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# CTjobs.com User Guide

## Introduction

### What Is It?

Connecticut's leading metro, suburban and neighborhood newspapers have joined together to create a local internet career board. The site offers the most up-to-date employment opportunities from the state's leading employers and provides job seekers with unmatched local coverage, allowing them to search for available positions solely in their area.

Partners included are the following: The Chronicle, The Connecticut Post, The Day, The Hour, The Journal Inquirer, NewsTimes, The Record-Journal, Westerly Sun and Republican-American.

## User Guide

### Quick Search

Using the Quick Search form at [www.CTjobs.com](http://www.CTjobs.com), you can quickly view all jobs in a particular category. You can also refine your search by entering Keywords.

#### Quick Search

☑ **Tip:** If you enter quotation marks around your search terms, CTjobs.com will do a search on the exact phrase between the quotes. If you don't have quote marks, CTjobs.com will retrieve job postings in which at least one of the search terms is present.

<b>Job Categories</b>	<div style="border: 1px solid black; padding: 2px;"><div style="border-bottom: 1px solid black; padding: 2px;">Building Services</div><div style="border-bottom: 1px solid black; padding: 2px; background-color: #0056b3; color: white;">Computer/IT</div><div style="border-bottom: 1px solid black; padding: 2px;">Customer Service</div><div style="padding: 2px;">Defense/Aerospace/Aviation</div></div>
<b>Keyword</b>	<div style="border: 1px solid black; padding: 2px;">Programmer</div>

### Advanced Search

Because there are hundreds of jobs on CTjobs.com, you may want to narrow down your search using our Advanced Search tool. The Advanced Search allows you to:

- ✓ Enter up to five Keyword fields, with one word or phrase per entry field (e.g. “accountant” and “administrative assistant”)
- ✓ Use "Smart Match", which will expand your search to include variations on words in your Keyword fields. For example, if you enter “accountant” the Smart Match feature will include “accounting”, “account”, etc. It will also insert any key words that are mapped to a concept.
- ✓ Choose whether you want to AND or OR your Keywords. By selecting the “AND” option, you will narrow your search results by requiring the search to only bring jobs that show all of the key words in your list. By selecting the “OR” option, you will be expanding your search by allowing the search to bring you any jobs that have at least one or more of your key words.
- ✓ Select one or more job categories
- ✓ Search by job type (Regular, Contract, Intern, or Temporary)
- ✓ Search by location and zip code.
- ✓ Search by radius- Start by selecting a zip code, and a distance from that center point to perform a radius search

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 **Definitions:**

- **Regular:** Permanent or long-term employment.
  - **Contract:** Working independently on behalf of an employer. A contractor is not typically on an employer's payroll.
  - **Intern:** Working in a professional environment to complete an academic program.
  - **Temporary:** Short-term or seasonal work often placed through an agency.
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## Registration

Registering with CTjobs.com gives you access to cutting-edge job search tools that really rev up your hunt. You can post your resume online for employers to view and then instantaneously view a list of all the current jobs in our database that match your credentials. CTjobs.com will then send you daily notification emails as new matches for your resume are found. You can also create your own personal search agent that will scour our database nightly for the exact jobs you want.

The following procedure takes you through the registration process:

1. Name - Enter your first, middle, and last names, using proper capitalization and punctuation.
2. Address - Use one or both of the first two lines for your home address or post office box.
3. Contact - Provide a phone number you can be regularly reached at, whether your home phone or a cell phone.
4. User ID - Your User ID should be six characters or longer, and can contain uppercase and lowercase letters, numbers, and some punctuation.

5. Password - Your password should be at least six characters long, easy for you to remember and difficult for others to guess. Do not share your password with anybody.
6. Password Questions - Select a question and answer that will help you remember your password. In case you forget your password, you will be able to use this as a reminder.
7. New Password - If you are changing your password, you will be asked to enter your old password first, for security.

## Login

You select your own personal Login ID and Password at registration and use them to access your Capefearemployment.com account any time you want.

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**Tip:** Your username and password are case sensitive. If you have problems, one of the first things to verify is that your Caps Lock key is **off**. If you're still having trouble, go to <http://bj.CTjobs.com/candidate/candlostpass1.html> for assistance.

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## The Desktop

Once you have logged in, you'll have access to the full suite of CTjobs.com tools. Your desktop is your personal homepage on CTjobs.com. It lists all of your resumes, saved job searches, and cover letters, and gives you access to many available additional services (such as a personality test).

The following features are available to you on your personal desktop:

- Job Search
- Resume Builder – a four-step process to create a resume. Then you can upload a resume as a supplementary document (recommended).
  - Copy out the options for the registration fields
  - Copy out the options for the desktop view options including View, Status, Matches, etc.
- Job Search Agent - Search agents are automated job searches. Create a search and you will be notified by email when there are new jobs.
  - Copy out the options for the job search agent creation fields
  - Copy out the options for the desktop view options including Status, Jobs Found, Etc.
  
