

GET CONNECTED!

Build your profile on manpower.com

- Click Sign Up
- Enter your Email Address and create your Password.
- Click Register

You are now registered for the site!

Why complete your profile?

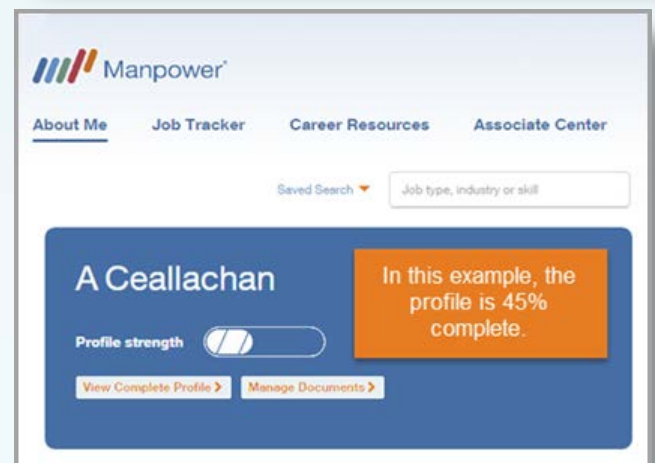
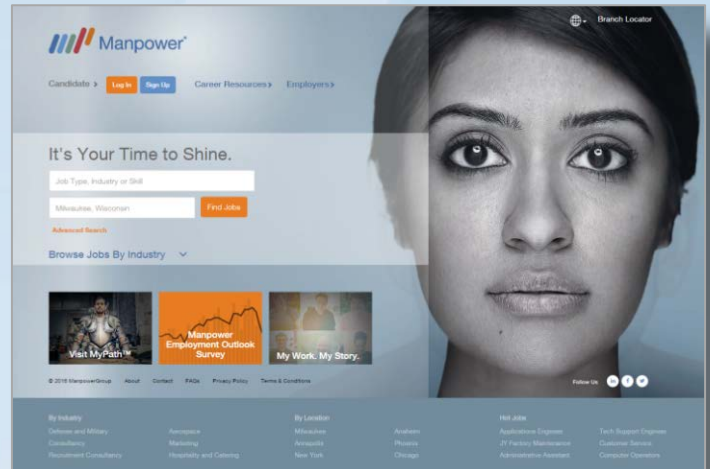
Our recruiters use manpower.com to search for people with your skills. The more information you provide, the better your chances at being matched to the right job for you.

Continue populating your profile by entering your information directly (Create New). You also have the option of completing your profile by uploading your resume. If you have a LinkedIn or Facebook account, choosing one of these options could also save you time when creating your profile on **manpower.com**.

Make sure Recruiters find you first!

The profile creation screens were designed with your convenience and flexibility in mind. If you are interested in speaking with a Manpower Recruiter, be sure to fill out every section of your profile. Our Recruiters will be especially interested in learning about your skills and experience.

The "Profile Strength" indicator on the About Me page tracks how much information you've added to your account. You can stop with the basics. But why not tell us even more about yourself? Continue reading to find out how.



View your Complete Profile from the About Me page. You can add or update your profile to include:

- Experience
- Skills
- Education

Adding Experience

Tell us the name of the company you worked for along with your job title. What duties did you perform there? Tell us a little more about them in the space provided for describing your work experience. Last, tell us your hire date and end date for this position. Are you still employed there? If so, put a check box next to 'current'. All of the fields are required to save your entry and progress to the next screen.

Experience

Manpower Call Center Analyst

Answered inbound phone calls as the first level customer support at an online retailer. Answered questions related to order status, and billing.

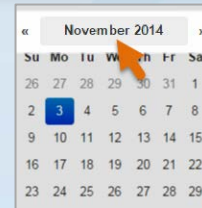
11/03/2014 End date

Current

Add Another Experience

Skip this step > Finish my profile later >

Previous Save & Continue



Tip: The calendar feature on manpower.com is interactive. As you place your cursor over the double arrows or the month and year you will notice the background behind the text changes color. Click on the text to move more quickly through months and years.

