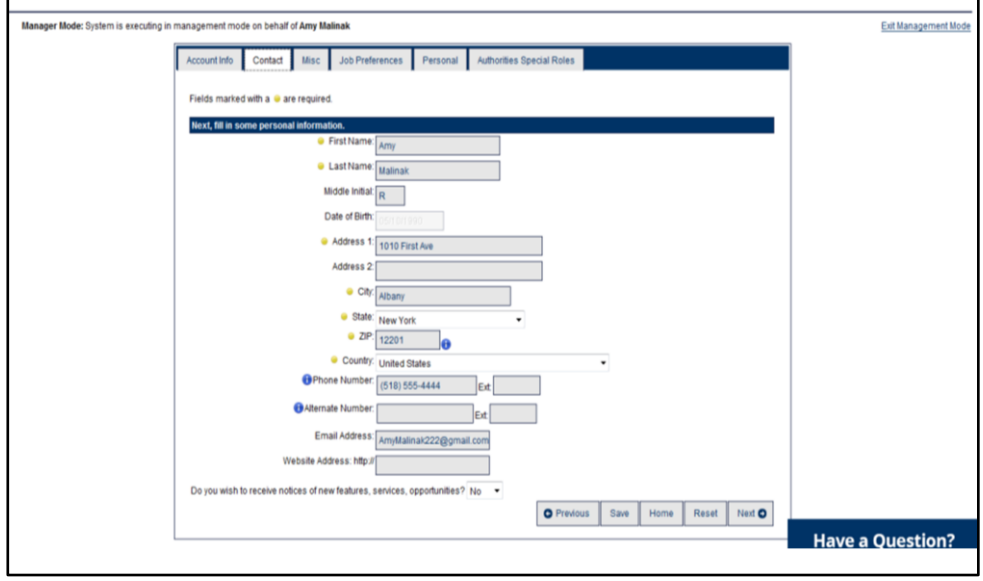
Once you click on Resume builder you will see this screen. Click on the dropdown box next to Resume type. You will see the options to create either a Full Resume or Quick Resume. For this example we're selecting Quick then click on create new resume.



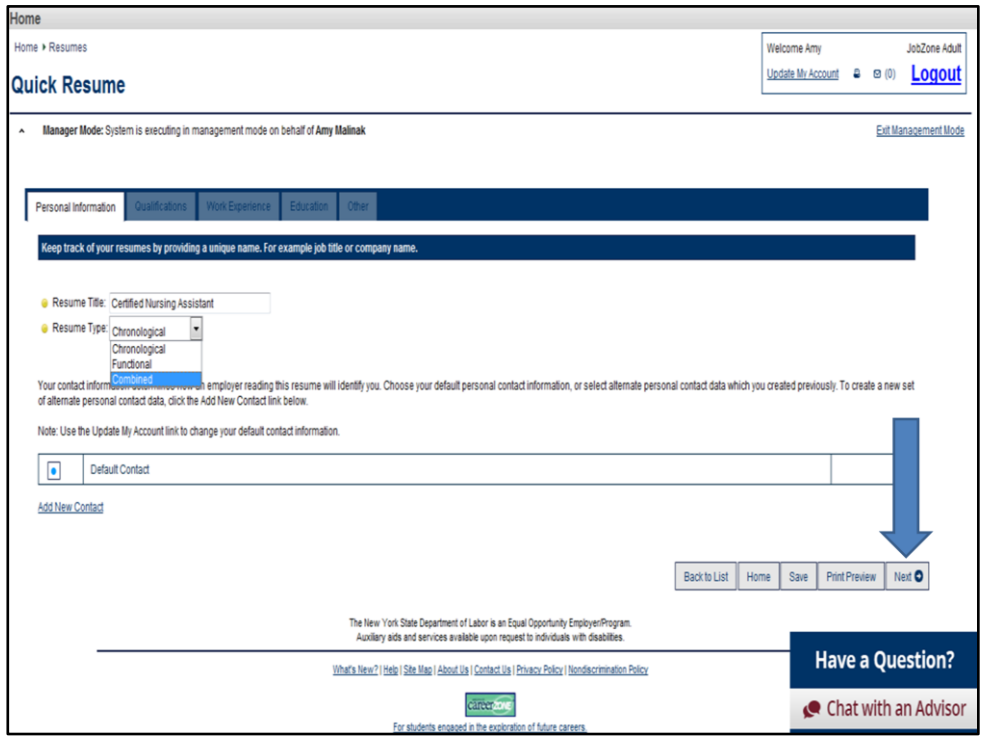
This will bring you to the Quick Resume screen. The quick resume will include the Customers Qualifications, Work Experience, Education and an Other tab that you can customize for your customer. First you will have to give the resume a title. For Amy's resume I called it Certified Nursing Assistant so we can identify what resume we want to use in our job search when it's completed. You can also choose the resume format, either chronological, functional or combined. I chose chronological as this is the most popular format, and most employers prefer to view resumes in this format.

The default contact will contain information from the OSOS general info tab, if you need to review, make changes or edits, use the update my account link, located at the top right hand corner of the screen to change your default contact information. To add a completely new contact click on Add New Contact.

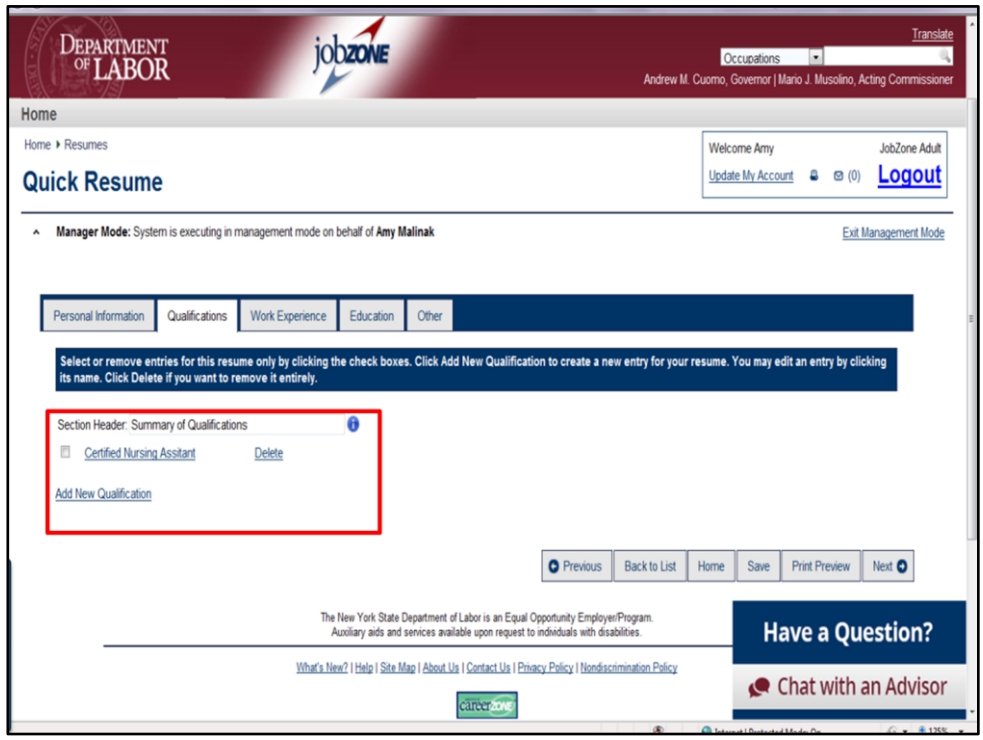
Contact Information



All the contact information from OSOS is automatically filled in here. The contact information can be edited from clicking Update my account. When changes are made and saved they become the defaulted contact information.

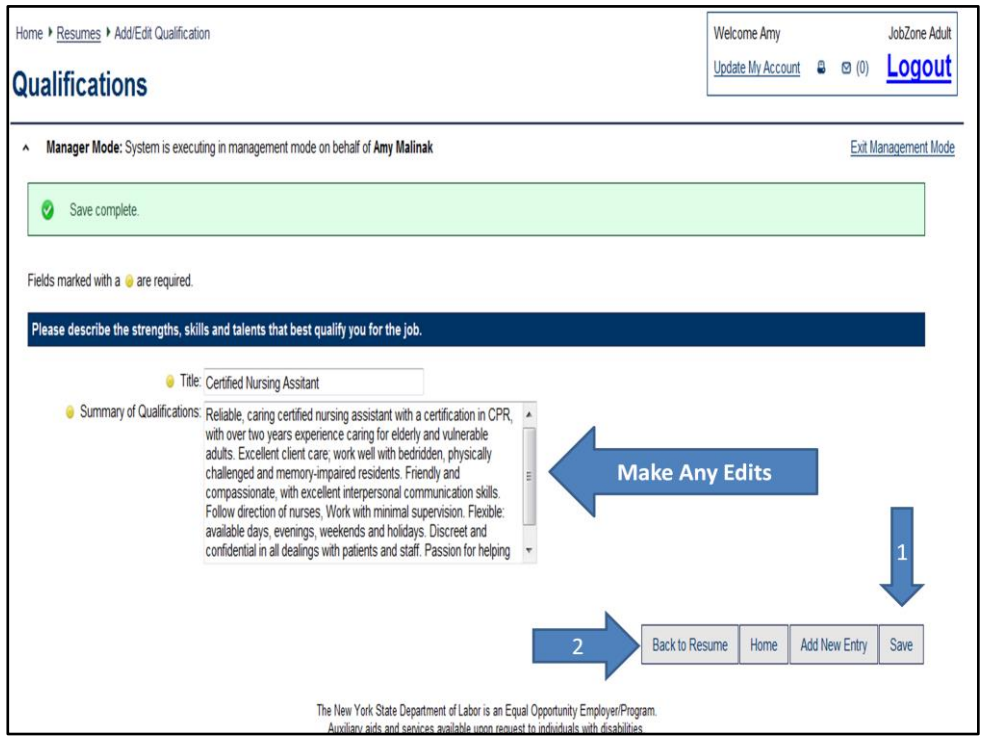


Back to the Quick resume. Once you have titled the resume and select a resume type click on next.

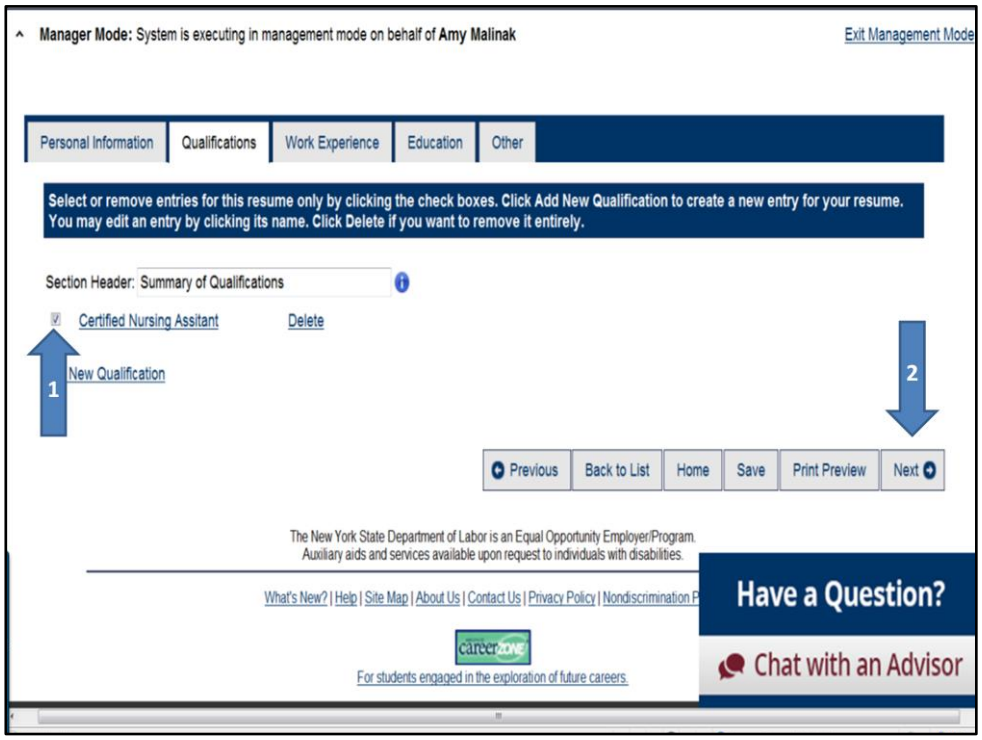


The next tab is the Qualifications tab. You will notice that there is already information here under Certified Nursing Assistant. If you remember this is how we labeled the customers qualifications in OSOS.

A quick resume in OSOS will not pull the certificates/licenses that we added to OSOS. If we complete a Full resume for this customer it will pull the information from OSOS.

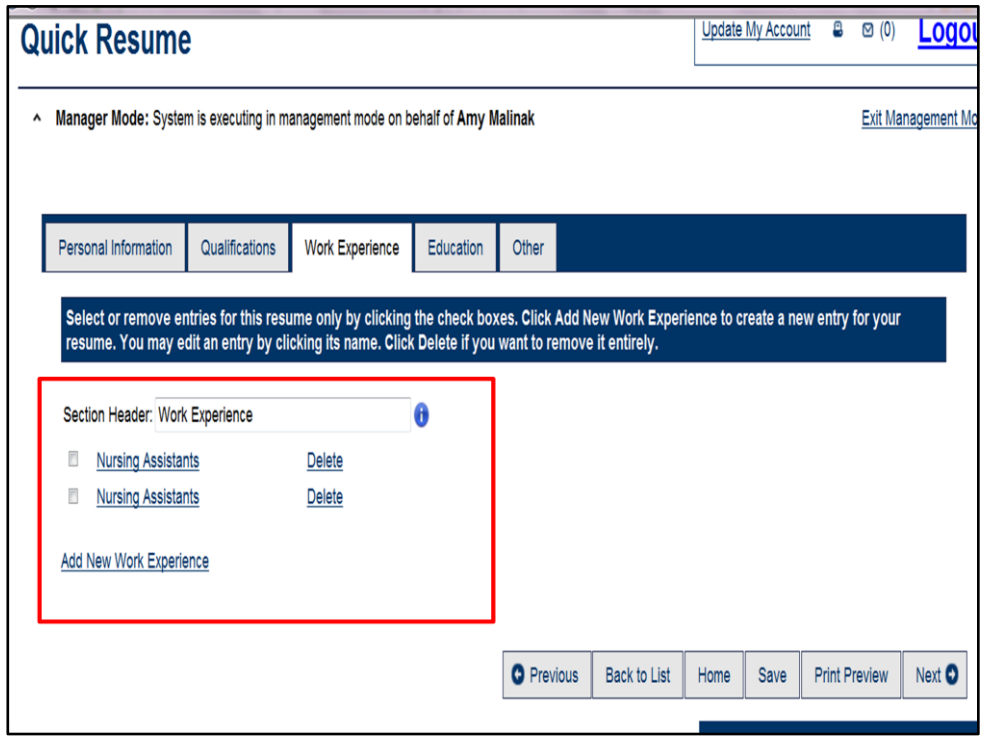


You can click on the title to view and edit the qualifications. Once you have gone over it and made any changes click on save. The green “save complete” box will appear in the top of the screen. Then click on back to resume.

