



Department of Labor, Licensing and Regulation

# **Division of Workforce Development and Adult Learning**

Online Tutorial – How to Job Search in Maryland Workforce Exchange (MWE)



# Job Searching in MWE

The screenshot shows the MWEJobs.com website in a Windows Internet Explorer browser. The address bar displays <https://mwejobs.maryland.gov/vosnet/Default.aspx>. The page features the Maryland Department of Labor logo and a navigation menu. A blue callout box contains the following instructions:

Go to the Maryland Workforce Exchange (MWE) website: <http://www.mwejobs.maryland.gov>

Enter your **Username** and **Password**, then click the **Sign In** button.

*\*\*If you are not registered in MWE, you will need to complete that before doing a job search.\*\**

Numbered callouts on the page indicate the following steps:

1. Points to the MWEJobs.com logo.
2. Points to the Username and Password input fields.
3. Points to the 'Sign In' button.
4. Points to the 'Targeted JOB Searches' section, which includes links for 'Summer JOBS', 'Apprenticeship Training JOBS', 'Cyber Security JOBS', and 'State of Maryland JOBS'.

The 'Search for Jobs' section includes a search bar with fields for 'Enter Keyword', 'ZIP Code' (21401), 'Enter City', and '10 miles', along with a 'Search' button and an 'Advanced Search' link. Below this are sections for 'Job Seekers' (Find a Job) and 'Employers' (Find a Candidate).

# Job Searching in MWE

There are several ways to find jobs in MWE. This tutorial will show you the easiest way to find the most jobs.

Click the **Job Search** link on the left side menu.

Home Sign Out Services for Individuals Services for Employers Labor Market Analysis

WELCOME TO MY WORKSPACE  
This page introduces you to suggestions to you. Please

My Dashboard

Services Preview

Find a Great  
We have found local  
desired occupations

- My job matches near me based on employment history
- Jobs in related occupations
- Current job openings that need your skills
- Featured jobs

Find a Job Get Recruited & Be Proactive Get Trained Review the Job Market Explore a New Career

Unemployment Assistance Plan Your Finances Review Benefits Available Other Services

Internet 100%

# Job Searching in MWE

The screenshot shows the MWEJobs.com website in a Windows Internet Explorer browser. The page title is "MWEJobs.com - Job Seeker Services - Job Search Options". The browser address bar shows the URL: <https://mwejobs.maryland.gov/jobbanks/default.asp?p=0&session=jobsearch&geo=2404000039,24>. The page features a navigation menu with options like "Home", "Sign Out", "Services for Individuals", "Services for Employers", and "Labor Market Analysis".

The main content area displays a warning: "Please choose one of the methods below to view available job openings. WARNING: Always be on the lookout for job scams! Click here to learn more about job scams. Click here to learn more about identity theft." Below this, there are several search options: "Quick Job Search", "Advanced Job Search", "Job Search by Employer", "Job Search by Education", and "Job Search by State".

The "Search Criteria" section is highlighted with a red box. It contains the following fields:

- Area (click to change): [Somerset County, Wicomico County, and Worcester County](#) (indicated by a yellow arrow labeled '1')
- Keywords (e.g. Accountant):
- [Show Keyword Search Options](#)
- [Show Additional Quick Search Options](#)

Below the search criteria, there is a red "Search" button (indicated by a yellow arrow labeled '2'). Above the search criteria, there is a "[ Search ]" link (indicated by a yellow circle labeled '2').

