

Welcome to Kentucky's Focus/Career™



Click [here](#) to view the settings necessary to use Focus/Career™ using Internet Explorer 10.0

Login Instructions for Our Previous Customers

If you were registered in our previous system, please enter the same Username and Password you used for that system. Your old Username may or may not have been an email address. Once your log-in validates, you will be asked on the next screen to convert your account's Username to a valid email address. This is a one-time conversion. If you have never been our customer, Create an Account. If you need staff assistance, click [Help](#).

Your Job Search Starts With Your Resume

No matter what kind of job you're seeking, most employers want to see your resume before they'll even talk to you. Working on your resume may seem like a chore, but it's actually a great way to start planning and collecting the information you'll need for a successful job search.

That's why Kentucky's Focus/Career™ starts by helping you build a complete, detailed resume that includes the skills and experience employers are looking for. If you've already written your resume, you can upload or paste it into Kentucky's Focus/Career™. We'll help you improve it!

Think of your resume as a work in progress - you can go back and change it to better fit a job match or whenever your situation changes, like completing a training course. Remember, you only get one chance to make a first impression... and that's why your resume needs to be the best it can be.

Login or create your new account, then let's get started!

Sign in to your Focus/Career™ account

Username/Email:

Password:

[Sign In](#)

[Password Help](#)

Looking for Jobs?

[Search for Jobs Without Signing In](#)

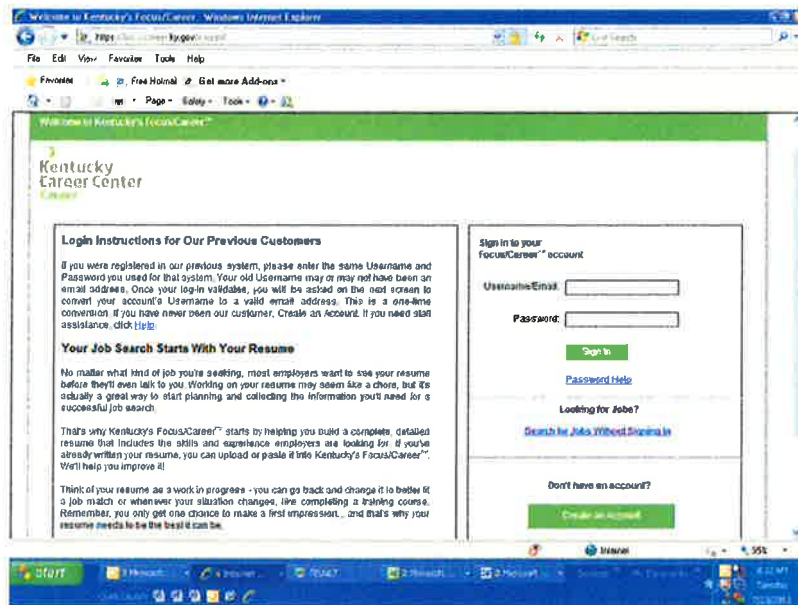
Don't have an account?

[Create an Account](#)

