



CAREER CENTER

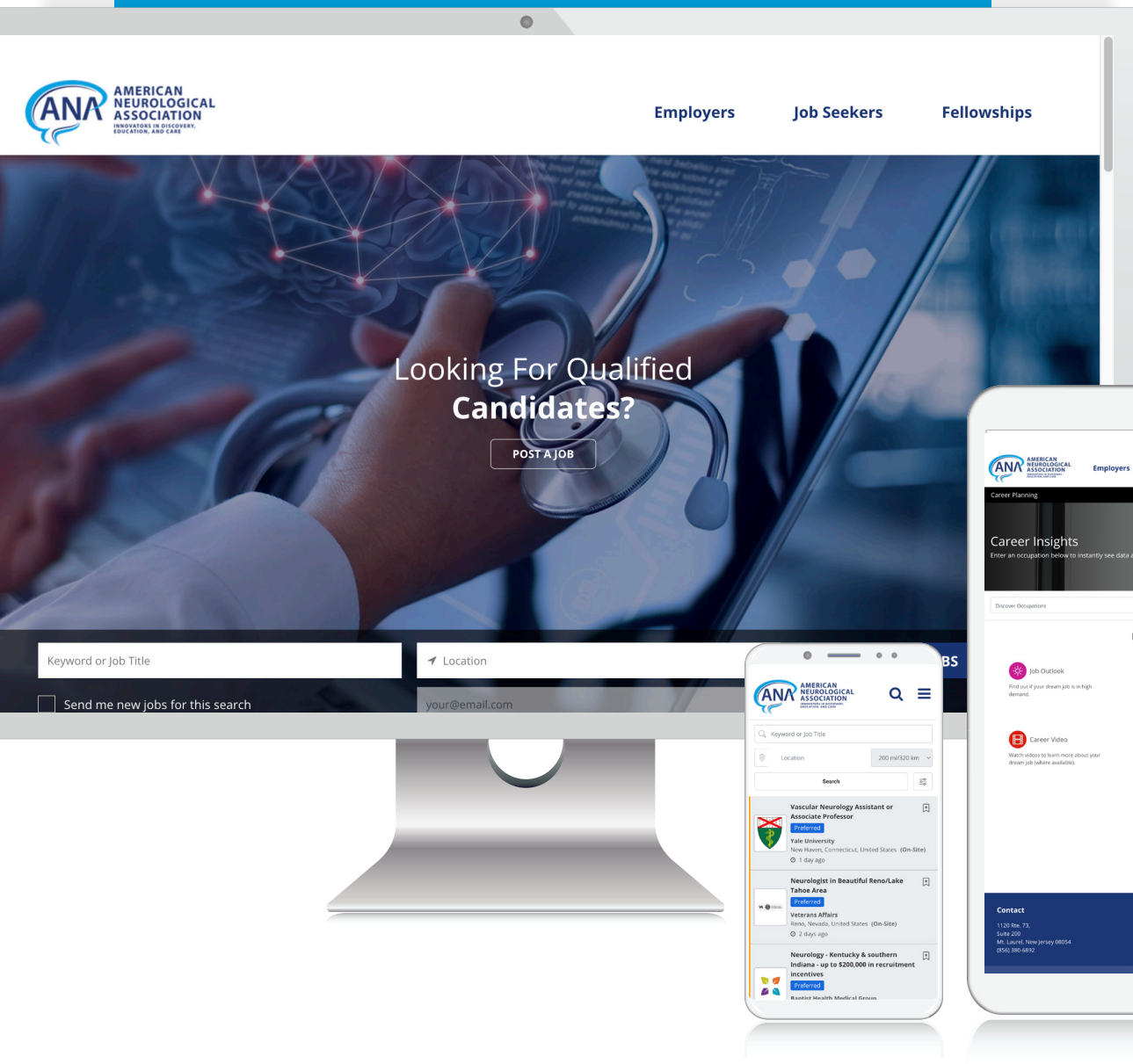
Job Seeker Manual



ymcareers™

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Employers

Job Seekers

Fellowships

Looking For Qualified Candidates?

