Your Profile

The profile is central to ldsjobs; it presents your qualifications to potential employers much as a resume does.

Employers search profiles for keywords related to job openings they are trying to fill. The Profile contains essential information that allows them to find you. Take the time to be detailed in your descriptions and use all of the space provided in each section of the Profile.

The profile lets you present your skills to employers and lets employers find the skills they require. The profile must be at least 90% complete before you can make it visible to employers to search. You also have the option to withhold the display of your profile at any point in time.

Components of a Profile

The profile presents you to potential employers; it contains information that is searchable. You must achieve at least 90% completeness before your profile can be searchable by potential employers. You also have the option to withhold the display of your information at any point in time.

Much of the information needed is available in your current employment history or from your current resume. The first two topics will likely require the most effort. You will be entering the following components:

Me in 30 Seconds – Your 30 second summary

A brief but compelling answer to the question "Why should I hire you?"

Power Statements - Accomplishments

Power statements highlight your strengths and show how you have achieved results.

Name and Preferred name

Your legal name and preference

Email, Phone and Fax

Your essential contact information. It is critically important that this information be kept up to date

Needs / Interests

Your target job titles in order of preference and compensation desired

Work Experience

Job title, company, date of employment, description of duties, reason for leaving and pay rate.

Your reason for leaving and pay rate will not be visible to employers. This information allows the Employment Resource Center staff to better assist you with your job search needs.

Education

Institution, field of study and degree or certificate awarded

Skills

Specific abilities, attributes, qualifications and licenses, the languages you speak

Navigate to your home page

Direct your browser to www.ldsjobs.org.
You will be taken to a page with the following heading :

Click on **<u>Sign In</u>** at the top center of the page. Use your account's username and password to display your personal home page:

-
-

Access your Profile menu

After **Sign In** Click on the **My Account** tab and then on the **My Profile** sub-tab to display the following page:

The checklist of Profile components is shown. When you sign in for the first time most of the components will indicate the need for Editing with a yellow triangle around an exclamation point.

Click on any of these components to add your personal information and qualifications and begin building your Profile.

LDS EMPLOYMENT RESOURCE SERVICES
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(Sign Out) | Learn about Employment Ser

My LDSJobs   **My Account**

Contact Info   **My Profile**

Profile Completeness

🖶 Print Profile

By Completing your profile, employers may find and hire you. If your pr you can make it visible to employers.

▶ Unit Number

▶ Me in 30 Seconds

▶ Power Statements

▶ Account Info

▶ Name

▶ Preferred Name

▶ Email

▶ Phone

▶ Fax

▶ Needs/Interests

Me in 30 Seconds Guidelines

Your "Me in 30 Seconds" should include:

- A brief personal introduction that includes your career objective or the type of position you want.

Three or four specific statements 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 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.

"Me in 30 Seconds" statements should be short and contain only pertinent information.
Opportunities arise to use your "Me In 30 Seconds" when you are asked:

- Tell me something about yourself.

- Tell me something about your experience at your previous organization.

- Describe how your background prepares you for our organization.

To get your "Me in 30 Seconds" focused, you may need to structure a plan that will best describe your abilities, education and experiences. See the table below and complete it with the idea of best describing your skills and ultimately, who you are as a potential employee fitting your desired job

Education or Skills you have	Specific job-related Actions that demonstrate these Skills or Education	Specific recognition, statistic or time frame that relates to your Successful Experiences
1.		
2.		
3.		
4		
5.		
6.		

Me in 30 Seconds: Examples

The objective is to 'Prove your value' and indicate the type of work you are seeking.

Prove your value

- Education/Certifications
- Years of Experience
- Validation and/or quantifiable results to prove your value
- Passions; what you're good at, what you like to do within your profession

Indicate the type of work you are seeking

- Keep it short; one sentence
- Say it at the end of your "Me in 30 Seconds"
- Give the reader/listener a specific job title to remember

3 Examples:

I have a Bachelor's degree in Industrial Engineering from Purdue University, with fifteen years experience in the manufacturing industry. My passion is in solving problems and improving processes to streamline business, eliminate waste, and cut costs. I once saved my company $10 million through a single capacity analysis. I've been an integral part of certifying the Boeing 747, 767 and 777 for safety and FAA compliance. I'm looking for a position in the manufacturing industry as an Industrial Engineer.

I'm an effective leader and mentor with a passion for counseling job seekers to make sure they have the right tools in place for success. I have an MBA with an emphasis in Human Resources Management, and ten years experience in the industry. My main expertise lies in resume writing, job interviewing methods, and networking techniques. I have a proven track record of success in placing people in positions to succeed in their job searches and through my counseling, my clients have consistently found desirable positions 53% faster than through other agencies. I'm seeking a position as an Executive Recruiter.