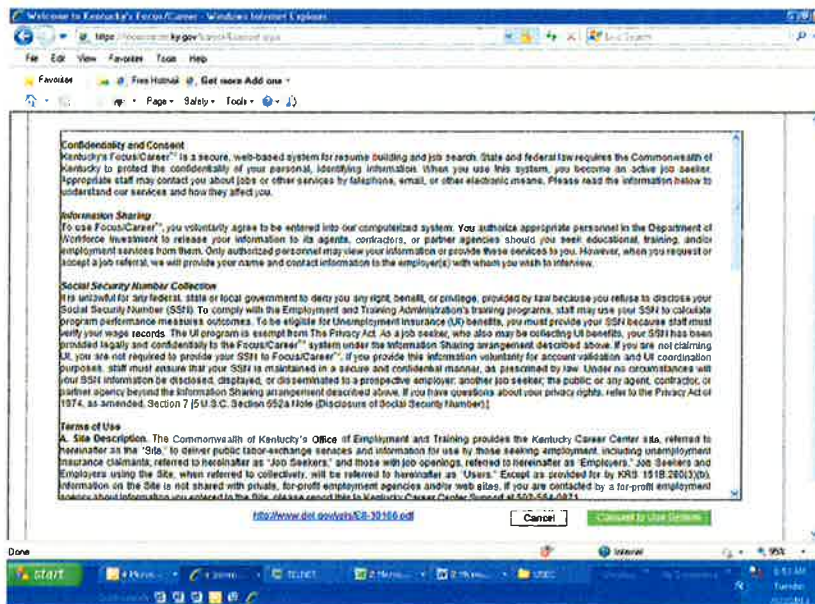
Focus Career Job Registration

- 1) Go to <http://www.oet.ky.gov>
- 2) Select “Focus Career Job Search & Registration”
- 3) Type in your “Username/Email” and “Password” into the appropriate boxes & click on the “Sign In” button

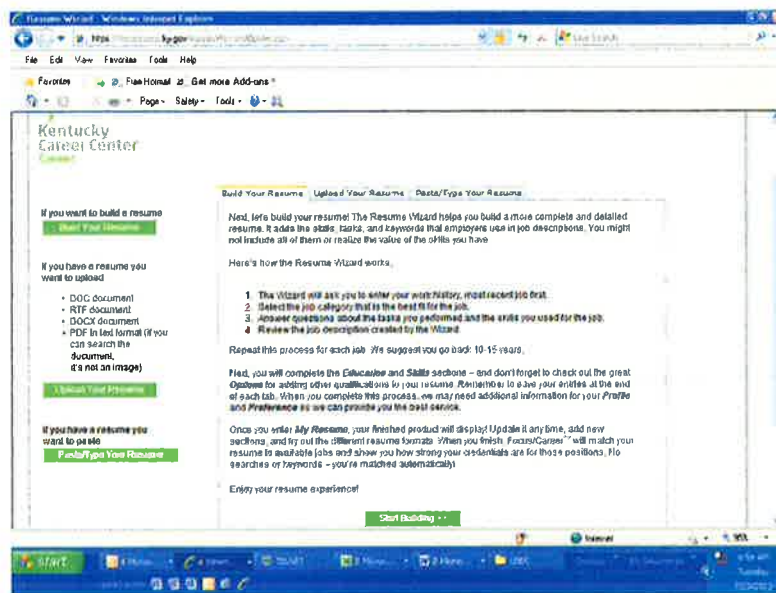
NOTE: If you have previously registered, there is no need to create a new account. Simply sign in with the same login information & you will be directed to update your account. For assistance, contact your local Kentucky Career Center.



- 4) Read the “Confidentiality and Consent” statement and click on the “Consent to Use System” button.

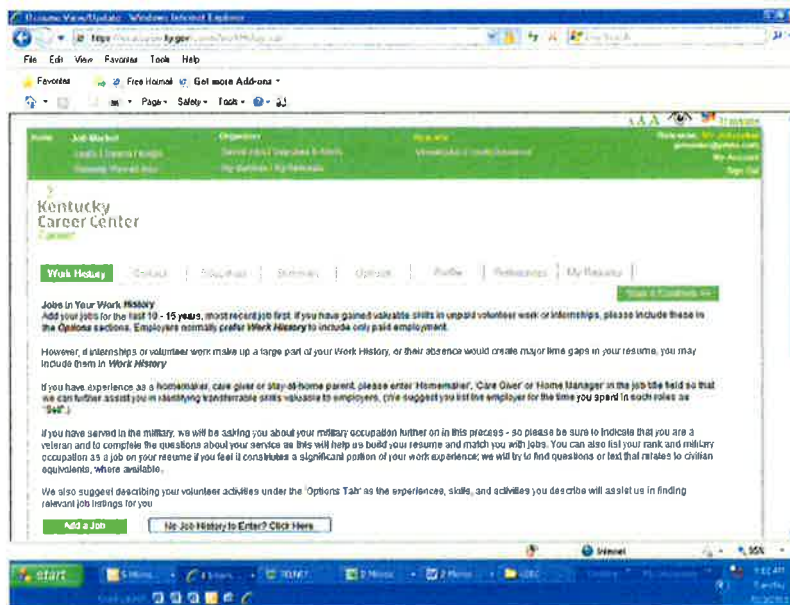


5) Read the instructions for the resume builder & click on the “Start Building” button to begin building your resume.

