JobZone SMART OSOS Guide

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PURPOSE

The SMART resume matching feature is now incorporated into the **Advanced Search** of JobZone. This guide describes the process to:

- Access the **Advanced Job Search** feature;
- Use the resume matching search option;
- Use the "**People with Similar Jobs**" feature.

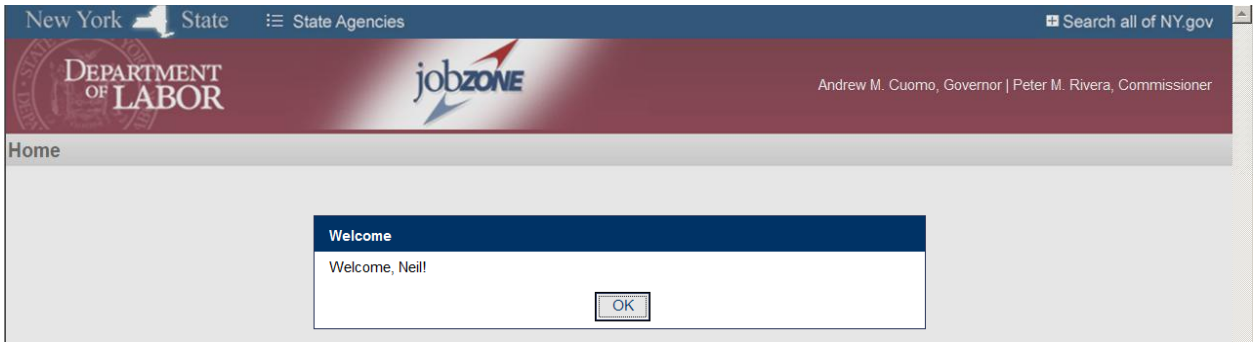
SMART has ceased to exist as an independent website. To use SMART features users have to select the Advance Search feature when logged in to JobZone.

The JobZone Resume Based Search is an option only when logged into JobZone. If you are not logged in, you will not see the "**Show jobs matching your resume**" option.

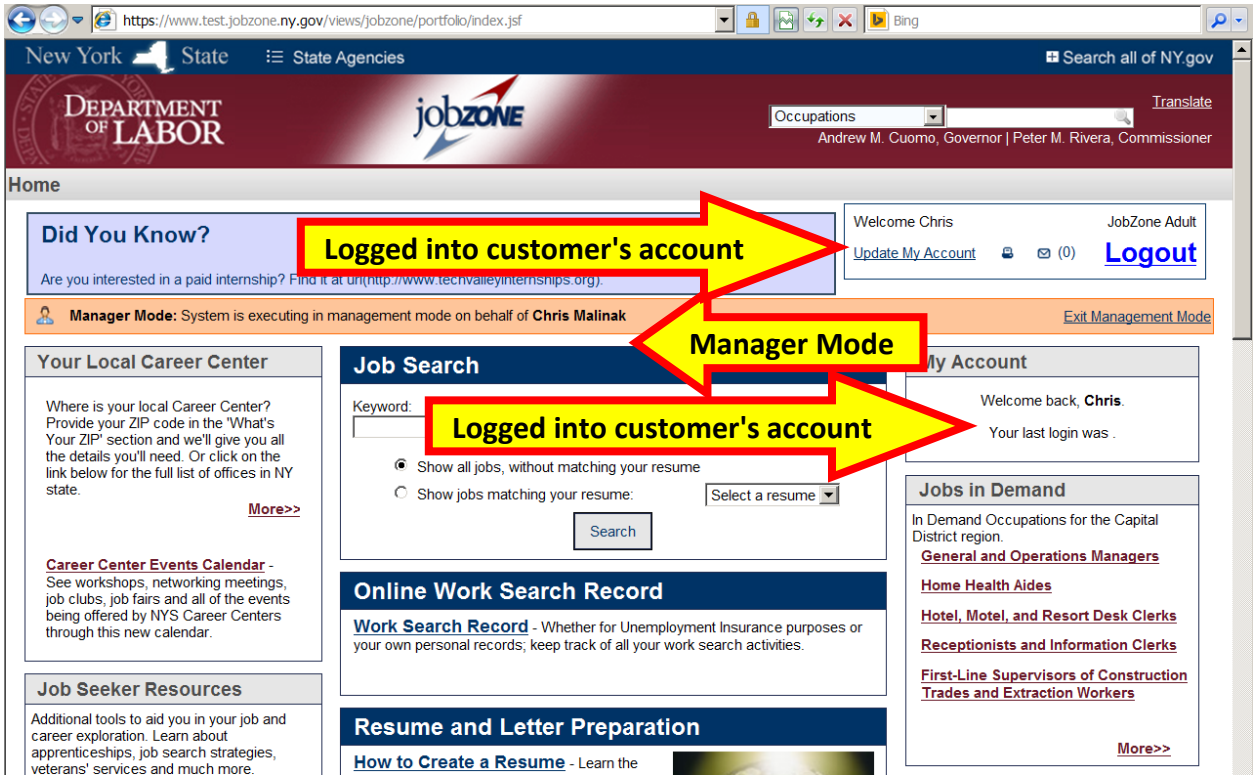
JOBZONE ACCESS THROUGH OSOS

Staff can access the customer's JobZone account via the OSOS **JobZone** window.

Clicking the **JobZone** window brings the user to the **Welcome** window. Click the **OK** button.

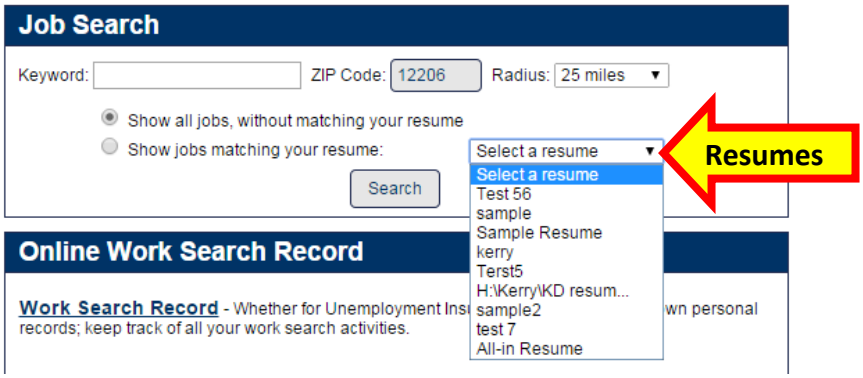


The user is automatically logged in to the customer's JobZone account in **Manager Mode**.

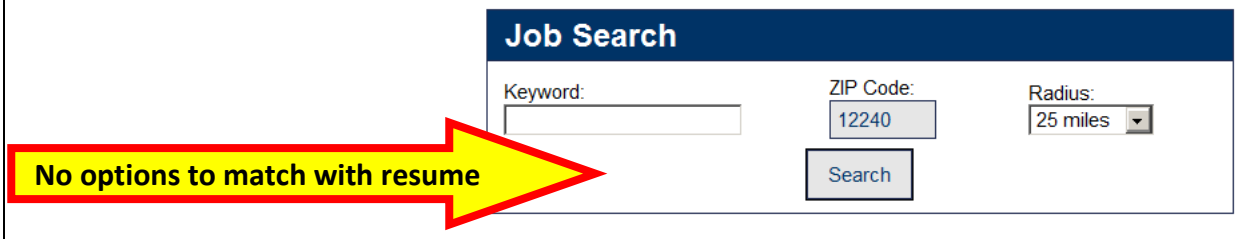


There must be a resume in the customer's JobZone Resume Builder in order for the "show jobs matching your resume" (SMART) feature.

