

# Finding Jobs Using The

The logo for the Georgia Department of Labor (DOL) is displayed within a dark green rectangular box. It features the word "Georgia" in a small, light-colored serif font above the large, bold, white letters "DOL". To the right of "DOL", the words "Department of Labor" are written in a white, sans-serif font.

# Website

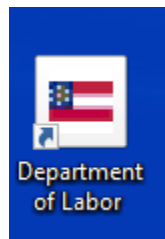
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The Georgia Department of Labor (GDOL) manages and maintains a website that assist job seekers when searching for job opportunities across the state of Georgia. This guide will assist job seekers with site navigation and tips when using the website. The website is located at <https://dol.georgia.gov/>.

Below is an image of the homepage for the Georgia Department of Labor website.



To access this site Click on the Department of Labor Icon on the Desktop or enter <https://dol.georgia.gov/> in your browser address bar.



After opening the Georgia Department of Labor website, click on “Find a Job”.



When you click on “Find a Job” you will be able to set up an account by clicking “Employ Georgia”.



## *Creating an Account and Signing in*

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Page 3 of 6



After clicking on “Employ Georgia” you will have an opportunity to create an account and upload your resume’. Complete and submit your profile by selecting “Job Seekers”.

Georgia Department of Labor Career Centers

Georgia DOL DEPARTMENT OF LABOR

**EMPLOY GEORGIA**

AN ONLINE RESOURCE FOR YOUR EMPLOYMENT NEEDS

**EMPLOY GA**  
employgeorgia.com

All at no cost to you!

**GA Jobs Available: 58,352** **GA Added Yesterday: 2,035**

**Job Seekers**  
Sign in or Create an Account

Create an account and résumé to take full advantage of Employ Georgia Focus/Career-Explorer and to manage your job search in one location. Employ Georgia allows you to:

**Employers**  
Sign in or Create an Account

Create an account and take advantage of the recruitment tools available to manage your talent search all in one place and at no cost. Employ Georgia allows you to:

Under the Job seekers section of the site you may create an account and résumé to take full advantage of “Employ Georgia” focus/Career-Explorer and to manage your job search in one location. “Employ Georgia” allows you to:

- Create or upload up to 5 résumés
- View automatic job matches to your résumé
- Search job postings and save your searches
- Receive email alerts matching your saved searches
- Research careers, employers, and training



# Searching Job Postings

Using the username and password you created, log into your account.

**Your Job Search Starts With Your Resume**

The first step toward a job is your resume. Most employers want to see your resume before they'll even consider you for the job. Your resume is a great way to start planning and collecting the necessary information for a successful job search.

That's why Employ Georgia/Career starts by helping you build a complete, detailed resume that includes your skills and experience. If you've already written your resume, you can upload or paste it into Employ Georgia/Career . We'll help you improve it!

**Log in**

Username

Password  **Sign in »**

*Password is case-sensitive.*

[Forgot your password](#)

**Register for an account**

*Registering only takes two steps, and allows you to create or upload a resume and see all job postings, including ones recommended for you based on your skills and expertise.*

**Explore options without registering**

*You may research careers, employers, and programs of study without registering, but you will not be able to permanently store a resume to see personalized career options.*

After you have signed-in you can build or upload a résumé, view job postings, save your job searches to receive notifications of new job postings. You can bypass the login, however, nothing will be saved if you chose this option.

Click on “Create or Upload a Resume” or choose “Search for Jobs”.

Georgia DOL EMPLOY GEORGIA Job Seekers

Hi, Mark McSwain A A A Translate

My bookmarks | My account | Sign out

home job search explore careers & education

YOUR RESUME | SEARCH JOBS

**Create or upload a resume** *best bet for best matches*

**Search for jobs**

➔ **See job recommendations based on my resume** *we'll help you build or upload your resume first*

➔ **Start or continue a job search without a resume** *results are limited without a resume*



Once you have selected “Search for Jobs” enter the search criteria for the job you are interested in by entering key search words and a zip code.

The screenshot shows the Georgia Department of Labor (DOL) Job Seekers website. At the top, there is a navigation bar with "home", "job search", and "explore careers & education" buttons. A user profile for "Hi, Mark McSwain" is visible in the top right corner, along with links for "My bookmarks", "My account", and "Sign out". Below the navigation bar, there is a "Search job postings" section with a "Go »" button. The search area includes a text input field for "search for these words", a dropdown menu for "in Anywhere", and a "Search within this area" section with a "50 miles" dropdown, an "of 30097" text field, and a checkbox for "Only show in-state jobs". There are also dropdown menus for "Search this state/city" with "select state" and "select city" options. A "Job ID" input field is located below the search area. At the bottom of the search area, there is an "Expand all" button and a grid of filter categories: JOB MATCHING, POSTING DATE, EDUCATION LEVEL, SALARY LEVEL, INTERNSHIPS, LANGUAGES, WORK AVAILABILITY, OCCUPATION AND INDUSTRY, EMERGING/HIGH-GROWTH SECTORS, PHYSICAL ABILITIES, TARGET/EXCLUDE BY JOB TYPE, and EXCLUDE JOBS.

You may also refine your search using the following criteria:

Jobs matching your resume  
Job Posting date  
Educational Level  
Salary Level  
Internships  
Languages

Work Availability Times and Days  
Occupation and Industry  
Emerging or High Growth Sectors  
Physical Abilities  
Target or exclude by Job Type

Any and or all of these are customizable to pinpoint your job search to find just that right place for you. These are but a few of the many advantages offered to you on the GDOL site to aid you in finding a place of employment.

