

# Work Experience

When adding, editing, or deleting work experience from the Case Details page, confirm all changes with the job seeker. Changes made from the Case Details page change the work experience on the Online Resume Builder in AJL.

An alternative to adding the Work Experience from the Case Details page is to add the work experience from the job seeker's My Resumes page. Bring the job seeker into context and use the job seeker context menu to navigate to Resume.

# Navigation

Bring the Job Seeker into context by conducting a Job Seeker Search or selecting the Job Seeker from My Cases. Click **Work Experience** on the Case Details page.

Case Details  
**Steven Smith**

**BRONZE**  
Veteran Type: Vietnam-Era Campaign Veteran  
Eligible for DVOP Services  
Requested DVOP Assistance - No

Click on the appropriate link to add, view, or edit the information. You will be restricted to information based on your privilege level.

Universal Information

Consolidated Service & Training

Consolidated Expenditure Report

Uploaded Documentation

Contact Information

Address  
Steven Smith

Phone

Email

[Name History](#)  
No Name Changes have been entered.

[Alternate Contacts](#)  
There is 1 Alternate Contact entered.

[Address Book](#)

[User Profile](#)

Demographic Info

[Edit](#)

Participant ID:  
946

SSN:  
\*\*\*-\*\*-3664

Gender:  
Male

Race:  
White or Caucasian

Ethnic Hispanic/Latino:  
No

Education Status:  
Not attending school: Earned high school diploma, GED, or higher

Labor Force Status:  
Not Employed

Weeks Unemployed:  
More Than 26 Weeks

Veteran Info:  
Veteran Type: Vietnam-Era Campaign Veteran  
Eligible for DVOP Services  
Requested DVOP Assistance - No

Work Wanted  
Dishwashers  
35-9021.00

Resumes

[View All](#)

Showing most recent 3 of 3.

[Custodial/Maintenance Experience](#)  
[Search Jobs](#)  
Expired  
Updated: Sep 17, 2022

[Landscaping](#)  
[Search Jobs](#)  
Expired  
Updated: Sep 17, 2022

[Building Maintenance](#)  
[Search Jobs](#)  
Expired  
Updated: Sep 17, 2022

[Create Resume](#)

0 Call-In(s)

**9 Work Experience**

13 Skills  
Skills List

1 Job Referrals

0 Job Development

Program Registrations

Assigned Staff Users

Printable Version

Printable Job Seeker Release

Online Job Seeker Release

EEO

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# Edit/Delete Work Experience

1. Navigate to Work Experience. Previously entered work experience displays. Work Experience on Case Details and Work Experience on the [Build Online Resume](#) are integrated, and can be edited or deleted on either.

Steven Smith

Work Experiences

Sortable Listing of your work experience sorted by Period of Employment, descending

Actions	Job Title	Company	Location	Period of Employment
<a href="#">Edit</a> <a href="#">Delete</a>	<a href="#">Handyman</a> Incomplete	Handyman Services	Dodge City KS United States, Dodge City, Kansas, United States	Jan 2010 - Present
<a href="#">Edit</a> <a href="#">Delete</a>	<a href="#">Concrete Laborer</a> Incomplete	Brak-Hard Concrete Construction	Dodge City KS United States, Dodge City, Kansas, United States	Mar 2004 - Nov 2009
<a href="#">Edit</a> <a href="#">Delete</a>	<a href="#">Telemarketer</a> Incomplete	Civic Development	Topeka KS USA, Topeka, Kansas, United States	Aug 2003 - Dec 2003
<a href="#">Edit</a> <a href="#">Delete</a>	<a href="#">Floor Technician</a> Incomplete	Thrash Floor Maintenance	Wichita KS United States, Wichita, Kansas, United States	Mar 2001 - Apr 2001
<a href="#">Edit</a> <a href="#">Delete</a>	<a href="#">Plumber</a> Incomplete	Blodgett Enterprises	Wichita KS United States, Wichita, Kansas, United States	Dec 2000 - Mar 2001

[Add Work Experience](#) [Return to Case Details](#)

2. To edit an existing work experience, click the **Edit** button. The Edit Work Experience page displays with the information populated. Edit as needed and click **Update Work Experience** to save the information and return to the Work Experience page.

Steven Smith

## Editing Work Experience

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Editing Work Experience

2

Qualifications

3

Work Experience Description

Edit your work experience below. You can edit the description here or click **Review and Edit Selections** to go through the talents, tools, technologies and work activities associated with this occupation. Click **Update Work Experience** to save edits made on this screen. Click **Cancel** to return to the Work Experience screen.

**Job Title** (required)

Handyman

**Occupation** (required)

47-2061.00 - Construction Laborers

Enter a keyword or O\*NET code for the occupation. [Search for O\\*NET Codes](#)

**Construction Laborers**

47-2061.00

Perform tasks involving physical labor at construction sites. May operate hand and power tools of all types: air hammers, earth tampers, cement mixers, small mechanical hoists, surveying and measuring equipment, and a variety of other equipment and instruments. May clean and prepare sites, dig trenches, set braces to support the sides of excavations, erect scaffolding, and clean up rubble, debris, and other waste materials. May assist other craft workers.