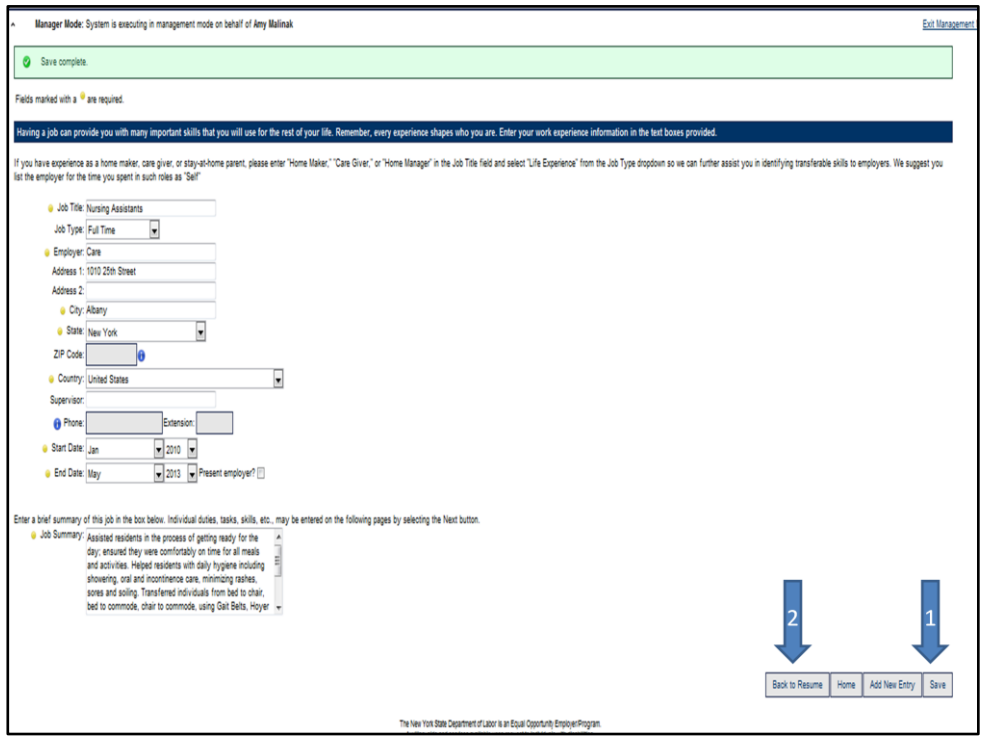


Clicking Back to resume will bring you back to this screen. Check the box next to the qualification you wish to include in the resume. If you do not click on this box this information will NOT be included in the final resume, this is an important step.

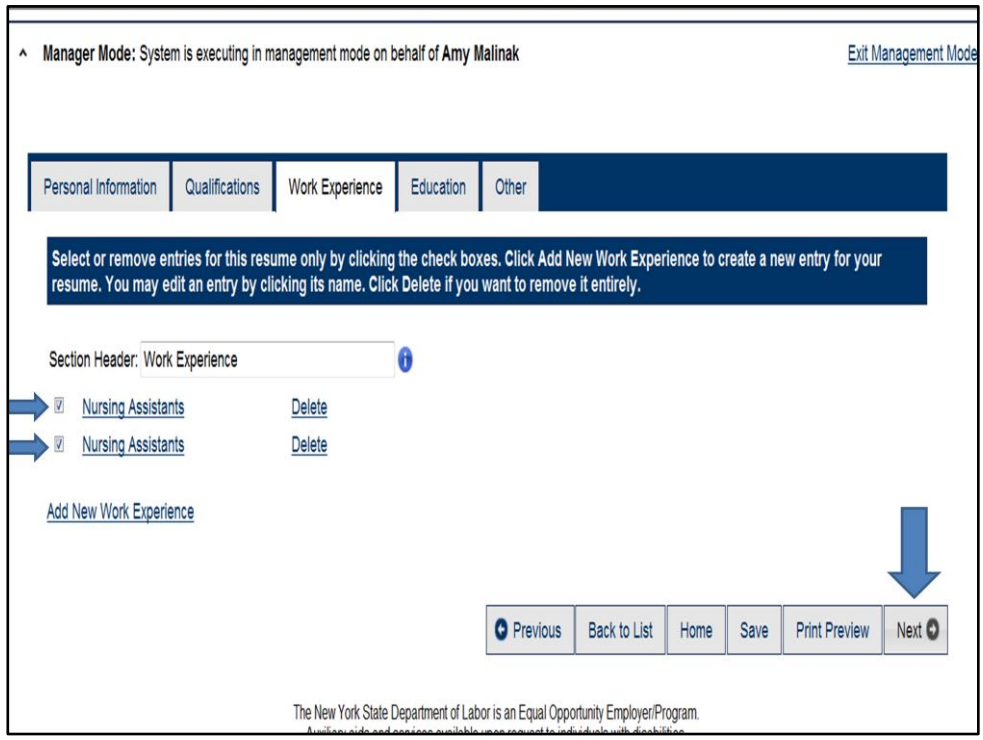
If you have multiple Qualifications in OSOS they will all appear here in this section of the JobZone resume. Only one qualification can be selected to be included in the resume. When you are filling out OSOS include all the qualifications you want to include in this specific entry. Once you have checked the box click on next.



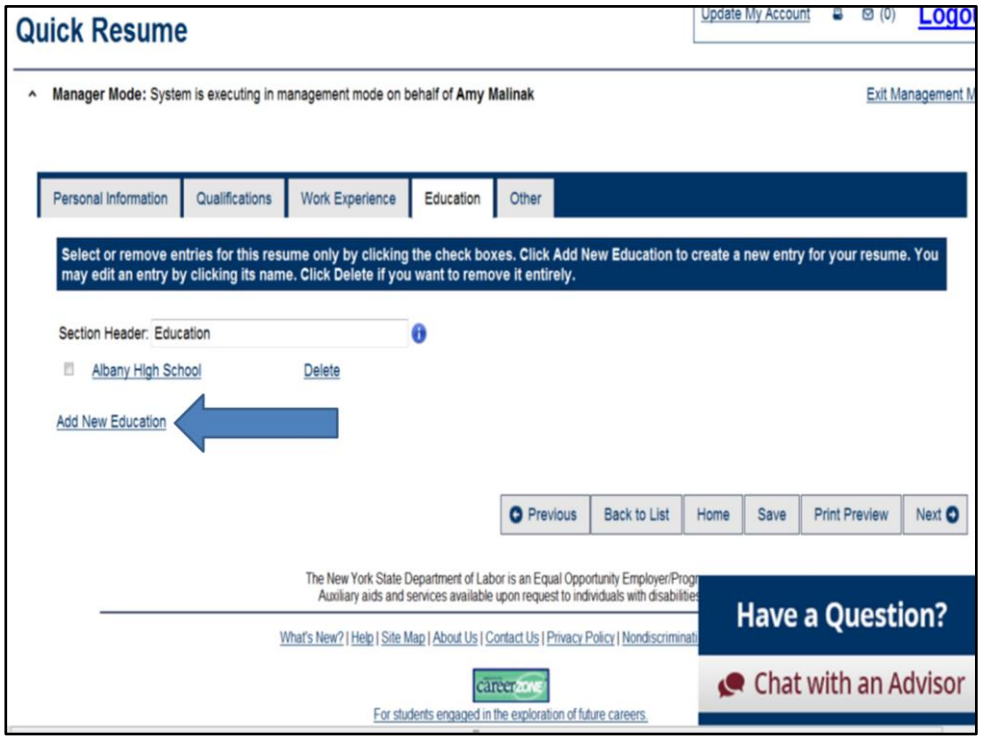
The Work Experience section of the Quick Resume is the next tab. We can see the two jobs we included in OSOS for this customer. We can click on the job title to view the description and to edit any of the fields. You also have the option to delete any entries that populate into the resume builder. If you want to add a previous employer you can click on Add New Work Experience and add a completely new entry.



When you click on the Job Title you can see all the information that was provided in OSOS. You can edit any fields you wish. When you are satisfied with the work experience selected make sure to click save (if you made any changes) and then click on Back to Resume.

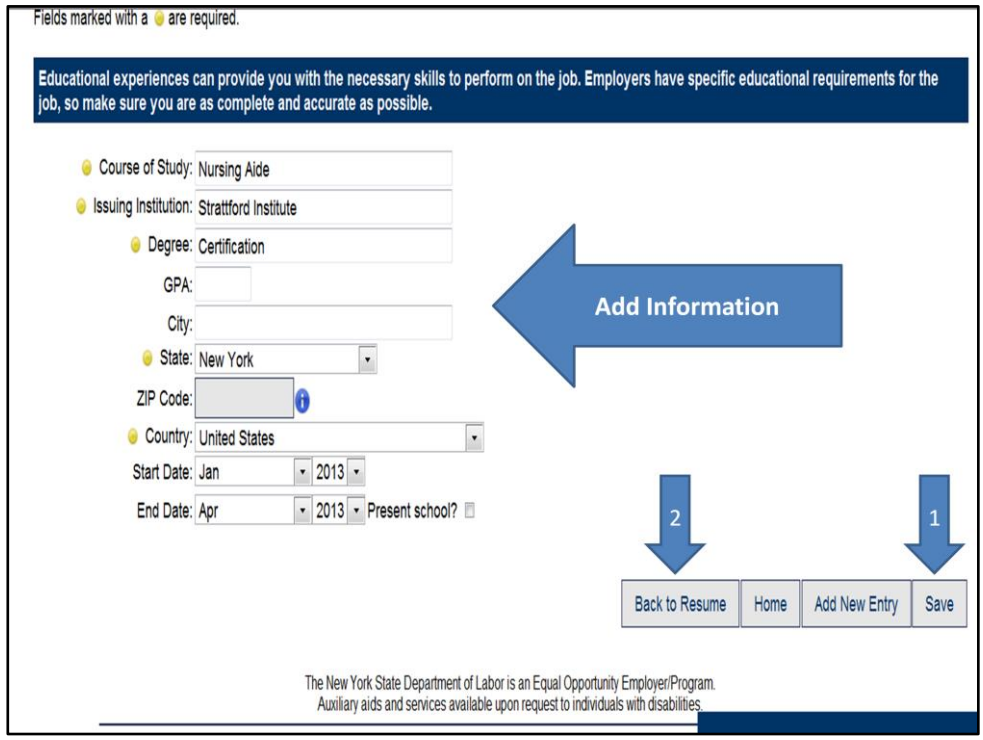


After you make any necessary edits you can then click one or more work experience boxes next to the titles. In this case both work experiences are relevant and we want to include them both in the resume so both are checked, to continue to the next tab click on next.

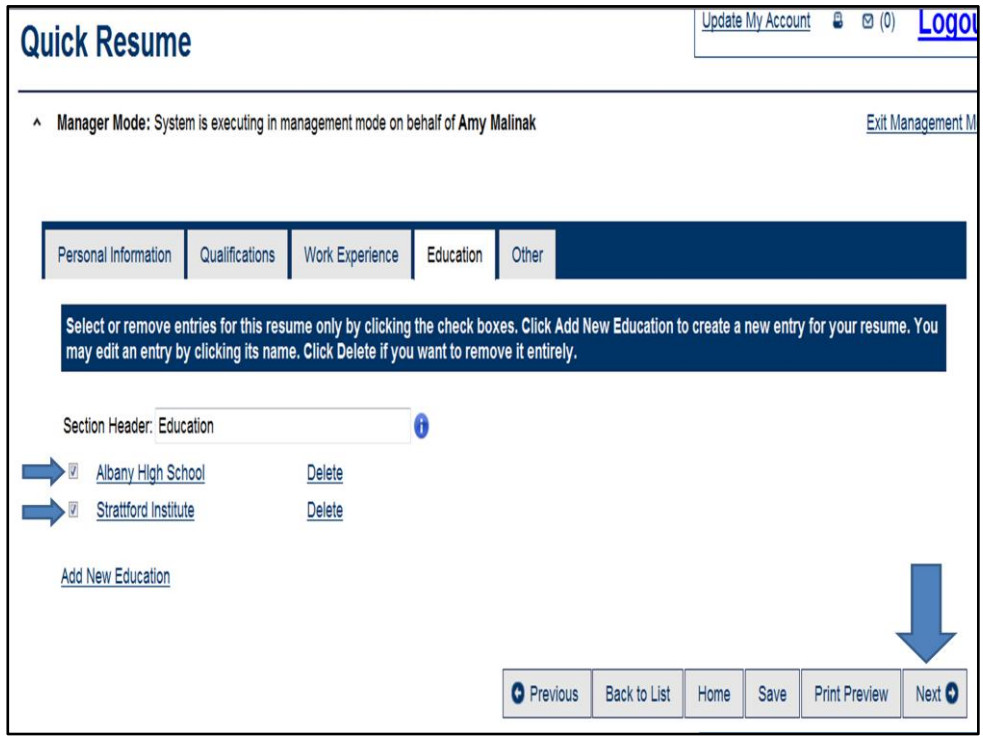


The next tab is the Education tab. This also populates from the customers OSOS account. Like the other fields if you want to edit this field click on the school name and make any necessary edits. Make sure to save before clicking on back to resume.

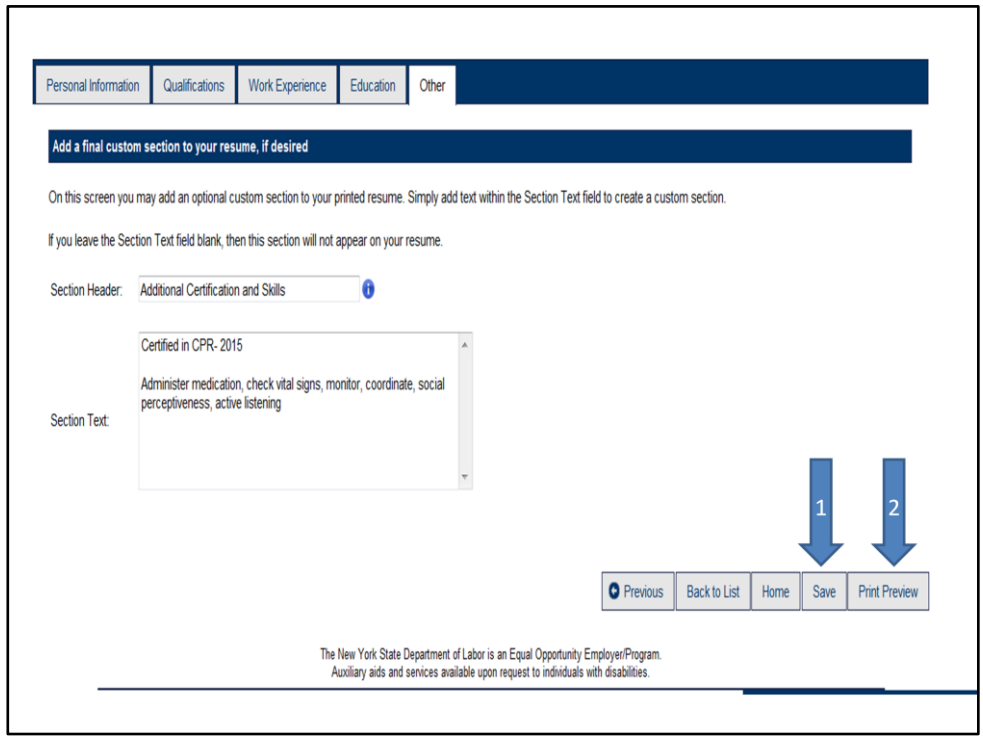
Certificates/licenses and awards will not automatically populate here from OSOS because we decided to do a Quick resume. If you had selected to do a full resume the Tabs for Certificates/License, Awards and Associations would be available. For this example we are going to add the customers Nursing Aid certification because it adds a lot of value to her resume.