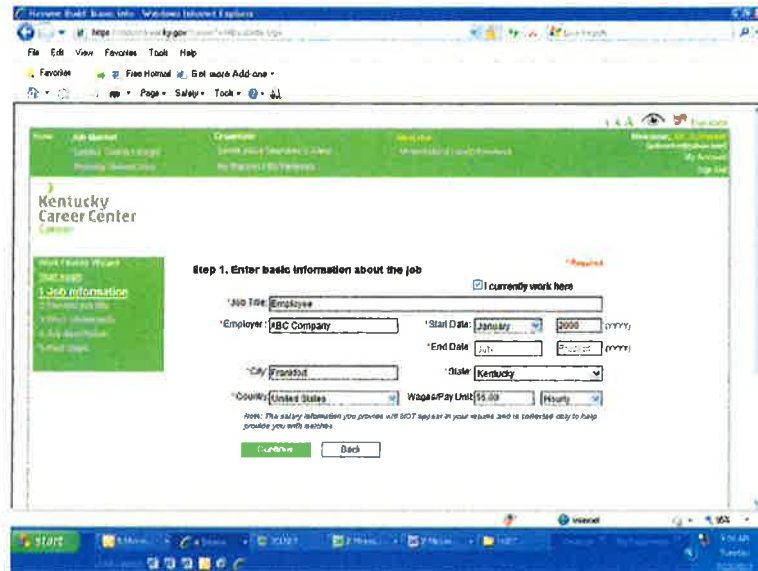


6) If you choose to, you can click on the “Upload” tab to browse for and upload a pre-existing resume that might be saved on your computer or another file.

7) If you choose to, you can click on the “Paste/Type” tab to paste your resume from another location into the field or to type out your resume.



8) (Recommended) If you selected “Start Building,” you will be taken to the Work History tab. Select “Add a Job” to start entering your work history. Click “Continue” after completing the information.



9) Step 2 will prompt you to select a “Generic Job Title” that best fits the job you just entered. After selecting your job title, click “Continue.”

10) Step 3 directs you to choose the most appropriate answer under each statement to describe the tasks that you carried out in your most recently listed job. This will build the description for your resume.

11) Once you have selected all appropriate statements, select “Continue.” You will be able to review the description that you have built – you can add, remove or edit any of this information.

12) When you are satisfied with your description, select “Save & Continue.”

13) You can select “Add Another Job” to list additional work history, or “Continue” to continue with the next portion of your resume.

14) “Contact Information” – Input your contact information. When finished, click on the “Save & Continue” button.

Contact Information

First Name: Mr. Last Name:

Address 1:

Address 2:

City: State:

County: ZIP Code:

Phone 1: Home

Phone 2: Home

Phone 3:

Save & Continue

Education And Skills

School Status: Education Level:

Education Details

Professional License/Certification Details

Driver's License

Do you have a driver's license? Yes No

Languages (Indicate all languages in which you are proficient.)

To remove a language, click on the language to highlight it and click Remove.

Save & Continue

15) On the Education & Skills tab, input “School Status,” “Education Level” & “Driver’s License” status. You will be asked to select the state in which you are licensed & the type of license.