JobZone home page appearance when logged in and a resume available in the **Resume Builder**:

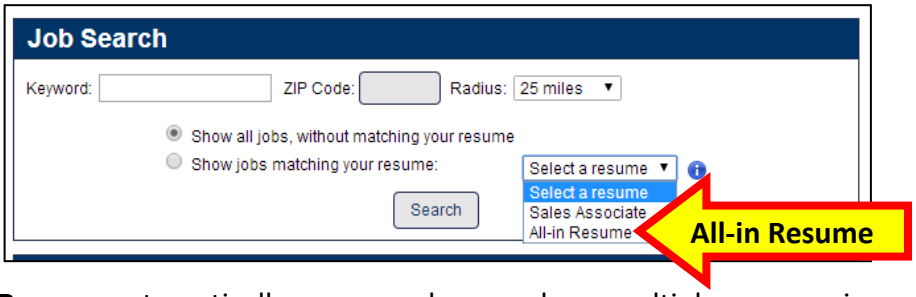


JobZone home page appearance when logged in and a resume is NOT available in the **Resume Builder**:



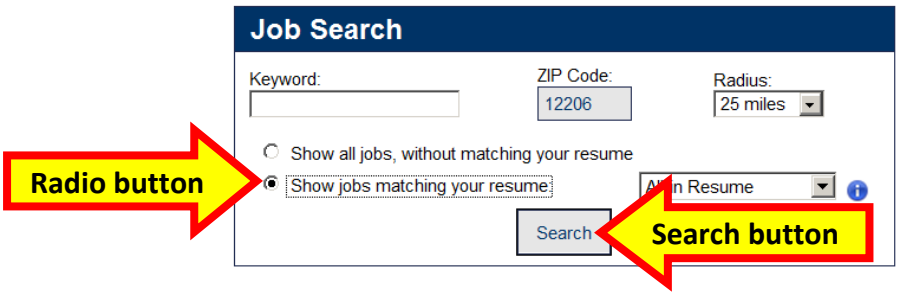
RESUME BASED JOB SEARCH

If you have multiple resumes saved in JobZone, you may select a specific resume to use for the resume-based job search (see below). For detailed instructions on creating or attaching a resume in JobZone please refer to the **JobZone Resume Builder Guide**.

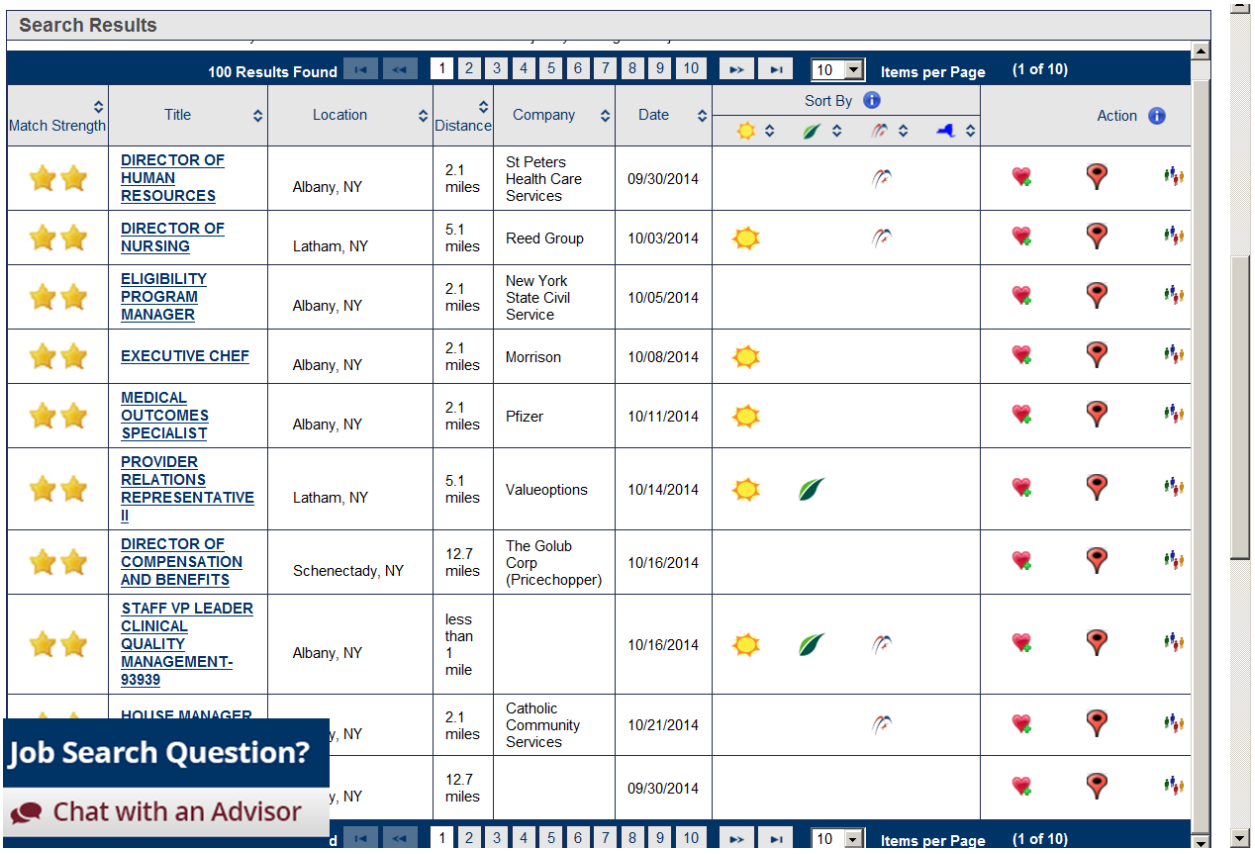


The **All-in Resume** automatically appears when you have multiple resumes in your account and each is designed for a specific purpose, but none of those resumes is all inclusive. The **All-in Resume** combines all the education, work history and skills from each of the different resumes. This is typically the best resume to use when performing a resume-based search as the SMART technology uses your unique combination of skills to present the best job match for you.