Once you click on Add New Education fill out all the required fields marked with yellow dots and then click on save, and back to resume.



Click on the boxes next to the school(s) you wish to include in this resume then click on next



The last tab is labeled Other. Here you can add any title and description you or your customer feel will make the resume complete. For this customer I added the customers additional certification in CPR and her skills that were not listed anywhere else in the quick resume. Once you have saved this tab you can click on Print Preview or back to list

Bring it all together and finish your resume. Keep the format we've provided, or choose from the style options listed below. When you're ready, print your resume or save a copy to your desktop.

Click the Display Options button to change your resume formatting Display Options

Resume Preview

Amy R. Malinak
1010 First Ave
Albany, NY 12201
(518) 555-4444

Summary of Qualifications

Reliable, caring certified nursing assistant with a certification in CPR, with over two years experience caring for elderly and vulnerable adults. Excellent client care; work well with bedridden, physically challenged and memory-impaired residents. Friendly and compassionate, with excellent interpersonal communication skills. Follow direction of nurses, Work with minimal supervision. Flexible: available days, evenings, weekends and holidays. Discreet and confidential in all dealings with patients and staff. Passion for helping and caring for others.

Work Experience

Nursing Assistants **May 2013 - May 2015**

Albany Cares, Albany, NY

Offered conversation and companionship to long-term care residents, establishing and maintaining positive patient relationships. Responded to patient calls in a timely and efficient manner. Determined need and provided care of individuals. Related well with team members, residents and families. Provided social and emotional support; encouraged residents who felt sad or lonely. Observed physical and emotional changes; reported patient conditions to nurses. Inventoried housekeeping and personal supplies of residents. Replaced or had supplies ordered as needed. Supported residents with field trips, arts and crafts, music, games and reading activities. Ensured participants arrived on time, had needed accommodations and positive experiences. Worked range of motion activities with patients as instructed by LPN or RN. Helped patients with daily living activities including walking and exercising; helped residents achieve a good quality of life.

Nursing Assistants **Jan 2010 - May 2013**

Care , Albany, NY

Assisted residents in the process of getting ready for the day; ensured they were comfortably on time for all meals and activities. Helped residents with daily hygiene including showering, oral and incontinence care, minimizing rashes, sores and soiling. Transferred individuals from bed to chair, bed to commode, chair to commode, using Gait Belts, Hoyer Lifts and EasyStands as needed, ensuring patient safety and comfort. Visited and evaluated patients daily to determine which patients needed more time to prepare for the day and to respect the needs of each individual.

Education

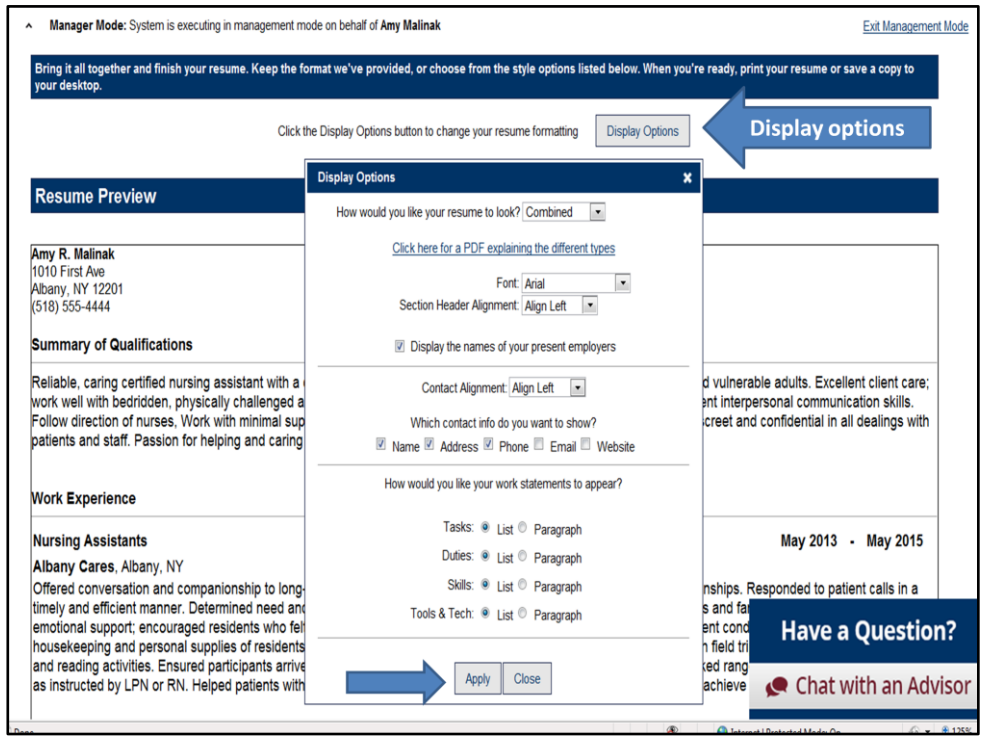
Nursing Aide, Certification
Stratton Institute, NY

High School, High School Diploma
Albany High School, Albany, NY

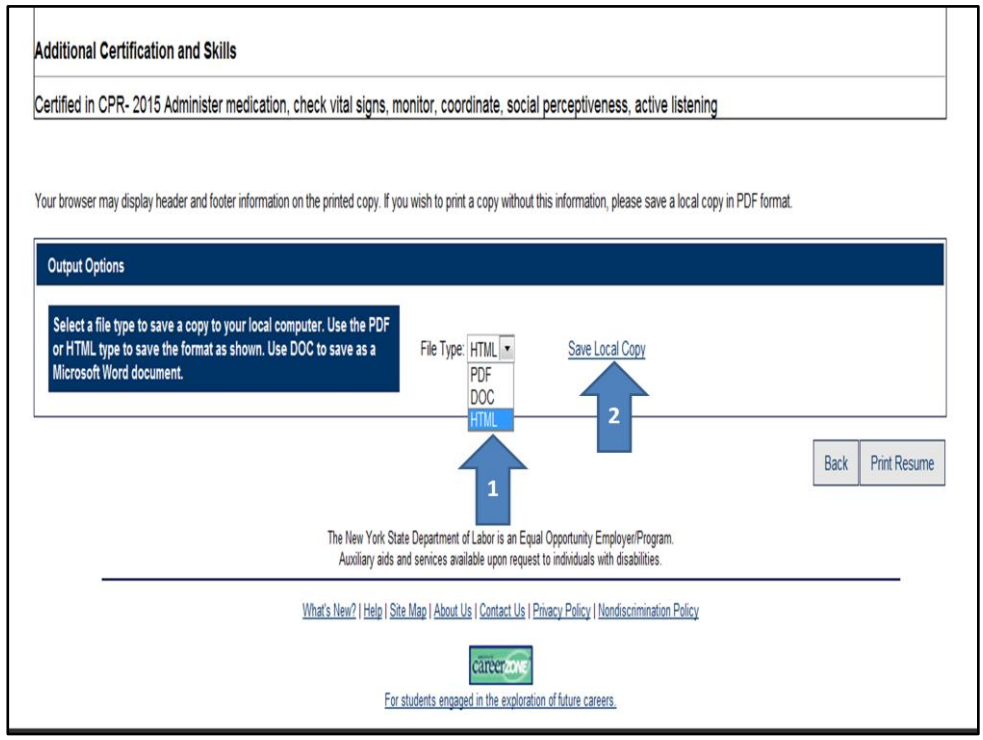
Have a Question?

Chat with an Advisor

If you click on Print Preview your quick resume will appear. From this page you can download the resume as a document to your computer or use the Display options at the top to customize it. You also have the option to print your resume from here.

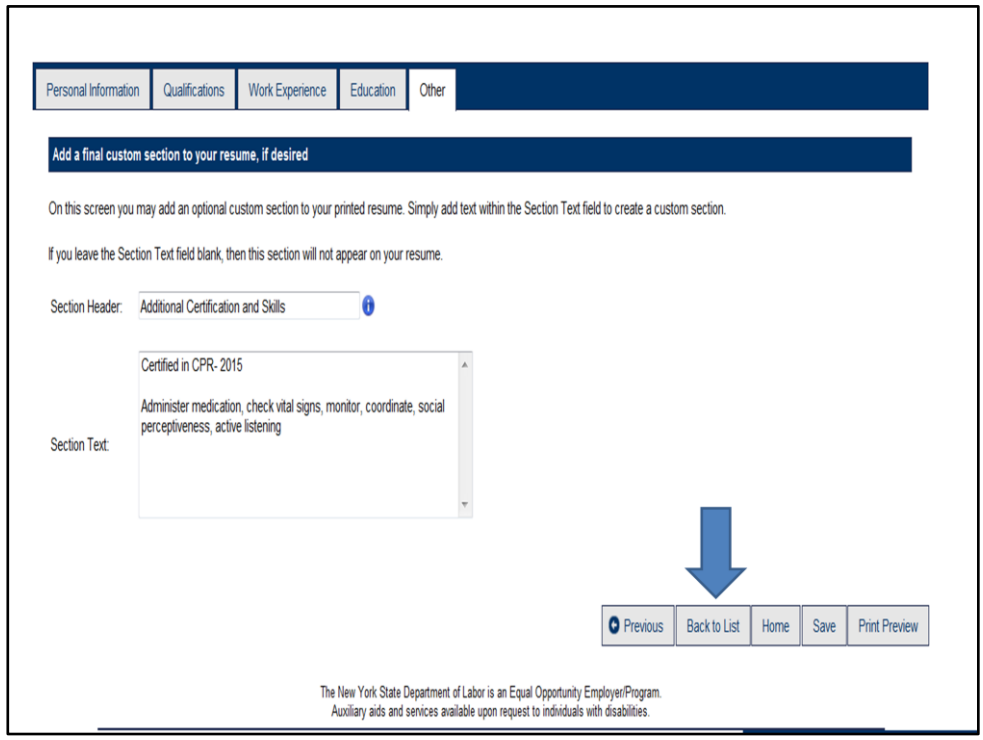


To change the format of the resume click on Display options at the top of the screen. Here you can customize the resume. You can change the format of the resume, you can make the resume chronological, functional or a combined resume and you can customize the font. You can make the fields in the form of a paragraph or a list. You can choose whether to include your personal information or not. Click apply to see your changes.

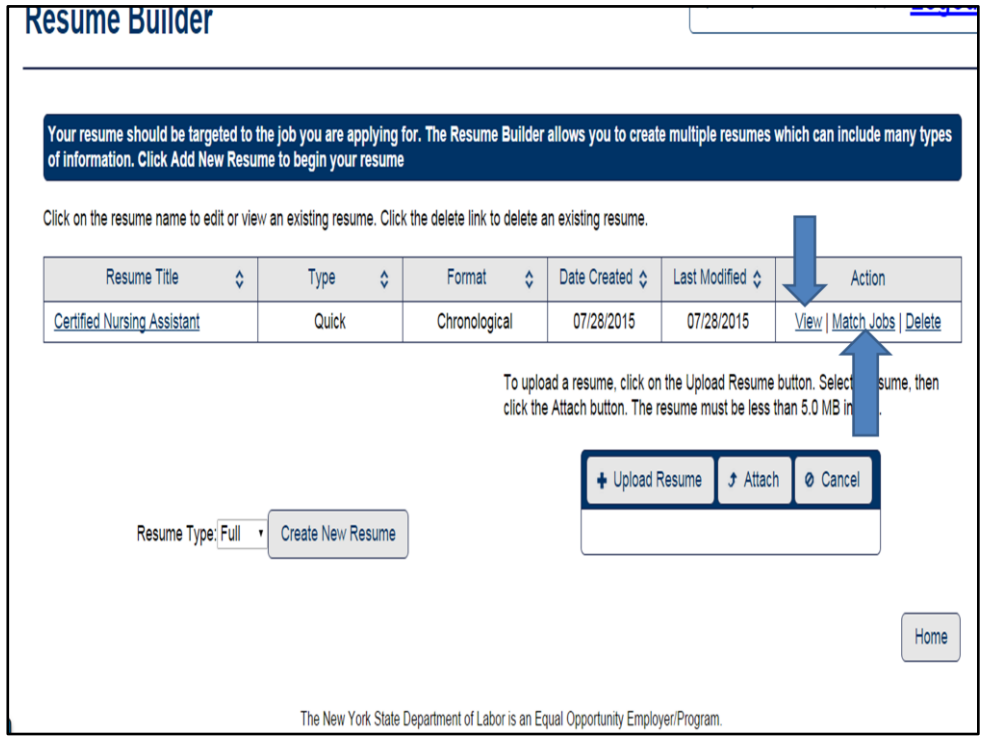


To save a copy to your computer- Select the file type in the box labeled Output Options. Download the resume as a PDF, DOC or HTML then click on Save Local Copy.

Once you have viewed the resume and changed any display options or downloaded a copy to your computer you can then match to the resume. But first you will have to click on back.



When you click back from the Print Preview page it will bring you back to this page. Click back to list to refresh the page.



You will now be able to see the resume in the Resume Builder. You can see what type of resume it is either quick, full or an external attachment. You can view the format which in this case is a chronological resume. And the last modified date. Under the Action title you can view the resume, match the resume or delete the resume. We want to match the resume so we will click on match jobs.

Another way to match the job is to select View. This is helpful when you have multiple resumes saved and want to view the resume before matching to it.

Assisted residents in the process of getting ready for the day; ensured they were comfortably on time for all meals and activities. Helped residents with daily hygiene including showering, oral and incontinence care, minimizing rashes, sores and soiling. Transferred individuals from bed to chair, bed to commode, chair to commode, using Gait Belts, Hoyer Lifts and EasyStands as needed, ensuring patient safety and comfort. Visited and evaluated patients daily to determine which patients needed more time to prepare for the day and to respect the needs of each individual.

Education

Nursing Aide, Certification — **Jan 2013 - Apr 2013**
Stratton Institute, NY

High School, High School Diploma
Albany High School, Albany, NY

Additional Certification and Skills

Certified in CPR- 2015 Administer medication, check vital signs, monitor, coordinate, social perceptiveness, active listening

Match Jobs

Click the following button to search jobs based on your resume.

Match Jobs

Your browser may display header and footer information on the printed copy. If you wish to print a copy without this information, please save a local copy in PDF format.