- Cover Letter
- Personality Test

## Resume table

The resume table holds all of the resumes in your portfolio, including those that you built using the Resume Builder tool as well as any resumes you may have uploaded.

Resume	Status	Visibility	Matching Jobs		Created	Last Edited	<a href="#">Edit</a> <a href="#">Duplicate</a> <a href="#">Delete</a>
			New	Total			
<a href="#">IT resume</a>	Active ( <a href="#">Inactivate</a> )	Public	100	100	01/10/2004	01/10/2004	

You have not uploaded a formatted resume yet. [Upload a resume](#)

There are several pieces to this table:

### Resume

This column shows your online resume's name. Click on the name to view the resume. To edit the resume, click on "Edit" to the right.

### Status

The Status column displays the status of your resume.

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#### Definitions:

- An **active resume** will be matched with jobs and is visible to employers.
  - An **inactive resume** will not be matched with jobs and is not visible to employers.
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You can change the status of your resume by clicking on the link. The status change will take effect immediately.

### Visibility

The Visibility column indicates whether the personal information in your resume can be seen by other employers. You can change the visibility at any time by editing the resume.

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#### Definitions:

- A **public resume** displays your name and contact information.
  - A **confidential resume** does not display your name and contact information.
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You can change the visibility by editing the resume.

### Matching Jobs

The Matching Jobs column displays the number of jobs that CTjobs.com has matched to your resume. The "New" column shows the jobs you have not yet viewed, including jobs added since your last visit, and the "Total" column shows all of the current jobs that match your resume.

Click on the number to see the job listings.

**Created**

The Created column shows the date your resume was put on CTjobs.com.

**Last Edited**

This is the date your resume was most recently updated.

**Upload a Resume**

The computer file containing your resume can be stored on CTjobs.com, where it will be converted to text, Microsoft Word and Adobe Acrobat (PDF) formats.

**Formatted**

Click on Word, Text, or PDF to review your uploaded resume. Viewing the Microsoft Word file will require a copy of Microsoft Word, and viewing the PDF file will require a copy of Adobe Acrobat Reader. The resume will appear in a popup window.

**Create a New Resume**

You can prepare an online version of your resume by following this link. Online resumes can be automatically matched to job postings, saving you time in your job search. You can create up to five resumes on CTjobs.com.

**Personality Test**

This is a simple questionnaire that can be used to best describe your personality. Although you can only take this test once, you can either hide the results from employers or make the results visible at any time from this page.

**Job Search Agents Table**

The Job Search Agents table holds all of the saved searches you create.

Search	Status	Date Created	Last Edited	Jobs Found		Edit Delete
				New	Total	
<a href="#">IT</a>	Active (Inactivate)	01/10/2004	01/10/2004	100	100	

There are several pieces to this table.

**Search**

The Search column lists all of the names of your saved searches. Click directly on the name to review the search query.

**Date Created**

The Date Created column displays the date you created the search.

**Last Edited**

The Last Edited column displays the date that you last revised your search query. The New column shows the jobs you have not yet viewed, including jobs added since your last visit. The Total column shows all the current jobs that match your search query.

**Create a New Search**

As a jobseeker registered at CTjobs.com, you can search for jobs the same way unregistered users can. You however have the advantage of saving your

search queries and having CTjobs.com email you about the new jobs found. You can see at a glance how many jobs have been matched to your query.

## Cover Letters Table

The Cover Letters table holds all of your saved cover letters. You are allowed up to five.

 Letter	 Created	 Last Edited	
<a href="#">test</a>	01/10/2004	01/10/2004	<a href="#">Edit</a> <a href="#">Duplicate</a> <a href="#">Delete</a>

There are several pieces to the table.

### **Letter**

The Letter column displays the name of your online cover letters. Click on the name to review it.

### **Created**

The created column displays the date your cover letter was first stored on CTjobs.com.

### **Last Edited**

The Last Edited column displays the date you last revised your cover letter.

### **Create a New Cover Letter**

You can keep up to five cover letters on CTjobs.com. Either one can be used when applying for a job posting.

### **Update Your Personal Information**

Use this link to manage the personal details you entered when you first registered on CTjobs.com (Name, Address, Phone and Email).

### **Company Profiles**

The Company Profile offers you detailed information about a company's organization as well as links to all of their online job postings.

Just click on the link in the left navigation bar to find companies of interest.

### **Career Resources**

This page is created for you as an additional source of helpful information for finding your perfect job - from starting a job search, to writing a resume/cover letter to interviewing and networking. You can find advice for when you're in the workplace and plan on getting ahead, as well as access to our professional resume writing service.