



How To: Register in Employ Florida (EF) and Create a Resume

Registration:

1. Go to employflorida.com in the browser bar. Click Sign In/ Register at the top right.
2. Under the sign-in box, click the green Individual Registration button.
3. A Privacy Agreement will be shown explaining the specific uses of your information.
4. Begin registration by entering a Username and Password. The password must be at least 8 characters and no more than 16 characters long, and must use at least **one of each of these**: uppercase letter, lowercase letter, number, and special character (options: # @ \$ % ^ . ! * +). No spaces are allowed. Please also note that the system will reject a newly created username or password that contains your last name or last four of the social security number (SSN) - or, any 4 numbers that may be construed as the last 4 numbers of a SSN.
5. Continue completing the registration screens and click Finish when done All questions with an asterisk (*) are mandatory.

Building a Resume:

1. Click the blue Resume Builder hyperlink
2. Click the plus icon (Create new Resume)
3. Select either "I have an existing resume" (allows uploading) or "I don't have an existing resume".
4. If uploading a resume, make sure to select "I would like to review the contents of my uploaded resume".
5. If building a resume, the wizard will guide you through the steps.
6. Title the resume. This title is searchable by employers; it is recommended to use your desired job title – examples include Sales Manager, or Admin / Office Support, or CNA.
7. Select if the resume will be visible to employers.
8. The wizard will guide you through the rest of the steps.

Searching for Jobs:

Click the Dashboard icon in the top middle of the screen. Under 'What do you want to do today?', select Find a Job. For more search options, click the Advanced tab.

A **Virtual Recruiter** will automatically run job searches at your chosen pace and deliver the results by email, text, etc. To create one, after running a job search, scroll to the green Save as Virtual Recruiter button and it will set up a new Virtual Recruiter, allowing for the inclusion of other parameters such as how often it will run.

Forgot User Name and/or Password:

On the Employ Florida home page, click Sign In/ Register at the top right. Then "Retrieve User Name or Password."

Option 1 – Forgot Password. Click the blue hyperlink that says, "retrieve password". Type your username, select "Individual", then choose either "send to my email address" or "answer verification questions on this site and display it". Click "Next". Follow the prompts based upon your selection.

Option 2 – Forgot User Name. Click the blue hyperlink that says, "retrieve User Name". Select "Individual", then choose either "send to my email address" or "answer verification questions on this site and display it". Click "Next". Follow the prompts based upon your selection.

Option 3 – Forgot User Name and Password. Click the blue hyperlink that says, "retrieve User Name and Password". Select "Individual" then choose either "send to my email address" or "answer verification questions on this site and display it". Click "Next". Follow the prompts based upon your selection.

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.