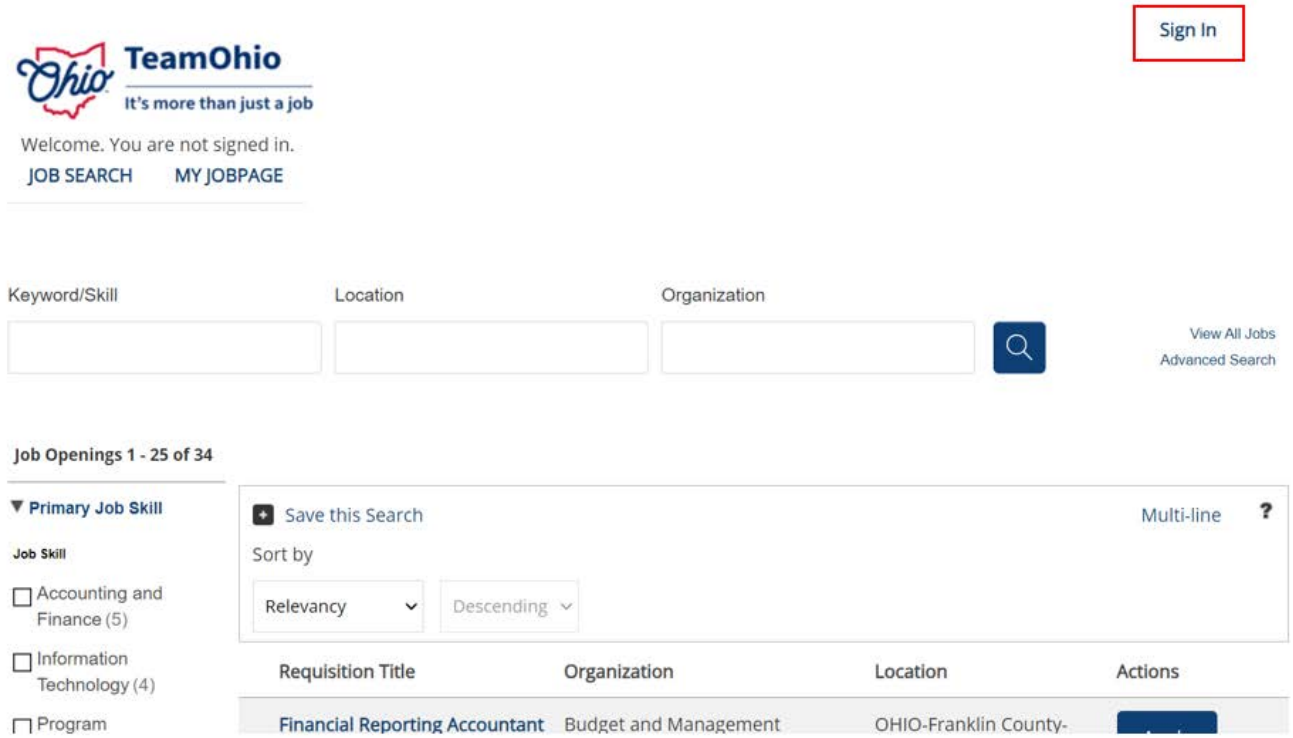
Department of Administrative Services

Adding Job Skills

Updating Your Profile

1. Navigate to the Careers portal at careers.ohio.gov
2. Sign in to your account

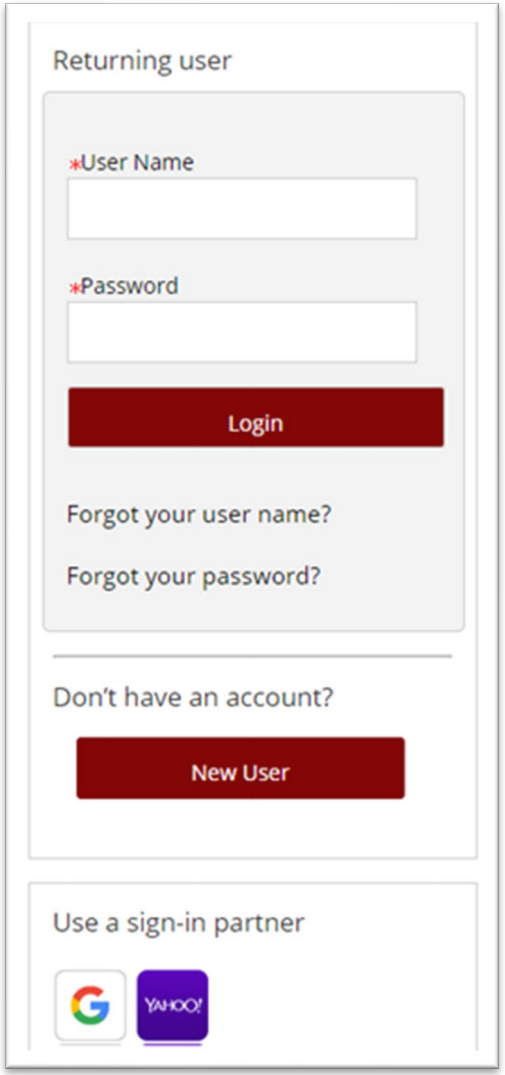


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Updating Your Profile

3. If you are a returning user, enter your User Name and Password and click Login.

4.If you are a new user, click the New User button.



