

PUREGREENJOBS.COM

Job Seeker Toolkit
Updated October 11, 2009



Work With Purpose

Content

- Register
- Applying for a position
- Managing your account

Work with Purpose

Register



Register

Work with Purpose

Step 1:

Click the "Register" link

The screenshot shows the PureGreenJobs.com website. At the top, there is a navigation bar with links for Home, About Us, Advertise, and Contact Us. The main header features the PureGreenJobs.com logo and the tagline "Work with Purpose". Below the header is a menu with categories: EMPLOYERS, RECRUITERS, JOB SEEKERS, MEMBERSHIP, CONFERENCES, and NEWS. The main content area is divided into three columns. The left column has tabs for "Local Jobs" and "National Jobs" and lists job openings such as "Field Application Engineer Confidential - Trenton, NJ" and "Field Application Engineer Confidential - San Jose, CA". The middle column features a large image of a wind farm with a red arrow pointing to the "Register" link in the right column. The right column contains a "Login" form with fields for "Username:" and "Password:" and a "Login" button. Below the login form are links for "Register" and "Lost Password". At the bottom of the right column is a "Recent Articles" section with a link to "Soros aims to invest \$1 bln in green tech".

Register

Step 2:

Select "Job Seeker Membership"

Work with Purpose

Home | About Us | Advertise | Contact Us

PUREGREENJOBS.COM

Work with Purpose

EMPLOYERS | RECRUITERS | JOB SEEKERS | MEMBERSHIP | CONFERENCES | NEWS

Employer Membership | Recruiter Membership | Job Seeker Membership

Please select a membership type

openlands
conserving nature for life

What's in Your Green Future?

Username:

Password:

Login

Register | Lost Password

Home | About Us | Employers | Job Seekers | Recruiters | Membership | Conferences | News | Advertise | Contact Us | Terms of Service

Web Design by HWS. All rights reserved. Login

Register

Work with Purpose

Step 3:

Complete the information requested and select "sign up."

The screenshot shows a registration form titled "Sign up for Membership". The form includes the following fields and options:

- First Name *
- Last Name *
- Contact Phone Number * (with a tooltip: "Phone number should be in the format: (123) 456-7890")
- Email Address *
- Address *
- City *
- State * (set to "Armed Forces Americas (ex)")
- Zip Code *
- Username *
- Password *
- Membership Type: Job Seeker
- Linked-In Address
- Facebook Address
- MySpace Address
- Sign up for newsletter? (Yes selected, No unselected)

A red arrow points to the "Sign up" button at the bottom right of the form. Below the form, it says "* = required fields". To the right of the form, there is a separate box with "Username:" and "Password:" fields, a "Login" button, and links for "Register" and "Lost Password".

Register

Work with Purpose

Step 4:

Enter your username and password and click "login."

The screenshot shows the PUREGREENJOBS.COM website interface. At the top, there is a navigation bar with links for Home, About Us, Advertise, and Contact Us. The main header features the PUREGREENJOBS.COM logo and the slogan "Work with Purpose". Below the header is a menu with categories: EMPLOYERS, RECRUITERS, JOB SEEKERS, MEMBERSHIP, CONFERENCES, and NEWS. The main content area is divided into three sections: Employer Membership, Recruiter Membership, and Job Seeker Membership. A message states "You have successfully signed up. Please login to continue." A red arrow points to a login form with fields for Username and Password, and a Login button. To the right, there is a separate Login box with similar fields and a Register | Lost Password link. At the bottom, there is a logo for SABOT6 with the tagline "The Caliber of Your Choice" and a footer with additional navigation links and a copyright notice.

Work with Purpose

Applying for a position



Applying for a Position

Step 1:
Login to you account and select "Document Central."

Edit Your Account

First Name *

Last Name *

Contact Phone Number * Phone number should be in the format: (123) 456-7890

Email Address *

Address *

City *

State *

Zip Code *

Username *

Password * Leave blank if you do not want to change

Membership Type

Linked-In Address

Facebook Address

MySpace Address

Sign up for newsletter? Yes No

* = required fields

Member Area

Welcome John Doe
A valued Puregreenjobs.com member since Oct 2009

- Document Central
- Edit Your Account
- Application History
- Job Search
- Log Out

Local Jobs **National Jobs**

Field Application Engineer Confidential - Trenton, NJ

Field Application Engineer Confidential - San Jose, CA

Technical Sales Manager Confidential - Denver, CO

Technical Sales Associate Confidential - Denver, CO

Applying for a Position

Step 2:
Select "Upload a Resume."

