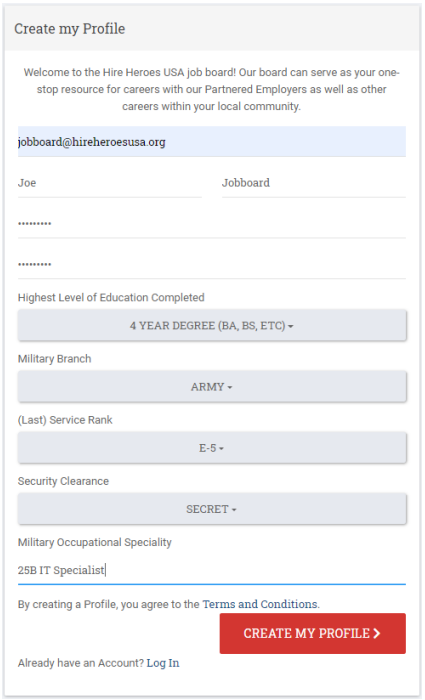


1. REGISTER

a. Visit https://jobs.hireheroesusa.org/
b. Click on Job Seekers
c. Click on Create your Profile



d. Enter all information on the Create My Profile page
Please use the same email address you used to register with MyTrak to expedite your account approval.
    i. If you are a military spouse:
        1. Select 'Military Spouse' for Military Branch
        2. Select 'N/A (Spouse)' for (Last) Service Rank
        3. Leave Military Occupational Specialty blank
e. After information has been entered, click the red *Create My Profile* box



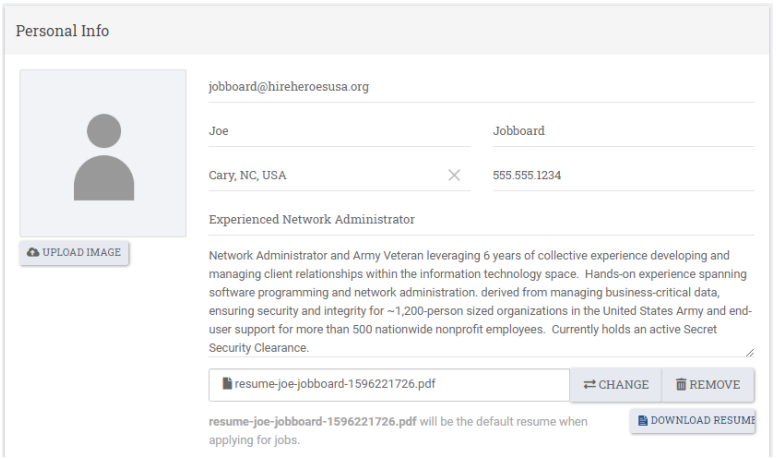
HIRE HEROES USA

2. Complete Your Profile

a. Add your Location (city and state – not a full address) and a phone number

b. Upload a professional headshot for your profile photo

Use the same (or similar) image that you would use on LinkedIn



c. Use your Professional Summary where it asks for a short bio

d. Upload your resume

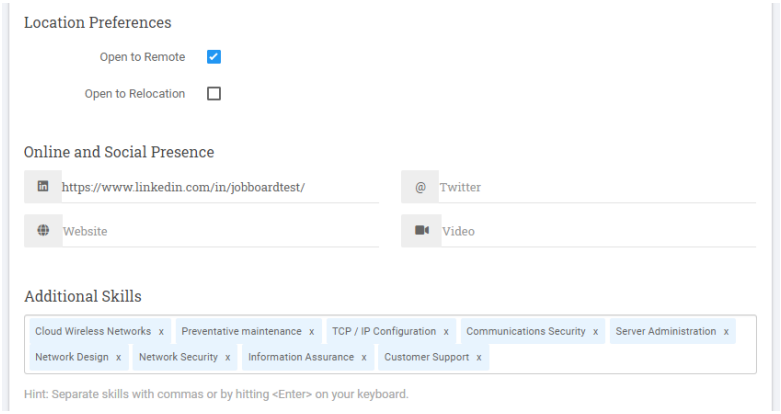
Don't skip this step! Recruiters are actively searching for candidates, and they may pass over candidates with no resume to review.

e. Confirm the information you entered at registration is correct

Pay special attention to Security Clearance to make sure it is accurate. We work with several employers who require a clearance, so they will be using this filter to find qualified candidates.

f. Check the boxes for Open to Remote and/or Open to Relocation if applicable

g. Add links to your social media pages. LinkedIn is recommended, the others should be used if you have professional content shared on those sites.