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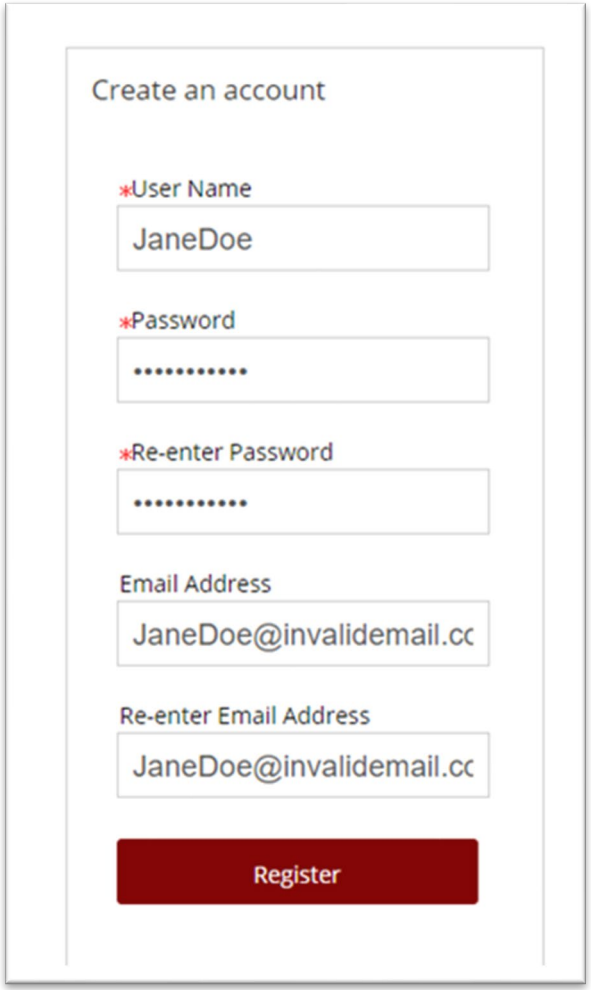
Updating Your Profile

5. The User Name is a required field. Any field denoted by a red asterisk (*) will be required. Enter a unique user name into the field. In this example, we will enter JaneDoe.

6. The Password and Re-enter Password fields are required. Ensure that the values entered into these fields are matching.

7. Enter a valid email into the Email Address and Re-enter Email Address fields. Ensure that the values entered into these fields are matching.

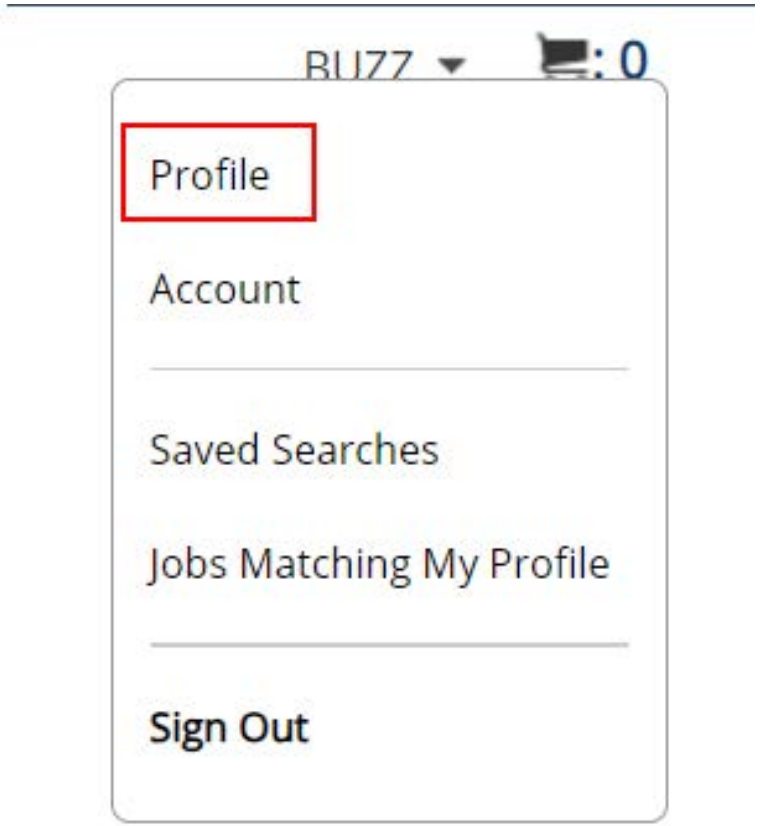
8. Click the Register button.



