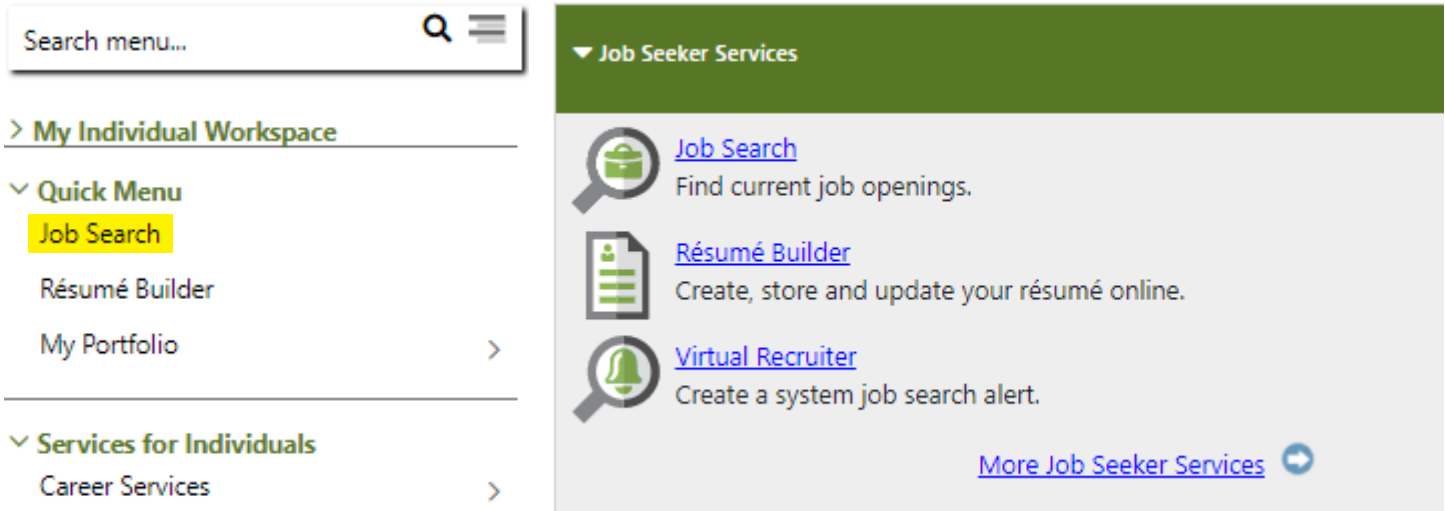


HOW TO COMPLETE THE WORK SEARCH



LOCATING THE JOB SEARCH FUNCTION IN SCWOS

After creating a SCWOS account, here's how you can access the **Job Search** menu. Click on the **Menu** in the top left of your screen to display a drop down of options to choose from. Select **Job Search** under *Quick Menu*.

Depending on how your preferences are set up on your dashboard, you can also access **Job Search** under the *Job Seeker Services* widget on your dashboard page.



The screenshot displays the SCWOS dashboard interface. On the left, a navigation menu is visible with a search bar at the top. The menu is organized into sections: 'My Individual Workspace', 'Quick Menu', and 'Services for Individuals'. Under 'Quick Menu', 'Job Search' is highlighted in yellow. Below it are 'Résumé Builder' and 'My Portfolio'. Under 'Services for Individuals', 'Career Services' is listed. On the right, the 'Job Seeker Services' widget is expanded, showing three options: 'Job Search' (Find current job openings), 'Résumé Builder' (Create, store and update your résumé online), and 'Virtual Recruiter' (Create a system job search alert). A link for 'More Job Seeker Services' is located at the bottom right of the widget.

Search menu...  

> **My Individual Workspace**

▼ **Quick Menu**

Job Search


Résumé Builder


My Portfolio >


▼ **Services for Individuals**


Career Services >

▼ **Job Seeker Services**

 [Job Search](#)
Find current job openings.

 [Résumé Builder](#)
Create, store and update your résumé online.

