

# Find Jobs on jobsnd.com

## Create a Virtual Recruiter

Virtual Recruiter® is an automated job search tool that saves your job search and periodically identifies new or updated job postings that fit your job search criteria. Best of all, the Virtual Recruiter notifies you by e-mail, text message or through the internal message center when it finds a match.

Let the virtual recruiter work for you:

1. Log in to your job seeker account.
2. Under the **Quick Menu**, *click*:
  - >My Portfolio
  - >My Individual Plans
  - >Employment Plan Profile
  - >Virtual Recruiter tab
  - >Choose Create New Job Alert
  - >Advanced Job Search
    - Select specific criteria for your job search
3. *Click Search*>**Save Search**.
4. You will arrive at the Virtual Recruiter information page. Enter a title for your job alert to distinguish this alert from others. Be as specific as possible.
5. Choose how often you want the Virtual Recruiter to work for you, how you would like to be notified, and an expiration date.
6. *Click Save*.

## Job Service North Dakota Offices

### Bismarck

1601 E Century Ave  
Bismarck, ND 58503  
Ph: 701-328-5000

### Devils Lake

301 College Dr S  
Devils Lake, ND 58301  
Ph: 701-662-9300

### Dickinson

66 Osborn Dr  
Dickinson, ND 58601  
Ph: 701-227-3100

### Fargo

1350 32nd St S  
Fargo, ND 58103  
Ph: 701-239-7300

### Grand Forks

1501 28th Ave S  
Grand Forks, ND 58201  
Ph: 701-795-3700

### Jamestown

1307 12th Ave NE, Ste 3  
Jamestown, ND 58401  
Ph: 701-253-6200

### Minot

3416 N Broadway  
Minot, ND 58703  
Ph: 701-857-7500

### Wahpeton

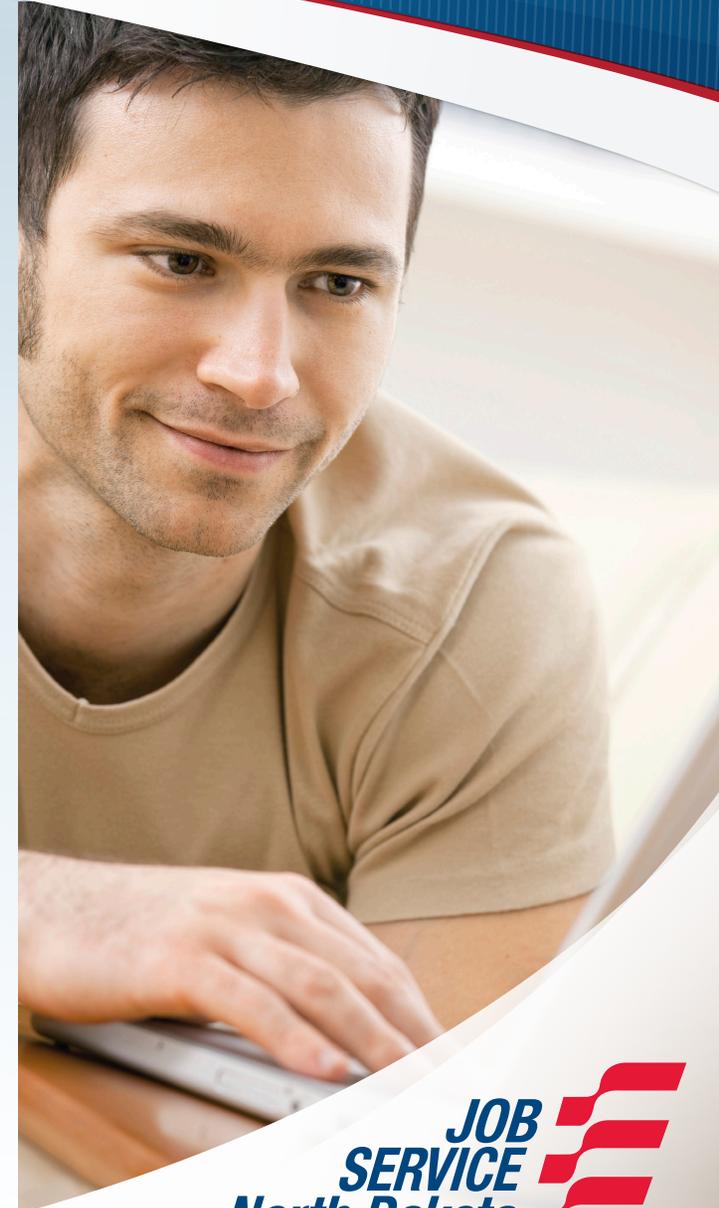
524 2nd Ave N  
Wahpeton, ND 58075  
Ph: 701-671-1550

