

## DOING A JOB SEARCH IN ILLINOIS JOBLINK

1. Log in to your [www.illinoisjoblink.com](http://www.illinoisjoblink.com) account.
2. Select **Job Search** from the menu list.
  - A)** In the “**What**” box, you may enter: 1) a job title for the type of work you want, 2) the name of a company or 3) an Illinois JobLink job order number.
  - B)** In the “**Where**” box, enter your ZIP code *OR* city and state. If you enter your city and state, be sure to use the correct spacing (e.g., Aurora, IL and NOT aurora,il or aurorail). JobLink will not recognize what you enter if you do not use the correct spacing. Be sure to enter **ONLY** your ZIP code or city and state. Do not enter “western suburbs,” “sales,” “communications industry,” etc.
  - C)** When you enter your ZIP code or city and state, you must also enter how many miles you are able or willing to commute one way to work each day. Enter the number of miles in the “**Within Miles**” box.
  - D)** Click the search lookup button, the “**magnifying glass**” to the right of “miles.”
    1. The job search results page provides basic job order information.
    2. From the results list, **click the “Job Title” in blue letters** of the desired job you’d like to view.
    3. After viewing the job information, you may, if you choose, save the job in a saved search list. To do so, scroll down and click the “**Add to My Saved Jobs**” box. Doing this bookmarks the job to your “My Saved Jobs” list, making it easy to access in future visits to IllinoisJobLink.com.
    4. Click the link provided, the “How to apply for this position,” if you’d like to apply for the job you are viewing.

Keep in mind that every time you do a job search in IllinoisJobLink.com and view the full description of a particular job, the job is automatically added to your Illinois JobLink Work Search record.

**\*\*Please remember that if you do not log in to your own account, you can do only a quick job search. To view the full details of a job and the application instructions, you must be logged in to your own account.**

**If you need assistance, please call 800 244 5631 or visit [http://www.ides.illinois.gov/Pages/Office\\_Locator.aspx](http://www.ides.illinois.gov/Pages/Office_Locator.aspx)**