



EMPLOY FLORIDA & ONLINE TOOLS

The Employ Florida system offers a full range of features and services to assist job seekers and employers. For job seekers, that means finding assistance in researching the job market, figuring out what careers you're qualified for, how much those jobs pay, and how fast those jobs are growing. Employers can use the system to post their available job openings to a large pool of candidates, search for candidates using a wide variety of criteria, and research the local labor market.

Registration allows users to save personal information, settings, and preferences that make using the system easier and quicker during future visits.

After you create your user account, you can save the information you have retrieved in the system. The system organizes this information, such as career searches and occupations, or resumes that have been viewed, in an easy-to-use file folder structure. This eliminates the need to conduct repeated searches for the same information, saving you time and effort.

Registered individuals have access to:

- A personal file folder that contains information on saved searches, system settings, and other information
- Career assessment tools, including skills, matching, that help match a person's qualifications and abilities to specific occupations
- You have your own home page with customized news content
- You can create resumes and cover letters
- You can save automated job searches that deliver opportunities to your system message box, an e-mail address you provide, or both

That's why we recommend full registration. Completing your registration makes your profile more competitive in the system; when employers compare your skills to other people in Employ Florida, they'll see only the information you've completed. It takes a little time to complete your registration, but your odds of getting a better job faster go up dramatically.



You can also sign up for our daily hot jobs list and lots of other great information. Every day we send out an email with a list of the latest jobs that have come into the Employ Florida system, so you can get a head start on applying for the ones that match your skills.

Go to the bottom of any page on our website <http://www.careersourcenefl.com> and look for the "Mailing List Signup."

You can join other email lists, including veterans information, job fairs, and more. You can unsubscribe or change your preferences any time.

We also have a site that helps with career planning called **CareerTRAX**. It's a step by step approach with lots of free resources for research, career exploration and job search strategies. You can find it at <http://www.mycareertrax.com>. You can use it as a self-service site, but we can also use it as a structured approach together.

Continue the CareerSource Orientation series at gocareersource.com



LOCATIONS

All CareerSource Northeast Florida locations are open Monday through Friday from 8:00 AM to 5:00 PM.

Regional Business Services

215 N. Market Street, Suite 340
Jacksonville, FL 32202
Phone: (904) 798-9229
Fax: (904) 359-6756

CareerSource Northeast Florida Career Centers

Baker County

1184 South 6th Street
Macclenny, FL 32063
Phone: (904) 259-9309
Fax: (904) 259-7702

Clay County

1845 Town Center Blvd., Suite 150
Fleming Island, FL 32003
Phone: (904) 213-3888
Fax: (904) 278-5696

Duval County

Gateway

5000 Norwood Avenue, Suite 2
Jacksonville, FL 32208
Phone: (904) 924-1710
Fax: (904) 924-1725

Southside

11160 Beach Blvd., Suite 111
Jacksonville, FL 32246
Phone: (904) 997-3100
Fax (904) 425-6450

Downtown

215 N. Market Street, Suite 100
Jacksonville, FL 32202
Phone: (904) 798-9222
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Nassau County

96042 Lofton Square Court
Yulee, FL 32097
Phone: (904) 432-0009
Fax: (904) 277-7219

Putnam County

146 Comfort Rd.
Palatka, FL 32177
Phone: (386) 530-7089
Fax: (386) 682-3150

St. Johns County

525 State Road 16, Suite 109
St. Augustine, FL 32084
Phone: (904) 819-0231
Fax: (904) 516-9211

Florida State College at Jacksonville Campuses Career Development Centers

Deerwood Campus

9911 Old Baymeadows Road,
Room D2420
Jacksonville, FL 32256
Phone: (904) 356-5627 ext. 2951

Downtown Campus

101 W. State St., Room A-1120
Jacksonville, FL 32202
Phone: (904) 356-5627 ext. 2954

Kent Campus

Student Success Center
3939 Roosevelt Blvd., Room G155
Jacksonville, FL 32205
Phone: (904) 356-5627 ext. 2950

North Campus

4501 Capper Road, Building E,
Room 150
Jacksonville, FL 32218
Phone: (904) 356-5627 ext. 2958

South Campus

11901 Beach Blvd., Room U-106
Jacksonville, FL 32246
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(904) 356-JOBS (5627)



CareerSource Northeast Florida is an equal opportunity employer/agency.
Auxiliary aides and accommodations for people with disabilities are provided. FRS users dial 711.

CSNEFL-Orientation-09-021517