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Updating Your Profile

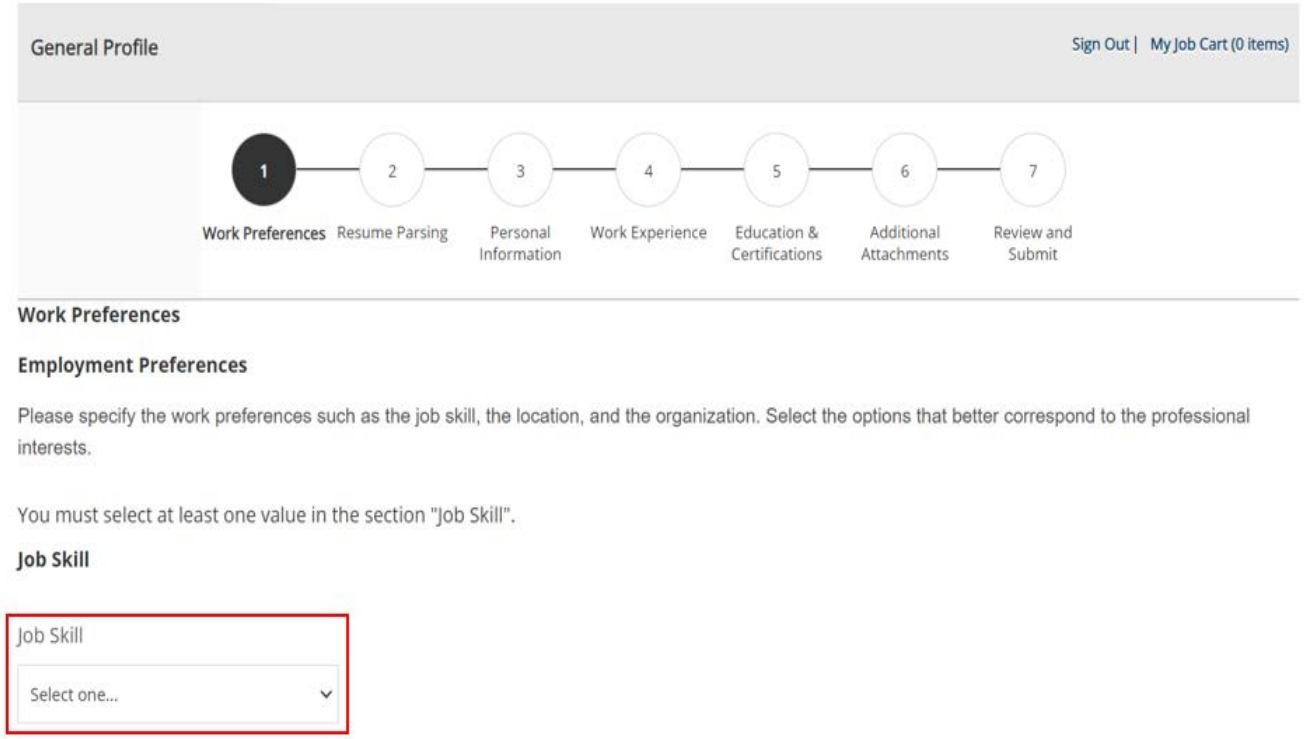
9. Once signed in, begin customizing your profile.



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Adding Job Skills

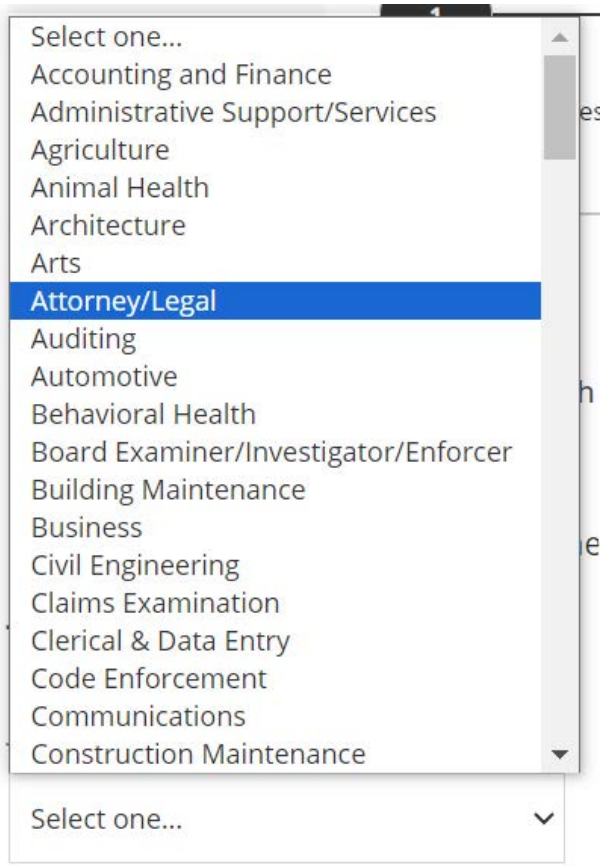
10. Begin specifying job skills.



