


Helpful Tips for Job Seekers Using the 55-b/c Recruitment Resources Center

The screen shots provided below are what **currently approved** 55-b/c Job Seekers will see upon Sign-In to the 55-b/c Recruitment Resources Center. This document will provide helpful hints and instructions for successfully submitting information in the 55-b/c Recruitment Resources Center.

General Tips

- There are five (5) steps to submitting your information. The steps are as follows:
 - Step 1: Contact Information (REQUIRED)
 - Step 2: Academic Information (REQUIRED)
 - Step 3: Preferences (REQUIRED)
 - Step 4: Employment History (OPTIONAL)
 - Step 5: Document Upload (OPTIONAL)

In order for agencies to view your information, you **MUST** provide information in Steps 1-3.

- You do not need to complete all sections at one time. You may enter and save your responses to one or more sections, log out, and then return to complete other sections at a later time. **Be sure to save all your information. Agencies will not be able to see your information until you have submitted the information in Steps 1-3.**
- You can revise your submitted information at any time.
- When you see a blue circle with a question mark inside of it () you will be able to review the Help information provided. In some cases, the Help icon gives a general description on how to complete that section.
- **Additional Copies of your Letter of Eligibility can be obtained by clicking on “My Eligibility Letter” on the 55-b/c Recruitment Resources Center Home Page.**

If you have any questions about the 55-b/c Recruitment Resources Center, please contact 55-b/c Program Staff at:

- **E-Mail** - SSDRecruitServices@cs.ny.gov (preferred)
- **55-b Job Seekers** - (518) 473-8961
- **55-c Job Seekers** - (518) 473-9733

If you have difficulties with Sign-Up or Sign-In to the 55-b/c Recruitment Resources Center, please contact the Service Desk 518-457-5406 or toll free at 1-800-422-3671.

Job Seeker Home

If you are currently eligible for the 55-b/c Program, your welcome screen upon log-in will look like this:

The screenshot shows the 55-b/c Recruitment Resources Center home page. At the top, there is a dark blue header with the title "55-b/c Recruitment Resources Center" in white, and the tagline "Tapping the talents of all New Yorkers" in orange. Below the header is a yellow navigation bar with links for "JOB SEEKER HOME", "MY INFO", "FAQ", "GUIDE", and "RESET". On the right side of the yellow bar, there is a user profile icon and a "(Sign Out)" link. The main content area has a white background. On the left, there is a section titled "55-b/c Job Seeker" with a blue box on the right that says "Eligible until 01/01/2017". Below this, there are four links: "My Information", "My Eligibility Letter", "FAQ", and "Job Seeker Guide". Each link has a brief description below it. At the bottom of the page, there is a dark blue footer with links for "Privacy Policy", "Personal Privacy Notification", and "Equal Opportunity Policy", and a copyright notice for "New York State Department of Civil Service".

55-b/c Recruitment Resources Center

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JOB SEEKER HOME MY INFO FAQ GUIDE RESET (Sign Out)

55-b/c Job Seeker

Eligible until 01/01/2017

[My Information](#)
Start here to fill out your employment/preference information.

[My Eligibility Letter](#)
Click here to create a copy of your eligibility letter.

[FAQ](#)
Check here to get more information on how the program works.

[Job Seeker Guide](#) (2.20MB)
This is an overview of the information you will enter under "My Information", above.

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The Home Page shows a menu of each section. You may also select each section in the yellow header if you prefer. On the right hand side, you will see a blue box that displays the end date of your 55-b/c program eligibility.

Additional Copies of your Letter of Eligibility can be obtained by clicking on “My Eligibility Letter”.

You will begin by clicking on “My Information” which will take you to Step 1: Contact Information.

Step 1: Contact Information

When you first start to enter your information, you must complete each step sequentially, as each step must be saved before moving on to the next. When you are viewing a specific step, the circle beside it will be yellow. Once you have visited a step and saved the information, the circle beside it will be filled in blue. You will have the opportunity to modify the inputted information once it's saved.

Enter the information that you would like New York State agencies to use to contact you for potential employment opportunities.