 [Virtual Recruiter](#)
Create a system job search alert.

[More Job Seeker Services](#) 

COMPLETING A WORK SEARCH

On the **Job Search** page, you have many options for search filters. Keep in mind, the more filters you select, the more narrow your results will be.

The *Quick Search Tab* allows you to search the job keyword and location.

Keyword	Location	Search
---------	----------	--------

Keywords can include things like job titles, employer name, occupations and even military occupation codes.

The *Additional Quick Search Options* below that show how recently the job was posted, by occupation group, education level, source of job posting, etc. When you're ready, click *Search*.

Additional Quick Search Options

Jobs [Posted](#) Within:

Occupation Group:

Specific Occupation: [Select Specific Occupation](#)
[Click here if you are a veteran and wish to enter your military occupation.](#)

Minimum Acceptable Salary:

Education Level:

Sources:
[Check All](#) [Uncheck All](#)

<input checked="" type="checkbox"/> Preferred Employer	<input checked="" type="checkbox"/> Newspaper
<input checked="" type="checkbox"/> Corporate	<input checked="" type="checkbox"/> Private Job Board
<input checked="" type="checkbox"/> Education Institution	<input checked="" type="checkbox"/> Recruiter
<input checked="" type="checkbox"/> Government	<input checked="" type="checkbox"/> Social Media
<input checked="" type="checkbox"/> Hospitals	<input checked="" type="checkbox"/> State Job Board
<input checked="" type="checkbox"/> Job Distributor	<input type="checkbox"/> Volunteer
<input checked="" type="checkbox"/> National Labor Exchange	

[Advanced](#) [Reset Criteria](#)

Search

[Other Job Sites](#) [Jobs Outside of South Carolina](#)

WORK SEARCH CONTINUED

Once you press *Search*, available jobs meeting your search requirements will be displayed on the screen.

▶ [Narrow Results](#)

Sr. Accountant

Not Available - Ridgeville, SC

Regular

... **Accountant** to provide leadership and know-how to a growing team. This is a full-time opportunity in the Ridgeville, South Carolina area. As a Senior **Accountant**, your position offers a comprehensive compensation and benefits package to help you achieve long-term potential within the company. We are currently looking for an individual to ensure compliance with corporate accounting policies, procedures and controls and provide support on special requests - Dedication to continuously improve

Recruiter - Robert Half International Inc. *Today*



Staff Accountant

HealthPRO / Heritage - Greenville, SC

Regular

Hospitals - HealthPRO / Heritage *Today*



Corporate Accountant

Greystar - Charleston, SC

Regular

Applies generally accepted accounting principles (GAAP) to analyze financial information, reconcile financial statements, prepare standard journal entries, approve expenses, and maintain the general ledger. * Review incoming intercompany transactions for proper coding and prepare outgoing intercompany transactions for approval. * Analyze general ledger and resolve issues with the treasury department. * Audit employee expense reports to ensure compliance with company policy, confirm accurate coding of the expenses and

Corporate - Greystar Real Estate Partners, LLC *Today*

WORK SEARCH CONTINUED

To complete your weekly work search requirement in SCWOS, you need to select a position you want to learn more about. By clicking on a job posting, this will result in a new page opening to fully display the individual position's information, job description, qualifications, requirements, compensation (if provided), information about the company, an option to favorite the job posting and a button to *apply*.

Average salary for this occupation in Greenville

65k

Per year

Staff Accountant HealthPRO Heritage

Occupation: Accountants

Location: Greenville, SC - 29601

Positions available: 1

Job #: 2021-41822

Source: HealthPRO / Heritage

Site: www.healthpro-heritage.com

Average salary for this occupation in Trident

59k

Per year

Corporate Accountant Greystar Real Estate Partners, LLC

Occupation: Accountants

Location: Charleston, SC - 29401

Positions available: 1

Job #: R0030558

Source: Greystar Real Estate Partners, LLC

Site: www.greystar.com

VERIFYING A WORKS SEARCH IN SCWOS

To verify your work search for the week, first select from the upper left-hand menu, select **My Portfolio** under *Quick Menu*. Then click **Search History Profile**, which will be displayed under *My Individual Profile*. All job searches completed will be listed here. If you do not see it, make sure that you opened up each of the job postings in a new window.

