| ESS Function: | Delaware JobLink DJL Functions: | Area |
| --- | --- | --- |
| \*In order to obtain the best results for a job search, the job seekers resume is to be created in DJL and assign the correct O\*Net code to each work experience that is contained in the resume. **This is the method that is required by DET policy.**Job search can be conducted at various points of the service delivery. Per LE #1, job search is always conducted with a new registration. | See LE #1 for DJL steps-Registration. |  |
| 1. **To conduct the job search when assisting a job seeker:**

If the desired number of searches is not found, go to step #2. If client does not specify number of searches desired, three or more is acceptable. |  Search for client, from Universal page, click on “resume” on left side of page. Click on “search job” for the desired resume you want to perform job search for. Page will appear with numerous fields. Scroll to bottom of page and click on “search”. Jobs will appear in order of relevance. By clicking on job title, job description and additional information will appear. Scroll to the bottom of page, and you will see instructions on how to apply for this position. On top of page, if you click on “Comparison” you will see side by side how the job seeker’s employment experience, education and desired salary compare to the selected job.  | One Stop |
| 1. **Perform a quick search in DJL. Is only performed after step 1, if desired results are not obtained.**
 | To perform a quick search, click on Job Search on left side of page. Then click on Quick Search. Enter **“one or more key words”** from the resume or job experience of the job seeker you are assisting. For example, if you are assisting a job seeker who is experienced in carpentry, type in carpenter or construction. Then **“Enter location as city and state (Boston, MA) or enter the five-digit ZIP”**. This is the location that the job seeker has stated as their location that they would most like to find employment or travel from, (usually zip code of home address). Then “**Search radius around above location”**. This is the distance the job seeker is willing to commute. Then click on “Delaware JobLink jobs **plus** jobs from other sites.” Then click on “Search”.Jobs will appear in a list. Click on order by, “Relevance” this will display the job openings that most closely match your criteria first.  | One Stop |
| 1. **Job search if the job order number is known, such as listed on a flyer at the local office.**
 | If the job order number is known, click on “Job Search” on left side of page, the “Advanced Job Search”, and then scroll to the bottom of the page and type job order number in the box under “By **Job Order Number**”.Then click on “Search”. | One Stop |
|  |  | One Stop |

**Veteran’s Priority of Service: Jobs and Resumes.**

Both job and resume searches are now coded for Veteran’ Priority of Service (VPOS).  **Employers/jobseekers** may not be able to find brand new job orders/resumes right away.  Non-Covered Persons have a two-day delay on new job orders.  Covered Persons have a one-day delay.  Covered Veterans and Other Eligible’s see job orders and resumes the same day.

On the resume side, only resumes of Covered Veterans and Other Eligible’s show to **self-service employers** the same day.  Covered Persons appear the next day.  Non-Covered Persons display in two days.  This delay is also integrated into the batch email (Email Alerts). Similarly, anonymous searching (quick searches before logging in) are treated the same as non-vet searches.