



WORKFORCE SOLUTIONS

Texoma

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WorkInTexas

CUSTOMIZE YOUR PERSONAL WORKSPACE

Workforce Solutions Texoma is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Individuals with speech and/or hearing impairments may call 711 for assistance.

WorkInTexas.com Job Search Website

WorkInTexas is the **largest free job matching network** in Texas providing:

- Online real-time job searches
- Contact information for employers
- Email notifications of job matches
- Resume builder
- Helpful Career tools



Before you can match to available jobs in *WorkInTexas*, you will need to **create a *WorkInTexas* application**. See our *WorkInTexas* Registration presentation for instructions on completing your application.

WorkInTexas Log-In Screen

After you have completed your *WorkInTexas* application and log back into the site at *WorkInTexas.com*, you will see:

Welcome to My Individual Workspace <Your Name>

Next, you will see a few prompts to get you started:

- A quick link to **update your personal information** will be displayed in **blue**.
- View and edit your **personal profile** and **contact information**, if necessary.
- Please make sure that your contact information is always current as this is the way employers will contact you.

WorkInTexas Dashboard

My Dashboard is like your home page that assists you in navigating through the *WorkInTexas* website. On your Dashboard, you can access the website links/pages through these widgets. These small sections – or blocks – give you quick data or direct links to parts of the website you want to review.

You may customize your own widgets by going to the bottom of the page and click on “**Configure Dashboard Widgets**”

Click on the X on the **widget title bar** to **remove the widget** from your page

Click on the title bar of the widget and hold it to get a four point arrow, then drag with the mouse to adjust widgets.

Customize Your Widgets

Customize your widgets with areas on the website that you want to review often. Examples:

- Achieve Your Goals
- Paths
- Career Services
- Job Seeker Services
- My Messages
- My Correspondence
- My Calendar
- My Personal Profile
- Labor Market Services

My Employment Plan

8 Job Applications
8 applications to internal jobs
0 links to apply at external sites

0 Résumés (Viewed by 0 Employers)

0 Virtual Recruiter Saved Job Alerts

[View Your Employment Plan](#)

Job Seeker Services

[Job Search](#)
Find current job openings.

[Résumé Builder](#)
Create, store and update your résumé online.

[Virtual Recruiter](#)
Create a system job search alert.

[More Job Seeker Services](#)

Career Services

[Career Explorer](#)
Learn what career or type of job best suits you.

[Career Informer](#)
Highlight a specific occupation and display detailed information about it.

[More Career Services](#)

Current User Statistics

At the bottom of the page you will find a summary of some of your activity that you have accomplished in *WorkInTexas*.

Current User Statistics

Listed below is a summary of some of the activity you have accomplished on WorkInTexas. Click any of the links in this section to review those items

Reviewed:	0 occupation(s), 0 education program(s), 0 employer(s) and 12 job(s)
Created:	0 résumé(s) (viewed by 0 employer(s)), 0 letter(s) and 0 saved job alert(s)
Messages:	4 new message(s), 0 new appointment(s)
Online Training:	0 course(s) in progress, 0 completed course(s), total study time: 0:00:00
Your most recent job search took place on	Monday, February 24
Virtual Recruiter:	0 active virtual recruiters. Search has not been run.
Registration Date:	9/28/2016
Last Prior Login Date:	5/20/2020 2:44:33 PM
Most Recently Updated Résumé:	Main Resume created on 8/6/2019, modified on 1/28/2020, and expires 4/27/2020

Click in the links in this section to review those items.

How Can We Help You?

Each title bar can assist you in your job search journey.
Click on the Helpful links to job search in various ways.

The screenshot displays the WORKinTEXAS.com user interface. At the top, a navigation bar includes links for Home, My Dashboard, Sign Out, Services for Individuals, Services for Employers, and a Quick Search box. Below this, the user is greeted with a 'Welcome to My Individual Workspace WIT USER' message and a link to view their profile. A large orange arrow points to the 'How We Can Help You' tab in a horizontal menu. Below this menu is another row of tabs for various services like 'Find a Job', 'Get Recruited & Be Proactive', 'Get Trained', etc. A callout box highlights a list of 'Helpful links to find yourself the ideal job...' including 'My job matches', 'All jobs near me', and 'Jobs based on employment history'.

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

WORKinTEXAS.com

Welcome to My Individual Workspace WIT USER
[View your Personal Profile and Contact Information.](#) This page introduces you to system features and offers suggestions. Select from the items below to start customizing the content that interests you.

My Dashboard **How We Can Help You** Employment Strategy Directory of Services My Resources

Find a Job Get Recruited & Be Proactive Get Trained Review the Job Market Explore a New Career Unemployment Assistance Plan Your Finances Review Benefits Available Other Services

Helpful links to find yourself the ideal job...
[My job matches](#) [All jobs near me](#) [Jobs based on employment history](#) [Jobs in related occupations](#) [Current job openings that need your skills](#) [Featured jobs](#)
[Trending Employers' Jobs](#) [Jobs Related to Your Searches](#) [My Liked Jobs](#)

My Job Matches

Once job matches are located for you in *WorkInTexas*, review the job details.

