



# *JobQuest* Worksheet

**Lawrence Location:**

Heritage Place  
439 South Union Street  
Bldg 2, Suite 106  
Lawrence, MA 01843  
(978) 722-7000

**Haverhill Location:**

Northern Essex Community College  
Student Center 1<sup>st</sup> FL Room #SC 118  
100 Elliott Street  
Haverhill, MA 01830  
(978) 241-4730

[www.valleyworks.cc](http://www.valleyworks.cc)

# JobQuest Worksheet

JobQuest is the State of Massachusetts online job search tool to connect employers to employees. This worksheet will prepare you to make the most of JobQuest quickly. If you are collecting unemployment, eligibility requires you to register on the JobQuest website.

## Why is using JobQuest so important?

Employers look for people they want to hire on JobQuest. They will look at your skills and experience to hire a quality employee. Accuracy is important in entering skills. Take the time to review the skills to ensure consistency with the skills listed on your résumé.

Registration is free and takes a few minutes. When you complete your registration, upload your résumé and build a customized job match. Your customized job match will provide a list of jobs with hyperlinks each time you log in.

A complete profile, demographics, career summary (objective), work history, education, training, licenses, certificates and registration increases your opportunities to connect with employers. Complete the worksheet and enter your data in JobQuest. Let's get started!

## How to Register in JobQuest

A complete registration in JobQuest allows the maximum number of employers to find you.

1. Completing this worksheet before you begin your JobQuest registration will help you. JobQuest matches date of birth and zip code to the same information as on your Unemployment claim and/or the Career Center application to verify your identity.
2. Once you complete this worksheet, you are ready to enter the data in JobQuest. Go to [www.valleyworks.cc](http://www.valleyworks.cc), select the "Job Search" button on the banner in the top right of the screen, scroll down to JobQuest and double click.
3. **New Users:** Create a Job Seeker logon by selecting "Register Now" in the "First Time User?" box at the top right of the screen.
4. **Existing Users:** Enter your User ID and Password in the upper right corner of the screen in Job Seeker Login section.

# JobQuest Benefits

1. JobQuest connects employers with potential job candidates
2. Access to jobs are posted at 32 One-Stop Massachusetts Career Centers
3. Direct access to employers who source quality candidates, without having to post positions [you may give permission for employers to access your information or not]
4. JobQuest provides tools to assist you to identify potential jobs that meet your career goals and match your skills and experience
5. Personalized access and password, available 24 hours/7 days a week/365 days a year
6. Convenient ability to save search information
7. Access to Veterans programs and services
8. Employer Driven – helps you see what is important to employers and what jobs are posted in MA and by border state employers too
9. Access to Employers with your personalized profile [if you allow], employers looking for candidates with your skills have the ability to find customized profile [only if you allow]
10. Access to view events and opportunities at 32 One-Stop Massachusetts Career Centers such as Recruitments/Job Fairs; workshops, job openings; training; testing sessions; Labor Market Information sessions; and orientation sessions
11. Specialized job sites: ► Jobs for Veterans ► IT Jobs ► Jobs in Education  
► Creative Sector Jobs ► Green Jobs
12. State of Massachusetts employment opportunities
13. You control your data, you can easily edit/update your profile, upload your résumé in a Microsoft Word format and employers will have access to view your résumé [if you allow]
14. Employers have the ability to indicate that they are interested in you as a potential employee and you will be notified through your JobQuest "Job Inbox".
15. Access to TORQ
  - TORQ helps you match your knowledge, skills & abilities and see how they transfer into other occupations
  - TORQ uses information you supply, by you answering questions on your past experience and data about your skills to help you better understanding how your knowledge, skills and experience translate into other careers and/or positions
  - TORQ tool helps you find job openings in your current occupation and related additional occupations for which you are qualified
  - TORQ provides direct links to apply for job openings
  - TORQ offers video training within your profile to help you maximize and learn to utilize all of the TORQ system tools
  - TORQ allows you to print and/or share your data or PEP (Personal Employment Plan) with Career Center Staff and/or a Career Center coach or counselor



# Confidentiality

## Contact Information

If you select to keep your contact information confidential, prospective employers will not be able contact you directly. Employers will still be able to view your profile, but must contact you through One Stop-Career-Center person. To see what information is available to employers use the “What Employers See” on my JobQuest page.

\*Would you like to keep your contact information confidential?  Yes  No

## Hiring Incentive Training Grant

The Hiring Incentive Training Grant is a workforce Training Fund Initiative that assists companies in paying for training for new employees that meet certain criteria: Massachusetts residents who have been employed for 6 months or more; the period of unemployment is waived for Veterans (DD214 is required).

