

Oklahoma Job Link Registration Checklist

www.oklahomajoblink.com

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| 1. Go to www.oklahomajoblink.com to create an account and register for work. | <input type="checkbox"/> |
| 2. Click on the “Create a Job Seeker Account” link. | <input type="checkbox"/> |
| 3. After completing the first page of account creation you will be on the “Your Oklahoma Job Link Job Seeker Basic Account is Complete” page. You must fully register your account by clicking on the “ CREATE A PLUS ACCOUNT ” link. | <input type="checkbox"/> |
| 4. You will verify or accept various informational statements such as Equal Opportunity and Data Privacy, then answer registration questions on social security number, education, race, military service, etc., and finally add a job title to your resume of the type of job you wish to find in the future. | <input type="checkbox"/> |
| 5. You will receive a message that “Your Job Seeker PLUS Account Registration is Complete”. Click on the “Build a Resume Link” to complete your resume that was started earlier in the PLUS Account process. Click on the resume title you will find there to begin. | <input type="checkbox"/> |
| 6. Select “ BUILD ONLINE: YOUR BEST OPTION FOR JOB MATCHING ” as the best option for employers to find your resume. a. Oklahoma Job Link will guide you through 6 steps to complete your resume. b. You will need to have information about your education, work history to complete the resume process. | <input type="checkbox"/> |
| 7. When finished you may print or save your resume in Word or PDF formats. | <input type="checkbox"/> |