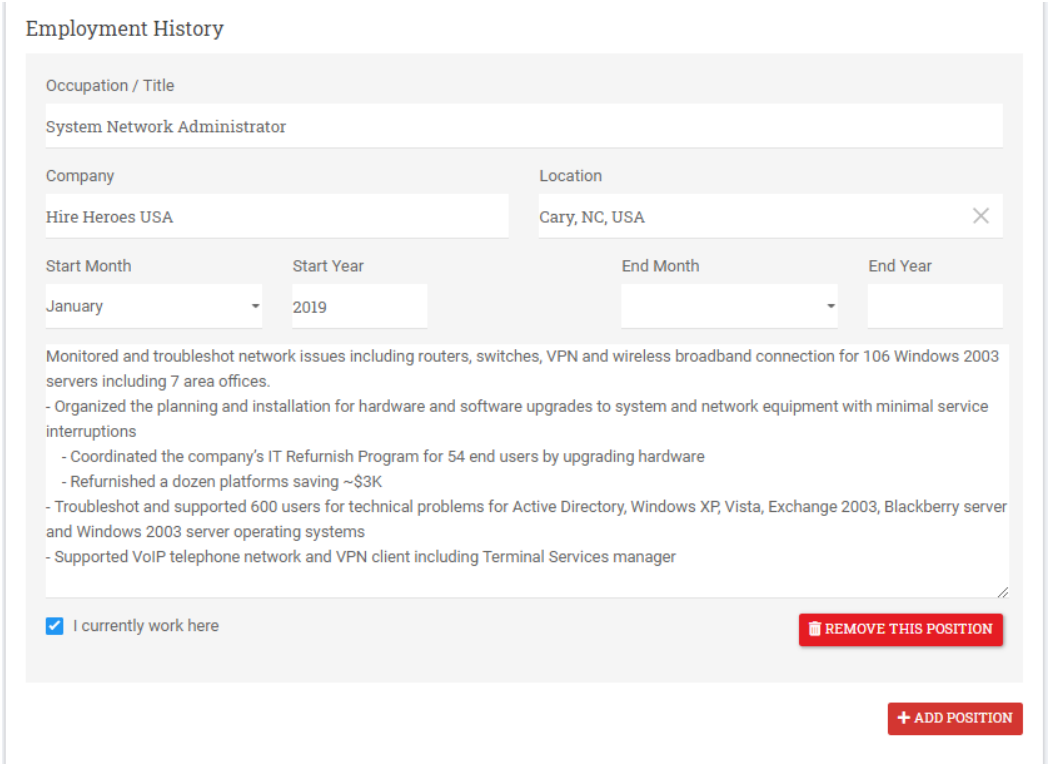
   i. *Please paste the full URL to your page*

   Example: use https://www.linkedin.com/company/hire-heroes-usa, not just Hire Heroes USA

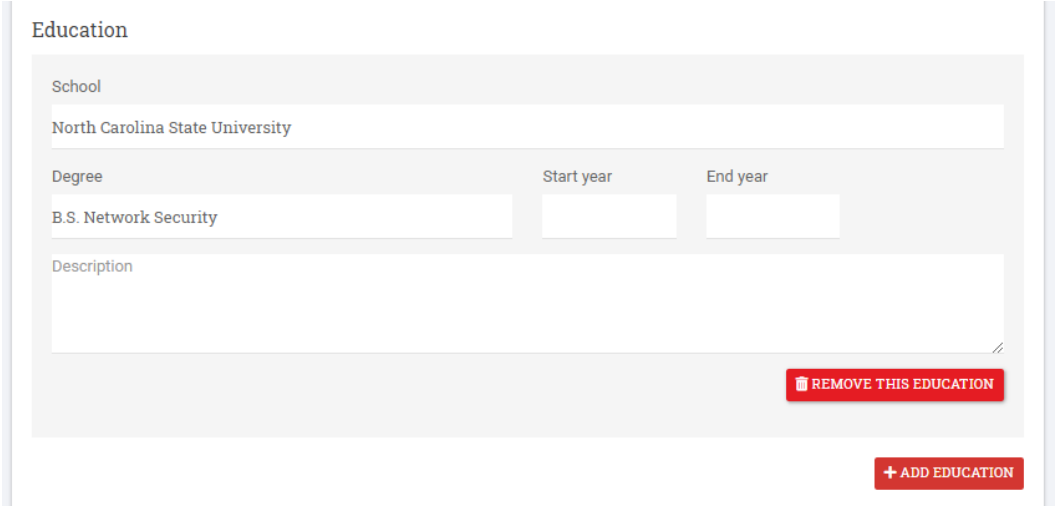
h. List your skills in the Additional Skills section