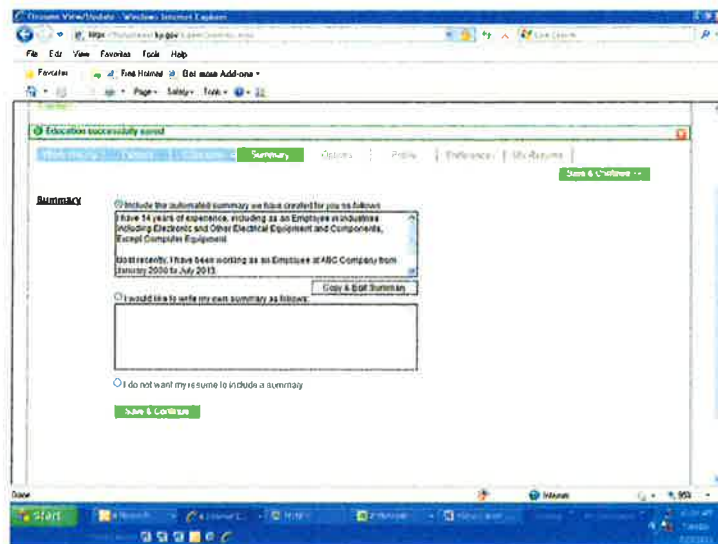
16) Input education details by clicking on the “Add Degree/Diploma” button.

17) Input Professional License/Certification details by clicking on the “Add Occupational License/Certification” button.

18) Input any languages in which you are proficient by entering the language & clicking on the “Add” button under the Languages section.

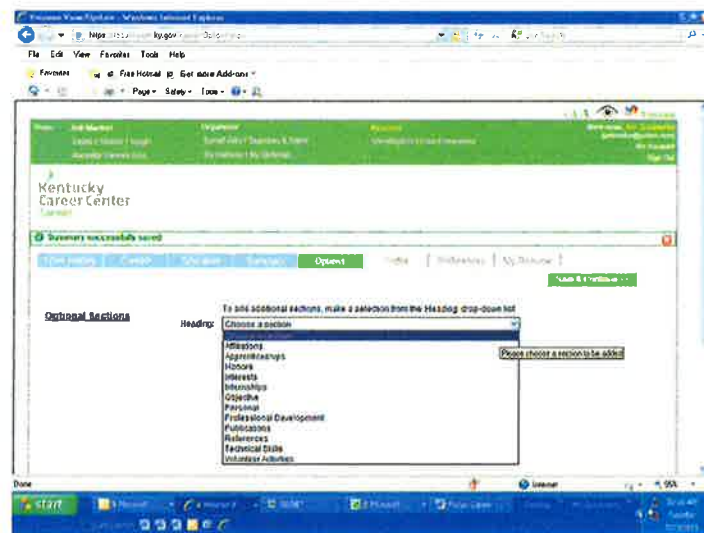
19) Input any skills by entering the information & clicking on the “Add” button under the Skills section.

20) Click “Save & Continue” after completing this page.



21) On the “Summary” tab, you can select from an automated summary generated by the system from the information you input, write your own summary in the field provided, or choose not to include a summary.

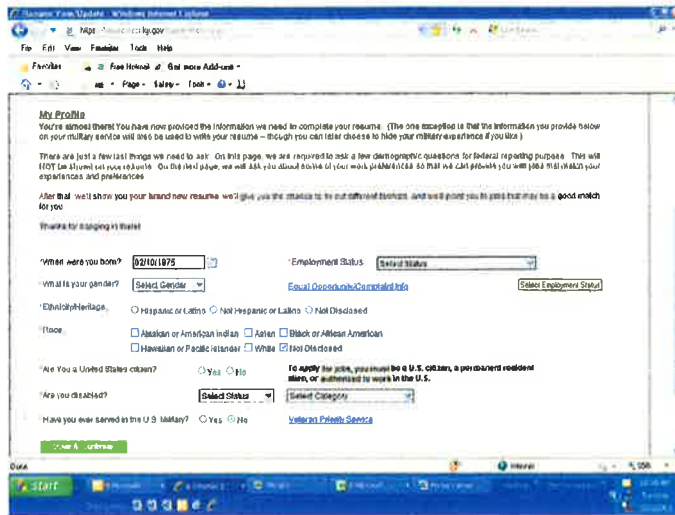
22) Click on the “Save & Continue” button after you have completed this page.



23) On the “Optional Sections” tab, you can choose to add additional sections to your resume.

24) If you choose to do so, select your section heading from the drop down list & type the information in the box below.

