

NOW THAT YOU'VE SIGNED UP FOR THE PROJECT INDY PORTAL, WHAT'S NEXT?

- 1** When you sign up for Project Indy (www.projectindy.net), your information is saved in our records so we can reach out to you when there are important changes to the App, resources available, or job skills trainings we think you should attend.
- 2** After you first sign up you will be directed to the WorkHere App, where employers list the job openings they have.
- 3** Once you are on the WorkHere App, you will need to complete your profile so employers can see your information.
 - Be sure to click on "Profile" at the top of the and complete as much of the profile information as possible. Some of the questions might not apply to you, and that's okay. You won't need to fill out sections that do not apply to you. **The more information you provide on your profile, the more you will stand out to employers.**
 - Please note: if you sign up for the WorkHere App with your Facebook profile, your Facebook photo is what employers will see. You can change your picture by going to the three dots at the top right corner of the page. Select "Account Settings" and that's where you can change your picture.
 - It is very important to have information that is appropriate for job searching. For example, your picture and email address should be something that you want professional people to see.
 - You will want to add at least one phone number (more than one number is better) and email to your profile so the employer can easily reach you if they want to interview you for a job.
 - Make sure to double-check what you write in your profile. Always use correct grammar, spelling, and punctuation. Do not use all lowercase letters. Be sure to capitalize where you should.
- 4** Once your profile is complete, go to "Networks" at the top right corner of the page, find "Project Indy," and then click on "Follow." When you add Project Indy as one of your networks, then you will be able to see employers who are hiring young adults in your area.
- 5** After following Project Indy, then you can start job searching. When you start to search and find a job you want to apply to, then click on the job posting in the App and you will be directed to where you can apply for the job. For many of the jobs, you will need to fill out an online job application, so be sure to use correct spelling, punctuation, and grammar when completing job applications.

The Project Indy/WorkHere App has more than just summer jobs. If you are looking for year-round full and part-time work, you should be able to still find some opportunities on the App. If you have any questions, please let us know by emailing: projectindyjobs@employindy.org

Thank you!

The EmployIndy Youth Team

EmployIndy

