

Introducing AMERICA'S JOBLINE(r)
Job Search by Phone
1-800-414-5748

If you are looking for employment, Jobline(r) is a free public service provided by state agencies with assistance from the National Federation of the Blind and the United States Department of Labor. This service is available on the telephone, 24 hours a day, 7 days a week. New jobs are listed on the system each day, and jobs that are filled are removed. All that is required is a touch-tone telephone to establish your personalized job-search profile. Information about calling the system is provided by job-service representatives or job-placement counselors.

Getting Started:

A Ready-Reference Guide is provided to show you how to use all features of the system. Dial-in access is provided by an agency or agencies in your state. The information presented here will help you to get started the first time you dial in.

What to Expect:

Jobline(r) is a job-announcement service for use of America's Job Bank by telephone. America's Job Bank and the electronic job bank provided by your state can also be found on the Internet. The job announcements come from employers seeking to fill current openings. Jobline(r) helps you to find the openings which match your qualifications and are located in your area or any other area of the country. The job announcements found for you are then presented along with application information for any job of interest.

Your personalized job search :

The system stores your personalized job-search profile using the geographical area you prefer and your individually-specified job preference/qualifications. Upon dialing into the system, you are asked to enter your personal profile number, normally your telephone number including the area code. The system will then ask for a four-digit password. All responses are made by using the touch-tone telephone keypad.

The first time you call, the system will guide you through the steps necessary to establish your profile. These steps are shown on the Jobline(r) Ready-Reference Guide and include:

1. Choosing your job-search area--The choices are a nationwide search or a local-area search chosen by postal zip code. If a zip code is entered, you will

be asked to select the number of miles (up to 500) you would be willing to commute--or perhaps move--for the job.

2. Selecting your job category--The choice of a category must be made from the list of 41 major job types shown at the end of this brochure. Consult the Jobline(r) Ready-Reference Guide for a list of major job types. Upon the selection of a major job type, the system will present any subcategories that apply. The profile is complete when both selections have been made. However, you can change your profile at any time while using the system.

Customer-responsive navigation:

The system presents instructions and prompts in a natural sequence to guide you. Job category selections are presented at a pace that is slow enough to allow time for thought. However, a "go-to-next" feature is also included to permit rapid movement through the job categories and job listings. Confirmation messages are spoken whenever you select a major job category or subcategory.

The responsive-movement features also include a "how-to-apply" choice which can be selected or not during each job announcement. You may exit the list, change a profile, or go to "help" at any time by using the commands found on the Ready-Reference Guide.

Jobs presented memory:

The system has a memory feature which allows you to save job listings of interest and separate them from new job announcements which you have not heard. By storing the announcements of interest, you need not worry about losing track of an open opportunity.

Personalized voice and speaking-rate adjustments:

The system allows you to receive information in one of 9 different voices and to speed up or slow down the speaking rate. The selections you make will be stored for you and turned on again when your profile number and password have been entered.

Online help:

The system presents "help" messages which you can obtain at any time during a job search or when entering a personal profile.

Spelling text

The system includes a "spell mode" to help you recognize any word, series of letters, or numbers presented. This mode is also helpful if you need to write

down an address including specific street numbers or zip codes. While in "spell mode," you can move forward or backward through the information word-by-word, and you can spell each word letter-by-letter. A series of numbers, such as those in a street address, can also be read digit-by-digit.

Using Jobline(r) again:

The system is designed for you to use each day during your job search. The profile number (the telephone number you entered) will remain in effect as long as you are seeking employment. Also, remember to tell the representative or counselor when you find a job or no longer need to use the Jobline(r) service for some other reason.

Meanwhile, please use and enjoy Jobline(r) while you need it, and good luck in your job search.

MAJOR JOB?TYPE LIST

Each job search profile must include the job-seeker's choice of a major job type selected from the list below:

- Accounting
- Administration/Management
- Agriculture/Forestry
- Architecture
- Artists
- Athletics
- Clerical
- Computer Information Technology
- Construction
- Counseling
- Drafting
- Economists
- Education
- Engineering
- Finance/Banking
- Fire and Protective Services
- Food and Lodging
- Health Care
- Human Resources
- Inspectors/Estimators
- Installation and Repair
- Legal
- Manufacturing/Production
- Mining

Plant Operations
Printing
Purchasing/Buyers
Radio/TV
Real Estate/Insurance
Sales/Marketing/Public Relations
Science
Secretarial
Service
Social Sciences
Statisticians
Surveying
Transportation
Vehicle Operators
Welding
Writing
Other professional, paraprofessional, technical