

## General DET Contract Policy 6 –Resumes (Youth and Adult)

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### Purpose

One objective for all participants is to leave the program with a marketable resume that contains newly attained skills and credentials as well as provides participants a resume for job search activities.

### Procedure.

In order to accomplish this, every participant in an Adult Occupational Skills Training program or Youth program must start with a ***built*** resume in Delaware JobLink. This resume may be enhanced and then uploaded and additional resumes may be built and/or uploaded.

Resumes which are built in Delaware JobLink have a higher number of occupational codes to match to job orders and can be updated as the participant gains skills and credentials.

### Timeframe.

For Adult programs, at least one built resume should be active in Delaware JobLink no later than the end of the planned Occupational Skills Training.

For Youth Programs, resumes are encouraged to be built as early as possible to enable participants to seek employment but can be built at any time during program participation. Youth must have at least one built resume prior to exit.

Any participant who is in active job search shall have at least one active resume.

### Procedure for Activating/Inactivating Resumes.

All active resumes in DJL, are accessed by employers and DET staff for job referrals.

During the training or prior to job search, contractors may opt to inactivate the participant's resume, so they are not in the pool for job referrals or indicated as a potential candidate for employment.

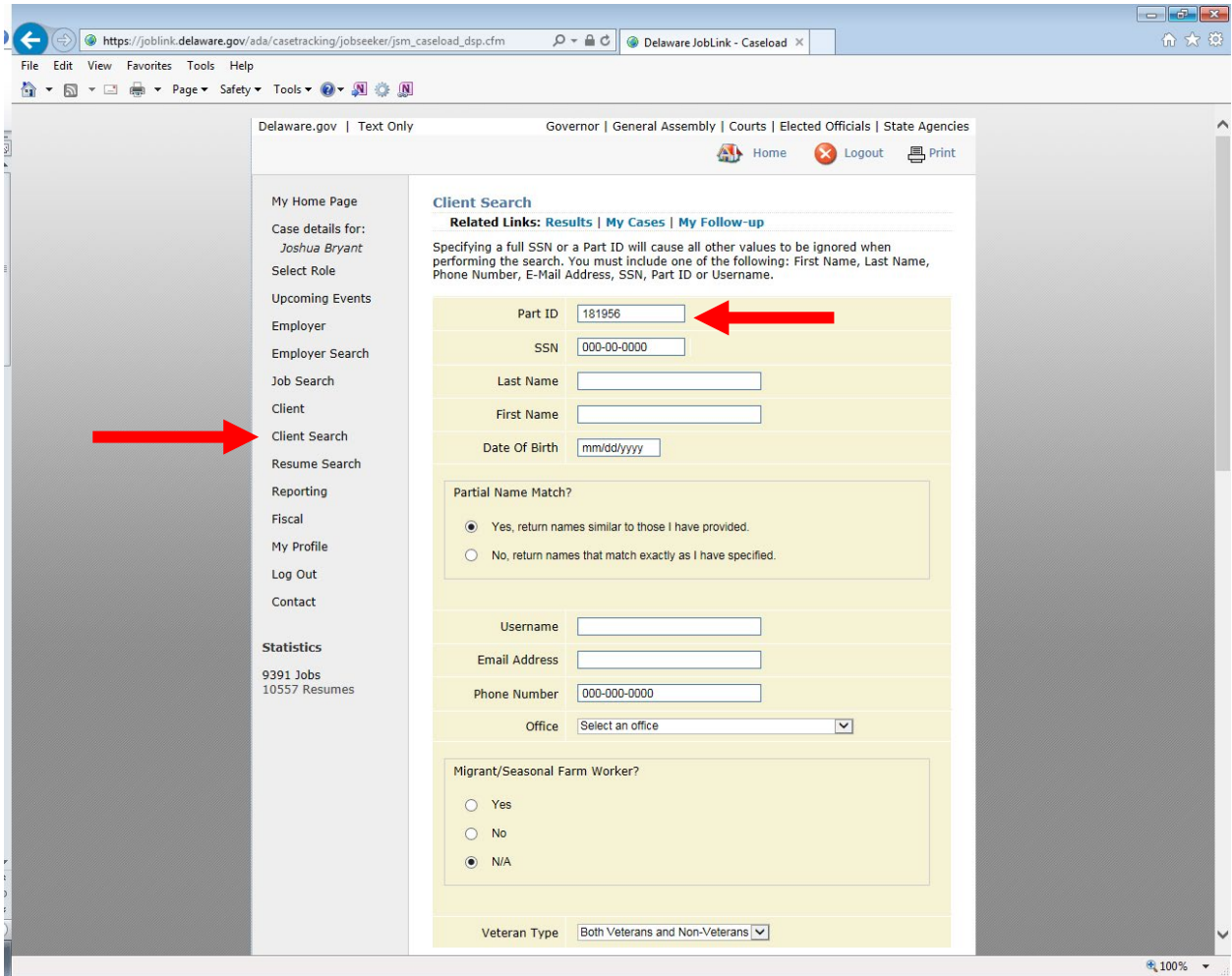
Resumes should be updated as new skills and credentials are obtained. Once the participant is actively seeking employment, the resume should be active. Regardless of built or uploaded, when a resume is active, all questions within the "Selections" section should be completed. If not, it will indicate "incomplete".