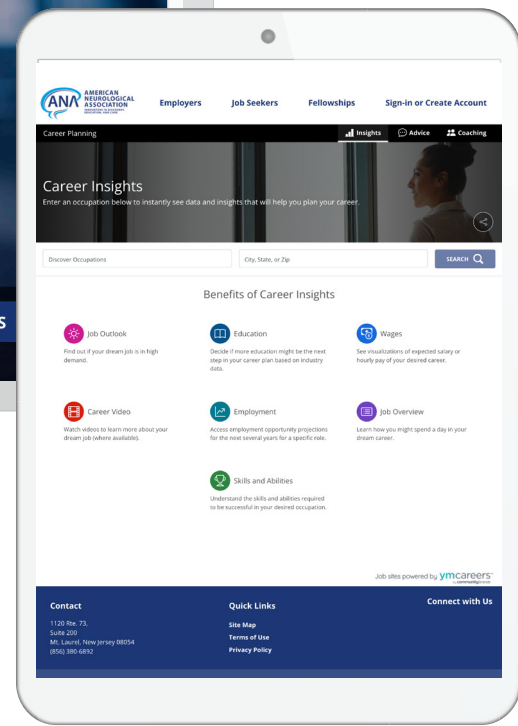
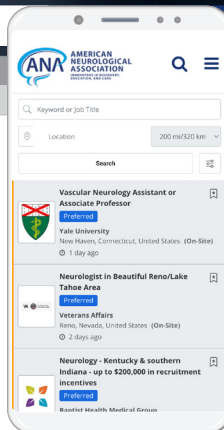
POST A JOB

Keyword or Job Title

Location

Send me new jobs for this search

your@email.com



CREATING YOUR JOB SEEKER ACCOUNT

If you haven't created your job seeker account yet, it's a good idea to first create one. This way, you can start setting up job alerts, applying for jobs, posting CVs, and accessing any other functions in the career center that require account access.

1. On careers.myana.org homepage under the job seeker section, click on the "My Account" link.

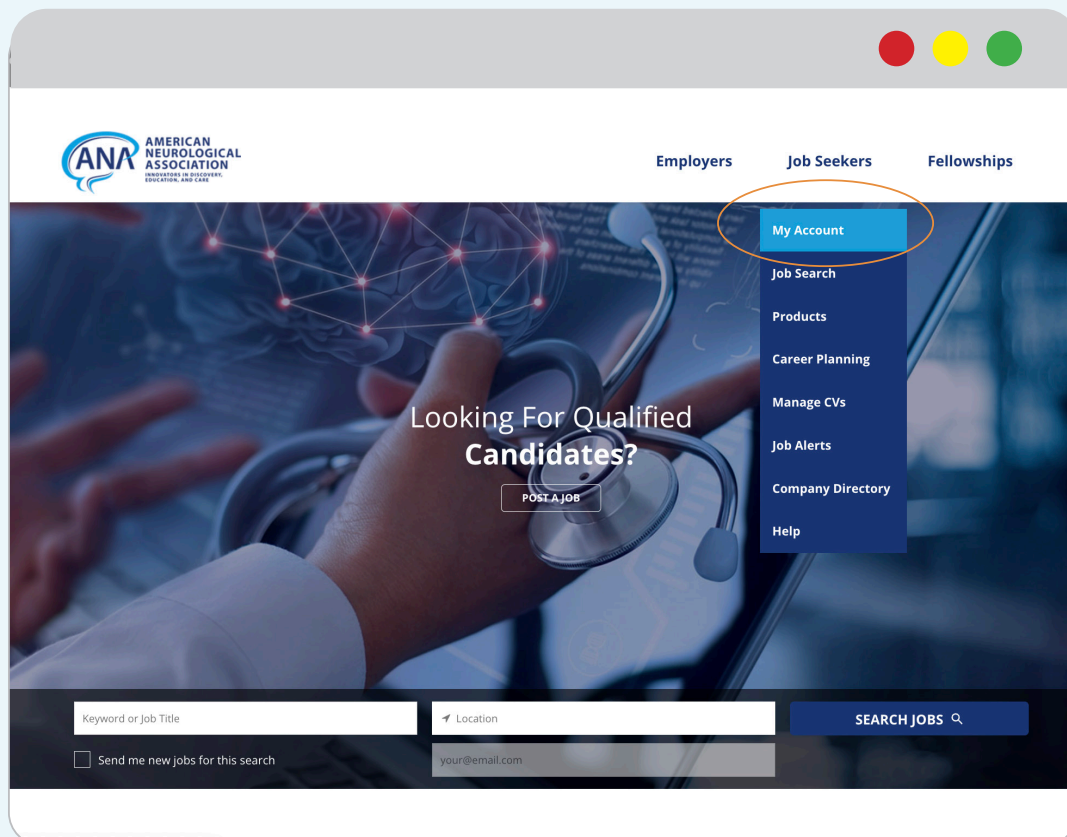
2. Create or Log in to your existing account.

