



America's JobLink

America's JobLink is an Internet-based no-fee job matching and workforce information system for employers and job seekers. Employers and job seekers can access and utilize a variety of services through management of an individual self-service account.

JobLink employs the Systran translation service which allows entry and display of job-seeker resumes and employer job orders in thirteen different languages.

Job Seeker Services

Job seekers can create a complete on-line, printable resume available to employers who have approved access to job-seeker information. Resumes can be automatically e-mailed to employers at the job-seeker's request. Seven different methods are available to job seekers to conduct a job search:

- Quick Search: quickly preview job openings available using keywords and geographic area, prior to creating or logging in to their self-service account.
- Basic Search: set job-search criteria with factors such as: geographic area; job title keywords; salary; type of job; education level; type of employer; type of employment; health benefits, child care, and public transportation availability, or only temporary jobs. Job seekers may save these criteria and create a profile for subsequent job searches.
- Search by Type of Job: use keywords to search from a list of job classifications.
- Search by Employer Name: search based on the employer name, if interested in a specific company.
- Search by Resume Objective: search by resume objective, with a completed on-line resume.
- Search by Job Order ID number: with a job order number from a previous search, locate a specific job order.
- Search by Saved Job Search Profile: search from a saved Basic Search profile.

Other JobLink services available to job seekers include:

- Career Information: Job seekers can view a listing of growth occupations, highest paying jobs, and a comparison of various occupational categories.
- Eligibility Screening: Job seekers can self-screen to assess potential eligibility for additional career-related services.
- Providers: Job seekers have access to searchable listings of training and supportive services providers, types of training and services available, and contact information.



Employer Services

Employers can create and manage job orders, search job-seeker resumes, and access useful occupational and labor market information. Services available to employers include:

- Automatic receipt of job-seeker resumes via e-mail that match employer job order qualifications.
- Search for job-seeker resumes:
 - Employers may utilize the Quick Search feature on the Home Page to preview active job-seeker resumes by geographic location and keywords prior to login to their self-service account.
 - Search All Resumes: Employers may set criteria to search job-seeker resumes utilizing geographic location, years experience required, required education, type of employment, preferred shift, exclude candidates desiring temporary work, and travel required. Employer may save these criteria and create a profile for later resume searches.
 - Search by Type of Job: Employers may search job-seeker resumes utilizing keyword(s) that identify the job classification related to the job order.
 - Saved Resume Search Profiles: Employers may search job-seeker resumes based on the profile created and saved from an earlier search of all resumes.

Employers may choose one of three methods to display job orders. These options are available on each order:

- An "All Information" job order allows the job seeker to view all employer contact information.
- A "Blind Ad" job order hides all employer contact information except the employer's e-mail address. Employers must have an e-mail address to use this method of display.
- A "Search Only" job order is not viewable by job seekers. However, employers are allowed to search job-seeker resumes and view skill comparisons.

Employers may inactivate an active job order at any time with a single click on "Make Inactive", and reactivate inactive orders with "Make Active". Reactivated orders may also be edited and updated.

For additional information e-mail us at ajladesk@ajla.net or call our toll free number at 1-800-255-2458.

Systems Developed and Designed by Workforce Professionals for Workforce Professionals!