

Orientation

to

Ldsjobs.org

Idsjobs.org Functions

Job Seekers :

- *Search for thousands of positions posted by employers*
- *Create saved searches with automatic email response*
- *Create a Profile that employers can search*
- *Receive communications from prospective employers*
- *Search for employment and educational resources*

Ward / Branch Council :

- *Shared record keeping data base*
- *On-line authorization for services at the Employment Center*
- *Resource materials to assist members in employment efforts*

Idsjobs.org Functions

Employers :

- *No cost, free access to a quality workforce*
- *Ability to conduct advanced search for employees*
- *Ability to post jobs individual or through aggregation at no cost*

Key Steps Using Idsjobs.org

- Obtain an account to access the system or Sign In
- Build a Profile
- Make Profile visible to employers
- Find job opportunities posted by employers
- Get help from additional resources

Obtain an Account or Sign In

Open the www.ldsjobs.org page on the internet

- Access to your personal page is by an account **Sign In**



You already have an account *User Name & Password* if :

- You access your Stake or Unit web site – use it to **Sign In**
- You access Family Search – use that account to **Sign In**
- You are a leader with CDOL access – use it to **Sign In**

Otherwise click **Obtain an LDS Account** on the page and follow one of three options: **Quick**, **Full** or **Friend**

Obtain an Account

Where possible use the **Full Registration** option

Quick Registration
Verify Membership Later

Choose this option if you are a member of the LDS Church but you do not know your membership record number (MRN).

This option will restrict your access to some LDS Church online resources (for example, your ward Web site) until you provide your membership information. Your MRN is located on the back of your temple recommend. You can also contact your ward clerk to obtain this information.

Full Registration
Verify Membership Now

Choose this option if you are a member of the LDS Church and you know your membership record number.

This option will give you full access to LDS Church online resources that apply to you (for example, your ward Web site).

Register as Friend
Quick & Easy

Choose this option if you are not a member of the LDS Church.

You will provide an Email address which will trigger an email from LDS Accounts to you. You must respond to the email to complete your registration.

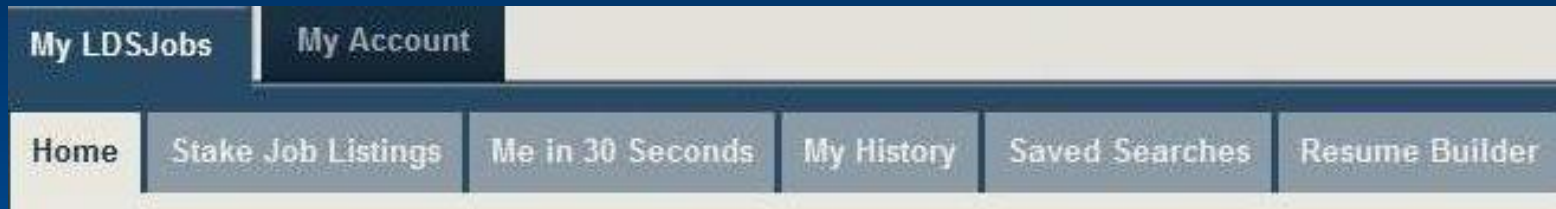
Sign In – Your Home Page

On your *first* **Sign In** you will be required to:

- edit contact information which should be updated when necessary.
- Prospective employer communications will be routed using this contact information

Sign In – My LDS Jobs Page

On each subsequent **Sign In** you will have these Tabs:



Home – default opening page

Stake Job Listings – review and post local job leads

Me In 30 Seconds - introduce your accomplishments to employers

My History – job titles, prior employment, education and skills

*Saved Searches – a tool for having job openings electronically
pushed to you*

*Resume Builder – a basic tool to create a simple printed resume
(not Church sponsored)*

My LDS Jobs - Home

Your default opening page provides the following :

Ability to use simple or advanced searches for job postings

- *use keywords for job titles*
- *specify a 'home' location*
- *limit the distance to the job to consider commute*
- *save up to three named searches for later use*