Would you like your potential eligibility for the Hiring Incentive Training Grant program to be confidential to employers?

Yes  No

## Demographics

\*Are you currently attending school?  Yes  No  Yes, alternative school

\*What is your highest degree earned? \_\_\_\_\_

\*Gender  Male  Female

\*Ethnicity  Hispanic or Latino  Not Hispanic or Latino

American Indian or Alaskan Native

Asian

Black or African American

Hawaiian Native or Other Pacific Islander

White

Other

Information Not Available

\*Race Category – please check all that apply

\*What is your family size? \_\_\_\_\_ Family Size is Required

Primary Language \_\_\_\_\_

## Demographics continued

\*Are you currently employed?  Yes  No

\*In the previous 12 months have you  Yes  No  
been unemployed for 27 or more weeks (6 months)

\*Is the total income of all the family members living in your household  
for the last six months below \_\_\_\_\_ (There will be an amount specified in this field in JobQuest.)  
 Yes  No

\*Do you have a disability?  Yes  No \_\_\_\_\_ Choose not to answer

## Military

In order to provide priority to Veterans and those with disabilities, self-identification may provide the opportunity for more in depth services.

\*Have you served in the military?  Yes  No

1) Are you the spouse of a person who  Yes  No  
died on active duty of a service-connected disability?

2) Are you the spouse of a member of  Yes  No  
the Armed forces serving on active duty who is listed as:

- a) missing in Action?
- b) captured in the line of duty by a hostile force?
- c) forcibly detained or interned in the line of duty  
by a foreign government or power?

3) Are you the spouse of a person who has  Yes  No  
a total disability permanent in nature resulting  
from a service-connected disability or the spouse  
of a veteran who died while a disability so evaluated was in existence?



# Work History

This information will be displayed on your online profile. It is recommended to enter work history for the last 10 to 15 years. You may include more if you wish.

\*Company Name \_\_\_\_\_

\*City \_\_\_\_\_

\*State \_\_\_\_\_

\*Job Title \_\_\_\_\_

\*Job Occupation Title (Select from a list in JobQuest) \_\_\_\_\_

Salary \_\_\_\_\_  
(Salary data will not be displayed to the employer)

\*Start Date \_\_\_\_\_

\*End Date \_\_\_\_\_

Job Details (755 characters is the maximum)

---

---

---

---

---

---

---

Reason for Leaving \_\_\_\_\_

\*Do you want a prospective employer to view this information?

Yes  No



# Work History

This information will be displayed on your online profile.

\*Company Name \_\_\_\_\_

\*City \_\_\_\_\_

\*State \_\_\_\_\_

\*Job Title \_\_\_\_\_

\*Job Occupation Title (Select from a list in JobQuest) \_\_\_\_\_

Salary \_\_\_\_\_  
(Salary data will not be displayed to the employer)

\*Start Date \_\_\_\_\_

\*End Date \_\_\_\_\_

Job Details (755 characters is the maximum)

---

---

---

---

---

---

---

---

Reason for Leaving \_\_\_\_\_

\*Do you want a prospective employer to view this information?  Yes  No

# Work History

This information will be displayed on your online profile.

\*Company Name \_\_\_\_\_

\*City \_\_\_\_\_

\*State \_\_\_\_\_

\*Job Title \_\_\_\_\_

\*Job Occupation Title (Select from a list in JobQuest) \_\_\_\_\_

Salary \_\_\_\_\_  
(Salary data will not be displayed to the employer)

\*Start Date \_\_\_\_\_

\*End Date \_\_\_\_\_

Job Details (755 characters is the maximum)

---

---

---

---

---

---

---

---

Reason for Leaving \_\_\_\_\_

\*Do you want a prospective employer to view this information?  Yes  No

# Work History

This information will be displayed on your online profile.

\*Company Name \_\_\_\_\_

\*City \_\_\_\_\_

\*State \_\_\_\_\_

\*Job Title \_\_\_\_\_

\*Job Occupation Title (Select from a list in JobQuest) \_\_\_\_\_

Salary \_\_\_\_\_  
(Salary data will not be displayed to the employer)

\*Start Date \_\_\_\_\_

\*End Date \_\_\_\_\_

Job Details (755 characters is the maximum)

---

---

---

---

---

---

---

---

Reason for Leaving \_\_\_\_\_

\*Do you want a prospective employer to view this information?

Yes  No

# Work History

This information will be displayed on your online profile.

