

# WorkInTexas.com + State's Workforce System = A Winning Combination for Job Seekers and Employers



# Agenda

- How Workforce Solutions Offices Help Job Seekers Find Employment and Training Opportunities
  - Michelle Castrow, Manager of Strategic Planning, Workforce Solutions Gulf Coast
- WorkInTexas.com Basics: Navigation, Registration & Resume Builder
  - Margaret 'Ellyn' Corley, Board Service Strategies, Program Specialist for WIOA and Employment Services
- WorkInTexas.com and Assistive Technologies
  - Daniel Kinnunen, Accessibility Specialist, TWC's Workforce Automation Team

# WorkinTexas.com Training Outline

- Basic Navigation
- Registration – Individual
- Resume Builder Wizard
- Job Search and Referrals

# Getting Started

- Go to [www.workintexas.com](http://www.workintexas.com).
- Select “sign in” or “register” in the top right- hand corner. (Note: If you have filed for unemployment benefits, you should already have a username and password.)
- To Change to the Spanish version, you will need to click on En Español link.
- Registration Resources link <https://www.twc.texas.gov/files/jobseekers/workintexas-registration-usage-tips-twc.pdf>



Username

Password

**Sign In**

[Forgot Username/Password?](#)

**Register**

[En Español](#)

[Registration Resources](#)

**Search for jobs in  
your area.**

Enter a keyword and/or city or ZIP code and radius to search for jobs in your area.

Enter Keyword

Zip Code or City

25 miles



**Search**

# Register as an Individual (Job Seeker)

## Option 1 - Already Registered

**User Name:**

**Password:**

If you have forgotten your user name and/or password, please click [Retrieve User Name or Password](#).

## Option 2 - Try Us Out



If you would like to view WorkInTexas as a visitor to see what services are available, please click [Guest Access](#).

English  Español

## Option 3 - Create a User Account


If you would like to become a fully registered user with WorkInTexas and have access to all of our online services, select one of the following account types. If you are not sure if you need to register on the system, learn more about the benefits of registering on page: [Why Register?](#)




 <b>Individual</b>	 <b>Employers and Agents</b>
Register as this account type if you are an individual and wish to search for the latest job openings posted online.	If you are looking for industry information, labor market information, job applicants for your business, contact us to meet job

# Work-in-Texas Registration Page

[Home](#) [Register or Sign in](#)



**TWC collects some information in order to better understand your background and services that may be appropriate for you.** We also need some of this information for accountability purposes so that we can better measure our service results. **Personal information provided during the registration process will not be shared with prospective employers unless specially noted.**

\* Indicates required fields.  For help click the information icon.

## Login Information

\* Username:  Enter User Name (3 - 20 characters, and must include characters, letters or numbers. Allowable characters are + @ . \_)

\* Password:  Enter Password (8 - 20 characters, and must include at least one uppercase letter, one lowercase letter, one number and one special character. Allowable characters are # @ \$ % ^ . ! \* \_ +).

\* Confirm Password:

\* Security Question 1:

# Disability Information Section

[Sign Out](#)

## Disability

Providing this information is optional and refusal to provide disability information will not subject you to any adverse treatment. Information regarding your disability status will be kept confidential as provided by law and will be used only in accordance with the law. Please note that for some programs, the information is needed to determine eligibility. Note too that you may be eligible for additional support services and programs if you have a disability.

**Do you wish to disclose a disability?**

- Yes, I have a disability I wish to disclose.  
 No, I do not have a disability.  
 I do not wish to answer.

**Please check any of the categories of disability that you may have:**

- Physical/Chronic Health Condition  
 Physical/Mobility Impairment  
 Mental or Psychiatric Disability  
 Vision-related disability  
 Hearing-related disability  
 Learning Disability  
 Cognitive/Intellectual disability  
 I do not wish to answer.

**I am concerned my disability may create significant challenges to obtaining and retaining employment:**

- Yes  No

# Disability Information Section

This information is for internal use only and will NOT be provided to prospective employers.

\*Date of Birth:



\*Do you have a disability?

Yes

No

I do not wish to answer

The following information should be completed only when the individual has self-identified they have a disability.

\*Please check any of the categories of disability that you may have:

- Physical/Chronic Health Condition
- Physical/Mobility Impairment
- Mental or Psychiatric Disability
- Vision-related disability
- Hearing-related disability
- Learning Disability
- Cognitive/Intellectual disability
- I do not wish to answer.

\*I am concerned my disability may create significant challenges to obtaining and retaining employment:

- Yes  No

\*Are you currently OR have you ever-received Vocational Rehabilitation Services from a state supported rehabilitation agency or some other vocational rehabilitation agency?