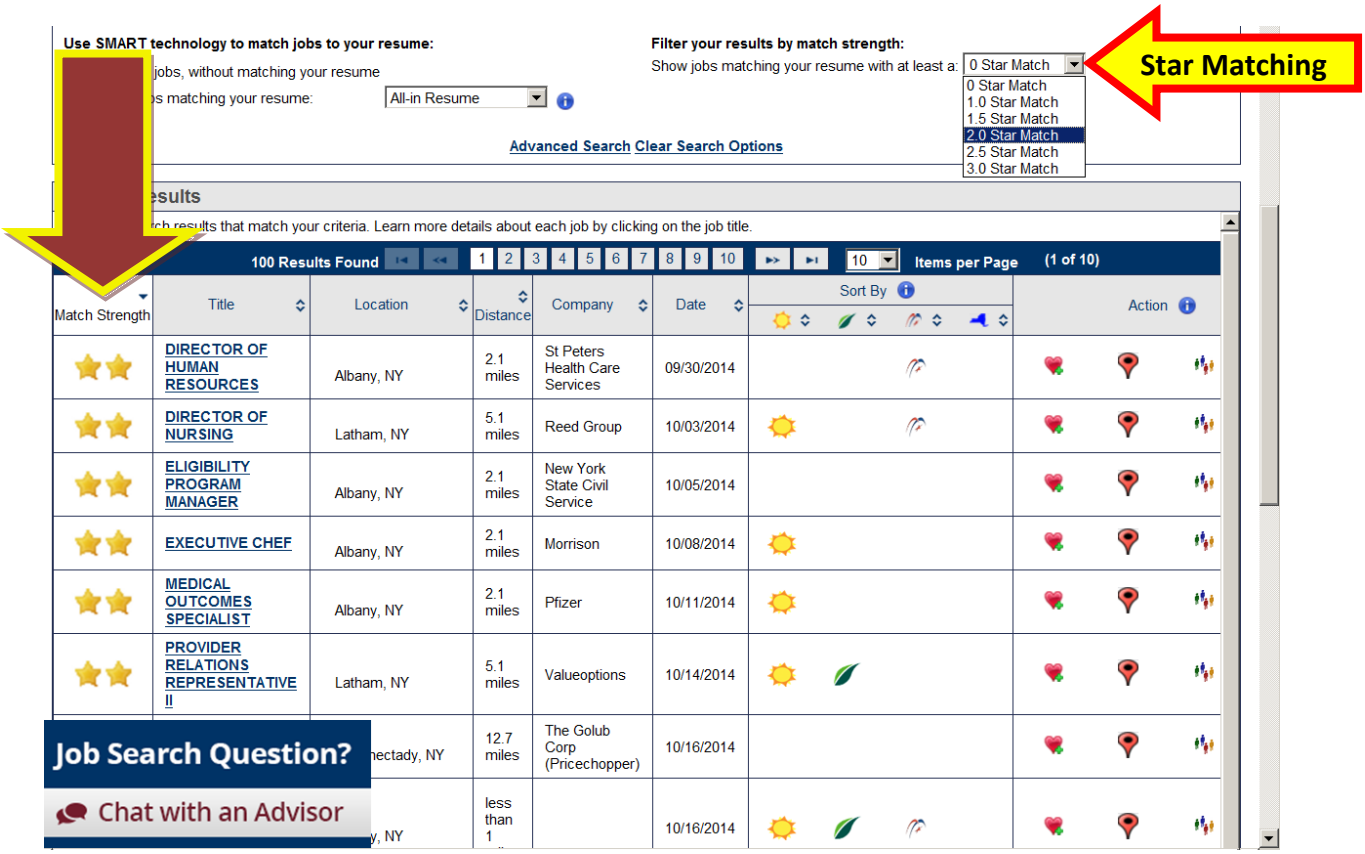
To search for job openings that match your resume, select the radio button for "**Show jobs matching your resume:**" Click the **Search** button and wait while JobZone compares your resume to job openings.



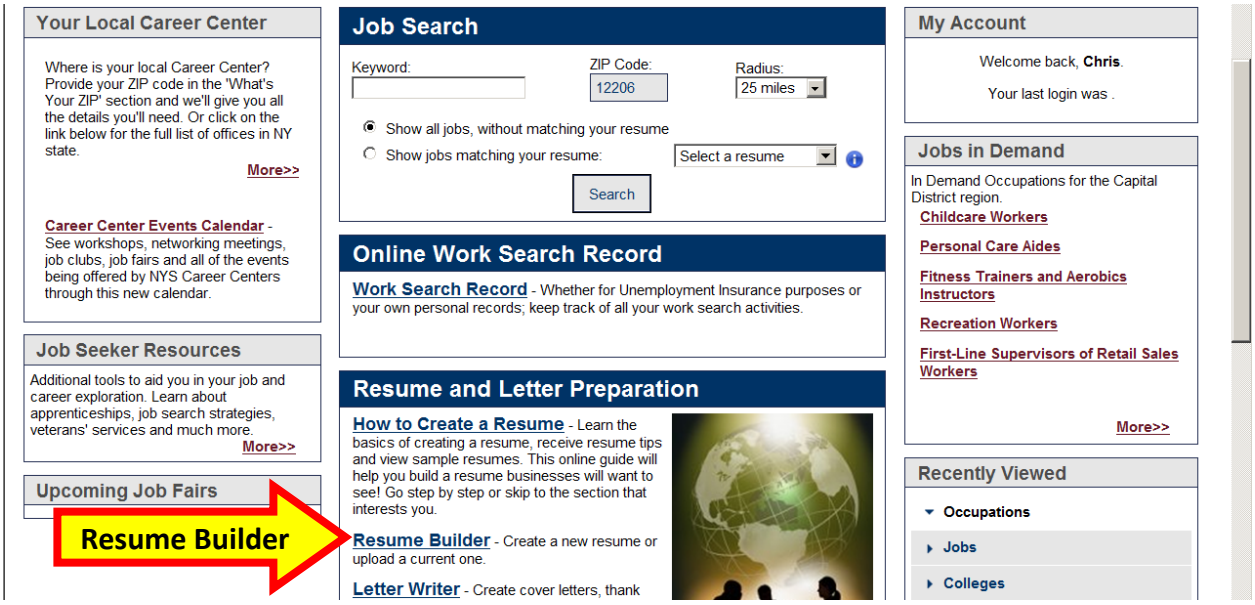
The **Jobs Results** screen will list all jobs that match your resume:



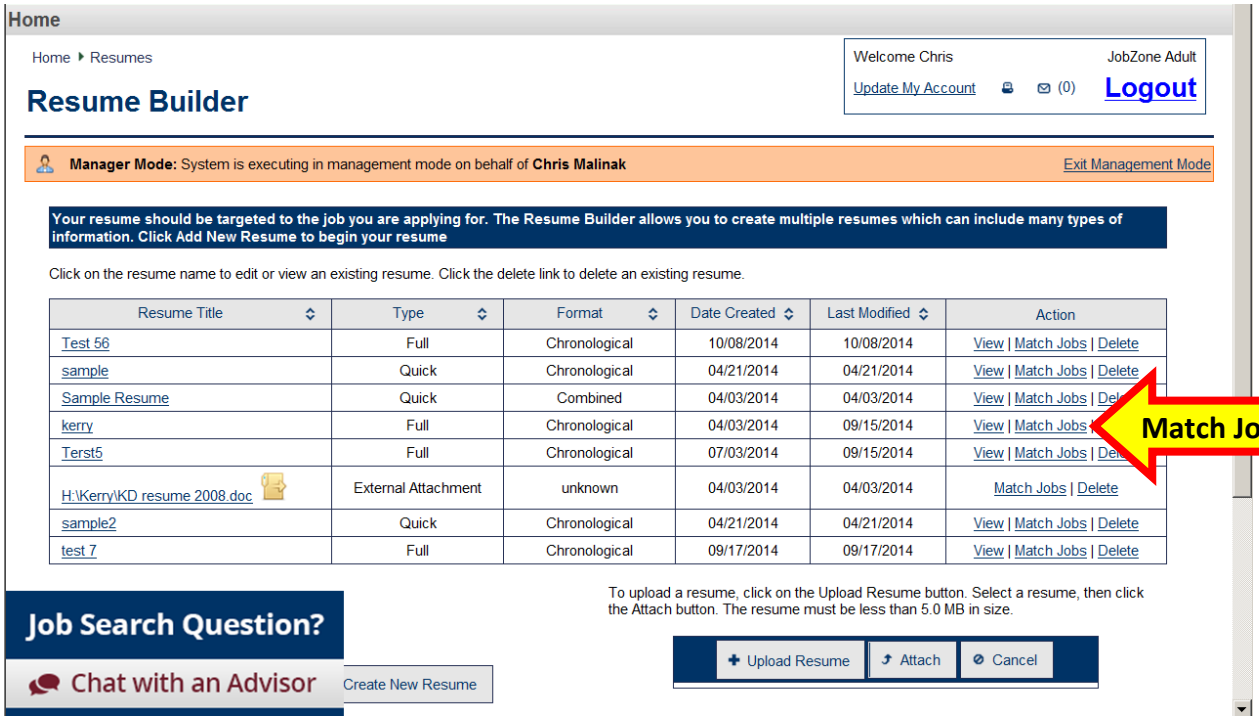
You can filter the matches by match strength (star rating).



