



## 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
- An expanded 10-step process for job seekers
- 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 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 the convenience of **any computer with internet access**. If you can't find what you're looking for, have questions about navigating through the system or just need general assistance, please contact one of our offices;

### Newport Reemployment Office

Phone: (401) 847-2038

Email: NewportCountyDLT@networkkri.org

### Pawtucket netWORKkri

Phone: (401) 721-1800

Email: Pawtucket@networkkri.org

### Providence netWORKkri

Phone: (401) 462-8900

Email: Providence@networkkri.org

### West Warwick netWORKkri

Phone: (401) 828-8382

Email: WestWarwick@networkkri.org

### Woonsocket netWORKkri

Phone: (401) 235-1201

Email: Woonsocket@networkkri.org

[www.employri.org](http://www.employri.org)

**DLT always welcomes  
comments and suggestions.**



## 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.

TDD: (401) 462-8006

6/09 MDF

The RI Department of Labor and Training  
is pleased to introduce



## for Job Seekers



*your personal online  
Career Counselor*

An interactive web site  
where you can:

- create, post and submit résumés
- conduct a multi-site job search
- manage letters and interviews
- assess your skills and abilities
- research current labor market conditions
- find training providers and programs

## Register Today

EmployRI will save your skills and individual profile, your résumés and any searches you conduct, but only if you are a registered user. Certain functionality, including the ability to apply for jobs online, are not available to users who log on as guests.

The personal data you enter into the EmployRI database is held strictly confidential. We do NOT sell or share your information with anyone, nor will we contact you or send you data you don't request.

### Registration is confidential and easy.

To register, choose the "Individual" option. Required information is indicated by an \* asterisk. Fill each text box, then click on the  button at the bottom. Once you've successfully completed three screens, you'll be brought into the main **Services for Individuals** web page.

As a registered user of  you'll find you have:

- your own personal home page
- a listing of upcoming events
- a Communications Center with messages and appointments
- access to job postings and an employer database
- the most up-to-date Labor Market Information
- an extensive Assistance Center which features Quick Reference Cards and Questions and Answers

[www.employri.org](http://www.employri.org)

## Four Main Services for Individuals

### CAREER Services

Career Services can guide you through a step-by-step plan to analyze your skills, match them to an occupation, then to a job posting. Career Services also provides labor market trends including occupational wage data and projections.

### JOB SEEKER Services

Job Seeker Services can help you find a new job by searching many job banks at one time or by searching through an employer database. Job Seeker Services also features an automated résumé and letter builder.

### EDUCATION Services

Education Services will help you find suitable training programs as well as provide information on various educational providers and schools in the area.

### LABOR MARKET Services

Labor Market Services helps you uncover which jobs are the highest-paying or fastest-growing in your area. Labor Market Services also contains area, industry and occupational profiles.

### EmployRI can be used by:

- Job Seekers
- Job Changers
- Students
- Employers
- Human Resource Professionals
- Educators
- Analysts and Community Planners



 **saves your job search data**

Information you enter as a registered EmployRI user is saved online in your personal profile. The system will save any searches you conduct, including industry and occupational profiles, so you don't need to retrace your steps each time you log on. It can also update your list of employable skills as you receive relevant training.

Your personal profile can hold up to 10 versions of your résumé, as well as 10 cover letters and numerous appointments and notes. EmployRI can even keep track of your appointments and interviews.

Jobs in EmployRI are updated **every business day**; other data is updated as it is released, so you can be certain that you're viewing the most up-to-date information. In fact, EmployRI can also notify you when new job postings become available!

EmployRI is closely integrated with other Labor and Training programs, so services like Unemployment Insurance, Temporary Disability and Workforce Development are only a click away.

**Manage all aspects of your job search, from résumé to interview with** 



**from the comforts of your own PC!**  
You must be connected to the Internet to access EmployRI