



Instructions For Job Seekers:

1. Log onto: www.jobfit.com/nwcep
2. Complete steps "A" and "B" below:



**Then on
the next
page...**



3. Follow these steps:

Step 1: Register

- The registration page contains 6 short sections.
- Fill in or select your responses, and then click the **REGISTER & CONTINUE TO JOBFIT SURVEY**.

Step 2: Take the JobFit™ Survey

- The survey has 6 parts, no time limit, & takes approximately 90 minutes to complete.
- When you have completed all 6 sections, click the **COMPLETE ASSESSMENT** button to complete and save your survey.

Step 3: Review your Career Compatibility Passport

- Select **REVIEW CAREER PASSPORT** to see your survey results. It is recommended that you print your Career Compatibility Passport.
- Select Back Arrow Button.
- Click the **COMPLETE REGISTRATION** link. This takes you to your Career Manager.

Step 4: Upload or Create a Resume (Optional but recommended) you may choose to create a resume or upload a resume you have already created.

- Upload Resume:
 - Click the **RESUME CENTRAL** button on your Career Manager page.
 - Click **UPLOAD RESUME** button on the left side in Resume Central. Follow the directions for uploading your resume.
- Create Resume:
 - Click the **RESUME CENTRAL** button on the left side of Career Manager page.
 - Click the **BUILD RESUME** button on the left side in Resume Central. Create your new resume by filling in desired fields.

Step 5: Search for Jobs

- Sign into your account using the username and password you created.
- Click the **SEARCH JOBS** button on the left hand side of Career Manager page.
- Leave all fields blank to locate **all** open jobs in your area or enter your search requirements in the fields provided to look for a specific job.
- Click **EXECUTE SEARCH**.