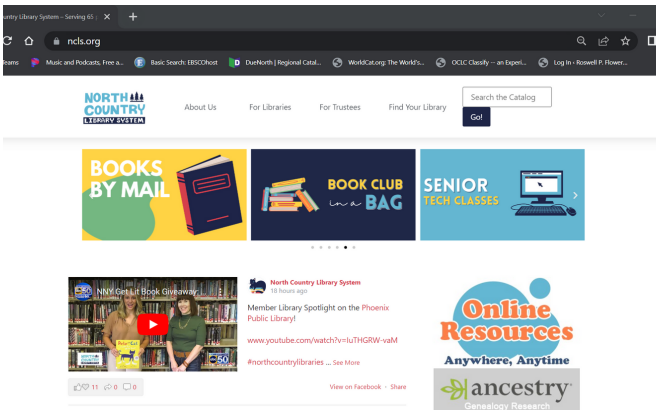
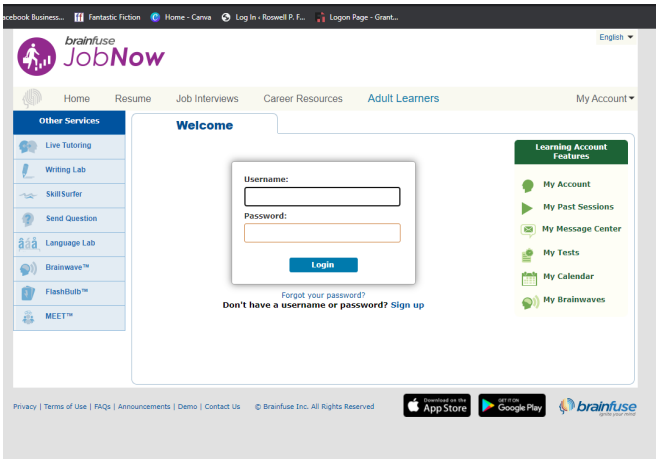
brainfuse JobNow How to Guide



ACCESSING JOBNOW

Go to ncls.org and click on the JobNow logo in the right side column.

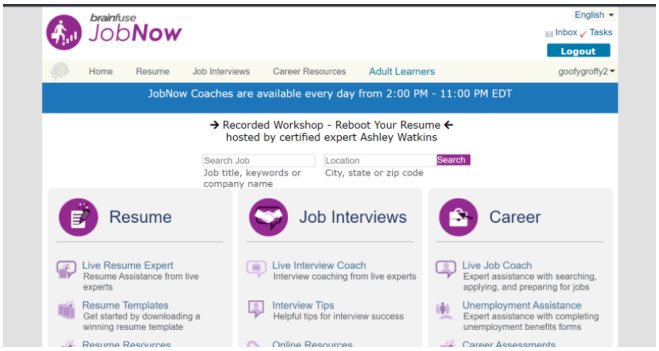
On the page that opens, enter your library card number and PIN. Click the Login button to continue. By default, your PIN is the last four digits of your phone number.