A blue callout box contains the following text:

*Look at the Area field. If the location(s) listed is what you want, click the **Search** button above or below the Area field.*

*If you want to change the search area, please see the next slide for directions.*

# Job Searching in MWE

The screenshot shows the MWEJobs.com website in a Windows Internet Explorer browser. The page title is "MWEJobs.com - Job Seeker Services - Job Search Options". The browser address bar shows the URL: <https://mwejobs.maryland.gov/jobbanks/default.asp?p=0&session=jobsearch&g>. The page features a sidebar with navigation menus: "My Workspace" (My Dashboard, How We Can Help You, Directory of Services, My Resources), "Quick Menu" (Job Search, Resumé Builder, My Portfolio), and "Services for Individuals" (Career Services, Job Seeker Services, Education Services, Labor Market Services, Community Services and Benefits, Financial Services, Unemployment). The main content area displays "Your most recent job search took place on Tuesday, July 1" and offers search options: "Quick Job Search", "Advanced Job Search", "Job Search by Employer", "Job Search by Education", and "Job Search by State". Below these options, a search criteria form is shown. A yellow arrow labeled "1" points to the "Area (click to change):" field, which currently displays "Maryland". A second yellow arrow labeled "2" points to the "Specific Area:" dropdown menu, which is open and shows a list of options: "None Selected", "Any Location", "City", "County/Parish", "County/Parish (Multiple)", "Desired Work Location", "Metropolitan Area", "Mid Atlantic Region", "State", "Wards (DC Only)", "Workforce Region", and "Zip Code".

*If you want to change the location(s) to search, click the **words in red**.*

*Next, click to select how you want to choose your job search area.*  
**\*\*Zip Code or County are good choices\*\***

# Job Searching in MWE

The screenshot shows the MWEJobs.com website in a Windows Internet Explorer browser. The page title is "MWEJobs.com - Job Seeker Services - Job Search Options". The address bar shows the URL: <https://mwejobs.maryland.gov/jobbanks/default.asp?p=0&session=jobsearch&g>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The Favorites bar shows "MWEJobs.com - Job Seeker Services - Job Search Opt...". The main content area features a sidebar on the left with sections: "My Workspace" (My Dashboard, How We Can Help You, Directory of Services, My Resources), "Quick Menu" (Job Search, Resumé Builder, My Portfolio), and "Services for Individuals" (Career Services, Job Seeker Services, Education Services, Labor Market Services, Community Services and Benefits, Financial Services, Unemployment Services). The main content area has a header with "Your most recent job search took place on Tuesday, July 1" and navigation links: "Quick Job Search", "Advanced Job Search", "Job Search by Employer", "Job Search by Education", and "Job Search by Skills". Below this is a search criteria section with a "Search" button. The "Search Criteria" section includes: "Area (click to change): Maryland", "Select New Area: [ Select by Map ]", "Area Type: Zip Code" (dropdown), "Zip Code: 21801 [ Set area ]", radio buttons for "5 miles", "10 miles", "25 miles" (selected), and "50 miles", a "Keywords (e.g. Accountant):" text box, and links for "Show Keyword Search Options" and "Show Additional Quick Search Options". A red "Search" button is at the bottom. Three yellow arrows with numbered circles (1, 2, 3) point to the "Area Type" dropdown, the "Search" button, and the "Search" button respectively.

*If you chose the zip code option, type in your Zip Code.*

*Click next to how far from your home you want to search.*

*Now, click the **Search** button.*

# Job Searching in MWE

Here is a listing of job openings in a 25 mile radius of 21801 that match your search criteria. Click on a job title to see more information about the job.  
**WARNING: Always be on the lookout for job scams! Click here to learn more about job scams and how to protect yourself against online scams and identity theft.**

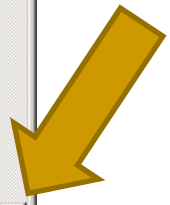
Your search found more than 500 jobs. Listed below are the 500 most recent position(s), that matched your search criteria. To change your search, [click here](#).