Output Options

Select a file type to save a copy to your local computer. Use the PDF or HTML type to save the format as shown. Use DOC to save as a Microsoft Word document.

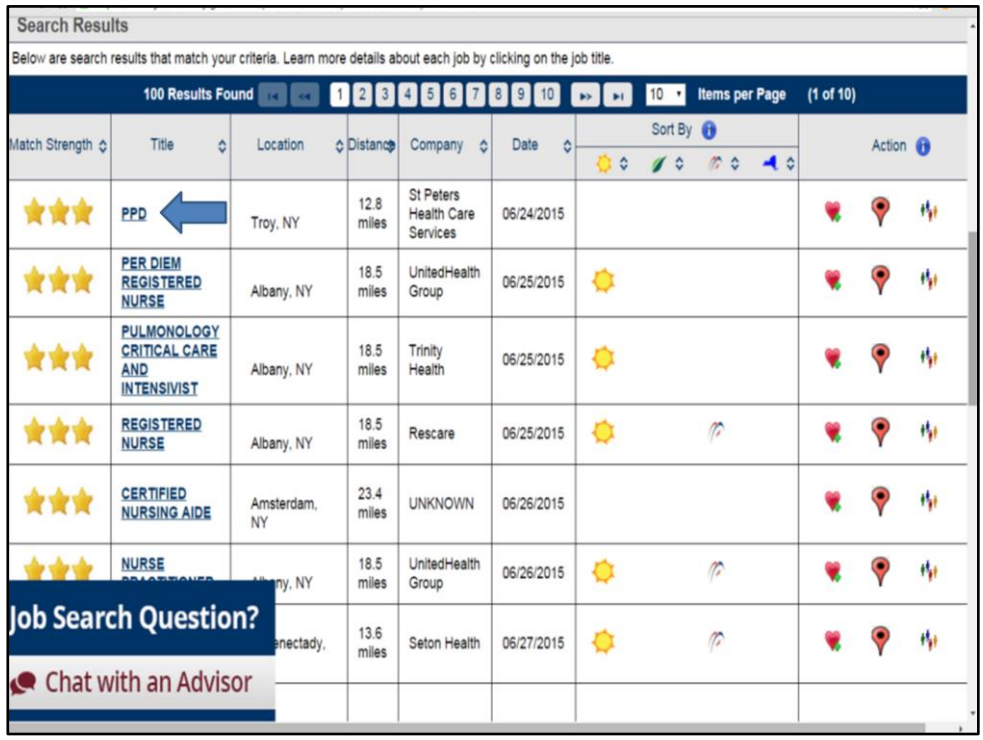
File Type: HTML

Save Local Copy

Have a Question?

Chat with an Advisor

If you select view you will be able to view the resume again. Now that the page is refreshed you can click on Match Jobs which will be close to the bottom of the screen.



Your results will appear as they do whenever you do a job search in JobZone. You can filter the results based on the categories, they are automatically set up to be filtered by match strength, 3 stars indicates the strongest matches. You can click on any of the arrows to filter the results based on that category just like when we uploaded a resume.

Lets look at the results we got. You can see that we did get Registered Nurses positions which our customer isn't currently qualified for. Remember the SMART technology is looking at the skills of our customer and comparing them with the career path other individuals with the same skills have taken. Individuals with the same skills as Amy have gone on to pursue careers as registered nurses. You can use this information to ask your customer: Have you ever thought about becoming a Registered nurse? This could open a door for your customer that maybe they have not thought about before.

You will also see that our search generated Certified Nursing Aid job openings which our customer is qualified for.

Let’s look at the PPD position (the first job opening on the screen) to see if our customer can apply for this opening right now.

Apply
Additional Information
Driving Directions

Actions

People with Similar Jobs
Similar Jobs
Add to Favorite
Print
Email this page to a friend

Category ALL JOBS/NURSE AIDES/CARE ASSISTANTS
Location Troy
Work Status Full Time

PART TIME EVENINGS 3P-11P 40HRS PPD

Description

PART TIME EVENINGS 3P-11P 40HRS PPD - Patient Care Technician at St. Mary's Hospital (TROY) performs a variety of direct and indirect patient care activities under the direct supervision of a Register Nurse. Including but not limited to activities of Daily Living (bathing, positioning, ambulation and feeding), taking vital signs and collecting specimens. Also included is transferring patients, managing supplied and patient care documentation. This position requires the ability to do heavy lifting, pushing pulling and standing for long periods of time. This position requires a high school diploma or GED.

PLEASE NOTE THAT ALL PCT POSITIONS REQUIRE THE ABILITY TO DO PCT TRAINING FOR 3 DAYS (TUESDAY/WEDNESDAY/THURSDAY) FROM 8A-4P FOLLOWING ORIENTATION.

Email Job to a Friend | close

Job Search Question?

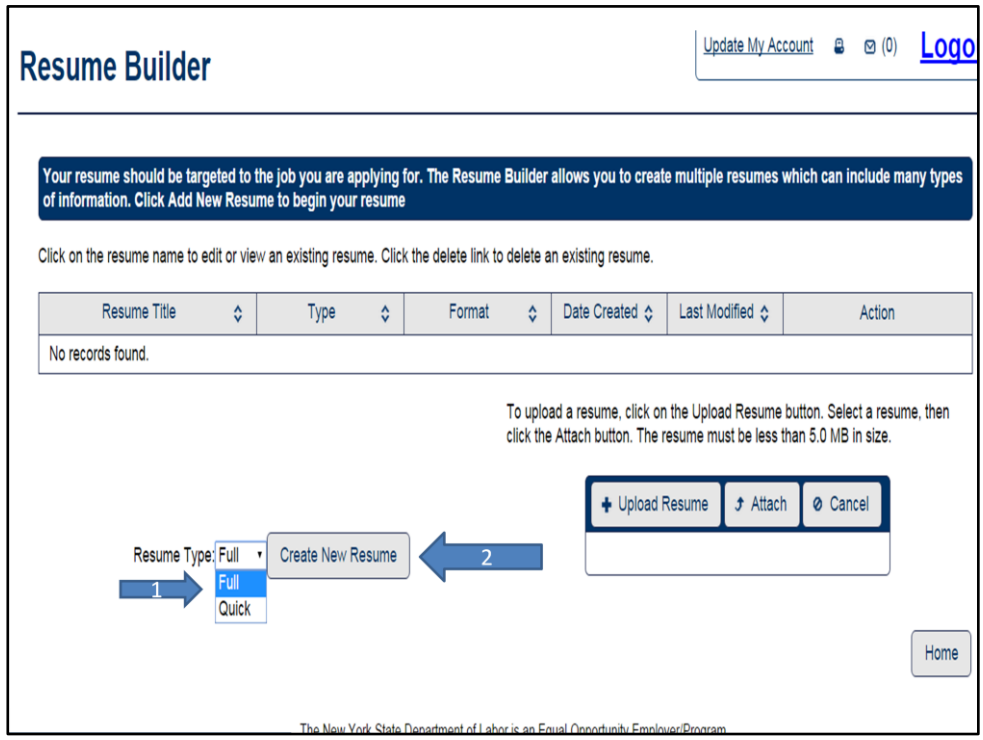
This is a job that our customer probably wouldn't have searched for using a Key Word search but she is qualified and already has all the necessary skills and experience to apply for the job. So although at first we may think that this wasn't a good match it is in fact a strong match for our customer.

You can see how good OSOS notes and contextual statements and details will get your customer strong results using SMART technology.

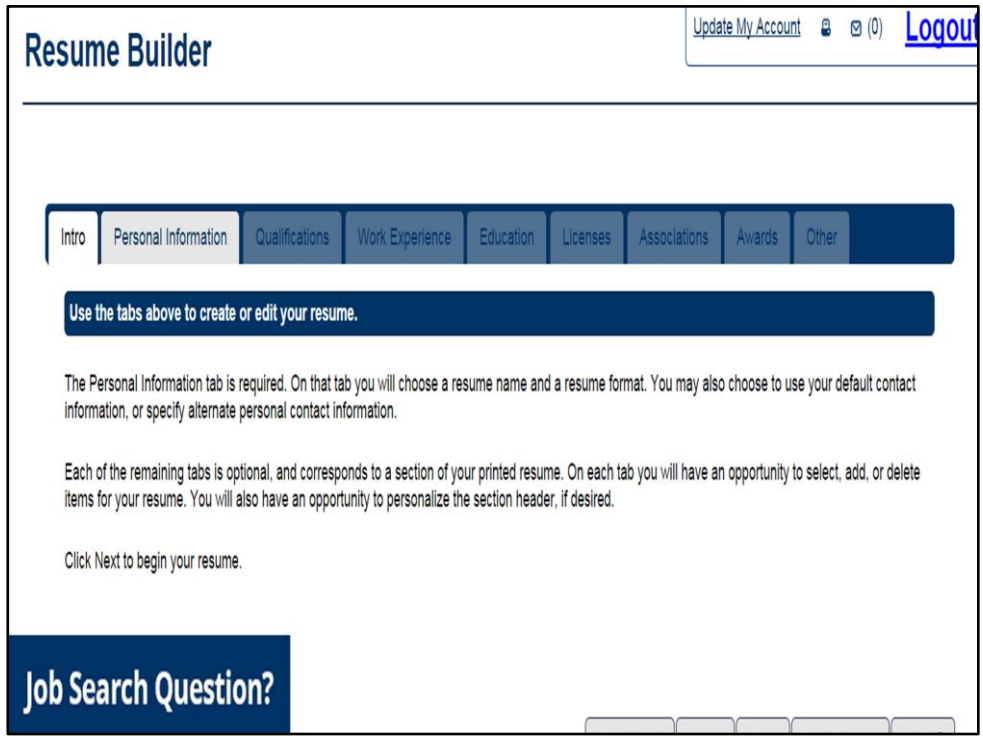
Questions About OSOS and/or Creating a Quick Resume?

Full Resume

To create a full resume in JobZone , click on Resume Builder

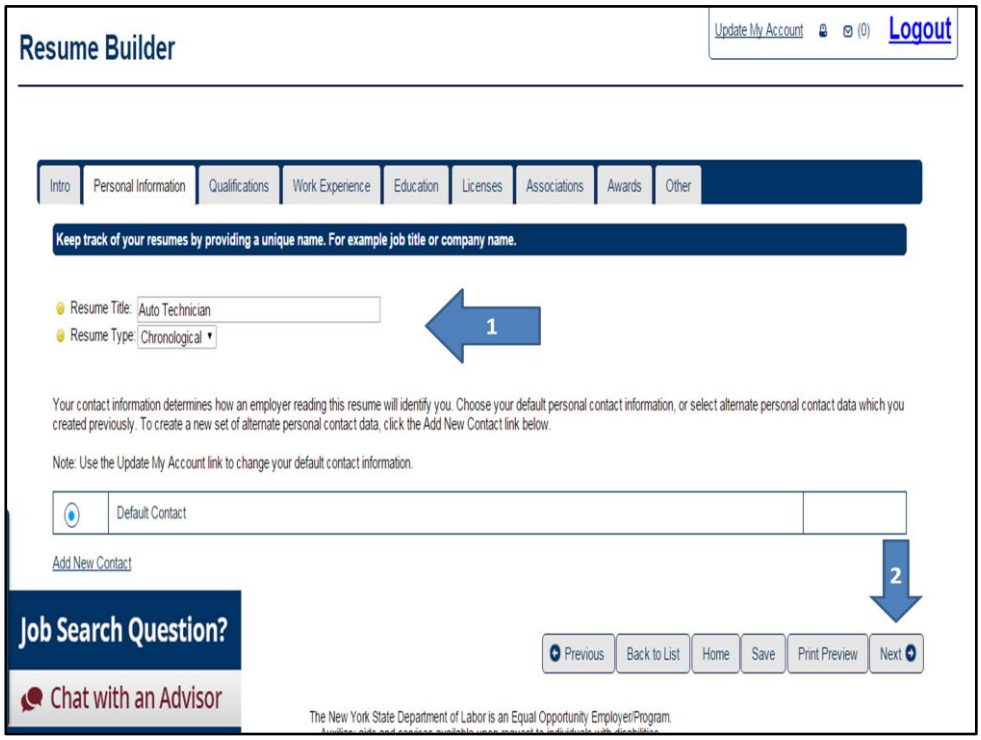


Then click on Full from the resume type dropdown box. Click on Create New Resume.



You will notice that the Full resume is much longer and includes a lot more tabs. The intro tab gives you a little information about the resume builder, it says you can choose a resume name, and fill in the tabs you wish to include in the resume, all of the tabs listed are not required.

For this scenario I did not create the resume through manager mode. There will not be any information pulled from OSOS in this scenario so there wont be any pre-populated information in any of these tabs.

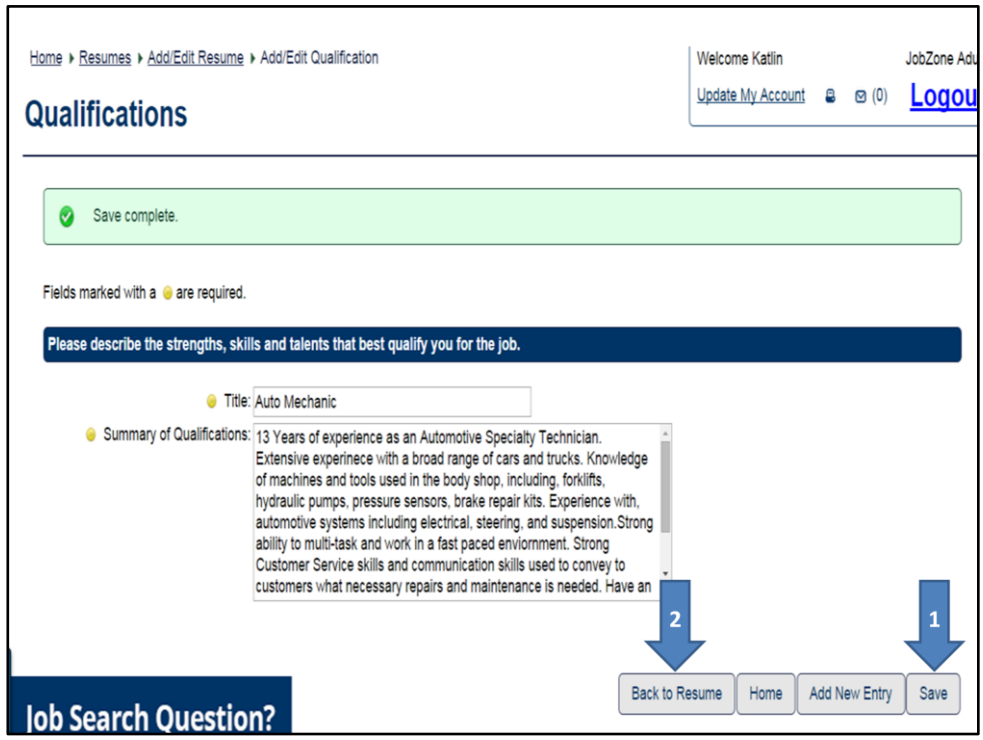


Lets start with the Personal Information tab, create a title for the resume and then choose the resume type. Once you have completed this click on Next