Adding Skills

Start typing the name of your skill in the blank field on the screen. As you type, you will see all available skill matches appear below the field. Select one from the list and then add your years of experience and proficiency with this skill.

Skills

mach Intermediate 5

Machine Operation
Machine Setup
Machinist

Add Another Skill

Skip this step > Finish my profile later >

Previous Save & Continue

Tip: Add at least one skill to your profile. When you are ready to apply for a job on manpower.com you will be required to have at least one skill on your profile. However, if you have more than one skill, please let us know by clicking on "Add Another Skill" and repeat the process.

Common Skills

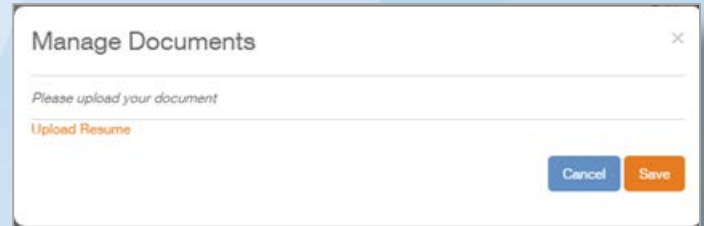
Manpower Clients frequently have open positions requiring these types of skills:

- Assembly
- Clerical
- Customer Service
- Data Entry
- Forklift Operation
- Inventory
- Janitorial
- Machine Operation
- Machinist
- Mailroom Maintenance
- Material Handling
- Packing
- Retail
- Sales
- Shipping/Receiving
- Telemarketing
- Welding

Add a Resume or CV

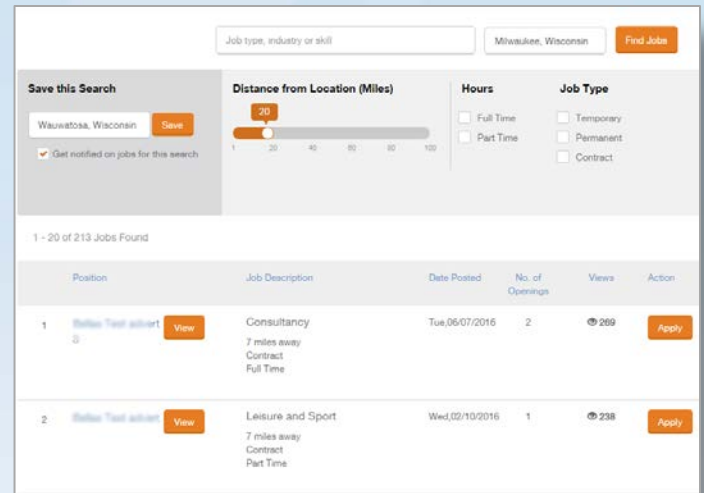
Did you provide a resume when creating your account? If you have not, you can upload a resume by:

- Selecting Manage Documents from the About Me page.
- Upload a resume from an existing file. You can upload the file types of .docx, .doc, .pdf, or .rtf.



Search for Jobs

Type a word describing the kind of job you want. Job titles or skills work best. Adding your location will find jobs available near you. When you've finished, click Find Jobs.



Save your Search

Any of your job searches can be saved.

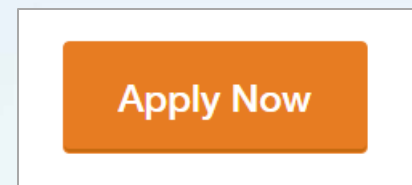
- Type your keywords and location in the search fields and click Find Jobs.
- Pick a name for your search,

You can select to be notified for any new jobs that meet your search criteria. As you are saving your search place a check mark next to "Get notified on jobs for this search." Select Save.

Apply for a job

You can view more details on a job that interests you from the list of positions. If it's the right job for you, click Apply Now.

(Remember, your profile must include all of your contact information and at least one skill to apply for a job on manpower.com)



If you have questions at any point, please call:

1-866-271-5145 for technical assistance

(Monday-Friday 7am-7pm Central)