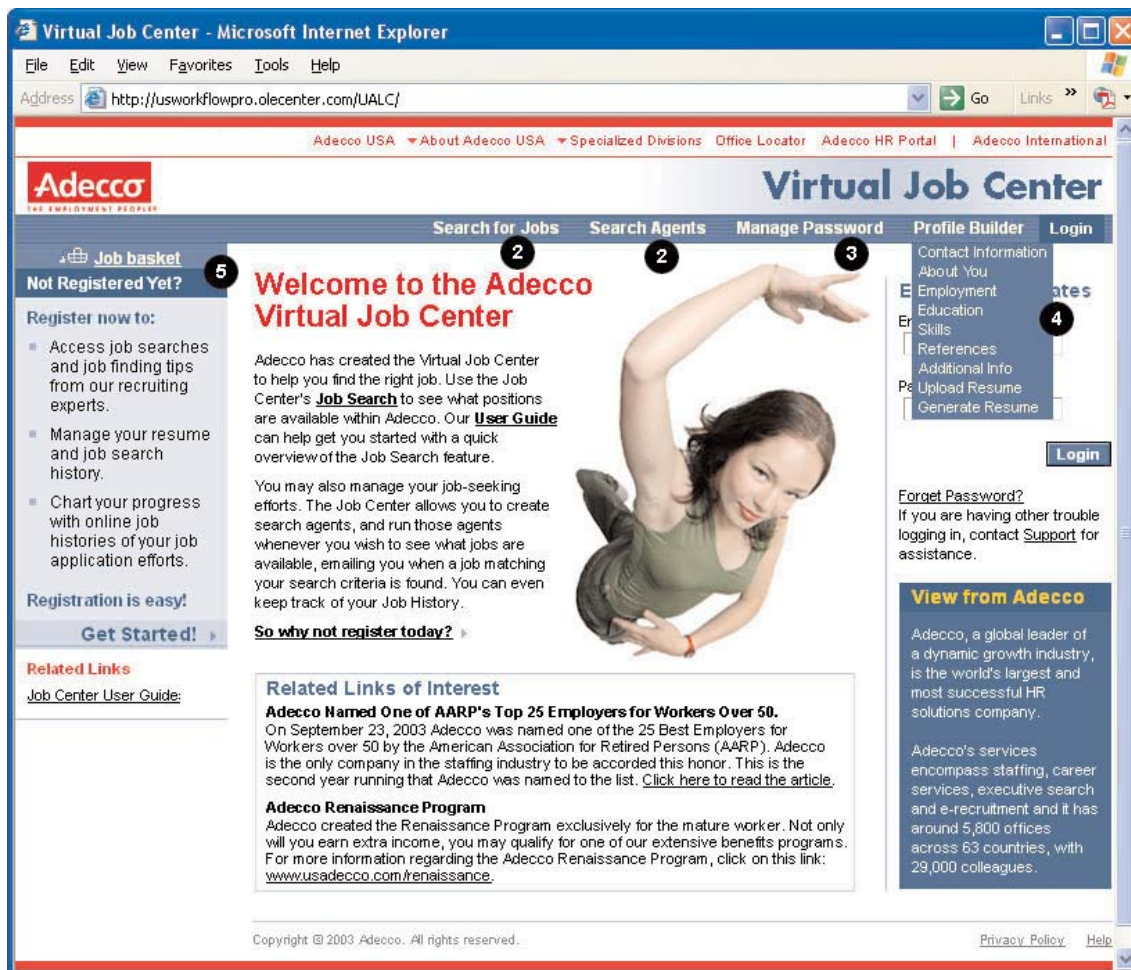


Using the Adecco Virtual Job Center

The Adecco Virtual Job Center enables registered users to search for job opportunities within Adecco and manage their efforts in a customizable web-based environment. The Virtual Job Center keeps a record of

where you are in the profile management process so that you may enter your information at your leisure, picking up where you left off at any time.



Virtual Job Center key features

You may perform a **Search for Jobs** ①. Keywords should be separated by spaces. Spaces between keywords are treated as “and”. Phrases, such as job titles that are more than one word, will be searched as separate words. Sort **Search Results** by job title to find job title results that are the closest match to the phrase(s) entered.

Search Agents ② are saved searches that you may run any time you wish. You may create more than one agent. In addition, you may set a Search Agent up as a **Notification** that will run automatically, emailing you with matches to that agent’s search criteria.

Manage Password ③ allows you change your password whenever you choose. Should you have your password, you may request that it be sent to you by using the “Request Password” feature on the “Membership Login” page.

Profile Builder ④ allows the user the opportunity to create a robust profile online. Criteria includes is “Contact Information”, “About You”, “Employment”, “Education”, “Skills”, “References”, and “Additional Info” relevant to your job-seeking efforts. You may also “Upload a Resume” in Word format, as well as “Generate a Resume” automatically from the profile criteria you have entered.

Your **Job Basket** ⑤ holds all of the job descriptions that you have selected from your Job Searches.

Each feature of the Virtual Job Center instructs you on how to use that feature and make the most of your job searching and profile building experience.

Both **registered** and **non-registered** users may search the Virtual Job Center for job opportunities. In addition to the search function, registered users may benefit from the entire suite of Job Center features.

Getting started with the Adecco Virtual Job Center

To register for the Adecco Virtual Job Center:

1. Go to the United | Adecco Virtual Job Center home page located at <http://usworkflowpro.olecenter.com/AdeccoCareerCenter>. On the left-hand side of the home page you will see an opportunity to register.
2. Click on the link that reads "Get Started".
3. A Registration page will appear. Fill out your information. Required fields are marked with an asterisk. Click 'Submit' when you have entered your information.
4. You should see a page congratulating you on a successful registration. You are now ready to access all of the Virtual Job Center's features.

How to Search for Jobs

Both **non-registered** and **registered** users may use the **Search for Jobs** feature to search for jobs and view **Job Details**. However, only registered users may save searches as **Search Agents** and enable Notifications based on that saved search criteria.

Contact Support

If you experience any problems using the Adecco Virtual Job Center, contact us:

Email:
web-inquiry@adeccona.com

Using "Search for Jobs"

Users may search on any one field or fine-tune the search by indicating choices in more than one category.

To perform a search, users may enter **Keywords** ①. Spaces between keywords are treated as "and". You may use keywords alone or in conjunction with the other criteria choices. For example, you may choose a **Job Category** ②. Next, select a **Skill Category** ③. This will deliver a list of **Skill Sets** to display for you to choose from to build your search. Multiple skill sets may be selected by holding down the 'Ctrl' key while making selections. Not selecting a skill from the Skill Category results in a search of all available skills.

Users may select a **Location** ④. This will filter the available jobs, presenting only the openings in the city or state of your choice. Multiple locations may be selected by holding down the "Ctrl" key. Not selecting a location results in a search of all available locations.

⑤ **Search** performs the search based on the provided search criteria. **Clear** clears all of the fields on the Advanced Job Search screen. **Cancel** clears the fields on the Advanced Job Search screen and returns the user to the screen the user navigated from.