- Yes, Currently Receiving  Yes, Previously Received  No

\*Did you attain a certificate of attendance or completion from your school as a result of successfully completing an Individualized Education Program (IEP)?

- Yes  No

\*Have you received services funded by the State Developmental Disabilities Agency (SDDA), such as Aging and Disability Services?  Yes, SDDA  No

\*Have you received services funded by a local or state mental health agency (LSMHA)?  Yes, LSMHA  No

\*Have you received services funded via a state Medicaid HCBS waiver?  Yes, HCBS Waiver  No

\*Please describe your current/most recent employment.:

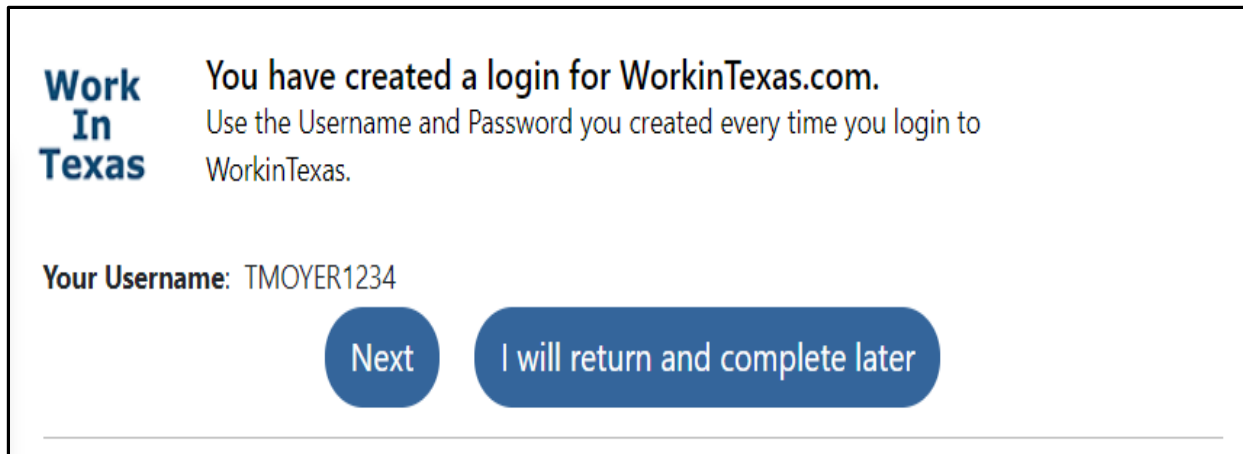
\*Did you receive one of the following Customized Employment Services to attain your current/most recent employment?

\*If you are an SSI/SSDI recipient, which of the following services did you receive?



# Account Creation Acknowledgement page

- The Account creation acknowledgement page will be displayed when you have finished.
- If customer clicks “ I will return and complete later,” they will always be taken back to this same page until they complete the registration process.



The screenshot shows a confirmation page for 'Work In Texas'. It features the logo on the left and a message on the right stating that a login has been created for 'WorkinTexas.com'. Below the message, the user's username 'TMOYER1234' is displayed. At the bottom, there are two blue buttons: 'Next' and 'I will return and complete later'.

**Work  
In  
Texas**

You have created a login for WorkinTexas.com.  
Use the Username and Password you created every time you login to  
WorkinTexas.

Your Username: TMOYER1234

Next      I will return and complete later

# Continuation of Registration

- Completing the registration process will help access all the benefits you may be eligible for.
- Complete each page. The information will not be saved until full registration is complete
- A progress map will display at the top of each page to show your progress through the registration. This is called a Wizard. The current section (Education) being completed shows in yellow, once the section has been completed a green check will appear and the page will move to the next



- Your local Workforce Center
  - <https://www.twc.texas.gov/directory-workforce-solutions-offices-services>

# Continuation of Registration

- Registration will move thru the following sections Education, Veteran, Employment, Farmworker, Demographic, Additional Background, and Public Assistance.
- After completing the last page of the Registration a confirmation message appears as seen below.

The screenshot shows a registration wizard interface. In the background, there are three questions with radio button options:

- \* Have you received Supplemental Security Income (SSI)?  Yes  No
- \* Have you received Social Security Disability Income (SSDI)  Yes  No
- \* My family qualifies for free reduced-price school lunch  Yes  No

A modal dialog box titled "Finish Application" is centered on the screen. It contains the following text:

The application has been successfully completed. Please click the Resume Builder Link below to complete your registration.

[Resume Builder](#)

At the bottom of the wizard, there are three buttons: "Exit Wizard" (a text link), "<< Back" (a blue button), and "Finish" (a blue button). In the bottom right corner, there is a "↑ To Top" button.

# Resume Builder (Wizard)

Select “Comprehensive” option under the Resume Creation Method. Resume title should reflect the field of work you are searching for.

