

Help with MyWorkSearch

This guide will show you how to register with MyWorkSearch.

Introduction

MyWorkSearch is an online toolkit that helps jobseekers to find job opportunities, improve job search skills and create CVs.

You will need to sign up on a PC in a West Sussex library for an individual account to access this resource. Once you have created your MyWorkSearch account you can access it on your PC or mobile device anywhere at any time.

Creating your My Work Search account

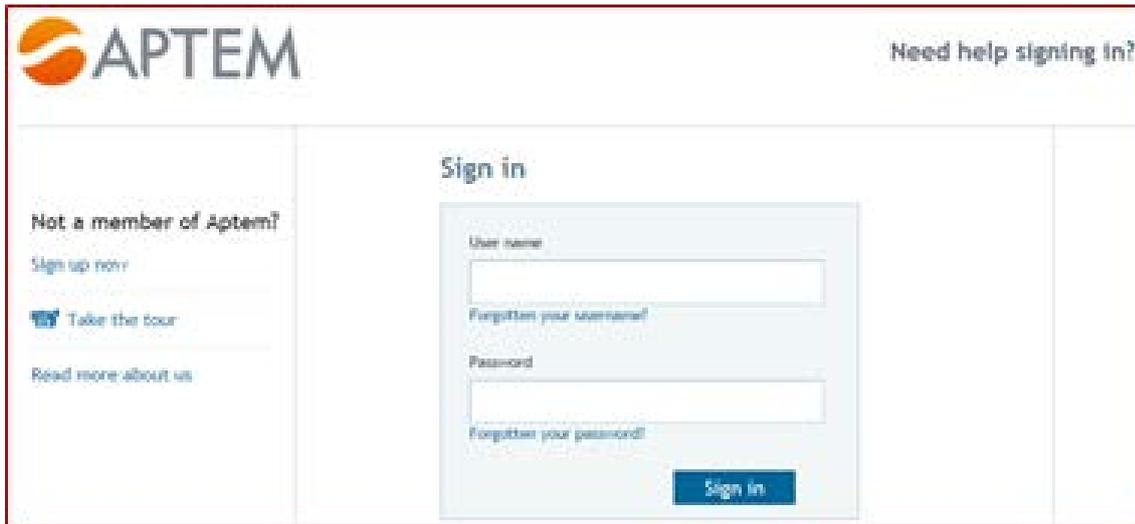
On a library computer, go to [eInformation: Online Reference Library](#) and click **A-Z of electronic resources**.



Scroll down and click **MyWorkSearch**.

[*MyWorkSearch](#) - Online toolkit that helps jobseekers find job opportunities. Also contains a job finder and a CV builder. You will need to sign up in the library for an individual account to access this resource.

Click the Sign up now option on the left hand side of the screen.



Complete the form to Create a personal account.

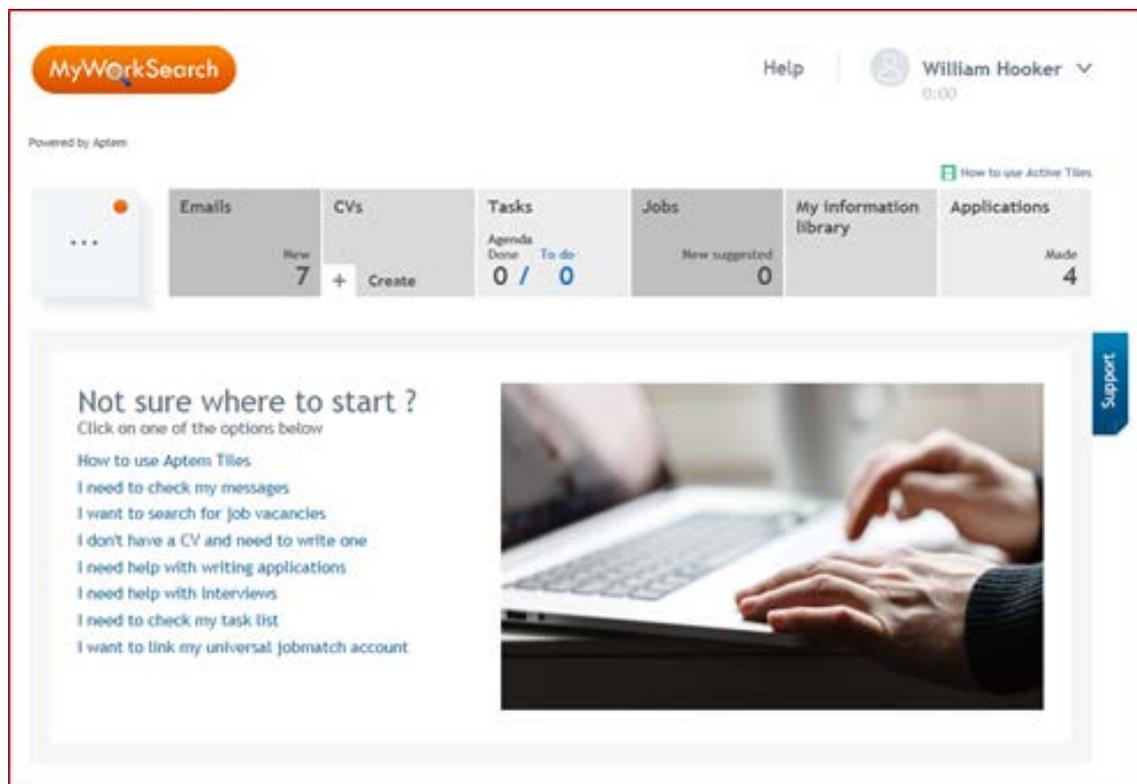
Click **Register** and an activation email will be sent to you.