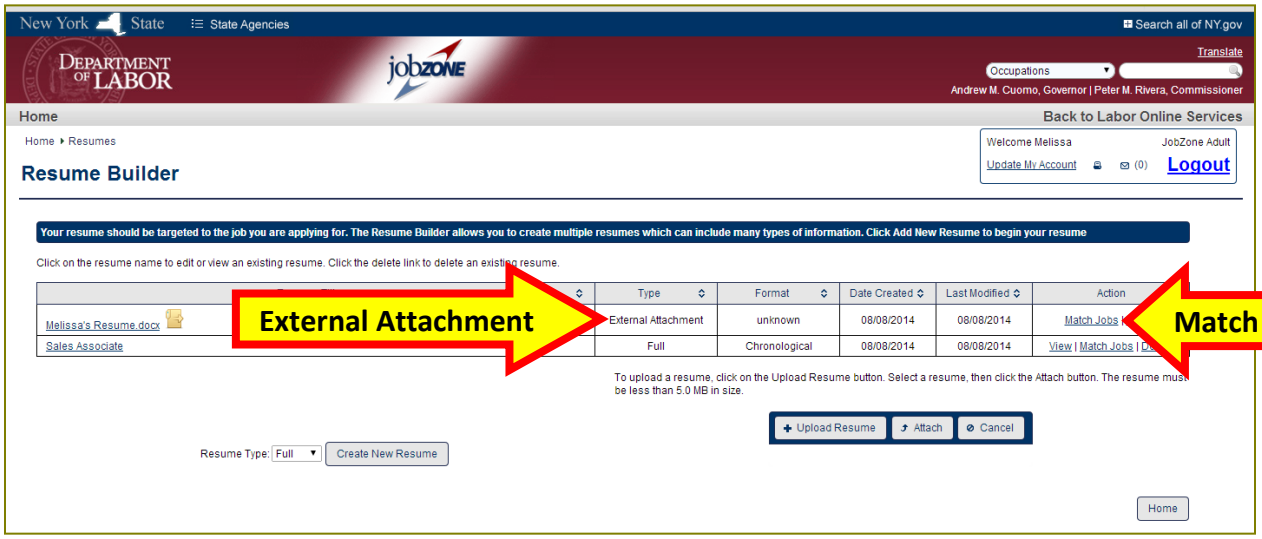
You can also perform **Resume Based Matching** (SMART) right from the **Resume Builder**. Select the Resume Builder on the JobZone homepage.



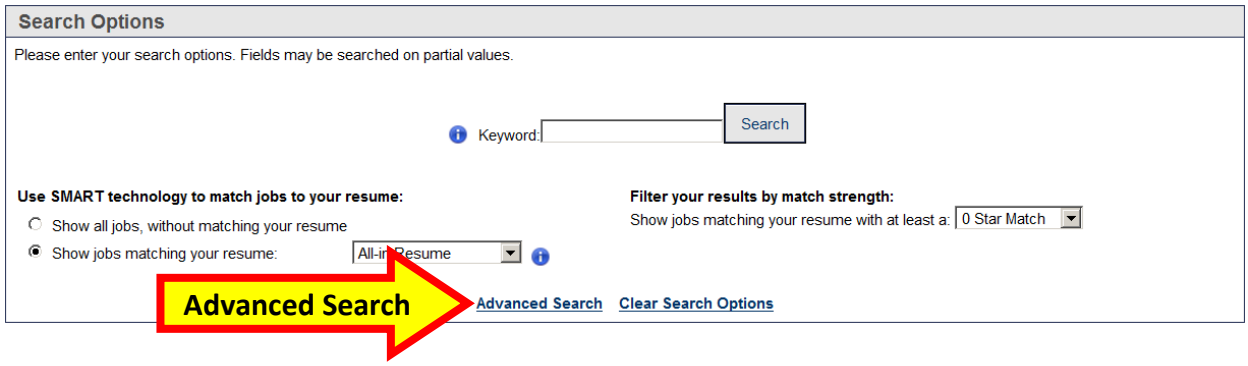
Then, click the **Match Jobs** link.



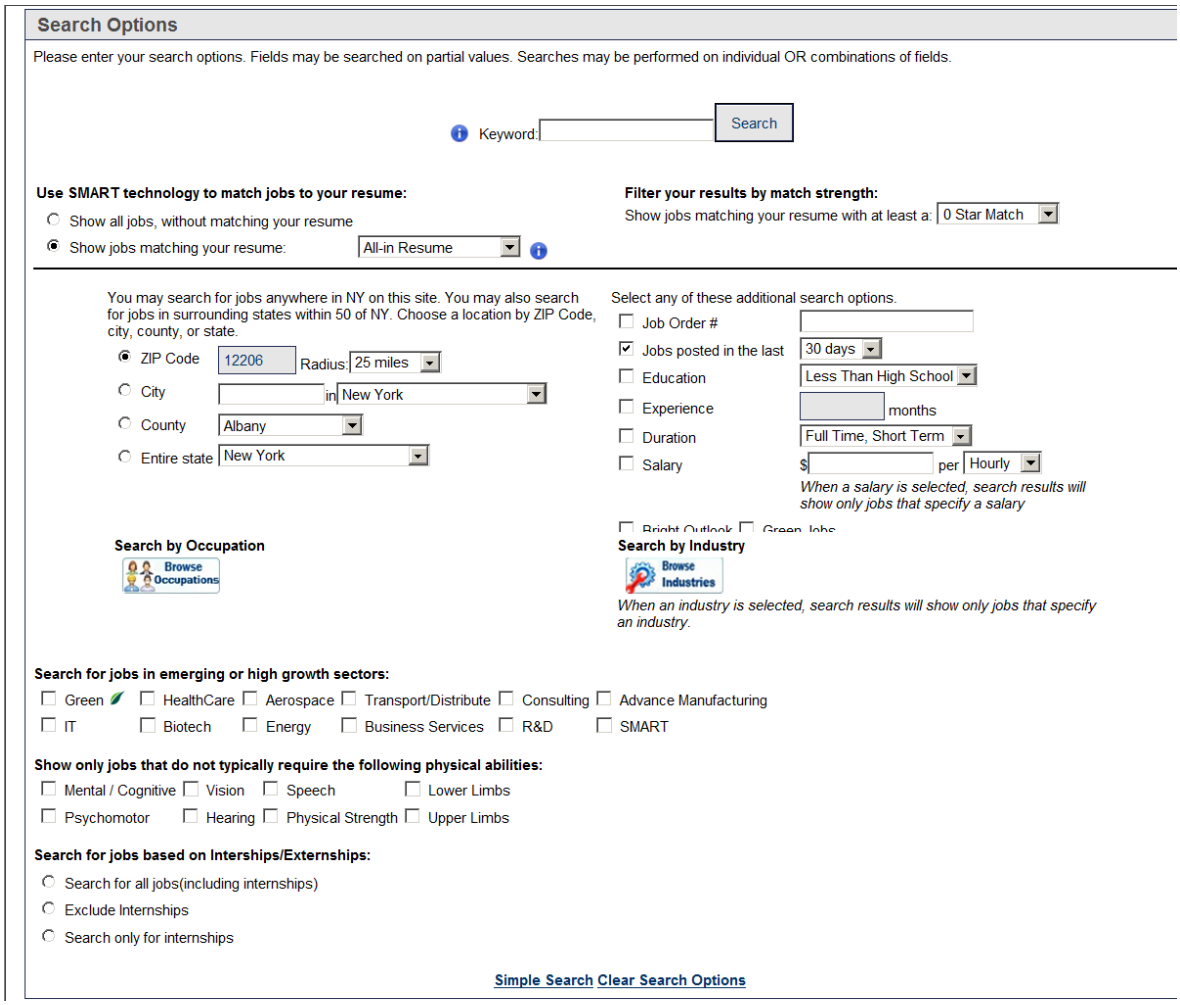
You can also perform a SMART match on an attached resume (**External Attachment**). Click **Match Jobs**.