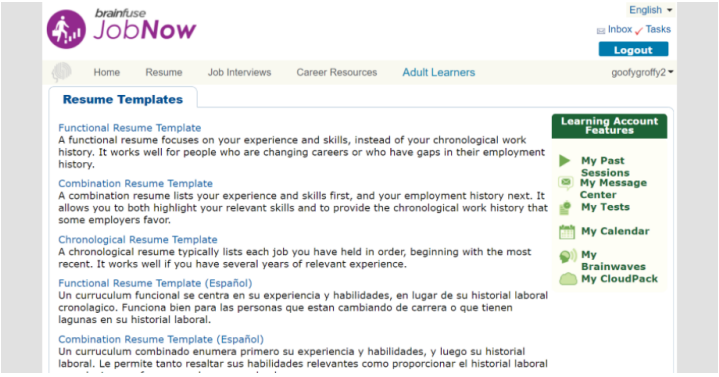
Create Your Account

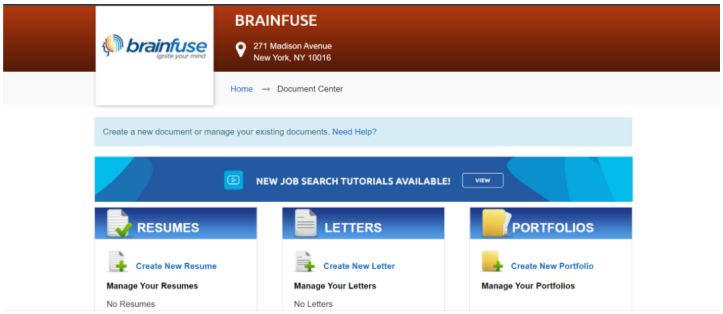
In order to repeatedly access the employment and testing resources, you will need to create an account. To do so, click on the **Login button** (located in the upper right corner of the website). Then click on **Sign Up** and fill in the information required.

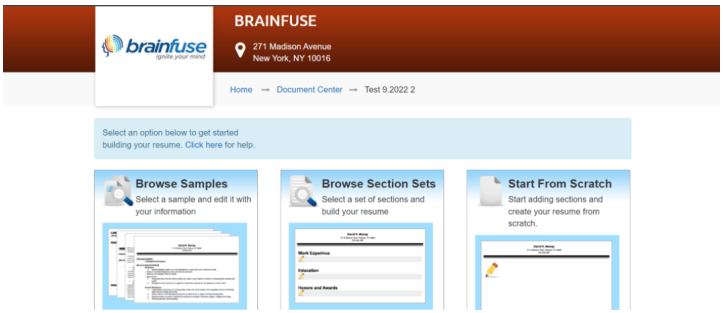
You are automatically logged in after creating your account and are taken to this resource's homepage. From here you can explore Resume, Job Interview, and Career services.

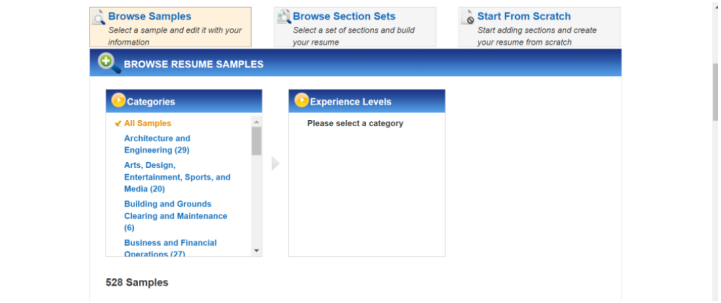


FUN FACT: JOBNOW OFFERS IMMEDIATE ACCESS TO HIGH-DEMAND TEST PREP MATERIALS!







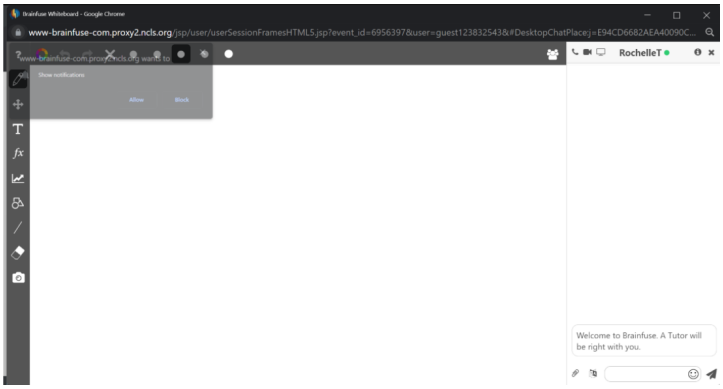


Create a Resume

JobNow features a couple of different ways to create a new resume:

