



How to find a child care job

WorkinTexas.com Desk Aid Outline

In this presentation you will find steps to complete:

- Registration Process as an Individual on WorkinTexas.com
(approx. 5 – 8 minutes to complete)
- Resume Builder Wizard *(approx. 20 minutes to complete)*
- Job Search

Register as an Individual (Job Seeker)

1. Go to www.workintexas.com.
2. 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 Espanol link.

The screenshot shows the homepage of WORKinTEXAS.com. At the top left is the logo 'WORKinTEXAS.com'. To its right is a large photo of a smiling Black man looking at a laptop screen. On the far right is a grey sidebar with a red 'Sign In / Register' button, a link 'En Español', and a link 'Registration Resources'. Below the sidebar is a dark grey search bar containing the placeholder text 'Enter a keyword and/or location to find jobs.' and three input fields: 'Search Jobs', 'Job Title, Company, Occupation or Military Code', 'City, State, County, Region, Zip, Remote or Hybrid', and a 'Search' button. At the bottom is a dark blue footer bar with the text 'Looking for your next career? Search 5,000+ [free online courses](#) to help you get there.'

Register as an Individual (Job Seeker)

Option 1 - Already Registered

User Name:

Password:

Sign In

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?](#)



Individual

Register as this account type if you are an individual and wish to search for the latest



Employers and Agents

If you are looking for industry information, labor market information, job applicants

Registration Steps - Part 1

- All fields with a red asterisk (*) are required.
- At the bottom of this page and subsequent web pages, click Next to move to the next page.
- Create a Username, Password and complete the Security questions.
- Complete the registration screens. Based on customer response some items will display additional questions. 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.

**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

- This process will help you access all the benefits you might be eligible for.
- Complete all pages.
- A progress map will be displayed on the next few pages. This is called a Wizard. Current page will be displayed in yellow and completed pages will be in green.

Title III - Wagner-Peyser (WP)

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Education Veteran Employment

Education Veteran Employment
 Farmworker Demographic Barriers
 Public Assistance

[Hide All Steps](#)

WP

Jobseeker, Todd

[To Bottom](#)

Education Information

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...

Title III - Wagner-Peyser (WP)

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Education Veteran Employment

Education Veteran Employment
 Farmworker Demographic Barriers
 Public Assistance

Continuation of Registration - Part 2

- 7 sections will be completed during the first process: Education, Veteran, Employment, Farmworker, Demographic, Barriers, and Public Assistance.
- After completing the last page of the wizard a confirmation message appears stating application has been successfully completed.

The screenshot shows a registration application interface. On the left, there are three questions with radio button options:

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

At the bottom left is an "Exit Wizard" link. In the center, a green bar contains the text "Finish Application". Below it is a message: "The application has been successfully completed. Please click the Resume Builder Link below to complete your registration." A blue "Resume Builder" button is located below the message. At the bottom center are "Back" and "Finish" buttons. A "To Top" link is at the bottom right.

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**

* **Résumé Title:**

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](#)

Résumé Creation Method

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

Cancel **Next**

Resume Builder (Wizard) pg.2

- Desired Location – select the region in which you want to find a job.
- Resume Builder Wizard has 13 sections. You may skip any of these sections, but we recommend you complete *at minimum*: Education, Certifications, Employment, Job Skills, Contact, and References.

Résumé Builder

<u>Employer Search Items</u>	Templates	Education	Certifications	Employment	Job Skills
					
Technical Skills And Tools	Ability Summary	Objective	Honors & Activities	Additional Information	Contact
					
References					
					

To sort on any column, click a column title.

Desired Location **Action**

Blanco County , Williamson County , Burnet County , Caldwell County , Lee County , Travis County , Bastrop County , Hays County	Edit
---	----------------------

Update background information

[<< Back](#) [Next >>](#)

 For help click the information icon.