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JOB SEEKER HOME MY INFO FAQ GUIDE [?](#) RESET

 (Sign Out)

Enter Your Information

Eligible until 01/01/2017

Step 1: Contact Info → Step 2: Academics → Step 3: Preferences → Step 4: Employment → Step 5: Upload → Step 6: Summary

Step 1: Contact Information

Personal Information

Last Name *(required)* First Name *(required)* Middle Initial

Street *(required)*

City *(required)* State *(required)* ZIP *(required)*

Main Phone *(required)*

 (enter numbers only)

E-Mail *(required)*

or [Cancel](#)

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Step 2: Academic History

You may enter information for as many degrees as you have. If you do not have a higher-level degree, there are options for entering that information as well. You have the ability to enter multiple degrees separately-i.e. High School Degree and Associate's Degree.

Degree: You will be asked to provide your Degree type which includes a drop-down list with the following options: No Degree; High School/GED; Some College; Associate's; Bachelor's; Master's; PhD; JD.

Credits: For each degree you enter, except “No Degree” and “High School/GED”, you must indicate the number of credits earned. You will select a range of credits from a drop-down list with the following options: 0-29; 30-59; 60-89; 90-120; 121+.

Institution: For each degree you must enter the Institution from which it was earned-i.e. Schenectady High School or SUNY Albany. This is not required if you selected “No Degree” in the Degree drop-down list.

Concentration: The Concentration section allows you to select the type of degree concentration. This is a grouped list. By clicking on the question mark next to the Concentration, you will be able to view a Degree Reference which lists the specific degrees that fall under each grouping. Select the concentration that most closely reflects your degree. This is not required if you selected “No Degree” or “High School/GED”.

The screenshot displays the '55-b/c Recruitment Resources Center' website. The header features the title '55-b/c Recruitment Resources Center' and the tagline 'Tapping the talents of all New Yorkers'. A navigation bar includes links for 'JOB SEEKER HOME', 'MY INFO', 'FAQ', 'GUIDE', and 'RESET', along with a user profile icon and a '(Sign Out)' button. Below the navigation bar is a progress indicator for 'Enter Your Information' with six steps: Step 1: Contact Info, Step 2: Academics (highlighted), Step 3: Preferences, Step 4: Employment, Step 5: Upload, and Step 6: Summary. A dark blue box indicates 'Eligible until 01/01/2017'. The main content area is titled 'Step 2: Academic History' and contains a section for 'Add Academic History'. This section includes four input fields: 'Degree (required)' with a dropdown menu showing '- Select One -'; 'Credits (not required for "No Degree" or "High School/GED")' with a dropdown menu showing '- Select One -'; 'Institution (not required for "No Degree")' with a text input field; and 'Concentration (not required for "No Degree" or "High School/GED")' with a dropdown menu showing '- Select One -' and a question mark icon. A note below the concentration field reads '(Select the concentration that most closely reflects your degree)'. At the bottom right of the form is a 'Save' button and a 'Cancel' link. The footer contains links for 'Privacy Policy', 'Personal Privacy Notification', and 'Equal Opportunity Policy', and a copyright notice for 'Copyright © 2017 New York State Department of Civil Service'.

After saving all information for your specific degree entry, your information will be displayed in the below table. You will now have the ability to enter additional academic history.

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[JOB SEEKER HOME](#) [MY INFO](#) [FAQ](#) [GUIDE](#) [RESET](#)

 (Sign Out)

Enter Your Information

Eligible until 01/01/2017

Step 1: Contact Info → Step 2: Academics → Step 3: Preferences → Step 4: Employment → Step 5: Upload → Step 6: Summary

Step 2: Academic History

Add Academic History


Degree (required) **Credits** (not required for "No Degree" or "High School/GED")

Bachelor's 90 - 120

Institution (not required for "No Degree")

Penn State University

Concentration (not required for "No Degree" or "High School/GED")

Information Technology 

(Select the concentration that most closely reflects your degree)

or [Cancel](#)

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Step 3: Preferences

Enter information on your employment preferences.

Work Availability: Indicate your interest for either Permanent or Temporary employment, or both. Indicate whether you are interested in either Full Time or Part Time employment, or both. Indicate which shifts you would be willing to work. A selection from each column is required.

Occupational Interests: Choose at least one occupational area of interest.

