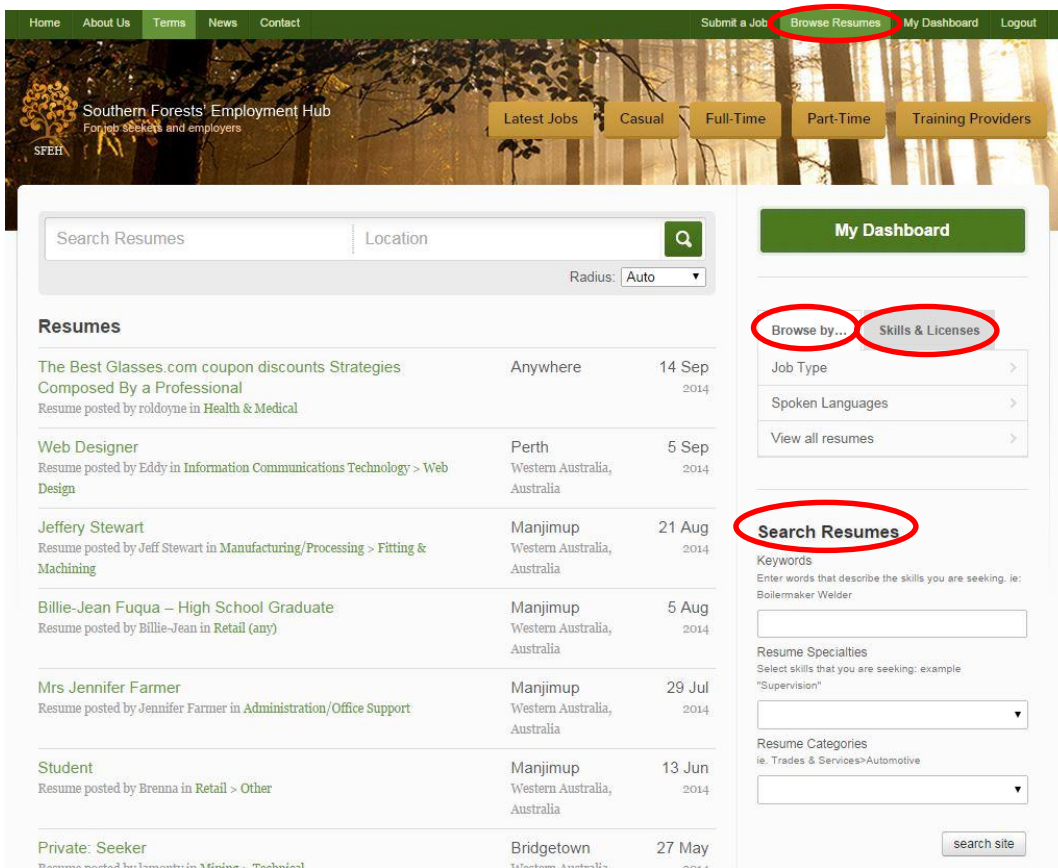


## Browsing Resumes

- ✓ The **Browse Resumes** button is located at the very top of the page on the right hand side near the log in button.
- ✓ The resume search is located on the right hand side of the screen, you will see three search options ;
  - **Keywords search** – searches for keywords in the jobseekers typed resume profile but not attachments.
  - **Resume Categories** – this search will give you options from the drop down job category list to find those seeking work in your field.
  - **Resume Specialties** – Select skills from the drop down selection to search resumes for the skills you require.
- ✓ Search for a skill or license within a jobseekers resume profile.
- ✓ Resumes can also be searched by Job Type, using the **Browse By** tab.
- ✓ Searches for resumes are dependant on job seekers filling search fields correctly.
- ✓ A resume summary is presented when you click on the Job Seekers resume.
- ✓ If the Job Seeker has uploaded their full resume it can be accessed at the bottom of the page. This then downloads the document for you to view.



The screenshot shows the Southern Forests Employment Hub website. At the top, there is a navigation bar with links: Home, About Us, Terms, News, Contact, Submit a Job, **Browse Resumes** (circled in red), My Dashboard, and Logout. Below the navigation bar is a banner for 'Southern Forests' Employment Hub' with a background image of a forest. There are buttons for 'Latest Jobs', 'Casual', 'Full-Time', 'Part-Time', and 'Training Providers'. The main content area is divided into two columns. The left column has a search bar for 'Search Resumes' and 'Location', with a 'Radius: Auto' dropdown. Below the search bar is a table of resumes. The right column has a 'My Dashboard' button, a 'Browse by...' dropdown (circled in red) with 'Skills & Licenses' selected (circled in red), and a 'Search Resumes' section (circled in red) with fields for 'Keywords', 'Resume Specialties', and 'Resume Categories', and a 'search site' button.

Resume Title	Location	Date
The Best Glasses.com coupon discounts Strategies Composed By a Professional Resume posted by roldoyne in <b>Health &amp; Medical</b>	Anywhere	14 Sep 2014
Web Designer Resume posted by Eddy in <b>Information Communications Technology &gt; Web Design</b>	Perth Western Australia, Australia	5 Sep 2014
Jeffery Stewart Resume posted by Jeff Stewart in <b>Manufacturing/Processing &gt; Fitting &amp; Machining</b>	Manjimup Western Australia, Australia	21 Aug 2014
Billie-Jean Fuqua – High School Graduate Resume posted by Billie-Jean in <b>Retail (any)</b>	Manjimup Western Australia, Australia	5 Aug 2014
Mrs Jennifer Farmer Resume posted by Jennifer Farmer in <b>Administration/Office Support</b>	Manjimup Western Australia, Australia	29 Jul 2014
Student Resume posted by Brenna in <b>Retail &gt; Other</b>	Manjimup Western Australia, Australia	13 Jun 2014
Private: Seeker Resume posted by lamonty in <b>Mining - Technical</b>	Bridgetown Western Australia	27 May 2014

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