\*Company Name \_\_\_\_\_

\*City \_\_\_\_\_

\*State \_\_\_\_\_

\*Job Title \_\_\_\_\_

\*Job Occupation Title (Select from a list in JobQuest) \_\_\_\_\_

Salary \_\_\_\_\_  
(Salary data will not be displayed to the employer)

\*Start Date \_\_\_\_\_

\*End Date \_\_\_\_\_

Job Details (755 characters is the maximum)

---

---

---

---

---

---

---

---

Reason for Leaving \_\_\_\_\_

\*Do you want a prospective employer to view this information?  Yes  No

## Education, Degree Details

This information will be displayed on your online profile.

\*School Name \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

(Dates will not be presented to employers. This is for informational purposes only.)

Major \_\_\_\_\_

\*Degree \_\_\_\_\_ \*Degree Status \_\_\_\_\_

\*School Name \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

(Dates will not be presented to employers. This is for informational purposes only.)

Major \_\_\_\_\_

\*Degree \_\_\_\_\_ \*Degree Status \_\_\_\_\_

## Vocational & Other Training

This information will be displayed on your profile.

\*Institution Name \_\_\_\_\_

\*Course Title \_\_\_\_\_

\*Status \_\_\_\_\_

\*Start Date Month/Day/Year \_\_\_\_\_

End Date Month/Day/Year \_\_\_\_\_

(Dates will not be presented to Employers. This is for informational purposes only.)

\*Institution Name \_\_\_\_\_

\*Course Title \_\_\_\_\_

\*Status \_\_\_\_\_

\*Start Date Month/Day/Year \_\_\_\_\_

End Date Month/Day/Year \_\_\_\_\_

(Dates will not be presented to Employers. This is for informational purposes only.)

# License, Certification & Registration

This information will be displayed on your profile. Enter any relevant license, certificate and registration history. **Warning!** Please do not enter your driver's license here.

**\*I received a** \_\_\_\_\_

\*Enter the title of the license, certification or registration \_\_\_\_\_

\*Issued by \_\_\_\_\_

\*State \_\_\_\_\_

\*Enter the date awarded or received \_\_\_\_\_

Month/Day/Year \_\_\_\_\_

Enter the expiration date \_\_\_\_\_

Month/Day/Year \_\_\_\_\_

**\*I received a** \_\_\_\_\_

\*Enter the title of the license, certification or registration \_\_\_\_\_

\*Issued by \_\_\_\_\_

\*State \_\_\_\_\_

\*Enter the date awarded or received \_\_\_\_\_

Month/Day/Year \_\_\_\_\_

Enter the expiration date \_\_\_\_\_

Month/Day/Year \_\_\_\_\_

**\*I received a** \_\_\_\_\_

\*Enter the title of the license, certification or registration \_\_\_\_\_

\*Issued by \_\_\_\_\_

\*State \_\_\_\_\_

\*Enter the date awarded or received \_\_\_\_\_

Month/Day/Year \_\_\_\_\_

Enter the expiration date \_\_\_\_\_

Month/Day/Year \_\_\_\_\_



# Additional Skills

Select the driver's license you have listed in JobQuest. \_\_\_\_\_

If you type, how many words can you type per minute? \_\_\_\_\_

Other Skills \_\_\_\_\_

Pay Preference    \$ \_\_\_\_\_ (hour, day, week, month, year)

\*Shift (Select all that apply)     First     Second     Third  
 Rotating     Split

Work Week (Select all that apply)     Full Time, 1-3 days (short term and or contract)  
 Full Time, 4-150 days (short term and or contract)  
 Full Time, over 150 days  
 Part Time, 1-3 days (short term and or contract)  
 Part Time, 4-150 days (short term and or contract)  
 Part Time, over 150 days

# Location

How many miles or how many minutes do you want to commute? Miles: \_\_\_\_\_ Minutes: \_\_\_\_\_

In JobQuest you will select a region and then cities within that region that represents how far you want to commute.

List the cities that you are willing to commute to: \_\_\_\_\_

After you have completed all categories of information in JobQuest, your **Job Match Profile Status** on the Home Page should be **Active**.

Now you are ready to upload your résumé to JobQuest.



# My JobQuest Profile – Career Information

Once you have completed all the sections and have a Job Match Profile Status of Active, you want to review the **Personal Fact Sheet** and **What Employers Can See**. Examine the information to ensure you are marketing yourself to your targeted employers. Make changes as needed.

**Career Information**

The information in this section is used to build your 'Personal Fact Sheet'. Select 'What Employers See' to see how your information will appear to employers. Your Job Match Status must be Active for employers to see this information.