The screenshot displays a user interface for a job application portal. The main content area is divided into four sections, each with a table for tracking uploads:

- Cover Letters:** A table with columns for 'Title' and 'Date Added'. An 'Upload a Cover Letter' button is located to the right.
- Thank You Letters:** A table with columns for 'Title' and 'Date Added'. An 'Upload a Thank You Letter' button is located to the right.
- Resumes:** A table with columns for 'Title' and 'Date Added'. An 'Upload a Resume' button is located to the right, with a red arrow pointing to it.
- References:** A table with columns for 'Title' and 'Date Added'. An 'Upload a Reference' button is located to the right.

The right sidebar contains a 'Member Area' with the following content:

- Welcome John Doe**
- A valued Puregreenjobs.com member since Oct 2009
- Navigation links: Document Central, Edit Your Account, Application History, Job Search, Log Out
- Job listings under 'Local Jobs' and 'National Jobs':
 - Field Application Engineer Confidential - Trenton, NJ
 - Field Application Engineer Confidential - San Jose, CA
 - Technical Sales Manager Confidential - Denver, CO

At the bottom center, the SABOT6 logo is displayed with the tagline 'The Caliber of Your Choice'.

Applying for a Position

Step 3:

Input a title (e.g. John Doe Resume 10.11.09); Click Browse to input a resume; and Click "Add Document."

The screenshot shows the PUREGREENJOBS.COM website interface. At the top, there is a navigation bar with links for Home, About Us, Advertise, and Contact Us. The main header features the PUREGREENJOBS.COM logo and the tagline "Work with Purpose". Below the header is a menu with categories: EMPLOYERS, RECRUITERS, JOB SEEKERS, MEMBERSHIP, CONFERENCES, and NEWS. The central content area is titled "Add a Resume" and contains a form with the following fields: "Title *" (with an asterisk indicating a required field), "File", and "Add Document". A "Browse..." button is positioned next to the "File" field. A red arrow points to the "Add Document" button. Below the form, there is a logo for Farnsworth GROUP, which includes the text "ENGINEERS ARCHITECTS SURVEYORS SCIENTISTS". On the right side of the page, there is a "Member Area" section with a welcome message for "John Doe" and a list of links: Document Central, Edit Your Account, Application History, Job Search, and Log Out. At the bottom of the page, there are buttons for "Local Jobs" and "National Jobs".

Applying for a Position

Step 4:
Click Job Search to search for job openings.

Note: The blue button allows you to view the resume and the “x” deletes your resume.

The screenshot shows the PureGreenJobs.com website interface. At the top, there is a navigation bar with links for Home, About Us, Advertise, and Contact Us. The main header features the PureGreenJobs.com logo and the slogan "Work with Purpose". Below the header is a menu with tabs for EMPLOYERS, RECRUITERS, JOB SEEKERS, MEMBERSHIP, CONFERENCES, and NEWS. The main content area is divided into several sections: "Cover Letters" with an "Upload a Cover Letter" button, "Thank You Letters" with an "Upload a Thank You Letter" button, "Resumes" with a table listing a resume for "John Doe" dated "October 11, 2009", and "References" with an "Upload a Reference" button. A red arrow points to a blue button in the Resumes section. On the right side, there is a "Member Area" for "John Doe", a member since October 2009, with links for Document Central, Edit Your Account, Application History, Job Search, and Log Out. Below this, there are sections for "Local Jobs" and "National Jobs", with a listing for "Confidential - San Jose, CA" for a "Technical Sales Manager" and "Confidential - Denver, CO" for a "Technical Sales Associate".

Applying for a Position

Step 5:
Click "Search"

Note: To narrow your search, increase the number of search parameters.



The screenshot shows the PureGreenJobs.com website. At the top, there is a navigation bar with links for Home, About Us, Advertise, and Contact Us. The main header features the PureGreenJobs.com logo and the slogan 'Work with Purpose'. Below the header is a green navigation menu with tabs for EMPLOYERS, RECRUITERS, JOB SEEKERS, MEMBERSHIP, CONFERENCES, and NEWS. The central area contains a 'Search for Jobs' form with fields for Keyword Search, Industry, Employer, Zip Code, Time Length, Position, Job Type, and Mile Radius. A 'Search' button is located at the bottom of this form. To the right of the search form is a 'Member Area' section that welcomes 'John Doe' and lists options like Document Central, Edit Your Account, Application History, Job Search, and Log Out. Below the member area are tabs for 'Local Jobs' and 'National Jobs'. At the bottom of the page, there is a section for 'Your Saved Searches' with a table header including Saved Name, Keywords, Industry, Position, Employer, Job Type, Zip Code, Radius, and Email me.

