

## General DET Contract Policy 6 – Active/Inactive Resume (Youth and Adult)

Every participant in an Adult Occupational Skills Training program or Youth program must have at least one built resume in Delaware JobLink. For Adult programs, Resumes should be built at registration. For Youth Programs, resumes can be built at any time. During the training, contractors may opt to inactivate the participant's resume. Active resumes may be accessed by employers and DET staff for job referrals.

Resumes should be updated as new skills and credentials are obtained. Once the participant is actively seeking employment, the resume should be active.

The following provides contractors with the steps that need to be taken to activate or inactivate an individual's resume.

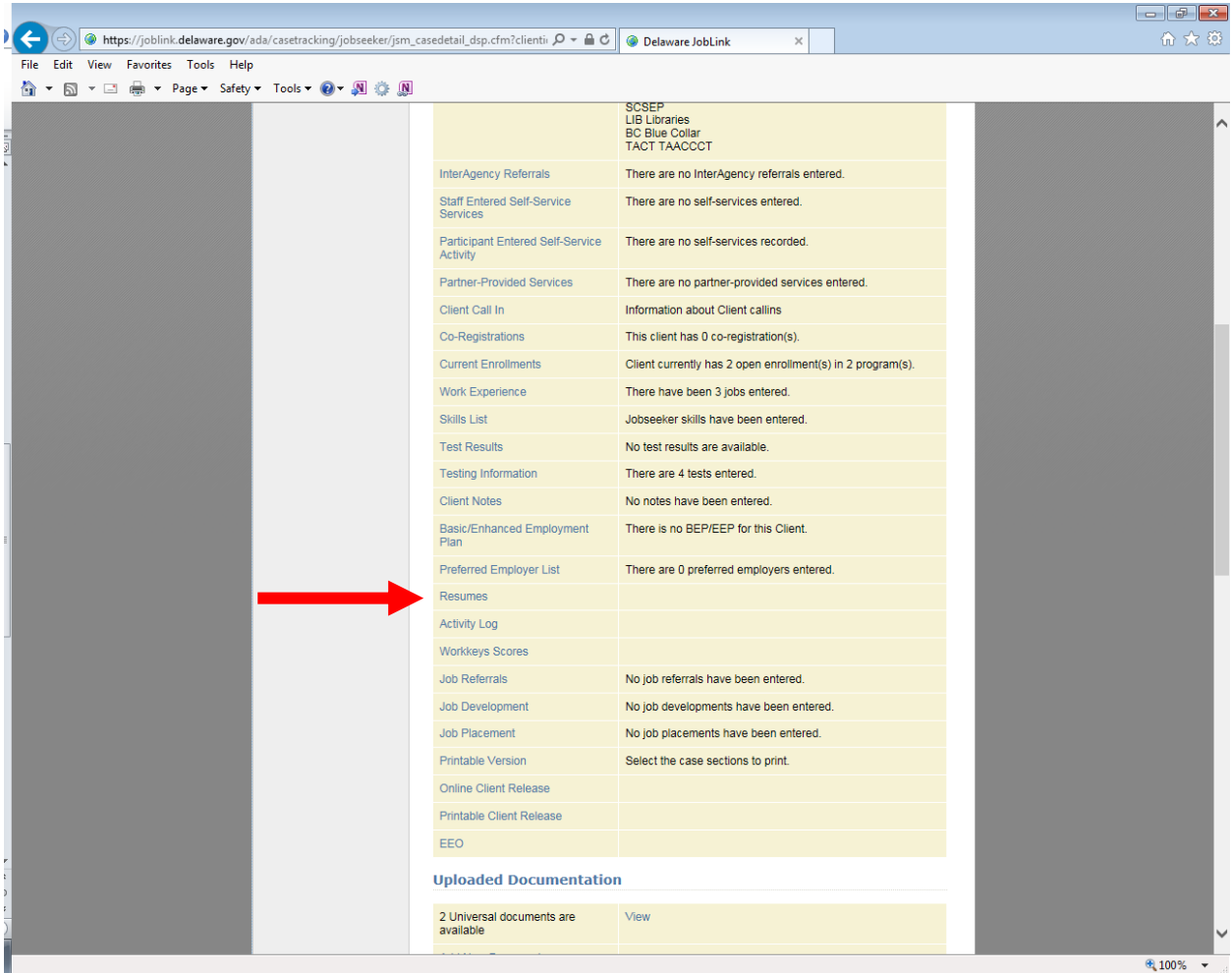
The following are screenshots at a point in time. They are subject to change as Delaware JobLink changes.