## Résumé Name

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**\* Résumé Title:**

Preschool Teacher



Note: You may want to include words that highlight your skills, experience or specialty. Also, please be advised that this is a searchable field by Employers if you choose to have this résumé accessible online. Therefore you may wish to omit identifying information.



[Show Résumé Best Practices](#)

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## Résumé Creation Method

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**Comprehensive**  
 Build your résumé using a step-by-step process (create your résumé from scratch).  
 8.0 min(s) estimated

**Upload**  
 Attach an existing Word or .PDF résumé (save time by using your existing résumé).  
 10 min(s) estimated

# Resume Builder (Wizard) sections

- The Resume Builder Wizard sections assist in creating the Resume
- The Resume Wizard saves the previous pages completed as you progress through the Wizard
- All information entered in the first section 'Employer Search Items' will be used by the employer when searching for applicants.
- Box below shows Selecting Desired Location

**Résumé Builder**

Employer Search Items    Templates    Education    Certifications    Employment    Job Skills

Technical Skills And Tools    Ability Summary    Objective    Honors & Activities    Additional Information    Contact

References

**i** For help click the information icon.

To sort on any column, click a column title.

Desired Location	Action
<a href="#">Blanco County, Williamson County, Burnet County, Caldwell County, Lee County, Travis County, Bastrop County, Hays County</a>	<a href="#">Edit</a>

Update background information

<< Back    Next >>

# Resume Builder (Wizard)

- Resume Wizard will auto-populate information from your registration, so some pages will only need a review before continuing to the next screen.
- Do not use the ‘Exit Wizard’ link unless you are finished working for that day. Clicking ‘Exit Wizard’ will take you out of the Resume Wizard back to your Dashboard page.
- Last step in completing your resume; check the box entitled “Display References Available on Request” on this resume, this will not require references to be added in the Wizard.
- Resume Preview and click Save Resume & Return

# Job Search Page

Once you are signed in to [www.workintexas.com](http://www.workintexas.com), you can apply for jobs by selecting “Individual Job Search” on the Quick Job Search Link (left navigation menu).

Quick [Advanced](#) [Intelligent](#) [Employer](#) [Education](#) [Skills](#) [Résumé](#)

You may enter any combination of search criteria below. When you have completed entering your search criteria information, click the Search button/link.

[Search](#)

**Area Selection**

Area (click to change): [Multiple Areas](#)

Select New Area:  
[ [Select by Map](#) ]

State: Texas

Area Type:

- None Selected
- County
- Metropolitan Statistical Area (2013)
- State
- Workforce Development Area (WDA)
- Zip
- City
- Any Location

[Search](#)

[Other Job Sites](#) [Jobs Outside of Texas](#)

# Job Search

## List of Job Openings

## Job Details Page



Here is a listing of job openings in Texas that meet your search criteria.

Click on a job title to see more information about the job.

**IMPORTANT WARNING:** Always be on the lookout for job scams! Learn more on how to protect yourself against online scams and identity theft.

For help click the information icon.

Your search found 125 job(s), representing at least 126 position(s), that matched your search criteria. Change your [search criteria](#). [Save this Job Search](#)

To refer a job, select the check box for the job(s) and click the Refer link at the bottom of the table.

Results View: [Summary](#) | [Detailed](#)

Hide potential duplicates

To sort on any column, click a column title.

Date Last Modified	Job ID	Job Title	Employer	Location	Job Skills Matched	General Requirements Match	Specialized Requirements Match	Salary	Source	Select
4/9/2020	4310	<a href="#">Child Care Teacher</a>	Smartkids are Awesome	Manchaca, TX			No	\$12.00 To \$20.00 per Hour	★	<input type="checkbox"/>



Here are the details for the selected job.

You may need to scroll down to see all the information about the job, including the job description. If you wish to apply for this job click the *How to apply for this job* button. **WARNING:** Always be on the lookout for job scams! [Learn more](#)

[How to apply](#) [More Like This](#)

Displaying 1 of 10 Jobs | Return to [list of jobs](#) | [Share](#) | [Print Job Order](#) | [»](#) [»](#)

Between 12.00 and

# \$20.00

Per Hour

## Child Care Teacher

### Smartkids are Awesome

Occupation: Childcare Workers  
 Location: Manchaca, TX - 78652 Job #: 4310  
 Positions available: 2 Source: WorkInTexas  
 Work At Home option: No Site: WorkInTexas  
 Updated: 4/9/2020  
 Expires: 5/9/2020

### Job Requirements

### Job Properties





# How to Apply for a Job

## Employer Preference

<b>Job Order Number</b>	4310
<b>Company</b>	Smartkids are Awesome
<b>Job Title</b>	Child Care Teacher

To apply, you must be a U.S. Citizen or have authorization to work in the United States. If you are not a U.S. Citizen and qualify for employment in the U.S., please indicate the type of authorization you have. To apply, click on the button of your preferred application method under one of the options below.

