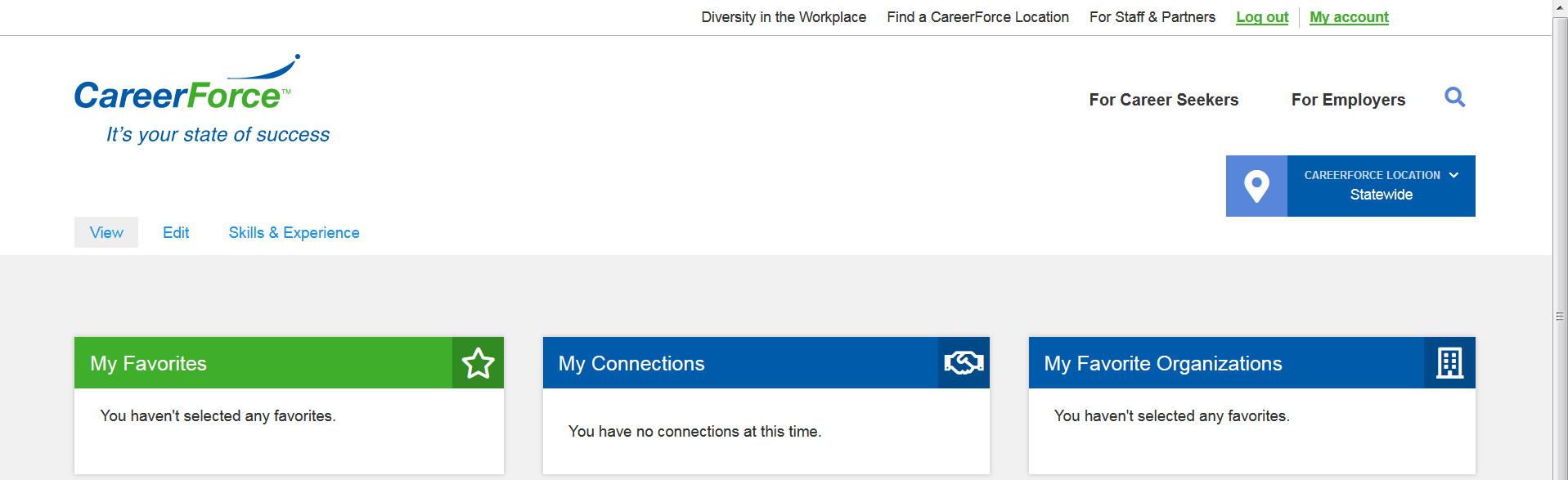
CareerForceMN.com Skills & Experience Tools