Resume Builder (Wizard) pg.3

- Resume Wizard will also save information as you progress.
- Do not use the Exit Wizard link unless you are finished working for that day. Exit Wizard will only save the previous page and backwards; the current page will not be Saved.
- Last step, check the box entitled “Display References Available on Request” on this resume.
- Resume Preview and click Save Resume & Return.

Job Search Page

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

The screenshot shows the WORKinTEXAS job search interface. At the top, there's a navigation bar with links for Home, Accessibility, My Dashboard, Register or Sign In, Services for Individuals, Services for Employers, and Labor Market Analysis. On the far right, there's a "Quick Job Search" button.

The main content area has a heading: "Please choose one of the methods below to view available job openings in the area you selected." Below this, it says: "To create an automated job search (virtual recruiter), select criteria below, perform the search and then save your search at the bottom of the results screen. Always be on the lookout for job scams! Learn more on how to protect yourself against online scams and identity theft." There's also a note: "For help click the information icon." with an info icon.

A horizontal menu bar offers search types: Standard (selected), Advanced, Intelligent, Employer, Education, Skills, Résumé, and Job Number Search.

The search form includes fields for "Job Title, Company, Occupation or Military Code" and "City, State, County, Region or Zip". Below these, a note says: "Keywords can include things like job titles, employer name, occupations and even military occupation codes."

Additional Search Options:

- Search Radius:** Radio buttons for Exact, 5 Miles, 10 Miles, 25 Miles (selected), 50 Miles, 75 Miles, and 100 Miles.
- Jobs Posted Within:** A dropdown menu showing "None Selected".
- Occupation Group:** A dropdown menu showing "None Selected".
- Specific Occupation:** A dropdown menu showing "Select Specific Occupation" with a link "Click here if you are a veteran and wish to enter your military occupation".
- Minimum Acceptable Salary:** A dropdown menu showing "None Selected".
- Education Level:** A dropdown menu showing "None Selected".
- Sources:** A list of checkboxes including Preferred Employer (checked), Corporate, Education Institution, Government, Hospitals, Job Distributor, National Labor Exchange, Newspaper, Non-profit, Private Job Board, Recruiter, Social Media, State Job Board, and Volunteer.
- Remote Work/Work at Home:** A list of checkboxes including Onsite - Work onsite all of the time, Hybrid - Onsite and Remote options (checked), and Remote - Work at home all of the time (checked).

At the bottom, there's a "Reset Criteria" button and a large red "Search" button. Below the search button, there are links for "Other Job Sites" and "Jobs Outside of Texas".

Job Search

- Click to expand additional quick search options.
- Job seekers can select any combination of search criteria.
- From the Occupation group list click Child Care Teacher.
- Click Search.

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

 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	Child Care Teacher	Smartkids are Awesome	Manchaca, TX	 75%	 40%	 No	\$12.00 To \$20.00 per Hour	 ★	<input type="checkbox"/>

Job Search

Select the Job to see the Details page.



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](#) | > >



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

- Choose the resume from the drop down menu if more than one available. (This is the resume you created earlier.)
- Click the acknowledgement checkbox.
- Click Submit Application.

How to Apply for a Job

Click on How to Apply to see Employer Preference.

Job Order Number	4310
Company	Smartkids are Awesome
Job Title	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 Résumé](#)

[Return to Job Details](#)

How to Apply for a Job -pg.2

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

 For help click the information icon.

Job Order Number	4310
Company	Smartkids are Awesome
Job Title	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 Résumé

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

Child Care Teacher ▾

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

[[Create a Résumé](#) | [Edit a Résumé](#)]

How to Apply for a Job -pg.3

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.

Job Order Number	4310
Company	Smartkids are Awesome
Job Title	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](#)

For Further Assistance Contact Your Local Workforce Development Board

Find your local workforce development board at this link:

[https://www.twc.texas.gov/partners/
workforce-development-boards-websites](https://www.twc.texas.gov/partners/workforce-development-boards-websites)