I'm a skilled driver with a Class A CDL with both Hazmat and doubles endorsments. I have over ten years experience, with a perfect safety record, logging more than 750,000 miles and over 13,000 hours behind the wheel. I love to drive and enjoy being on the road doing long distance hauls. I've hauled many different kinds of loads, including auto parts, perishable foods, cars and furniture. I know all the elements of the transportation industry, having co-owned a successful trucking company for five years; hiring, training and managing the operations. I'm looking for a position within the trucking industry as an operations manager.

Power Statement Guidelines

A power statement is a concise statement that briefly describes the value you can bring to a company. Power statements help employers to find potential employees and gain a better understanding of the contribution you could make to their company.

Creating good power statements is the most difficult part of creating a good profile. This is because most people have a difficult time quantifying their accomplishments. There are, however, a few questions that you can ask yourself that will help you quantify how you brought value to past employers:

- What did you do for the company?
- Did you do it well?
- How do you know you did it well?
- How would you prove that you did a good job?
- Did anyone ever tell you that you did a good job? Why?
- Was it of any value to the company? Why?
- How was your performance measured by the company?

The key measurements you should use when answering these questions are those things that contribute to the company bottom line or profit, such as:

- time,
- money,
- efficiency,
- product improvement,
- process improvement,
- market penetration,
- customer retention and
- other measures of success.

In many cases you will have to estimate how your work affected the bottom line. In all cases, estimates should be reasonable and expressed in terms that have real meaning.

Note: A good power statement is short, usually no more than two to three lines in length, and is expressed in quantifiable terms (to catch the eye, express quantities in numerals rather than words, even for numbers less than 10). Also note that lengthy statements, those that exceed 4 lines, are more likely to be skipped over and not read.

The overall structure of the Power Statement contains:

- A problem, situation or issue you addressed
- The approach or solution you utilized
- A positive outcome achieved, preferably with a quantified measure.

Incorporate action verbs in your power statements to emphasize active achievement.

Power Statement Examples

For example, John works for the collections department. The department consists of 5 people who work full-time contacting customers to collect accounts that are overdue by at least 90 days. John develops a new way of contacting customers that reduces the number of people needed from five to three and at the same time increases the number of customers responding with a payment by approximately 10%. John's power statement would then read:

"Developed collections program that resulted in manpower savings of 40% and increased productivity of 10%. Program is now the company standard."

Now take a moment to examine these six power statements and note how each has been carefully crafted to show value added to the company.

- Managed the redesign of a manufacturing shop floor using CAD, which increased workflow by 25%, and reduced work related accidents by 47%.

- Successfully trained 5 new sales associates over the course of 6 months which resulted in my being offered the Assistant Manager position for exceptional performance

- Key player in maintaining contracts for 3 major construction sites, with 100% on-time delivery of materials to all job sites.

- Developed from scratch a Standards and Tool Crib (significantly under budget and ahead of schedule), increasing overall parts/tool acquisition efficiency by 300%.

- Reduced overdue accounts by 50% on a portfolio of more than 3,500 commercial loans.

- Awarded "Top Gun" designation and $25K bonus as the company's best performer. Only given to one individual per year

Remember that you only have one chance to make a first impression. Therefore it is imperative that you use a check list to insure that your power statements are saying the right things. Your check list should include the following:

- Are your power statements tailored to the job being applied for?

- Do they reflect accomplishments that have relevance to the potential new employer?

- Do they express value added to the company, in quantifiable terms?

- Have they been placed in the proper context? For example, it is important to note that the "Top Gun" award is given to only one individual per year as opposed to being a monthly award. Placing it in this context only increases its value.

- Are your power statements too long? If they are longer than 4 lines, they look like a paragraph, meaning that they will probably not be read. Remember power statements are intended for the reader to feel their impact at a glance.
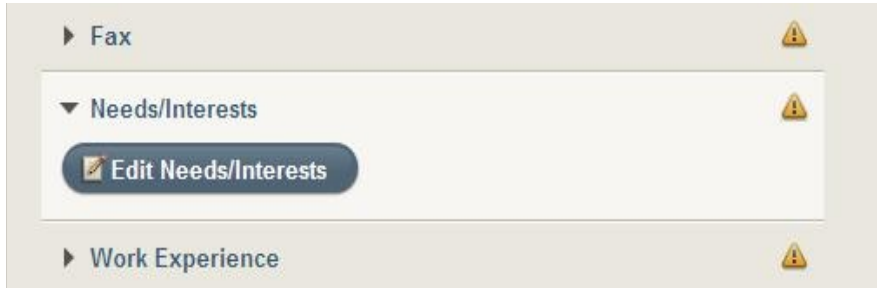
'Word-smithing' of your achievement statements is not easy, but the more you work at this, the better you will get at it.