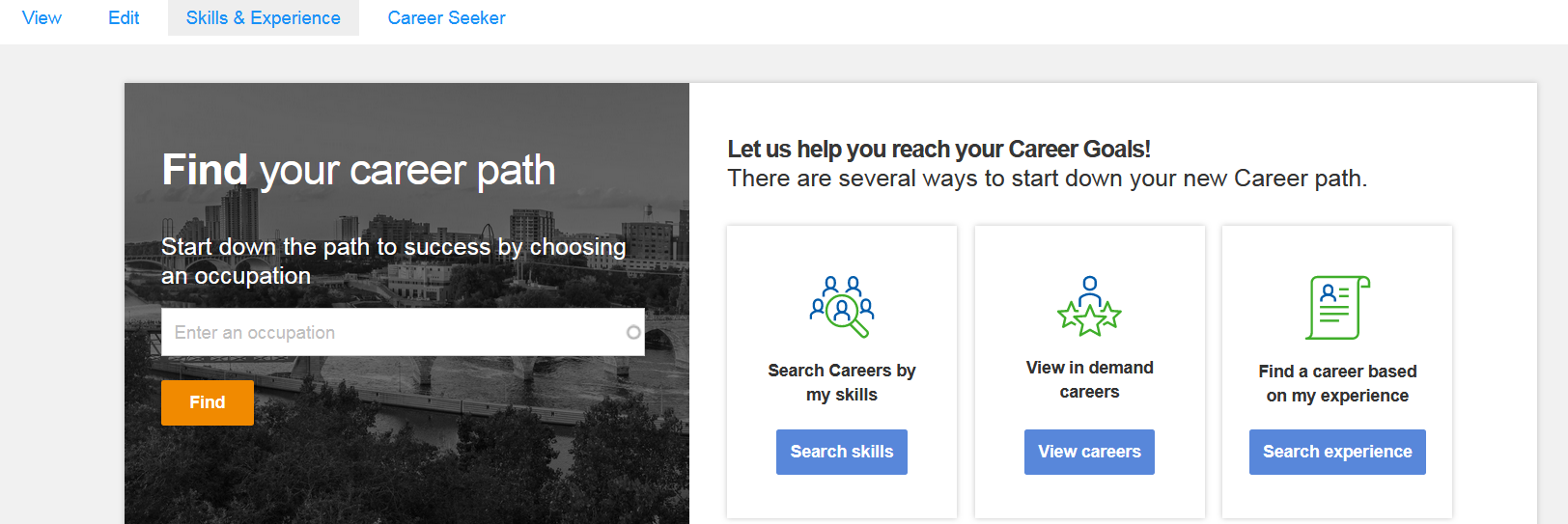
# Log In

1. Open a recommended web browser\* on your computer or mobile device.
   * Apple Safari
   * Google Chrome
   * Microsoft Edge
   * Mozilla Firefox
2. Enter [www.careerforcemn.com](http://www.careerforcemn.com) in the browser address (URL) bar.
3. From the top menu, click the “Log in” link.
4. Enter your username in the “Username” field. If you forgot your username, click the “Forgot Username” link and follow the instructions.
5. Enter your password in the “Password” field. If you forgot your password, click the “Forgot Password” link and follow the instructions.
6. Click “Submit.”
7. Your account dashboard will open (except for the first time you log in, when you will be prompted to answer optional questions).
8. Click the “Skills & Experience” link.

