

Getting Started

North Carolina Department of Commerce
Division of Workforce Solutions

North Carolina JobConnector Job Matching System

Beverly Eaves Perdue, Governor

Welcome to the Division of Workforce Solutions' (formerly Employment Security) NC JobConnector, the official state Labor Exchange system. Whether you are an employer seeking to post and fill openings or a job seeker looking for suitable employment, we invite you to take advantage of our online job search, posting and referral services.

Job Seeker

- Login to My Account
- Register as a New User
- Preview Job Listings
- Job Seeker Tutorial



Employer

- Login to My Account
- View Potential Candidates
- Employer Tutorial



Admin

- Staff Login



Returning users
login here.

Click here to
register as a
New User.

Preview Job
Listings here.

Logging In as a Returning User

North Carolina Department of Commerce
Division of Workforce Solutions

North Carolina JobConnector
Job Matching System

Login

Login

WELCOME TO THE NORTH CAROLINA JOBCONNECTOR JOB MATCHING SYSTEM

Each time that you access the System, we will ask you to identify yourself by entering your Customer ID or SSN and PIN to ensure the confidentiality of your NC JobConnector information. If you have previously registered with DWS and this is the first time that you have used NC JobConnector, you should update your Registration(Profile) by clicking on the "Enter/Update Profile" button on the NC JobConnector home page (the next screen). To get the maximum benefit from NC JobConnector, please be sure that your work history is described completely.

Please enter your Customer ID or Social Security Number and PIN below.

Customer ID or SSN: PIN:

[Forgot your PIN?](#) [Don't have a Customer ID?](#) [Don't have a PIN?](#)

Returning users can log into Secured Services by entering their Customer ID and PIN, then clicking **Sign in**.

Previewing Job Listings

One way to Preview Listings is to select a search option, opt to select Green Jobs Only, choose the County or Region in which you would like to preview jobs, and select a Job Family. Selecting a Job Family searches based on a group of occupations.

Note that required criteria change depending on the selected search option.

Reset Form

Please select your search option. *

- Search for all available jobs in up to 2 counties.
- Search job family in up to 2 counties
- Search job family by Region
- Search job categories in up to 2 counties
- Search job categories by Region

Show Green Jobs Only (optional)

Select County or Region

County (Max allowed 2) Or Region (Max allowed 1)

Use CTRL (Windows) or Command (Mac) to select or de-select up to 2 counties At least one job category or job family must be selected.

Alamance
Alexander
Allegany
Anson
Ashe
Avery

Region I
Region II
Region III
Region IV
Region V
Region VI

DWS Region I DWS Region II DWS Region III DWS Region IV DWS Region V DWS Region VI

Select a Job Family

Job Family *

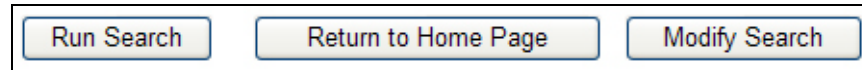
Previewing Job Listings, Continued

The screenshot shows a web form titled "Select Job Title/Occupation". It contains a text input field for "Job Title/Occupation" with a "Look Up Job Category" button next to it. Below the input field is a red text prompt: "(For example: driver, nurse, etc...)". Underneath is a "Job Categories: *" section with a vertical list box. At the bottom of the form are three buttons: "Run Search", "Return to Home Page", and "Modify Search".

Another way to preview listings is by entering a **Job Title or Occupation**. Unlike a Job Family, selecting an Occupation searches only for that occupation.

If it's required for your search criteria, click **Look Up Job Category**, then select a **Job Category**.

Previewing Job Listings, Continued



Click **Run Search** to preview jobs.

Click **Return to Home Page** to leave the search page and go back to the Home Page.

Click **Modify Search** to be taken back to the top of the Preview Current Job Listings page.

Registering As a New User

Indicate your citizenship status.

* Are you a citizen of the USA? : Yes No

- or -

* Are you authorized to work in the USA? : Yes No

If you are a U.S. citizen enter your Social Security Number, then click **Continue**.

Please enter your Social Security Number *

To Register with NC JobConnector, you must enter your Social Security Number. If you do not have a Social Security Number please contact local DWS Staff for services by clicking on [Find Local Office](#) to obtain contact information.

