

IowaJobs.org Tip Sheet

Before you begin, please remember the more information you include on your registration, the better your opportunity to be notified of job openings in your field. Your account will enable you to view information provided on Iowa Jobs.org, such as how to apply for positions of interest.

You will be entering contact information, including an e-mail address. If you do not have an e-mail address, you may create one at Yahoo.com, Hot Mail, Google.com or any other free internet e-mail provider. E-mail will allow you to receive job notifications more quickly. Additionally, you will want to have employment history with start and end dates, job titles and descriptions, as well as education, licenses and certification information.

Registering for Work with Iowa Workforce Development

1. Go to <http://www.iowaworkforce.org>
2. From the Online Services drop-down menu, select “Register for Work Opportunities.”
3. On <https://www1.iowajobs.org>, click “Applicants Register and create an account.”
4. Read the “Equal Opportunity is the Law” page and then click on the “Certify” option near the bottom of the page.
5. You will then be taken to the registration page where you will set up a user name and password. Please write this down. You will need this information in the future to log into the system and to view job listings.
6. The site will take you through a series of pages. After entering your information on each page, please remember to click “Add” and /or “Next.” When all screens have been completed, click “Finish.”
7. Next click “Print My Applicant Profile” and review what you have entered. Remember employers may have visibility to your profile, so ensure that you have no misspellings, and have used proper sentence structure and grammar.

Searching for Jobs on IowaJobs.org

1. Go to <https://www1.iowajobs.org>
2. If you do not have an account, you may either “Register and create an account” or begin your job search by clicking “Advanced Search.”
3. If you choose not to create an account, you will not be able to see “How to Apply” information. For positions of interest, you may contact your local IowaWORKS Center with the Job Order number, and staff will assist you.
4. Under Advanced Search, you have various options for conducting your search, including within a ZIP code, number of miles within/from a ZIP code or by job title.
5. To view a job description, click on the job title. Clicking on the job title again will remove the job description.
6. In order to view “How to Apply” information you must be logged into your account.
7. If contacting Iowa Workforce Development for assistance, please reference the Job Order number located to the right of the job title.

Editing Your IowaJobs Information

1. Go to <https://www1.iowajobs.org>
2. Log in using your user name and password
3. Under the General Information tab, click “Update Profile” link.
4. You may update your information by accessing the tabs and links provided in order to make changes.
5. After making any changes to your profile, please ensure you click “Save” at the bottom of each section or page.

Frequently Asked Questions

Q: The site will not accept my date of birth. What do I do?

A: Please contact either the IWD Help Desk at 800-397-3431 or e-mail Employment_Registration_Help@iwd.iowa.gov.

Q: It says I do not have the necessary skills or experience, but I do. What do I do?

A: You may edit your profile to update it with these skills and experience. Follow the instructions listed previously in this document. Or, you may contact your local IowaWORKS Center for assistance.

Q: I forgot my user name and/or password and I have not received a response to my request. Why? How do I get them reset?

A: Internet e-mail providers filter automated e-mail responses like those sent for user name or password resets. The response is either sent to a junk / spam folder or is not delivered. You may contact your local IowaWORKS Center for assistance or e-mail Employment_Registration_Help@iwd.iowa.gov.

Q: When I try to set up an account it tells me that I already have an account established, but then when I try to access the site, it tells me that I have the wrong user name. What do I do?

A: You may contact your local IowaWORKS Center for assistance or e-mail Employment_Registration_Help@iwd.iowa.gov.

Q: I would like my account deleted. How do I do that?

A: E-mail Employment_Registration_Help@iwd.iowa.gov providing your first and last name and middle initial, as well as either the last four digits of your social security number and/or your date of birth.

Q: How do I upload my resume?

A: At this time IowaJobs.org does not have the functionality needed to upload a resume.

Q: Where do I add my references?

A: There is no area on IowaJobs.org for references to be added or uploaded.

Q: Will you forward my resume to the employer?

A: Please contact your local IowaWORKS Center for assistance.

Q: Can employers see my resume?

A: Yes, if you have selected that option. On the Seeker Info tab under General Seeker Information, you will see “Can employers search for and view my resume?”. To change your response click on “Edit General/Citizenship Information.” After making the change, click Save.

Q: I need to file/re-file for unemployment insurance benefits. Can I do that online?

A: Yes, you may file or re-file at <http://www.iowaworkforce.org/ui/file1.htm>.