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JOB SEEKER HOMEMY INFOFAQGUIDE RESET(Sign Out)

Enter Your Information

Eligible until 01/01/2017

Step 1:
Contact Info → Step 2:
Academics → Step 3:
Preferences → Step 4:
Employment → Step 5:
Upload → Step 6:
Summary

Step 3: Preferences

Work Availability *(at least one from each column is required)*

Permanent / Temporary	Full Time / Part Time	Day Shift / Evening Shift / Night Shift
<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time	<input checked="" type="checkbox"/> Days <input type="checkbox"/> Evening <input type="checkbox"/> Nights

Occupational Interests *(select at least one)*

<input checked="" type="checkbox"/> Accounting/Auditing/Financial Administration	<input type="checkbox"/> Employment Counseling	<input type="checkbox"/> Nursing
<input type="checkbox"/> Administration	<input type="checkbox"/> Engineering	<input checked="" type="checkbox"/> Nutrition and Food Services
<input type="checkbox"/> Agriculture	<input type="checkbox"/> Environmental Conservation and Parks and Recreation	<input type="checkbox"/> Office Management
<input type="checkbox"/> Architecture	<input type="checkbox"/> Healthcare Providers	<input type="checkbox"/> Paralegal/Legal Assistant
<input type="checkbox"/> Automotive Licensure and Traffic Safety	<input type="checkbox"/> Human Resource Management	<input type="checkbox"/> Planning/Analysis and Research
<input type="checkbox"/> Call Center	<input type="checkbox"/> Information Technology	<input type="checkbox"/> Public Safety
<input type="checkbox"/> Clerical/Office Support	<input type="checkbox"/> Insurance Administration and Underwriting	<input type="checkbox"/> Purchasing and Contract Management
<input type="checkbox"/> Customer Service	<input type="checkbox"/> Investigations	<input checked="" type="checkbox"/> Scientists and Researchers
<input type="checkbox"/> Direct Care Service	<input type="checkbox"/> Janitorial Services	<input type="checkbox"/> Security/Corrections and Criminal Justice
<input type="checkbox"/> Economic Development	<input type="checkbox"/> Legal Specialties/Attorney	<input type="checkbox"/> Vocational Counseling/Rehabilitation
<input type="checkbox"/> Education/Archives and Records Management	<input type="checkbox"/> Maintenance and Operations	

Language Proficiencies: Select languages in which you are proficient, meaning you are able to work/communicate using that language.

Licenses: Select any licenses you have in the list. Your license must be from New York State.

? Language Proficiencies

- | | | |
|--|-------------------------------------|--|
| <input type="checkbox"/> Arabic | <input type="checkbox"/> Italian | <input type="checkbox"/> Sign Language |
| <input type="checkbox"/> Chinese | <input type="checkbox"/> Japanese | <input type="checkbox"/> Spanish |
| <input type="checkbox"/> French | <input type="checkbox"/> Korean | <input type="checkbox"/> Urdu |
| <input checked="" type="checkbox"/> German | <input type="checkbox"/> Polish | <input type="checkbox"/> Vietnamese |
| <input type="checkbox"/> Haitian Creole | <input type="checkbox"/> Portuguese | |
| <input type="checkbox"/> Hindi | <input type="checkbox"/> Russian | |

? Licenses (must be from New York State)