- > **My Individual Workspace**
 - ▼ **Quick Menu**
 - Job Search
 - Résumé Builder
 - My Portfolio** >
 - ▼ **Services for Individuals**
 - Career Services >
 - Job Seeker Services >
 - Education Services >
- ▼ **My Individual Profiles**
 - Personal Profile
 - Search History Profile**
 - Self Assessment Profile
 - Communications Profile
- ▼ **My Individual Plans**
 - Employment Plan Profile
 - Training Plan Profile
 - Benefits Plan Profile

Job Title	Occupation
Corporate Accountant	Accountants
Staff Accountant	Accountants
Sr. Accountant	Accountants
Systems Accountant (4386)	Accountants

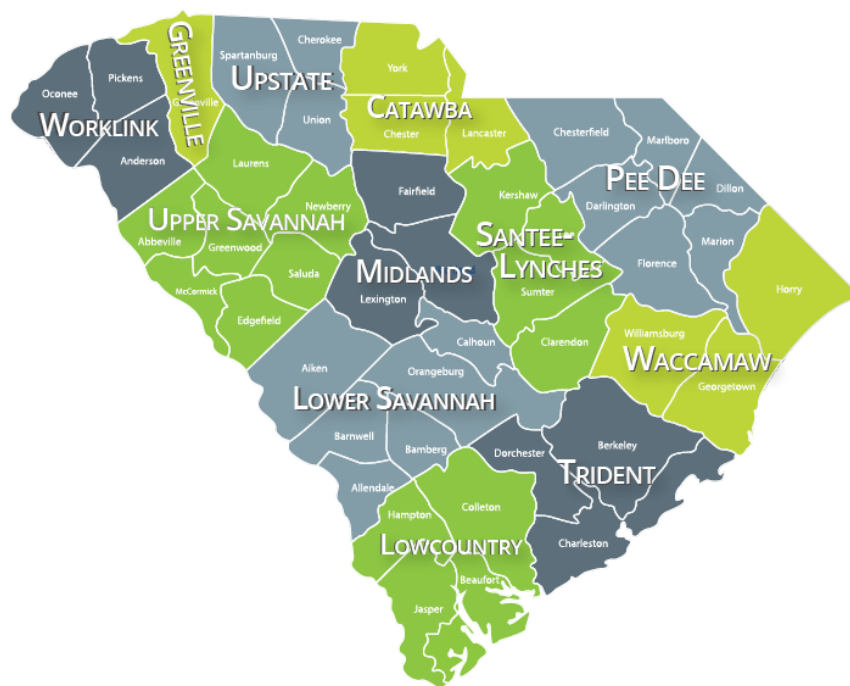
VERIFYING YOUR WORK SEARCH IN MYBENEFITS PORTAL

SCWOS and the MyBenefits (claimant) portal communicate every night. On the next business day after you have completed your work search in SCWOS, you will want to log into your MyBenefits portal, select the **Confirmation History** tab at the top and on that page, you will see "SC Work Search Confirmation" listed with the benefit week next to it.



If you do not see this confirmation, you will need to reach out to the SC Works Center nearest you so they can verify that your Social Security number is attached to your SCWOS account. Your social is what ties your SCWOS account (and work searches) to your unemployment insurance claim in the MyBenefits portal.

NOTE: DEW call center staff can not verify this information for you. You must reach out to your local SC Works center for assistance: scworks.org/about-us/state-wide-centers



HERE'S A RECAP

Reminder! You have 6 days to complete your weekly certification of your UI claim and you have 6 days to make sure your weekly work search was completed! Remember, claim weeks run Sunday to Saturday.

CLAIMANT'S RESPONSIBILITIES EACH WEEK