3. Enter all required information.

Tip 1 - All required fields are marked with an asterisk.

Tip 2 - Keep the email and password you use to create your account in a safe place. You need these to log in later.

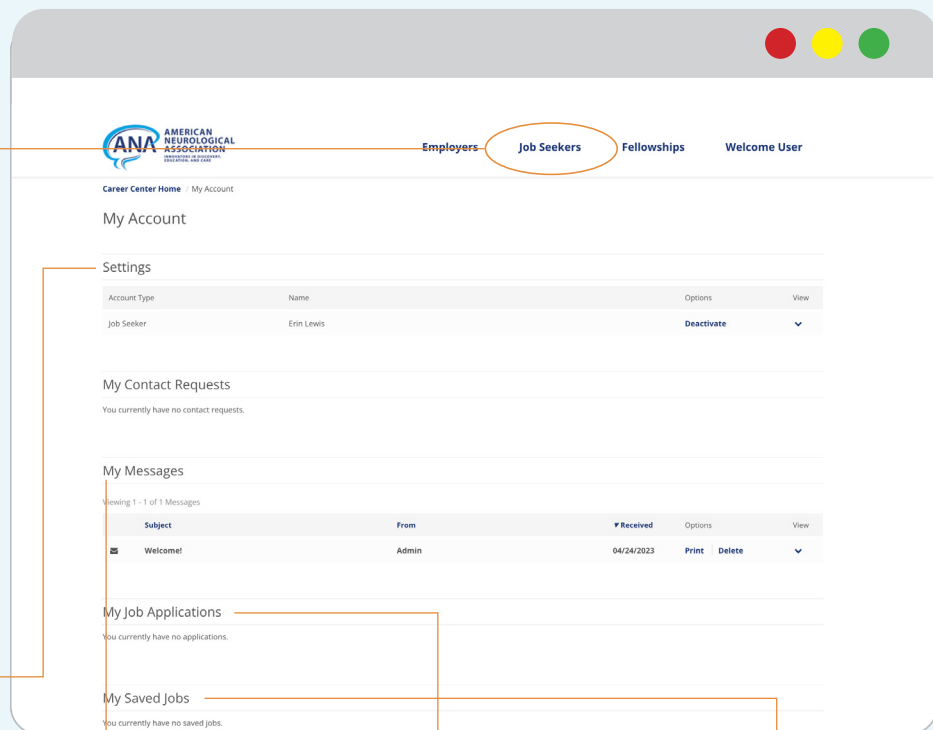
4. Then, you arrive at your primary account homepage, which is the page that appears each time you log in to the site.



ACCESSING YOUR JOB SEEKER ACCOUNT

Users access the Job Seeker account to monitor job application activity, check for alerts and messages, or to update their CV for employers and recruiters to view. Your CV is more valuable to employers and recruiters when it's more current and complete.

1. From the job seeker menu at the top of the page, click on "My Account".
2. Log in as a member or job seeker and enter your email address and password, and click on "Login to My Account".



Settings

allows you to update personal information that was entered when the account was created.



My Messages

holds a welcome message that introduces you to your account and the functionality of the board. It also contains notifications and contact requests from employers.



My Job Applications

organizes the job applications you sent to employers and recruiters.