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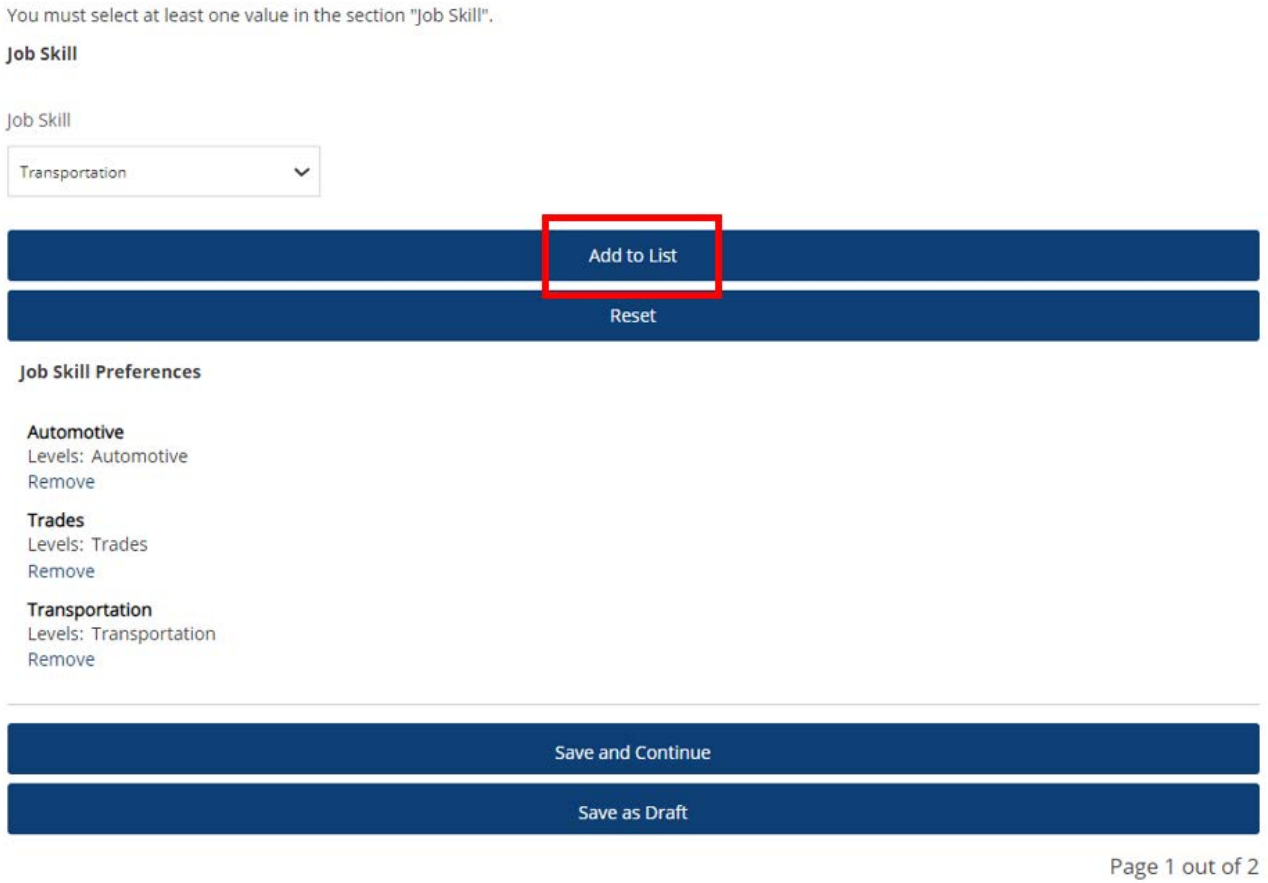
Adding Job Skills

