



Improved Online Services

- Automated résumé and cover letter writing
- Various ways to search for employment
 - Search by preferred employers
 - Search by location, source and date of job posting
 - Search by skills required or résumé criteria
- Match your skills to job openings
- A Virtual Recruiter to help you find postings based on your skills and résumé
- An enhanced list of eligible training providers and programs
- Personalized resources, including event calendars, appointments and messages
- Online résumé postings to attract preferred employers with job openings
- Quick reference cards and “How to” videos to assist you as you explore careers and industries



EmployRI is like having your own personal career counselor pointing you towards your new job opportunity!

Need assistance with ?

Contact us, we can help!

EmployRI is a free service accessible from **any computer with internet access**. If you have questions or need assistance, please contact one of our offices. Hours are Monday through Thursday, from 8:00 am to 4:00 pm and Friday from 10:00 am to 4:00 pm except where noted*.

Providence *netWORK*Kri

One Reservoir Ave., Providence, RI 02907
Phone: (401) 462-8900

Wakefield *netWORK*Kri *

4808 Tower Hill Road, Wakefield, RI 02879
Phone: (401) 782-4362
Hours: Tuesday, Wednesday and Thursday, 8am-4pm

West Warwick *netWORK*Kri

1330 Main Street, West Warwick, RI 02893
Phone: (401) 462-4100

Woonsocket *netWORK*Kri

219 Pond Street, Woonsocket, RI 02895
Phone: (401) 235-1201



Download the Mobile APP

Search *EmployRI* at the App Store or on Google Play

www.employri.org

DLT always welcomes comments and suggestions

Please email us at dlt.wds@dlt.ri.gov



RI Department of Labor and Training

1511 Pontiac Avenue, Cranston, RI 02920

DLT is an equal opportunity employer/program. Auxiliary aids and services are available on request to individuals with disabilities.

TTY via RI Relay 711

715 MDF

RI Department of Labor and Training



**for
Job Seekers**



*your
personal
online
Career
Counselor*

- Create, post and submit résumés
- Match your skills and abilities to jobs
- Conduct a multi-site job search
- Manage letters and interviews, and
- Ultimately find a new job!

How and Why to Register in EmployRI

Many of EmployRI's perks, including résumé writing and skills matching, are only available to registered users. Registering is confidential, quick and easy. To register:

1. Go to www.employri.org and select **Click here to Register** in the top right-hand corner.
2. Under Option 2, Create a User Account, select **Individual**.
3. Fill each text box, then click on the NEXT button at the bottom. Required information is indicated by a red * asterisk.

Once you've successfully completed these screens, you'll be brought into the main **Services for Individuals** page.

Benefits of registering include:

- the power to create and save up to 10 résumés
- the ability to match your skills with jobs
- access to apply directly to job postings
- access to an Employer Database
- capability to set up a Virtual Recruiter to notify you when new jobs are posted
- up-to-date Labor Market Information
- an Assistance Center with How-to Videos and Quick Reference Cards
- saved skills, searches and information which can be easily updated



www.employri.org

How to Post a Résumé in EmployRI

There are several methods to post a résumé into EmployRI. Instructions can be found on the *netWORKri* web site. The first step is to log into EmployRI.

Methods of Posting Résumés in EmployRI

- If you don't have a résumé, or only have a hard copy, EmployRI will help you create one. Detailed instructions can be found at www.networkkri.org/StartResume.htm.
- If you have a résumé in a Word or Pdf file, you can import it into EmployRI. Instructions to do this are online at www.networkkri.org/ImportResume.htm. Importing an existing résumé is the quickest method but not necessarily the best.
- The recommended method for posting a résumé takes more time but will produce a higher quality résumé that will contain your skills and abilities in terms that are matchable by machine résumé readers. Instructions for this method are online at www.networkkri.org/FullAdvResume.htm.

EmployRI will store up to 10 different résumés; each can be personalized to match specific jobs. If you are collecting unemployment, it is required that you post a résumé in EmployRI within the first six weeks of collecting your benefits.

Your personal profile in EmployRI can help you with cover letters, interviews and research. Jobs in EmployRI are updated **every business day** so you can be certain that you're viewing the most up-to-date information.

How to Match your Skills to a Job Posting

Job skills matching breaks down jobs into individual tasks. There are a couple of ways to accomplish this activity.

- The easiest way is to match your most recent occupation to the skills associated with it. Log into EmployRI then, under Career Services, click Career Tips. Step one is **Self Assessment**. Click *Match your Occupation* and enter your occupation. Click *Continue* and a list of skills will be displayed. You will be prompted to save these skills to your profile.
- Another, better way is to select *Match your Skills*, then select *Job Skills*. This brings you to a list of all skills, broken into 14 major categories. Go through each tab (General Skills, Computers, etc.) and each sub-skill tab and click the boxes that represent your skills. When you finish, click *Save Skills* and then *Continue* at the bottom of the page. This method takes longer, but you may find more of your skills and match to more occupations.

Want more information on Skills Matching? Visit the *netWORKri* web site at: www.networkkri.org/AnalyzeSkills.htm

For more detailed instructions and how-to videos, visit www.netWORKri.com