The **plus box expands** the information and the **minus box hides** the information.

Teller

BANK

Location: Sherman, TX - 75090 Job #: 14085082
Positions available: 1 Source: WorkInTexas
Work At Home option:: No Site: WorkInTexas
Updated: 5/22/2020
Expires: 8/17/2020 Agency Job ID: 42054116

Job Requirements **Job Properties**

Match Scores  

Job Description  

Join Our Team!

We have a great team of friendly, talented and inspiring people at | As a learning organization, we take pride in offering exciting opportunities for employees to grow and follow their passions. That's one of the many reasons has been voted as one of the top places to work in Oklahoma since 2009! Browse this page to find out more about the F culture and the many benefits of working here. Then, use our "Get Started" section to take your

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Advanced Job Search

The screenshot shows the WORKinTEXAS.com website interface. At the top, there is a navigation bar with a 'Menu' icon, 'Home', 'My Dashboard', and a search icon. Below the navigation bar, the main content area is divided into two columns. The left column contains a 'My Individual Workspace' section with links for 'My Dashboard', 'How We Can Help You', 'Employment Strategy', 'Directory of Services', and 'My Resources'. Below this is a 'Quick Menu' section with links for 'Job Search', 'Résumé Builder', and 'My Portfolio'. The 'Job Search' link is circled in purple. The right column features the WORKinTEXAS.com logo and two buttons: 'Quick' and 'Advanced'. The 'Advanced' button is circled in purple. Below the buttons, there is a text box that reads: 'You may enter any combination of search criteria button/link.'

1. Select Quick Menu > Job Search
2. Select Advanced

1.

2.

Advanced Job Search


[Quick](#)

Advanced


[Intelligent](#)


Select any combination of criteria


You may enter any combination of search criteria below. When you have completed


 Area Selection


Area (click to change): [Grayson County, TX](#)

 Job Source Criteria

 Find jobs that include this keyword

 Search for jobs by skill set


 Preferred Employer Criteria

 Job Occupation Criteria

 State Job Classification Criteria

 Preferred Job Order Criteria

 General Job Order Criteria

 Exclude jobs that have this keyword

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Communication Center

Other Services

- Communication Center
- Appointment Center
- Assistance Center
- Learning Center
- Customer Satisfaction Survey

Document Management

- Message Center
- Letters
- Communication Templates
- Correspondence
- Career Network
- Subscriptions**
- Email Log

Use **Subscriptions in the Communication Center** to receive messages with helpful information and reminders about your account.

Correspondence Communication Templates **Subscriptions** Email Log

For help click the information icon

Subscriptions

System Alerts that you may receive. System Alerts send you messages with helpful information and reminders. Use this list to subscribe or unsubscribe alerts.

Alert Name	Description	Action
Résumé Expiration	This will send you a message when a résumé that you have created is about to expire.	Receive
Featured Jobs by Occupation	This alert will send a message to you with featured jobs associated to your selected occupation	Don't Receive
Individual Incomplete Résumé(s)	Sends you a message to remind you that incomplete résumés do not show up in candidate searches	Receive

You can choose to receive alerts automatically.

Unsubscribe at any time by selecting **Don't Receive** under **Action**.

My Portfolio

Click the links for information

Click the + to expand or
– to collapse

Please select from the My Portfolio options listed below.

Quick Menu

- [Job Search](#)
- [Résumé Builder](#)
- My Portfolio**
 - My Individual Profiles**
 - [Employment Plan Profile](#)
 - [Training Plan Profile](#)
 - [Benefits Plan Profile](#)
 - [Financial Plan Profile](#)
 - My Individual Plans**

