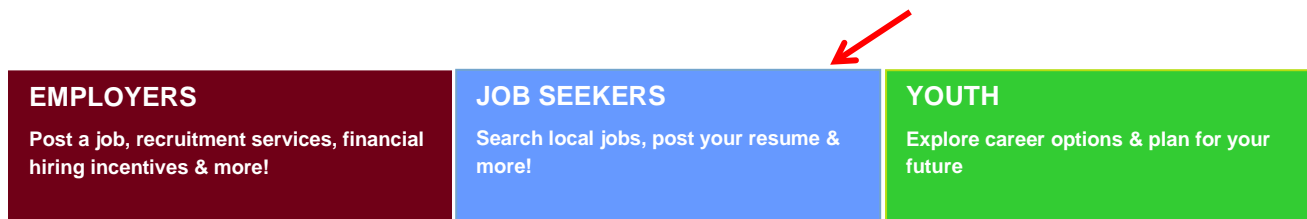



How to Register for Employment

ALL **OhioMeansJobs|Cleveland-Cuyahoga County** job leads are now listed online via the Job Seeker/Job Search Database. Everyone applying for a position in connection with **OhioMeansJobs|Cleveland-Cuyahoga County** must now be registered and apply online!

All job seekers **must** have a valid email address and upload a copy of their resume* in MS Word format.

1. Log onto the **OhioMeansJobs|Cleveland-Cuyahoga County** website:
ohiomeansjobs.com/cuyahoga
2. On the **Home** page, there are 3 square radio buttons.
 - a. Click on the blue middle button named **Job Seekers**



- b. Click on 
 - c. If you are an **Registered** user, you will log in with your email address and password by clicking on “**LOGIN**” on the **BLUE HIGHLIGHTED** line on your right hand side.
3. If you are a **New** user, you will click on “[New User? Click Here](#)”.
 - a. Upload a resume* in Microsoft Word format by clicking on “**Browse**”
 - b. By clicking “**Extract**”, most of the registration data will automatically pre-fill with your information.
 4. In order to apply for jobs, your registration (Profile) **MUST** be completed and initialed.

****Your resume must be saved electronically either on a flash drive, on the computer desk top, or in your email to be uploaded****