[Click here](#) to Refer Candidate to the Job Order.

### Apply Using a WorkInTexas Online Resumé

The employer requests you submit a resumé. You must attach one of your resumé(s) for this employer to review.

Apply via Resumé

Return to Job Details

Select Another Job Seeker Service

## Apply using WIT.com Resume

### How to apply for this Job: Apply Using a WorkInTexas Online Resumé

 For help click the information icon.

<b>Job Order Number</b>	4310
<b>Company</b>	Smartkids are Awesome
<b>Job Title</b>	Child Care Teacher

### Additional Application Information

Special instruction when applying for this job: Apply online by submitting a Work in Texas Resume by the closing date.

### Apply Using a WorkInTexas Online Resumé

Please use the pull down menu below select a resumé to apply for this job. When you have selected your resumé the system will check to make sure it contains the information the employer is requesting that are listed below. If your resumé does not contain this information you can select a different resumé to see if it meets the requirements or click one of the links below to edit a resumé or create a new resumé.

Child Care Teacher ▼

*The selected resumé was last modified on Thursday, April 9, 2020.*

[\[ Create a Resumé \]](#) [\[ Edit a Resumé \]](#)

# Application Confirmation

Please check the checkbox to acknowledge that you will be providing your contact information to the employer posting this job in addition to any other information you may have specified in your resume.

Once all of the required items are green check marks and you have checked the acknowledgement checkbox, you can apply for this job.

Submit Application

Return to Job Details



Please review the information below regarding your submission.

<b>Job Order Number</b>	4310
<b>Company</b>	Smartkids are Awesome
<b>Job Title</b>	Child Care Teacher

## Apply Using a WorkInTexas Online Résumé

Thank you for your submission. Below is a summary of what information was submitted as well as any follow up information required to complete your application to the job.

You have applied via Résumé on 4/9/2020 2:32 PM

You have submitted a résumé named: Child Care Teacher ([view](#))

## Additional Application Information

Apply online by submitting a Work in Texas Resume by the closing date.

Return to Job Details

# Tips for using WorkInTexas.com with Assistive Technologies

A decorative graphic consisting of a solid teal horizontal bar that spans the width of the slide. Below this bar, on the right side, are several horizontal lines of varying lengths and colors, including teal and white, creating a layered, modern look.

# Available Interfaces

## Web Application

The screenshot shows the WORKinTEXAS.com web application interface. At the top left is the logo. The main content area features a background image of a smiling man at a laptop. On the right side, there is a login and registration form with fields for Username and Password, a 'Sign In' button, a 'Forgot Username/Password?' link, and a 'Register' button. Below the form are links for 'En Español' and 'Registration Resources'. A search bar is located below the form, with the text 'Search for jobs in your area.' and a subtext 'Enter a keyword and/or city or ZIP code and radius to search for jobs in your area.' The search bar includes input fields for 'Enter Keyword', 'Zip Code or City', and a radius dropdown set to '25 miles', along with a 'Search' button. At the bottom, there are three blue boxes displaying statistics: '677,630 Job Openings', '375 Jobs Posted Today', and '3,631,636 Active Résumés'.

WORKinTEXAS.com

Username  
Password  
**Sign In**  
[Forgot Username/Password?](#)  
**Register**

[En Español](#)   [Registration Resources](#)

**Search for jobs in your area.** Enter a keyword and/or city or ZIP code and radius to search for jobs in your area.

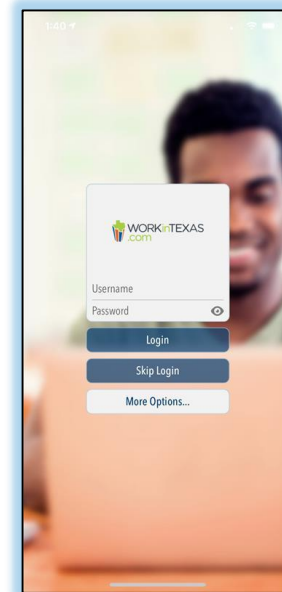
Enter Keyword   Zip Code or City   25 miles   **Search**