You must now go to your email and click on the link within the activation email to complete the registration process.

Once you have registered, sign in to MyWorkSearch and you will see the following page with links to help pages e.g. writing a CV.

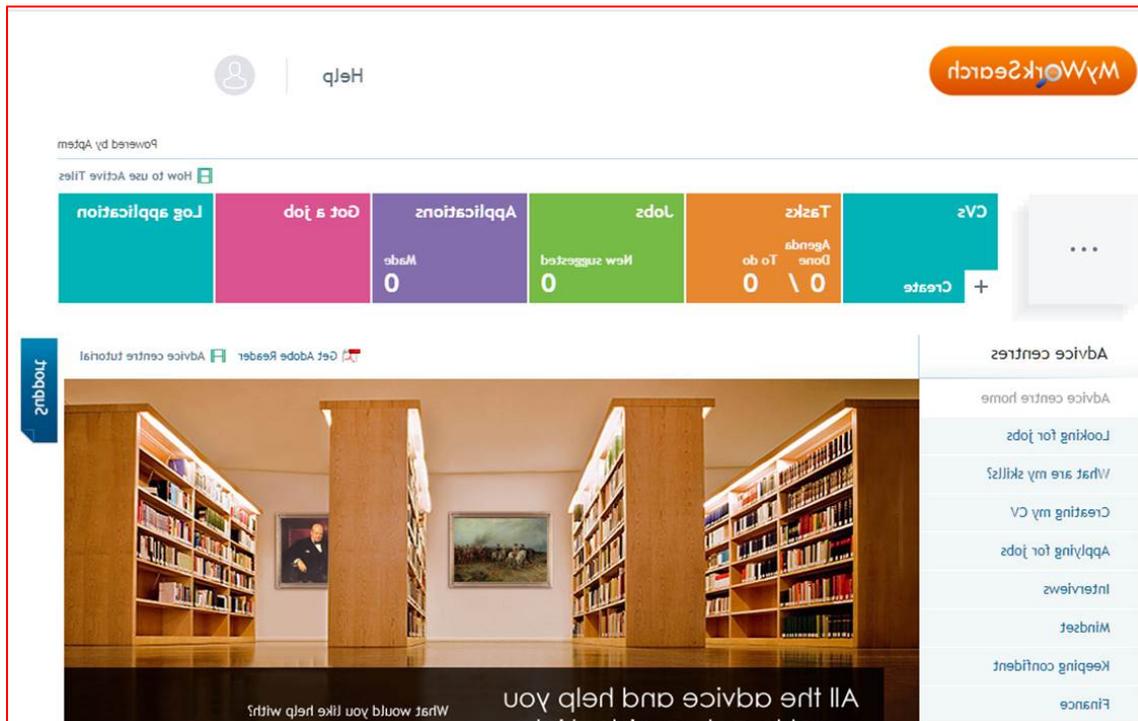
Searching for Jobs

To search for jobs, click the grey Jobs tile.



When searching for jobs, you can sort the results by geographical area, job title, salary range and the date the job was first advertised.

MyWorkSearch has an Advice Centre containing tutorials and webinars on subjects like job research, interviews and starting your new job. The Advice Centre also includes more general advice on topics such as building confidence and finance.



Other ways we can help you find the information that you need:

[Ask a Librarian](#)

[Local Clubs and Societies](#)

[Family History](#)

[Local History](#)

[Business](#)

[Homework and Research](#)

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