



My Manpower Registration

Welcome. Use this guide to register with Manpower.

Step one: Complete your My Manpower profile. Tell us about your skills, education and experience.

- **Don't have an account? Create it now.** Follow these instructions to create and activate your account.
- **Already have a My Manpower account?** Log in, activate our account if needed and review your profile to make sure it is up to date. Use these instructions as a guide.

Step two: Get to know each other

- **We'll talk together** about your skills, past work experience and current interests. This, along with the appropriate assessments, helps us find out what's right for you.

To create your profile

You need an **email address** to create your My Manpower account

- If you don't have one, ask your Manpower representative for instructions on setting up a free email account.

Enter your information as **completely and accurately** as possible.

- Fields with a **red asterisk (*)** are required.
- You may need to scroll down on some pages to view the full page.

You must fill out field marked with **Red * (asterisk)**.

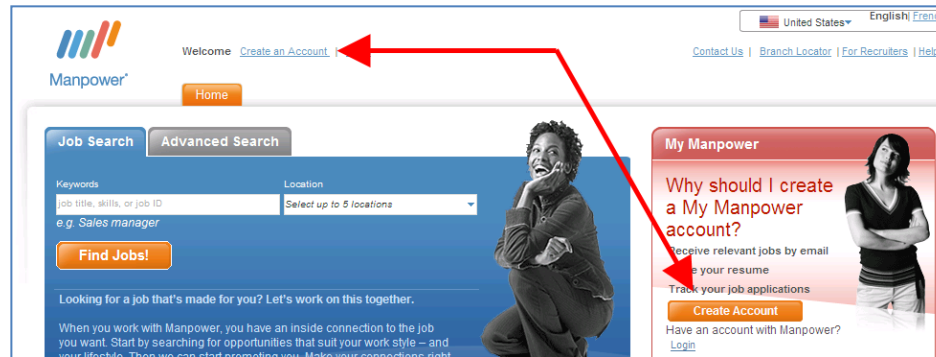
You may need to scroll down some pages to view the full page



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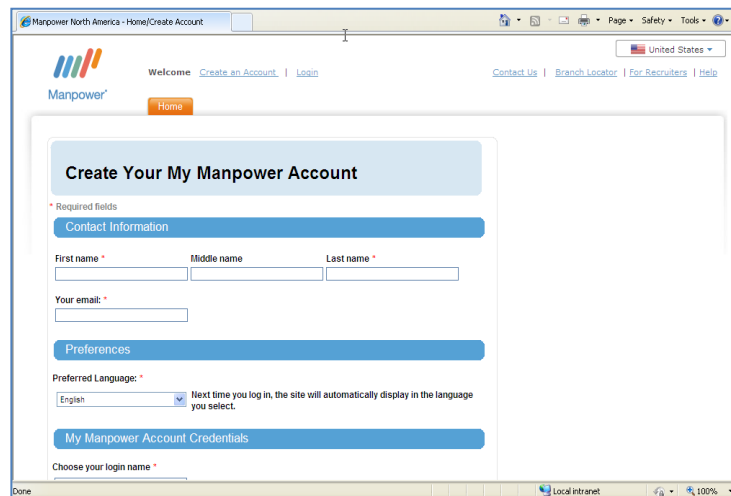
Create your My Manpower Account

1. Go to manpowerjobs.com
2. Click **Create An Account**



3. Fill in your
 - **First name**
 - **Last name**
 - **Email address**
4. **Preferred Language** defaults to English. You may change it

Use the scroll bar to move down the screen



Scroll Down Page

You must fill out field marked with Red * (asterisk).

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5. Your email address is set as your login name. **We suggest you leave your email as your login name.**
 6. **Create a Password.** Follow the on screen instructions to create a password you will remember.
 - You will use your Login Name and Password shortly. Write them down if you need to
 7. **Click in the box** to the left of *** I have read...** to accept Manpower's privacy notice
 8. Click **Create Account**
- Congratulations!** You've created your My Manpower account . Now, tell us about yourself.
9. Enter your **Login Name** and **Password**
 10. Click **Login to My Manpower**

You must fill out field marked with Red * (asterisk).