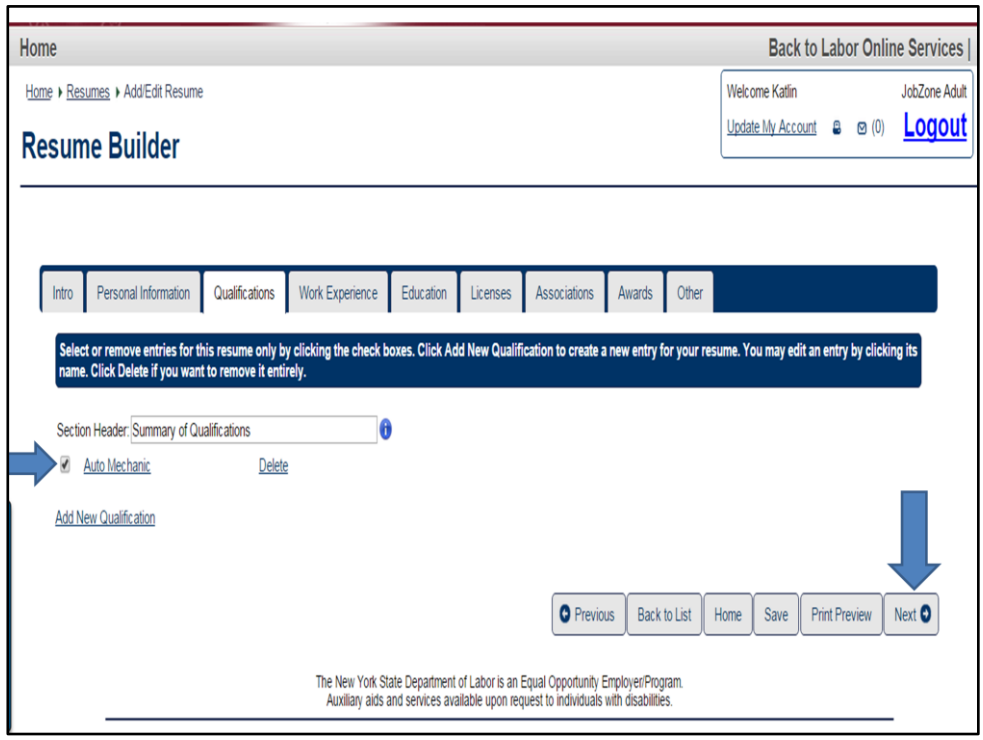
For this example we are going to create a resume for an auto technician

When you are on the Qualifications tab you will need to add a new qualification, Click on Add New Qualification in blue.

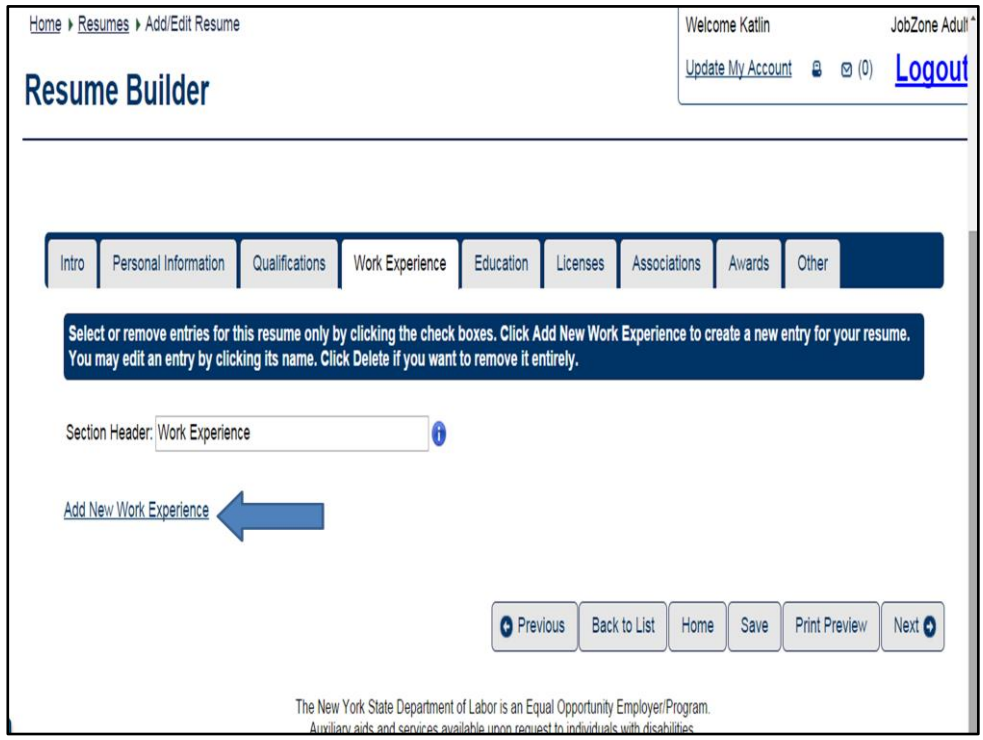
If we decided to do the full resume using OSOS the qualifications from OSOS would populate here and you can click on it to add it to the resume. If you do a quick resume with your customer at their appointment all of that information will be **saved** into the resume builder. All that information will be accessible by the customer. They will be able to include all that information in a Full Resume.



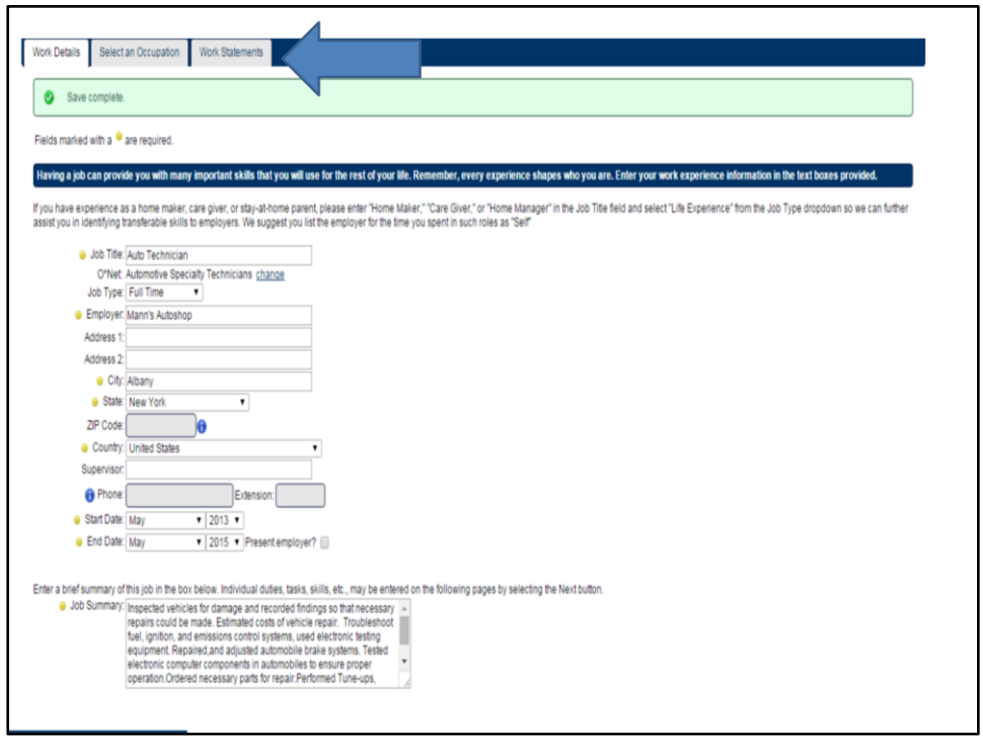
Give the qualification a title and then write the Summary of Qualifications. Included in this summary of qualifications is the customers experience, talents, skills, and passion. When you have completed the qualifications click on save and then click on Back to resume.



Just like in the quick resume, be sure to check the box next to the qualification you want to include in the resume. Clicking on Next will bring you to the Work Experience tab.



To add work experience click on Add New Work Experience link in blue.

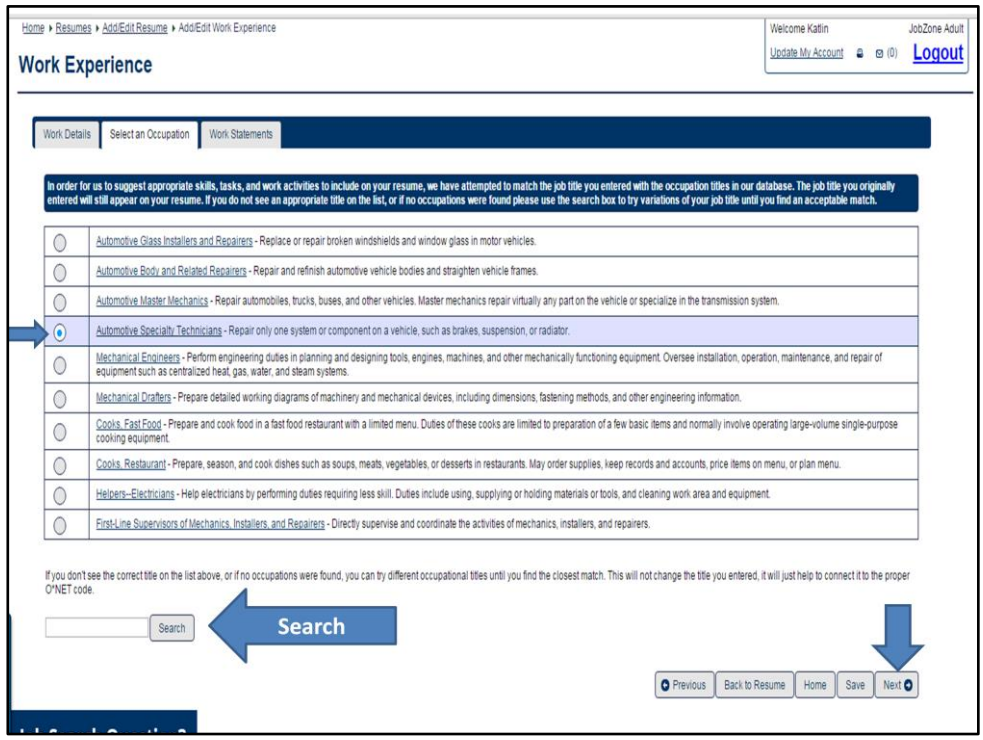


All required fields are marked with a yellow circle. When filling out the Job Summary remember to answer the **what, how and why**. Be sure to use details.

When you have finished entering the work experience click on save.

Notice the three tabs at the top of the screen labeled Work Details, Select an Occupation and Work Statements. These tabs will suggest appropriate skills, tasks, and work activities to include in your resume based on the job title that you have provided in this tab.

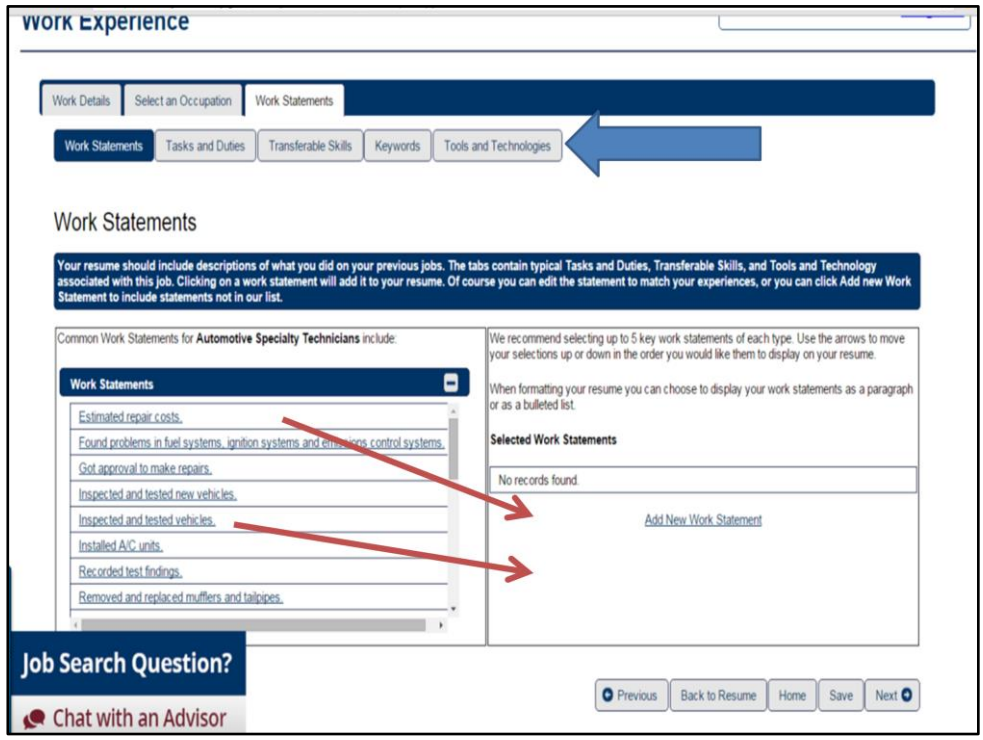
Again, if you made a quick resume with the customer their Work experience would be saved and these additional tabs would be available to add specific work statements to their resume.



When you click on the Select an Occupation tab or on next you will see a list of occupations. The system has matched the job title you provided in the work experience tab with similar occupations. In this example the closest occupation to the customers occupation is the Automotive Specialty Technician. This title was selected and is indicated by a blue dot.

If the technology doesn't provide any O*Net options that are similar to the occupation of the customer or you want to search for other titles you have the option to search for the proper O*Net title and code by typing in the search field and clicking search.

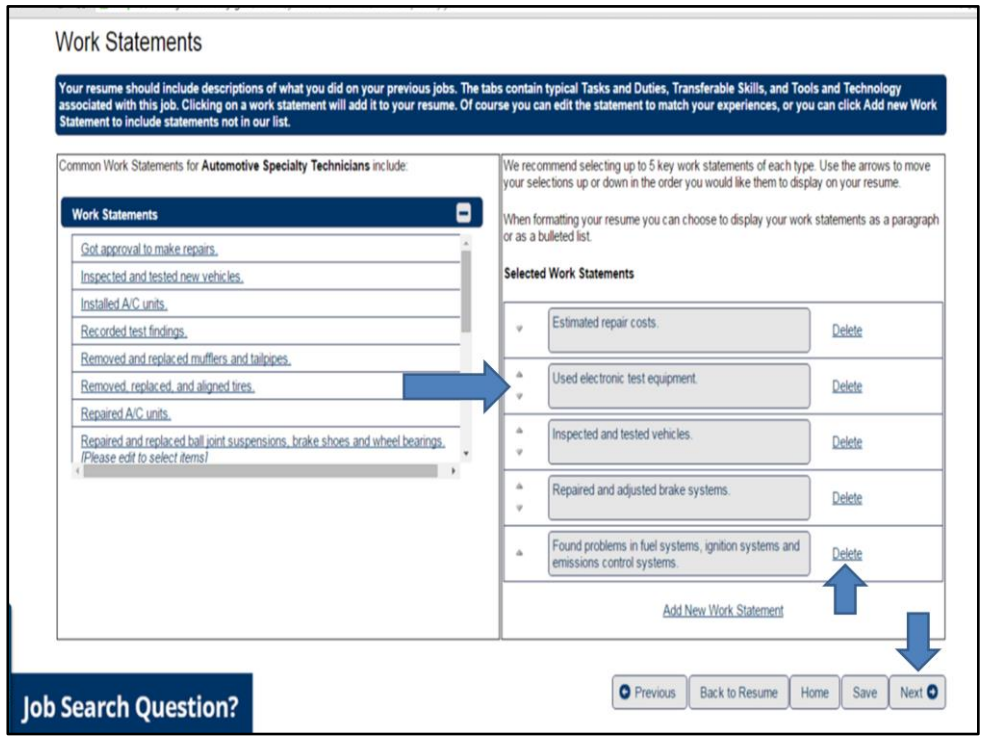
Once the desired O*Net title is selected click on next.



