



Department of  
Job and Family Services

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Office of  
Workforce Development



## How to Access OhioMeansJobs Resumes

Updated 11/03/17

Note: In October of 2017 ACT implemented a number of updates to the WorkKeys assessments. While the assessments used by TalentNEO continue to measure the same foundational skills the tests have been renamed: Applied Math (formerly Applied Mathematics), Graphic Literacy (formerly Locating Information), and Workplace Documents (formerly Reading for Information).

## How to Access OhioMeansJobs Resumes

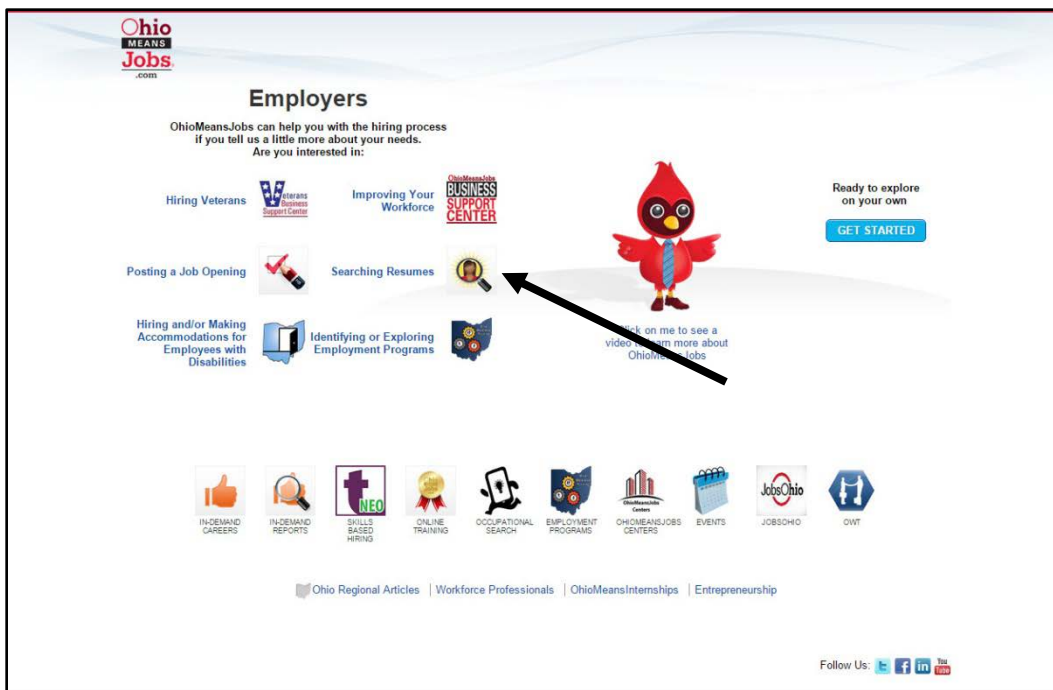
1. Go to [www.ohiomeansjobs.com](http://www.ohiomeansjobs.com)



