

IdahoWorks Account Options for Job Seekers

IdahoWorks offers several levels of service to job seekers. We encourage you to take advantage of all the benefits available when you create a **Plus Account** and **Resume**; however, if you want a **Basic Account** for a quick job referral, *you can do both!*

Features	Basic Account	Plus Account	Resume Upload	Resume Builder
Basic profile with preferences for how you want to be contacted about jobs	X	X	X	X
Full access to detailed job descriptions and most application instructions	X	X	X	X
Can be considered for other programs, based on eligibility, and enhanced job seeking services		X	X	X
Access and application instructions for "Staff Assisted Only" job listings (listings that employers ask us to prescreen for minimum qualifications)		X	X	X
Personal assistance with your job search on IdahoWorks		X	X	X
Select resume job title for job matching and email alerts		X	X	X
Automatic referrals for your selected job title		X	X	X
Upload your resume as a Word document			X	X
Create experience and skill profiles (resumes) for multiple job titles to reach more employers <i>Each job title must be unique</i>			X	X
Employers and staff can view your active resumes using a keyword search <i>Job seekers must keep resumes active for matching; they become inactive after 90 days</i>			X	X
24/7 access to the resumes you create			X	X
Edit and modify saved resumes				X

Remember to check and update your account often to keep your status **Active**. Doing so ensures you'll receive emails about new job listings, upcoming hiring events, and maintain your visibility to employers who are hiring.