11. You must add at least one skill to your profile.



Adding Job Skills

12. Use the "Add to List" button after each skill to save them to your profile.



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Editing Job Skills

13. You can add and remove skills as needed using the "Remove" button.

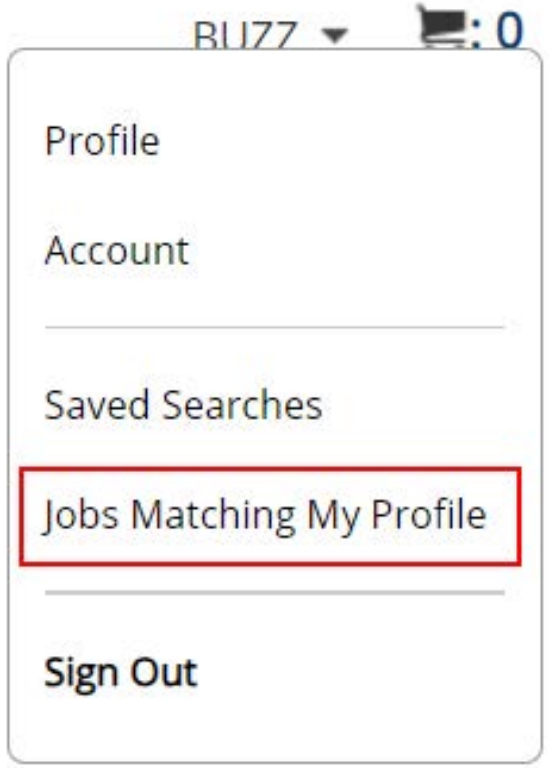
14. Be sure to click "Save and Continue" once finished.



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Job Matching

15. Once you've started your skills profile, you can view your recommended matches by selecting "Jobs Matching My Profile" in the drop-down menu under your name in the upper right hand corner.



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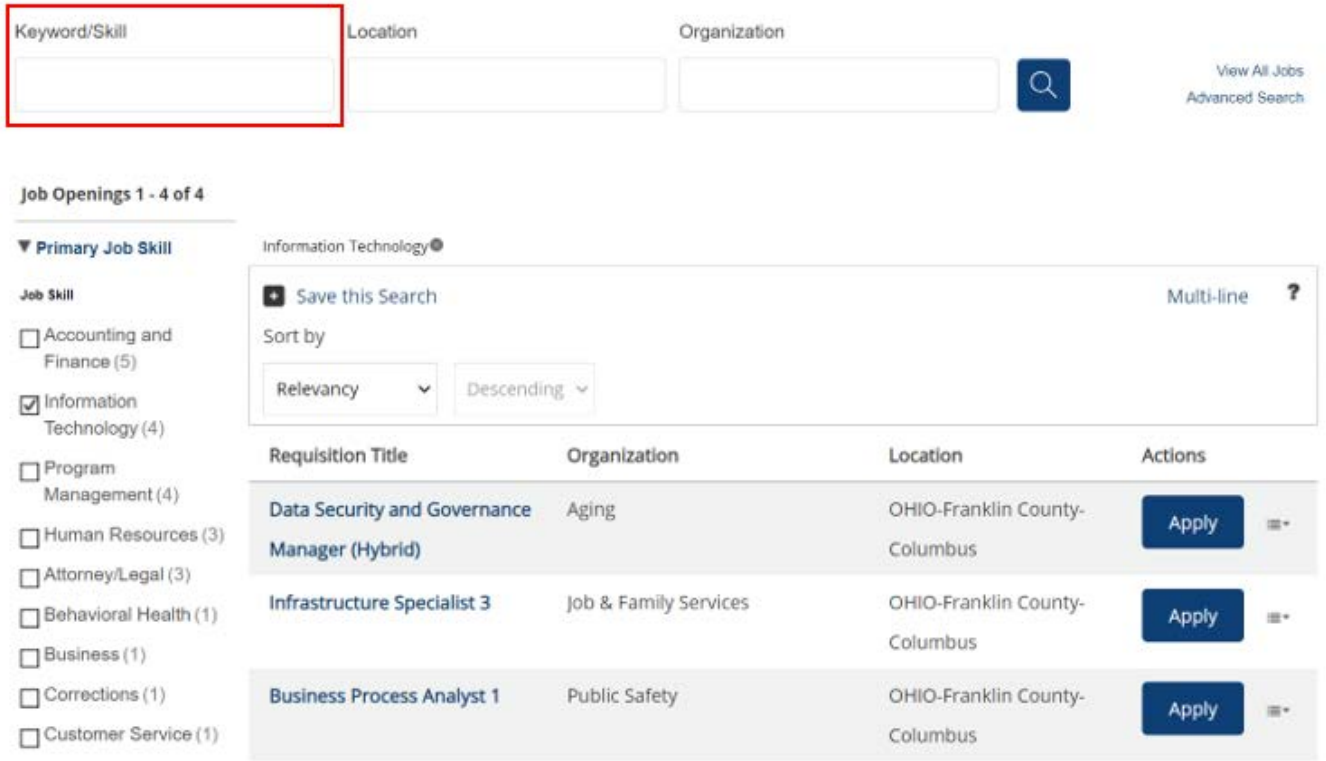
Job Matching

16. The jobs you see here are the State of Ohio positions currently available matching your job skill and location preferences on your user profile.