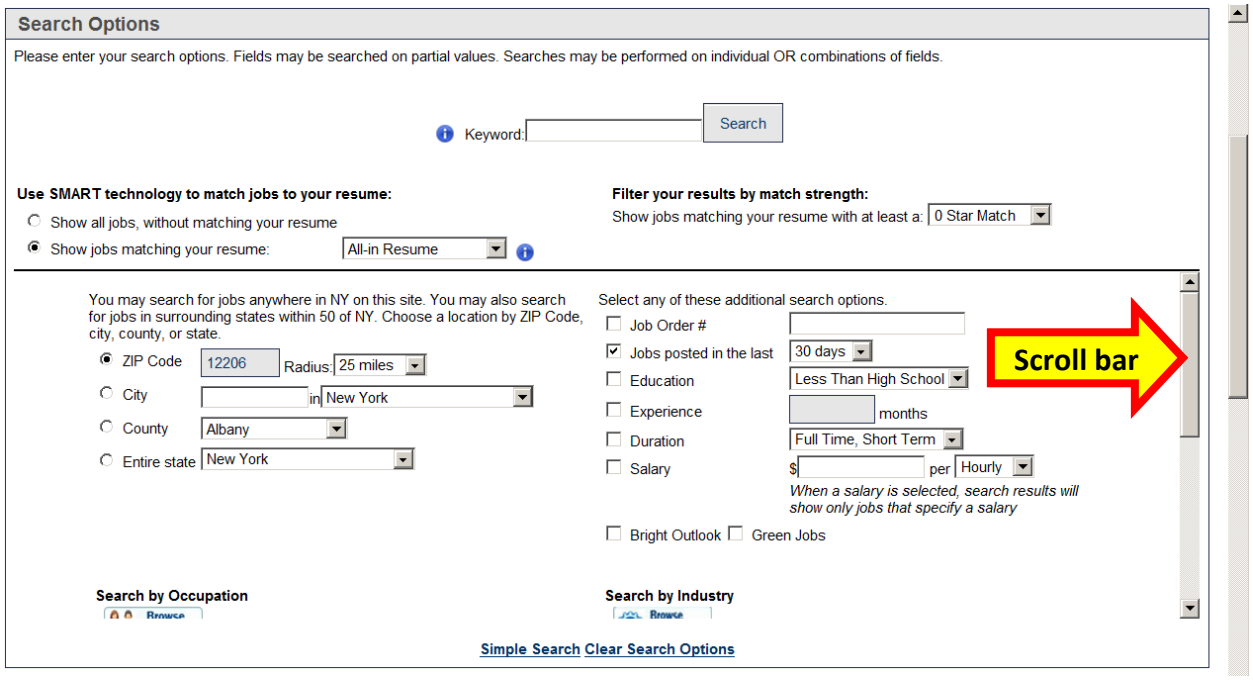
JobZone Advance Search features can be accessed by performing a job search from the JobZone homepage. Then, on the results page, select Advanced Search to access the advanced search options.



Advanced Search Options:



You will need to scroll down to view all the advanced search options:



SORT BY ICONS:

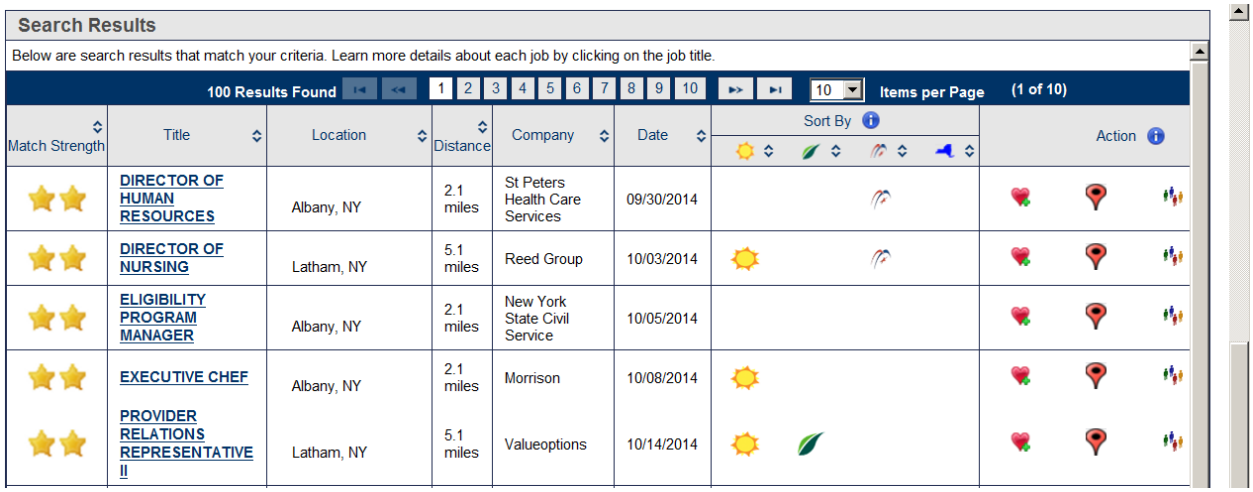
The following symbols found in the "Sort By" column. They can be used for sorting your results.

Sun = Bright Outlook. Jobs that will have growth in the future

Leaf = Green Jobs

Bridge = Apprentice Jobs

NYS = Jobs from the NYS Job Bank (not spidered jobs)



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
★★	DIRECTOR OF HUMAN RESOURCES	Albany, NY	2.1 miles	St Peters Health Care Services	09/30/2014		
★★	DIRECTOR OF NURSING	Latham, NY	5.1 miles	Reed Group	10/03/2014		
★★	ELIGIBILITY PROGRAM MANAGER	Albany, NY	2.1 miles	New York State Civil Service	10/05/2014		
★★	EXECUTIVE CHEF	Albany, NY	2.1 miles	Morrison	10/08/2014		
★★	PROVIDER RELATIONS REPRESENTATIVE II	Latham, NY	5.1 miles	Valueoptions	10/14/2014		

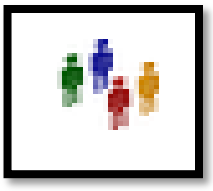
ICONS: ACTION

The heart icon is for marking a job as a Favorite.

The location/map symbol is to see where this job is located on a map.

The "People with Similar Jobs" will present you with screens showing common skills, certificates & licenses, level of education, level of experience and typical resumes for people who have been placed successfully into similar jobs.