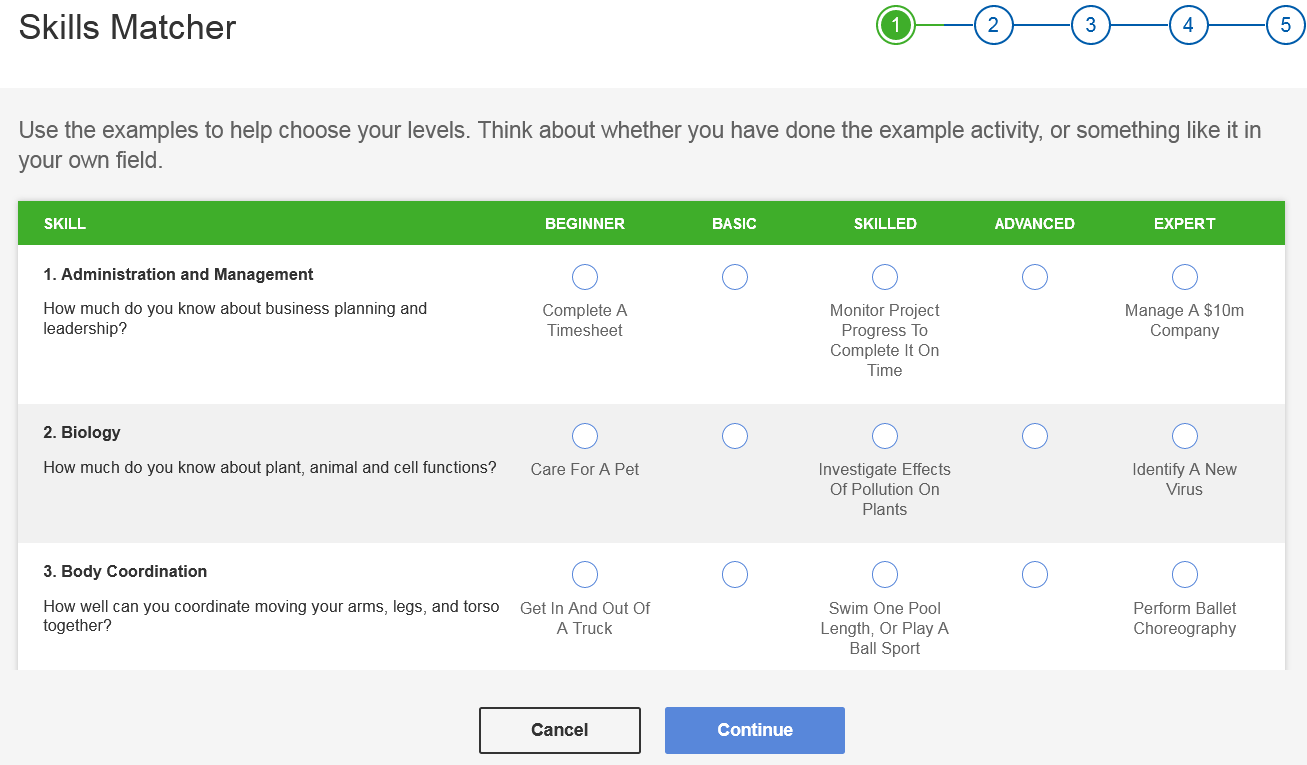


# Search Skills

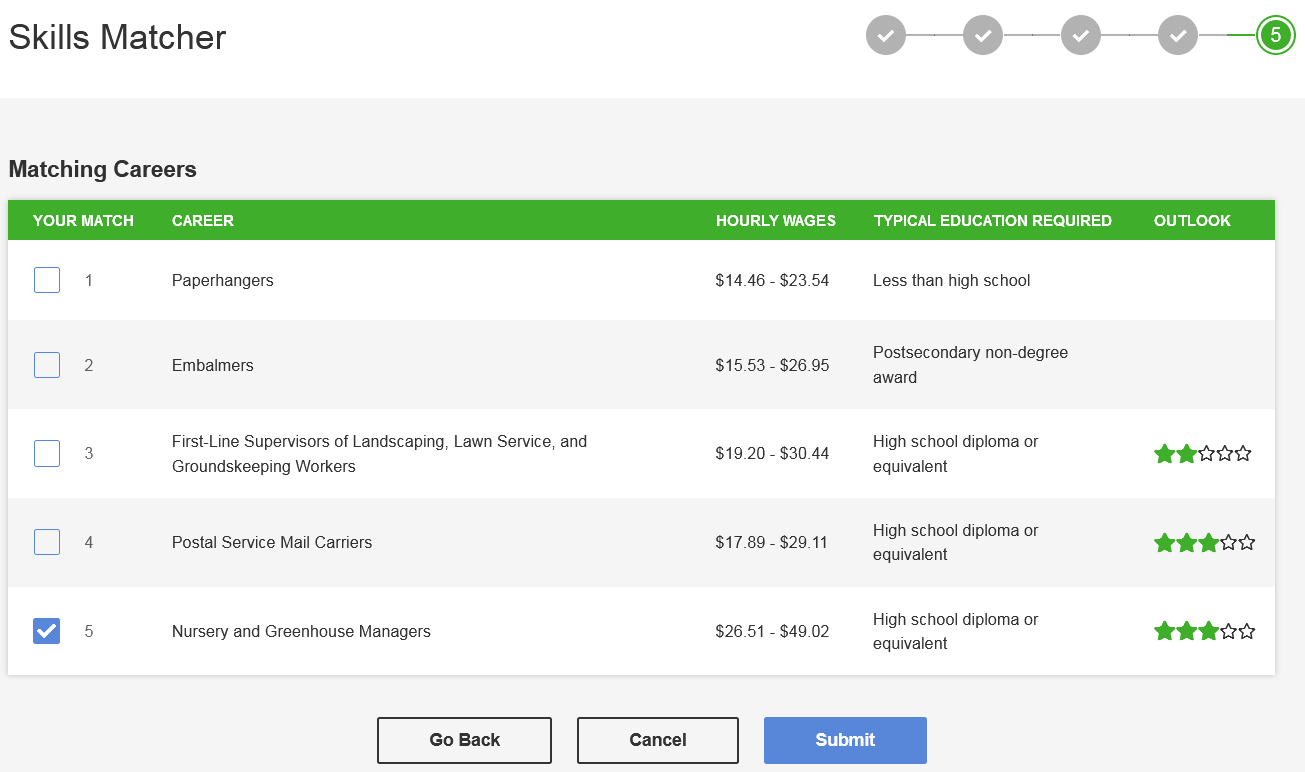
1. Click the “Search skills” link to open the Skills Matcher.



1. For each skill listed, click the radio button that represents your skill level, either Beginner, Basic, Skilled, Advanced or Expert. There are examples for some levels to help you choose.
2. Complete all ten questions on each page then click “Continue.”



1. Complete all five pages of questions then click “Submit.”
2. From the Matching Careers results, click the check box in the row of the career you want to add to your career goals.
3. Click “Submit” to add the career to your My Career Goals section.