**677,630**  
Job Openings

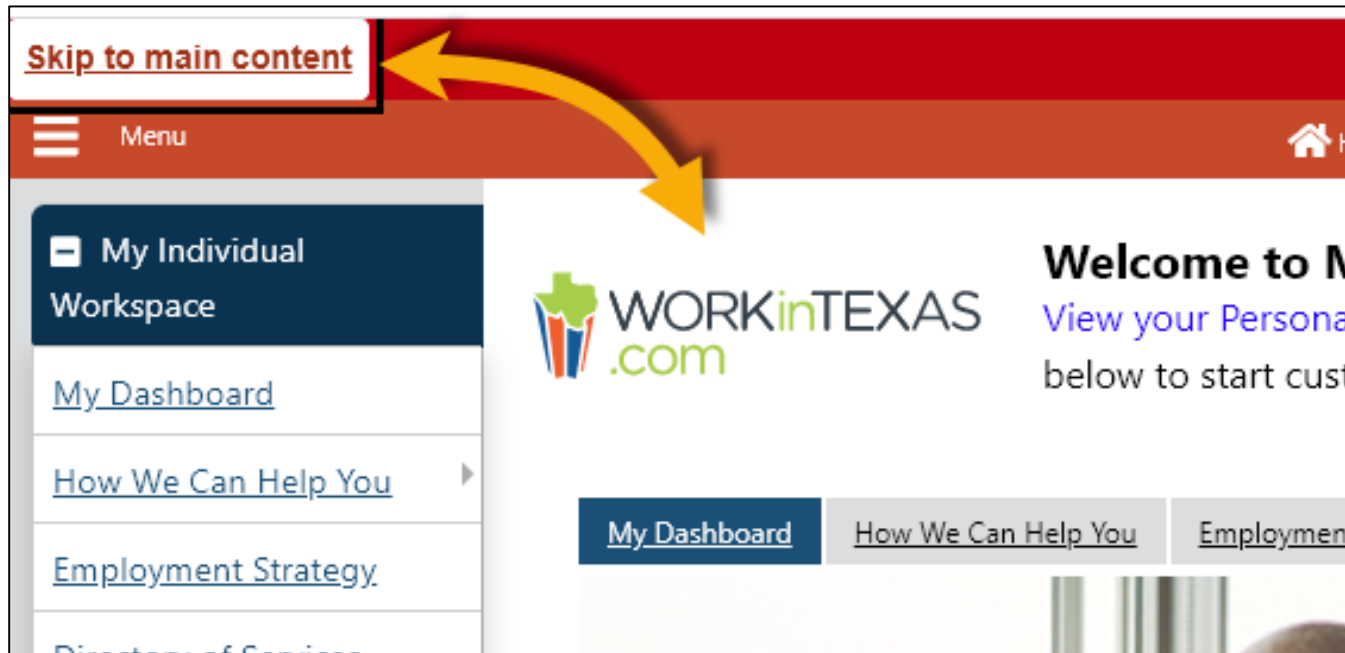
**375**  
Jobs Posted Today

**3,631,636**  
Active Résumés

## Mobile App (iOS and Android)



# Using the Keyboard: Skip Links



The screenshot displays the WORKinTEXAS.com website interface. A red header bar at the top contains a skip link labeled "Skip to main content" in white text. A yellow arrow points from this link to the main content area. Below the header is a navigation menu with a hamburger icon and the word "Menu". The main content area features the WORKinTEXAS.com logo, a "Welcome to M" heading, and a "View your Persona" link. A secondary navigation bar at the bottom contains links for "My Dashboard", "How We Can Help You", and "Employment".

[Skip to main content](#)

[Skip to page footer](#)

[Page Preferences](#)

# Landmark Regions

The screenshot shows the WORKinTEXAS website interface. At the top, there is a navigation bar with links for Home, My Dashboard, Sign Out, Services for Individuals, and Services for Employers. A search bar is located in the top right corner. On the left side, there is a vertical menu with sections for 'My Individual Workspace' and 'Quick Menu'. The main content area features a welcome message: 'Welcome to My Individual Workspace Ay Testacc. View your Personal Profile and Contact Information. This page introduces you to system features and offers suggestions. Select from the items below to start customizing the content that interests you.' A red box highlights a 'Document Regions' overlay, which lists the following regions: 'Top Horizontal Menu Navigation' (with a sub-item 'Search'), 'Left Vertical Menu Navigation', and 'Main' (with sub-items 'October 2020 region' and 'Content information').

Menu

Home My Dashboard Sign Out Services for Individuals Services for Employers Quick Search

My Individual Workspace

My Dashboard

How We Can Help You

Employment Strategy

Directory of Services

My Resources

Quick Menu

Job Search

Document Builder

WORKinTEXAS.com

Welcome to My Individual Workspace Ay Testacc.  
View your Personal Profile and Contact Information. This page introduces you to system features and offers suggestions. Select from the items below to start customizing the content that interests you.

