





PLEASE NOTE: Employers are allowed to sign up on this web site to either Post Jobs **OR** Review Resumes. Although you may not find a lot of jobs posted on the site, many employers may be signed up at that time to Review Resumes.

To Post Your Resume:

1. Go to the **Employees** page.
2. Click on **Post a Resume** at the bottom.
3. Fill in all the blanks on **Employee Signup** page and click **Submit**.
4. Wait for an email to be sent to you that will include your **User Name** and **Password** (this will only take a minute or so).
5. Fill in the **Login ID** and **Password** that were emailed to you.
6. You will then have the opportunity to change your **Password** to something you will remember. Write it down in a safe place.
7. Click **Submit**.
8. Review your **Profile** to make sure all information is correct. On this page, you will also have the opportunity to:
 - Edit Your Information
 - Change Your Password
 - Cancel Your Account
 - Logout
9. Click on **Add Resume** at the bottom.
10. Click on the type of job you are looking for in the **Expertise** box. (You can select more than one title by holding down the **Control key** when you click).
11. **Browse** to where your resume is located on your PC and click on it.
12. You will return to the Employee Profile page and be able to again:
 - Edit Your Information
 - Change Your Password
 - Cancel Your Account
 - Logout, OR
 - Edit or Delete Your Resume (click on  to delete, or  to edit your Resume)

To View Your Profile & Resume

1. Go to www.KentuckyJobs411.com.
2. Click on **Employees** in menu.
3. Click on **employee entry point** at the bottom of the page.
4. Type in your **Login Id** and **Password** (if you changed your password be sure to type the new password you created and NOT the password that was mailed to you) and click on **Submit**.