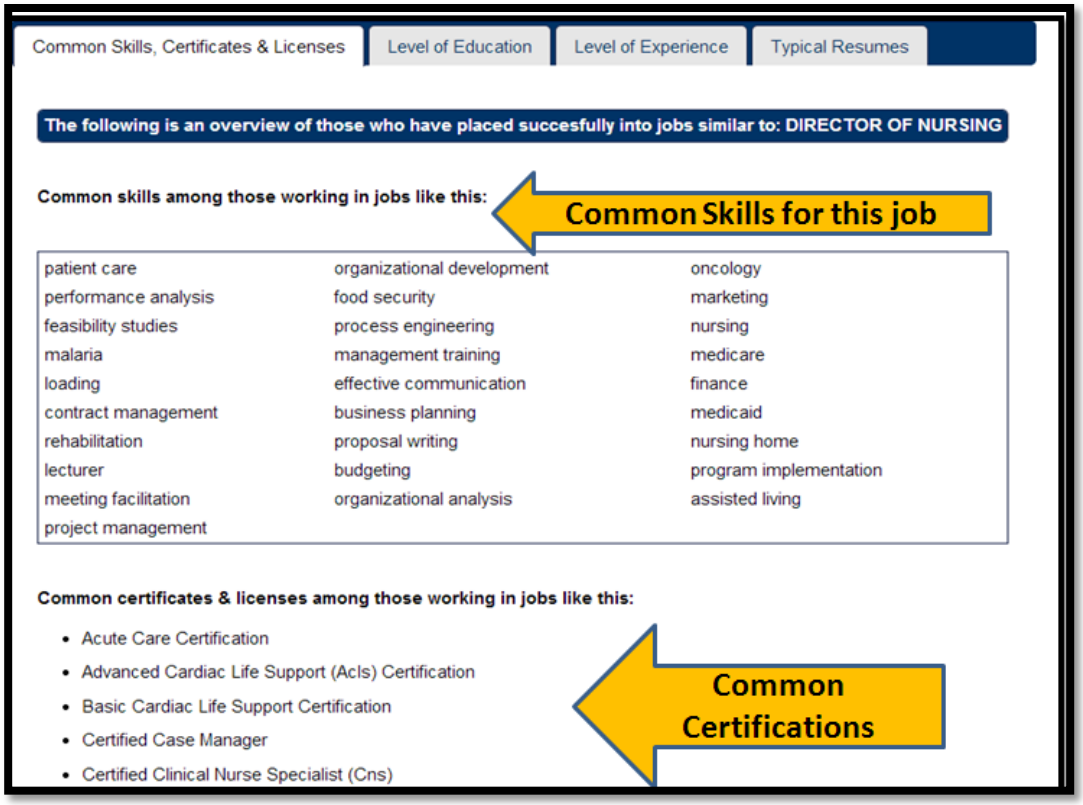
The magnifying glass (similar jobs) will perform the search based on that particular job. It will no longer be matching based on the resume. This is particularly helpful for customers who have a very varied work history and get a mix of jobs in their search results. In this case, they could narrow down the job type they like, click on the magnifying glass and get more jobs that look like that job.



PEOPLE WITH SIMILAR JOBS

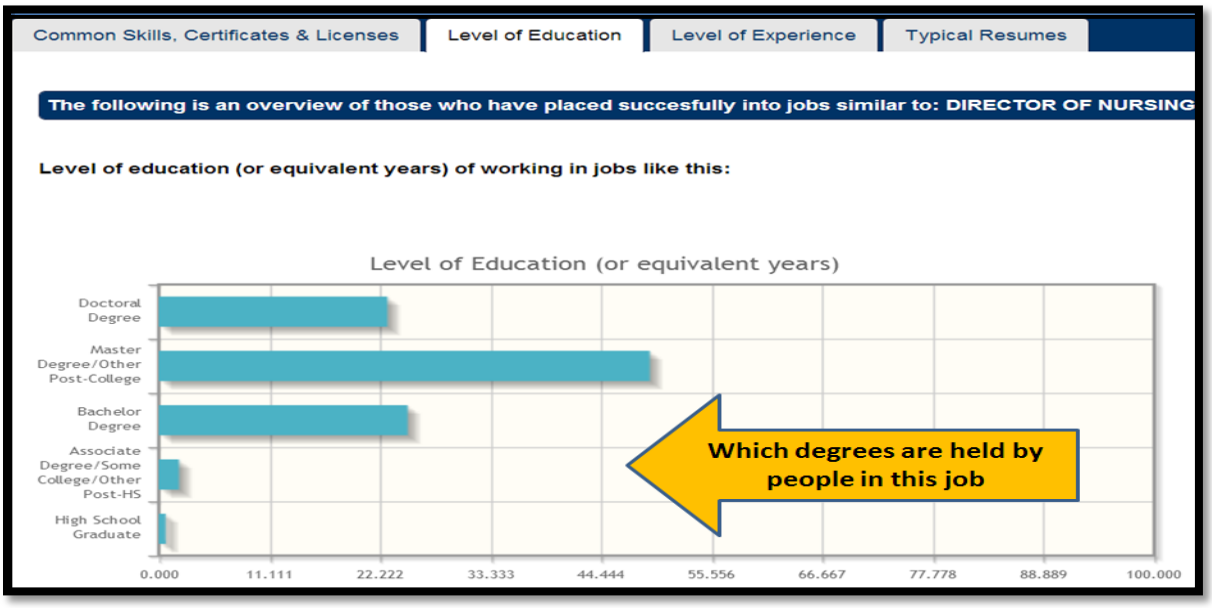
COMMON SKILLS, CERTIFICATES & LICENSES

Clicking the People with Similar Jobs icon will take you to a menu with several tabs. Each tab shows a different characteristic of people with the selected job title or jobs that are very similar. This will assist users in determining if they are suited and competitive for the selected job.



LEVELS OF EDUCATION

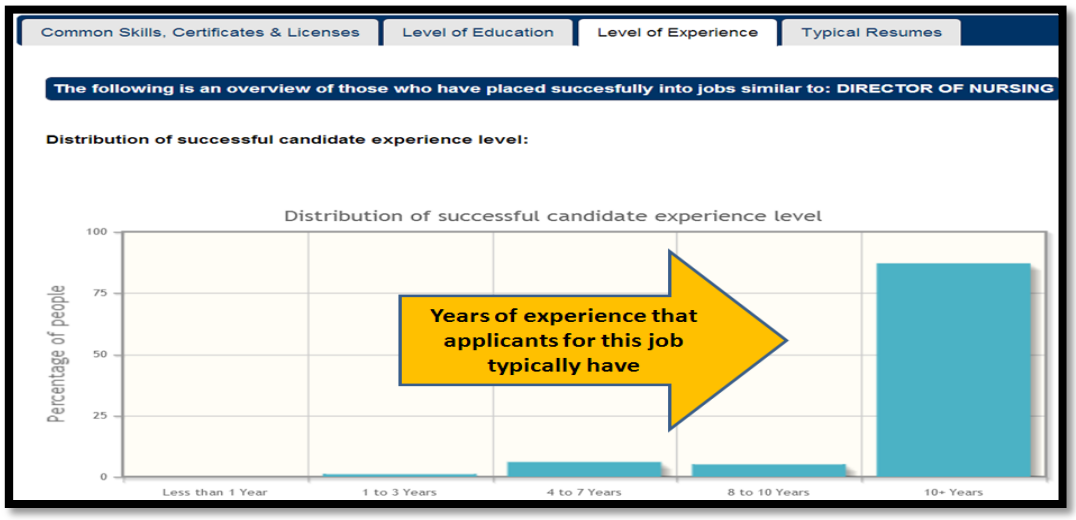
The **Level of Education** tab will show the range of degrees held by individuals who have this job title or one that is similar. The bar graph will demonstrate what percentage of workers fall into each degree category. This will help the user determine what education level will make them eligible and competitive for this job posting.



