

Arizona Job Connection Account (AJC)

Why Create an AJC Account?

To Access AJC's full range of job search options, build or upload your resume, and apply for jobs, you need to create a job seeker account. Creating a job seeker account is free and allows you to take full advantage of AJC's recruitment and labor information services. With a job seeker account, you can post resumes, search the AJC database containing thousands of job postings, save a job search profile for future use, and more.

Directions to Create an AJC Account.

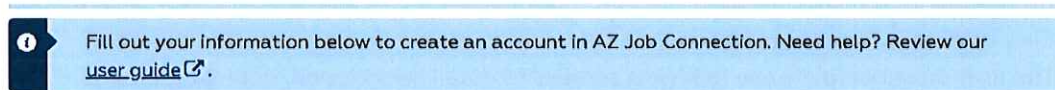
- 1) Go to www.azjobconnection.gov
- 2) On the AJC Home Page, click on Job Seekers.



- 3) Then select Create One Now.
- 4) Fill out all required information.
- 5) Click on Submit.

*if help is needed review the [user guide](#) by clicking in the blue area.

CREATE JOB SEEKER ACCOUNT



***Note: If you have an account but cannot access it, do not create an additional account. To retrieve or unlock an account, contact DES HELP DESK at (602)542-2460.**

Step 1: Terms of Agreement

To begin creating a full registration to use all the Career Center services is the Terms of Agreement page. The Terms of Agreement page provides important information that you must read and accept before proceeding. To continue.

- 1) Carefully read the Information Privacy Notice. If you agree, select, "I Accept the Data Privacy Notice" option box. For you to proceed "I Accept" must be selected.
- 2) Carefully read the Equal Opportunity Statement. Equal Opportunity statement does not have to be selected.
- 3) Carefully read the Fair Credit Reporting Statement. If you agree, select "I Accept" must be selected.

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- 4) Carefully read the Authorization for the Release of Information Statement. If you agree, select "I Accept" option box. For you to proceed, "I Accept" must be selected
- 5) You will be asked to enter your username and password to verify your agreement
- 6) Select any state agencies or organizations from the list to release and/or share information between
- 7) You will be asked to enter your username and password to verify your agreement
- 8) Click Continue

Step 2: Registration Information

My Personal Information: The Registration Information page is pre-filled with information you provided in the first New Account Creation Pages

MY PERSONAL INFORMATION

Provide the following information so that we can meet your career or training needs.

Registration Information – Sam lam

We are required to request the following information:

Social Security Number

- 1) Complete the Registration Information page, all questions must be answered prior to proceeding to the next section
- 2) Click next
- 3) The user must complete the following screens to detail background, demographic and employment status, which is used to determine the most suitable enrollment classification
- 4) The user will proceed through the application using the Previous and Next options




Some detail information screens in which the answers 'Yes' will continue to additional related screens to collect detailed information

- a. Veteran Spouse Information (no additional screens)
 - b. Migrant or Seasonal Farmworker Status (additional information screen)
 - c. Employment Status (no additional screens)
 - d. Unemployment Insurance Status (no additional screens)
 - e. Selective Service Status, this question must be answered for males and females.
 - f. Eligibility to Work in the United States (no additional screens)
 - g. Dislocated Worker Status (additional information screen and O*NET look up)
 - h. Edit Work Wanted
- 5) Click Continue


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The next series of screens will guide the user to identify the type of occupation they are seeking.

EDIT WORK WANTED

 Select an occupation that best describes what type of job you're looking for.

Occupation Title (required)



Enter a keyword or O*NET code for the occupation. [Search for O*NET Codes](#) 


Update Work Wanted

- 1) In the Edit Work Wanted Screen, enter the name of job you are looking for
- 2) Click Update Work Wanted, select one of the related occupations AJC has selected which best matches the job you are seeking by clicking on the dropdown job title link. Clicking the Update Work Wanted button will advance the resume development process
- 3) Click on the continue button
- 4) The Demographic Information Screen will be displayed with a summary of all information provided to create the AJC account. To edit entered information, click the header title of each section with the pencil graphic image
- 5) Click continue

Step 3: New Resume

Complete the fields with identified information to provide a description of the type of job you would like to find and to enable AJC to match with prospective jobs.

NEW RESUME

 Tell us about the job you'd like to find. This information will help us better match you to prospective jobs. Questions on this page affect how your resume displays in the Resume Search. If you wish to upload a resume, you may do so at the bottom of the page.

Resume Information

Resume Title

*Note If you have a resume you would like to upload, click the Select File to Upload and upload your resume.

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Resume Upload

Select File to Upload Please Select File

The file must be a PDF, Microsoft Word, Microsoft WordPad, or LibreOffice Writer document (.pdf, .doc, or .docx), no larger than 10 MB.

- 6) The next series of screens will help to define type of work wanted, pick the best statements or skip by selecting
 - a. Objective Statement
 - b. Summary of Qualifications
- 7) Select **Create Resume**
- 8) **Address Book** update the entered address and contact information. You can update address, phone number, fax number, email address and web address **Click continue**
- 9) The next series of screens will help to define the type of work wanted, pick the best statements or skip by selecting the skip button at the bottom of screen
- 10) **Work Experience** click on add Work Experience or Continue
- 11) **Education** click on Add Education or Continue
- 12) Complete all steps
- 13) **Review and Post** to review. If any recommendations are made by AJC, they will be on this screen
- 14) Click on **Resume Suggestions** to see what AJC suggests for improvement, click on either Edit my Resume or Continue Without Edits
- 15) Click on **Resume Preview** to view the resume as it will be displayed to employers
- 16) Click on Edit button to modify your resume or Publish to activate your resume