Establish goals and track 'to do' lists

Check for messages from employers

Record a change in your status

- *found work*
- *started a business*
- *enrolled in school*

Next

A search for a Professional Engineer position near 80439

My LDS Jobs – Home - Searches

My LDSJobs | **My Account**

Home | Stake Job Listings | Me in 30 Seconds | My History | Saved Searches | Resume Builder

[<< Back](#)

Saved Job Searches

[Save Job Search](#)

Keywords

City

State/Province/Department **Postal Code**


[Clear Location](#)


[Advanced Search](#)

Maximum distance from Evergreen CO 80439 to

My LDS Jobs – Home - Searches

([Show Summaries](#))

Sort By: 

Results: 1-10 of 10 

Page: [First](#) | [< Prev](#) | [Next >](#) | [Last](#)

Job Title	Type	City	Post Date	Company
Senior Mechanical Engineer	Full-time	Denver 18.14 Miles	28 Jan '11	Tetra Tech, Inc.
Senior Project Manager	Full-time	Golden 9.38 Miles	28 Jan '11	Tetra Tech, Inc.
PROFESSIONAL ENGINEER I (Traffic Operations)	Full-time	Denver 18.14 Miles	25 Jan '11	Colorado Department of Transportation
Senior Civil Geotechnical Engineer	Full-time	Denver 18.14 Miles	25 Jan '11	Volt Information Sciences, Inc.
Instrumentation and Controls Engineer - Englewood, CO	Full-time	Englewood 17.35 Miles	12 Jan '11	CH2M Hill
Substation Project Engineer- Protection & Controls-Englewood, CO	Full-time	Englewood 17.35 Miles	12 Jan '11	CH2M Hill
INSTRUMENTATION SPECIALIST 6	Full-time	Denver 18.14 Miles	12 Jan '11	CDM (Camp Dresser & McKee)
Senior Water Resources Engineer	Full-time	Denver 18.14 Miles	12 Jan '11	Brown & Caldwell
ENGINEER-IN-TRAINING II (Construction)	Full-time	Denver 18.14 Miles	09 Jan '11	Colorado Department of Transportation

Advanced Search Options

Find job postings that have the following criteria:

With **all** of these words

With this **exact phrase**

With **at least one** of these words

With **none** of these words

From this **company**

Type of job

Where and When

City

State/Province/Department

Postal Code

[Clear Location](#)

Country

When posted

Find jobs available nationwide.

Find telecommuting jobs.

