

## Check the Benefits

- ✓ No cost to users.
- ✓ Employers can match their needs to key words in your resume.
- ✓ Easily update your information and have multiple resumes in **IllinoisJobLink.com**.
- ✓ Find your new job 24 hours a day, 7 days a week.

## Other IDES Resources for Job Seekers

- Specialized employment services for Veterans.
- Resume development and job hunting workshops.
- Public access to computers, Internet and fax machines for job searching.
- Apprenticeship information.
- Re-entry employment services for the formerly incarcerated.

 **IllinoisJobLink.com**

For questions or more information, contact our help desk at (877) 342-7533 or visit [www.ides.illinois.gov](http://www.ides.illinois.gov).

 **IllinoisJobLink.com**

- Multiple search options available.
- Ability to set notification when a position that is posted matches your resume.
- The Quick Search feature allows you to search by city, with a radius around the city that can be changed. Changing the radius can expand the job search if the right jobs are not found on the first try.
- To send a resume to an employer you will need to follow the directions in the job posting. Most employers accept resumes by e-mail or from their website.

IDES is an equal opportunity employer and complies with all state and federal nondiscrimination laws in the administration of its programs. Auxiliary aids and services are available upon request to individuals with disabilities. Contact the office manager of the IDES office nearest you or the IDES Equal Opportunity Officer at (312) 793-9290 or TTY: (888) 340-1007.

Note: The information in this brochure is subject to change anytime. For the latest information, visit the IDES website at [www.ides.illinois.gov](http://www.ides.illinois.gov).

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Department of Employment Security



 **IllinoisJobLink.com**  
**For Job Seekers**



**IDES**  
ILLINOIS DEPARTMENT OF  
EMPLOYMENT SECURITY



## What is IllinoisJobLink.com?

**IllinoisJobLink.com** is an Internet-based job search tool that features current job openings.

**IllinoisJobLink.com** searches for open jobs by job category. Both statewide and nationwide job banks are included.

The screenshot shows the 'New Account Creation for Job Seeker' form. It includes a sidebar with navigation links: Return to IDES, JobLink Home, Individuals, Employers, Resources, Contact, and FAQ/Help. The form fields are: Username, Password, Confirm Password, Email Address, Confirm Email Address, Security Question (with a dropdown menu), and Answer. Asterisks indicate required fields.

## How do I create an account?

- Go to [www.IllinoisJobLink.com](http://www.IllinoisJobLink.com).
- Click on “Job Seekers” and create a basic or plus account based on your needs. The recommendation is to create a plus account to access all services.
- You will need to create at least a basic account from the “Benefits for Job Seekers” page and follow the screens entering all required information. The more complete and current the information, the better chance of being matched with a job.

## Basic Account

- Perform advanced job searches.
- Build and post an online resume.
- Save your job searches.
- Create a personal profile.
- Receive e-mail updates.

## PLUS Account

Includes all basic account items plus more:

- Access to services that let our staff match you with your ideal job.
- Advanced job notification for Veterans.
- This is a public workforce system and is free to use.
- Additional referral resources including skills certification and training programs.

The screenshot shows the 'QUICKJOBSEARCH' page. It includes a sidebar with navigation links: My Home Page, Return to IDES, Contact, and FAQ/Help. The search form fields are: Enter one or more keywords, Enter location as city and state (Boston, MA) or enter the five-digit ZIP, Search radius around above location: Please Select, and a checkbox for Illinois JobLink jobs plus jobs from other sites. There is a Search button at the bottom.

The screenshot shows the homepage of IllinoisJobLink.com. It features a navigation bar with links for JOB SEEKERS, EMPLOYERS, TRAINING/EDUCATION, RESOURCES, and PROGRAMS. The main heading is 'LET'S GET TO WORK!' with a sub-heading: 'Whether you're looking for that perfect job, that perfect employee or information on an industry or workforce, IllinoisJobLink.com is for you.' Below this are three columns: 'LOOKING FOR A JOB?' (Post your resume and start your search for the perfect career today.), 'READY TO HIRE SOMEONE?' (Take one step closer to finding the perfect candidate by signing up.), and 'THINKING ABOUT A CAREER?' (Find colleges and training providers that match your career goals.). Each column has a 'Learn More' button. The footer contains links for FAQ, EOE, Veterans' Priority, Privacy, Browser Help, Protect Yourself, Employer Use Policy, About Us, and Build r20096.

## Your resumes can be searched by employers in IllinoisJobLink.com!

- You can build your resume online, upload your existing Microsoft Word resume, or copy and paste text from your current resume.
- Employers will search for resumes by selecting search criteria based on keyword, experience, education and other criteria.
- Employers will only see your resume if your resume is active.
- From your Resume Page you can control the active status of your resume on Resume by selecting the hyperlink under “Status”. To make your resume inactive, change the number of days to zero. You may want to do this if you are no longer looking for a job.
- **IllinoisJobLink.com** allows you to have multiple resumes to target specific jobs.