* Indicates Required Information

Creating a Profile

Fill in the required information to set up your account then click **Next Screen**.

* indicates required field

Please enter your information and press the Next Screen button.

When you complete this page, a Customer ID will be assigned and displayed on the next page.

PIN * : PIN must be 4 digits.

Confirm PIN * : Confirm PIN must be 4 digits.


First name : * Middle name : Last name : * Suffix:

Email :

The question and answer are used to retrieve your PIN if it is forgotten.

Question * :

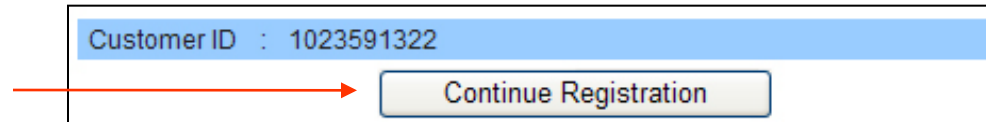
Answer * :



[Contact Us](#)

Remembering Your Customer ID

Write down your Customer ID, then click **Continue Registration**.



When you login again, you can use your ID instead of your Social Security Number to log in.

Entering Your Information



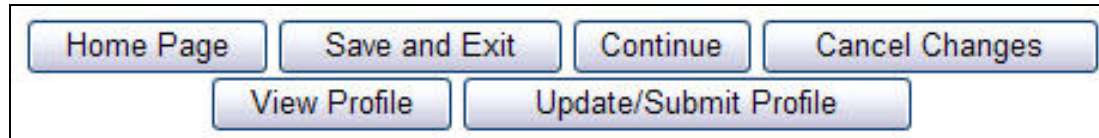
The information you need to enter about yourself is on the tab bar at the top of your screen:

• **My Info** includes:

- Contact Info
- Personal Info
- Education, Licenses & Certifications
- Veteran Info
- Work History/Skills
- Job Preferences

To enter information for a tab, click the desired tab, or click **Continue** at the bottom of the screen.

Saving Your Information



The button bar at the bottom of the screen allows you to do several things:

- Go back to the **Home Page**
- Save** your information and **Exit** NC JobConnector
- Continue** to save current screen and proceed to the next tab
- Cancel** deletes entered information
- View Profile** (the information on yourself and your work experience)
- Update/Submit** your **Profile**

Entering Work Experience

For NC JobConnector to match you to full-time jobs, enter your prior work experience. Check **Yes**.

If you are only interested in part-time/seasonal employment, you may not wish to describe your work experience. However, if you would like to be matched to full-time jobs, you **MUST** describe your work experience.

IF YOU DO NOT HAVE WORK EXPERIENCE BUT FEEL THAT YOU ARE QUALIFIED FOR WORK BASED ON EDUCATIONAL BACKGROUND, YOU SHOULD ENTER YOUR PREFERRED JOB CATEGORIES ON THE NEXT SCREEN.

Do you have any prior work experience that you wish to describe in NC JobConnector?

Yes No

[Exit and View Profile](#) [Continue](#)

[Contact Us](#)

If you don't have work experience you may click **No**.

Click **Exit and View Profile** to leave NC JobConnector and view your Profile.

Click **Continue** to move to the next tab.

Entering Work History

Step 1:
Enter the
required
information then
click **Continue
With This
Employer.**

Step 1: Enter Employer Information

Employment History

No employment records

Employer Name: *	<input type="text"/>	<input type="checkbox"/> Do not reveal Employer Name
Location City: *	<input type="text"/>	State: * <input type="text" value="v"/> Country: <input data-bbox="1323 639 1425 672" type="text" value="USA"/>
Start Date: *	<input type="text"/> (mm/dd/yyyy)	
End Date: *	<input type="text"/> (mm/dd/yyyy)	Reason for leaving: * <input type="text" value="v"/> If still employed select "Employed" as reason for leaving
Salary:	<input type="text"/> per <input type="text" value="v"/>	or <input type="checkbox"/> Volunteer/unpaid work

Enter in (...99.99) Format

If this completes entering all of your relevant work history info, click **Finished Adding Employers.**

* Indicates Required Information

Entering Work History

Step 2:
To continue entering info about this Employer, enter your Job Title then click **Select Job Category**.