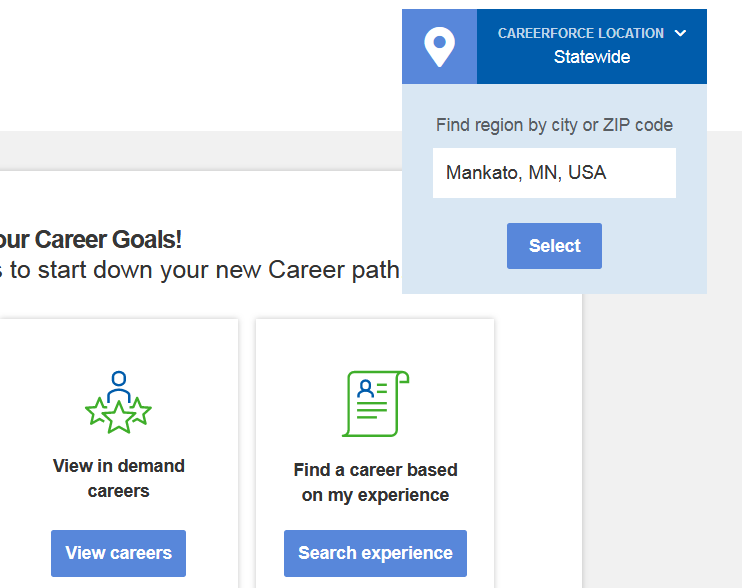


1. Under My Career Goals, find the career you just added and click “Learn more” for information, including:
   * occupation description
   * similar career titles
   * education
   * regional demand
   * wages
   * cost of living
   * daily work activities
   * video

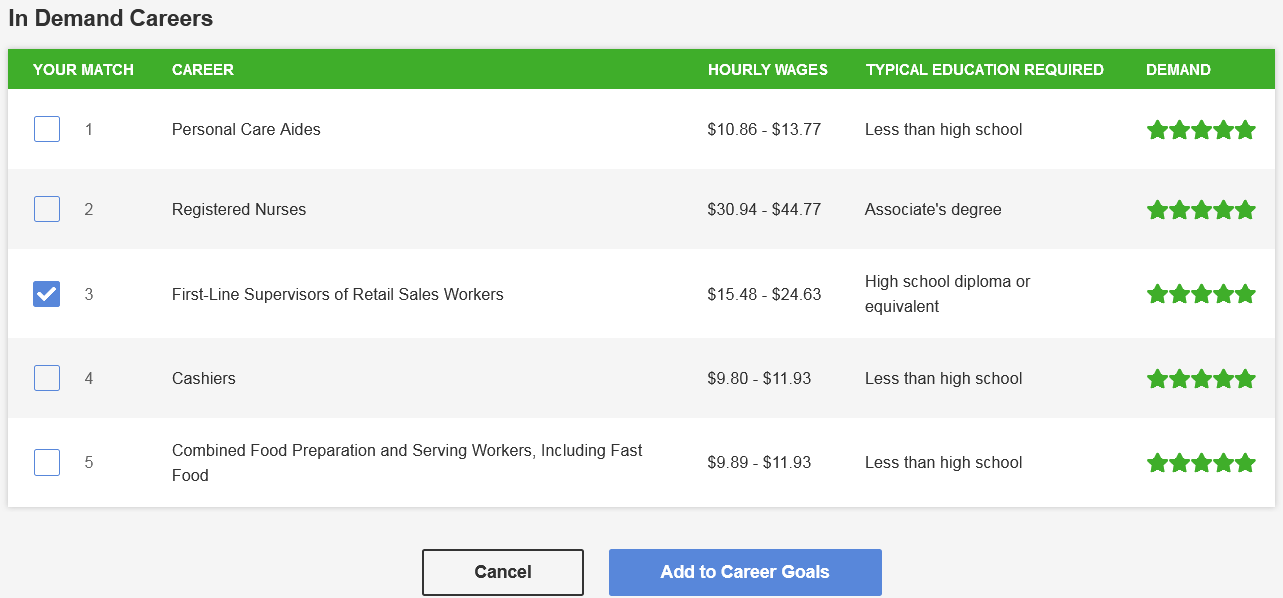


# View Careers

1. To view regional results for in demand careers, enter a city or zip code and click “Select.” If you don’t select a location, the default region will be Statewide.



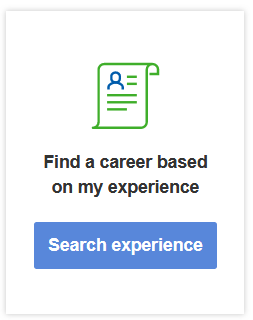
1. Click the “View careers” link to view in demand careers.
2. From the In Demand Careers results list, click the check box in the row of the career you want to add to your career goals.
3. Click “Add to Career Goals.”



