

**EMPLOY FLORIDA MARKETPLACE** **The Employ Florida Marketplace**



**A New Tool  
for  
Individuals  
Seeking a Job  
in Florida**

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**EMPLOY FLORIDA MARKETPLACE** **Who is Employ Florida?**

- **Employ Florida** connects you to all of Florida's workforce services and resources by providing one name you can use to locate services anywhere in the state.
- Local Employ Florida affiliates or "members" are:
  - The 24 **regional workforce boards** and the close to 100 "**one-stop centers**" they administer.
- The state level Employ Florida partners are:
  - **Workforce Florida, Inc.**
  - The **Agency for Workforce Innovation**




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**EMPLOY FLORIDA MARKETPLACE** **What is the Employ Florida Marketplace?**

**The Employ Florida Marketplace (EFM) is an internet-based tool that allows individuals to:**

- Research Careers
- Research Education and Training programs
- Search for Jobs
- Save Job Searches to run automatically
- Receive Automatic Notifications of new job matches
- Create Professional Resumes and Letters on line
- Complete Skills Assessments
- Complete a Transferable Skills Analysis

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## Getting Started with the EFM

- You may visit the EFM at [www.EmployFlorida.com](http://www.EmployFlorida.com) and use many of the site's features as a "Guest"
- By registering on the EFM you will be able to:
  - Create and save Resumes
  - Create and save Job Searches
  - Create and save Skill Assessments
  - Keep records of job applications
  - Create files on employers
  - Much more!

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## How Do I Register?

- Go to [www.EmployFlorida.com](http://www.EmployFlorida.com)
- Click "not registered," then click "register," then "individual"
- Fill out the form
- Red asterisks "\*" indicate required information
- When registration is complete, the EFM offers suggested next steps

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## Customizing Your Home Page

- Once you register you can customize your home page and settings
- Click on "settings" link at the bottom of any page to
  - specify whether you want web graphics or text settings
  - select language
  - enable or disable "fly-outs"
- Click on the **My Home Page** button after registering to design your Home Page.

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**EMPLOY FLORIDA MARKETPLACE** **Career Services**

- Research Occupations
- Research Job Markets
- Research Industries/Employers

Do this all from the convenience of your home or from your local one-stop resource room!

**Welcome to Career Services.** Here you can research specific occupations, learn about what career best suits you and also explore the current job market where you want to work. Please select a Service from one of the options below.

**Career Tools** - View a guide to the steps you should take to follow the path of selecting the ideal career or occupation.

**Career Explorer** - If you do not have a specific career in mind, select this option to learn what career or type of job best suits you as well as areas for which you might want to receive more training and education.

**Career Information** - If you have a career in mind, select this option to highlight a specific occupation and display information on wages, employers and jobs that are available as well as the details of available education and training, the job requirements and the nature of the work involved.

**Job Market Explorer** - Choose a career or occupation for analyzing the current labor market trends where you want to work, including wages, employment projections and educational requirements.

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**EMPLOY FLORIDA MARKETPLACE** **Career Services**

- Complete Job Skills and/or Personal Skills, then search for occupations that match them
- Find occupations with skills similar to the skills in your current occupation

Choose one of the options below to determine how to find a career or occupation that suits you.

| Services for Individuals   | Services for Employers   | About This Site |
|--|--|-----------------|
| <p><b>Match Your Skills</b> - Identify the skills that you have and match them with a career or occupation that suits you. Then review the jobs that employers that are currently hiring say match your skills or find training to improve the skills you need to land your ideal job.</p> | <p><b>Match Your Occupation</b> - Find occupations that are similar to your current or previous occupation based on the required knowledge, skills, abilities as well as the normal work environment, and work activities.</p> |                 |

[Select another Career Service](#)

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**EMPLOY FLORIDA MARKETPLACE** **What If I Still Have Questions?**

- Click on "Assistance Center" for Questions and Answers or to E-Mail your Question
- Click on question mark "?" for help screens, definitions, and additional information
- Visit or call your local Employ Florida affiliate at:



[www.EmployFlorida.com](http://www.EmployFlorida.com)

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