



Instructions For Job Seekers:

1. From any computer with internet access, log onto

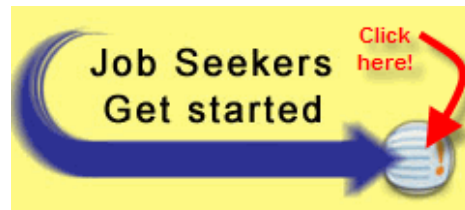
www.swwdc.jobfit.com

2. Follow instructions "a" and "b" below:

a.



b.



Then on
the next
page...

3. Follow these Steps:

Step 1: Register – Enter your Account Information.

- 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 takes approximately 1 hour to complete.
- Complete all 6 sections of the survey.
- 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.
- 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 résumé or upload a résumé 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 directions for uploading your resume.
- Create Resume:
 - Click the **RESUME CENTRAL** button on the left side of your Career Manager page.
 - Click the **BUILD RESUME** button on the left side in Resume Central. Create your new resume by filling in every field.

4.d.iv **WorkSource is an equal-opportunity partnership of organizations that provide employment and training services. Auxiliary aids and services are available upon request to people with disabilities.**