



MINISTRY OF EDUCATION, JAMAICA

Teachers' Job Match User Guide

Please Read Before
Registering

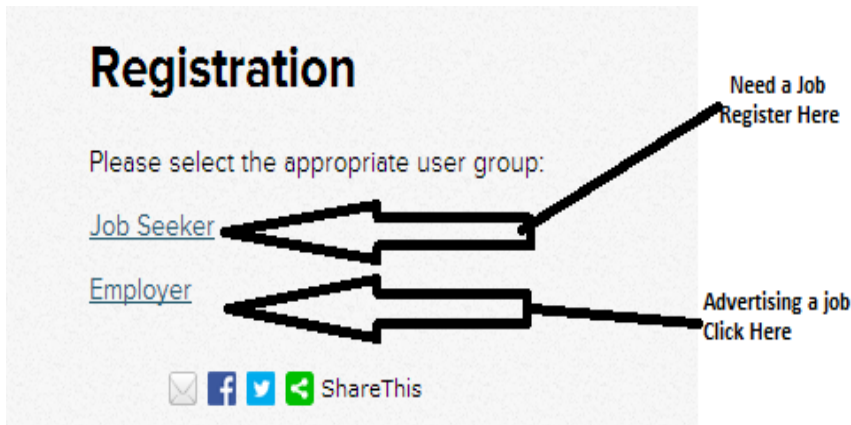
First-Time Users

STEP 1 – All teachers, educators and employers must register to use the portal.

All first-time users of the Job Match are required to click on “**Registration**” in the upper right hand corner of the home page to register.



At the start of the registration process users are asked to select one of the user groups as shown below.



Users are redirected to fill in information required for registration as an **Employer or Job Seeker**.

See immediately below Job Seeker registration guide.

Job Seeker Registration

Social network you want to login/join with: 8*

Fields marked with an asterisk (*) are mandatory

User name

* JohnDoe2014

Password

*

.....

Confirm Password

Email

* JohnDoe@JohnDoeInc.com

JohnDoe@JohnDoeInc.com

Confirm Email

Don't send mailings



Please click to select

First Name

* John

Last Name

Doe

Country

Jamaica

Parish

Saint James

Capital

Montego Bay

Address

11 Barnett Street

Zip Code



Leave blank

Phone Number

876-922-1400

Hide User Info

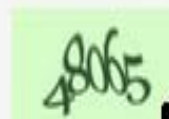
* Yes



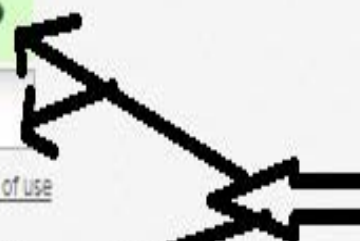
All users must select Yes

Enter code from Image

* [Reload Image](#)



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Enter the code displayed on your screen here then click Register