Needs & Interests

From your home page select the **My Account** tab and then the **My Profile** sub-tab.

On the list of Profile components select **Need/Interests** to expand the following page:

Selecting **Edit Needs/Interests** opens the next dialog for entering the information :

The **Desired Wage** information is NOT presented to employers; it is available only to your unit leaders and specialists to guide them with appropriate counseling to target your job search.

Be sure to click on **Save Needs/Interests** to update your Profile.

Work Experience

From your home page select the **My Account** tab and then the **My Profile** tab. On the list of Profile components select **Work Experience** to expand the following page:
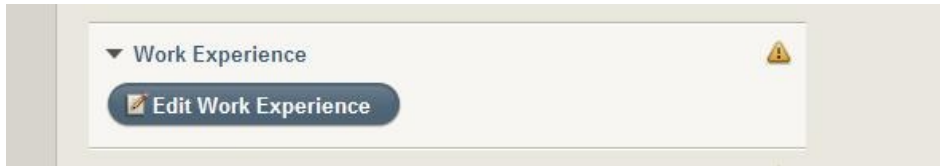
Selecting **Edit Work Experience** opens the following dialog to review or enter your information:

Click on **Add Work Experience** to display the following entry form:

For each unique employment (or major job title within the same company) complete the entry form and click on **Save Work Experience**.

 NOTE : your reason for leaving and pay are **not** visible to employers, this information is helpful to your leaders and employment specialist to better understand your situation and give appropriate guidance.

Education

From your home page select the **My Account** tab and then the **My Profile** tab. On the list of Profile components select **Education** to expand the following page:

Click on **Edit Education** to display the following entry form:

Click on **Add Education Experience** to display the following entry form:
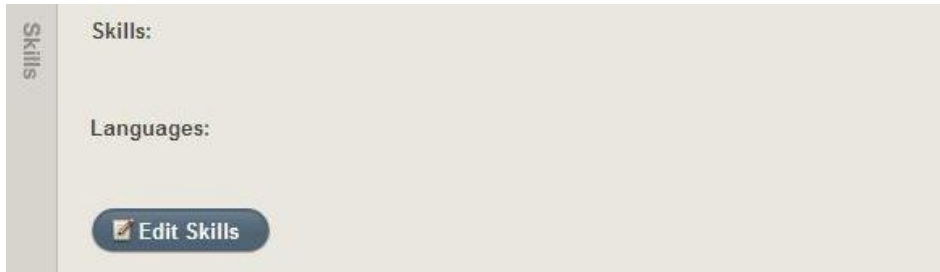

For each unique institution or field of study make the appropriate entries and save as a separate entry by clicking on **Save Education Experience**.
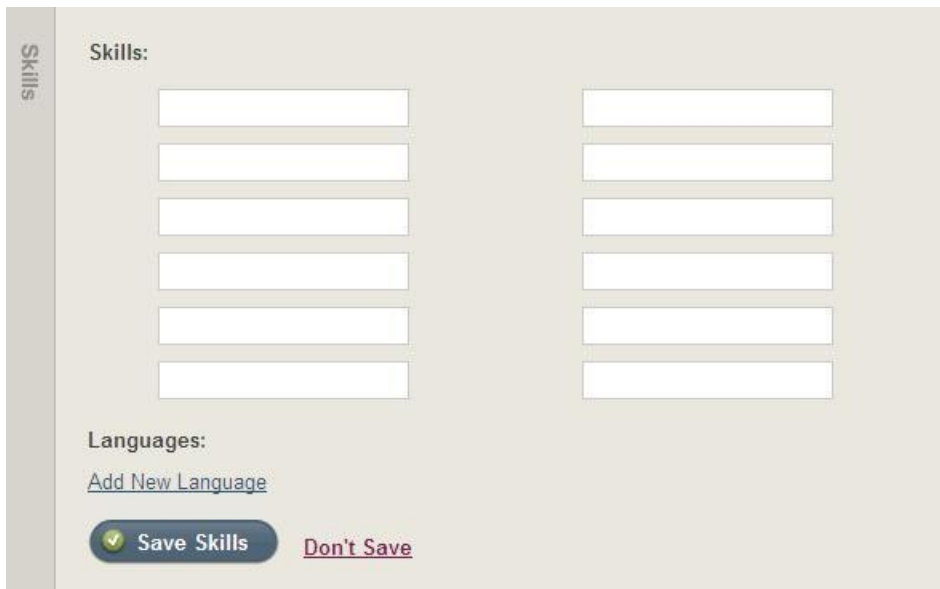
-

Skills

From your home page select the **My Account** tab and then the **My Profile** tab. On the list of Profile components select **Skills** to expand the following page:

Incorporate [Skills] as keywords in this section to emphasize your special capabilities. Enter keywords from your trade or profession that an employer could search for to find your Profile.

