



## STEPS FOR REGISTRATION

### REGISTER IN JUST A FEW EASY STEPS

#### **Steps to create an Account**

1. Go to [mjc.jobspeaker.com](http://mjc.jobspeaker.com)
2. Click "Free Sign Up"
3. Complete information and enter your preferred email address then click on "Sign up with Jobspeaker", your MJC ID will be required to sign up.



#### **After you Log-in**

- If you are registering for the first time, you will be prompted to complete a new profile.
- If you want to update your settings go to "My Account" (found in settings on the top right corner).
- Make sure to add your declared major in the curriculum section. Skills are automatically populated based on your major but can be edited.
- Additionally you can add skills you have acquired outside of Modesto Junior College (past education/work experience/etc.).
- Jobspeaker will automatically match you to jobs based on your skills so make sure to list them!

#### **Create Profile**

By creating a profile, you are advertising your experience to all employers who post to the Jobspeaker site. Make sure to enter all sections of the profile including your contact Information, education and work experience. *Always maintain professionalism.* You can create multiple profiles to match different positions and industries you might wish to apply for.



#### **Resume**

This profile can automatically generate a resume once your profile is complete; go to Profile tab and click on "Print PDF" button, your Resume will be saved in documents section of your dashboard. You can also scan in or take a picture of your professional resume and attach in the documents sections.



#### **Begin Job Search**

When searching the Job board, you will see jobs matched to the skill set you entered in account page. If you want to refine your search even more, you can click filter icon on the right and add search conditions, such as geographical location and title/description of the job.

#### **On-Campus Application Process**

Requirements for on-campus employment include the following: minimum of enrollment in 6 units, complete job application in Jobspeaker to include 3 references (Fill name, addresses, and phone numbers), Federal Work Study (if applicable), attached resume.

#### **Download the App**

If you have a smartphone, download Jobspeaker's FREE Mobile Job Search App! You can swipe and apply for jobs right from your phone.

