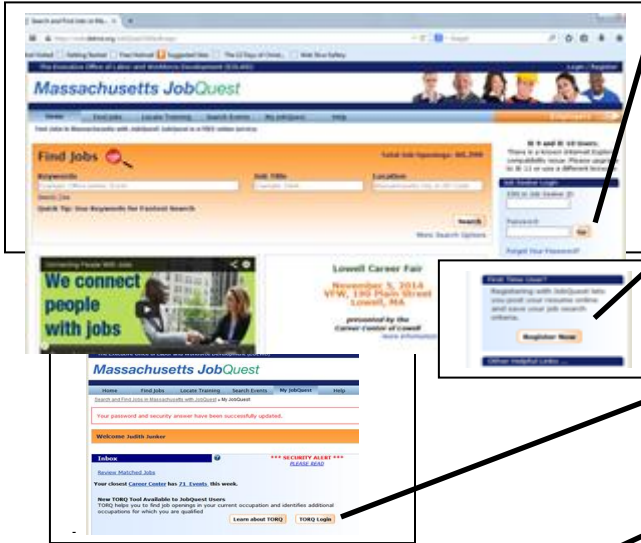


Transferrable Occupational Relationship Quotient – Account Set-up Instructions

You may set up & access a TORQ Personal Employment Plan (PEP) from any internet-connected PC. TORQ has easy to follow help videos & pop up screens with additional information. You can access TORQ through the JobQuest website; instructions are below.

If you want to review or discuss your completed PEP, print your PEP, bring your résumé & your job search log and visit the Resource Room, sign in and meet with an Employment Specialist.

1. **Connect to the internet.** Type www.mass.gov/JobQuest in the address bar.



2. **Current Job Quest Users:** Sign into Job Quest with your Social Security Number or ValleyWorks Career Center Job Seeker Number & your Password, then click the **GO** button.

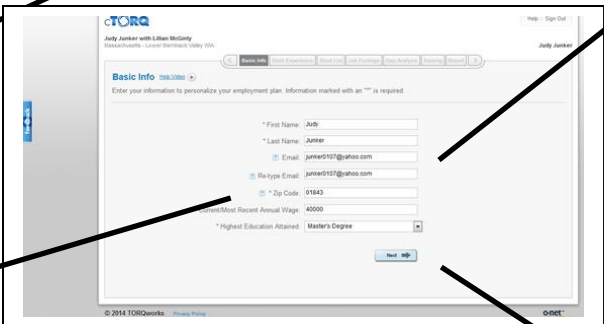
2A. **New Job Quest Users:** Click the **REGISTER NOW** button & follow the directions.

3. Click on the **TORQ LOGIN** button.

4. Click the **CONTINUE TO TORQ** button.



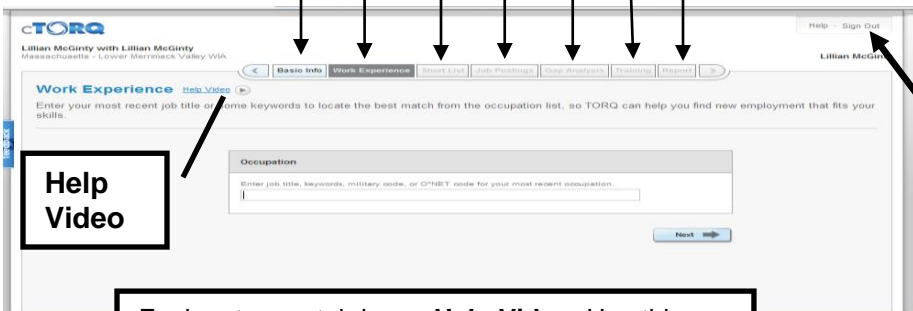
NOTE: You can **Hover** your mouse over “?” symbols to see more explanations.



5. Enter information for all areas with asterisks*, use **drop down boxes** when shown. Enter your zip code, **most recent wage use numbers only**, (No \$ signs, no commas, no decimals.)

6. Click on **NEXT** button.

Notice the **Categories Tabs** in the Navigation Bar. You will be entering & selecting information in each category tab to build your Personal Employment Plan.



Help Video

Each category tab has a **Help Video**. Use this feature for an explanation of the category, to help you add your information, & to create your **TORQ Personal Employment Plan**

Important !!!
Always Remember to **SIGN OUT**



Are you looking to quickly find job postings that match your current qualifications?

Do you want a TORQ account now?

TORQ is an online tool that guides you to new job options based on the knowledge, skills and abilities you have acquired in previous jobs. **TORQ** helps you locate current job postings based on your work history.

TORQ uses the U.S. Department of Labor's O*NET™ database, three job boards: Indeed, Simply Hired, and US Jobs (Job Central) to help you create a **Personal Employment Plan (PEP)** and find current job postings quickly.

Your **TORQ** account will allow you to link to a job posting and to apply, directly from your online **TORQ** account. Your **TORQ** account will also help you find jobs where your current skills are a match or find jobs where your skills will transfer from one occupation to another and help you determine the best employment options for you to return to work quickly.

If you want to explore the labor market and have access to local job postings, local data on earnings, employment levels, and projected growth rates, & create **Personal Employment Plan (PEP) now** –

Here is what you do:

- Locate any internet-connected PC
- Turn this paper over to locate step by step **TORQ** account instructions
- Go to JobQuest www.mass.gov/JobQuest
- Follow the instructions and set up your account, & begin creating your **Personal Employment Plan**

Once you set up your account, you can access your account from any internet-connected PC by signing into JobQuest.

TORQ is available **at no cost**.