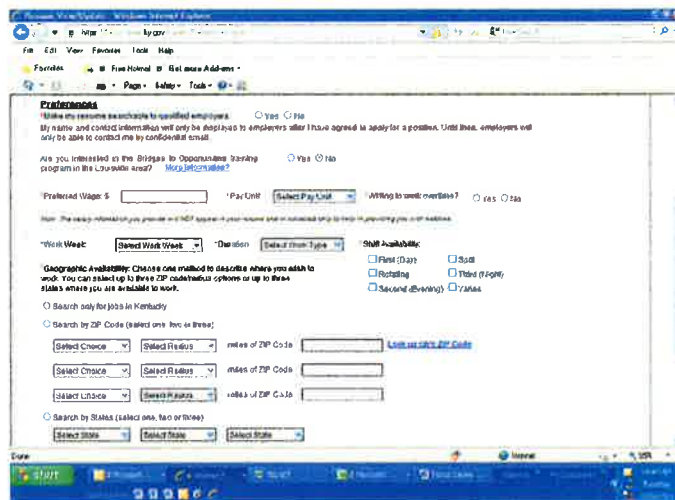
25) Click on the “Save & Continue” button after you have completed this page.



26) On the “My Profile” tab, input your profile data. Your profile is confidential and will NOT be provided to employers, or displayed on your resume or on the internet. It will be used ONLY to monitor our services to you, as required by federal laws and will be kept in a secure database.

NOTE: If you are a veteran of the U.S. Military, please read the “Veteran Priority of Service” statement.

27) Click on the “Save & Continue” button once you have completed this page.



28) On the “Preferences” tab, please indicate your preferred wage, pay unit, work week, duration, shift availability & geographic availability. You will also be asked to enter your willingness to work overtime or relocate.

29) You have the option to make your resume searchable to qualified employers. Your name & contact information will only be displayed to employer after you have agreed to apply for a position. Until then, employers will only be able to contact you by confidential email.

30) Once completed, click on the “Save & Continue” button.



31) On the “My Resume” tab, you can view your resume & change the format. You can also print, email or download your resume.

32) You can edit any previously completed sections by clicking on the blue tabs.

Checklist for Focus/Career Job Seekers

RESUME BUILDER

- Are all previous jobs listed in the Work History? If you are unemployed, you are required to list at least three jobs or 10 years of experience, provided you have that much experience.
- Does each job in your Work History have a detailed description? The job matching function works better when you list as much detail as possible.
- Is all of your education listed? If your highest level of education is high school graduate or GED, make sure it is listed on the Education tab in the Education Details section.
- Should you use Summary or Objective? If you have a long work history, a Summary can be useful. Otherwise, an Objective, which explains how you can help a potential employer be more successful, would be more beneficial.
- Does your resume include any of the additional sections listed under the Options tab? This can help your resume stand out.
- If you are in the military, list your experience on the Profile tab. Also, include your Military Occupational Specialty (MOS), since that information is used to help match your experience to civilian jobs.
- The first question on the Preferences tab should be answered yes to ensure that employers can search and view your resume.
- Check that the geographic availability for searches is set wide enough to find jobs in nearby cities, or farther if you are willing to relocate.
- On the My Resume tab, make sure you aren't hiding too much information, or it will be difficult for employers to contact you about a potential job.

JOB SEARCH

- Make sure job alerts are turned on by clicking Organizer in the Searches and Alerts section. Your e-mail address must be valid to receive alerts.
- If your search results are poor, you may need to increase the search radius and/or lower the requirements. Change the star rating for jobs matching your resume to a lower number if necessary.
- Click the My Referrals section and enter a date range of at least the last month. If few referrals are listed, you need to apply for more jobs.
- Even if you are not a high-star match to a job, if you feel you qualify for the job, please apply by clicking "Show Me How To Apply".
- Some jobs require additional screening by Kentucky Career Center staff, but this generally takes only one to two business days.

INSIGHT

- Click the "people" icon to the right of a job posting to open the Insight page. The Insight page gives more information about what kind of education, experience and skills are needed to obtain a particular job.
- View the long-term Insight page by clicking the Insight link at the top of the Focus/Career page. This page can give you some examples of potential career paths based on resumes that are similar to yours.