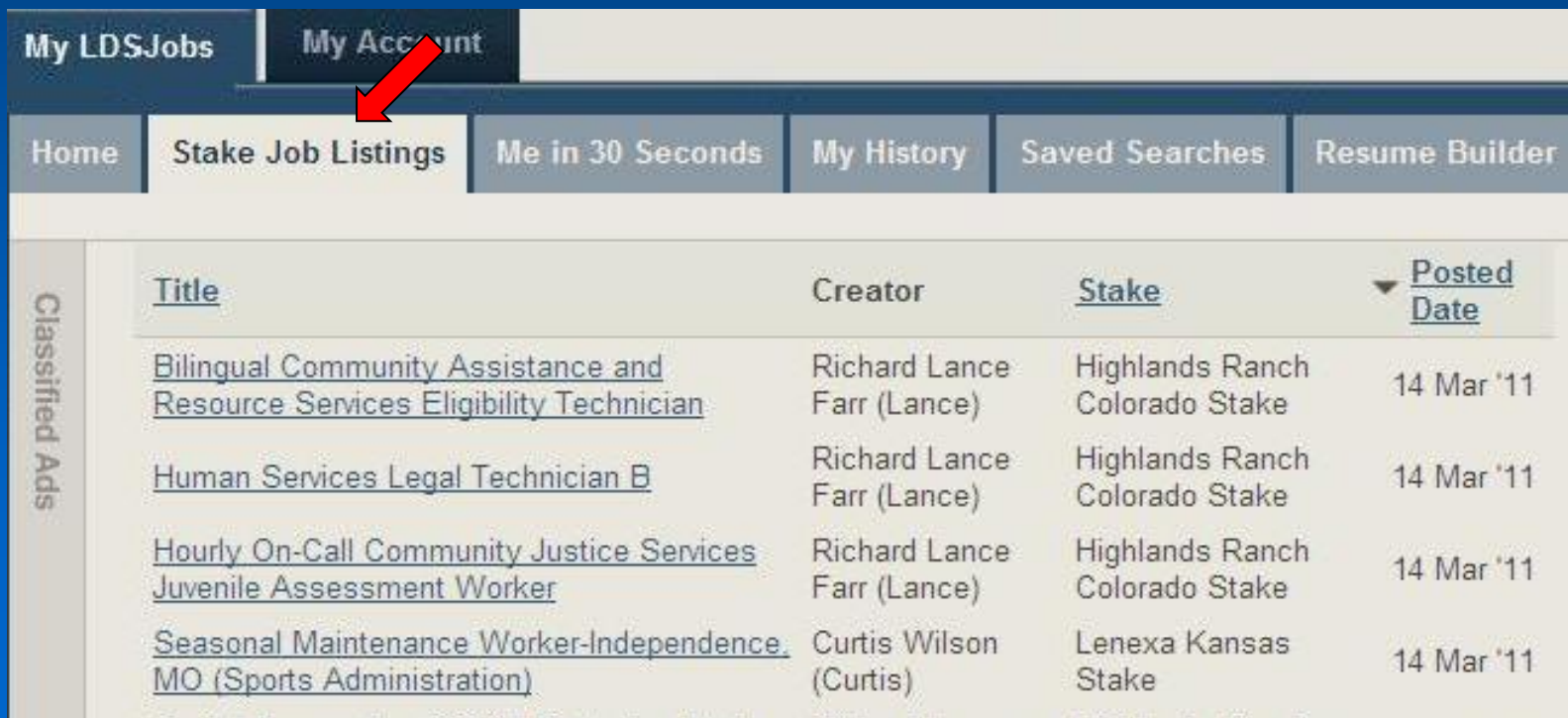
Search

[Hide Advanced Search](#)

My LDS Jobs - Stake Job Listings

A bulletin board for members sharing 'word of mouth' leads and possibilities.

- Any job leads you may have can be posted by your leaders
- Members are encouraged to notice and contribute potential jobs
- The postings remain for 1 month



The screenshot shows the 'My LDS Jobs' website interface. At the top, there are two main tabs: 'My LDSJobs' and 'My Account'. Below these, there is a navigation bar with several options: 'Home', 'Stake Job Listings', 'Me in 30 Seconds', 'My History', 'Saved Searches', and 'Resume Builder'. A red arrow points to the 'Stake Job Listings' tab. Below the navigation bar, there is a table of job listings. The table has a vertical label 'Classified Ads' on the left side. The table columns are 'Title', 'Creator', 'Stake', and 'Posted Date'. There are four rows of job listings, all posted on 14 Mar '11.

	<u>Title</u>	<u>Creator</u>	<u>Stake</u>	<u>Posted Date</u>
Classified Ads	Bilingual Community Assistance and Resource Services Eligibility Technician	Richard Lance Farr (Lance)	Highlands Ranch Colorado Stake	14 Mar '11
	Human Services Legal Technician B	Richard Lance Farr (Lance)	Highlands Ranch Colorado Stake	14 Mar '11
	Hourly On-Call Community Justice Services Juvenile Assessment Worker	Richard Lance Farr (Lance)	Highlands Ranch Colorado Stake	14 Mar '11
	Seasonal Maintenance Worker-Independence MO (Sports Administration)	Curtis Wilson (Curtis)	Lenexa Kansas Stake	14 Mar '11

My LDS Jobs - Me In 30 Seconds

The principal tool for presenting your experience, skills, qualifications and passions to employers



It consists of two critical components :


- A “30 Second Summary” – *an introduction to YOU*
- Accomplishments –*concise reviews of individual work issues*
 - *A specific problem or situation*
 - *Your approach, contribution or solution*
 - *The outcome, a measured result, count ,percent or ranking*

This important element will be detailed in a *later segment*.