- ✓ [Career Objective](#)
- ✓ [Work History](#)
- ✓ [Education](#)
- ✓ [Training](#)
- ✓ [License, Certification & Registration](#)

**Review your information:**

[Personal Fact Sheet](#)

[What Employers See](#)

## Uploading Your Résumé in JobQuest

Upload your résumé to JobQuest and provide interested employers the opportunity to review your qualifications and contact you directly. If you make any changes to your résumé, remember to upload the new version to JobQuest.

The résumé must be a Word document, **not** password protected and **less than 500KB**.

The Executive Office of Labor and Workforce Development (EOLWD) Logout

### Massachusetts JobQuest

Home Find Jobs Locate Training Search Events My JobQuest Help

Search and Find Jobs in Massachusetts with JobQuest » My JobQuest

Welcome Lillian McGinty Job Seeker Id: 1000175

**Inbox**

Review Matched Jobs

Your closest Career Center has 21 Events this week.

**New TORQ Tool Available to JobQuest Users**  
TORQ helps you to find job openings in your current occupation and identifies additional occupations for which you are qualified

[Learn about TORQ](#) [TORQ Login](#)

**My Résumé**

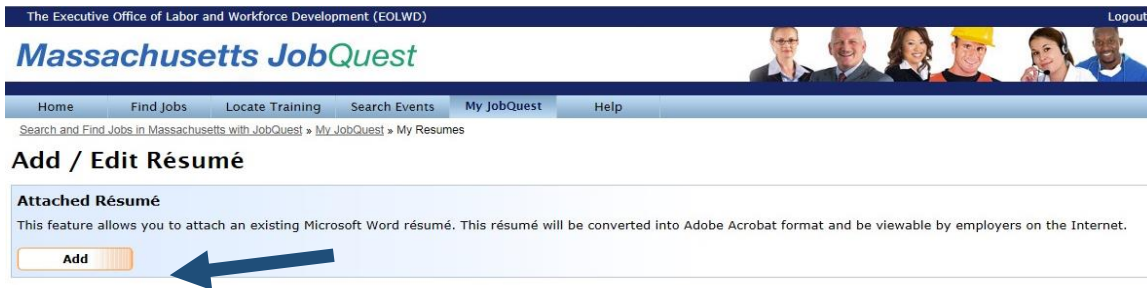
There are two ways an Employer can view your profile. You can attach a résumé for employers to view or copy against your profile so that Employers can find you, if you match the job requirements.

**Attached Résumé** [Upload](#)

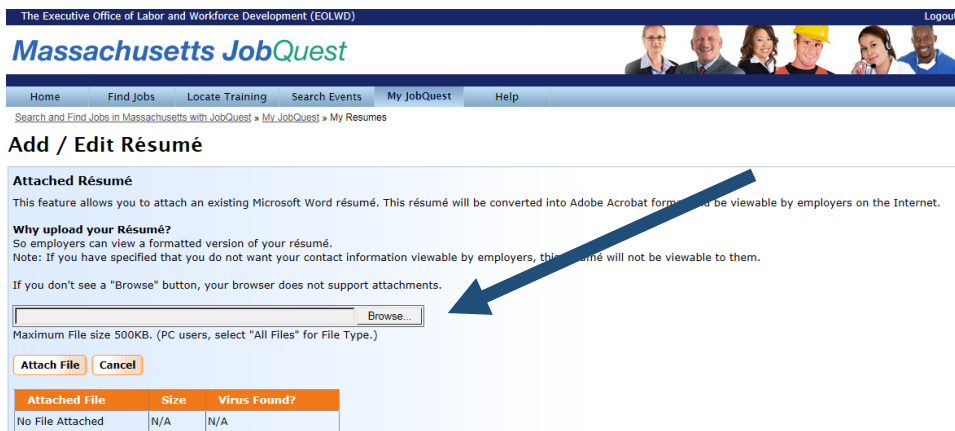
**Copy & Paste** [Add](#)

1. In “My Résumé” box select on the Upload button next Attached Résumé

2. On the next screen select the Add button.



3. Then select Browse button on the next screen to find your résumé on your USB or from your file if uploading from your home computer.



4. Once you locate and select the document, select the Open button and then in JobQuest select the Attach File button.
5. Your résumé will be available as a PDF document for potential employers to review.
6. On the JobQuest home page, in the “My Resume” box, you will now see a View and a Replace button. This signifies that you have successfully uploaded your résumé in JobQuest



7. It is possible to replace or delete Résumé as often as you wish.

**Notes:**