These make it easy for recruiters to search by keyword and find your profile

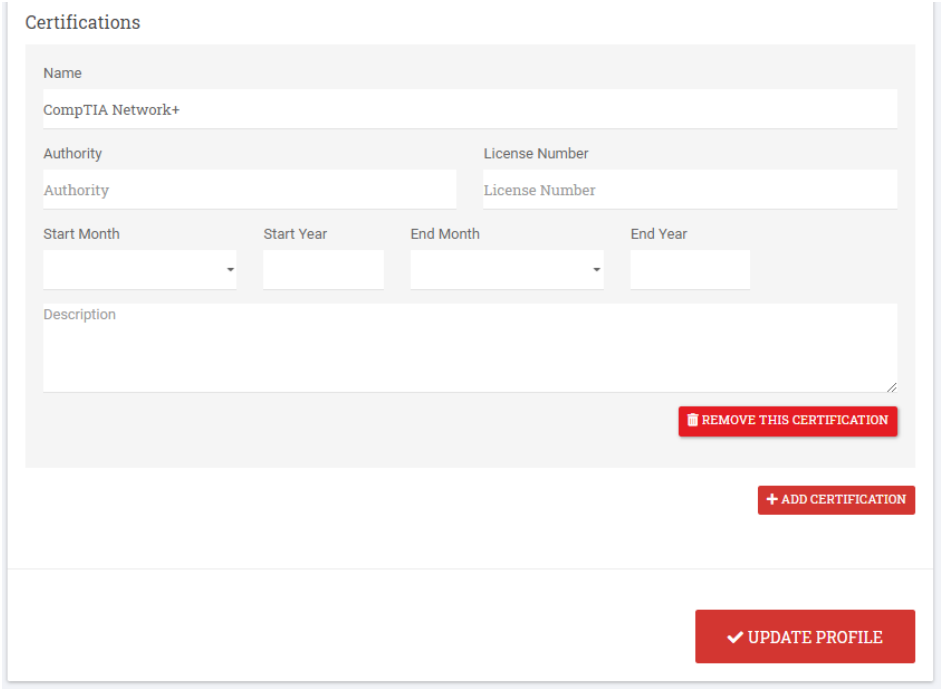
i. Add your most recent and relevant employment experience. Make it easy by copying and pasting from your resume.



j. Complete the Education section

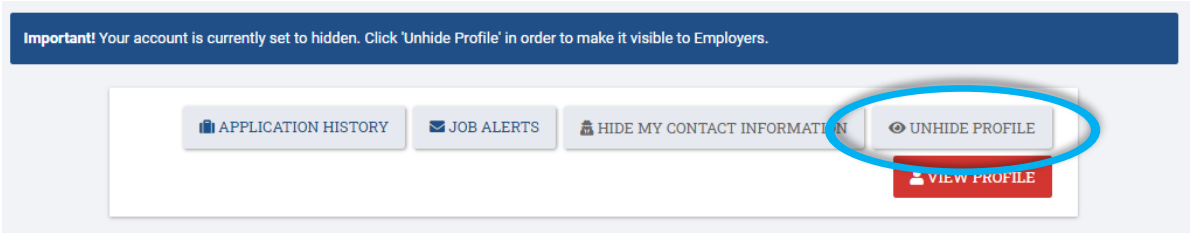


k. Add Certification information
l. Click the red *Update Profile* box
It is recommended to click Update Profile often so you can save the information as you go. You do not need to wait until all information is filled out to save.



