How To Register As An Individual On OhioMeansJobs
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2) Select the Get Started button under the Individuals side.
3) Select the Sign In button in the top right or the Get Started On My Own button in the middle of the page.

4) In the pop up next to the Sign In button select the link for “Register now.”
   Note: If you clicked the “Get Started On My Own” button skip to step 5.
5) Create your login by inputting your email address and creating a password.
   Note: The requirements for the password are listed below the space where you input the password.

   **Login & Email**

   To set up your account, we'll need you to enter your login information. You'll use this information each time you want to log in to OhioMeansJobs.

   * Email Address:
   * Reenter Email Address:
   * Password:
   * Re-enter Password:

   A Minimum of 8 and Maximum of 20 characters.
   A combination of upper and lower case letters.
   At least one number.
   At least one symbol (! @ # $ % ^ & *).

6) Check the box for the OhioMeansJobs Terms & Conditions.
   Note: Please read the Terms & Conditions by clicking on the words "terms and conditions".

   ☑ I agree to OhioMeansJobs terms and conditions.

7) Input your basic information.

   **Basic Information**

   Salutation: Select
   * First Name:
   Middle Name:
   * Last Name:
   * Home Address
   Home Address
   * City/Town:
   * State/Province: SELECT
   * Postal/ZIP Code:
   * Country: US
   * Primary Phone: Home
8) Input your level of Military Service. If you have not been in the military, there is a None selection in the list.

Military Service
*US Military Service: - SELECT -

9) Select your current Employment Status.

Employment Information
* Employment Status:
  - I am currently employed
  - I am unemployed and interested in or already receive unemployment benefits
  - I am not interested in or eligible to receive unemployment benefits

10) Computer Skills: Check the ones that apply to you. If none of them do, then check the last item for "None of the above".

* Computer Skills (check all that apply):
  - Access Internet
  - Send and receive email
  - Write letters and other documents
  - Financial record keeping or bookwork
  - None of the above

11) Do you require special workplace accommodations?: If yes, please explain what accommodations you need.

* Do you require special workplace accommodations?
  - No
  - Yes, please specify:
    [Blank]

12) (Optional Field) Input your Ethnicity and Gender.

Gender / Ethnicity
Ethnicity: - SELECT -
Gender: - SELECT -

13) Input your Career Info.
a. Target Job Title: This is the job title that you are looking to obtain.

Career Info

*Target Job Title:

b. Career Level: This is the highest level of work experience you have obtained.

*Career Level:

- SELECT -

.c. Years of Relevant Work Experience: This is the amount of time in years that you have obtained at your career level chosen above.

*Years of Relevant Work Experience: 

- SELECT -

d. Degree/Level Attained: The highest educational experience you have obtained.

*Degree/Level Attained:

- SELECT -

e. Work Status: Are you authorized to work in the US or do you need sponsorship.

*Work Status - US

○ I am authorized to work in this country for any employer
○ I am authorized to work in this country for my present employer only
○ I require sponsorship to work in this country

f. I am willing to relocate: This is moving to a new area for a job. If yes, select Statewide or Nationwide.

*I am willing to relocate:

○ Yes  -SELECT-  
○ No 

.g. (Optional) I am willing to travel: This is the amount of travel for the job.

I am willing to travel: 

- SELECT -

.h. Maximum miles willing to commute one-way?: This is the distance from your home to the job.

*Maximum miles willing to commute one-way?:

-SELECT-

.i. (Optional) Security Clearance: This is a license issued by the head of a department, division, or agency of the federal government that provides the recipient with access to classified documents and/or secured facilities.

Security Clearance: 

- SELECT -

.j. Do you have Workkeys Scores available to enter?: These are proctored in person Workkeys test scores. Please only enter scores received by a moderator & not the online practice tests.
14) Click the “Create Account” button.

15) Career Plans: Based on the information you provide on this page will help us to determine the best way to assist you in achieving your future career plans. For each question check all that applies to you.

[1.] What are your future employment plans? (Choose all that apply)*
- Seek immediate full-time employment in my current field
- Seek immediate full-time employment in a new field
- Seek immediate part-time employment in my current field
- Seek immediate part-time employment in a new field
- Attend school/training
- Obtain additional certification
- I already have a job lined up
- Start my own business
- Retirement/leaving the workforce
- Undecided
- Other

[2.] Where do you look to find employment opportunities? (Choose all that apply)*
- OhioMeansJobs.com
- Newspapers
- Facebook
- Twitter
- LinkedIn
- Other

[3.] Would you like assistance with any of the following? (Choose all that apply)*
- I am not interested in receiving assistance
- Finding out what jobs are available
- Understanding how my skills and experience relate to new jobs
- Deciding what jobs I can do
- Learning how to find a new job
- Developing a resume
- Filling out job applications
- Dealing with my loss of employment
[4.] What training or education would you be interested in? (Choose all that apply)*

- I am not interested in additional training or education
- Reading skills
- Writing skills
- Basic computer skills
- Finishing/Obtaining a Trade/Vocational Certificate or Licensure
- Finishing/Obtaining a GED/High School Equivalency
- Finishing/Obtaining an Associate Degree
- Finishing/Obtaining an Undergraduate Degree
- Finishing/Obtaining a Graduate Degree
- Other

[5.] Ohio offers several helpful employment programs and services to those who are eligible. Please select all that apply so we can determine which would be most helpful for you.*

- I am a student
- I am under 21 years of age
- I am over 55 years of age
- I have a disability
- I am or have been incarcerated in a correctional facility.
- None of the above

16) Click the Save and Continue button. Once you have done this, you have completed registering for your account on OhioMeansJobs.