

REGISTER FOR WORK: INSTRUCTIONS FOR POSTING AN ON-LINE RESUME IN HIRENET HAWAII

If you are filing for unemployment insurance (UI) benefits, you are required to register for work by posting your on-line resume in HireNet Hawaii. HireNet Hawaii is an internet-based electronic job matching system that will increase your opportunities to become reemployed. The on-line resume must be available for viewing by employers. You must post your resume online within 7 days of filing your UI claim.

To post your on-line resume, use the internet following the instructions below. Internet computers can be found at public libraries or at the One-Stop Centers. If you need help in posting an on-line resume, call or visit a One-Stop Center. One-Stop Center addresses and phone numbers are located on the back of the UC-226 form.

If you previously filed for UI in Hawaii or looked for work before at a One-Stop Center (State Employment Office or Workforce Development Office), you must first update your records. Call or visit a One-Stop Center to learn how to do this.

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

- 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. (You will need them to access Hirenet in the future.)
- 5) At a minimum, complete all fields with red asterisks.
- 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 AND IN THE VIRTUAL ONE-STOP FORMAT. OTHERWISE YOUR UI BENEFITS MAY BE DISCONTINUED.** (Defaults for creating resumes are Online and Virtual OneStop Format.) Enter a title in **Resume Title**. (e.g, Resume 1) Click **Next**.
- 11) A pop up message will indicate your resume will be online. Click **OK**.
- 12) Education and Training Qualifications (Required)
Enter your education history information, click **Save**, then click **Next**.
- 13) Occupational License – Certificate (Required if have any)
Enter information on licenses or certificates, if you have any; click **Save**; then click **Next**. Otherwise, click **This step does not apply to me**.

- 14) Employment Information (Required)
Enter your last employment, click **Select Occupation**, make selection, click **Save**; click **Next**.
- 15) Honors and Activities (Optional)
If you don't have information, click **check mark** in **Display this information on this resume**.
However, if you have information, enter. Click **Next**.
- 16) Additional Information (Optional)
If you don't have information, click **check mark** in **Display this information on this resume**.
However, if you do have information, enter. Click **Next**.
- 17) Skills (Required)
Edit skills displayed to match your skills. Click **Next**.
- 18) Summary of Abilities (Optional)
If you don't want to list abilities, click **check mark** in "**Display this information on this resume**".
However, if you would like to enter information, enter. Click **Next**.
- 19) Drivers License Information (Required if have)
If you have a driver's license, enter information. Click **Next**.
- 20) Desired Availability (Required)
Default is 40 hours per week, Monday through Friday. If this applies, click **Save**. If your availability differs, enter information; click **Save**. For Unemployment Insurance purposes, you generally must be available for full-time work. Click **Next**.
- 21) Desired Occupation (Optional)
If you would like to display your desired occupation, enter information. Click **Next**.
- 22) Desired Salary (Required)
Select salary range desired. Click **Next**.
- 23) Desired Location (Required)
Select desired work location; click **Next**.
- 24) Objective (Optional)
If you have information, enter it. Otherwise, click **check mark** on **Display this information on this resume**. Click **Next**.
- 25) Contact Information (Name and one contact method are required.)
At the page bottom, check each item you wish to appear in your on-line resume, considering any privacy concerns you may have. However, you must check **Name** and one way of contacting you. E-mail or phone is the most common. Click **Next**.
- 26) References (Optional)
If you would like to list references, enter; click **Save**. Otherwise, click **This step does not apply to me**.
- 27) Completed Resume (Required)
At the page bottom, click **Save Resume and Return**.
- 28) Resume List Page (Recommended)
It is recommended you print this page for your record.

(6/6/07)