My LDS Jobs - My History

Presents job titles, prior employment, education and skills




 Edit Needs/Interests


Needs / Interests : *essentially your desired job titles / positions*

 Add Work Experience

Work Experience : *job title, company, dates and duties*

 Add Education Experience

Education : *school, field of study, degree / certification*

 Save Skills

[Don't Save](#)

Skills and Languages : *include trade or profession terminology*

My LDS Jobs - Saved Searches

If a Home page Search is saved, it is managed here.

Saved Search Name	Date	Email Enabled (Max 3)	
NEPA Environmental	15 Apr '11	Daily	
GIS Environmental	15 Apr '11	Semi-weekly	
Engineer PE 80439	15 Apr '11	Weekly	

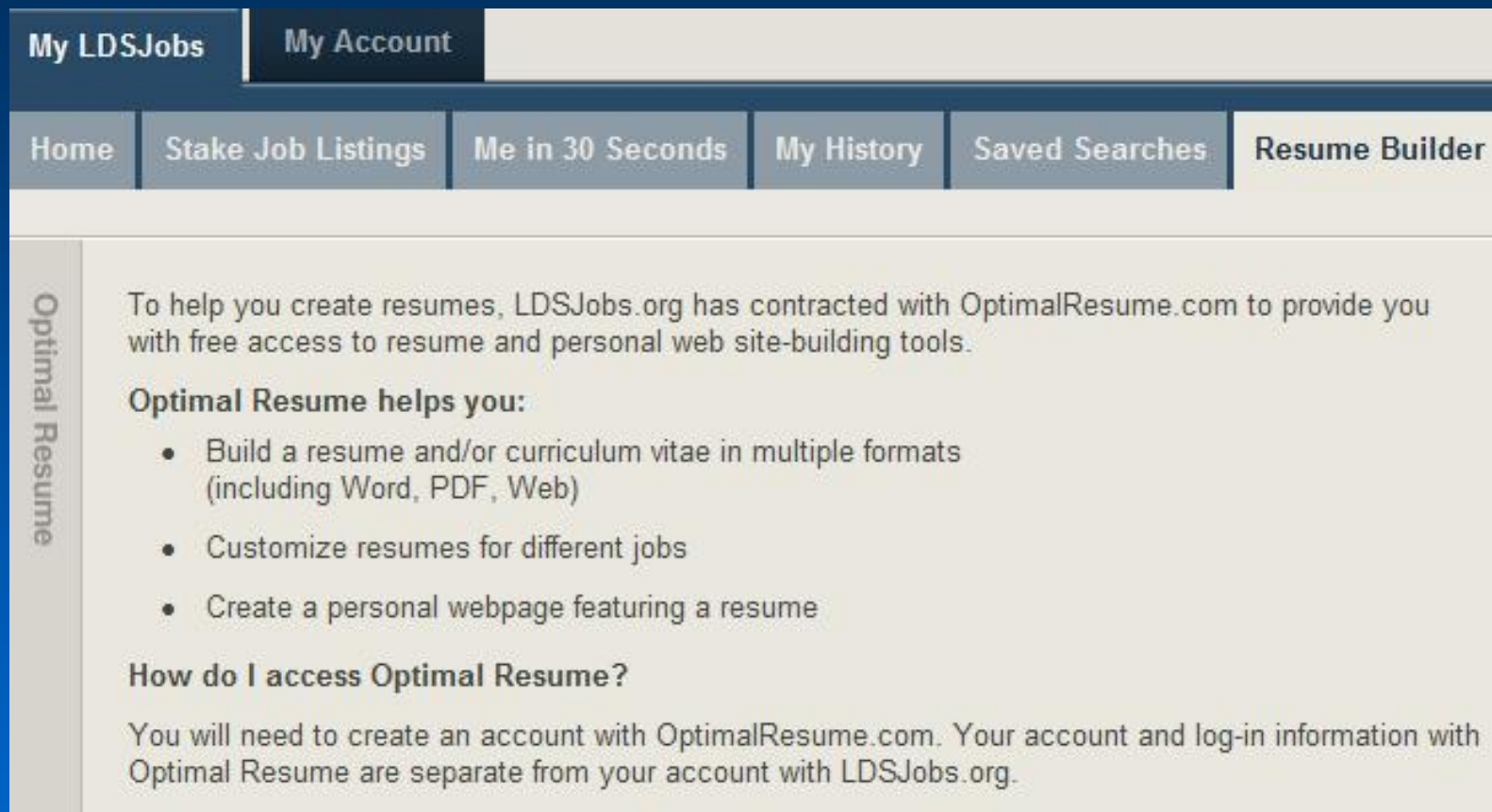
A click on the name executes the search

A click on the trash can at the right deletes the saved search

Up to 3 searches can be **Email Enabled** to alert you of new postings

My LDS Jobs - Resume Builder

A basic tool to create a simple printed resume is provided.



The screenshot shows the 'My LDS Jobs' website interface. At the top, there are two main navigation tabs: 'My LDSJobs' and 'My Account'. Below these, a horizontal menu contains several options: 'Home', 'Stake Job Listings', 'Me in 30 Seconds', 'My History', 'Saved Searches', and 'Resume Builder'. The 'Resume Builder' option is highlighted. The main content area features a vertical sidebar on the left labeled 'Optimal Resume'. The main text area contains the following information:

To help you create resumes, LDSJobs.org has contracted with OptimalResume.com to provide you with free access to resume and personal web site-building tools.

Optimal Resume helps you:

- Build a resume and/or curriculum vitae in multiple formats (including Word, PDF, Web)
- Customize resumes for different jobs
- Create a personal webpage featuring a resume

How do I access Optimal Resume?

You will need to create an account with OptimalResume.com. Your account and log-in information with Optimal Resume are separate from your account with LDSJobs.org.

Additional help with resumes is available from your Unit or Stake Employment Specialist or Regional Center.

My LDS Jobs – Tab Summary

A review of your main page Tabs. . .

- Home *provides searches*
- Stake Job Listings *word of mouth leads*
- Me in 30 Seconds *your first impression*
- My History *a background snapshot*
- Saved Searches *tailor and repeat searching*
- Resume Builder *create a simple resume*

The heart of your presentation to potential employers is the **Profile**

A systematic approach is outlined in the next section with the objective to develop an effective Profile and reach a completeness of 90% or more.

At that point the Profile can be made visible to Employers to search.

Sign In - build a Profile

To begin or refine your Profile **Sign In** to ldsjobs.org

Then select **My Account / My Profile**



focus on developing a professional Profile incorporating :


<i>Me in 30 seconds</i>	<i>Achievements</i>	<i>Job Titles</i>
<i>Work History</i>	<i>Education</i>	<i>Languages</i>

Sign In - build a Profile











My LDSJobs My Account

Contact Info My Profile

Profile Completeness

 [Print Profile](#)

By Completing your profile, employers may find and hire you. If your profile is at least 90% complete, you can make it visible to employers.

