

WorkOne South Central Locations

The #1 Source of Jobs in Indiana

As a jobseeker you will have access to the following Indiana Career Connect features for FREE:

- ⇒ Job Postings from employers statewide
- ⇒ Resume Builder
- ⇒ Job Matching via the Virtual Recruiter
- Need assistance? Contact your local WorkOne office to speak with a Career Advisor.

Region 8 W/OA Title 1 financially assisted program is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Region 8 uses Relay Indiana for all TTY/TTD contact. Access Relay Indiana by calling 711.

Brown County - Nashville WorkOne Express

260 School House Lane
Nashville, IN 47448
Phone: (812) 988-6968

Daviss County - Washington WorkOne Express

8 NE 21st St.
Washington, IN 47501
Phone: (812) 254-7734

Greene County - Linton WorkOne Center

1600 A Street NE, Suite 4
Linton, IN 47441
Phone: (812) 847-4479

Lawrence County - Bedford WorkOne Center

2405 Mitchell Road
Bedford, IN 47421
Phone: (812) 279-4400

Martin County - Loogootee WorkOne Express

504 Park Street
Loogootee, IN 47553
Phone: (812) 295-2722

Monroe County - Bloomington WorkOne Center

1531 S. Curry Pike, Suite 200
Bloomington, IN 47403
Phone: (812) 331-6000

Orange County - Paoli WorkOne Express

1075 N. Sandy Hook Rd.
Paoli, IN 47454
Phone: (812) 723-2359

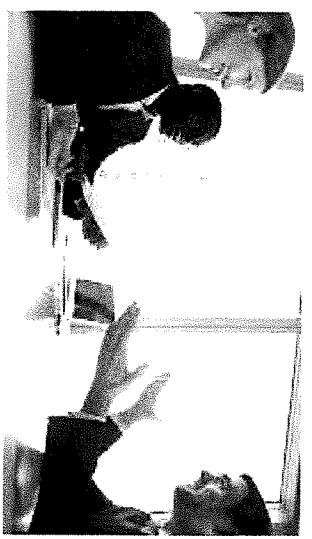
Owen County - Spencer WorkOne Express

205 E. Morgan St, Suite B
Spencer, IN 47460
Phone: (812) 829-6511

For hours of operation, please visit us at <https://www.workonesouthcentral.org>



Jobseeker User Guide



Create an Account

1. To create an account go to **IndianaCareerConnect.com**
2. Click the **Sign in** button on the top right corner
3. Choose **Option 3: Create a User Account—Individual Registration**
4. Agree to terms and privacy agreement
5. Click on the **Comprehensive Registration** link
6. Continue following the steps and fill in all required fields. Please note that your user name must be a valid email address.

Build a Resume

1. Click on the **Menu** in the top left corner and then click on **Resume Builder** in the **Quick Menu** section
2. Click **Create New Resume**
3. Enter a resume title. TIP: Choose a title that highlights your experience or skills rather than simply listing your name
4. Choose your creation method: **Quick** or **Wizard**, then click **Save**
5. Click on each subject header and fill in your information
6. Scroll down to **Additional Employer Searchable Items** and add in additional information, if desired
7. Once complete, you can print, email or download a copy of your resume by clicking on the icons to the right of your name on your resume.

Upload Your Resume

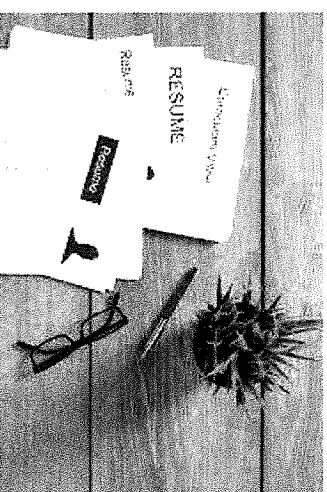
1. Click on the **Menu** in the top left corner and then click on **Resume Builder** in the **Quick Menu** section
2. Click **Upload Resume**
3. Enter a resume title. TIP: Choose a title that highlights your experience or skills rather than simply listing your name
4. Choose your creation method: **Quick** or **Wizard**, then click **Save**
5. Click **Select Resume File** and then Choose **File**, then click **Save**
6. Scroll down to **Additional Employer Searchable Items** and add in additional information, if desired
7. Once complete, you can print, email or download a copy of your resume by clicking on the icons to the right of your name on your resume

Search for Jobs

1. Click on the **Menu** in the top left corner and then click on **Job Search** in the **Quick Menu** section
2. Enter search criteria (job title, company, occupation or military code) along with the area you want to search in and click on **Quick Search**

Apply for a Job

1. From the job search results screen, click on the job posting title that interests you
2. Review the job posting details
3. If you would like to apply, simply click the **Apply** button at the top of the screen
4. Some job postings will have multiple ways to apply including applying on an external site



Virtual Recruiter

This option will allow Indiana Career Connect to search jobs for you.

1. Click on the **Menu** in the top left corner and then click on **Job Search** in the **Quick Menu** section
2. Enter search criteria (job title, company, occupation or military code) along with the area you want to search in and click on **Quick Search**
3. Scroll to the bottom of the search results page and click **Save as Virtual Recruiter**