Include keywords and examples to describe your skills (e.g. professional or trade certifications, names of software systems, and business processes). Utilize all the space provided, don't limit yourself to one or two words per box.

When complete click on **Save Skills.**

Click on **Edit Skills** to display the following entry form :
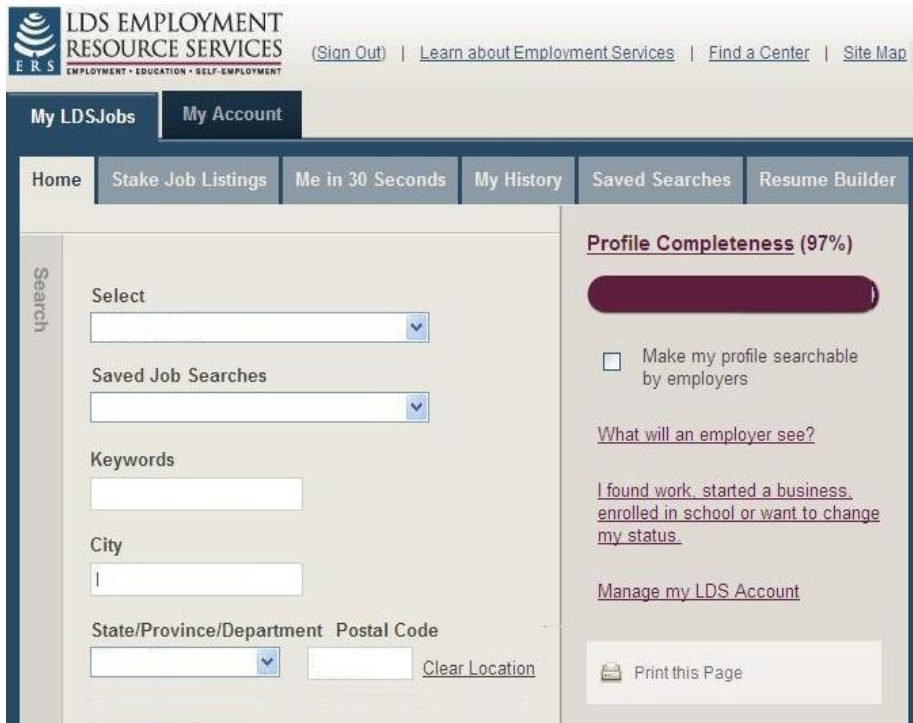
Critical Profile review

Your Profile needs to be as professional as possible. Review your power statements with your quorum or Relief Society leaders and ward employment specialist to receive feedback. Review your Profile for obvious spelling errors and for consistency in tense and tone.

As a final check, use a second (and possibly a third) opinion. An additional set of eyes is helpful in seeing things you might miss. Your Leader or Employment specialist can review your profile online.

You can preview what potential employers can see when their search indicates you may be a possible candidate. Select the **My LDS Jobs** tab to display your home page. On the right side near the top, under **Profile Completeness**, click on **"What will an employer see?"**

You can preview all the information available to employers. Further down on the right side you can click on **"Print this Page".**

As a final 'automated review' you can copy and paste the contents of **"What will an employer see?"** into your word processor and turn on spelling and grammar checking. Carefully check the results and determine if the Profile might benefit from additional editing or suggested corrections.
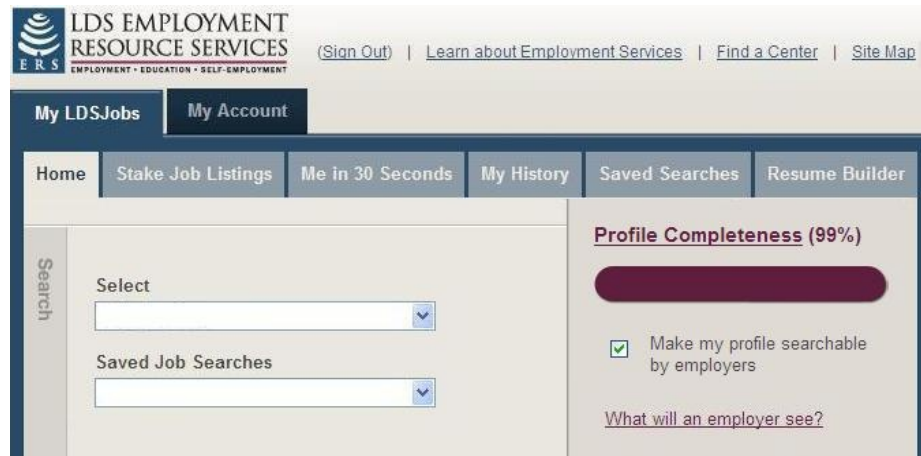
Enable your profile to be searched

