Step 1: Go to www.OhioMeansJobs.com

- Click the Individuals button located on the left side of the screen.

Step 2: Click the Unemployment Compensation Claimants icon located on the left side of the screen.
Step 3: The OhioMeansJobs Unemployment Guide screen appears. Be sure to review the entire page.

- Scroll down to the section titled “Required by Week 20.”

Step 4: Read the description under Create a Career Profile. Then click GO TO CAREER PROFILE.

- You must complete the Career Profile within 20 weeks of filing your application in order to remain eligible for unemployment benefits.
Step 5:
- Enter your **Username** (or Email) and **Password**.
- Click **SIGN IN**.

Step 6: Welcome to your **Backpack**! This is where you can save all your important documents and information. Some things will be automatically stored here.
- Scroll down to the lower right side of this screen.
Step 7: Click GET STARTED ON MY OWN.

Step 8: Click GET STARTED.
Step 9: Click START.

- You will be shown a list of 60 activities and asked to indicate how much you would like or dislike each one.
- There are no wrong answers.
- This information can help identify careers that match your interests.

Step 10:

- To indicate how much you would like or dislike each activity, make the choice between the words **Strongly Dislike** and **Strongly Like**.
- After you complete each page of the assessment, click NEXT.
Step 11:
- If you would like to change any of your earlier selections, click the Prev button.
- When you are finished, click Get Score.

Step 12: The Congratulations! page will show your results. You have completed this required activity.

You can see which of the following types of jobs would likely suit you best: Enterprising, Conventional, Social, Artistic, Realistic or Investigative.

- To find occupations in your high-scoring categories, click VIEW OCCUPATIONS (optional).
Step 13: Select an occupation that you would like to learn more about. All of the occupations on this list will be in your high-scoring categories.

Step 14: Select SAVE to preserve your results.

Congratulations! You have completed all the activities that you are required to on OhioMeansJobs.com in order to keep receiving unemployment benefits.

Each week, you will receive weekly notifications of up to five available jobs posted on OhioMeansJobs.com. Unless your work-search requirement has been waived, you must continue to apply for work with at least two employers each week. Be sure to document that work-search effort, and continue to visit OhioMeansJobs.com regularly to research careers and search for jobs.