- | | | |
|--|---|---|
| <input type="checkbox"/> Architect | <input type="checkbox"/> HVAC Certificate | <input type="checkbox"/> Nurse (RN) |
| <input type="checkbox"/> Audiologist | <input type="checkbox"/> Land Surveyor | <input type="checkbox"/> Nurse Practitioner |
| <input type="checkbox"/> Certified Dental Assistant | <input type="checkbox"/> Landscape Architect | <input type="checkbox"/> Occupational Therapist |
| <input type="checkbox"/> Certified Dietician/Nutritionist | <input type="checkbox"/> Licensed Clinical Social Worker | <input type="checkbox"/> Occupational Therapy Assistant |
| <input type="checkbox"/> Certified Histological Technician | <input type="checkbox"/> Licensed Marriage and Family Therapist | <input type="checkbox"/> Pharmacist |
| <input checked="" type="checkbox"/> Certified Laboratory Technologist | <input type="checkbox"/> Licensed Master Social Worker | <input type="checkbox"/> Physical Therapist |
| <input type="checkbox"/> Certified Public Accountant | <input type="checkbox"/> Licensed Mental Health Counselor | <input type="checkbox"/> Physical Therapist Assistant |
| <input type="checkbox"/> Certified Shorthand Reporter | <input type="checkbox"/> Licensed Practical Nurse | <input type="checkbox"/> Physician Assistant |
| <input type="checkbox"/> Clinical Laboratory Technician | <input type="checkbox"/> Licensed Psychoanalyst | <input type="checkbox"/> Psychologist |
| <input type="checkbox"/> Commercial Driver's License | <input type="checkbox"/> Medical Physicist (diagnostic radiology) | <input type="checkbox"/> Real Estate License |
| <input type="checkbox"/> Creative Arts Therapist | <input type="checkbox"/> Medical Physicist (medical health) | <input type="checkbox"/> Respiratory Therapist |
| <input type="checkbox"/> Credentialed Alcoholism and Substance Abuse Counselor | <input type="checkbox"/> Medical Physicist (medical nuclear) | <input type="checkbox"/> Respiratory Therapist Technician |
| <input type="checkbox"/> Dental Hygienist | <input type="checkbox"/> Medical Physicist (therapeutic radiology) | <input type="checkbox"/> Speech-Language Pathologist |
| <input type="checkbox"/> Dentist | <input type="checkbox"/> Medicine (3-year limited license) | <input type="checkbox"/> Veterinarian |
| <input type="checkbox"/> Engineer | <input type="checkbox"/> Medicine (physician including MDs and DOs) | <input type="checkbox"/> Veterinary Technician |

Location Availability: Select the county or counties in which you are available or willing to work. By clicking on the question mark next to the Location Availability you will be able to see the locations of the counties on a map of New York State.

County Availability *(only select the counties in which you are available for employment)*



Western New York	Thousand Islands	Mid-Hudson Valley
<input type="checkbox"/> Allegany <input type="checkbox"/> Cattaraugus <input type="checkbox"/> Chautauqua <input type="checkbox"/> Erie <input type="checkbox"/> Genesee <input type="checkbox"/> Niagara <input type="checkbox"/> Orleans <input type="checkbox"/> Wyoming	<input type="checkbox"/> Jefferson <input type="checkbox"/> Oswego <input type="checkbox"/> St Lawrence	<input type="checkbox"/> Columbia <input checked="" type="checkbox"/> Dutchess
Capital Region	New York City	Finger Lakes
<input checked="" type="checkbox"/> Albany <input checked="" type="checkbox"/> Rensselaer <input checked="" type="checkbox"/> Saratoga <input type="checkbox"/> Schenectady <input type="checkbox"/> Washington	<input checked="" type="checkbox"/> Bronx <input checked="" type="checkbox"/> Kings (Brooklyn) <input checked="" type="checkbox"/> New York (Manhattan) <input checked="" type="checkbox"/> Queens <input checked="" type="checkbox"/> Richmond	<input type="checkbox"/> Cayuga <input type="checkbox"/> Chemung <input type="checkbox"/> Cortland <input type="checkbox"/> Livingston <input type="checkbox"/> Monroe <input type="checkbox"/> Onondaga <input type="checkbox"/> Ontario <input type="checkbox"/> Schuyler <input type="checkbox"/> Seneca <input type="checkbox"/> Steuben <input type="checkbox"/> Tioga <input type="checkbox"/> Tompkins <input type="checkbox"/> Wayne <input type="checkbox"/> Yates
Adirondacks	Long Island	Catskills
<input type="checkbox"/> Clinton <input type="checkbox"/> Essex <input type="checkbox"/> Franklin <input type="checkbox"/> Fulton <input type="checkbox"/> Hamilton <input type="checkbox"/> Herkimer <input type="checkbox"/> Lewis <input type="checkbox"/> Warren	<input checked="" type="checkbox"/> Nassau <input checked="" type="checkbox"/> Suffolk	<input type="checkbox"/> Delaware <input type="checkbox"/> Greene <input type="checkbox"/> Sullivan <input type="checkbox"/> Ulster
	Lower Hudson Valley	
	<input type="checkbox"/> Orange <input type="checkbox"/> Putnam <input type="checkbox"/> Rockland <input type="checkbox"/> Westchester	
	Central New York	
	<input type="checkbox"/> Broome <input type="checkbox"/> Chenango <input type="checkbox"/> Madison <input type="checkbox"/> Montgomery <input type="checkbox"/> Oneida <input type="checkbox"/> Otsego	

Step 4: Employment History

This section is optional. Provide your most recent employment history. If you do not want to fill out this information you may select “I choose not to fill out this page.”

