



How to Register in Employ Florida Marketplace (EFM)

Member: Employ Florida

Registering:

1. Depending upon where you are accessing our site from, do one of the following:
 - A. Enter ***www.employflorida.com*** into the address bar of your Internet browser.
 - B. In our resource room, click on “Employ Florida Marketplace” on our home page under Job Search Websites.
2. Click on ***“Not registered? Learn how and why”***
3. Under Option 2 – Create a User Account, click on ***“Individual”***
4. You will be asked to enter a Username and Password. Your Password must be at least 8 characters long and no more than 16 characters long. It must contain at least one letter and one number. No spaces are allowed.
5. Please write down and save your Username and Password. You will need them whenever you access EFM.

All questions with a red asterisk (*), and those with arrows, are mandatory, and must be answered. Please read the blue captions to the right of the area you need to fill in for instructions. If the instructions are not followed, entries will not be saved.

Background:

1. Under the “Quick Menu” option on the left side of the screen, roll your mouse over where it states **“My Portfolio”**
2. Click on **“My Individual Profiles”**
3. Click on **“Personal Profile”**
4. Click on the **“Background”** tab (the large tan tab, second from the right).
5. Click on **“Start the Background Wizard”** (the blue button).

The following areas are mandatory fields and must be filled in:

- **Education and Trainings** (highest level)
- **Occupational Licenses/Certifications** (if you have a current one in Florida)
- **Employment History** (7 years of employment history is required at a minimum)
- **Ability Summary** (a listing of your abilities/job skills)
- **Driver Information** (self explanatory)
- **Desired Occupation** (Your two top job choices)
- **Salary**
- **Desired Job Type**

You do NOT need to place references on your resume. They are best submitted on a separate sheet at an interview.

Resume Builder:

1. Under the “Quick Menu” option on the left side of the screen, roll your mouse over where it states **“My Portfolio”**
2. Click on **“My Individual Plans”**
3. Click on **“Employment Plan Profile”**
4. Click the blue button at the bottom where it states **“Create New Resume”**
5. Select if you want to have employers see your resume or not.
6. Select the resume creation type.
7. Name your resume with the type of job you are looking for.
8. The **wizard** will walk you through the rest of the steps.

Work/Job Search:

Click on **“Job Search”** on the left side of the screen on the **Blue Navigation Bar. Follow the instructions.**

If You Need To Retrieve Your Password

1. On the **EmployFlorida** homepage, on the right side under the login, click on **“Forgot User Name and/or Password?”**
2. Click on **“Retrieve both”** and fill out all requested information.