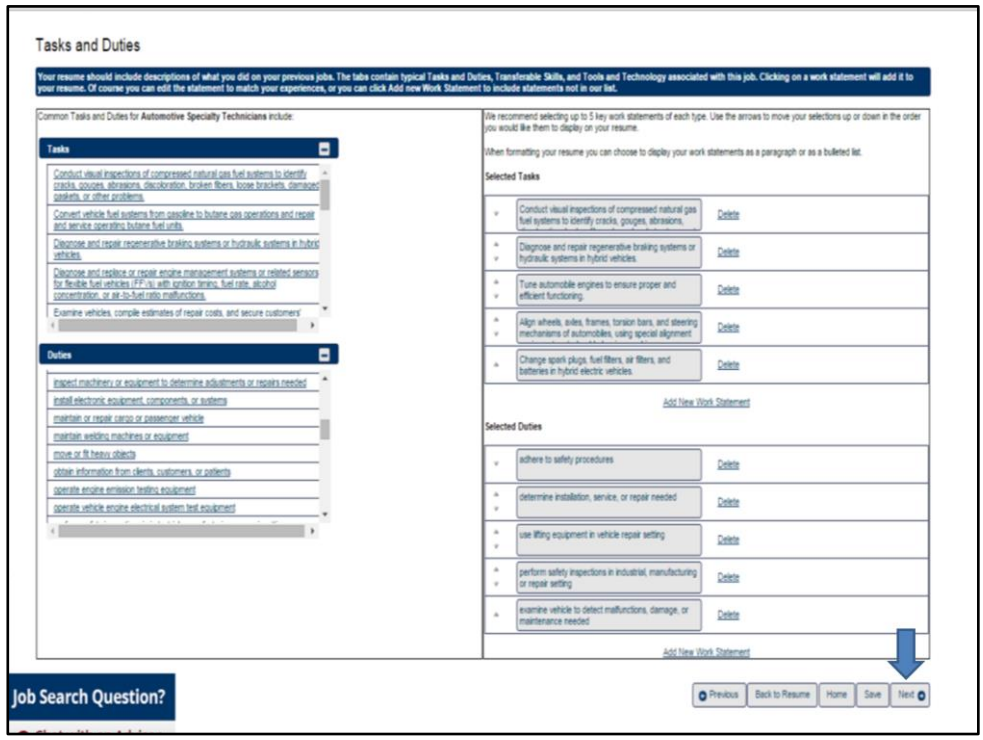
Clicking next will bring you to the Work Statements tab. You can see that under this tab there are Work Statements, Tasks and Duties, Transferable Skills, Keywords and Tools and Technologies tabs. All of these tabs are geared towards the O*Net title that was selected in the previous tab.

You can scroll through the work statements listed on the left hand side. The list includes the common work statements for an Automotive Specialty Technician.

When you click on the work statements they populate into the right hand side. Once they are there you can edit them, delete them or you have the option to click on Add New Work Statement to add your own statement. It is suggested that you pick 5 work statements for each category to include in your resume.

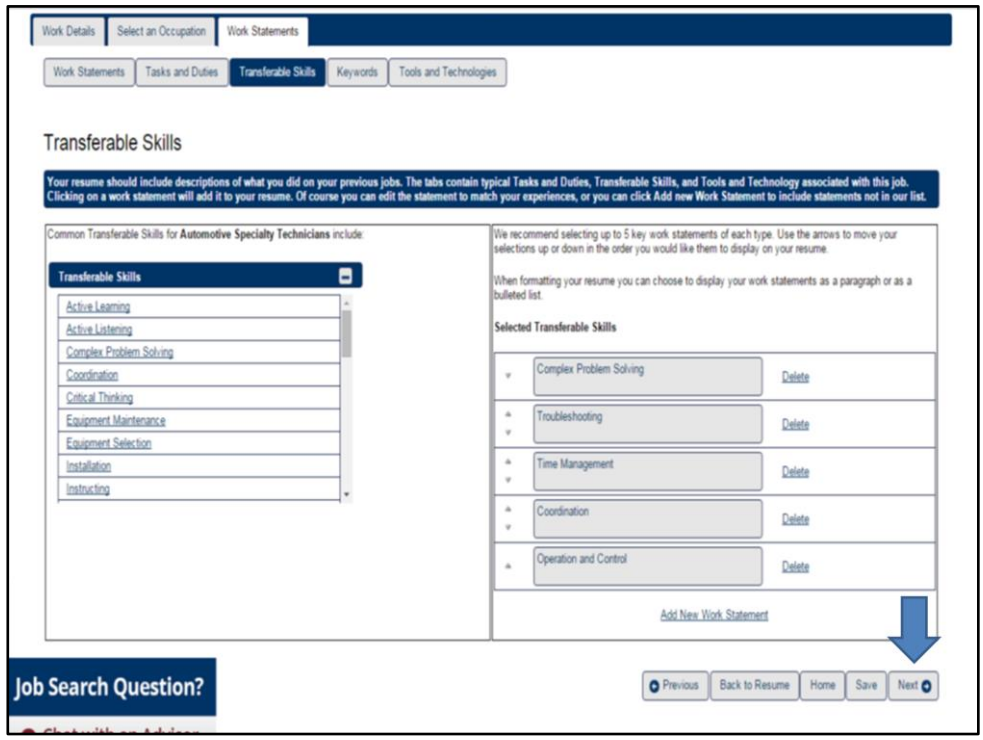


When you have selected the work statements you want to include in the resume you can edit them by clicking in the box and adding text. You can adjust the order of the statements by clicking on the up and down arrows next to the statements. To delete a statement click on delete. When you have selected, adjusted and edited the work statements click on next.



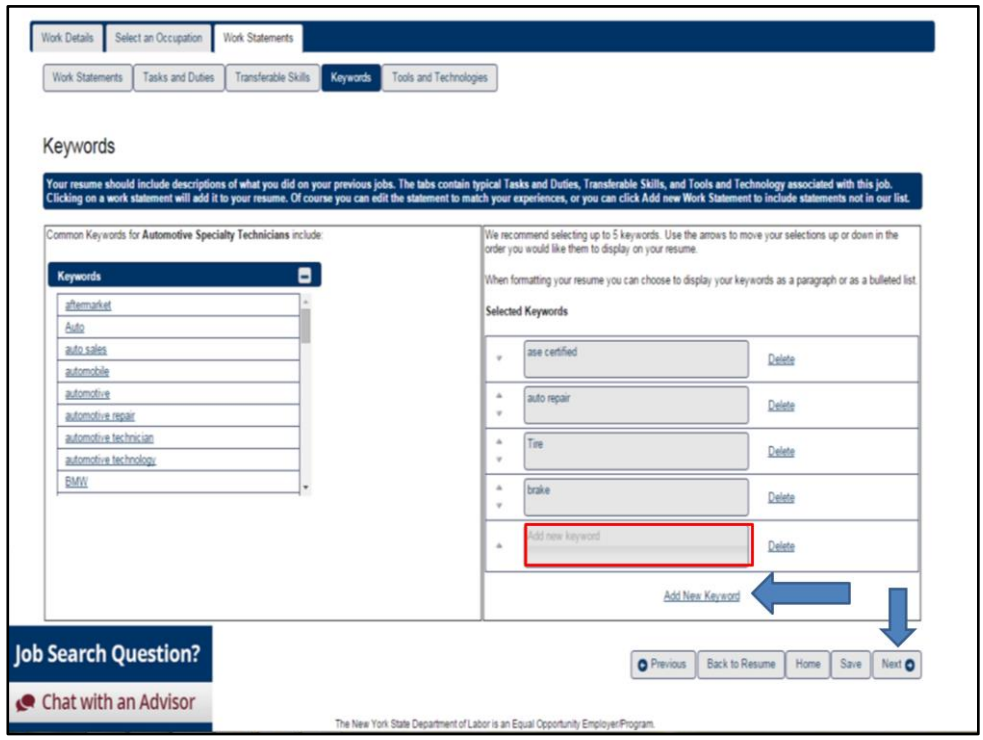
When you click next the Tasks and Duties tab will appear. Similar to the work statements this tab includes the common tasks and duties for an Automotive Specialty Technician.

Scroll down the lists of Tasks and Duties an click on the statements you wish to include in the resume. **READ SOME THAT WERE SELECTED.** All the selected statements will populate on the right hand side of the page. You can adjust the order of the statements as you want and then click on next.



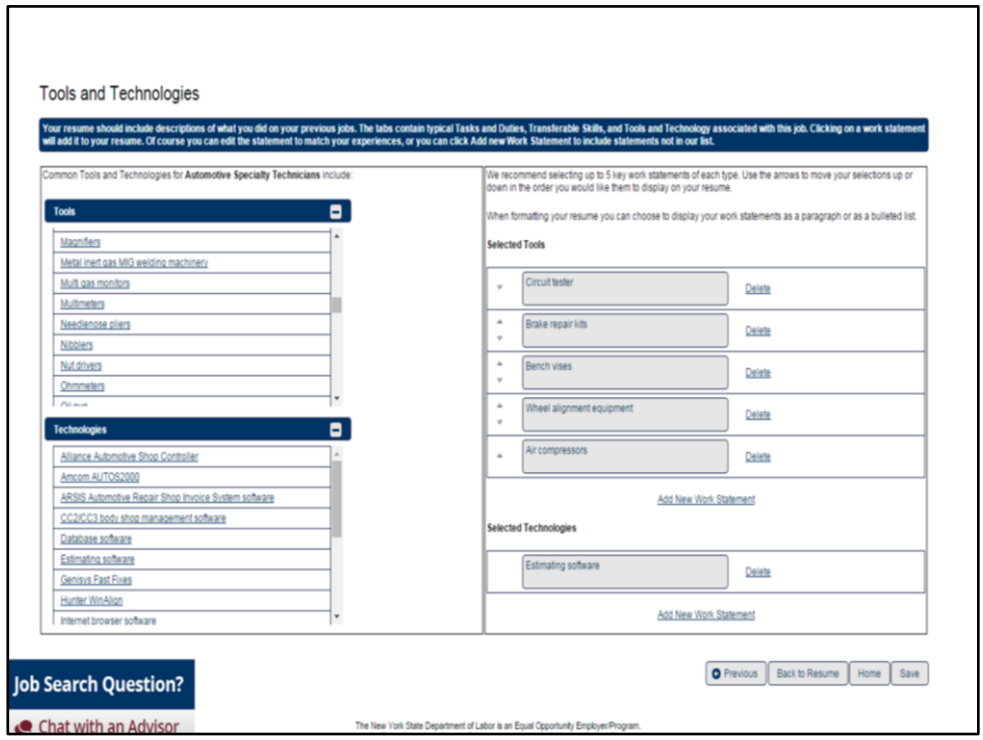
The Transferable Skills tab lists all the common transferable skills. For this resume I chose, Complex Problem Solving, Troubleshooting, Time Management, Coordination And Operation And Control.

Some other transferable skills listed include, Installation, Negotiation, Active Listening And Monitoring. As in the other tabs when you have selected the transferable skills and put them in the order you want click on next.

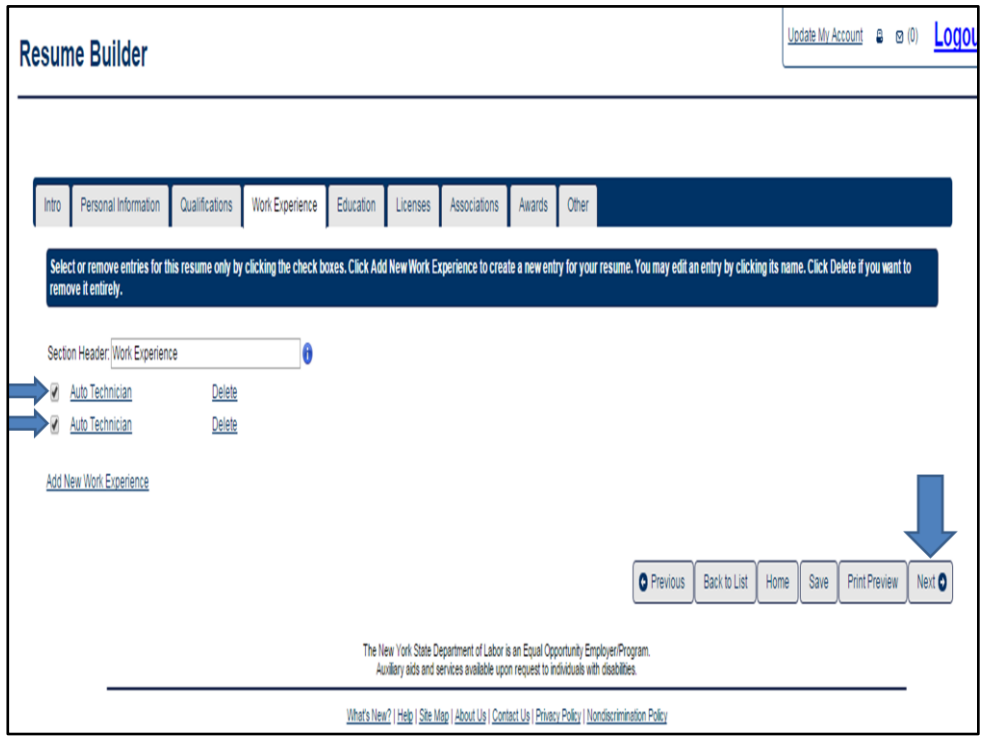


Scroll through the list of Keywords and select the ones you want to include in the resume. To add a new keyword click on Add New Keyword. An empty box will appear where you can type in a keyword you want to include in the resume.

