

Job-Seeker new to the Exchange?

This is not your average job board, and for good reason! Our blind-matching technology pre-screens candidates to find you the right fit, faster! Ready to get started? For the best experience use Chrome, Firefox, or Safari.

Look for Opportunities

1) Build your personal profile. There are two ways to get started:

- Explore featured jobs and apply directly for an opportunity. Later, add additional occupations to expand the number of jobs that match to you!
- Choose full-time, part-time, or seasonal jobs, or apply for an internship. You may also select all of the above. Edit later in "Modify Search Criteria."

2) Select the job titles that best match your skills & interests, i.e. "Sales Manager."

If you entered a resume, the system will suggest titles for you. Otherwise, use the simple search bar or browse our drop-down menu.

3) Answer your sliding-scale questions.

Each job title has its own unique questions; answer them all! Your responses are the key to making excellent matches.

4) Provide the basics like name, location & contact information.

We collect other aggregate data to analyze site usage; but, we never share information like age, race or gender with employers.

5) Review or complete your work and education history.

As your history is completed, you have the option of blocking current or past employers from seeing your profile.

6) Now, you're matching! We'll email or text you with new matches to view, too.

Simply log in at least once every 30 days to remain active in the match pool!

Manage Your Matches

- We display only your top 7 matches on your dashboard. Remove any you are not interested in to free up space on your list.
- See an opportunity you like? Click **Request to Connect**.
- If employers request to connect with you, hit **Accept** if you're interested!
- Once you've agreed to connect, find employer contact information under **Connections**, and take your next steps toward your dream job.

Register now at www.realtimentalent.org/exchange