- ▶ Me in 30 Seconds 
- ▶ Power Statements 
- ▶ Account Info 
- ▶ Name 
- ▶ Email 
- ▶ Phone 
- ▶ Needs/Interests 
- ▶ Work Experience 
- ▶ Education 
- ▶ Skills 

Sign In - build a Profile

Develop a 30 Second Summary

- A concise statement of who you are and what you can do.
- You could invest a whole week on just these '30 seconds'
- An answer to the question *'Why should I hire you?'*

Document accomplishments with Power Statements

- Using action words, describe your solutions to real problems

Provide a Work History

- Enter your job title, company and duties

30 Second Summary



Help [Close](#)

Your "Me in 30 Seconds" statement will introduce you to employers who visit this site. It is a simple way to present to employers a balanced understanding of who you are. It is a brief but compelling answer to the question "Why should I hire you?"

Your "Me in 30 Seconds" statement should include:

A brief personal introduction that includes your career objective or the type of position you want. Three or four specific accomplishments that prove you meet or exceed the requirements for that position.

A few character traits or applicable skills that set you apart from typical applicants.

After posting your statement, review it and consider how employers might view you from this brief introduction. Share it with your quorum or Relief Society leaders and employment specialist and ask them for feedback.

In addition to posting your "Me in 30 Seconds" statement on the site, you can share it with those you are networking with and in interviews. For additional ideas on "Me in 30 Seconds" statements, attend The Career Workshop offered at Church employment centers.

[Close](#)

30 Second Summary

Example :

Me in 30 Seconds

Professional Engineer and Architect with extensive experience in utilizing Geographic Information Systems (GIS) in environmental, economic and land use analysis. Involved in vector and raster algorithm development and programming to support unique spatial analysis requirements. Applied Quality Assurance (QA) processes to computer programs used in the design of nuclear facilities. Worked for clients in the electric power and transmission industry interfacing with such governmental agencies as the Bureau of Land Management (BLM), US Forest Service (USFS), National Parks Service (NPS) and the Environmental Protection Agency (EPA).

Power Statements

? **Help** [Close](#)

A power statement is a concise statement that briefly describes the value you can bring to a company. Employers who use this site to find potential employees will be able to gain a better understanding of the contribution you could make to their company.

Your power statements should highlight strengths you have and show how you have used those strengths to achieve results. Power statements include two elements: power words and achievements.

Example:

I can achieve results. For example, I started a new tracking method that reduced the errors by 14 percent.

Review your power statements with your quorum or Relief Society leaders and ward employment specialist to receive feedback. Attend the Career Workshop offered at the LDS employment resource center for additional help and ideas on how you can use your power statements.

[Close](#)

Power Statements

Example :

Accomplishments

- Senior Engineer with Dames & Moore, consultants in the earth and environmental sciences, with signature authority for contracts to \$100,000.
- Registered Professional Engineer (PE) and Licensed Architect in state of California.
- Held management responsibility for firmwide Computer Services staff and equipment with a \$1.5 million annual budget.
- Advocated changes to firmwide computation and analysis, obtained authorization for alternative delivery of services, attained cashflow break-even at 11 months and overall profitability in 18 months.
- Conducted GIS based regional screening analysis for nuclear power generating sites assessing social, environmental, engineering and economic factors.

Work History

 **Add Work Experience** [Close](#)

Job Title

Company

From


To (Leave blank for "Present")

Please Describe Duties

The following information will not be visible to employers.

Reason for Leaving

Pay

Hourly 

 **Save Work Experience**

[Cancel](#)

