



TIP SHEET

USING MINNESOTA WORKS (JOB BANK)

Minnesota Works used to be called Minnesota Job Bank. It allows you to seek work in the convenience of your own home, or at any location with Internet access. You can access hundreds of new jobs posted every week. You can also post your resume on Minnesota Works using a standardized format, so that employers who are searching for candidates can find you. (It may be required that you post your resume in order to collect Unemployment Insurance.) At all times you personally control updating your resume and/or removing it once you are employed.

1. Got to Minnesota Works at www.minnesotaworks.net
2. If you are not already registered click on **JOB SEEKER REGISTRATION**
3. Click the checkboxes that you accept the Data Privacy Notice and are legally eligible to work in the U.S., then click **NEXT**.
4. Complete the Registration Form, and **SUBMIT**.
5. Create a **USER NAME** and **PASSWORD** (it will be case sensitive). You will need to remember these each time you return to this site.
6. Once registered you **LOG IN** at the top right of the screen each time you return.

To Submit Your Resume

1. Click on Resume from the menu on the left.
2. Complete the parts of the resume by clicking on the corresponding underlined link. Some fields are required.
3. Remember that first impressions are very important! Registered employers may view your resume, so double check the spelling, and contact information for accuracy.

To Search for Jobs

1. Click on Search For Jobs in the left Menu area
2. Select how many miles from your zip code you would like to search.
3. Enter a Keyword Search (for example Accounting or Welder).
4. Click on Search.
5. View jobs by clicking on the underlined job title.

You will have the option of saving your searches, so that each time you come back you won't have to re-create the same search.

If you save a search, you can turn on the email notification feature, so the system will email you search results on a regular basis.

Don't forget to **LOG OUT** when you are finished.