Job Matching - Search Tool

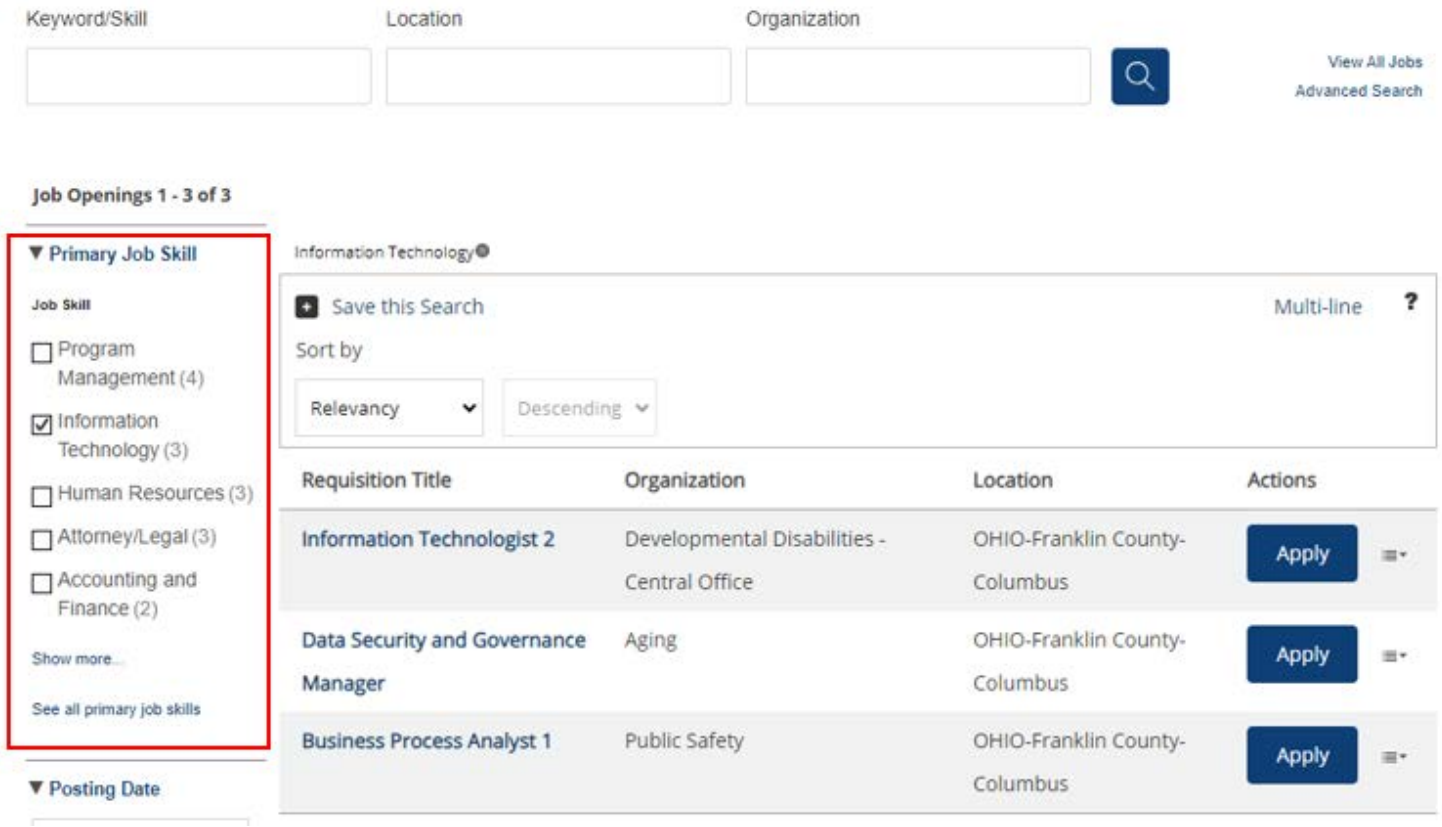
17. In addition to the job-matching tool, you can also search for positions by skill on the main search page using the Keyword/Skill search box.