This graph will NOT specify if there is a minimum education level required for a specific job posting. To verify any requirements, you must read the actual job posting.

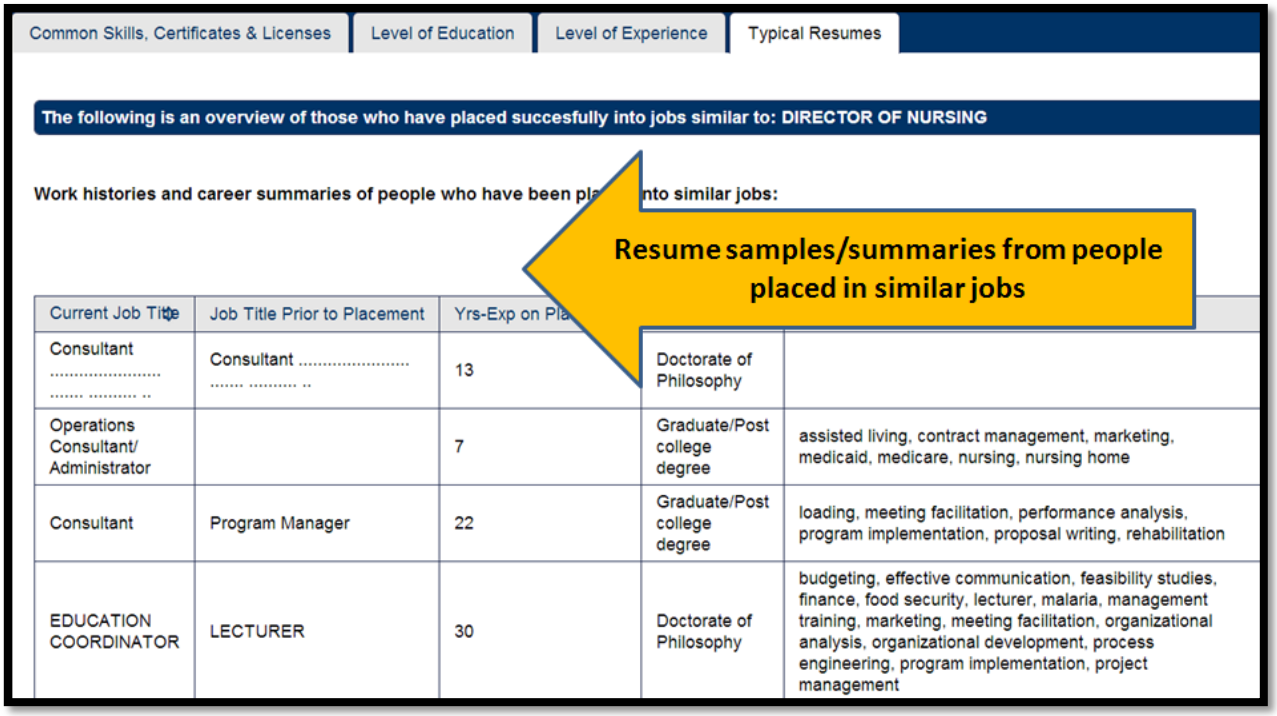
LEVELS OF EXPERIENCE

The **Levels of Experience** tab will show how many years of experience most people have for the selected job title.



TYPICAL RESUMES

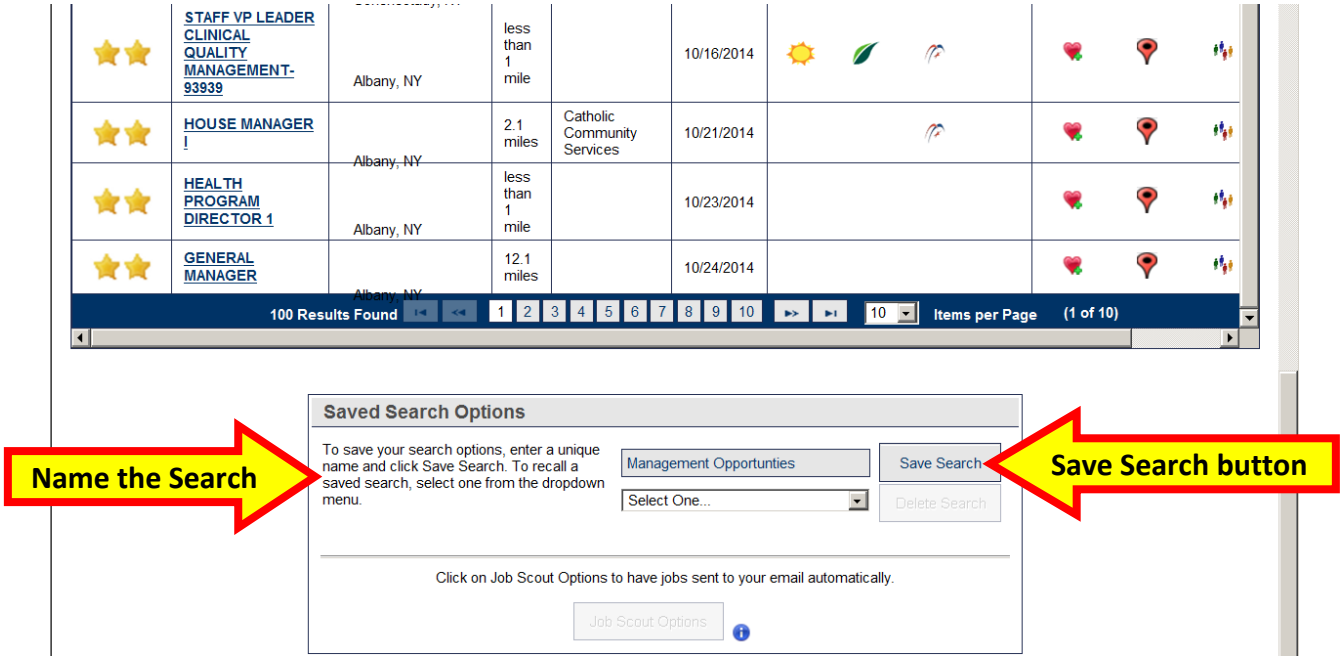
The **Typical Resumes** tab will show samples of the work histories of people who have held that job title or one that is similar. This helps the user determine if their work experience is similar to and competitive with others who have successfully applied for similar jobs.