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JOB SEEKER HOME MY INFO FAQ GUIDE  RESET  (Sign Out)


Enter Your Information

Eligible until 01/01/2017

Step 1: Contact Info → Step 2: Academics → Step 3: Preferences → **Step 4: Employment** → Step 5: Upload → Step 6: Summary

Step 4: Employment History

Please provide your most recent employment history.

 **Employment** *(if you choose to fill out this section, all but the description field are required)*

Employer Name <input type="text"/>	Job Title <input type="text"/>
Hours per Week <input type="text"/> <small>(whole numbers, or fractions up to two decimal places)</small>	
Start Date <input type="text"/> <small>(mm/yyyy format)</small>	End Date <i>(leave blank if you currently work here)</i> <input type="text"/> <small>(mm/yyyy format)</small>

Briefly describe your responsibilities.

0/1000 characters.

or or [Cancel](#)

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Step 5: Document Upload

This section is optional. You will have the ability to upload up to two documents: one (1) resume and one (1) transcript. The file types accepted include: **.doc**, **.docx**, **.pdf**, **.txt**, and **.rtf**. If you have multiple transcripts, you must combine the transcripts into one document. If you do not want to upload a document you can select "I do not want to upload at this time."

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JOB SEEKER HOME MY INFO FAQ GUIDE ↗ RESET  (Sign Out)

Enter Your Information

Eligible until 01/01/2017

Step 1: Contact Info → Step 2: Academics → Step 3: Preferences → Step 4: Employment → **Step 5: Upload** → Step 6: Summary

Step 5: Upload your Documents

Upload Your Documents

Select a File to Upload

- Select One - ▼

Browse...

 Upload

File types accepted: .doc, .docx, .pdf, .txt, and .rtf.

I do not want to upload at this time.

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After you have uploaded a document, your information will be displayed in the below table. You have the ability to update your documents at anytime. Uploading your document more than once will overwrite any previous document you have submitted.

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JOB SEEKER HOME MY INFO FAQ GUIDE [↗](#) RESET

 (Sign Out)



Enter Your Information

Eligible until 01/01/2017

Step 1: Contact Info → Step 2: Academics → Step 3: Preferences → Step 4: Employment → **Step 5: Upload** → Step 6: Summary


Step 5: Update your Documents

Documents Uploaded by Scott Rhubright

DOCUMENT TYPE	DOCUMENT TITLE	DELETE
Resume		<input type="button" value="Delete"/>
Transcript		<input type="button" value="Delete"/>

Update Your Documents

Select a File to Upload

- Select One - 

Browse...

 Upload

File types accepted: .doc, .docx, .pdf, .txt, and .rtf.

Uploading your document more than once will overwrite any previous document you have submitted.

Step 6: Summary

You will be able to see a summary of your submitted information. This is format in which your information will be viewable to agencies.

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[JOB SEEKER HOME](#)

[MY INFO](#)

[FAQ](#)

[GUIDE](#)

[RESET](#)

[\(Sign Out \)](#)

Enter Your Information

Eligible until 01/01/2017

Step 1: Contact Info → Step 2: Academics → Step 3: Preferences → Step 4: Employment → Step 5: Upload → Step 6: Summary

Step 6: Summary

[Printer Friendly Version](#)

Summary

Contact Information

Albany NY, 12208

Phone: (518)

Email: @gmail.com

Academic Information

Penn State University

- Degree: Bachelor's
- Concentration: Information Technology
- Credits: 90 - 120

Work Availability

Perm/Temp: Permanent

Full Time/Part Time: Full Time

Shift:

- Days

Occupational Interest(s)

Accounting/Auditing/Financial Administration, Nutrition and Food Services, Scientists and Researchers

Language Proficiencies

None

Licenses

None

County Availability

Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans, Wyoming

Employment

No employment information was entered.

Résumé Uploaded

GregoryFollowUp.doc

Transcript Uploaded

GregoryFollowUp.doc