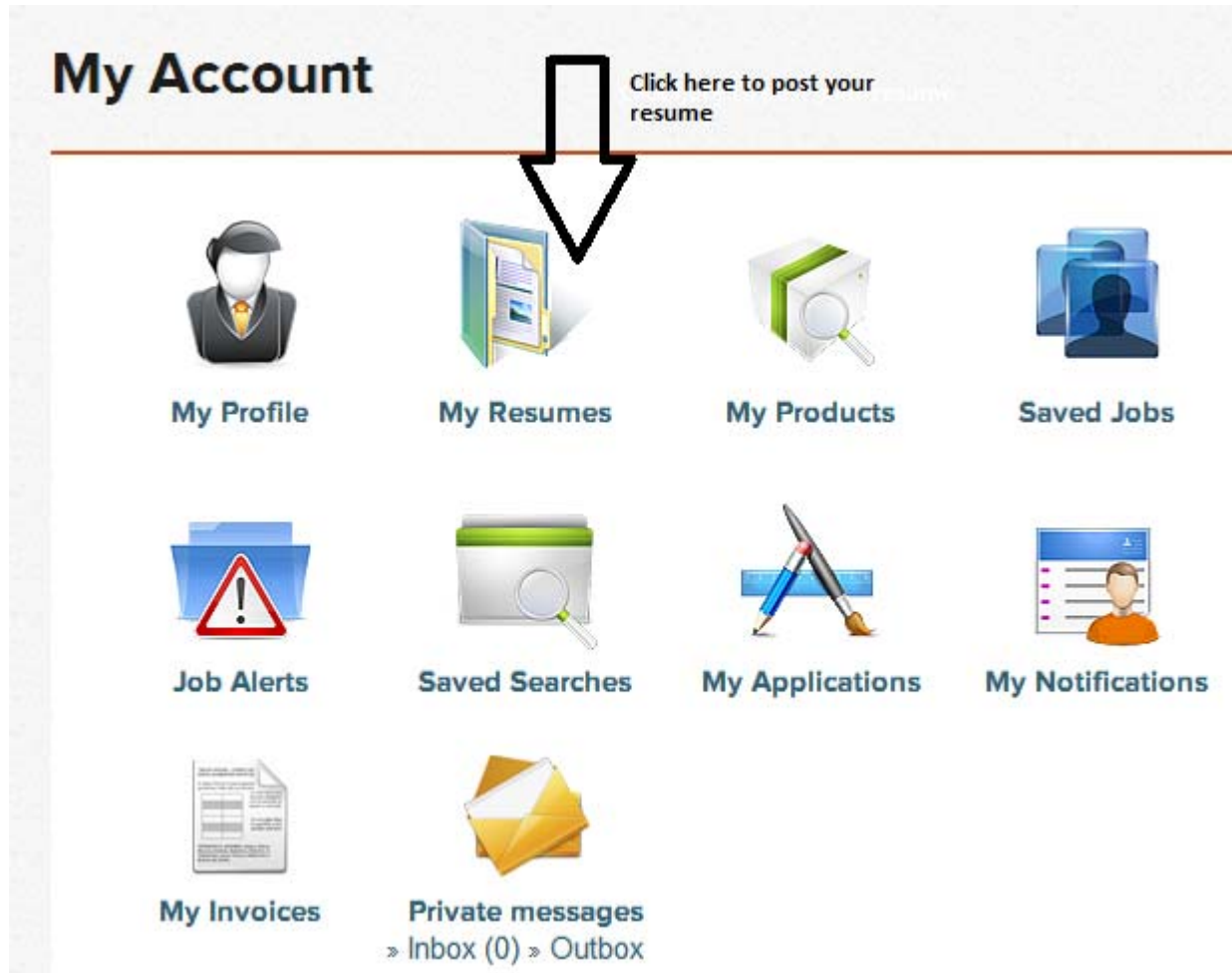
Accept terms of use

* [Read terms of use](#)