Results View: [Summary](#) | [Detailed](#)  
To sort on any column, click a column title.  Hide potential duplicate jobs

Date Last Modified	Job Title	Employer	Location	Salary	Skills Matched	Source	Select
06/30/2014 3:20:00 PM	<a href="#">Fitting Room Associate</a>	Macy's	SALISBURY, MD			★	<input type="checkbox"/>
06/30/2014 3:14:00 PM	<a href="#">Retail Sales Associate, Flex Team</a>	Macy's	SALISBURY, MD			★	<input type="checkbox"/>
06/30/2014 3:12:00 PM	<a href="#">RECREATION PROGRAM MANAGER II</a>	WORCESTER COUNTY GOVERNMENT	SNOW HILL, MD	\$18.85 per hour		★	<input type="checkbox"/>
06/30/2014 3:11:00 PM	<a href="#">Retail Sales Associate - Meal and Break Coverage</a>	Macy's	SALISBURY, MD			★	<input type="checkbox"/>
06/30/2014 11:50:00 AM	<a href="#">ADC Attendant -</a>	Goodwill	SALISBURY, MD	\$20,000.00		★	<input type="checkbox"/>

*This is the list of open jobs. The newest ones will be at the top.*

*If your list has multiple pages, scroll down the page and click the gray arrow at the bottom of the page to see more jobs.*



# Job Searching in MWE

Here is a listing of job openings in a 25 mile radius of 21801 that match your search criteria. **WARNING: Always be on the lookout for job scams! Click here to protect yourself against online scams and identity theft.**

Your search found more than 500 jobs. Listed below are the 500 most recent, representing at least 648 position(s), that matched your search criteria. To change your search criteria, [click here](#). To save your search, [click here](#).

Results View: [Summary](#) | [Detailed](#)  
To sort on any column, click a column title.  Hide potential duplicate jobs

Date Last Modified	Job Title	Employer	Location	Salary	Skills Matched	Source	Select
06/30/2014 3:20:00 PM	<a href="#">Fitting Room Associate</a>		SALISBURY, MD			★	<input type="checkbox"/>
06/30/2014 3:14:00 PM	<a href="#">Retail Sales Associate, Flex Team</a>	Macy's	SALISBURY, MD			★	<input type="checkbox"/>
06/30/2014 3:12:00 PM	<a href="#">RECREATION PROGRAM MANAGER II</a>	WORCESTER COUNTY GOVERNMENT	SNOW HILL, MD	\$18.85 per hour		★	<input type="checkbox"/>
06/30/2014 3:11:00 PM	<a href="#">Retail Sales Associate - Meal and Break Coverage</a>	Macy's	SALISBURY, MD			★	<input type="checkbox"/>
06/30/2014 11:50:00 AM	<a href="#">ADC Attendant -</a>	Goodwill	SALISBURY, MD	\$20,000.00		★	<input type="checkbox"/>

*If you want to see details about any job, click on the **job title in red**.*

*This opens another page that will tell you how to apply for the job.*



# Job Searching in MWE

The screenshot shows the MWEJobs.com website in a Windows Internet Explorer browser. The page title is "MWEJobs.com - Job Details". The URL is "https://mwejobs.maryland.gov/vosnet/jobbanks/jobdetails.aspx?enc=9B0/UT7EFl". The page features a navigation menu with "Home", "Sign Out", "Services for Individuals", "Services for Employers", and "Labor Market". A sidebar on the left contains "My Workspace" (My Dashboard, How We Can Help You, Directory of Services, My Resources), "Quick Menu" (Job Search, Resumé Builder, My Portfolio), and "Services for Individuals" (Career Services, Job Seeker Services, Education Services, Labor Market Services). The main content area displays job details for a "Fitting Room Associate" position with Job Order Number 336981. The details include Job Title, Job Duration (4 - 150 Days), Type of Job (Regular), Full or Part Time (Part Time (Less than 30 Hours)), Job Position(s) (1), Date Job Order Created (6/30/2014), and Date Job Order Last Updated (6/30/2014 3:20:00 PM). A red box highlights the "Job Information" section header.

You can scroll down to see details about this job, such as the employer name and job description.