The following provides contractors with the steps that need to be taken to activate or inactivate an individual's resume.

The following are screenshots at a point in time. They are subject to change as Delaware JobLink changes.

First, do a client search-Enter their PID

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From the Universal Screen, click on “Resumes”

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The screenshot shows a web browser window with the URL [https://joblink.delaware.gov/ada/casetracking/jobseeker/jsm\\_casedetail\\_dsp.cfm?clientid](https://joblink.delaware.gov/ada/casetracking/jobseeker/jsm_casedetail_dsp.cfm?clientid). The page displays a client's profile with various sections. A red arrow points to the 'Resumes' link in the left-hand navigation menu.

SCSEP	
LIB Libraries	
BC Blue Collar	
TACT TAACCCT	
InterAgency Referrals	There are no InterAgency referrals entered.
Staff Entered Self-Service Services	There are no self-services entered.
Participant Entered Self-Service Activity	There are no self-services recorded.
Partner-Provided Services	There are no partner-provided services entered.
Client Call In	Information about Client calls
Co-Registrations	This client has 0 co-registration(s).
Current Enrollments	Client currently has 2 open enrollment(s) in 2 program(s).
Work Experience	There have been 3 jobs entered.
Skills List	Jobseeker skills have been entered.
Test Results	No test results are available.
Testing Information	There are 4 tests entered.
Client Notes	No notes have been entered.
Basic/Enhanced Employment Plan	There is no BEP/EEP for this Client.
Preferred Employer List	There are 0 preferred employers entered.
Resumes	
Activity Log	
Workkeys Scores	
Job Referrals	No job referrals have been entered.
Job Development	No job developments have been entered.
Job Placement	No job placements have been entered.
Printable Version	Select the case sections to print.
Online Client Release	
Printable Client Release	
EEO	

**Uploaded Documentation**

2 Universal documents are available	<a href="#">View</a>
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Next, scroll to the bottom of the screen and click on the date next to “Expires” This is where you will be able to change the number of days the resume should remain active or you can make the resume inactive.

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Overview page. On the RESUME Preview page, click the **Print/Download PDF** link to view the resume in PDF format and use the Adobe print icon to print the resume.

## RESUME BUILDER

Resumes for Melanie Jones

Here you can manage your resumes or click **Create a Resume** to start building a resume or to upload one you have created in Microsoft Word. You can create as many resumes as you want. All new resumes in completed will be added to this page. You will be able to edit, print or save a copy of it to your computer. Click the **Status** link for a resume to make it active, inactive or to set the number of days it will remain active. Click **Selections** to view or edit information that will be included on that resume. To replace an uploaded resume, click **Upload**.

Resume Title	Last Update	Selections	Status	Search	Views	Delete
Special Education Teacher's Assistant	2013-10-17	Selections	Active until 2014-01-23	Search	0	Delete

[Create a Resume](#)

0:00:00

### RESUME BUILDER

If you need assistance, click to watch an instructional video

► welder  
Created: 2016-10-20 | Updated: 2016-10-20 | Expires: 2017-01-18  
Selections: [Edit Selections](#) | Views: 0

[View Options](#)

[Create Another Resume](#)

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network

EOE | Veterans' Priority | Privacy | Browser Help | Protect Yourself | About Us | FAQ  
Build: r31243 , 13.2.16

115%

The bottom of the page indicates the “Number of Days to Remain Active”. To inactive, set this to “0”. To activate set up to “99”.

# General DET Contract Policy 6 –Resumes (Youth and Adult)

STEP 5  
▶ Honors and Awards

STEP 6  
▶ Licenses and Certifications

STEP 7  
▶ Other Information

STEP 8  
▶ Military Service

STEP 9  
▶ Commercial Driver's License

STEP 10  
▶ References

STEP 11  
▶ Review/Edit Selections

My Home Page

Upcoming Events

Job Search

My Saved Searches

My Resumes

My Saved Jobs

My Skills List

My Activity Log

My Profile

Career Exploration

To set an active resume to inactive, enter zero (0) and click **Update Resume**. To set an inactive resume to active, enter the number of days you want it to be active and click **Update Resume**. You can set your resume to be active up to 99 days. Inactive resumes cannot be seen by employers.

Number of Days to Remain Active: 99

Update Resume Cancel

Resume Preferences

## RESUME BUILDER INSTRUCTIONAL VIDEO

If you need assistance, click to watch an instructional video

\* Indicates a required field

Number of Days to Remain Active: 85

Update Resume Cancel