HOW TO WORKFORCE **TULSA** CREATE AN **OKJOB MATCH** ACCOUNT

Use this walkthrough guide to complete your OKJob Match account and begin your journey with Workforce Tulsa!

Setting up your account takes time, and we recommend finishing the process all at one once to prevent loss of information.

Oklahoma Works is a proud partner of the American Job Center Network Workforce Tulsa is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. TDD/TTY: 1-800-722-0353: Voice: 1-800-752-6096

CREATE JOB SEEKER ACCOUNT

You are not required to provide your Social Security number. We request it for two purposes. First, to see if you have an account in Oklahoma JobLink or if you have previously received workforce services in Oklahoma. Second, we ask for your Social Security number to support data collection and reporting requirements for federal workforce programs. If you provide your Social Security number, it will be maintained in a secure and confidential manner and will not be released without your express consent.

IMPORTANT***

If you are registering to receive unemployment compensation or cash assistance from other federal or state programs, failure to provide your Social Security number could affect your eligibility to receive those benefits or cause you to become ineligible for those benefits.

FREE EMAIL PROVIDERS

* Indicates a required field

Social Security Number	If you would like financial assistance from Workforce Tulsa, you must
Confirm Social Security Number	Please enter your Social Security number again for confirmation unless y federally funded program that will
l decline the entry of my Social Security number.	protect your privacy.
Date of Birth <u>*</u>	Please uncheck this box if you plan to enter your social security number and receive financial services.

ACCOUNT INFORMATION

Username <u>*</u>	Your username must be between 6 and 20 characters and cannot contain spaces or special characters.
Confirm Username <u>*</u>	
Password <u>*</u>	Your password must be between 8 to 20 characters and can include letters, numbers, and spe information section. Make
Confirm Password <u>*</u>	sure to remember this information to log in later
Security Question	Please Select
Security Question Answer	

PROFILE INFORMATION

First Name <mark>*</mark>		
Middle Initial		
Last Name <mark></mark>		Please fill out a
Phone		required section
Cell Phone	Enter your phone number, including extension it available, as ###-##########	the best of your
Fax		information vol
Email Address	A notification will be sent to the email address with confirmation instructions.	comfortable sh
Confirm Email Address		
Address <mark>*</mark>		
Address 2		
City		
State <mark>*</mark>	Oklahoma 👻	
ZIP Code <u>*</u>		
Country.	United States -	
International Locality		
Work Email		
Work Phone		

For your convenience, OKJobMatch saves your data as you go. In accordance with the Privacy Policy, by clicking **Continue**, you give OKJobMatch permission to save your data. OKJobMatch will store your data until you request it to be deleted.

TERMS OF AGREEMENT

* Indicates a required field

INFORMATION PRIVACY

You will be asked to provide information to identify yourself and enable American	Job Center staff to assist you in your work	
search activities. If you do not provide this information your registration cannot be	e processed. Your email address and telephone	9
number, while not required, will provide a means for staff and employers to conta	Read through each part of the Terms	
	of Agreement section, making sure to	
Data Privacy Notice	check the boxes and fill in your	
	username and password if you agree.	
If you accept the terms of this notice, you may continue the registration process.		
	If you have forgotten your password,	
You will be asked to enter information related to your general characteristics, wor	please refer to the second page of this e	2.
Information that is required is identified with a red asterisk. This information will l	document.	ce
programs and services.		

Information regarding your Social Security number, date of birth, gender, disability, race, and ethnic status is for statistical and federal reporting purposes only and is not made available to employers or the public. This information could be used to monitor agency compliance with the equal opportunity and nondiscrimination requirements.

It will also be used to assist the agency in evaluating and improving efforts to conduct outreach to diverse population groups, including racial and ethnic minorities and persons with disabilities.

It is your responsibility to keep your information updated.

REGISTRATION INFORMATION – WORKFORCE TULSA

We are required to request the following information:

Social Security Number		
I decline the entry of my Social Security number.		
Date of Birth <u>*</u>		If you identify as one or more of the listed races, please check
Ethnic Hispanic/Latino <u>*</u>	Please select 🔹	all that apply. If you do not see your race(s) listed, select "More than one race."
Race (Check all that apply.)	 White or Caucasian Asian or Asian American Black or African American Hawaiian or other Pacific Islander American Indian or Alaska Native More than one race Not self-identified 	By answering these questions as accurately as possible, Workforce Tulsa will be able to help more specifically.
Is it hard for you to speak, read, write, or understand English and: (a) English is not your native language, or (b) You live in a family or community where English is not the main language? *	Please select -	Answering these questions WILL NOT disqualify you for any services, only to help serve you best.
Do you prefer to communicate in sign language?	Please select	

What is your sex? *	Please select -		K	
Number in Family (Including yourself) *				
Does a physical or mental impairment limit one or more major life activities? *	Please select •			By answering these questions as accurately as possible, Workforce Tulsa will be able to
Education Status <u>*</u>	Please select		-	help more specifically.
Highest Grade Completed <u>*</u>	Please select	•		
Highest Credential or Postsecondary Level Completed <u>*</u>	Please select	•		
Are you a Registered Apprentice?*	Please select 👻			
Have you served on active duty with the armed forces of the United States? *	Please select •			
Are you the spouse of an active duty service member or veteran (living or deceased)? *	Please select •			

Indicates a required field.

VETERAN SPOUSE INFORMATION – WORKFORCE TULSA

Are you the spouse or other family caregiver of a wounded, ill, or injured active duty service member? *



Please select

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By answering these questions as accurately as possible, Workforce Tulsa will be able to help more specifically.