Step 2: Enter Employment Details for Jack Flats

Select the Category that best describes your job title. You may select up to four different categories for each job.

Enter Your Job Title: *

Months of Experience: *

Enter **Months of Experience**.
Highlight the appropriate **Job Category** in the list.
Click **Continue With This Category**.

* Indicates Required Information

Entering Job Duties

Step 3:
Enter the information required to describe your job duties then click **Continue**. These include **Tasks, Work Activities, and/or Special Skills**.

Step 3: Enter Tasks, Work Activities and/or Skills

Tasks

Enter the months of experience you have in the tasks listed below. This will be used to determine if you have the experience required by the employer.

Job Category: Food Service Managers

Task	Months of Experience
Arrange for equipment maintenance and repairs, and coordinate a variety of services such as waste removal and pest control.	<input type="checkbox"/>
Assess staffing needs, and recruit staff using methods such as newspaper advertisements or attendance at job fairs.	<input type="checkbox"/>
Coordinate assignments of cooking personnel in order to ensure economical use of food and timely preparation.	<input type="checkbox"/>

Continue

* Indicates Required Information

Completing Work History

Click **Continue with Work History** to enter another Employer.

Click **Add/Edit Job Categories** to continue describing a job with the same Employer.



To move on to the next tab, click **Work History Complete**.

Verify your information by clicking **View Profile**.

Listing Job Preferences

Enter the type of job to which you would like to be matched.

Click **Search for Categories.**

The screenshot displays a web interface for listing job preferences. At the top left, there is a text input field labeled "Job Title/Keyword:" with a red arrow pointing to it. To its right is a button labeled "Search for categories" with a red arrow pointing to it. Below the input field is a section titled "Categories Matching Job Title" containing an empty list box and a "Show Job Description" button. In the center, there are two buttons: "Add to Preferred List ->>" and "<<-Remove from Preferred List", with a red arrow pointing to the first one. Above these buttons is the text "Highlight a Category and Click". To the right is a section titled "*Preferred Job Categories" containing a list box with the text "Food Service Managers" and a "Show Job Description" button. A red arrow points to the list box in this section.

Select the category you want to include and click **Add to Preferred List.**

Categories listed here come from the Job Titles you entered as your Work History.

Entering Your Preferences

Type of Employment:*	Full/Part Time	<input type="text" value="Both"/>	▼	Perm/Temp	<input type="text" value="Both"/>	▼	Seasonal	<input type="text" value="No"/>	▼
Shift:	<input type="text"/>								▼
Minimum Salary Required:	<input type="text"/>		Per	<input type="text"/>					▼
<small>Enter in (...99.99) Format</small>									
Do You Have Transportation?:	<input type="radio"/> Yes <input type="radio"/> No								

Indicate your preferences for **Type of Employment**, the **Shift**, and **Salary**. Also indicate whether you have **Transportation**.

Entering Job Locations

Where Are You Willing To Work?* **Region II**

Select from one of the following 2 options

You may select up to 6 regions. You may select multiple regions by holding the 'Ctrl' key and clicking the preferred Regions.

- Region I
- Region II**
- Region III
- Region IV
- Region V
- Region VI

[View Map](#)

-OR-

You may select up to 3 counties by selecting 1 county from each of the listboxes

-
-
-

Enter the locations where you are willing to work.

Completing Job Preferences

Click **Home Page** to view the Welcome screen.

Click **Update/Submit Profile** to save your information.



Click **Cancel Changes** to clear your information.

Verify your information by clicking **View Profile**.

Once you have completed your Profile successfully it can be matched to jobs.

