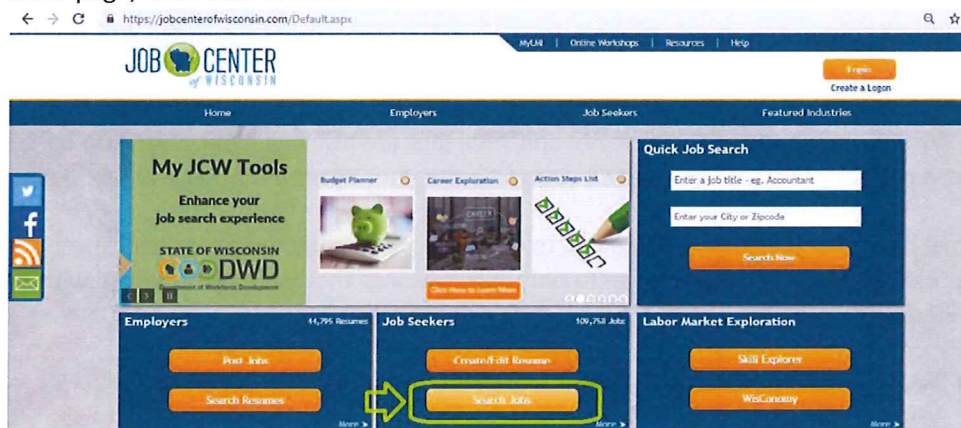


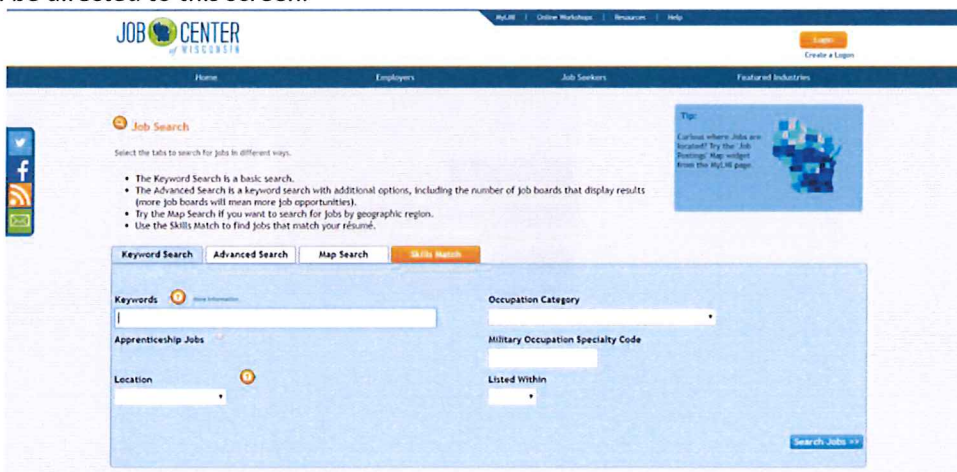
# Searching for Jobs

## How to Search for Jobs with the Job Center of Wisconsin

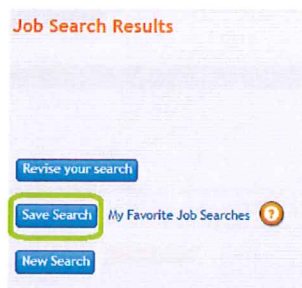
1. Go to the Job Center of Wisconsin website ([JobCenterofWisconsin.com](http://JobCenterofWisconsin.com)) and login to your account.
2. On the home page, click 'Search Jobs'.