2. Click on the Get Started button under Employers.



3. Click the Search Resumes Icon on the left.



4. Check the box for the Terms and Conditions. Input your user name and password and click the “Log in” button.

**WELCOME**

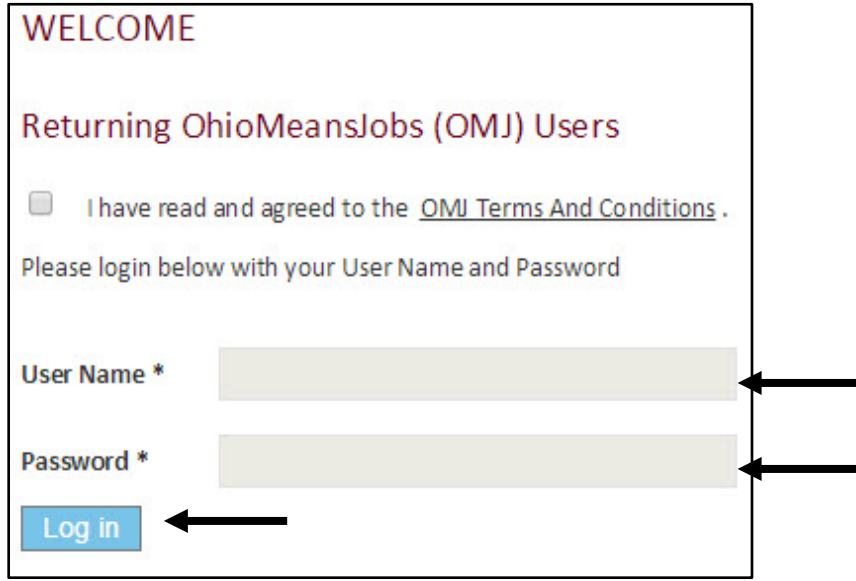
**Returning OhioMeansJobs (OMJ) Users**

I have read and agreed to the [OMJ Terms And Conditions](#) .

Please login below with your User Name and Password

User Name \*

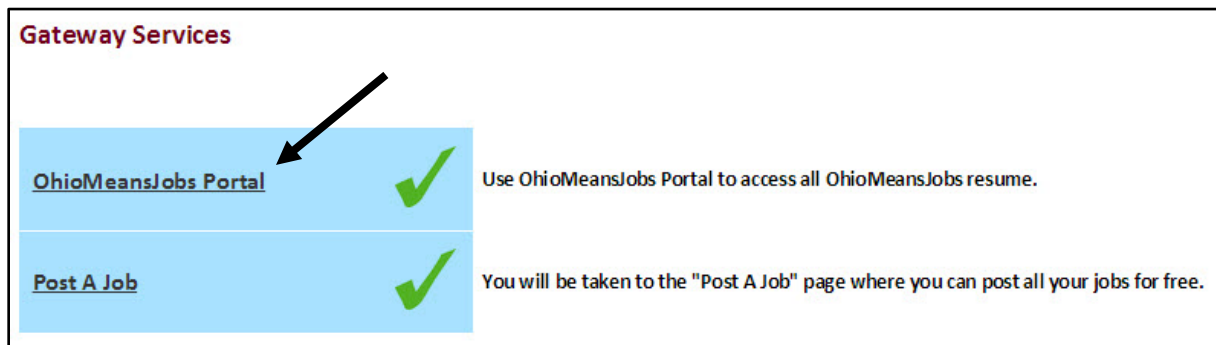
Password \*



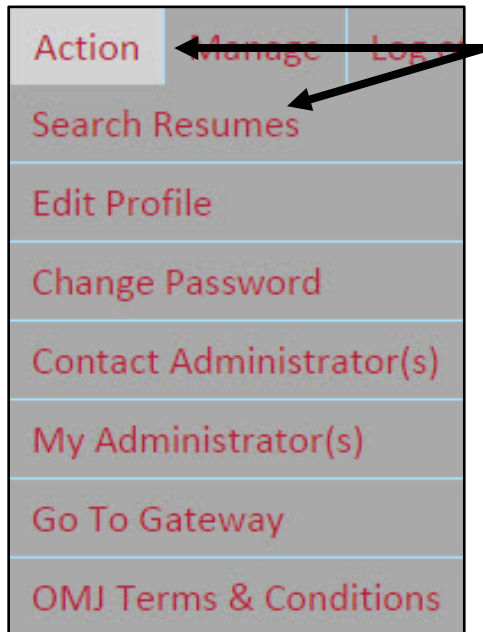
5. Click on the “OhioMeansJobs Portal” button.

**Gateway Services**

<a href="#">OhioMeansJobs Portal</a> ✓	Use OhioMeansJobs Portal to access all OhioMeansJobs resume.
<a href="#">Post A Job</a> ✓	You will be taken to the "Post A Job" page where you can post all your jobs for free.



6. Hover over the word “Action” in the tool bar and then click on “Search Resumes” .



7. Click on the “ Access OhioMeansJobs Resumes” button. You will now be able to search resumes.