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Activate Your Account

1. Click on the words **Make your account active** in the right hand section

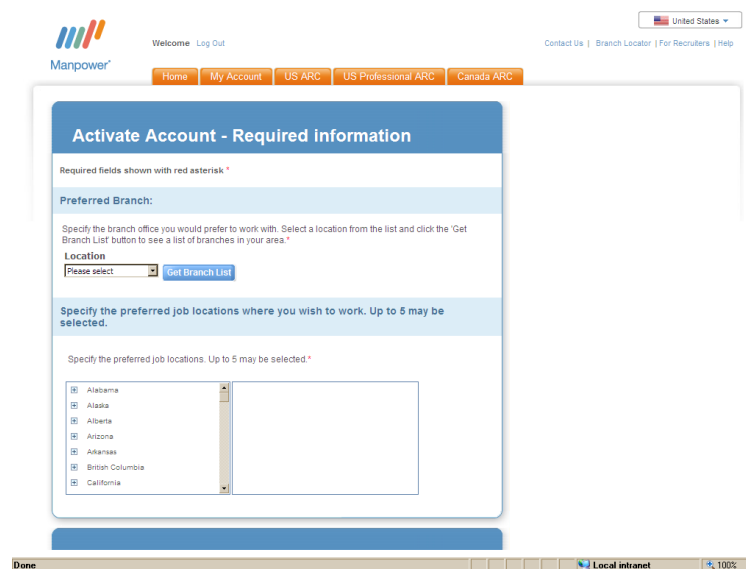


2. **Select the Manpower Branch you are sitting in**

- Click the arrow for the **Location** drop down list
- Choose a state/province and city combination by clicking on it
- Click **Get Branch List** and select the Manpower office

3. Tell us where you are willing to work. Select at least one (and up to 5) **Preferred Work Location(s)**

- Click the **+** next to the state
- Select one or more cities



Scroll Down Page

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4. Use the scroll bar to move down the screen. Click **Activate without Resume/CV.**

Do not attempt to include a resume at this time. If you have a resume you may add it to your profile later.

A screenshot of the "Account Activation Method" page. The page has a blue header with the title "Account Activation Method". Below the header, there is a paragraph: "You may either activate your account by providing us a resume/CV or by providing us with specific information from your profile. Please select one of the options below:". Underneath, there is a section titled "Add Resume/CV" which contains three columns: "Upload" (with instructions to upload a .doc or .txt file and an "Upload" button), "Paste" (with instructions to paste from a file and a "Paste" button), and "Create" (with instructions to create a resume/CV from the profile and a "Create" button). Below this section is another section titled "Activate without resume/CV" with the instruction: "Click the button below to activate your account by entering the minimum amount of profile information." A red arrow points to the "Activate without resume/CV" button.

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How do we reach you? Enter your Contact Details

1. Your first, last name and email address are filled in. Confirm the information is correct.
2. Enter your **Street Address, City, State/Province** and **Zip/Postal Code**. Select your **Country**.
3. Enter the number where we can best reach you in the **Primary phone** field. Indicate if it a Home, Office or Mobile/Cell number.
4. Can we reach you at another number? Enter it in the **Secondary Phone** field

Manpower logo, Welcome Log Out, United States, Contact Us | Branch Locator | For Recruiters | Help

Home My Account US ARC US Professional ARC Canada ARC

Activate Account

Required fields shown with red asterisk *

Contact info

First name:* Middle name: Last name:* Please provide your contact information.

Your email:*

Street address:*

Address line 2:

City:* State/Province:* Zip/Postal Code:*

Country:*

Primary phone:*

Secondary phone:

Home Office Mobile/Cell

Home Office Mobile/Cell

Done Local intranet 100%

You must fill out field marked with Red * (asterisk).

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What can you do? Enter your skills.

1. Select a skill in the **Skill Search** drop down.
2. How recently have you used this skill? Click the calendar for the **Last Used** field and select a date.
3. Indicate your **Skill Level**:
 - Beginner : relatively new skill
 - Proficient: one you use regularly and do well
 - Expert: expert-level grasp of this skill
4. Select the **Number of Years Experience** you have using this skill. For a new skill, select 1
5. Be sure to list multiple skills. Click **Save and Add Another** to add more skills to your profile. Repeat steps 1 – 5 for each skill.
6. **Skip** the **Occupation Type** field.
7. Click '**A Manpower recruiter may contact me to help me find a job**' and select your preferred contact method from the dropdown.
8. Click **Activate Account**

Add a Skill

Begin typing to see a list of matching skills. Click the dropdown arrow to see the entire list of skills.*

Skill Search:*

Last Used:*

Skill Level:*

No. of Years Experience:*

[Save or Add Another](#)

Occupation Type

Select the occupation type(s) which apply to you.

