

How to Create an Account with Manpower



Manpowerjobs.com is your door to the world of work!

Anytime. Anywhere.

Our recruiters use manpowerjobs.com to search for people with your skills. Take the next step in your journey to find a job. Register today! This guide shows you how.

Create an account

- Visit **manpowerjobs.com**
- Click **Create Account** in the **My Manpower** box.
- Enter the required information and click **Create Account**.
- Now log in to access your **My Manpower** page.

That's it — you've created your account and have logged in. Now, make your account active by adding profile information, uploading or building a resume and creating a job agent.

The **Account Completeness** indicator on your **My Manpower** page tracks how much information you've added to your account. The more information you add, the easier it is for Manpower recruiters to find you jobs.

(See page 2 for more instructions)

If you have questions at any point, call 1-866-271-5145 for technical assistance.

(Monday-Friday 7am-7pm central)



Our Commitment to You

At Manpower, our job is to partner with you to enable you to reach your full potential and achieve your business and career goals.

Complete your Account

Make your account active

- Select your location and click **Get Branch List** to select your **Preferred Branch**
- Select your **Preferred Job Locations**
- You may add a resume now or activate your account without a resume.
- Enter **Contact Details** information
- Add your **Skills**
- Select your **Preferred Contact Method**

Your account is now 25% complete with these steps

Add more information

- Add Education details. This increases your profile completeness by 5%.
- Provide information on your Work Experience. This adds 15% to your profile.
- Complete your Job Preferences. This adds 10% to your profile completeness.
- Share your References. This adds 5% more.

Add it all and your account is 60% complete.

Add a resume/CV

A resume adds 40% to your account completeness! You can add a resume by:

- Uploading a resume from an existing file. You can upload .doc, .txt, .pdf or .html files.
- Pasting a resume from an existing file into your account.
- Creating a resume by filling in all the profile elements to generate a file you can download, save and edit.

Make your account active, add additional info and add a resume — your profile is 100% complete.

Find a Job

Search

- Type a word describing the kind of job you want or a specific skill you have in the Keyword(s) field
- Select up to 5 locations
- Click **Find Jobs**

Create a job agent

Job agents automatically search for jobs based on the criteria you enter and send the jobs to you by email. Any job search can be saved as a job agent.

You can create up to five job agents to do the searching for you.

- To save a search as a Job Agent, click **Save Results** as Job Agent.
- Create a name for your Job Agent. (Pick a name that matches the job you're looking for. It will make it easier to identify later.)
- Select text or html for the email format.
- Set the frequency as daily or weekly.
- Click **Save/Update Job Agent**.

Apply for a job

- Choose a job you are interested in.
- Click **Apply Now**

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