| ESS Function: | Delaware JobLink DJL Functions: | Area |
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| \*The best method for a resume search is to create the resume in DJL and assign the correct O\*Net code to each work experience that is contained in the resume and assign the correct O\*Net to each job order that is created. This is the method that is required by DET policy**To conduct the resume search when assisting an employer:** |  |  |
| 1. **To search for resumes that match an employer’s specific job order, first locate the employer by conducting an employer search. Then locate the job order and perform the search.**

If no searches are found, expand the search. If still not searches, go to step #2. |  Click on left side of page on “Employer Search”. Type in “Company Name”. Scroll to bottom of page and click on “Search”. Employer names that are similar to what you entered will show. If there are several listed, you can click on the name and more information will appear, which will assist you in selecting the correct employer you are searching for. When you select a “Company Name”, it will take you to “Employer Details” page. Click on “Job List”. You will be taken to “Active Job Postings” page. From this page click on “Job Title” to review the posting. To perform the resume search, you should click on resume search for the desired job title. Then scroll to the bottom of page and click, “Show Candidates”. Job seekers will appear in order of relevance. By clicking on resume title, additional information on job seeker will appear. Scroll to the bottom of the screen and you will see the Gap evaluation for selected resume.Click “go to client details” which will take you to the client Universal page. Use the below key to determine Veteran, RES or UI resume.

|  |  |
| --- | --- |
| **This candidate is enrolled in UI.** | Unemployment Insurance Claimant |
| **This candidate is enrolled in RES.** | Reemployment Services Participant |
| **This candidate is a veteran.** | Veteran |

From “Potential Matches” page, click on “broaden your search” if desired number of resumes do not appear. The search can be broadened up to six times. The desired number of resumes is the number of referrals the employer desires for this job order. This information can be found by clicking on the “job title” and scrolling to the bottom of the job information page under section “staff options”. | One Stop |
| 1. **Perform an occupation search in DJL. Is only performed after step 1, if desired results are not obtained.**
 | From DJL main page, click on “Resume Search” on the left side of page. From “Delaware JobLink Resume Search” page, click on ”Search by type of job”. Enter “Keywords” for the resume search. This should be a few words describing the resume you are searching for (by occupation). Such as Carpenter or Construction. Then scroll to the bottom of page and click on “search”. Depending on the keyword you enter, you may need to narrow down your search on the next page. Once you find the appropriate occupational title for the job you are searching for, click on ‘search’ to the right of the occupation. You then can narrow down your search by completing additional fields on the set search parameters screen. Then scroll to the bottom of page and click on “Show Candidates”. The search results will show matching resumes for job seekers who have experience or are seeking work in the occupation you have selected. They also are within any other parameters you entered on the parameters screen. If the desired number of resumes is not generated through this search, scroll to the bottom of the page and click on, “Modify Search” and enter different parameters or search by a similar but different occupation. | One Stop |
| 1. **Perform a quick resume search in DJL. Is only performed after step 1, if desired results are not obtained.**
 | From DJL main page, click on “Resume Search” on the left side of page. From “Delaware JobLink Resume Search” page, click on “Search All Resumes”. Set the search parameters; Enter “Keywords” for the resume search. This should be a few words describing the resume search. Such as Carpenter or Construction. Enter zip code which the job is located in for “Job Location”. If the job has specific requirements such as Commercial Driver’s license, it should be indicated on this screen. Then scroll to the bottom of page and click on “Show Candidates”. The search results will show matching resumes for job seekers who have indicated they prefer to work in that location. If the desired number of referrals is not generated through this search, scroll to the bottom of the page and click on, “Modify Search” and type in other “Keywords” which reflect the experience or skills the employer is looking for.  |  |

**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.