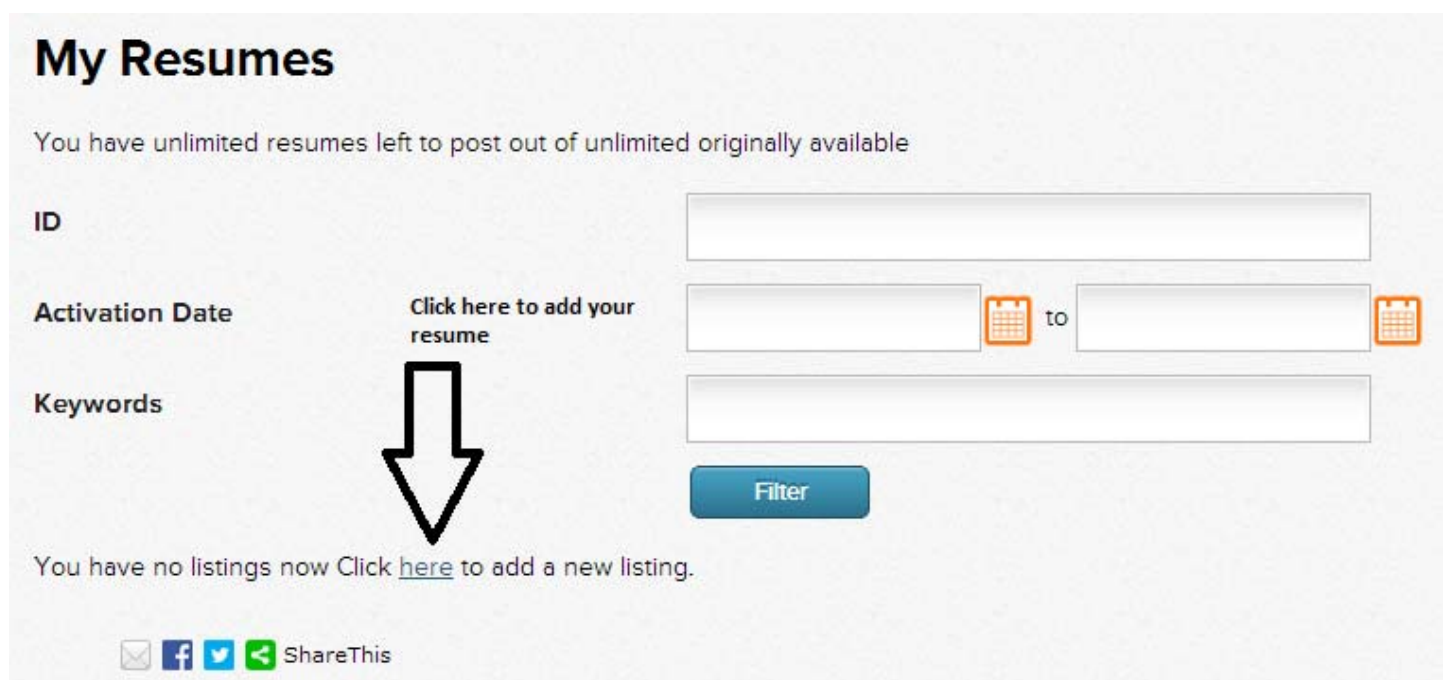
Register

The system will automatically redirect you to your account information page or “My Account”.

Click on “My Resumes” to post your resume.



Then click on the link below to add your resume listing.



STEP 2 – Posting your resume for employers to view

Complete the General Information page and continue clicking the “Next” button at the bottom of the page until the process is completed. During this exercise you will be asked to add your work experiences, qualifications and a copy of your resume in PDF or Word format. **The following are to be used as a guide; therefore you will be required to enter your own information.** Remember to click the button “Post” upon completion

General Information



'Title' is empty

Fields marked with an asterisk (*) are mandatory

Title

* English Teacher Resume



Category

*
Customer Service
Design
Distribution-Shipping
Education
Engineering
Entry Level
Executive
Facilities
Finance
Franchise



Use the "Control" key to choose two or more options.

Occupations

1 selected

6 Available



Employment Type

Select Employment Type
Full time
Part time
Contractor
Intern
Seasonal

4 Available



Use the "Control" key to choose two or more options.

Objective

Type your resume objective here

Skills

Type your skills here

Desired Salary

\$ ⓘ Leave Blank

Salary Type

Select Salary Type

Country

Jamaica

Parish

Saint James

Capital

Montego Bay

Zip Code

Resume

Choose File No file chosen Attached your MS Word or PDF Resume File Here

Anonymous Resume

ⓘ

Resume Visible To

No one Resume should be set to "No One"