<input type="checkbox"/> Accountancy	
<input type="checkbox"/> Admin and Secretarial	
<input type="checkbox"/> Advertising and PR	
<input type="checkbox"/> Aerospace	
<input type="checkbox"/> Agriculture Fishing and Forestry	
<input type="checkbox"/> Arts	
<input type="checkbox"/> Automotive	

A Manpower recruiter may contact me to help me find a job. [Learn more*](#)

Select a preferred contact method

[Activate Account](#) [Cancel](#)

You must fill out field marked with Red * (asterisk).

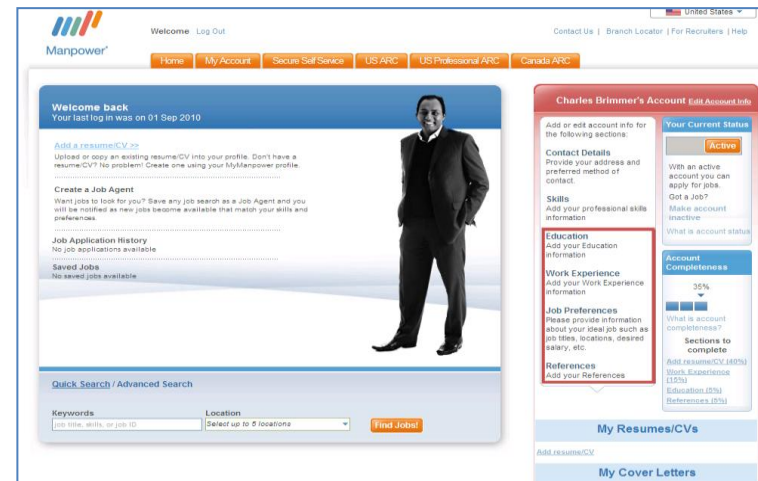
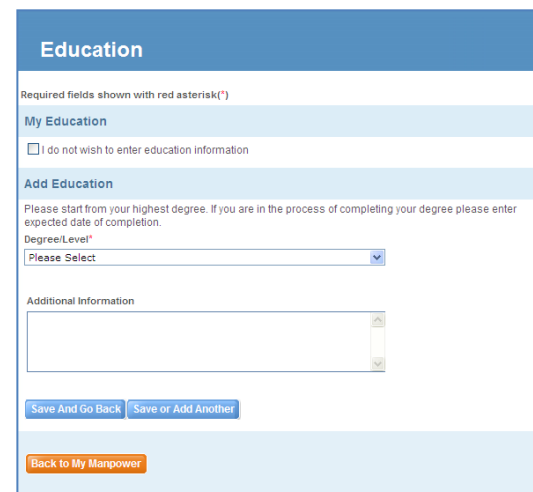
You may need to scroll down some pages to view the full page

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Build your profile

Tell us about your Education

1. Click **Education** in the right hand section.
2. Select the **Degree/Level**. Start with your highest degree. Be sure to add an entry for each level of education such as high school, college, graduate school, etc.
3. Use **Additional Information** to enter the school name and if you are still in school, when you expect to complete the degree.
 - Click **Save and Add Another** to enter all the degrees you have. When finished, go to Step 4.
4. Click **Back to My Manpower**. Then click **Work Experience** in the right hand section.

You must fill out field marked with Red * (asterisk).

You may need to scroll down some pages to view the full page



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Tell us about your Work Experience

1. Starting with your most recent job, enter your work experience.
2. Enter the **Job Title** of the position
3. Enter the name of the **Company** , **City** and **State** where you worked
4. Select the **Company Industry** (the main business) from the drop down list.
5. Enter when you started and ended the job. If you are still working, click the box next to **Present**
6. Briefly describe your job duties in the **Work Description** field
7. Click **Save and Add Another** to enter more work experience (enter at least the last 10 years).
8. When you have entered your complete work history, click **Save and Go Back**

Work Experience

Required fields shown with red asterisk(*)

My Work Experience

I do not have any previous work experience in the US or Canada. (If you have work experience which took place outside the US or Canada, please upload or paste your resume)

Add Work Experience

Job Title:*

Company:*

City/Town:* State/Province:*

Company Industry:*

Start Date:* End Date:*

Present

Work Description:*

You must fill out field marked with Red * (asterisk).