Navigating NC JobConnector

Enter/Update Profile

Inactivate Profile

Matching Job Orders

Job Referrals Listing

Search Job Orders

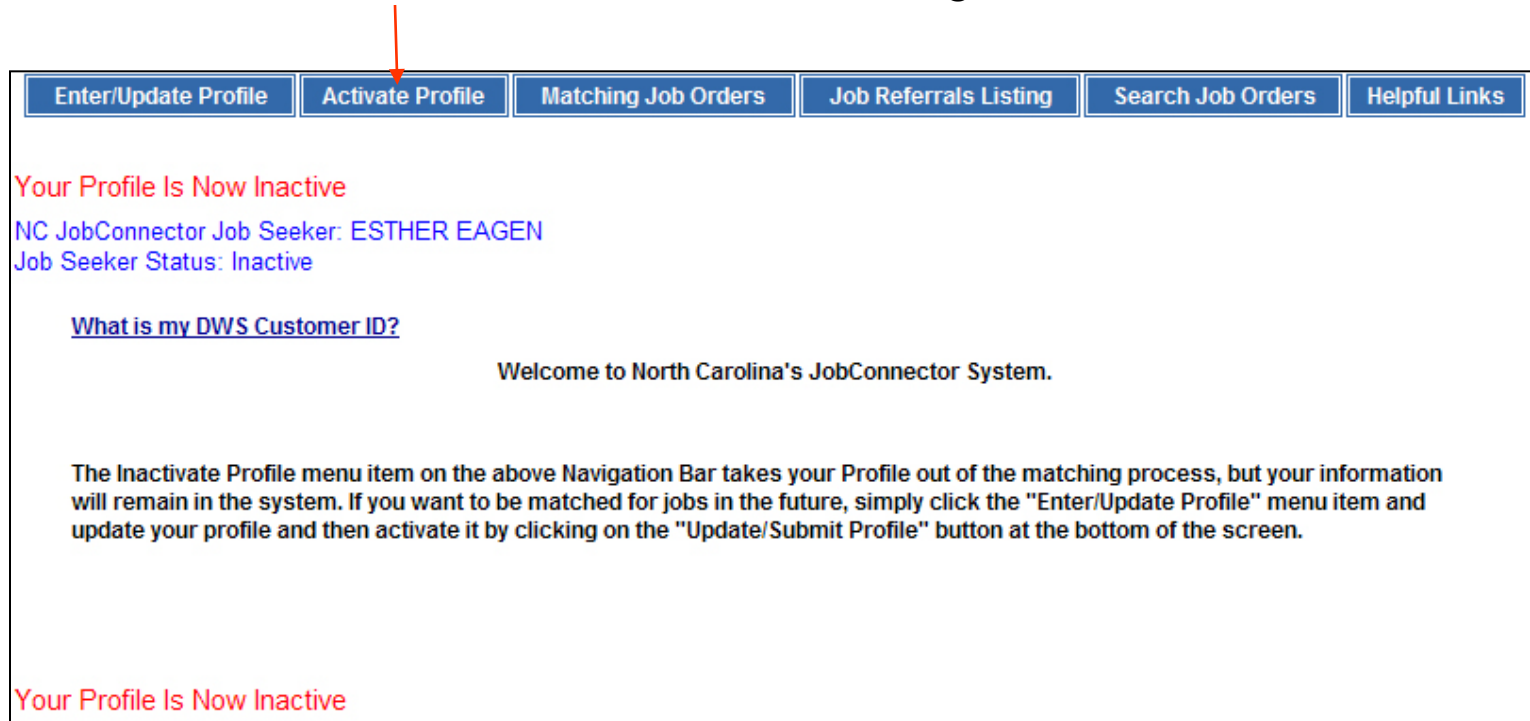
Helpful Links

Click the buttons on the top Navigation Menu Bar to perform the following functions in NC JobConnector:

- Enter/Update Profile
- Activate/Inactivate Profile
- Matching Job Orders
- Job Referrals Listing
- Search Job Orders
- Helpful Links

Inactivating Your Profile

Once your Profile is submitted, you can deactivate it by clicking the **Inactivate Profile** button on the Navigation Menu Bar.



The screenshot displays the navigation menu bar at the top with buttons for "Enter/Update Profile", "Activate Profile", "Matching Job Orders", "Job Referrals Listing", "Search Job Orders", and "Helpful Links". A red arrow points to the "Activate Profile" button. Below the menu bar, the text reads "Your Profile Is Now Inactive" in red, followed by "NC JobConnector Job Seeker: ESTHER EAGEN" and "Job Seeker Status: Inactive" in blue. A link "What is my DWS Customer ID?" is also present. The main content area says "Welcome to North Carolina's JobConnector System." and provides instructions: "The Inactivate Profile menu item on the above Navigation Bar takes your Profile out of the matching process, but your information will remain in the system. If you want to be matched for jobs in the future, simply click the 'Enter/Update Profile' menu item and update your profile and then activate it by clicking on the 'Update/Submit Profile' button at the bottom of the screen." At the bottom of the screenshot, the text "Your Profile Is Now Inactive" is repeated in red.