3. Click Unhide Profile

Very important! *You will not show up in any search results for recruiters until you click this button.*

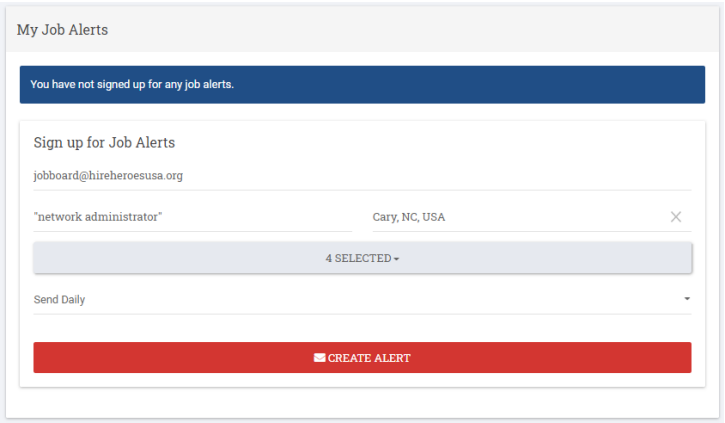


a. Click on the red View Profile box at any time to see your completed profile just how a recruiter will see it
b. You can also unhide your contact information so it is visible to recruiters directly on your profile. If you choose to hide it, a recruiter can still access it by downloading the resume you have attached to your profile.

4. Job Alerts

Job alerts are great for keeping up with most of the new jobs that are added to the job board. However, not all jobs have a category selected or will match your exact alert settings so they may not show up in your alert emails. Log in to the job board and do additional searches once a week to see everything new that may be of interest to you!

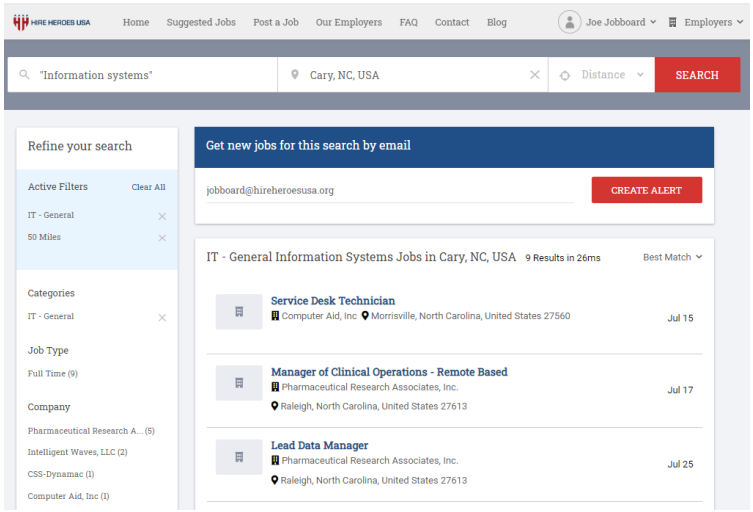
a. Create a new alert



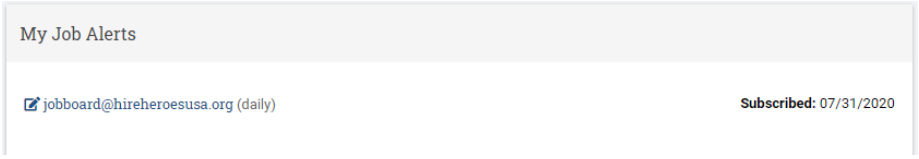
   i. Enter the email address where you would like the email to be sent
   ii. Add a keyword
   If you want to use a phrase, try entering it quotation marks for the best results, like "Network Administrator"
   iii. Enter the location
   iv. Select any job categories you're interested in
   v. Set the frequency – daily, weekly or monthly
   vi. Click the red *Create Alert* box

b. Create an alert from a search

   i. You also have the option to create an alert from the results of any searches you perform
   ii. Enter the search terms you'd like to use into the search boxes on the homepage and click the red Search box
   iii. Add filters, if applicable, using the "Refine your search" menu on the left
   iv. Once you have search results that you like, you can click the Create Alert red box above the listings to save the current search as an alert.



c. Edit an existing alert
    i. These are listed as a hyperlinked email address with the frequency and date of subscription under My Job Alerts
    ii. Click on the email address for the one you would like to edit



    iii. Adjust the filters as needed
        1. On the Edit page, you have the additional options to set a mileage radius around your location and select Job Types (full time, part time, freelance or temporary)
    iv. You can also unsubscribe from any alerts you no longer wish to receive

