

## ARE YOU A JOB SEEKER NEW TO THE EXCHANGE?

First things first: this is not your average job board, and for good reason! Our blind-matching technology pre-screens opportunities to find you the right fit, faster! Ready to get started? Upload a resume to pre-populate your profile, or enter your information manually.

### Select the type of jobs your profile should match with.

Choose Full- & Part-Time, Internship, Seasonal, or all of the above. Edit later in "Modify Search Criteria."

### Select the Job Titles that best match your skills & interests, i.e. "Sales Manager."

If you entered a resume, the system will suggest titles for you. Otherwise, use the simple search bar or browse our drop-down menu.

### Answer your sliding-scale questions.

Each job title has its own unique questions; answer them all! Your responses are the key to making excellent matches.

### Provide the basics like name, location & contact information.

We collect other aggregate data to analyze site usage, but we never share things like birth date, race or gender with employers.

**Review or complete your Work and Education Histories!** Once Work history is completed, you have the option of blocking a current employer from seeing your profile.

**Now, you're matching!** We'll email or text you with new matches to view, too. Simply login, at least once every 30 days, to remain active in the match pool!

**Recommended browsers for the best user experience: Chrome, Safari and Firefox.**

### Manage Your Matches

1. We display your top 7 system matches at one time on your dashboard. Remove any you are not interested in to free up space on your list.
2. See an opportunity you like? Click Request to Connect and take initiative!
3. If employers request to connect with you, hit Accept ASAP if you're interested!
4. Once you've agreed to connect, find employer contact information under Connections, and take your next steps toward your dream job.

Register now at [www.mhta.org/talent-exchange](http://www.mhta.org/talent-exchange)

For customer support, contact Dave Kornecki at [dave.k@workfountain.com](mailto:dave.k@workfountain.com) or (612) 868-7545

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