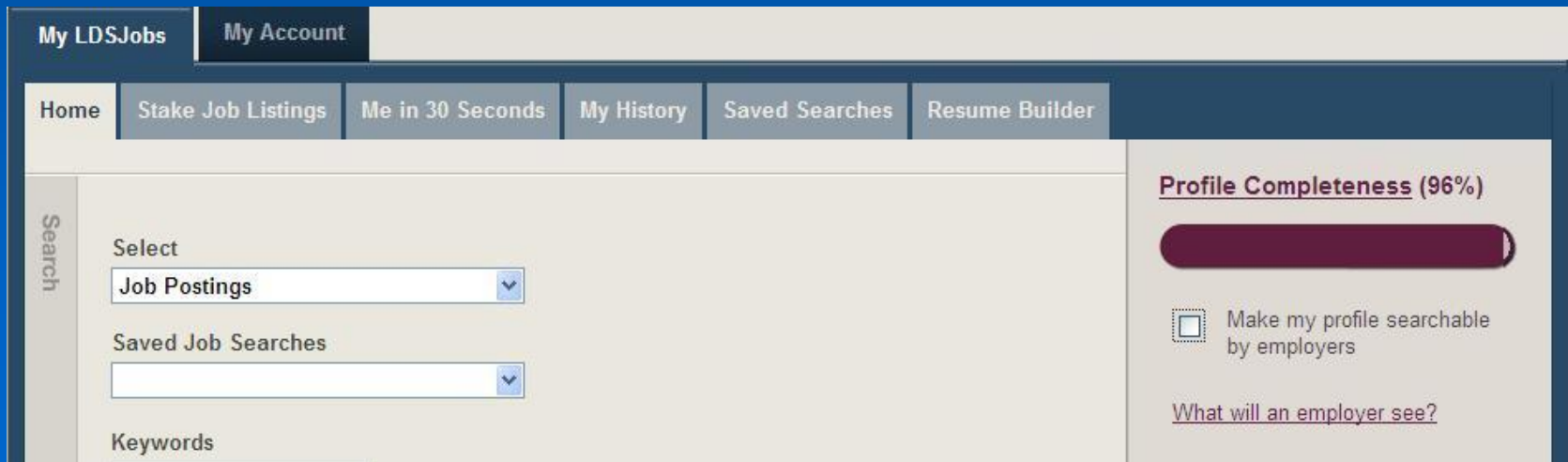
Make Profile Visible

Obtain an independent review of content quality.

- Check spelling and grammar
- Consider using more powerful words
- Check for overall consistency of tense and presentation

When content reaches 90 % it *can* be made visible.

Enable visibility for employers to search and review :



The screenshot displays the 'My Account' section of the My LDSJobs website. The navigation bar includes 'Home', 'Stake Job Listings', 'Me in 30 Seconds', 'My History', 'Saved Searches', and 'Resume Builder'. On the left, a 'Search' sidebar contains a 'Select' dropdown menu with 'Job Postings' selected, a 'Saved Job Searches' dropdown menu, and a 'Keywords' input field. On the right, the 'Profile Completeness (96%)' is shown with a progress bar. Below this, there is a checkbox labeled 'Make my profile searchable by employers' which is currently unchecked. A link labeled 'What will an employer see?' is also visible.

Find Job Opportunities

Personal word of mouth from friends and neighbors

Contributed rumors & postings to 'Stake Job Listings'

Network by expanding contacts (from prior contacts . . .)

Online search :

- ldsjobs.org
- indeed.com
- monster.com
- careerbuilder.com
- craigslist.com
- dice.com

Additional Resources

To view ldsjobs.org online resource pages and videos, click on **Site Map** at the top right of the home page :



With authorization, attend regional center workshops, click on **Find a Center** at the top right of the home page.

Your Employment Specialist has focused handouts.

The most important resource is your local unit and the assistance you can personally receive from leaders.

Additional Resources

Welcome, to the Denver Colorado Employment Resource Center



Whether just starting out in your career or well established in your career, LDS Employment Resource Services (ERS) can help you accomplish your career goals. The employment center offers one-on-one coaching, workshops and a large

database of employment, education and self-employment opportunities. By visiting the center you learn the most effective job search practices, build your network and find resources to help you further your education or manage a successful small-business.

We recommend that you log-in and begin creating your profile on ldsjobs.org prior to visiting the employment center. Even if an employment center is not close enough for you to visit, ldsjobs.org offers many online resources. If you desire, an employment advisor can also provide assistance over the telephone or through e-mail.