Applying for a Position

Step 8:

Select the documents you wish to send and click "Submit Application."

The screenshot shows the PureGreenJobs.com website interface. At the top, there is a navigation bar with links for Home, About Us, Advertise, and Contact Us. The main header features the PureGreenJobs.com logo and the tagline 'Work with Purpose'. Below the header is a menu with categories: EMPLOYERS, RECRUITERS, JOB SEEKERS, MEMBERSHIP, CONFERENCES, and NEWS.

The main content area is divided into three columns. The left column contains a 'Job Summary' for the position 'Engineering Physical Science Tech II'. The middle column provides details about the job, including a description of the role and a 'Cover Letter' field. The right column shows the 'Member Area' for John Doe, with options to view document central, edit account, application history, job search, and log out.

Red arrows in the image point to the 'Submit Application' button and the 'Cover Letter' field.

Job Summary	Engineering Physical Science Tech II	Apply for this Job
Company: State of Colorado	This position conducts field inspections for all stages of oil and gas operations to verify industry compliance with applicable rules, regulations and policies; attempts to secure voluntary compliance by direct contact with and gas operators; witnesses well drilling completion, and abandonment operations, identifies problem well sites and make recommendations for efficient and technically correct use of Oil and Gas Conservation and Environmental Response Fund...	Select which documents you would like to attach to this application:
Job Type: Full-time		Cover Letter:
Salary: \$3779 - \$5423 per month		Resume: <input type="radio"/> John Doe 10.11.09
Location: Southeast, CO		References:
Number of Positions: 1		Thank You Letter:
Job Category: Government - State / Environmental Engineer	<input type="button" value="Submit Application"/>	

Work with Purpose

Managing your account



Managing your account

Step 1:
When you login to your account, you will be at the “Edit Your Account” page. You may update any of the information and click “Save Changes.”

Edit Your Account

First Name *

Last Name *

Contact Phone Number * Phone number should be in the format: (123) 456-7890

Email Address *

Address *

City *

State *

Zip Code *

Username *

Password * Leave blank if you do not want to change

Membership Type

Linked-In Address

Facebook Address

MySpace Address

Sign up for newsletter? Yes No

Member Area

Welcome John Doe
A valued Puregreenjobs.com member since Oct 2009

- Document Central
- Edit Your Account
- Application History
- Job Search
- Log Out

Local Jobs | **National Jobs**

Field Application Engineer
Confidential - Trenton, NJ

Field Application Engineer
Confidential - San Jose, CA

Technical Sales Manager

Managing your account

Step 2:
Click “Application History” to view the jobs your have applied for. You may enter the status of the job (optional).

The screenshot shows the PureGreenJobs.com website interface. At the top, there is a navigation bar with links for Home, About Us, Advertise, and Contact Us. The main header features the PureGreenJobs.com logo and the tagline "Work with Purpose". Below the header is a green navigation bar with tabs for EMPLOYERS, RECRUITERS, JOB SEEKERS, MEMBERSHIP, CONFERENCES, and NEWS. The main content area contains a message: "We succeed when you accept a green job offer. Please help us measure our success and celebrate your success by taking just a few moment to answer these questions." Below this message is a table with the following columns: Job Title, History, Company, Location, Response Received, Interview, Job Offer, and Accepted Job Offer. The table contains one row of data: Engineering Physical Science Tech II, Received: 10/11/2009, State of Colorado, Denver, CO, Yes, and three dropdown menus. A red arrow points to the "Response Received" dropdown menu, which is currently open, showing "Yes" and "No" options. Below the table is the Farnsworth GROUP logo, which includes the text "ENGINEERS", "ARCHITECTS", "SURVEYORS", and "SCIENTISTS". On the right side of the page, there is a "Member Area" section with a welcome message for John Doe and a list of links: Document Central, Edit Your Account, Application History, Job Search, and Log Out.

Job Title	History	Company	Location	Response Received	Interview	Job Offer	Accepted Job Offer
Engineering Physical Science Tech II	Received: 10/11/2009	State of Colorado	Denver, CO	Yes			



Work with Purpose

Questions or comments should be sent to questions@puregreenjobs.com

Thank you for choosing Puregreenjobs.com