MIGRANT OR SEASONAL FARMWORKER STATUS – WORKFORCE TULSA

Farmwork is defined as:

- Planting, growing, harvesting, and processing agricultural or horticultural products.
- Raising livestock, fur-bearing animals, poultry, fish, or bees.
- Any work performed on a farm related to operations like those above. This includes forestry and lumbering, and drying, freezing, grading, packaging, or otherwise preparing agricultural or horticultural products for storage or transportation.
 By answering these

A seasonal farmworker is (or was in the past 12 months) temporarily or seasonally employed in farmwork, but can retur each day. A migrant farmworker is (or was in the past 12 months) temporarily or seasonally employed in farmwork, but their home each day, because the job is too far away. Tulsa will be able to help

- A worker who moves from one seasonal farmwork activity to another is seasonally employed, even though he/she myear.
- Full-time students who travel with groups (not family) to do farmwork are not migrant or seasonal farmworkers.

After reading the definitions do you believe you are a seasonal or migrant farmworker, or the dependent of someone who	
s?	

lease	select	



EMPLOYMENT STATUS – WORKFORCE TULSA

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2 <u></u>		'	
Employment Status *	Please select	•	By answering these questions as accurately
How many total weeks (if any) have you been unemployed in the past 12 months?	Please select 🔹		as possible, Workforce Tulsa will be able to
Are you employed at less than full time, or at jobs inadequate with respect to your training or economic needs? *	Please select -		nelp more specifically.
Have you been unemployed for 27 or more consecutive weeks at the time of registration? *	Please select -		
Have you been unemployed for 27 non-consecutive weeks in the past 12 months? *	Please select •		Both of these answers can be true.

* Indicates a required field.

UNEMPLOYMENT INSURANCE STATUS – WORKFORCE TULSA By answering these questions as Unemployment Insurance (UI) Claimant Status accurately as Please select (Read the options and select the one that applies to possible, you.) * Workforce Tulsa will be able to help Previous Next more specifically.

SELECTIVE SERVICE STATUS - WORKFORCE TULSA

Are you registered with Selective Service? *

Register online with Selective Service



Please select	•

* Indicates a required field.

If you have already registered, please print off proof of registering.

If you have not registered, please click the link below the question.

Indicates a required field.

ELIGIBILITY TO WORK IN THE U.S. – WORKFORCE TULSA

Work Eligibility Status *

Please select

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By answering these questions as accurately as possible, Workforce Tulsa will be able to help more specifically.

DISLOCATED WORKER STATUS – WORKFORCE TULSA

Read the options and select the one that applies to you. If you answer anything other "None of the above" the final question must be answered.

0	0	(a) My employer laid me off or provided notice of layoff because they are reducing their workforce By answering these "; or (c) I am unemployed because I received an honorable or other (not dishonorable) discharge from		
	0	My employer laid me off or provided notice of layoff because of a permanent closing or major layo		
	0	My employer made a general announcement that the business will close within 180 days.		
	0	My employer made a general announcement that the business will close, but did not name a date Tulsa will be able to		
	0	I was self-employed, but am now unemployed because of the economy or a natural disaster in my help more		
	0	I am a displaced homemaker having difficulty finding or improving employment. (A displaced hom Specifically . that they depended on. This also includes dependent spouses of active duty service members with greatly reduced income due to deployment, call to active duty, change of station, or a death or disability connected to military service.)		
	0	My spouse is an active duty armed forces member and I've lost my job due to relocating for their change in duty station.		
	0	My spouse is an active duty armed forces member and I'm having trouble finding or improving employment.		
	0	I am unemployed because of military closures or realignments.		
	0	I am an armed forces member (or the spouse of an active duty armed forces member) looking for work and training in an area where these services are not readily available due to demand.		
	0	I am unemployed because of an emergency or natural disaster of national significance that could cause a large loss of employment as declared or recognized by a federal agency.		
	0	I am unemployed because of an emergency or disaster that caused many workers to relocate.		
	0	I am unemployed due to multiple layoffs in my community.		
	0	I am unemployed due to an emergency or natural disaster that the Federal Emergency Management Agency (FEMA) declared eligible for public assistance.		
	0	None of the above.		

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EDIT WORK WANTED

* Indicates a required field



NEW RESUME

Tell us about the job you'd like to find. This information will help us better match you to prospective jobs. If you want to upload a resume you have already created in Microsoft Word, answer all questions on this screen and use the field at the bottom of the screen to find and select the resume file to upload. Click **Cancel** to return to your Resumes screen.

* Indicator a required field

		indicates a required field
·		Uploading a current resume will help
Resume Title*		with your OKJob Match profile and your
nesune nue.		Career Navigator in the future.
	This is the title that displays to employers and general public in a unique title. It should be relevant to the type of work you are seeking and last name as a title.	If you don't have a resume, your Career
i l'anna i an		Navigator can help you make one in the
Job litle.*		future.
	Enter the title of the job you want, such as Accountant, Fast Food Coo recommend that the job title be based on your experience and traini resume.	ⁿ This is the final step for creating an OKJob Match account! Your Career
Relevant Work Experience <u>*</u>	years and months Enter the total number of years and months of your work experience must be less than twelve. If you have nothing to enter in either or both	Navigator will reach out to you soon. Please make sure to finish all other enrollment requirements found on
Education Level	Please Select 👻	www.workforcetulsa.com
Are you willing to move to another location for work?	Please Select	
In what area would you like to find employment?*		