3. You will be directed to this screen.

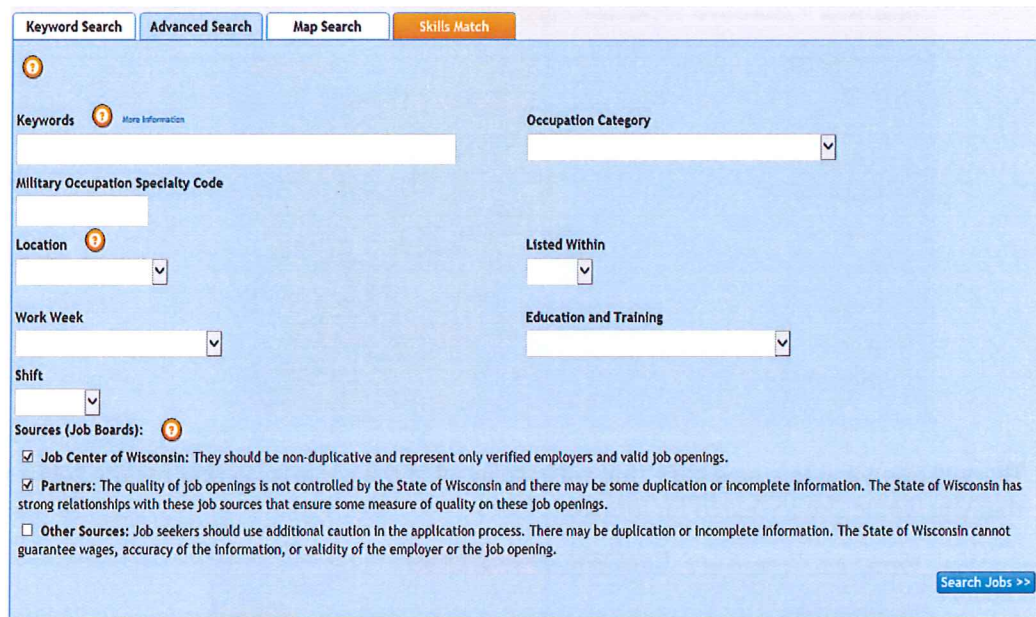


4. Complete the information in the various search fields. For '**Keywords**' you can enter things like job titles, education level, training, skills, software, equipment, tools, or technology that you may use at your next job. If you wish to search for multiple job titles, do not use commas. Utilize 'and' or '+' between the titles instead.
5. You may leave the rest of the boxes blank, but the more information that you complete, the narrower and more focused your results will be. If your results become too filtered, try loosening some of the restrictions on your search by deleting the information in some of the fields.
6. If you didn't enter a Keyword, select an '**Occupation Category**' from one of the options in the drop-down menu. Enter a '**Military Occupation Specialty Code**' if applicable.
7. If you would like to view apprenticeship opportunities, check the '**Apprenticeship Jobs**' box.
8. In the '**Location**' box, select an option from the pull down menu. You may search by city, county or Zip code. Work from home and location not specified jobs are also available. Once you have selected your option, a new box will appear in which you will enter your desired city, county or Zip code.
9. The final box, '**Listed Within,**' allows you to choose how recently the job postings were added to Job Center of Wisconsin. You can choose to only view postings that have been posted within the last 2, 3, 7, 15 or 30 days.
10. Select '**Search Jobs**' to view postings that match the criteria you have entered.
11. To receive emails about new jobs posted that match your search criteria, select '**Save Search**' on your search results screen.



## Using the Advanced Search Options

1. From the Job Search page, click the '**Advanced Search**' tab. Many of the fields listed on this page are the same as those in the '**Keyword Search**' (Keywords, Occupation Category, Military Occupation Specialty Code, Location, Listed Within). Enter the information in these boxes as described above.



The screenshot shows the 'Advanced Search' form with the following fields and options:

- Keywords:** A text input field with a 'More Information' link.
- Occupation Category:** A dropdown menu.
- Military Occupation Specialty Code:** A text input field.
- Location:** A dropdown menu.
- Listed Within:** A dropdown menu.
- Work Week:** A dropdown menu.
- Education and Training:** A dropdown menu.
- Shift:** A dropdown menu.
- Sources (Job Boards):**
  - Job Center of Wisconsin:** They should be non-duplicative and represent only verified employers and valid job openings.
  - Partners:** The quality of job openings is not controlled by the State of Wisconsin and there may be some duplication or incomplete information. The State of Wisconsin has strong relationships with these job sources that ensure some measure of quality on these job openings.
  - Other Sources:** Job seekers should use additional caution in the application process. There may be duplication or incomplete information. The State of Wisconsin cannot guarantee wages, accuracy of the information, or validity of the employer or the job opening.
- Search Jobs >>** A blue button at the bottom right.

2. In the '**Work Week**' box, select if you are looking for full time, part time, temporary, seasonal, or on-call positions.
3. In the '**Education and Training**' box, select the level of education required for jobs that you would like to see postings for. (e.g. High School Diploma vs. Master's Degree)
4. Complete the '**Shift**' box by selecting the option in the pull-down menu which best matches your preference (e.g. first, second, or third shift, rotating, weekends, etc.)
5. Under '**Sources**' click the check mark next to the job boards that you would like to see postings from. Options include the Job Center of Wisconsin, its partners, and other sources.
6. Click the '**Search Jobs**' button to view the postings which match your criteria.

## Using the Map Search

1. From the job search page, select the 'Map Search' button.
2. Select the area in which you would like to search for jobs, either from the list on the side or by clicking on the region on the map.



3. This will bring you to a new page that will display all of the counties in that region. Select the county that you would like to search for jobs in.



- You can then look at all of the jobs posted in that county by occupation category. Select the category that you are interested in.



Keyword Search | Advanced Search | Map Search | Skills Match

New Location

Selected Counties: La Crosse

Search by occupational categories:  
Select an Occupational Category link below to see typical jobs within that category. Select the Listings number to see all jobs in that occupation.

Occupational Category	View Jobs
Architecture and Engineering Occupations	21
Arts, Design, Entertainment, Sports, and Media Occupations	31
Building and Grounds Cleaning and Maintenance Occupations	30
Business and Financial Operations Occupations	59
Community and Social Services Occupations	26

- This will bring you to a new screen that breaks the occupational category down even further into more specific categories. Select the one that best matches your desired job.
- You can now view all of the job postings in that county within that occupational category. Be sure to look at a few related occupational categories to broaden your search and view more postings.

## Using the Skills Match Feature

- From the Job Search page, select the orange 'Skills Match' button. This will bring up postings that match the skills listed on your Job Center of Wisconsin resume. Ensure that your resume on the site is up to date to see the most accurate recommendations.
- You may filter this search by the date that they have been posted. Click 'Listed Within' and choose whether you would like to see postings that have been listed within 2, 3, 7, 15 or 30 days.

