

Creating Job Preferences and Viewing Job Recommendations

JobGatewaySM can recommend jobs to you based on the preferences you establish. These recommendations will appear on your Job Seeker Dashboard. To ensure that you are receiving recommendations, and that these recommendations are likely to be helpful and meet your needs, follow the steps below:

1.	View the Job Preferences section on your Job Seeker Dashboard.
2.	Check or uncheck the boxes in the Job Preferences section as appropriate.
3.	Press the “Save Preferences” button.
4.	Click the “View All Preferences” link.
5.	Enter all required information in the Job Preferences and Location Preferences sections. Be sure that you have selected “Yes” next to “Want employers to find you?”
6.	<p>The Occupation Preferences section displays the occupations that you have already entered.</p> <ul style="list-style-type: none">• To remove one or more of the occupations, click the select boxes next to them and press the “Remove Selected Occupations” button.• To add occupations based on the work experience information you have already entered, press the “Add Occupations Based on Work Experience” button.• To add occupations manually, press the “Add Occupations” button. On the next screen, select the occupation category and title from the drop down lists. Enter information about your experience and certifications, and whether or not you want job recommendations based on this occupation. Then press the “Save” button.
7.	Press the “Save and Continue” button.
8.	Enter all required information in the Skills Preferences section.
9.	Press the “Save and Finish” button to return to your Job Seeker Dashboard.
10.	You are now set up to receive job recommendations based on your preferences. The most recent recommendations will appear in the Job Recommendations section of your Job Seeker Dashboard. To view older recommendations, click the “View All Recommendations” link.