

# 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 career journey and create an account today!

## Do you have a My Manpower profile?

**Tell us about your skills, education and experience.**

**Don't have an account? Create it now.**  
Follow these instructions to create and activate your account.

**Already have a My Manpower account?**  
Log in, activate your account if needed and review your profile to make sure it is up to date. Use these instructions as a guide.

**After you have completed your My Manpower profile, We'll talk together** about your skills, past work experience and current interests. This, along with the appropriate assessments, helps us find out what's right for you.

## Creating your account and profile

You will need an **email address** to create your My Manpower account. If you don't have one, ask your Manpower representative for instructions on setting up a free email account.

Enter your information as **completely and accurately** as possible. Fields with a **red asterisk (\*)** are required. You may need to scroll down on some pages to view the full page.

The screenshot shows the ManpowerJobs.com homepage. At the top, there is a navigation bar with the Manpower logo, a 'Home' button, and links for 'Welcome', 'Create an Account', and 'Login'. On the right, there are language options for 'United States', 'English', 'French', and 'Spanish', along with links for 'Contact Us', 'Branch Locator', 'For Recruiters', and 'Help'. The main content area is divided into several sections. On the left, there is a 'Job Search' section with a search bar for 'Keywords' (with an example 'e.g. Sales manager') and a 'Location' dropdown menu. Below the search bar is a 'Find Jobs!' button. To the right of the search bar is a woman in a business suit talking on a mobile phone. Below the search bar, there is a text block: 'Looking for a job that's made for you? Let's work on this together. When you work with Manpower, you have an inside connection to the job you want. Start by searching for opportunities that suit your work style -- and your lifestyle. Then we can start promoting you. Make your connections right here, right now.' Below this text is a man sitting on the floor with his hands clasped. To the right of the man is a section titled 'Looking for something in particular?' with a list of 'Popular job categories': Accountancy, Admin and Secretarial, Advertising and PR, Aerospace, and Agriculture Fishing and Forestry. On the far right, there is a 'My Manpower' section with a woman's image and the text: 'Why should I apply with Manpower? By completing an application with Manpower, you will provide our recruiters with insight into your work history, education and type of jobs you are looking for. Once you complete the application, you can quickly apply for posted jobs, create job alerts and help our recruiters match you to open positions!' Below this text is an 'Apply Now!' button and a 'Login' link. At the bottom right, there is an 'About Manpower' section with links for 'About Manpower', 'Social Responsibility', and 'ManpowerGroup'. At the very bottom of the page, there is a copyright notice: '© 2012 ManpowerGroup. All Rights Reserved. Terms of Use | Privacy | ManpowerGroup | Right Management | Jobs'.



## Create your My Manpower account today!

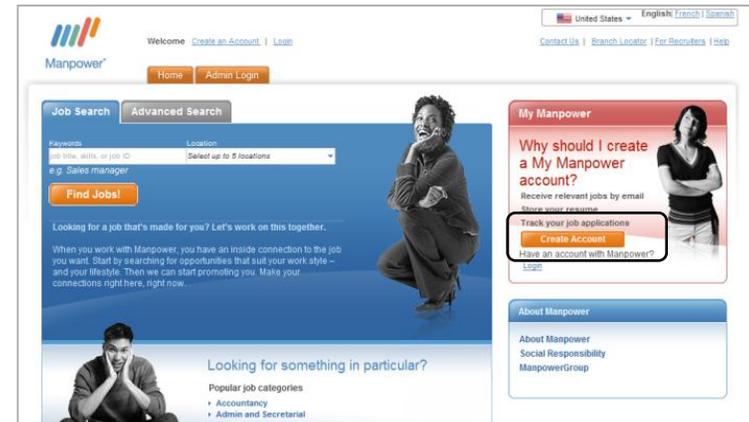
1. Click **Create Account** from the red My Manpower box on the main page. Your screen will change to display the Create Your My Manpower Account page.