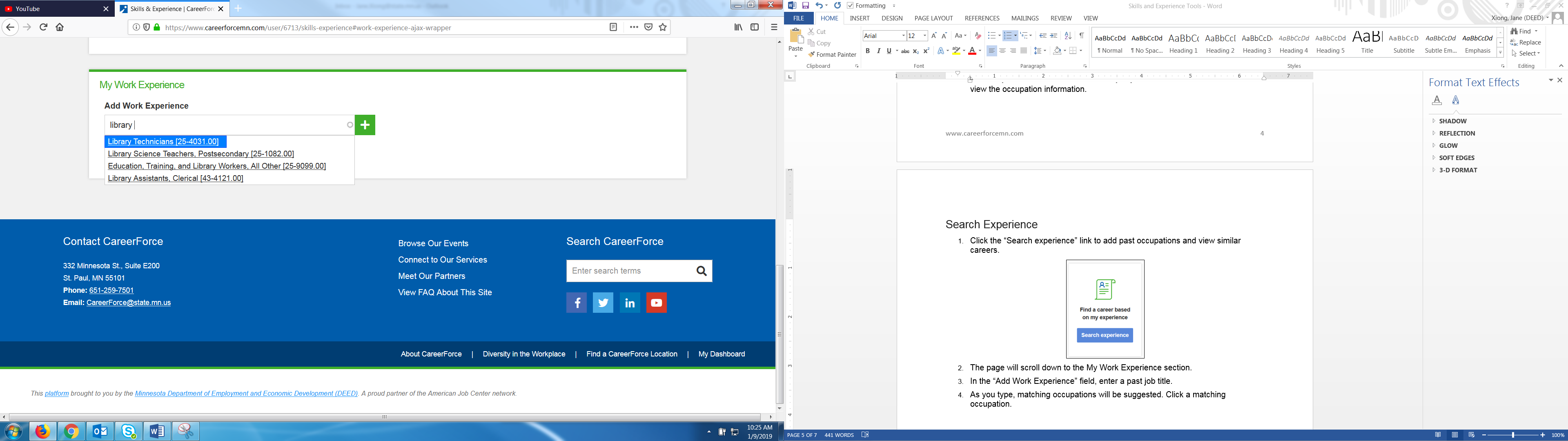
1. Under My Career Goals, find the career you just added and click “Learn more” for occupation information.

# Search Experience

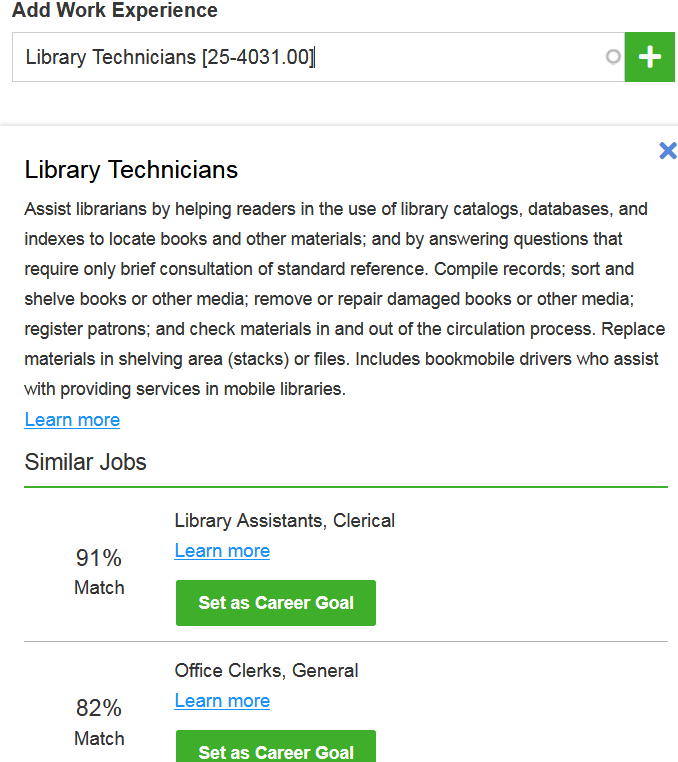
1. Click the “Search experience” link to add past occupations and view similar careers.



1. The page will scroll down to the My Work Experience section.
2. In the “Add Work Experience” field, enter a past job title.
3. As you type, matching occupations will be suggested. Click a matching occupation.
4. Click the plus sign to add that occupation to your work experience.



1. Click “OK” to close the pop-up that verifies the work experience has been added.
2. The occupation experience will now display under My Work Experience. Under Similar Jobs, view some careers suggestions that match your experience.
3. Under any of the results, click “Learn more” for occupation information.
4. Under any of the results, click “Set as Career Goal” to add it to your My Career Goals section.



1. Click “OK” to close the pop-up that verifies the career goals has been added.
2. Under My Career Goals, find the career you just added and click “Learn more” for occupation information.

