**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 |
| Financial Services  My 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. |
| Career Services  Career 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. |
| **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 | |
| 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” | |
| 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 | |
| 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**”. |
| 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**”. |