Go all the way to the bottom of the page and click the **How to apply for this job** button if you are interested in this job.

If you wish to return to the job list, click the **Select Another Job** button.

This close-up view shows the bottom of the job details page. A yellow arrow labeled "1" points to the "How to apply for this job" button. A yellow arrow labeled "2" points to the "Select Another Job" button. The page also displays a warning: "Always be on the lookout for job scams! [Learn more](#) expressed interest in this job. [Track your application status.](#)" Below this, there are navigation options: "Displaying 1 of 500 Jobs" with left and right arrows, "How I Match Up" with a green plus icon, and "Print Job Order" with a printer icon. At the bottom, there is a "Change Job Search Criteria" link and the "Select Another Job" button.

# Job Searching in MWE

MWEJobs.com - How to Apply - Windows Internet Explorer

https://mwejobs.maryland.gov/vosnet/jobbanks/vosjobhowto1.aspx?enc=Esjh7/

File Edit View Favorites Tools Help

MWEJobs.com - How to Apply

Home Sign Out Services for Individuals Services for Employers Labor Market Analysis

MARYLAND Workforce Exchange

Please follow the instructions on this page to apply for the job you are interested in.  
**WARNING: Always be on the lookout for job scams! [Learn more](#)**

[ [Print View](#) ]

Job Order Number	336981
Company	Macy's
Job Title	Fitting Room Associate

To apply, you must be a U.S. Citizen or have authorization to work in the U.S. If you are not a U.S. Citizen and qualify for employment in the U.S., please indicate the type of authorization you have. To apply, click on the button of your preferred application method.

**Apply at Company Website**

The employer requests you apply at the company's website. Please have your resume/statement of qualifications to assist you with filling any forms.

**Apply at Company Website**

**Return to Job Details**

*This page tells you what you need to do to apply for this job.*

*NOTE: You have **not** applied until you have followed the instructions.*

*For this job, you would click the **Apply at Company Website** button to continue the application process.*

*If you wish to return to the job list, click the **Return to Job Details** button.*

# Job Searching in MWE

**How to apply for this Job: Apply at Company Website**

For help click the question mark icon.

Job Order Number	336981
Company	Macy's
Job Title	Fitting Room Associate

**Additional Application Information**

Special instruction when applying for this job: Apply on-line at [www.macysjobs.com](http://www.macysjobs.com)

Please check the checkbox to acknowledge that you will be providing your contact information to the employer posting this job.

**2** → **Continue >>**

**Return to Job Details**

**My Workspace**

- My Dashboard
- How We Can Help You >
- Directory of Services
- My Resources >

**Quick 1**

- Job Search
- Resumé Builder
- My Portfolio >

**Services for Individuals**

- Career Services >
- Job Seeker Services >
- Education Services >
- Labor Market Services >
- Community Services >

*Read to see if there are any additional instructions.*

*Click the checkbox.*

*Then click the **Continue** button to proceed.*

*If you wish to return to the job list, click the **Return to Job Details** button.*

# Job Searching in MWE

**Apply at Company Website**

Job Order Number	336981
Company	Macy's
Job Title	Fitting Room Associate

Thank you for your interest in this position. We have forwarded the information you provided to the employer and notified them that you will be contacting them via the apply method you chose. Please visit the employer's website to complete your application.

The employer was notified of your interest on 7/1/2014 10:31 AM

In order to complete your application submission, please visit the employer's website and their application instructions as soon as possible.