My Dashboard

My Resources

Document Regions

- Top Horizontal Menu Navigation
  - Search
- Left Vertical Menu Navigation
- Main
  - October 2020 region
  - Content information

# Headings

The screenshot shows the WORKinTEXAS.com website interface. The main content area features a large heading: **Welcome to My Individual Workspace**. Below this heading is a sub-heading: **View your Personal Profile and Contact Information.** This page introduces you to system features and how to customize the content that interests you.

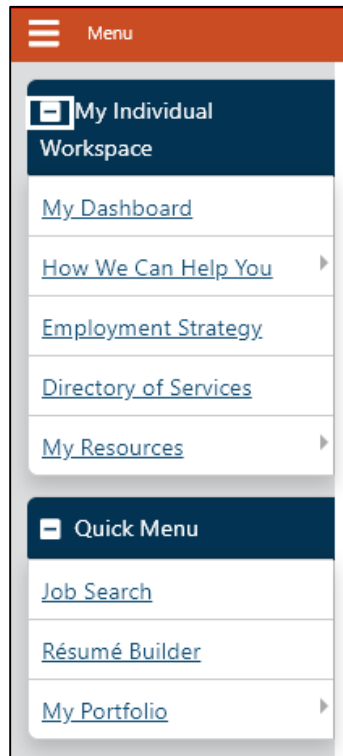
The left vertical menu contains several sections, each using an H2 heading: **My Individual Workspace**, **Quick Menu**, and **Services for Individuals**. The **Services for Individuals** section includes sub-items like **Employer Services**, **Career Services**, **Job Seeker Services**, **Education Services**, **Labor Market Services**, **Community Services and Benefits**, **Financial Services**, **Veteran Services**, **Youth Services**, and **Senior Services**.

Annotations with red arrows and boxes highlight the following points:

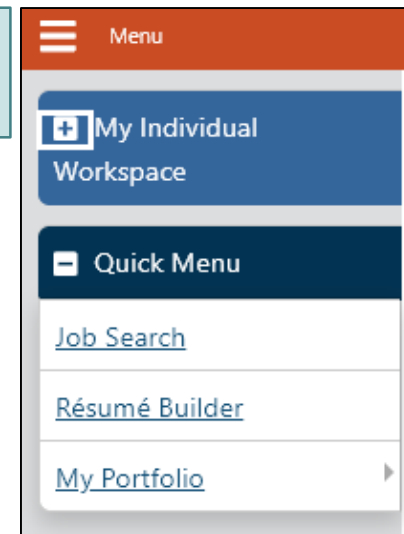
- Main content always starts with an H1 heading**: Points to the "Welcome to My Individual Workspace" heading.
- Left vertical menu sections use H2 headings**: Points to the "My Individual Workspace", "Quick Menu", and "Services for Individuals" sections.