### Provide your Contact Information.

2. Enter your **First** and **Last Name**
3. Enter your preferred **E-mail Address** – this will also serve as your login name
4. Enter your current **Address**
5. Enter your **Primary phone** number

### Provide your Personal Information.

6. Indicate your **Relocation** preference
7. Select any **Skill** obtained through prior work experience or education. At least one skill is required; you may add more skills after you save a skill to your profile
8. For each Skill you add, indicate the **Years of Experience** associated to each skill
9. Click **Save Skill** to add the skill to your profile



\* Required fields

### Contact Information

First name\* Middle name Last name\*

Your email:\*

Street\*

City\* State/Province\* Zip/Postal code\*

Country\*

Primary phone\*

Home  Office  Mobile/Cell

### Personal Information

Are you willing to relocate for the right opportunity?\*

Yes  No

Select Skills\*

To select a skill you must first locate the appropriate skill in the drop down box below. Click the dropdown arrow to see the entire list or begin typing to see matching skills.\*

Skill Search:\*

Skill Level:\* No. of Years Experience:\*

Save Skill

## Provide your Preferences.

10. Select your **Preferred Language**
11. Select the **location closest to where you live**.  
The Manpower office that is closest to your location will display and be selected
12. Select up to 5 cities where you prefer to work
13. Select the **Occupation Types** in which you would like to work.

## Provide your Resume.

### 14. Upload or paste your resume, if you have one

- Upload a Resume/CV from an existing file.  
You can upload .doc, .txt, .pdf or .html files.
- Paste a resume from an existing file into your account.

Don't have a resume? You can skip this step for now. After your initial profile is created you will have an option to provide more details that will help you build a Resume/CV file you can download, save and edit.

### Preferences

**Preferred Language:**\*  
English  Next time you log in, the site will automatically display in the language you select.

Select the location closest to where you live.\*  
Please select

Specify the preferred job locations. Up to 5 may be selected.

<input type="checkbox"/> Alabama	<input type="button" value="v"/>
<input type="checkbox"/> Alaska	
<input type="checkbox"/> Alberta	
<input type="checkbox"/> Arizona	
<input type="checkbox"/> Arkansas	
<input type="checkbox"/> British Columbia	
<input type="checkbox"/> California	
<input type="checkbox"/> Colorado	

Select the occupation type(s) which apply to you.

<input type="checkbox"/> Accountancy	<input type="button" value="v"/>
<input type="checkbox"/> Admin and Secretarial	
<input type="checkbox"/> Advertising and PR	
<input type="checkbox"/> Aerospace	
<input type="checkbox"/> Agriculture Fishing and Forestry	
<input type="checkbox"/> Arts	
<input type="checkbox"/> Automotive	

### Resume

**Upload or paste your resume**

Upload Resume  Paste Resume

Accepted file formats are DOC, PDF, HTML, TXT

## Confirm your My Manpower Credentials.

15. Your **login name** will already populate with the e-mail address you entered in the first step
  16. Select a **password** that is easy for you to remember
  17. Indicate how you would like our recruiters to contact you
  18. Read and accept our privacy notice
  19. Click “**Apply Now**”
- All required sections are now complete.**

**Congratulations!** You've created your My Manpower account .

Want to make your account even more robust? The more information you add only helps our Manpower recruiters find you jobs.

Consider adding additional account information such as education and/or work history.

The screenshot shows the registration form for a My Manpower account. It includes fields for 'Choose your login name\*' and 'Choose your password\*', with instructions that login names must be at least 5 characters and passwords must be at least 8 characters, containing at least one letter and one number. There is also a 'Repeat password\*' field. Below these are checkboxes for 'I want Manpower to help me to find a job...' and 'I have read, fully understood, and accepted the privacy notice...'. A 'Select preferred contact method' dropdown is present. At the bottom, there is an 'Apply Now' button.

The screenshot shows the profile page for 'Sam Callaghan's Account'. It features a 'Your Current Status' section with an 'Active' button and a 'Make account inactive' link. Below this is an 'Account Completeness' section with a progress bar at 100% and a 'What is account completeness?' question. The main content area lists sections for 'Contact Details', 'Skills', 'Education', 'Work Experience', 'Job Preferences', and 'References', each with a brief description of the information to be added.

If you have questions at any point, call 1-866-271-5145 for technical assistance.  
(Monday-Friday 7am-8pm central)