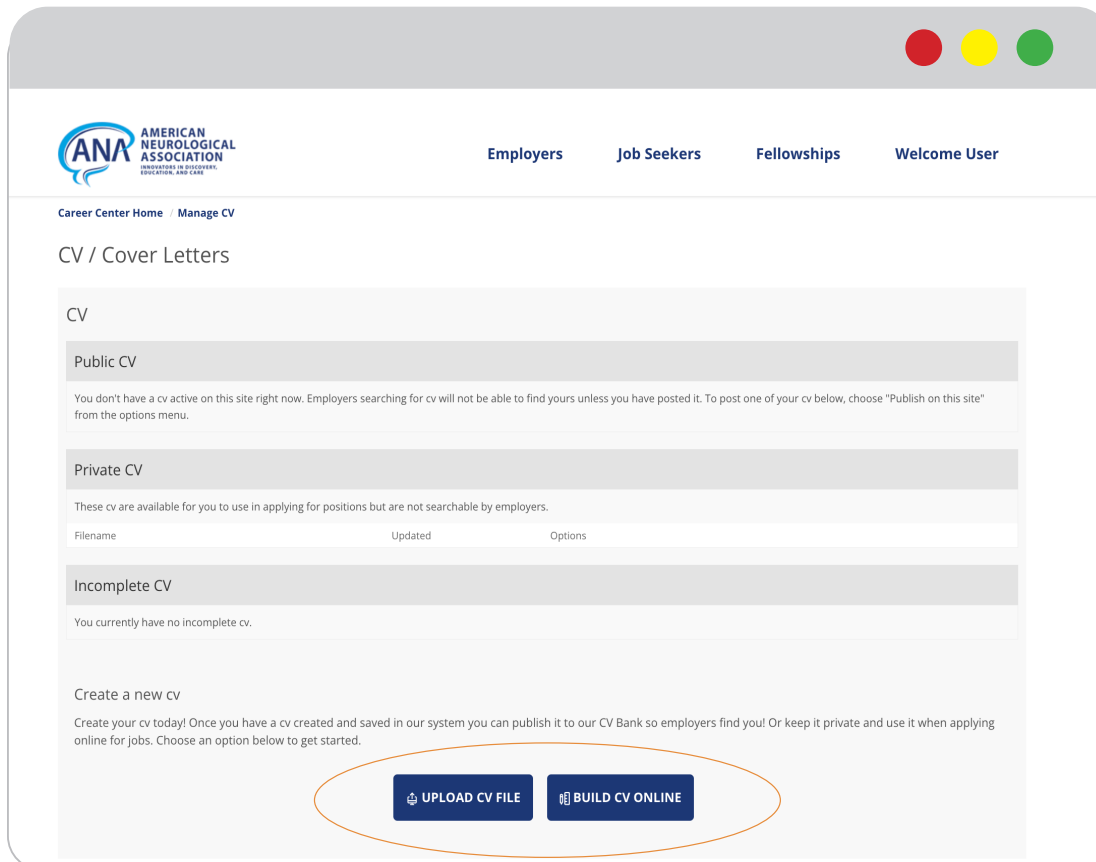


My Saved Jobs

contains the jobs you saved to review later or apply to at another time.

CV AND CAREER PROFILE

When logged in to your account, you can access Manage CVs under the job seekers section. Once on that page, you are provided with two options found at the bottom of the page.



The screenshot displays the 'Manage CV' interface on the ANA website. The header includes the ANA logo and navigation links for Employers, Job Seekers, Fellowships, and a Welcome User message. The main content area is titled 'CV / Cover Letters' and lists three CV categories: Public CV, Private CV, and Incomplete CV. Below these categories, there is a section for creating a new CV, with two buttons: 'UPLOAD CV FILE' and 'BUILD CV ONLINE'. These buttons are highlighted with an orange circle.

- Upload an existing document (DOC, PDF)
- Build online CV

You can upload and maintain multiple CVs and/or create career profiles on your account to use on different occasions. However, only one is public to the CV bank for employers to view. In order for employers to receive your contact information, they must submit a contact request first.

