**Work Search Skills**

**ALEXsys Activities Instructions**

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| Create an ALEXsys portfolio | * Go to <https://alexsys.labor.state.ak.us/>
* Select “**start here**” to create a new account.
* To set up an ALEXsys account select “**Register**”.
* Select “**Individual**”.
* If you agree with the terms and conditions for using ALEXsys, select “**Yes, I Agree**”
* Create a **Username** and **Password** for your account
* Log back in using your username and password and complete the personal information
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| Financial ServicesMy Monthly Budget | * Enter your username and password on the ALEXsys home page and sign in
* In My ALEXsys, under **My Services**, select “**Financial Services**”.
* Select “**My Monthly Budget**” and complete the budget questions in each section.
* When you have completed the monthly income and expenses sections, ALEXsys will calculate the hourly wages needed to meet monthly expenses.
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| Career ServicesCareer Steps | * Enter your username and password on the ALEXsys home page and sign in
* In **My ALEXsys**, under **My Services**, select “**Career Services**”, then select “**Career Steps**”.
* **Step 2- Checking the Labor Market**. Select **Job Market Explorer** and choose a city or region to begin your occupation search
* **Occupation Group**- select the occupation group of your program.
* **Education and Experience**- select Post-secondary vocational training
* **Wage Requirements**- select the wage required to support your monthly expenses
* Select 3 occupations in this occupation cluster that meet your requirements.
* Click on each occupation title. The **Summary** will give a brief job description, how many job openings there are in the region you selected, and the average salary. Click “**Display more information about this occupation**” to get more specific information about available jobs, employers in the area who may hire, training programs, and more information about the occupation.
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| **My Resumes** |
| Complete Background Wizard | * Select “**Background Wizard**”
* Complete driver’s license information, select “**Start**”
* Add education, certifications and employment information
* Add desired location occupation and wage information
* Finish **Background Wizard** to create a database for your resumes
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| My Profile - View or Edit | * Enter your username and password on the ALEXsys home page and sign in
* In My ALEXsys, under My Resumes select “**My Profile- View or Edit”**
* Update information on the first page if necessary, then select **“Start”**
* Click through the screens, and make any changes required.
* Preview the profile- if it is OK, select “Finish”
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| My Resume - Create, Edit or View | * Enter your username and password on the ALEXsys home page and sign in
* In My ALEXsys, under **My Resumes** select “**My Profile- View or Edit”.** Select “**Create New Resume**”
* Create a resume title
* Select desired components during the process
* Select “**Save and Continue**” to save your work during the process
* When you are finished reviewing the completed resume, select “**Save and Return**”
* To edit or delete an existing resume, select “**Edit**” or “**Delete**” next to the resume
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| Job Seeker Services | * Enter your username and password on the ALEXsys home page and sign in
* In My ALEXsys, under **My Services**, select “**Job Seeker Services**”.
* Select“**10 Steps**” to begin a 10-step program to find a job, from choosing an occupation to preparing for a job interview to adapting to your new job once you’re employed. You can select choices in each step to complete necessary activities and store information in your ALEXsys account.
* Select “**Job Market Trends**” to get current information on specific occupations or Occupation groups in your preferred city or area.
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| Labor Market Services | * Enter your username and password on the ALEXsys home page and sign in
* In My ALEXsys, under **My Services**, select “**Labor Market Services”.**
* Select “**Labor Market Facts**” to get current information on area jobs, which are highest and lowest paid, which are the fastest-growing jobs, area employers, local training institutions, etc.
* Select “**Area Profile**” to get current information on employment for a specific city or region in Alaska. For more specific information on available jobs or training, click on “**Display more information about this area**”.
* Select “**Industry Profile**” and choose a city or region to get current information on a specific industry or occupation area. For more specific information on available jobs or training, click on “**Display more information about this industry**”.
* Select “**Occupational Profile**” and choose a city or region to get current information on a specific occupation area. For more specific information on available jobs or training, click on “**Display more information about this occupation**”.
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|  My Cover Letter - Create or Edit | * Enter your username and password on the ALEXsys home page and sign in
* In My ALEXsys, under **My Resumes select** “**My Cover Letter- Create or Edit**”
* If new, select “**Create New Letter**”
* Select the desired letter type, then select “**Display Letter**”.
* Select each portion of the **Letter Builder** to create your cover letter. When you are finished with each section, click on “Spellcheck” to check your work before continuing to the next section.
* When you are finished, select “**Save This Letter**”.
* To print, select “**Print View**” in the lower right corner.
* Select “**Print Letter**”.
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