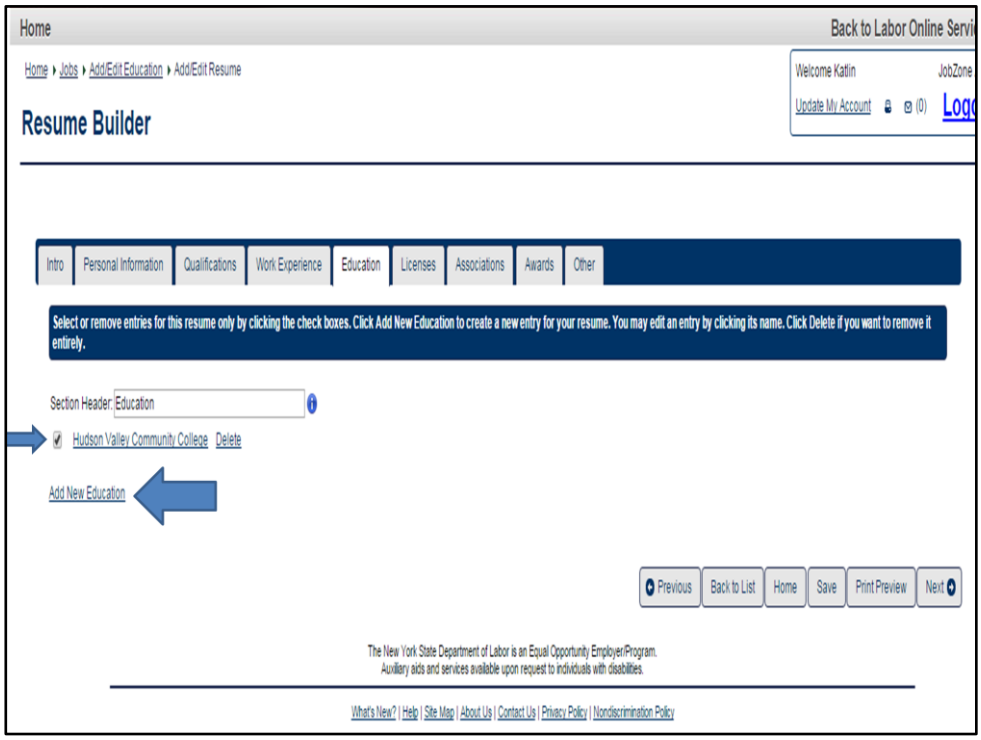
Click on Next to go to the Tools And Technologies tab.



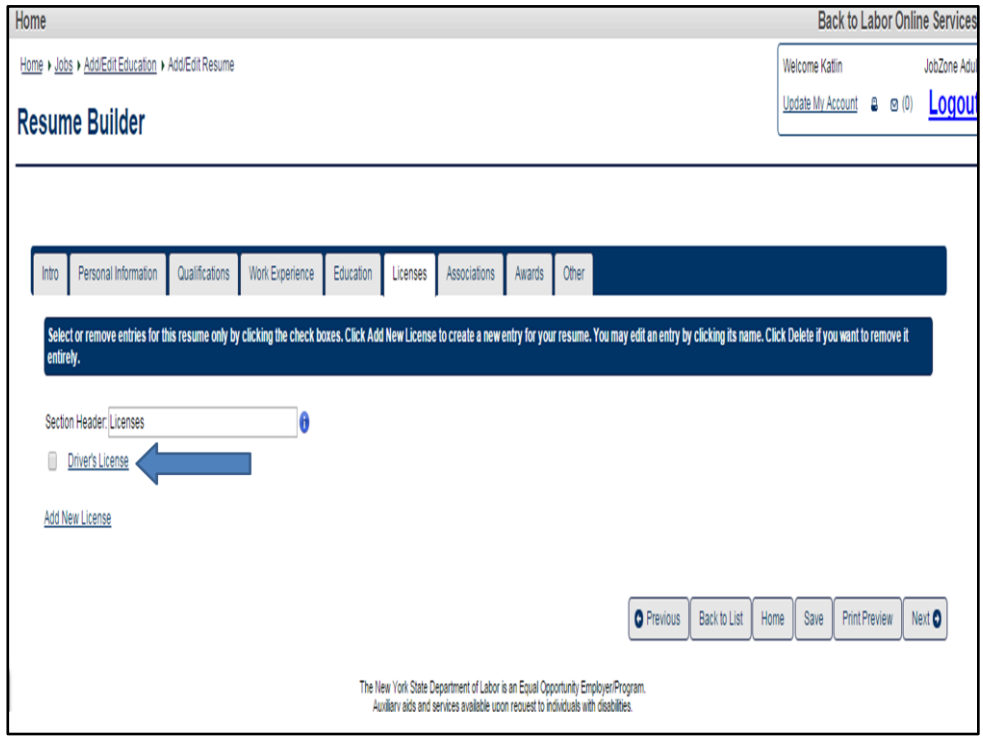
Select the tools and technologies that you want to include in the resume. This is the last tab under the Work Statements. When you have completed this section click on Save. Then click on Back to resume.



Clicking on back to resume will bring you back to the Work experience tab. Check the work experience boxes to be included in the resume and then click on next

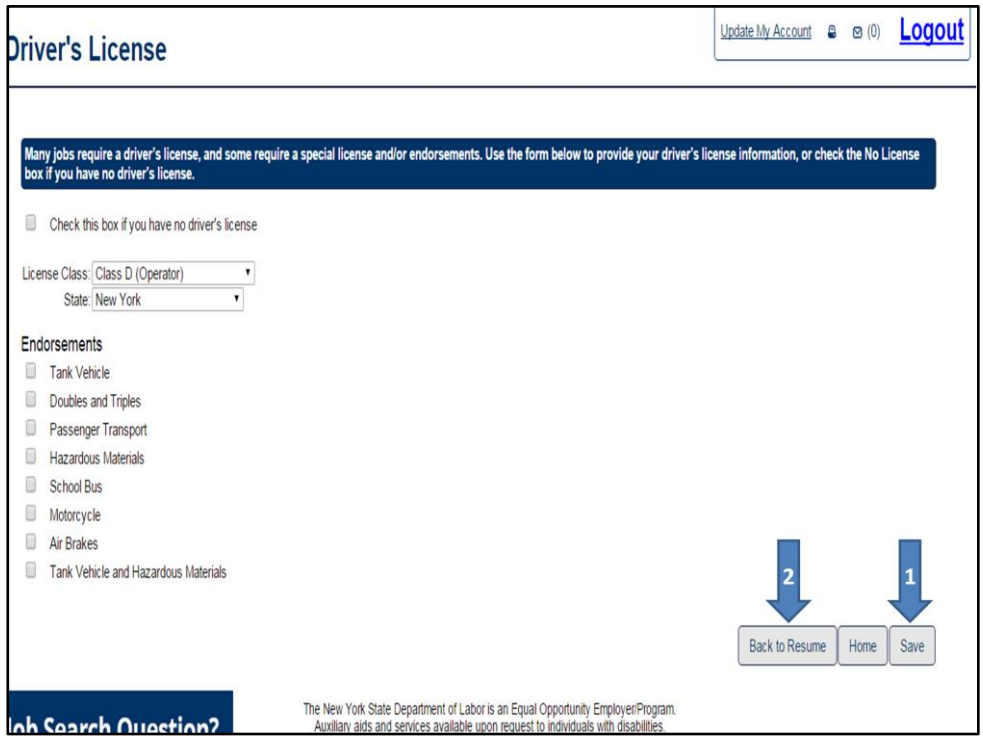


Now we are in the education tab. Just like in the Quick resume click on Add New Education to add the education. Once you have saved that information click on Back to Resume and be sure to click on the box next to the education.

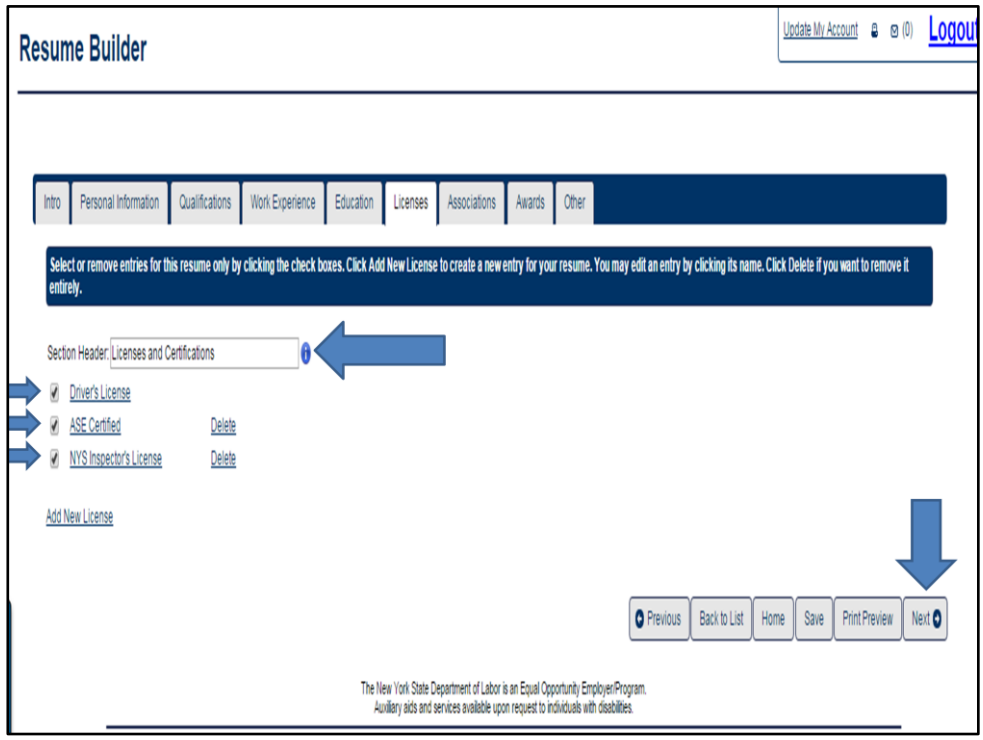


The licenses tab will be prefilled with a Driver's License. Click on Driver's License to personalize this information.

Normally you would NOT need to include a Driver's license in a resume, however a Driver's License may be needed on a resume for drivers or mechanics, or for jobs that require a drivers license. In this particular case it is important to include a license in the resume

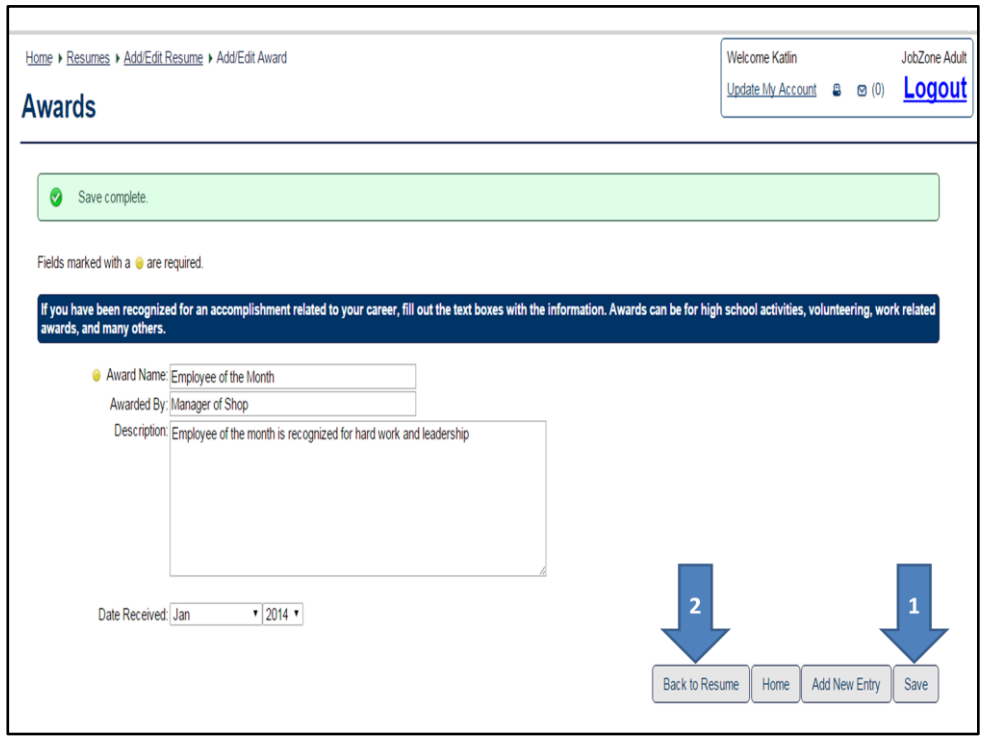


Here you can choose the License class and the state from the dropdown box and check any and all endorsements. If the person doesn't not have a driver’s license check the box next to “if you have no driver’s license.” Click save and back to resume.



This individual has an ASE certification and his NYS inspectors license so we're going to add these to this section of his resume by Clicking on Add New License. After entering the ASE certification and Inspector's license click on Save. because I added a certification I am going to change the Section Header to Licenses and Certifications instead of just licenses. Check all of the boxes and then click on next.

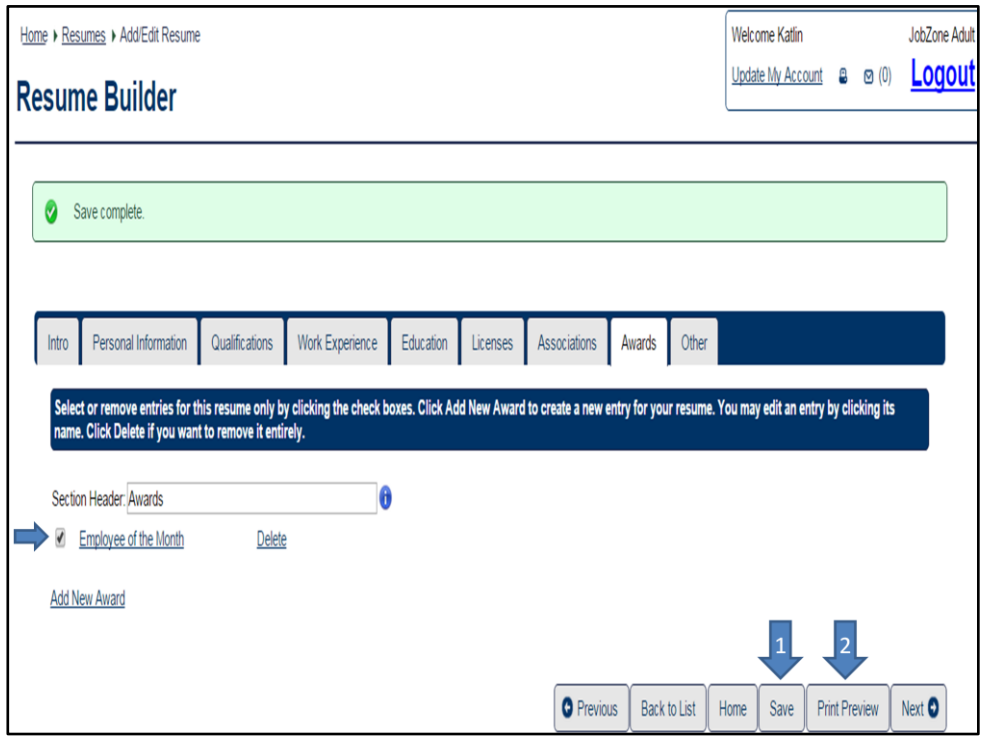
The last three tabs are Associations, Awards and other. We do not have any associations to include in this resume, so we will skip that tab and add an award by clicking the awards tab and then click add new award.