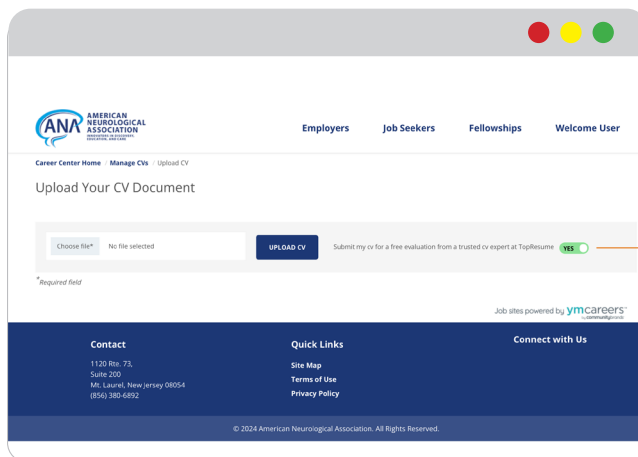
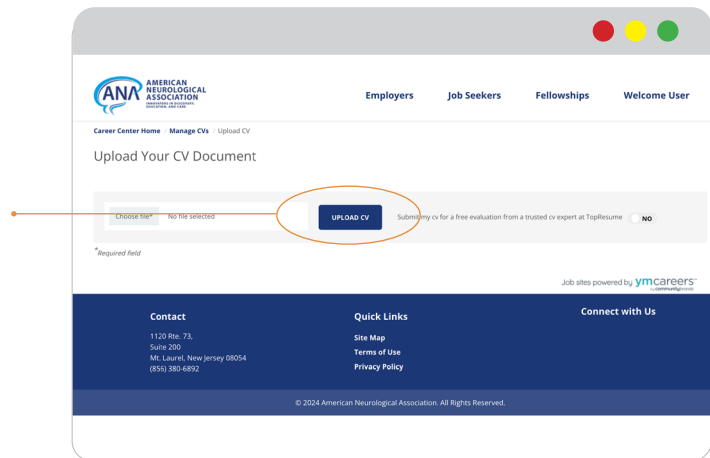
When logged in to your job seeker account, you can access Manage CVs menu. Once on that page, you are provided with the following options found at the bottom of the page.

Upload an existing document

We accept DOC and PDF files which are the most widely used and accepted by the software.

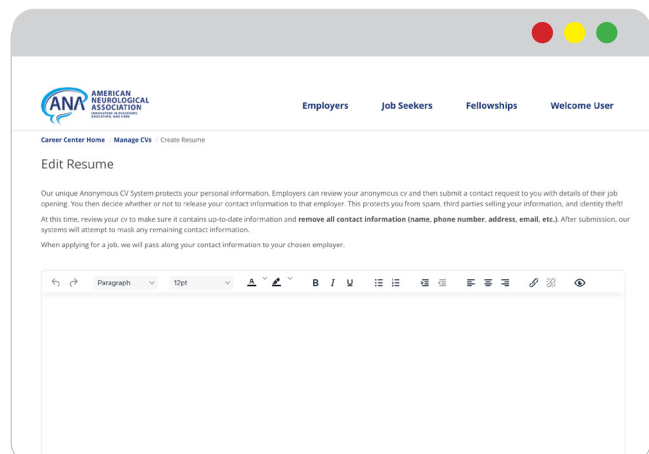
To upload, browse for the file to upload, then click on the "Upload CV" button.

The document then uploads to the job board. You will then be redirected to a page to review the uploaded material, ensuring that it came through correctly.

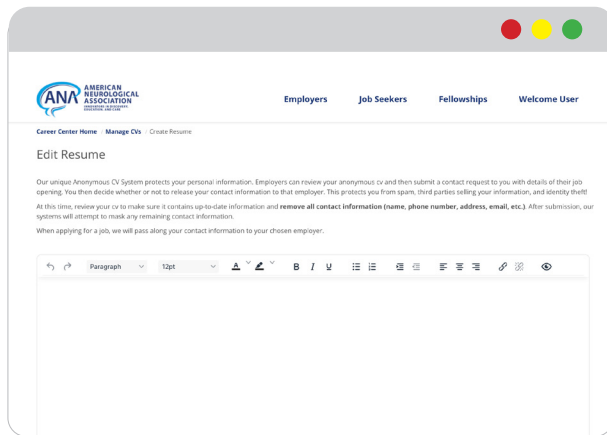


Upload your CV on the ANA Career Center for a free CV review from an expert writer.

Take note of the notice at the top of the CV text editor.



A few things to keep in mind or note about this setup:



- All fields with the * (asterisk) are required. You cannot move forward without filling them.
- Any information not filled in, but is required, is flagged if you try to upload information. The user must go back, then fill in the missing information field indicated with the red flag.
- The summary is the piece of information employers view when searching through the CV bank. This section is limited to 200 characters.

Once the information is reviewed and you are ready to move forward, you must click the “Save and Continue” button at the bottom of the screen. This is also where you can choose to automatically and immediately make your CV public in the CV bank.

