

# 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 AlertComplete the specific criteria for your job search
3. *Click Search>Save Search* at the bottom of the screen.
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*.

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

Be sure to give each Virtual Recruiter a new title.

## JOB SERVICE NORTH DAKOTA WORKFORCE CENTERS

### BISMARCK

1601 E Century Ave.  
Bismarck, ND 58503  
Ph: 701-328-5000  
infojsbis@nd.gov

### DEVILS LAKE

301 College Dr. S.  
Devils Lake, ND 58301  
Ph: 701-662-9300  
infojsdl@nd.gov

### DICKINSON

66 Osborn Dr.  
Dickinson, ND 58601  
Ph: 701-227-3100  
infojsdk@nd.gov

### FARGO

1350 32nd St. S.  
Fargo, ND 58103  
Ph: 701-239-7300  
infojsfg@nd.gov

### GRAND FORKS

1501 28th Ave. S.  
Grand Forks, ND 58201  
Ph: 701-795-3700  
infojsgf@nd.gov

### JAMESTOWN

1307 12th Ave NE, Ste. 3  
Jamestown, ND 58401  
Ph: 701-253-6200  
infojsjm@nd.gov

### MINOT

3416 N. Broadway  
Minot, ND 58703  
Ph: 701-857-7500  
infojsmn@nd.gov

### WAHPETON

524 2nd Ave. N.  
Wahpeton, ND 58075  
Ph: 701-671-1550  
infojswp@nd.gov

### WILLISTON

422 1st Ave. W.  
Williston, ND 58801  
Ph: 701-774-7900  
infojswl@nd.gov

### TTY RELAY ND

800-366-6888  
7-1-1

### UNEMPLOYMENT SERVICES

Go to <http://www.jobsnd.com>

**Select-** Unemployment for Individuals

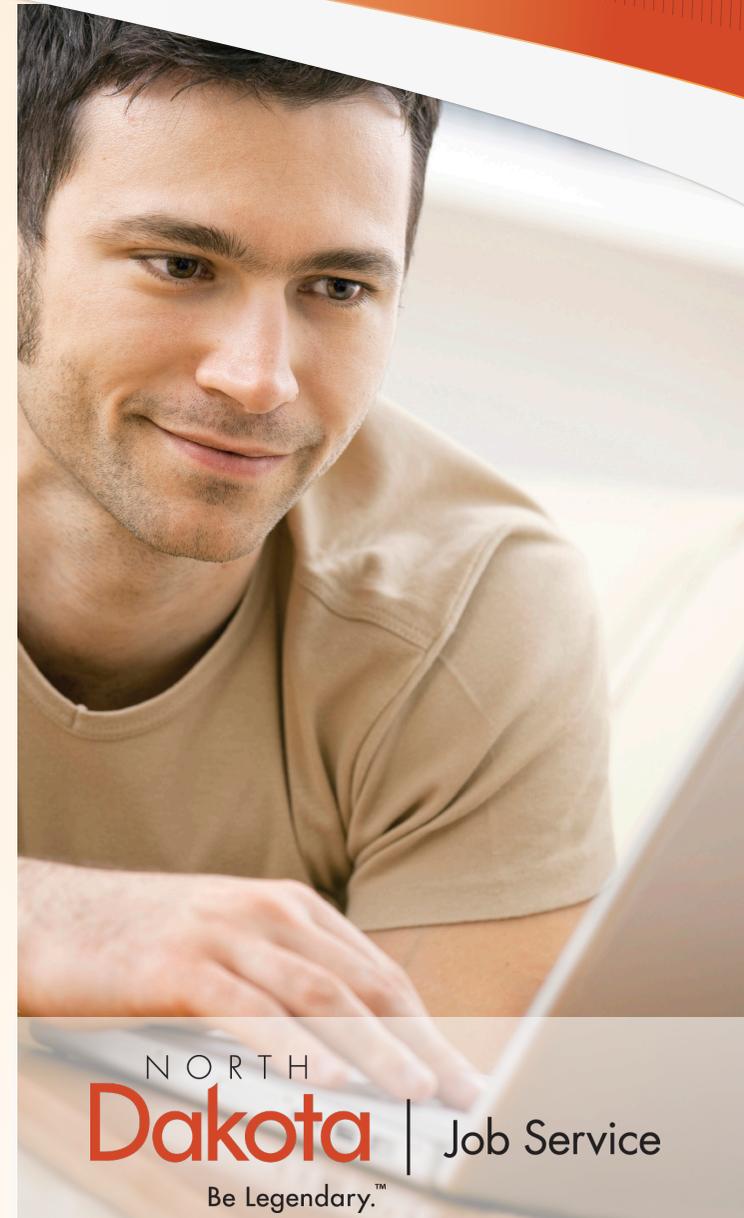
Ph: 701-328-4995

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**americanjobcenter**  
network

WORKFORCE PROGRAMS  
JSND-6151 (R.2.2020)

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

In compliance with the Stevens Amendment, Job Service North Dakota states that the Federal government has provided Title I and III monies to support to provide work experience and training



NORTH  
**Dakota** | Job Service  
Be Legendary.™

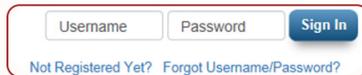
## JOB SEARCHING MADE EASY

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](http://jobsnd.com) and *click* **Find a Job in the individuals section.**



If you're a new user, *click* **Not Registered Yet?**, then **Individual** under Option 3. 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, click on **Forgot Username/Password?** to reset your username and/or password.

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

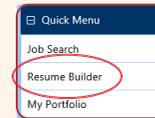
Go to My Portfolio, My Individual Profiles, Personal Profile to review and update the information in the General Information and Background tabs.

Go to My Portfolio, My Individual Plans, Employment Plan Profile, choose Online Application, then enter the employment information and click 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 resumes 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).
- Create a title for your resume.
- Select the resume source.



**Create a New Resume from Scratch** - use a step-by-step wizard

**Use Existing Resume** - use content from an existing resume file (e.g. Word or PDF)

**Duplicate a Resume in our System** - build your resume from a previously entered resume

- Select whether or not you want employers to view your resume online.

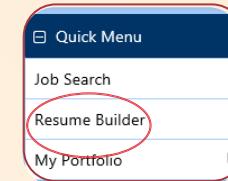
*Click "Next" at the bottom of the page as you complete the Resume Builder. Click Finish to save the completed resume.*

Choose **Print Resume** under the open resume box to print your resumes.

## SEARCH FOR JOBS

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

Perform a **Job Search** by geographic area or keywords on the **Quick Tab**. On the **Advanced Job Search** tab, search by occupation group, employer, salary, job posting source, or other criteria.



A 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**

*Tip – Find all upcoming Job Fairs at [www.jobsnd.com/job-fairs](http://www.jobsnd.com/job-fairs)*