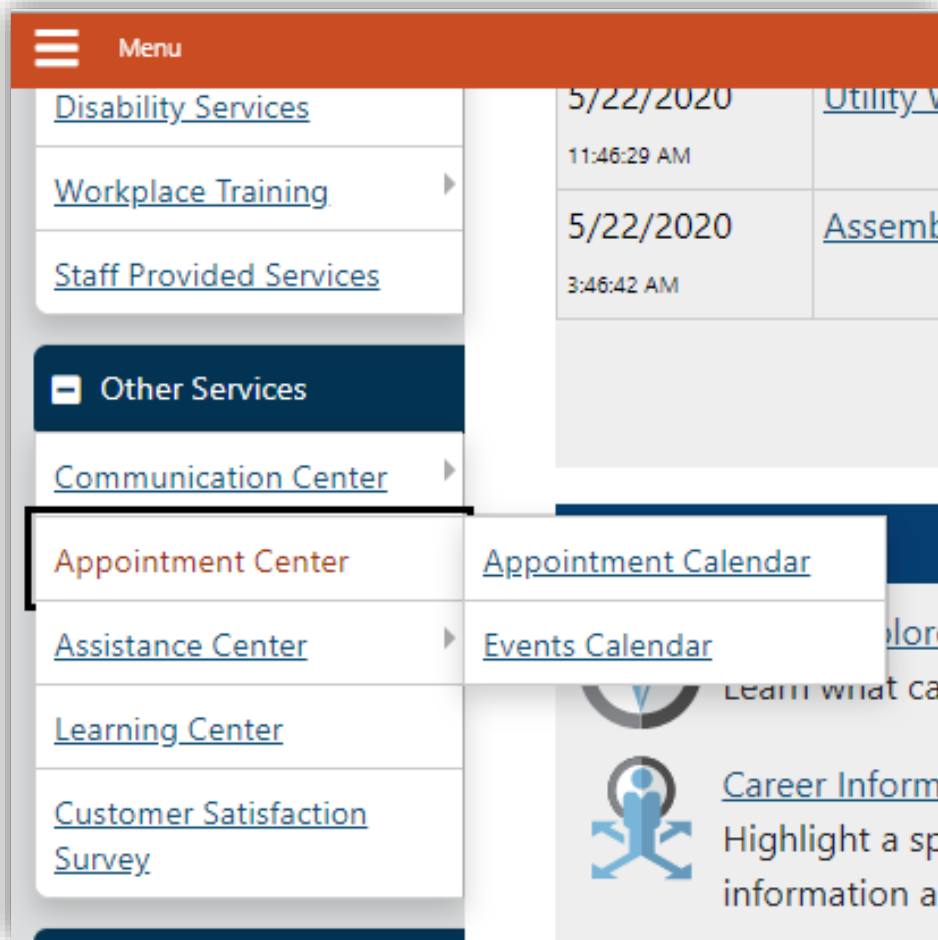
- [-] **My Individual Profiles**
 - [-] **Personal Profile**
 - [General Information](#)
 - [Background](#)
 - [Activities](#)
 - [Paths](#)
 - [Memo](#)
 - [Documents](#)
 - [+] **Search History Profile**
 - [+] **Self Assessment Profile**
 - [+] **Communications Profile**
- [-] **My Individual Plans**
 - [+] **Employment Plan Profile**
 - [-] **Training Plan Profile**
 - [Classroom Training](#)
 - [Online Training](#)
 - [+] **Benefits Plan Profile**
 - [+] **Financial Plan Profile**

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Appointment Center



The appointment center can help you be more organized with your job search.

The following tools can assist you:

- **Appointment Calendar**
 - Displays any appointments that you have scheduled
 - Displays the number of available events for you to attend at a Workforce Office in the Texoma area
- **Event Calendar**
 - View upcoming events, such as job fairs or employer hiring meetings

My Preferences

The screenshot shows a web application interface with a sidebar on the left and a main content area. The sidebar contains a 'Document Management' section with a 'View My Documents' link. The main content area has a 'My Preferences' link highlighted with a red arrow. A large blue arrow points from the 'My Preferences' link to a 'My Preferences' dialog box. The dialog box has three sections: 'Themes', 'Languages', and 'Navigation Menus'. The 'Themes' section has three radio buttons: 'Web Theme', 'Text Theme', and 'Screen Reader Theme'. The 'Languages' section has two radio buttons: 'English' and 'Español'. The 'Navigation Menus' section has two radio buttons: 'Enable Flyouts' and 'Disable Flyouts'. Below these sections is a 'Save' button. A second dialog box, 'Individual Menu Configuration', is shown to the right of the first dialog box. It has a title bar and a description: 'Use this section to configure the menu groups displayed below which appear when you are assisting an Individual. You may choose the order in which the menus appear, whether they are expanded or displayed at all.' Below the description is a table of menu groups with radio buttons for 'Expanded', 'Collapsed', and 'Not Displayed'. The menu groups are: 'My Workspace', 'Quick Menu', 'Services for Individuals', 'Other Services', and 'Additional Resources'. At the bottom of the dialog box is a '[Restore Default Settings]' link and a 'Save' button.

1. Go to the Assistance Center

2. Click on My Preferences

3. Select desired options for page settings

WorkInTexas Classes

Hopefully these tips will help you navigate more successfully in your *WorkInTexas* account.

If you need further assistance, you can contact your local Workforce Solutions Center to sign up for the *WorkinTexas Jump Start Class*.



LOCATIONS

COOKE COUNTY

1311 North Grand Ave.
Suite 200
Gainesville, TX 76240
940-665-1121

FANNIN COUNTY

1205B E. Sam Rayburn Dr
Bonham, TX 75416
903-640-0222

GRAYSON COUNTY

2415 South Austin Ave.
Suite 105
Denison, TX 75020
903-463-9997

1-888-813-1992

www.workforcesolutionstexoma.com

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