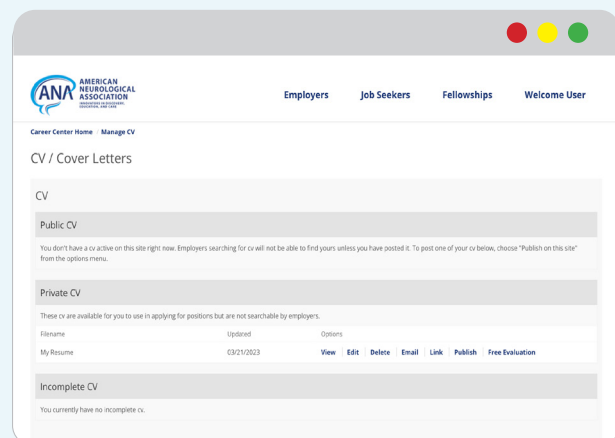
Take advantage of the options always available next to the CV bank.

View – This allows you to view the CV. Contact information is included. As the job seeker, you see your information.

Edit – Go back at any time and edit or update any of the information you previously added to the site.

Delete – Remove the CV completely from your account.

E-mail – This allows you to directly e-mail a CV to an address that’s typed into the field.



Tip: Once you have a CV created and saved in our system, choose “Publish on this site” from the options menu. Your CV will show on the CV bank which will let employers find you easily!

JOB ALERTS

Sign up for our Job Alerts and have any jobs matching your criteria sent straight to your inbox. There are two ways to sign up for a job alert:

1. From “Search Jobs” page.



Search for jobs on careers.myana.org and apply filters to just view jobs relevant to you.



When the jobs populate, enter your email address on the pop-up window.



Once completed, you will receive an email asking you to activate the job alert.



Click the link to receive emails containing only jobs that match your criteria.

2. From your job seeker account.

To create a job alert, set the desired criteria by using the fields under “Create a New Alert.”

Note: You only get a job alert when jobs with those exact job functions, industries and locations are selected.

Job Alerts

Your personal Job Alerts notify you by email of new jobs posted that match your search preferences. Create one now and never miss a new opportunity!

My Current Job Alerts

You currently have no job alerts.

Create a New Job Alert

Alert Name*

Enter the job alert name

Frequency:

Daily Weekly

Advanced Filters

Keywords:

Keyword or Job Title

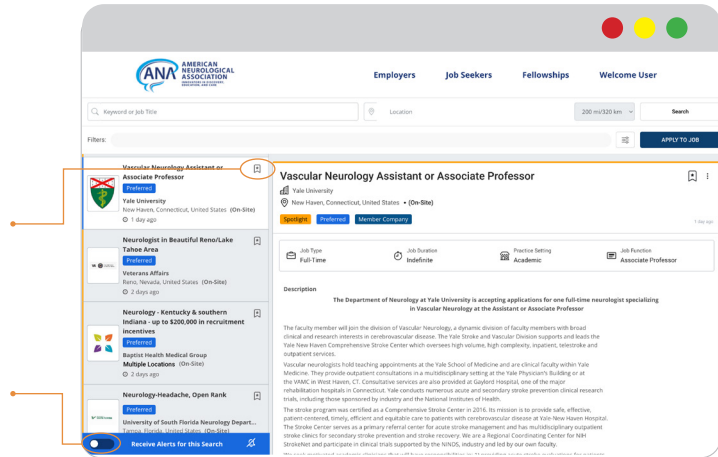
SEARCHING AND VIEWING JOBS

This function allows you to view and search jobs posted to the job board. You can also save the job and apply to the job online by clicking the respective links.

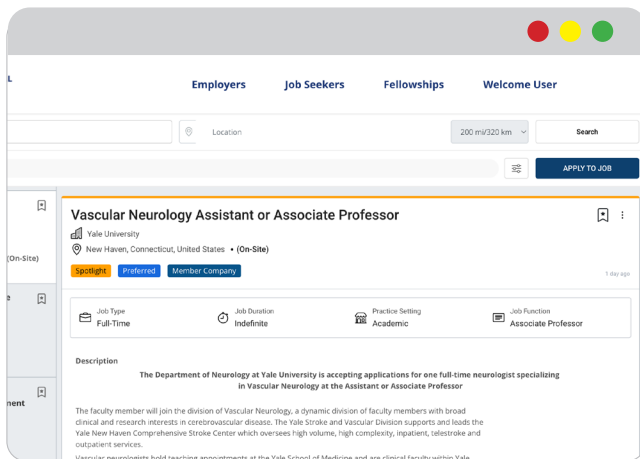
From here, you are allowed to “Bookmark Jobs” and “Receive Alerts for this Search”.

To bookmark jobs, click the “star” icon next to the preferred job and pop-up window will appear to notify you that your job has been saved to your account.