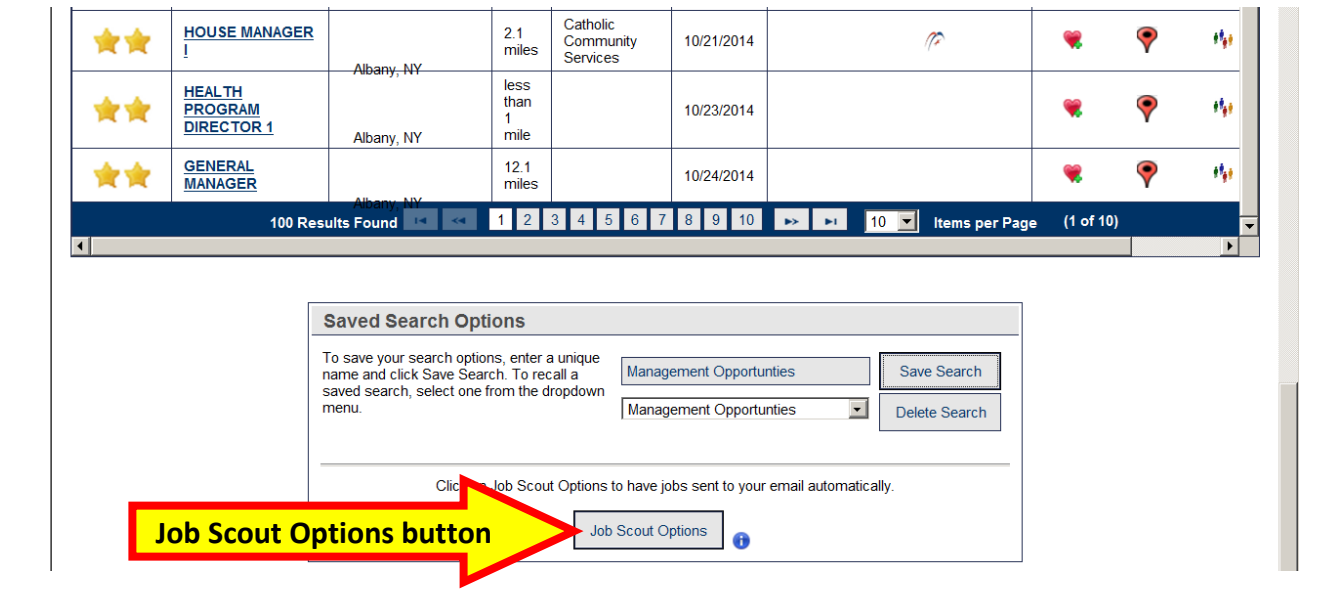
*All of the information contained in "**People with Similar Jobs**" is generalized to the selected job title, not necessarily the specific job posting. The information should not be viewed as requirements for what credentials and experience an applicant must have to apply for the job.*

SAVING A JOB SCOUT

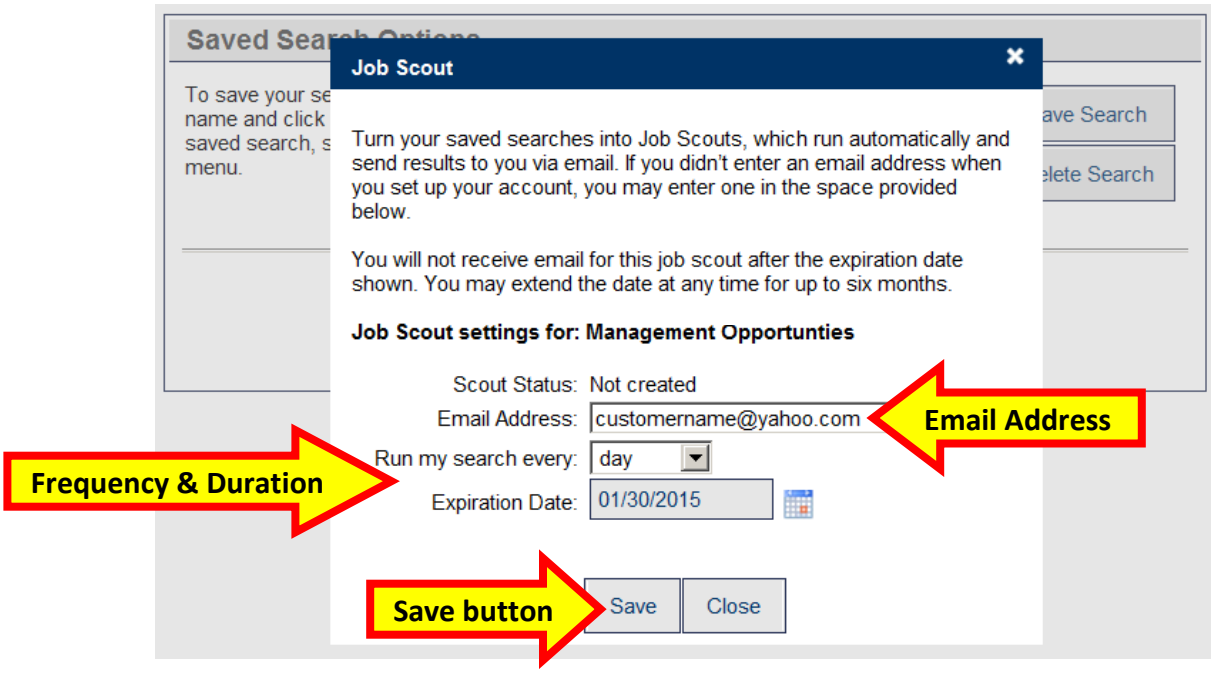
First, perform a Resume Based Job Search. At the bottom of the search results, there is a box to save the search. Create and key in the name of the search in the shaded box and click the **Save Search** button.



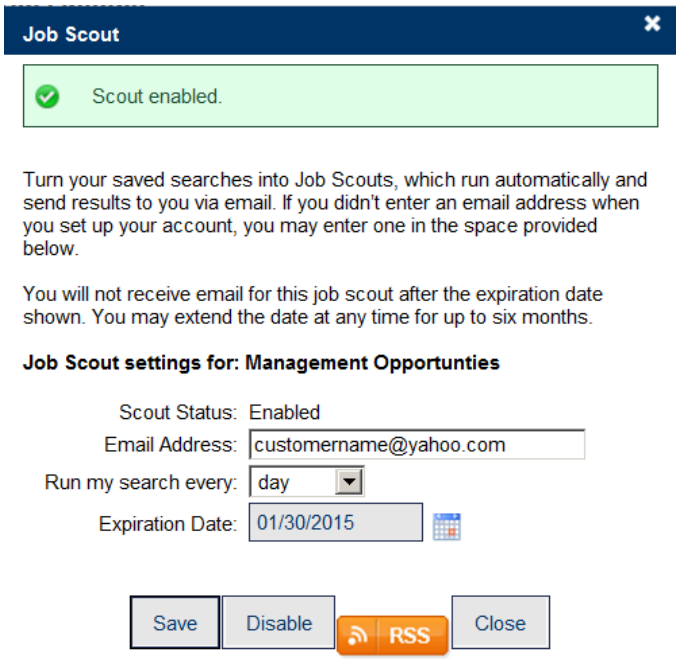
Once the search is saved, it can then be turned into a **Job Scout** for the customer. A Job Scout is an automated email that provides job leads and openings. These are similar to the email messages once received with SMART. Click the **Job Scout Options** button. This button is only accessible when there is a saved search.



With the customer, enter the customer's email address and decide upon the frequency (daily, weekly, etc) and an expiration date (not more than 6 months from the current date). Click the **Save** button.



The Scout is created and enabled once the **Save** button is clicked. To disable, perform the saved search, click on "Job Scout", and then click "Disable." Here you can also choose the option to receive job leads through an RSS feed.



RESOURCES AND ASSISTANCE

EMAIL: JOBZONE@LABOR.NY.GOV

RESOURCES AND ASSISTANCE

Additional program information, OSOS guides and other resources can be found at:

http://labor.ny.gov/workforcenypartners/osos.shtm

For further assistance, please contact the OSOS Help Desk:

By phone: (518) 457-6586

By email: help.osos@labor.ny.gov