

## Job listing codes: What do they mean?

- WA117777** **WA** listings are posted by Employment Security Business Team members on behalf of employers and are screened for minimum requirements. These jobs must include specific wages.
- WS33335555** **WS** listings are posted by employers and staffing agencies registered with WorkSource; wages are not required with these listings and may provide an URL to apply directly through the employer’s website.
- WX01010011** **WX** listings are uploaded daily into the WorkSource website through the national labor exchange website Job Central. Employers that list through Job Central may not be registered with Work Source. Wages might not be included.

## Creating Job Searches/Scouts linked to your My WorkSource account:

**Job Searches** are set up to run at specific times determined by the individual user. Results can be sent to your Unread Messages folder in your WorkSource account. Searches can also be run manually. When an automatic timeframe has been designated for a Job Search, it becomes a Job Scout.

A **Job Scout** is a Saved Job Search which you set up to run automatically at specified schedules. You must have an email address in your WorkSource registration in order to create a job scout. As scheduled, the scout will automatically scan the available jobs and send to your email address a list of jobs that meet your criteria. You may create up to 5 different Job Scouts. You may edit or delete your WorkSource Job Scout at any time to make room for new ones.

1. Select locations in which to run your search—check as many areas as you are willing to commute to or relocate.
2. To select more than one occupational category, hold down the Ctrl (PC) or Command (Mac) key while clicking desired categories in the scrolling list.
3. If you have a specific job title you are targeting for your search, choose the related occupational category and select a specific occupation (the corresponding O\*NET code will display).
4. Create a title for your Job Search after completing other optional menu items (example: Teacher).
5. Select how often you want the Job Search to send you information, and for what length of time (weeks, months).

**Format Options**

Results Per Page:  25  50  100  250

Sort By:  Relevance  Date  Location

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**Name This Saved Search**

Enter a title for this Saved Search:

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**Create a Job Scout (Optional)**

Do you want to create a **Job Scout** for this search?  Yes  No

[About Job Scouts](#)

Select a schedule for when you wish to have the Job Scout search results sent to your email address.

**Schedule**

Daily Job Scout will run once a day.

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Weekly Job Scout will run once a week on the day you select.  
Pick a day of the week to run this Job Scout.

Monday  Tuesday  Wednesday  Thursday  Friday  
 Saturday  Sunday

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Every 2 Weeks Job Scout will run once every two weeks on the day you select.  
Pick a day of the week to run this Job Scout.

Monday  Tuesday  Wednesday  Thursday  Friday  
 Saturday  Sunday

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Monthly Job Scout will run once a month on the date you select.  
Pick a date to run this Job Scout.

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Select how long you want your Job Scout to remain active.

### Other quick tips:

- You can post up to five résumés and one application. To keep the résumés easy to access for different types of jobs that you apply for, use specific titles with a date listed to remember which résumé to submit to an employer. (Example: Web Designer 01052012—title plus MMDDYYYY format.)
- When formatting a résumé for a My WorkSource profile, keep in mind that the **style required is plain text**. Avoid using tabs, trying to indent or center text using the spacebar. Keep all lines justified against the page and use line breaks to separate headings and sections.
- To emphasize a word in plain text résumé format, use ALL CAPS or surround the text to highlight using \*asterisks\*. For bulleted lists, use a hyphen (-), plus sign (+), or similar character.
- The maximum size allowed for a copy and paste résumé is 1500 words or 12K.
- Update your résumés frequently. Updates move a résumé higher in the employer’s search results and extends the lifespan of the résumé to 180 days in the WorkSource website database.
- Use the **Advanced Job Search** tab on the home page to search for the same occupation in more than one region of the state.