To receive alerts for your search, click the toggle button, click “Create Alert” on the pop-up window and add your email address.



Viewing jobs



Spend less time searching and more time applying to relevant positions with the immersive “Job Search” page. The layout allows you to view job search results and job details on one screen, making searches faster.

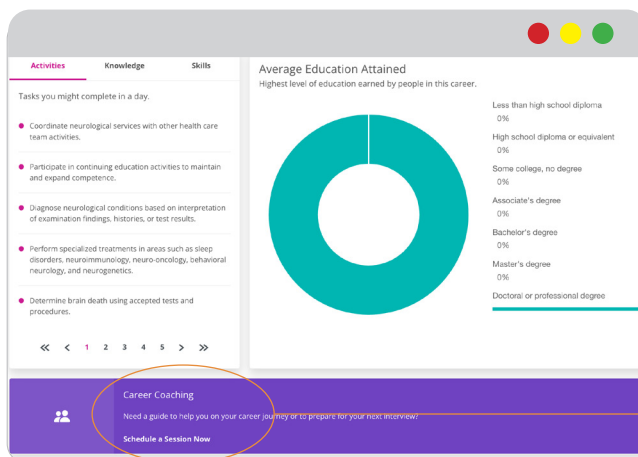
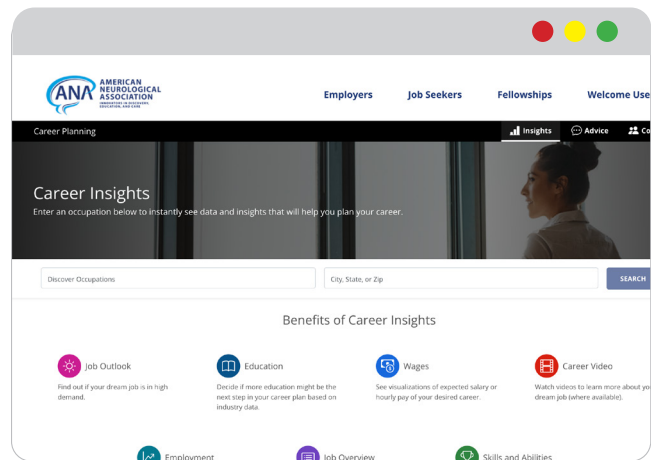
CAREER PLANNING PORTAL

The new Career Planning Portal on the ANA Career Center contains valuable content, including career resources you can utilize at every stage of your career.

Career Insights

Understand more about your chosen path within your profession and dig deeper into your potential through Career Insights on ANA.

- **Salary insights**
- **Job outlook**
- **Activities/knowledge/skills**
- **Day in the life of (selected job title) video**
- **Link to Career Coaching**
- **Jobs that are listed on the site that match the search**

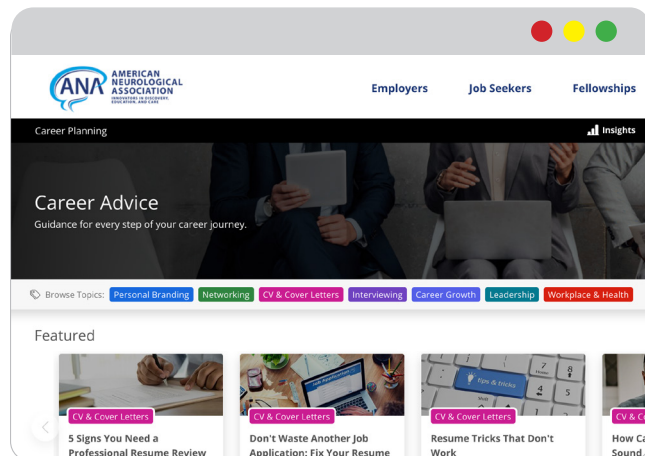


Ask the expert: Connect with certified career coaches to help with things like job search strategies, interview tips, and CV writing.

