



NORTH CAROLINA'S EASTERN REGION
WORKREADY
COMMUNITIES

WORKREADY JOB PORTAL FOR JOB SEEKERS

Employers across the Eastern Region are looking for qualified employees who possess a Career Readiness Certificate (CRC). The WorkReady Job Portal is an opportunity for job seekers to find out what jobs are currently available. Employers are constantly posting new jobs, looking for candidates, like you, who possess a CRC. Here, you will be able to find jobs that match your interests, experience and are nearby where you live.

CREATE AN ACCOUNT

- 1) Visit www.ncworkready.org
- 2) In the upper right hand corner, hover over **"FOR JOB SEEKERS"** and click on **"SET UP AN ACCOUNT."**
- 3) Fill out the form and click on the **"SUBMIT"** button at the bottom of the page.
 - o Your password may not contain symbols
 - o Your password must be at least 8 characters
- 4) You will receive a confirmation email with a link for you to login to your new account.
- 5) After clicking on the link in the confirmation email, under the **"MY PROFILE"** tab, update your information in **"STEP 1," "STEP2,"** and **"STEP3."**

SEARCH FOR A JOB

- 1) Visit www.ncworkready.org
- 2) In the middle of the page click on **"FIND JOBS."**
- 3) Login to your account.
- 4) On the horizontal gray menu bar, click on **"SEARCH JOBS."**
- 5) Fill out the form with your preferred search criteria and then click on **"FIND A JOB"** at the bottom.
- 6) To view more information about a particular job, click on **"VIEW DETAILS"** beside the job.

SAVE JOBS

- 1) Login to your account.
- 2) Search for a job (instructions above) and then click on **"VIEW DETAILS"** and **"ADD TO BASKET"** to save the job. Alternately, you may select from a job on the **"JOB SEEKERS DASHBOARD"** by clicking on **"ADD TO BASKET"** to save the job.
- 3) To view saved jobs click on **"SAVED JOBS"** on the gray menu bar.

APPLY FOR JOBS

- 1) Login to your account and search for a job (instructions above).
- 2) Click on **"VIEW DETAILS"** for a particular job then click on **"APPLY."**
- 3) Once you click on **"APPLY"** you should receive a confirmation message that you have successfully applied for the job. If a company has uploaded an application for the job click on **"CLICK TO DOWNLOAD"** under the heading **"APPLICATION."**

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