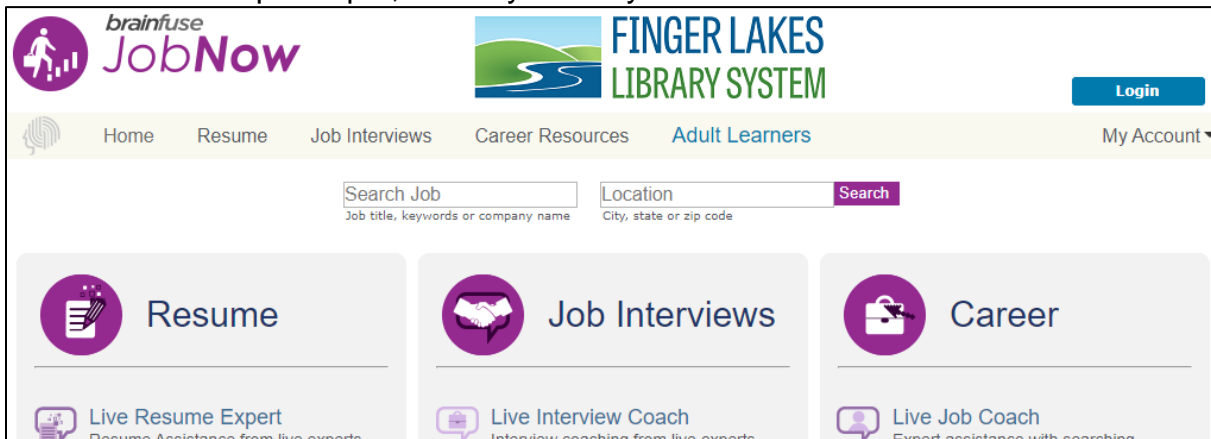




# How-To Guide

Go to [fls.org/public](https://fls.org/public) and click on the **JobNow** logo to get started. You will have to login to the catalog with your library card number and password.

Please note that you will be prompted to log in with a Brainfuse account when accessing certain resources, click **Sign Up** to create an account or login with your username and password. Creating an account allows you to access the full database, connect with live tutors, and save your progress. Live tutors are available 2pm-11pm, Monday-Sunday!



## I. RESUME RESOURCES: Available on the main page or on the Resume tab!

### Live Resume Expert

Resume Assistance from live experts. JobNow coaches and patrons communicate via live chat in an online classroom. Available 2pm-11pm, Monday-Sunday!

### Resume Templates

To help patrons get started, Brainfuse has included downloadable templates for the most common resume types, including chronological, functional, and combination. In addition, the collection of templates include samples from a variety of career fields and levels.

### Resume Resources

Resources include valuable information about a resume's usage, structure, and the relative importance of a resume in one's job search. In addition, JobNow regularly updates resources to keep users abreast of current resume-writing techniques and trends.

### Resume Lab

Patrons submit their resumes to JobNow coaches and receive expert analysis within 24 hours.

- **Impact analysis:** experts offer strategies for optimum placement/description of experiences and accomplishments.
- **Format analysis:** resume reviewers are familiar with many different industries and suggest resume formats for particular with job sectors. In addition, experts will consider the job-seeker's experiences to determine the best way to format the resume.
- **Spelling/grammar analysis:** tutors proofread each resume for spelling and grammar errors.

## **Optimal Resume**

Award-winning resume creation software, job interview preparation, and much more. You will have to create a separate account for this free service.

## **II. INTERVIEW RESOURCES:** Available on the main page or on the Job Interviews tab!

### **Live Interview Coach**

Online job boards are everywhere, and navigating them can be daunting. For this reason, job seekers benefit greatly from live assistance. After working with users to determine their strengths and career objectives, JobNow coaches help them develop an efficient job search strategy. In addition, patrons can brush up on interview techniques or get live online interview practice from jobnow coaches. JobNow coaches and patrons communicate via live chat in an online classroom. Available 2pm-11pm, Monday-Sunday!

### **Interview Tips**

Helpful tips for interview success. Includes tip for before, during, and after. Sample questions are also included.

### **Online Resources**

Carefully-selected resources to help individuals prepare for an interview.

## **III. CAREER RESOURCES:** Available on the main page or on the Career Resources tab!

### **Live Job Coach**

Expert advice with searching, applying, and preparing for jobs. JobNow coaches and patrons communicate via live chat in an online classroom. Available 2pm-11pm, Monday-Sunday!

### **Unemployment Assistance**

Expert assistance with completing unemployment benefits forms. Connect with a live expert 3pm-9pm, Monday-Thursday.

### **Career Assessments**

Self-assessment tools that helps job seekers determine the best path for a successful career.

### **Job Resources**

Begin your search with these helpful resources. Includes local and national resources.

### **SkillSurfer**

Live skills building and a library of lessons, videos, tests and more. The Learning Library contains thousands of lessons, quizzes, and tests to help you master academic concepts like: ESL, TASC, college placement tests, computers & technology, online research skills, and more!

### **eParachute**

Inspired by Dick Bolles best-selling career guide of all time *What Color Is Your Parachute?* Dick Bolles' time-tested "self-inventory" methods combined with eParachute's unique data algorithms provide you with a personalized path to explore the world of work. Not only can you take your skill assessment online and update it anytime, but you now have the tools to explore the next steps.

eParachute is designed for job-hunters at all stages in life:

- Students who are determining what educational path to take in college
- Recent graduates searching for what to do with their education
- Career-changers wondering what else they can do with their hard-earned skills
- Job-hunters who just don't like the options in front of them

#### IV. ADULT LEARNING CENTER: [Click on the Adult Learners tab to access.](#)

Achieve your learning and career goals with LIVE one-on-one academic coaching, practice test center, and online resources:

- **High School Equivalency Preparation:** Enhance test-taking skills, take practice tests, and get live, online test coaching.
- **Prepare for the US Citizenship Test:** Practice tests and resources to help prepare.
- **Microsoft Office Help:** Connect with a live expert to learn MS Word, Excel, or PowerPoint.
- **Career Resources:** Tips and resources to start your job search.
- **Write a Winning Resume:** HelpNow writing experts will help you craft a winning resume and cover letter.

Use the ever-expanding suite of services to brush up on your skills, learn something new, and test your knowledge:

- **Live Tutoring:** Adult learners who need help with a class assignment, or who need academic support for any other reason, can connect with a live tutor through our online classroom. Tutors are trained to not simply provide answers but to help users master underlying academic concepts. JobNow tutors and patrons communicate via live chat in an online classroom. Available 2pm-11pm, Monday-Sunday!
- **Skills Building:** Live tutors help users learn an academic skill like math, reading, or writing.
- **Writing Lab:** Brainfuse writing tutors strive to help users develop as writers. Their feedback is timely, personalized, and insightful. Writing experts will analyze it, provide helpful comments, and return it to you within one business day.
- **Test Center:** 24/7 access to important tests and test prep resources, including high school equivalency tests, the U.S. citizenship test, and skills assessments.
- **Send Question:** Ask a question any time of the day.

**Go to [flls.org/public](https://flls.org/public) and click on JobNow\* to get started!**

*\*You will have to login to the catalog with your library card number and password.*

*Available at your libraries in Cayuga, Cortland, Seneca, Tioga, and Tompkins counties.*

*Brought to you by Finger Lakes Library System*



*The NYS Adult Literacy Grant  
& Friends of the Tompkins County Public Library*