**Employer Name** (required)

Handyman Services

**Address**

distributing them to the appropriate locations, according to project plans or specifications

- Grind, scrape, sand, or polish surfaces such as concrete, marble, terrazzo, or wood flooring, using abrasive tools or machines
- Performing General Physical Activities
- Handling and Moving Objects
- Repairing and Maintaining Mechanical Equipment

Minimum 25 characters

Update Work Experience

Review and Edit Selections

Delete

3. To delete the experience, click the appropriate **Delete** link. The Confirm Deletion page displays. Click the **Confirm** button to delete and return to the Work Experience page. Click the **Cancel** button to return to the Work Experience page without deleting the Work Experience.

## Add Work Experience

1. Navigate to Work Experience. Click **Add Work Experience**. The New Work Experience page displays.

The screenshot shows a web form titled "New Work Experience" for a user named Steven Smith. The form is set against a light gray background with a white border. At the top, the user's name "Steven Smith" is displayed in blue, followed by the title "New Work Experience" in bold blue. Below this is a blue information icon in a square, followed by a light blue instruction box: "Provide the following information regarding your work experience. Include any military service or volunteer work that is relevant to the work you are seeking. Click **Cancel** to return to the Work Experience screen." The form fields are organized into sections: "Job Title (required)" with a text input; "Occupation (required)" with a text input and a search icon, with a note "Enter a keyword or O\*NET code for the occupation. [Search for O\\*NET Codes](#)."; "Employer Name (required)" with a text input; "Address" section containing "City (required)" and "State (required)" (a dropdown menu showing "Kansas"), "Country (required)" (a dropdown menu showing "United States"), "Start Month/Year (required)" (a date input with "MM / YYYY"), and "End Month/Year" (a date input with "MM / YYYY"). A note at the bottom of the address section says "If still employed, leave blank." At the bottom of the form are two buttons: "Save Work Experience" in blue and "Cancel" in white with a blue border.

2. Complete the fields in the Work Experience section with information about the job seeker's work experience. Click **Save Work Experience**.

When the Work Experience section is completed and included in the job seeker's resume, this work experience will match in resume searches by keyword and in resume searches by O\*NET code.

3. The Qualifications page displays. Based on the occupation title you selected, O\*NET populates a list of talents, tools and technology, and work activities that the Job Seeker may have used on the job. Next to any item that describes the Job Seeker's qualifications, select **My Skills**. These items will be added to the Job Seeker's **My Skills** list and help with job matching and gap analyses. Next to any item you wish to display on the resume, select **Display on Resume**. When you are finished, select **Save**.

### Welder Qualifications

Listed below are Talents, Tools & Technologies, and Work Activities associated with your work experience. You can search for a specific qualification by keyword, or scroll through the options O\*NET has provided. Select **My Skills** if you would like to include the qualification in your My Skills list for job matching. Select **Display on Resume** if you want the qualification to display on your resume.

Selecting these qualifications will provide more information to employers about your skills and will result in better job matches. We suggest displaying no more than 5 skills for each work experience, so select those that highlight your talent.

1 Editing Work Experience

2 **Qualifications**

3 Work Experience Description

#### Filter Qualifications

Begin typing to filter the list of qualifications below.

#### Talents 1 of 30 selected

Description	My Skills ?	Display on Resume ?
Prepare all material surfaces to be welded, ensuring that there is no loose or thick scale, slag, rust, moisture, grease, or other foreign matter.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Analyze engineering drawings, blueprints, specifications, sketches, work orders, and material safety data sheets to plan layout, assembly, and operations.	<input type="checkbox"/>	<input type="checkbox"/>
Weld components in flat, vertical, or overhead positions.	<input type="checkbox"/>	<input type="checkbox"/>

Save

Back

Skip

4. The Work Experience Description page displays. All items you selected to display on the resume in the previous screen appear in the text box. Make any edits and select **Update Work Experience**.

## Work Experience Description

1

Editing Work Experience

2

Qualifications

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Work Experience Description

These are the items you selected to describe your work experience. They are listed as they will appear on your resume. Carefully review each item to ensure it accurately reflects your experience.

- You can add or delete text from each item in order to make it more accurate.
- You can add text to include something that is missing.

Current Selection:

**Welders, Cutters, Solderers, and Brazers**  
51-4121.00

Description (required)

B

I

- Prepare all material surfaces to be welded, ensuring that there is no loose or thick scale, slag, rust, moisture, grease, or other foreign matter

Minimum 25 characters

Update Work Experience

Back

Cancel

If you skipped the Qualifications step, you must enter at least 25 characters in the text box to describe the work experience. If you would like to review the list of Qualifications again, select **Back**.