This Customer was the Employee of the Month in January 2014.

Fill in the required information and the other information if you wish to include it.

Once you have added the customers Award or Awards click on Save and back to resume



As in all the other tabs click the Box next to the award.

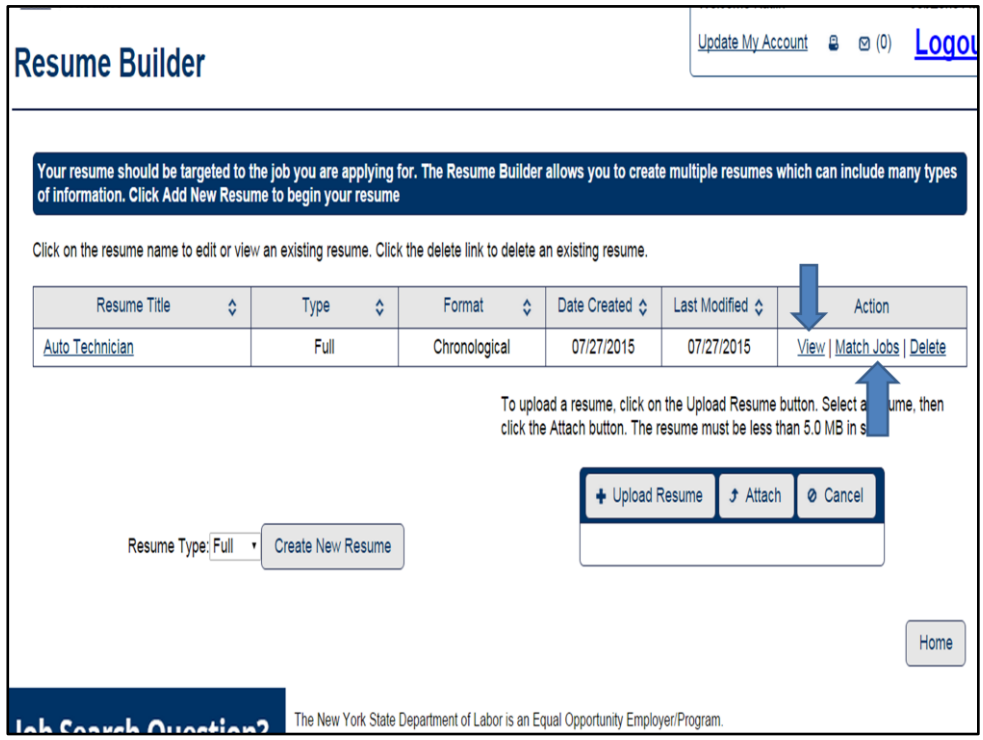
In this scenario we do not need to add any additional information. So we will not use the Other tab.

Click on Save and then click on print preview.

When you click on print preview you will be able to view the resume. Your resume will include all the information you provided in the tabs and all of the work statements you chose from the lists of statements.

Although this resume is full of information and details you will notice that it is organized and presents professionally for the businesses in talent to view.

Just like in the Quick Resume you can choose any display options you want or download the resume from this page.

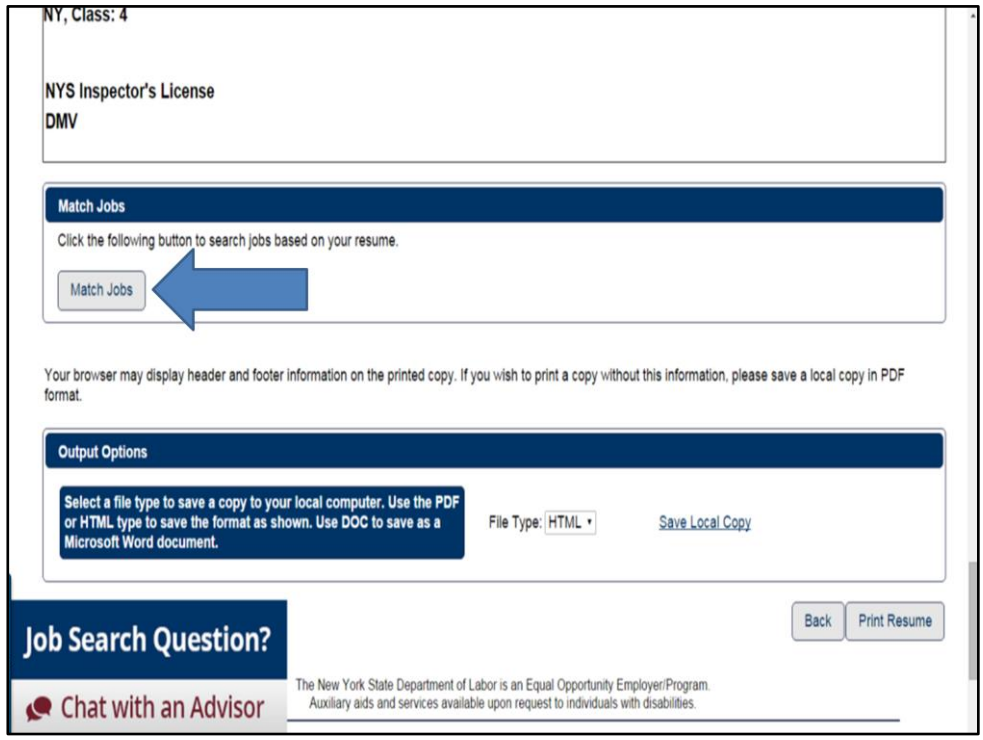


Once you have previewed your resume you will need to click on Back And then “back to list” to refresh the page.

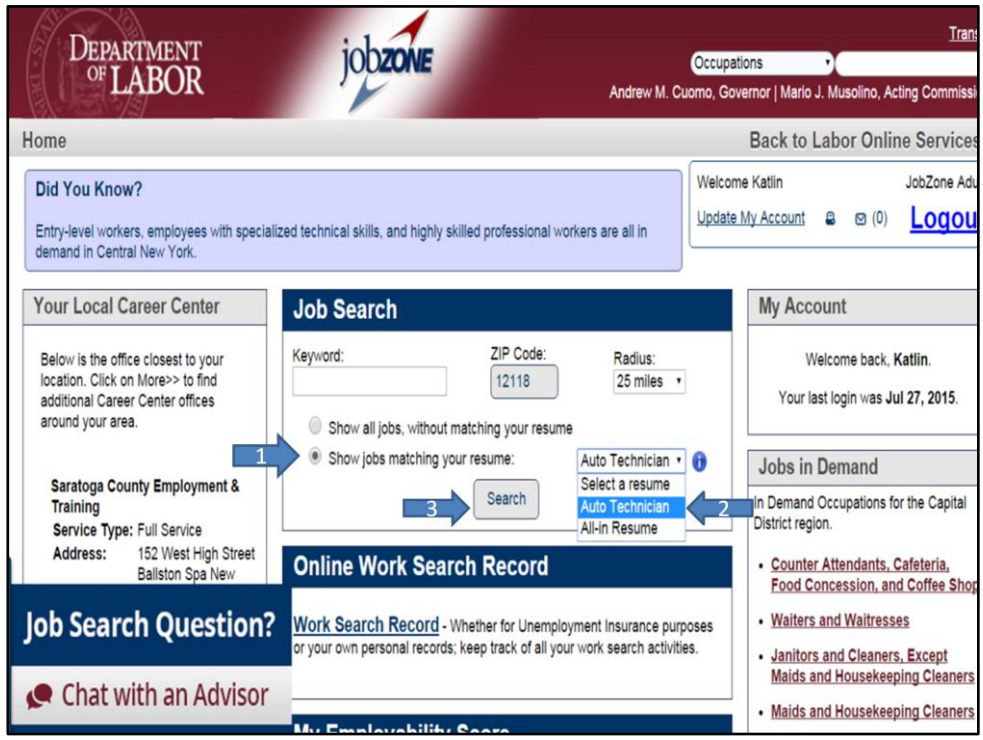
There are three ways you can match jobs to the full resume, just like how we did for the Quick Resume.

Lets go over all of them again:

1. You can Click on Match Jobs under Action to match the jobs based on this resume.
OR

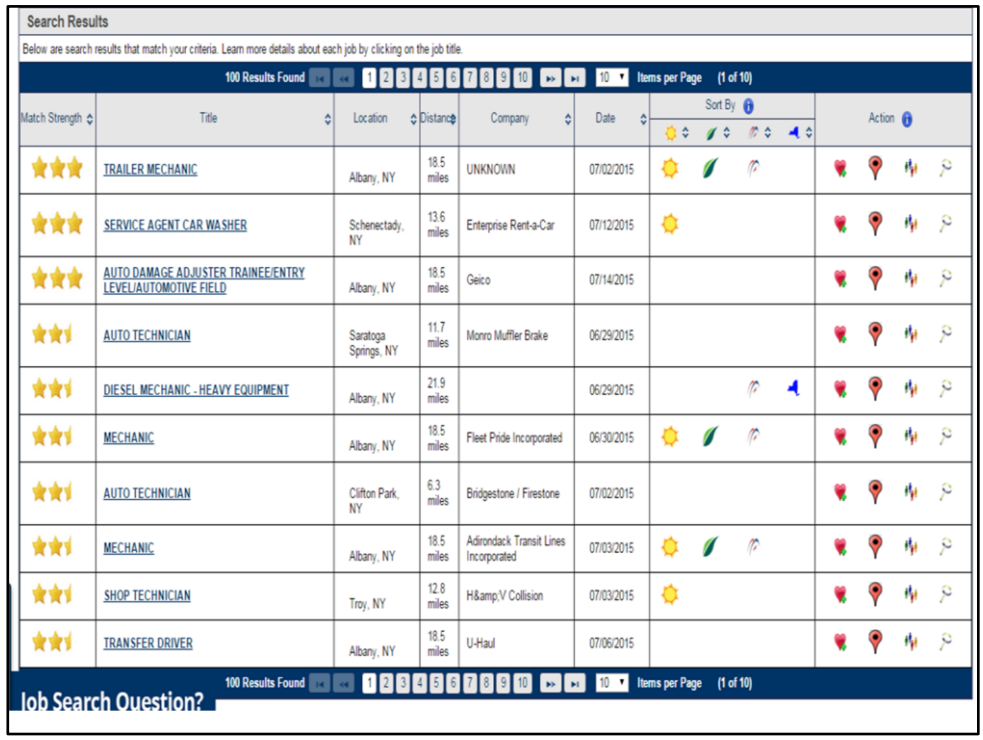


If you click on View you can view the resume again and perform a job match from there by clicking Match Jobs



OR

You can click on Home after your resume is saved and perform a resume based search in the Job Search Tool box. Click on Show jobs matching your resume, select the resume you want to match to and then click on search.



Search Results

Below are search results that match your criteria. Learn more details about each job by clicking on the job title.

100 Results Found 1 2 3 4 5 6 7 8 9 10 10 Items per Page (1 of 10)

Match Strength	Title	Location	Distance	Company	Date	Sort By	Action
★★★	TRAILER MECHANIC	Albany, NY	18.5 miles	UNKNOWN	07/02/2015		
★★★	SERVICE AGENT CAR WASHER	Schenectady, NY	13.6 miles	Enterprise Rent-a-Car	07/12/2015		
★★★	AUTO DAMAGE ADJUSTER TRAINEE/ENTRY LEVEL/AUTOMOTIVE FIELD	Albany, NY	18.5 miles	Geico	07/14/2015		
★★½	AUTO TECHNICIAN	Saratoga Springs, NY	11.7 miles	Monro Muffler Brake	06/29/2015		
★★½	DIESEL MECHANIC - HEAVY EQUIPMENT	Albany, NY	21.9 miles		06/29/2015		
★★½	MECHANIC	Albany, NY	18.5 miles	Fleet Pride Incorporated	06/30/2015		
★★½	AUTO TECHNICIAN	Clifton Park, NY	6.3 miles	Bridgestone / Firestone	07/02/2015		
★★½	MECHANIC	Albany, NY	18.5 miles	Adirondack Transit Lines Incorporated	07/03/2015		
★★½	SHOP TECHNICIAN	Troy, NY	12.8 miles	H&V Collision	07/03/2015		
★★½	TRANSFER DRIVER	Albany, NY	18.5 miles	U-Haul	07/06/2015		

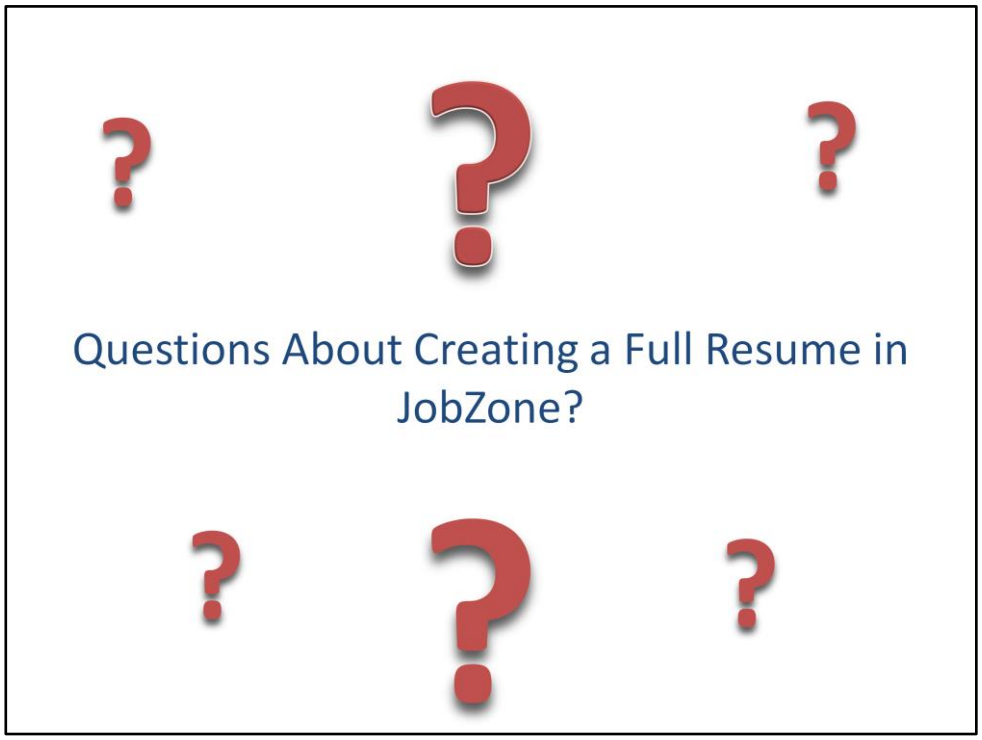
100 Results Found 1 2 3 4 5 6 7 8 9 10 10 Items per Page (1 of 10)

Job Search Question?

All three of these Job matching Options will bring you to the Search Results page. It will also put the Customer's resume into NY Talent for business to view.

Your results will appear as they do when you perform any Job match. Our Auto technician resume resulted in strong results noted by the stars, many of the occupations are green and have a bright outlook. Noted by the leaf and Sun.

You can click on any of the job postings to see a description and how to apply for the job.



Questions about Creating a Full Resume and matching to it in JZ