

IdahoWorks Account Options for Job Seekers

IdahoWorks offers several levels of service to job seekers. We encourage you to take advantage of all the benefits available when you “Create a Plus Account” and “Build a Resume.” A “Basic Account” offers fewer features, but provides quick job referrals. See features of each option below.

| Features | Basic Account | Plus Account | Resume Upload | Resume Builder |
|---|---------------|--------------|---------------|----------------|
| Basic profile with preferences for how you want to be contacted about jobs | X | X | X | X |
| Full access to detailed job descriptions and most application instructions | X | X | X | X |
| Can be considered for other programs, based on eligibility, and enhanced job seeking services | | X | X | X |
| Access and application instructions for “Staff Assisted Only” job listings (listings that employers ask us to prescreen for minimum qualifications) | | X | X | X |
| Personal assistance with your job search on IdahoWorks | | X | X | X |
| Select resume job title for job matching and email alerts | | X | X | X |
| Automatic referrals for your selected job title | | X | X | X |
| Upload your resume as a Word document | | | X | X |
| Create experience and skill profiles (resumes) for multiple job titles to reach more employers <i>Each job title must be unique</i> | | | X | X |
| Employers and staff can view your active resumes using a keyword search <i>Job seekers must keep resumes active for matching; they become inactive after 90 days</i> | | | X | X |
| 24/7 access to the resumes you create | | | X | X |
| Edit and modify saved resumes | | | | X |

Remember to check and update your account often to keep your status **Active**. Doing so ensures you’ll receive emails about new job listings, upcoming hiring events, and maintain your visibility to employers who are hiring.