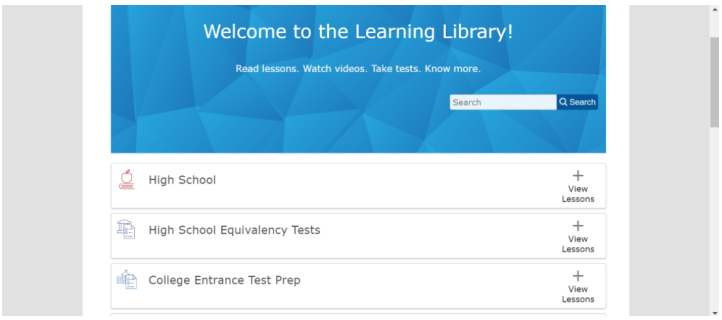
1. The quickest is to click on **Resume Templates** (from the homepage) and browse the options available. These templates are available in English and in Spanish and will download as an editable Word Document. You can then open the Document and change the information. However, these resumes aren't tailored to a specific position and are generic in nature.
2. Click on **Optimal Resume** (from the homepage). You need to enter the same account information that you initially created for JobNow. Enter the required information; be aware that this will be used to populate fields on any resumes you create using Optimal Resume.
    a. Browse the resume templates available by clicking on **Create New Resume**. These templates are more suited to specific positions. Once you find an applicable resume, click **Use This Sample** and edit each section. Click **Download** to save a Word, PDF, or HTML version of your resume.
    b. Note - when moving around Optimal Resume, buttons are not located exactly where you think they might be. There also isn't an easy way to get back to Optimal Resume's homepage.

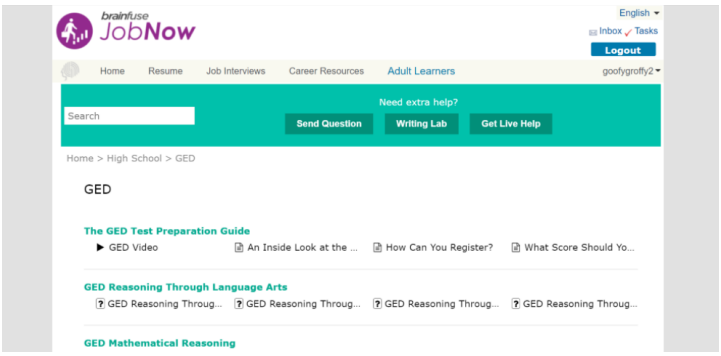
FUN FACT: YOU CAN RECEIVE EXPERT RESUME FEEDBACK BY CLICKING ON RESUME LAB AND SUBMITTING YOUR RESUME.

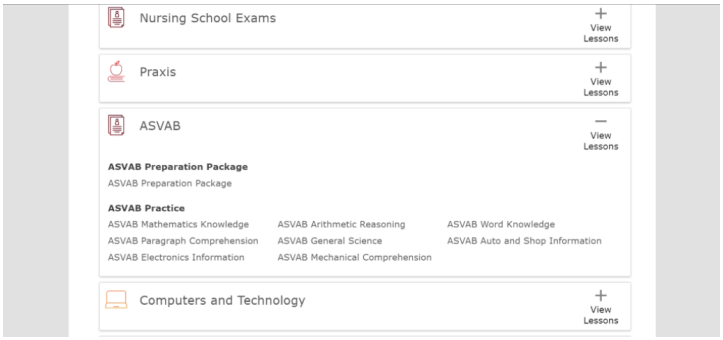


Build Interview Skills

Access **Interview Tips** and other interview resources on JobNow's homepage. You can receive **Live Interview Coaching** as well.







Access Test Prep

Test prep guides and practice exams are hot items at all of our libraries. Free, immediately accessible test prep for major exams exists at your fingertips!

Click on **SkillSurfer** on the JobNow homepage and browse to find the appropriate exam. Tests covered include:

- AP
- GED
- TASC
- PSAT / SAT
- ACT
- TOEFLiBT
- CLEP
- TEAS
- NCLEX/PAX
- TABE
- ASVAB
- PRAXIS

FUN FACT: FIND A LIST OF CAREER ASSESSMENTS AND APTITUDE TESTS BY CLICKING ON CAREER ASSESSMENTS.