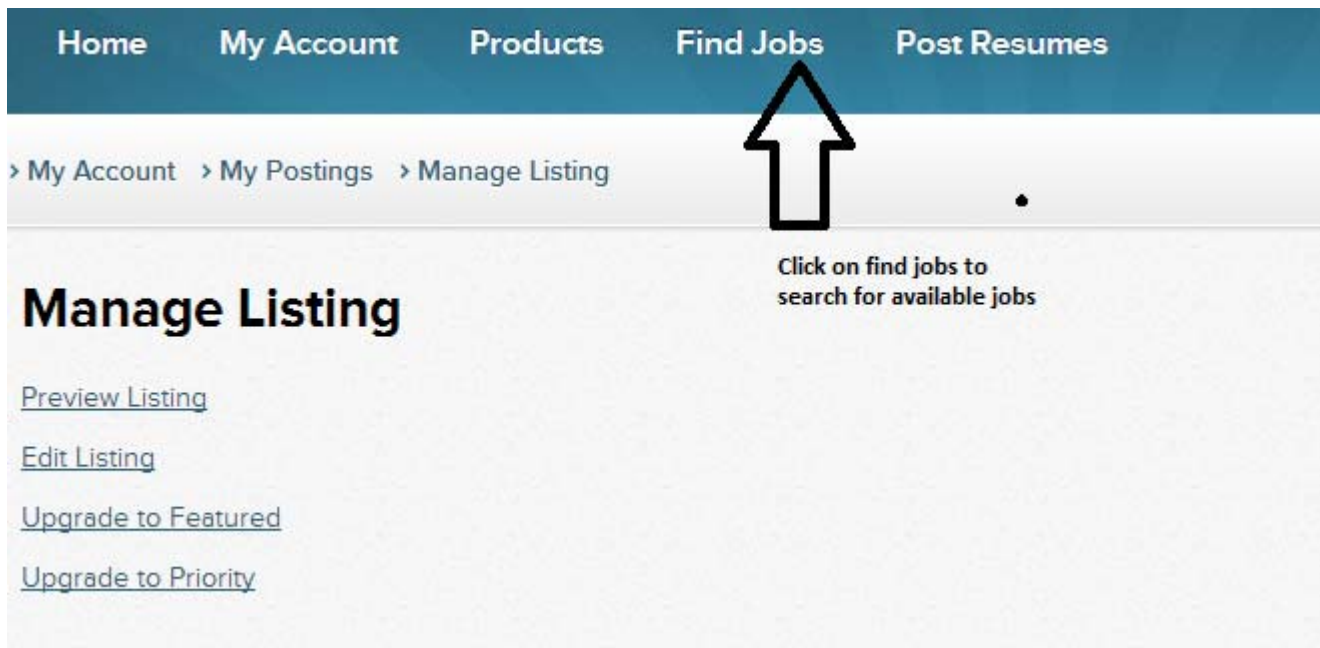
Add Pictures

Caption Optional

Add Picture Choose File No file chosen

STEP 3 – Applying for a job

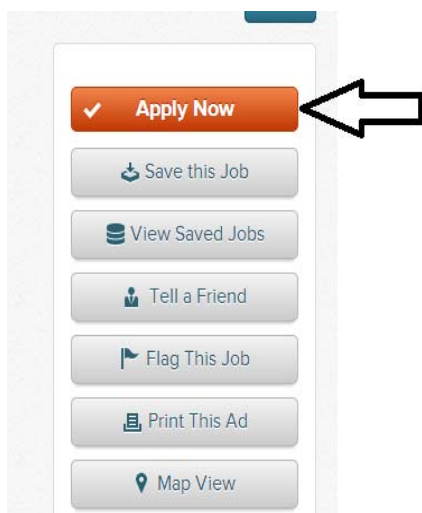
As soon as you are finished with Steps 1 and 2, the next step is to search for jobs and applying for the ones that matches your qualification, competences and experiences.



Click **view job details** to see all to review a job before you apply.



Click **Apply Now** to apply.



Then select a resume from your **saved resume** to apply. It is always a good idea to include a cover letter. Then click Send.


Apply Now: Social Workers ⓧ

Cover letter (optional):

Select your resume: Select your resume ▼
Select your resume
English Teacher Resume ←

Attach your resume: Choose File No file chosen

Enter code from image: [Reload Image](#)



Application process completed. You may click on “My Account” to check out the other features of the system.

Registered Users

Log in using your user name and password here:



The image shows a login form on a dark blue background. At the top right, there is a language selector set to "English". Below this, there are two input fields: the first contains the username "johndoe2015" and the second contains a masked password ".....". To the right of the password field is a blue "Login" button. Below the password field, there is a link for "Registration" with a Google Plus icon. At the bottom, the text "Government of Jamaica" is displayed next to the Jamaican flag. A black arrow points upwards from the text "Government of Jamaica" to the password input field.