You may need to scroll down some pages to view the full page



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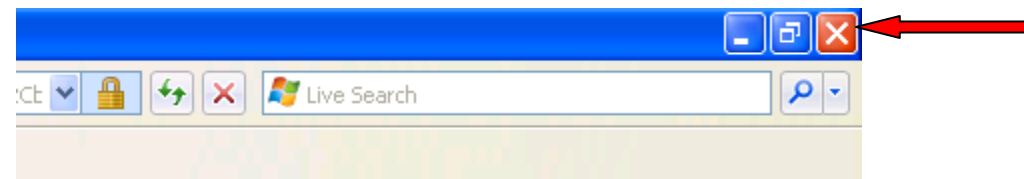
Your main My Manpower profile is complete. You may stop here. If you are in a Manpower office, let your Manpower representative know you've finished.

If you stop here and are in a Manpower office:

Click **Log Out** at the top of the page



Then **click the X** in the top right corner close the screen



There are two optional sections (Job Preferences and References) you may also complete. See the next pages for instructions.

You must fill out field marked with **Red *** (asterisk).

You may need to scroll down some pages to view the full page



My Manpower Registration

Help us help you: Job Preferences

1. From your My Manpower page, click **Job Preferences** in the right hand listing
2. What type of positions do you prefer? List any job titles you are interested in
3. For **Position Type**, select Temporary unless you are only interested in direct hire positions. Select Permanent if you will not accept temporary work
3. Answer the relocation questions
4. Describe the kind of work you would like Manpower to find you
5. Use the scroll bar to move down the screen and complete the **Job Preference** section

The screenshot shows a web form titled "Job Preferences" with a blue header. Below the header, it says "Required fields shown with red asterisk (*)". There is a section titled "Add Job Preferences" in a light blue bar. The form contains the following fields and options:

- "Preferred job titles:*" followed by a text input field.
- "Position Type:*" followed by a dropdown menu currently showing "Please Select".
- "Would you be willing to relocate within your country?" with radio buttons for "Yes" (selected) and "No".
- "Would you be willing to relocate to another country?" with radio buttons for "Yes" (selected) and "No".
- "Please briefly describe the role you would like us to find you." followed by a large text area with a vertical scrollbar on the right.

You must fill out field marked with Red * (asterisk).

You may need to scroll down some pages to view the full page



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Job Preferences continued

6. You previously selected your **Preferred Work Location**. You can make changes
7. You can select **Occupation Types** in which you would like to work and which relate to your skills
8. If you are available to start work right away, enter today's date in the **Earliest Start Date** field. If you are not available until a specific date, enter it here
9. Indicate if you're looking for full or part time. Enter the number of hours a week you're looking to work in the **Desired number of working hours per week** field. For full time, enter 40 hours.
10. Click **Save Preference** to return to your My Manpower account

The Job Preferences section is complete. You may stop here. If you are in a Manpower Office, let your Manpower representative know you've finished.

To provide references, click References in the right hand listing on your My Manpower page.

You must fill out field marked with Red * (asterisk).

Preferred Work Location:*

Specify the preferred job locations. Up to 5 may be selected.*

Alabama
Alaska
Alberta
Arizona
Arkansas
British Columbia
California

Occupation Types:

Select the occupation type(s) which apply to you.

Accountancy
 Admin and Secretarial
 Advertising and PR
 Aerospace
 Agriculture Fishing and Forestry
 Arts
 Automotive

Earliest Start Date:*

07 January 2008

Desired No. of working hours per week: e.g. 40*

40

You may need to scroll down some pages to view the full page



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References

1. Enter the person's **Name** and indicate if the reference is Professional, Personal or Educational
2. Enter the company or organization at which the reference works in the **Company** field. Enter the person's **Job Title**
3. Enter the reference's **Phone Number**. Email address is not required. If you know their email address, enter it.
4. Describe how this reference knows you. Indicate Manpower can contact the reference
5. Click **Save or Add Another** to add another reference. When you are finished entering reference, click **Save and Go Back** to return to My Manpower account

You are Done!

All required and optional sections are now complete. Log Out of you're My Manpower account and close the screen using the X in the upper right corner.

If you are in a Manpower office, let your Manpower representative know you've finished.

You must fill out field marked with **Red *** (asterisk).

References

Required fields shown with red asterisk(*)

I don't want to provide references

Add Reference

Name:*

Reference type:*
 Professional Personal Educational

Company:*

Job Title:*

Phone:*

Email:

Describe relationship to reference:*

May we contact your references?*

Yes No

You may need to scroll down some pages to view the full page