First, do a client search-Enter their PID

The screenshot displays the Delaware JobLink Client Search interface. The browser address bar shows the URL: [https://joblink.delaware.gov/ada/casetracking/jobseeker/jsm\\_caseload\\_dsp.cfm](https://joblink.delaware.gov/ada/casetracking/jobseeker/jsm_caseload_dsp.cfm). The page title is "Delaware.gov | Text Only". The navigation menu includes "Governor | General Assembly | Courts | Elected Officials | State Agencies". The main content area is titled "Client Search" and includes "Related Links: Results | My Cases | My Follow-up". A note states: "Specifying a full SSN or a Part ID will cause all other values to be ignored when performing the search. You must include one of the following: First Name, Last Name, Phone Number, E-Mail Address, SSN, Part ID or Username." The search form contains the following fields: Part ID (181956), SSN (000-00-0000), Last Name, First Name, Date of Birth (mm/dd/yyyy), Username, Email Address, Phone Number (000-000-0000), Office (Select an office), and Migrant/Seasonal Farm Worker? (Yes, No, N/A). A "Veteran Type" dropdown is set to "Both Veterans and Non-Veterans". The left sidebar contains a "Client Search" link, which is highlighted by a red arrow. Another red arrow points to the "Part ID" field in the search form.

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From the Universal Screen, click on “Resumes”



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Next, scroll to the bottom of the screen and click on the date next to “Expires” This is where you will be able to change the number of days the resume should remain active or you can make the resume inactive.

Overview page: On the Resume Preview page, click the **Print/Download PDF** link to view the resume in PDF format and use the Adobe print icon to print the resume.

### RESUME BUILDER

Resumes for Melanie Jones

Here you can manage your resumes or click **Create a Resume** to start building a resume or to upload one you have created in Microsoft Word. You can create as many resumes as you want. As a new resume is completed it will be added to this page. You will be able to edit, print or save a copy of it to your computer. Click the **Status** link for a resume to make it active, inactive or to set the number of days it will remain active. Click **Selections** to view or edit information that will be included on that resume. To replace an uploaded resume, click **Upload**.

Resume Title	Last Update	Selections	Status	Search	Views	Delete
Special Education Teacher's Assistant	2013-10-17	Selections	Active until 2014-01-23	Search	0	Delete

[Create a Resume](#)

0:00:00

### RESUME BUILDER

If you need assistance, click to watch an instructional video

► welder  
Created: 2016-10-20 | Updated: 2016-10-20 | Expires: 2017-01-18  
Selections: [Edit Selections](#) | Views: 0

[View Options](#)

[Create Another Resume](#)

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The bottom of the page indicates the “Number of Days to Remain Active”. To inactive, set this to “0”. To activate set up to “99”.

The screenshot shows a web browser window with the URL [https://joblink.delaware.gov/ada/r/resumes/397347/edit\\_preferences](https://joblink.delaware.gov/ada/r/resumes/397347/edit_preferences). The page is titled "Resume Preferences" and features a sidebar with navigation options: STEP 5 (Honors and Awards), STEP 6 (Licenses and Certifications), STEP 7 (Other Information), STEP 8 (Military Service), STEP 9 (Commercial Driver's License), STEP 10 (References), STEP 11 (Review/Edit Selections), My Home Page, Upcoming Events, Job Search, My Saved Searches, My Resumes, My Saved Jobs, My Skills List, My Activity Log, My Profile, and Career Exploration. The main content area includes a "RESUME BUILDER INSTRUCTIONAL VIDEO" section with a play button icon and the text "If you need assistance, click to watch an instructional video". Below this is a form field labeled "Number of Days to Remain Active" with the value "85" entered. A red arrow points to this field. At the bottom of the form are "Update Resume" and "Cancel" buttons. A small tooltip is visible at the top of the page, providing instructions on how to set the resume to active or inactive.