Your level of completeness can be found on your home page;

Select the **My LDS Jobs** tab followed by the **Home** sub-tab.

Profile Completeness is displayed on the right side at the top of your **Home** page

When you have reached 90% or more on your Profile, you can make it searchable by employers.

Below the **Profile Completeness** is a check box labeled

    Make my profile searchable by employers:

Click on this box to alternately enable or disable visible searching by employers.

A check mark indicates the Profile is searchable.

To confirm the searchable information click on

    What will an employer see?

The material presented is the assembly of the material entered into your profile. Read it and re-read it, for this is the presentation of your ability to meet an employers needs.

Please note that employers cannot find you until you check the box

 '**Make my profile searchable by employers'**.

> It is important that you *only* check the
>
> '**Make my profile search-able by employers'**
>
> box if you are actively looking for new employment.
>
> Employers assume that anyone whose information is visible to them is interested in being hired.

APPENDIX   Action Verbs

Review the following list and ask yourself:
 'When, how or why did I _____ as part of my job position or responsibility?'

When you recall something, write a short description of the situation, issue or problem and relate the ultimate solution or result you obtained. Develop it into a Power Statement.

Achieve	Administer	Affect	Analyze	Apply	Appraise
Approve	Arrange	Assess	Attain	Award	Built
Calculate	Catalog	Clarify	Coach	Compare	Compose
Conceive	Conduct	Construct	Contract	Control	Convince
Correlate	Create	Decide	Define	Design	Detail
Develop	Direct	Distribute	Delegate	Earn	Effect
Encourage	Enforce	Enlarge	Equip	Establish	Estimate
Evaluate	Examine	Excel	Execute	Expand	Experiment
Facilitate	Form	Formulate	Found	Generate	Govern
Group	Guide	Handle	Illustrate	Implement	Improve
Increase	Influence	Initiate	Inspire	Install	Institute
Integrate	Interview	Introduce	Invent	Investigate	Launch
Maintain	Master	Record	Recruit	Rectify	Research
Review	Revise	Schedule	Search	Secure	Select
Simplify	Sold	Solve	Stimulate	Structure	Succeed
Summarize	Support	Tailor	Taught	Transform	Translate
Unify	Unite	Validate	Verify	Unify	

APENDIX   Skill Keywords

Review the following list of job functions. Identify within your trade or profession any counterpart skill. Add the most pertinent to your list of skills; include special training, certifications and applicable software packages.

Sales	Engineer	Retail	SQL
Recruiter	Controller	Legal secretary	Unix
Entry Level	Financial analyst	Customer service	Architect
Accountant	Project manager	Call center	HVAC
Receptionist	Marketing	Outside sales	Analyst
CPA	C#	Bookkeeper	Accounts payable
Customer service	.net	Inside Sales	Technical writer
Accounting	Project manager	Auditor	Pharmaceutical
Java	J2EE	AutoCAD	Real Estate
Mortgage	Oracle	Tax	Maintenance
Manager	Construction	Registered Nurse	Human Resources
Executive Assistant	Warehouse	Buyer	Oracle DBA
Human Resources	Inside sales	C++	Administrative Assistant
Pharmacist	Business analyst	Spanish	Accounts receivable
Accounts Payable	Paralegal	Help desk	Senior accountant
Insurance	RN	Underwriter	Manufacturing
Payroll	Financial analyst	Sales	Clerical
Staff accountant	Data entry	Account executive	Purchasing
Audit	Nurse	Technical writer	Bilingual
Physical Therapist	People soft	Medical	Help desk
Outside sales	Restaurant Manager	CNC	Loan processor
SAP	Loan officer	Finance	Occupational therapist
Business analyst	Staffing	Staff accountant	QA
Collections	Telemarketing	Civil engineer	Pharmaceutical sales