# Left Vertical Menu

**Section  
expanded**

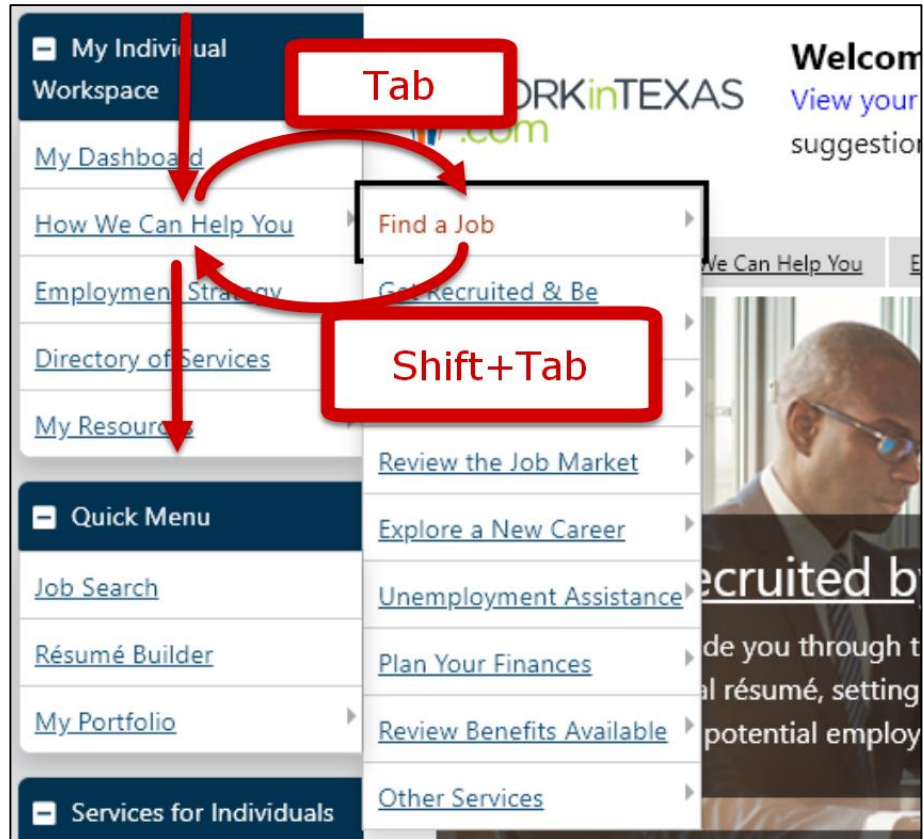


**Section  
collapsed**

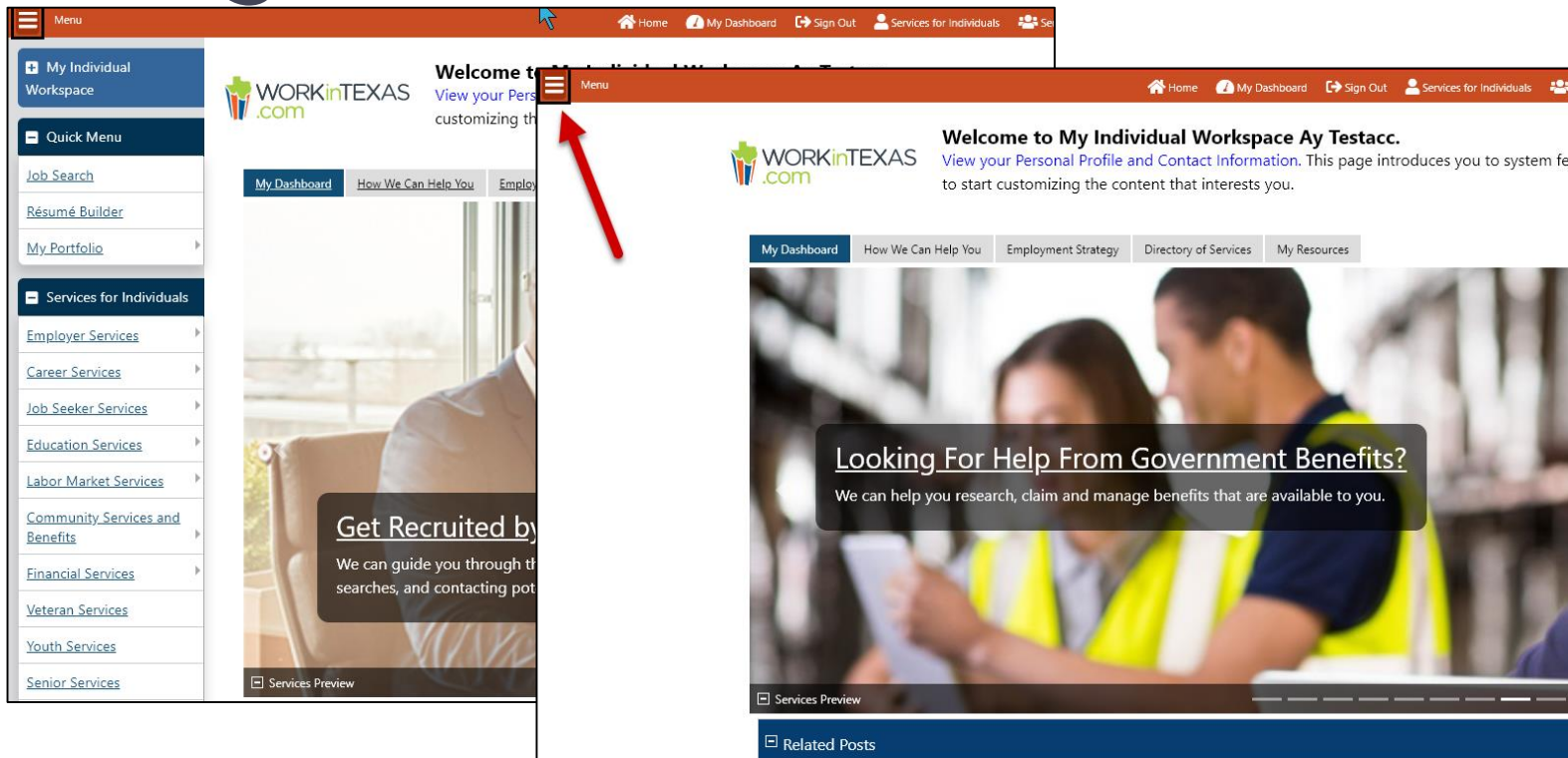




# Tabbing through the flyout menus



# Hiding the menu



# Filling out forms

Standard keyboard and screen reader techniques work.

**Desired Job Type Profile Information**

\* Title of this desired job type profile:

This is your default Desired Job Type profile.