Apply to:  
<http://www.macysjobs.com>

**Additional Application Information**

Apply on-line at [www.macysjobs.com](http://www.macysjobs.com)

[Return to Job Details](#)

*This page gives you the employer's website.*

*For this job, you have **not** applied until you have completed their online application.*

*Click the **employer's website in red** to go to the application.*

*If you wish to return to the job list, click the **Return to Job Details** button.*

# Outreach Maryland Workforce Exchange

The screenshot displays the Maryland Workforce Exchange website within a Windows Internet Explorer browser window. The browser's address bar shows the URL <https://mwejobs.maryland.gov/default.asp>. The website header includes the Maryland state logo and the text "DEPARTMENT OF LABOR, LICENSING AND REGULATION" and "Maryland Workforce Exchange". A search bar is located in the top right corner. Below the header, there is a large image of three people (two women and one man) holding a large yellow box. To the right of this image is a section for the "Oficina del GOVERNADOR" featuring a photo of Governor Martin O'Malley. Below this is the "DLLR" logo (Department of Labor, Licensing and Regulation) and the "Maryland Workforce Exchange" logo with the tagline "Where Business and People Connect". The main content area features a search form with fields for "PALABRA CLAVE (e.g. Accountant)", "CÓDIGO POSTAL" (with "21401" entered), and "RADIO" (with "10 millas" selected). A "BUSCAR UN EMPLEO" button is positioned to the right of the search fields. Below the search form are two columns of links: "BUSCADORES DE EMPLEO" (with links for "Encontrar Empleo" and "Crear un Resumé") and "EMPLEADORES" (with links for "Encontrar un Candidato" and "Fije un Aviso de Empleo"). To the right of the search form is a "Búsquedas Enfocadas de TRABAJO" section with several highlighted job categories: "EMPLEOS en el Aeropuerto BWI Marshall", "EMPLEOS de Capacitación de Aprendiziz", "EMPLEOS de la Ley de Recuperación (ARRA)", and "EMPLEOS para Veteranos". At the bottom of this section is a link for "Enlaces Adicionales de Búsqueda de Empleo". The browser's taskbar at the bottom shows the Windows start button, several open applications (Google Talk, Calculator, Microsoft Office), and the system clock showing 2:14 PM on 10/10/2008.

# Outreach DLLR Website

The screenshot shows a Windows Internet Explorer browser window displaying the Maryland Department of Labor, Licensing and Regulation website. The address bar shows the URL <http://www.dllr.state.md.us/>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The address bar also shows a search box with the text "Live Search".

The website header features the Maryland state logo and the text "DEPARTMENT OF LABOR, LICENSING AND REGULATION". A search box is located in the top right corner. Below the header is a navigation menu with the following items: HOME, NEWS, MISSION, ASSISTANCE FOR UNEMPLOYED, GREEN JOBS, TAX CREDIT, H2H, and NOI.

The main content area is divided into several sections:

- Left Sidebar:** A portrait of Alexander M. Sanchez, Secretary, is shown above a list of features: Press Room, Boards & Commissions, Online Licensing, MD Employment Laws, Job Site Safety & Laws, Consumer Complaints, Maryland Workforce Exchange, and Ayuda en español. Below this is a "DIVISIONS" section listing Unemployment, Insurance, and Occupational &.
- Center:** A large banner reads "Protecting and Empowering Marylanders..." with a background image of workers. Below the banner are three featured topics: "Mortgage Late? DON'T WAIT!", "HELMETS TO HARDHATS", and "Workplace Fraud".
- Right Sidebar:** A photo of Governor Martin O'Malley and Lt. Governor Anthony G. Brown is shown above the "Skills2Compete" logo. Below this is a "Latest News" section with a list of news items: "Maryland Real Estate Commission Investigating Complaints against Frederick Property Manager", "Statement from Maryland Labor Secretary on Maryland Racing Commission Conditional Approval of Prince George's Racing Ventures as Operator of Rosecroft Raceway", and "MARC Green Works Report: Maryland Leads Capital Region in Per Capita Green Employment". A "Hot Topics" section is also visible at the bottom right.

The Windows taskbar at the bottom shows the Start button, several open applications (Google, Calculator, Microsoft Office), and the system tray with the time 2:30 PM.

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El Fin/The End/La Fin



Maryland Division of Workforce Development