Career Advice

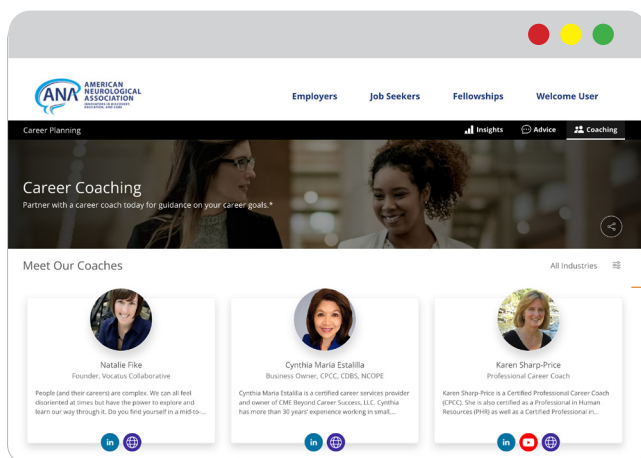
Browse through career articles and advice on topics like:

- **Building professional brands**
- **CVs and cover letters**
- **Professional networking**
- **Interview preparation**
- **Job offer negotiation**
- **Work-life balance**
- **Leadership and more**



Career Coaching

Partner with a career coach today for guidance on your career goals.



Browse through dozens of diverse coaches to find the right ones to help add direction to your career goals, prepare CVs, or prepare for interviews.

PLACEMENT SERVICE

Our experienced recruitment professionals work with you to find career opportunities aligned with your interests, background, skills, work/life balance needs, and professional goals. And best of all, this service is provided at no cost or commitment from you.

When it's time to find your dream job, the American Neurological Association Placement Service can help!

How it works:



A placement service team member will work closely with you to understand your professional background, job search status, and career goals to help you develop your vision to take your next step.



Your dedicated placement service professional will search for ideal employment opportunities for you by researching and contacting employers on your behalf, with the goal of scheduling an interview.



You will be supported throughout the entire job search process from start to finish and includes CV writing or review, interviewing techniques, and negotiating job offers.



This service is provided to you for free. All fees are paid by the employer if hired through the Placement Service.

Ready for your next great career opportunity?

Contact Brian Barbeau, Placement Service Team Lead

[Schedule time on my calendly here!](#)

Please note: While our team does its best to help you find your dream job, there are no guarantees of interviews or job placement.

JOB SEEKER PREMIUM SERVICES

Stand out from the competition. Job Seeker Premium Services on the ANA Career Center offers you professional writing assistance and interview preparation to capture the attention of potential employers and land your dream role.

Job Seeker Premium Services

Level up your career game with confidence

Our top-notch cv, cover letter, and LinkedIn services will make you stand out from the crowd, impress employers, and score those dream job offers. Gain perspective and confidence from the experts, and increase your job search success with a quick turnaround.

Free Resume	Professional Growth	Career Evolution	Career Confidence
Get a free, confidential review from a resume expert.	An expertly written and keyword-optimized resume that sets you apart.	Everything you need to apply to jobs, including a resume and cover letter.	Resume, cover letter, and LinkedIn profile, created by an executive writer.
\$0	\$149	\$219	\$349
GET STARTED	BUY NOW	BUY NOW	BUY NOW
<ul style="list-style-type: none"> Reviewed style & organization to make sure your resume is neat and clearly organized. Writing & mechanics checked to ensure the writing is easy to understand and free of mistakes. Analyzed to help make sure Applicant Tracking Systems can read your resume and mark you as a best fit for target jobs. 	<ul style="list-style-type: none"> Professionally written by experts that know your industry. Formatted to get an Employer's attention. Keyword optimized to pass through Applicant Tracking Systems. 	<ul style="list-style-type: none"> Professionally written by experts that know your industry. Formatted to get an Employer's attention. Keyword optimized to pass through Applicant Tracking Systems. Cover letter: Employers are 40% more likely to read a resume with a 	<ul style="list-style-type: none"> Professionally written by an Executive writer: Top 10% of our network. Formatted to get an Employer's attention. Keyword optimized to pass through Applicant Tracking Systems. Cover letter: Employers are 40%



Personalized CVs for Success. Get noticed by employers with a tailored CV that showcases your strengths.



Cover Letters to Make an Impact. Secure more interviews with professionally formatted cover letters.



Interview Prep. Increase interview readiness with guidance from an expert.



LinkedIn Profiles that Stand Out. Optimize your profile for job-search success.

CONTACT US

1120 Route 73, Suite 200
Mount Laurel, NJ 08054
info@myana.org
(856) 380-6892

Association: myana.org
Career Center: careers.myana.org

Customer and Technical Support:
Community Brands Customer Service
clientserv@yourmembership.com
(860) 437-5700