Inactivating your Profile removes it from the matching process. Reactive it by clicking **Enter/Update Profile** on the Profile. Update it, then click **Update/Submit Profile**.

Matching Job Orders



To see what Job Orders match your Profile click **Matching Job Orders** on the Navigation Menu Bar.

Reading Match Results

Jobs that match your Profile information are listed here. Click a **Job Order Number** to view that Job Order.

NC JobConnector Job Seeker ID: 2686134 - LUCAS B BAUTISTA xxx-xx-8372
Job Seeker Status: Active

A LISTING OF ALL JOB ORDERS THAT MATCH YOUR PREFERENCES AND EXPERIENCE APPEARS BELOW. New jobs(Matches) are identified by a gold star. The Matching Job Orders menu item allows you to access this listing to determine if you have been matched to any available jobs.

If you need to update your profile information, you may do that at any time by clicking on "Return to Profile" and selecting those sections of the profile which need revision. You do not have to go through all sections to update your profile, you can utilize the tabs at the top of the "Preview" screen to go directly to those sections needing revision.

The blue Navigation Bar across the top of the page allows you to move through the system. Click the menu item Update Profile in the Navigation Bar to update your Profile.

List of Job Orders that match your preferences and experience [How to get Better Match Results](#)

1 records

★ Signifies a new match.

Job Order Number	Title	Date Posted	Location	Salary	Call-In Method	Viewed By
7267607	HORTICULTURAL WKR. I	12/08/2009	WILLARD NC	\$8.00 / Hour	N/A	Y - Y - Y

1

Rows per page Change << < Page 1 of 1 > >> Go to page: Submit

[Return to Profile](#)

Your profile is Active. It is being actively matched to available job listings. Note: If any of your profile information has changed, please update your profile to reflect the changes.

The red system message indicates your Profile status.

Viewing a Job Order

Viewing the Job Order provides the details of a job that match your Profile.

NC JobConnector Job Order #: 010000123	
for:	
WILLIAM M WADE T/A	
Company Information:	
Job Location Address: 9621 BROOKFORD CHARLOTTE, NC 28277 Business: 987-876-7878	Contact Address: SMITH 9621 BROOKFORD CHARLOTTE, NC 28277 Business: 987-876-7878
How Should Job Seekers Contact: Letter	
Job Details	
Job Title: Chef	
Starting Salary: Min: \$28.00 / Hour Max: \$30.00 / Hour	
Additional Salary Details:	
Pay Period:	
Type of Employment: Full-Time	Work Schedule: 8-8, M-F
Number of Positions: 2	Shift: FIRST % Travel: 0
Drug Test Required:	Background Check Required:
Benefits:	Open Until: 9/22/2010
Education, License(s) & Certification(s)	

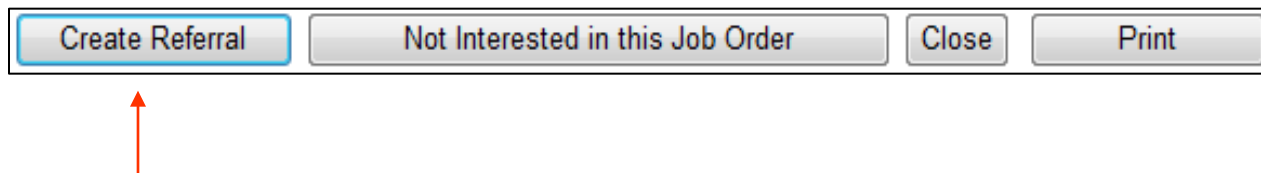
Viewing Referrals



DWS Staff may make a referral to a Job Order on your behalf. Click **Job Referrals Listing** on the Navigation Menu Bar to view your referrals.

Requesting a Referral

To request a Referral for yourself, open the Job Order in which you are interested and scroll to the menu at the bottom of the screen.