### Williston

422 1st Ave W  
Williston, ND 58801  
Ph: 701-774-7900

### TTY Relay ND

800-366-6888  
7-1-1



**Tip – Create multiple Virtual Recruiters to search for jobs with different criteria.**

**Be sure to give each Virtual Recruiter a new title.**

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**americanjobcenter**  
network



WORKFORCE PROGRAMS  
JSND-6151 (R.2.16)

Job Service North Dakota is an equal opportunity employer/program provider. Auxiliary aids and services are available upon request to individuals with disabilities.

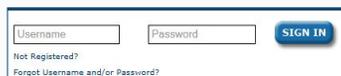


## Job Searching Made Easy

Job Service North Dakota's advanced job search tool at jobsnd.com makes searching for a job easy. Creating an account and logging in gives you full access to the site.

## Create a Secure Account

Create a secure account to access the online job search tool.



Go to jobsnd.com and *click Find a Job*. You will arrive at the registration page.

If you're a new user, *click Not Registered?*, then **Individual** under Option 2. Create a Username and Password, and answer the questions. Items with an asterisk (\*) are required in order to continue.

**Note:** If you get a message saying it appears you are already registered, call one of the offices listed on this brochure to get your login information.

### Tip – Easily print a generic job application for job listings that ask you to apply by that method.

Go to **My Portfolio, My Individual Profiles, Personal Profile** and complete the information in the **General Information** and **Background** tabs.

To print, go to **My Portfolio, My Individual Plans, Employment Plan Profile**, choose the **Online Application** tab, then choose **Print Job Application** near the bottom of the screen.

## Create Your Resume

Employers might choose to search for active resumes on jobsnd.com based on resume title, the occupation title you put on a resume, keywords or skills. You can save up to 20 résumés on jobsnd.com. Resumes are active for 90 days. Keep them updated and active for best results. Use correct capitalization, spelling, and punctuation.



- *Click Resume Builder.*
- *Click Create New Resume* (or click a resume's title to edit an existing resume).
- Select the creation method:

**Internal Resume** – Use a step-by-step process (create your résumé from scratch).

**External Resume** - Attach an existing Word or .pdf file.

**Copy-and-Paste Format** – *Copy* your resume from another format such as Word and *paste* it into the box provided.

**Copy Existing Resume** – Can use this method if you already have at least one résumé on this system.

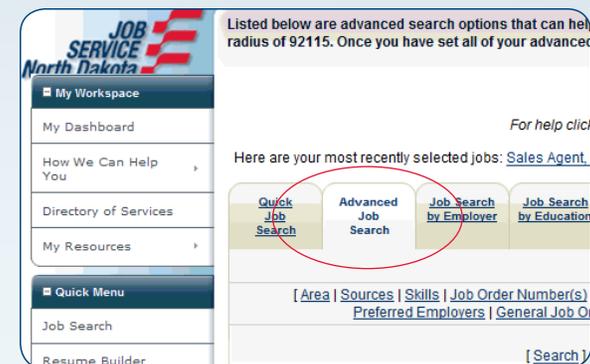
- Select whether or not you want employers to see your résumé online.

*Choose Print Resume* under the open resume box to print your résumés when they are complete.

## Search for Jobs

*Click Job Search* in the **Quick Menu** after completing the online registration.

Perform a **Quick Job Search** by geographic area or keywords. *Click the Advanced Job Search* tab to search by occupation group, employer, salary, job posting source, or other options.



A detailed list of jobs matching your criteria will appear on the job search results screen. Click on any job title for more job information such as the education, experience and job skills needed. Ready to apply? Click the **How to apply for this job** button at the bottom of the screen.