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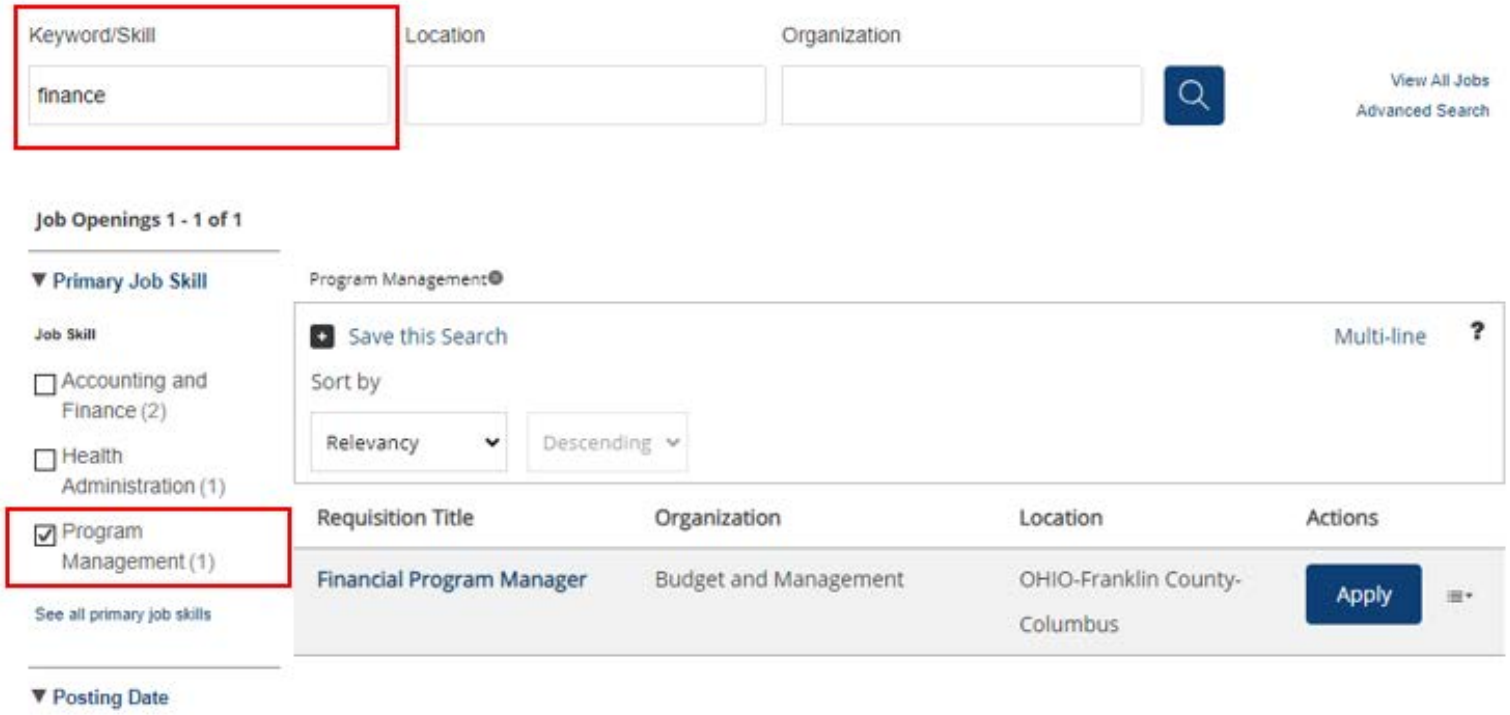
Job Matching- Filter Tool

18. The job skill filter on the left side of the page will also allow you to narrow down jobs based on your desired skills.



Narrowing Your Search

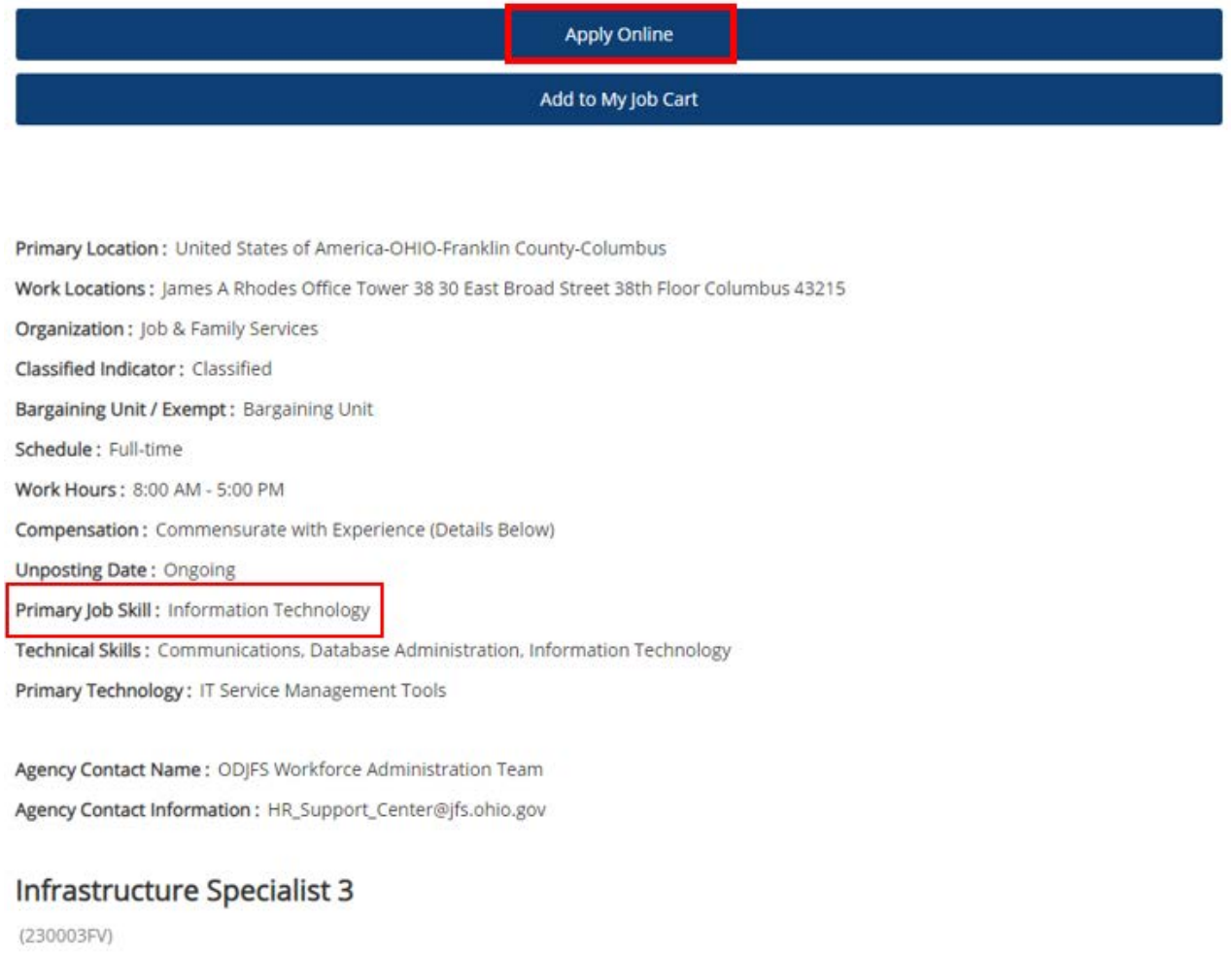
19. You can use both the Keyword/Skill search and Job Skill filter to narrow down search results even further.