- Click **Create Referral** to generate a Referral for your Profile to this Job Order.
- Click **Not Interested in this Job Order** if you do not wish to be referred to this job.
- Click **Close** to close this screen and return to the main navigation screen.
- Click **Print** to print a copy of this Job Order.

Confirming a Referral

The employer has asked our staff to review applications for referral. This job will be placed on your referral list for the Job Order as pending review. Please check the status for this referral in the referrals for this Job Order at a later time.

Ok

Once you have requested a Referral, this confirmation note appears stating that Staff has been notified of your request.

Searching for Job Orders

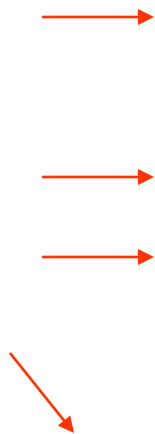


Click **Search Job Orders** to find Job Orders that match your skills.

Searching for Job Orders, Continued

One way to Preview Listings is to select a search option, opt to select Green Jobs Only, choose the County or Region in which you would like to preview jobs, and select a Job Family. Selecting a Job Family searches based on a group of occupations.

Note that required criteria change depending on the selected search option.



Reset Form

Please select your search option.*

Search for all available jobs in up to 2 counties.

Search job family in up to 2 counties

Search job family by Region

Search job categories in up to 2 counties

Search job categories by Region

Show Green Jobs Only (optional)

Select County or Region

County(Max allowed 2) Or Region(Max allowed 1)

Use CTRL (Windows) or Command (Mac) to select or de-select up to 2 counties At least one job category or job family must be selected.

Alamance
Alexander
Alleghany
Anson
Ashe
Avery

Region I
Region II
Region III
Region IV
Region V
Region VI

Select a Job Family

Job Family *

Searching for Job Orders, Continued

The screenshot shows a web form with the following elements:

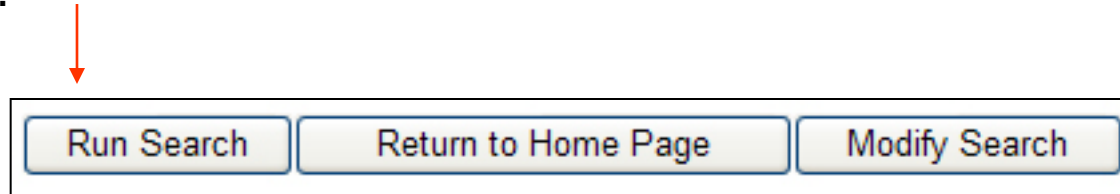
- Select Job Title/Occupation** (Section Header)
- Job Title/Occupation** (Text label) followed by an empty text input field.
- Look Up Job Category** (Button) with a tooltip that says "click to get categories for job title".
- (For example: driver, nurse, etc...)** (Text in red font, providing examples of job titles).
- Job Categories: *** (Text label) followed by an empty list box.
- Run Search** (Button)
- Return to Home Page** (Button)
- Modify Search** (Button)

Another way to search for Job Orders is by **Job Category**. Entering a **Job Title or Occupation** then click **Look Up Job Category**. From the results, select a **Job Category**.

Note that an Occupation searches on a single occupation.

Searching for Job Orders

Once you've entered all of your criteria for the search click **Run Search**.



Click **Return to Home Page** to go to the login page.

To clear this criteria or run another search click **Modify Search**.

Using Helpful Links



Click **Helpful Links** to access more resources for your Job Search.

Helpful Links are provided to give you more resources in your job search.

Local Office Locator helps you find a convenient North Carolina Department of Commerce, Division of Workforce Solutions Office.

Find State Job Listings shows you the North Carolina Office of State Personnel lists of state government job vacancies by category.

Here are some links that might be of help and interest

NC JobConnector Tutorial	Guide to using NC JobConnector
Frequently Asked Questions (FAQs)	Frequently Asked Questions
Local Office Locator	To Find the nearest North Carolina Department of Commerce, Division of Workforce Solutions Office
Find State Job Listings	Office of State Personnel lists of state government job vacancies by category
ONET Code Connector	For additional assistance in finding job titles/categories
Occupation Outlook Handbook	Detailed descriptions for hundreds of occupations, including occupational requirements, employment projections and more
What is my DWS Customer ID?	To find your assigned DWS Customer ID

[Contact Us](#)

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