



The Employ Florida Marketplace

Understanding the Employ Florida Marketplace

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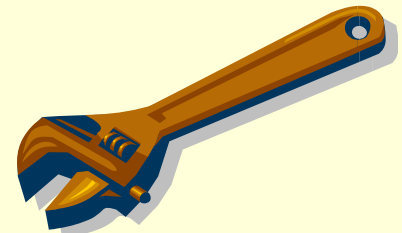
What is EFM?

- EFM is the Employ Florida Marketplace.
- This website serves as a job seeker/workforce services system designed for job seekers, students, case managers, employers, training providers, workforce professionals, and all individuals seeking workforce services.



Why is EFM a Powerful Tool?

- EFM contains several different features for both job candidates and employers.
- Each of these services is offered in one convenient location.
- EFM allows users to use preferred settings
- User information can be saved and automatically populated into resumes



How can EFM help me?

- Some features of EFM that can help job candidates include:
 - Use of a professional format to create and send resumes and cover letters to employers
 - Assessment of your job skills, goal setting, and research of training providers
 - Ability to review and apply for available jobs online
 - A Virtual Recruiter search agent to automatically review job postings and notify you of jobs that match your skills
 - Ability to track your job search efforts and resumes sent in a personal profile folder online
 - Information on services and benefits for which you may be eligible
 - Ability to determine a budget and plan for training
 - Regional labor market information, such as salaries
 - Use of the e-mail/message center to contact employers and your case manager

It's as Easy as ABC!

- EFM can be easily accessed from home, work, the library, or your local Workforce Connection Office
- Registration allows Job Candidates to save personal information, settings and preferences that make using the system easier and quicker during future visits.



What Does EFM Registration Include?

- A personal file folder that contains information on saved searches, system settings, and other information
- Career assessment tools, including skills matching, that help match a person's qualifications and abilities to specific occupations
- A home page with customized news content
- Creation of resumes and cover letters
- Automated job searches through the Virtual Recruiter that deliver job opportunities to a system message box, an e-mail address you provide, or both

How Do I Register in EFM?

- Go to www.EmployFlorida.com
- Click “Not Registered”
- Click “Register”
- Click “Individual”



USERNAME PASSWORD Sign In

- ▶ Not Registered? Learn How and Why
- ▶ Try Us Out as a Guest Without Registering
- ▶ Forgot Username and/or Password?
- ▶ En Español

EMPLOYERS

- ▶ Find a Candidate
- ▶ Register Job Openings
- ▶ More Employer Options

JOB SEEKERS

- ▶ Find a Job
- ▶ Create a Resume
- ▶ More Job Seeker Options

What Comes Next?

- Create or cut and paste a resume and complete the Background Wizard
- Click “**Resume Builder**” at the end of your registration or by selecting it from the Quick Menu:
- Choose whether you would like to display your information to employers
- Select “**Structured Format**” or “**Cut-and-Paste Format**”



Completing the Background Wizard

- Click “**My Individual Profile**” in the Quick Menu
- Click “**Personal**”
- Click “**Background**”
- Click “**Start the Background Wizard**”

The screenshot shows a navigation bar with four tabs: 'General Information', 'Background', 'Activities', and 'Men'. The 'Background' tab is selected. Below the navigation bar, there is a dark blue button labeled 'Start the Background Wizard'. An arrow points from the left towards this button. Below the button, there is a text input field with the placeholder text 'Education and Training Qualification(s)'. At the bottom of the screenshot, there is a table with four columns: 'Degree', 'Issuing Institution', 'Completion Date', and 'Action'.

Degree	Issuing Institution	Completion Date	Action
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Job Searching in EFM

- EFM allows users to search for jobs by a radius of their zip code, city, country, workforce region, specific metropolitan area or statewide.
- Users can perform a more focused job search by using keywords, specific wages and work hours



How Do I Job Search in EFM?

- Click “**Job Search**” in the Quick Menu
- Select the area you want to search within
- Select an occupation group and any other specifications for your job search
- Click “**Search**”



How Do I Apply for Jobs?

- Click “**Display more information**” at the bottom of the job order
- Click “**Apply**” for the method you wish to apply by

To display more information including how to apply for this job, click the button below.

Display more information on this job