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**Desired Employment Category**

Employment Type:

Full-Time or Part-Time:

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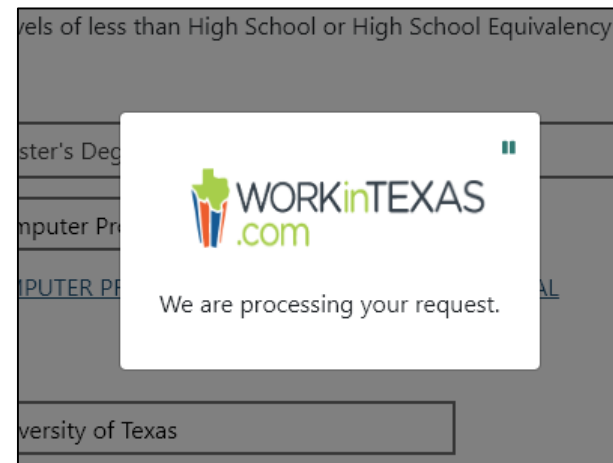
**Desired Work Hours**

\* Check any of the shifts you are willing to accept:

Day Shift  Evening/Swing Shift  Night/Graveyard Shift  Rotating Shift  Split Shift


(If you generally do not work shifts, select Day Shift.)

Improved "Post-back" from server.






# Creating and Downloading Resumes

- Reordering sections in the resume
  - Drag and Drop and Keyboard options.
- File formats for downloading
  - Microsoft Word
  - HTML
  - Rich Text Format
  - PDF
- All formats except PDF are accessible for screen readers.

[Reorder the Résumé Sections by Keyboard](#) 

Reorder résumé sections by clicking and dragging up or down the image in the far left column

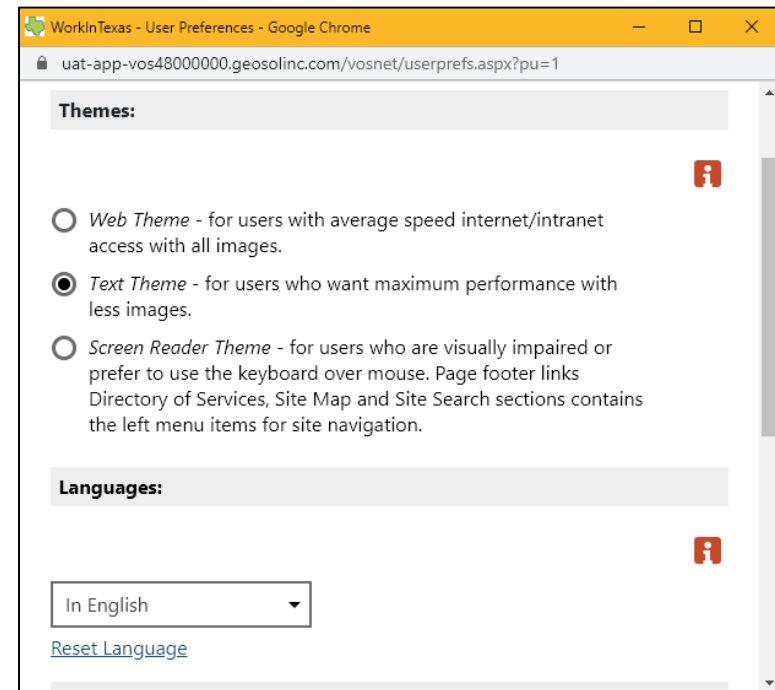
Display	Section	User-Defined Title
 <input checked="" type="checkbox"/>	Contact Information	Contact Information
 <input type="checkbox"/>	Objective	

**Additional Résumé Options** 

[ [Edit Title](#) | [Copy Résumé](#) | [Job Search](#) | [Email Résumé](#) | [Download Résumé](#) ]

# Some General Tips

- **Browser:**
  - Better to use Chrome (or the newest Edge browser).
  - Avoid Internet Explorer.
- **Page Preferences:**
  - Multiple themes available:
    - Web theme – default view.
    - Text theme – Fewer images.
    - Screen Reader theme – Fewer images and hides left menu.
  - Disable flyout menus.
- Use Page Preferences link at top of page or in the page footer, or Alt+3.



# Tip sheet available online!

## News and Announcements

- For staff assistance, use the [Workforce Solutions Directory](#) to find your local office.
- Use this link to access helpful [Registration Resources and Website Usage Tips](#).



### **Guide: Tips for Using WorkInTexas.com with Assistive Technologies**

This is a [guide](#) for using the keyboard and screen readers with WorkInTexas.com.

### **Guide: How to Search for Texas Government Jobs**

This is a step-by-step [guide](#) on how to find Texas government jobs and Texas Workforce Commission jobs in WorkInTexas.com.