

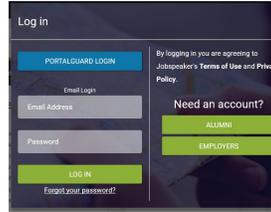


# QUICK START GUIDE - STUDENTS

REGISTER IN JUST A FEW EASY STEPS.

## To create an account

1. Go to [lemoore.jobspeaker.com](http://lemoore.jobspeaker.com)
2. Select "Sign In" in the top right corner
3. Click "Portalguard Login" (the blue button)



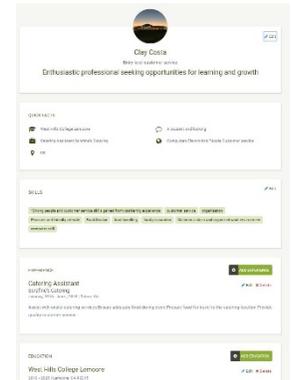
## After you Log In

- If you are registering for the first time, you will be prompted to complete a new profile.
- If you want to update your settings go to "My Account" (found in  on the top right corner).
- Make sure to add your declared major in the curriculum section. Skills are automatically populated based on your major but can be edited.
- Additionally you can add skills you have acquired outside of West Hills College Lemoore (past education, work experience, etc.).
- Jobspeaker will automatically match you to jobs based on your skills so make sure to list them!

## Create Profile

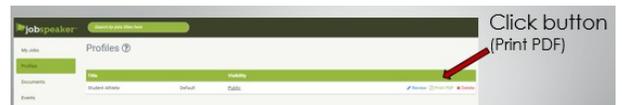
By creating a profile, you are advertising your experience to all employers who post to the Jobspeaker site. Make sure to enter all sections of the profile including your contact information, education and work experience.

**Always maintain professionalism.** You can create multiple profiles to match different positions and industries you might wish to apply for.



## Resume

This profile can automatically generate a resume once your profile is complete; go to Profile tab and click on 'Print PDF' button, a resume will be saved in the documents section of your dashboard. You can also scan in or take a picture of your professional resume and attach in the documents section.



## Begin Job Search

When search the Job Board, you will see jobs matched to the skill sets you entered in account page. If you want to refine your search even more, you can click filter icon on the right and add search conditions, such as geographical location and title/description of the job.

## On-Campus Application Process

Requirements for on-campus employment include the following: minimum of enrollment in 6 units, complete job application in Jobspeaker to include 3 references (Full name, addresses, and phone numbers), Federal Work Study (if applicable), attached resume.

## Download the App

If you have a smartphone, download Jobspeaker's FREE Mobile Job Search App! You can swipe and apply for jobs right from your phone.





# FEDERAL WORK STUDY - STUDENT EMPLOYMENT

## Student Guide

If you're interested in working as a student worker through the Federal Work Study Program here at WHCL, then you must:

1. **Submit your FASFA**

a. You can contact Financial Aid at (559) 925-3310 if you have questions.

2. **Complete a Jobspeaker profile**

a. If you have questions on this please call the WIN Center at (559) 925-3388.

3. **Apply for the 2020-2021 Work Study Application in Jobspeaker**

4. **Apply for any on-campus positions posted in Jobspeaker**

*\*Please be aware that any on-campus work applications will not be forwarded to the on-campus employer unless the student has been awarded Federal Work Study for the academic year through the Financial Aid Office.*

If you have any questions on Federal Work Study please contact Financial Aid at (559) 925-3310.

If you have any questions on Jobspeaker or applying for on-campus positions please contact the WIN Center at (559) 925-3388.



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