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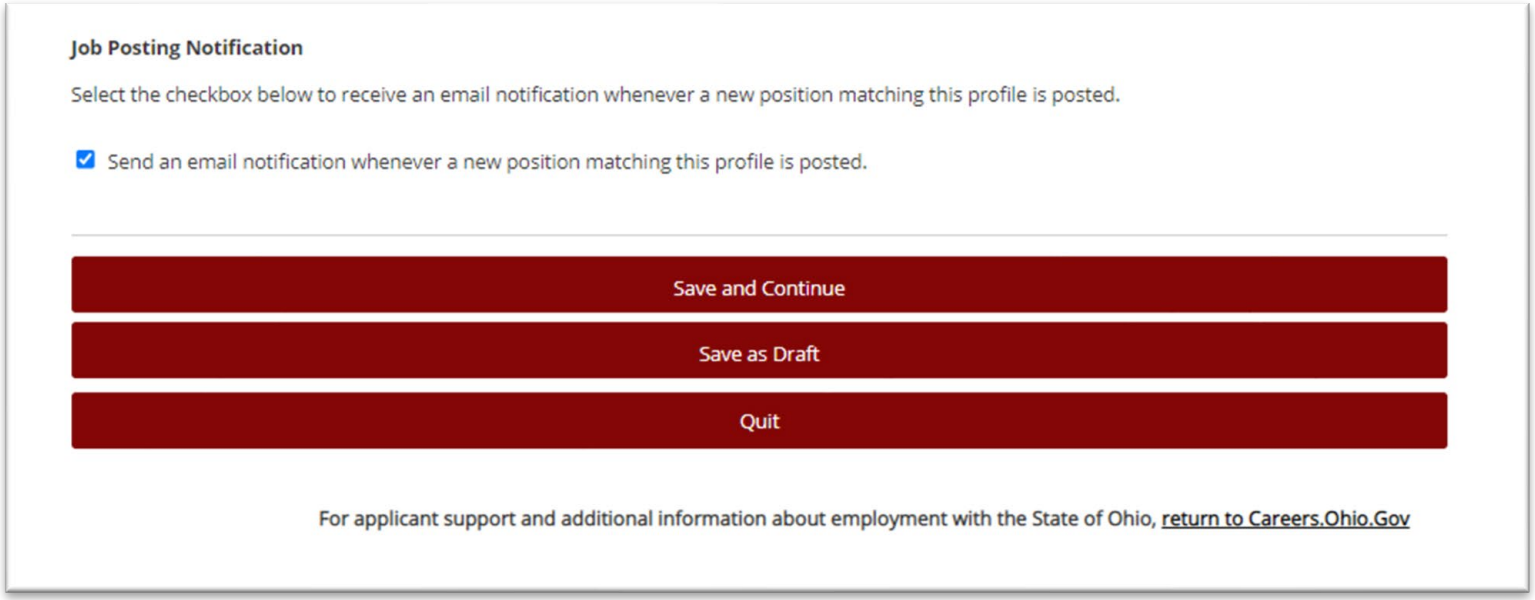
Adding Skills From Postings

20. Any job skills within a posting will automatically be added to the general profile once you click "Apply". These skills are able to be updated later within the general profile.



Personal Information

21. If you would like to receive an email notification each time a job is posted matching your job skills, select the Job Posting Notification box in the Personal Information section under your Profile.



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