

REGISTER FOR WORK: INSTRUCTIONS FOR POSTING AN ON-LINE RESUME IN HIRENET HAWAII (08/12/09)

If you are filing for Unemployment Insurance (UI) benefits, you are required to register for work and post an on-line resume in HireNet Hawaii, an internet-based electronic job matching system that will increase your opportunities to get a job. The on-line resume will be viewed by employers and must be posted within 7 days of filing your UI claim.

To post your resume, use the internet, following steps listed below. Internet computers can be found at public libraries or One-Stop Centers. If you need help in posting your resume, call or visit a One-Stop Center, at addresses/ phone numbers found on back of the UC-226 (Verification of Registration for Work) form. If you previously filed for UI in Hawaii or looked for work before at a One-Stop Center (State Employment Service or Workforce Development Office), you must first update your records. Call or visit a One-Stop Center to learn how.

IMPORTANT: AFTER POSTING YOUR ON-LINE RESUME, YOU MUST CALL OR VISIT A ONE-STOP CENTER SO THAT STAFF CAN VERIFY YOUR RESUME AND YOUR UC-226 FORM CAN BE SENT TO THE UI OFFICE. OTHERWISE, UI BENEFITS MAY BE DENIED. AS A REMINDER, THE UC-226 MUST BE VERIFIED WITHIN SEVEN DAYS OF FILING YOUR UI CLAIM.

- 1) Go to HireNet Hawaii www.hirenethawaii.com. Click **Not Registered?**
- 2) Click **Register** in Option 1-Create a User ID.
- 3) Click **Individual**.
- 4) Enter information to establish a log-in username and password. (Keep them handy: You will need them to access HireNet Hawaii in the future.)
- 5) At a minimum, complete all fields with red asterisks and complete items in step 12 below.
- 6) Provide contact information. If you don't have an email address, click **Email** and a pop up window will assist you in creating an email account.
- 7) Select **Yes, Claimant, not referred by WPRS**.
- 8) Click **Resume Builder**. (It is a requirement for UI claimants to have an online resume.)
- 9) Click **Create New Resume**.
- 10) **YOUR RESUME MUST BE AVAILABLE TO EMPLOYERS ONLINE, OTHERWISE YOUR UI BENEFITS MAY BE DISCONTINUED.** Select *either* **Manual Format, Automated Entry** or **Cut-and-Paste Format**. Enter a title in **Resume Title**.
- 11) A pop up message will indicate your resume will be online. Click **OK**.
- 12) Whether you select **Manual Format, Automated Entry** or **Cut-and-Paste Format**, you are required to enter the following information to be eligible for Unemployment Insurance benefits.
 - Job Skills/Abilities
 - Education
 - Training
 - Prior Employment History and Work Duties
 - Desired Availability
 - Desired Location
 - Occupational Licenses, if any
 - Other Relevant Occupational Information
- 13) Follow all prompts to complete your resume, including all items in step 12.
- 14) At bottom of Completed Resume Page, click **Save Resume and Return**.
Congratulations, you've posted an on-line resume! Be sure to update information as changes occur. It is recommended you print the Resume List Page for your record.