



for Job Seekers

How to Create an Account

- Click the “Registration” link (upper-right side of the screen).
- Click “Job Seeker.”
- Enter your information (only the * areas are required).
- Enter security code that is given.
- ✓ “Read terms of use” box.
- Click “Register.”

How to Post a Resume

- Click “Post Resume” tab (top row of tabs on screen, in the middle)
- Enter the title of your resume (i.e., John’s Resume). You can post multiple resumes and name them differently (i.e., John’s Case Manager Resume, John’s Accounting Resume), if you wish.
- Check the categories in which you are seeking employment.
- Manually enter your information OR simply scroll down to “Resume” and upload your resume by clicking “Browse,” find your document, and double click on it.
 - If you are manually entering your information, for the “Objective” and “Skills” sections, you can do one of the following according to your preference:
 - Type in the information;
 - Copy and paste the information. There are three paste options (top row of icons – 3rd, 4th, and 5th one) – “Paste”, “Paste as Plain Text”, and “Paste from Word”.
- Click “Next.”
- Enter in your education information (if you are manually entering your information).
- Click “Next.”
- Enter in your work experience information (if you are manually entering your information).
- Click “Post.”

Questions: E-mail us at info@NebraskaBehavioralHealthJobs.com