 Print page

 Email this Page

Denver Colorado Employment Resource Center

3233 Fraser St
Aurora, CO 80011-1208 ([Map](#))
Email: WEL-EC-Denver@ldschurch.org
Phone: 1 303-371-9180
Fax: 1 303-371-9187
8-5 Monday - Friday
Closed Holidays.

Useful Links

Job Search

[Indeed: Professional and Blue Collar Jobs](#)

[Craigs List: Local Blue Collar Jobs](#)

[Dice: Hub for High Tec Professions](#)

[USA Jobs: Federal Government Jobs](#)

[Colorado Jobs: Full Time and Seasonal, Professional and Blue Collar](#)

Additional Resources

The offerings at the Regional Center may include :

- Profile Clinic
- Resume Writing and Interviewing
- Career Workshop
- Career Workshop for Professionals
- Networking Group
- Self Employment Workshop
- Scholarships and Grants Workshop

A Bishop's Authorization and registration are required

Job Seeker Road Map

Outline of essential tasks to support the job search process:

- *Assess state of employment : awareness*
- *Acknowledge and embrace ward / branch support : humility*
- *Networking : key to job leads*
- *Develop job search strategies : organized*
- *Resume : documentation of qualifications*
- *Resolution of job history issues : review background*
- *Interviewing skills : practiced and prepared*
- *Negotiating a suitable acceptance : success*

Job Seeker Efforts

Seeking employment is a FULL TIME job

Expect a 40 hour-a-week commitment

Set a specific daily schedule and monitor your time

Set and commit to goals with your leaders or job coach

Be aware of your emotions and spirituality

Exercise and eat well

Job Seeker Efforts

Three elements applicable to all workers :

An assessment of the current situation whether working or not

Seek support, it is doubtful you know it all and can do it all alone

An organized job search can optimize your effectiveness

The following table summarizes the elements and activities associated with the job search effort.

Many of these activities will be undertaken simultaneously.

Employment Assessment Chart

Current Situation			
Situation	Activity - 1	Activity - 2	Activity - 3
Stable Job	Keep current on skills and	Record assignments, successes, update resume	Register on ldsjobs.org in a <i>networking</i> status
Tenuous Job	Maintain and expand contact list in trade or profession	Be proactive, participate, make yourself visible	Document tasks, projects and accomplishments
Terminated	Arrange for references, recommendation letters	Confirm references' spelling, title, phone number, e-mail	Assess finances, file for unemployment, make budget
Seek Support			
Unit Support	Inform Ward leaders, accept public awareness and help	Be aware of your emotions, stress and relationships	Seek brainstorming, advice and experience of others
Networking	Expand contacts list in your profession	Network calls using prepared script, get resume feedback	Make personal contacts, record and follow up on all leads
Job Search Skills			
Resume	Develop 30 second summary and power statements	Document job history with quantifiable accomplishments	Tailor each resume to the specific job description terms
Background	Be aware of age, prior job or criminal issues	Professional e-mail address, check online presence	Be prepared with specific responses to any weakness
Interviewing	Review typical questions and verbally practice responses	Research company, develop insightful questions	Prepare and respond personally with same day thank you note
Job Offer	Acknowledge and review the verbal or written offer	Assess total package salary, benefits and perks	Negotiate an on-the-job review schedule

Job Seeker Efforts

In Summary:

A job search is organized and scheduled

The steps and activities pursued are well understood

Setting goals with a 'return and report' will maintain focus

Benefit from others' experience and perspective

This is a significant but manageable task

Concluding Concepts

- Personal spirituality and family stability are significantly impacted by economic challenges.
- Be aware of and sensitive to the needs of others.
- Contribute to the resources of your unit through service, fast offerings, sharing your time, talents and concern.
- Become familiar with *ldsjobs.org* and build a Profile.
- Share experience with or accept others assistance.
- As needed, engage in the Job Search process.

Questions

- *You have just been fed an elephant*
- *The bites were fairly large*
- *It will take time to digest*

- *There are no stupid questions*
- *There are only compelling concerns*

