

GET STARTED

Is my information confidential?

Yes. Your information is password protected and cannot be seen by anyone else. It is only used within Job & Career Accelerator to help you better focus your job search.

Can I skip the Get Started sections?

Yes. You can skip these sections and use any of the other features of Job & Career Accelerator. You can always return here and complete them. We recommend you take the time to fill out the profile—not only will it save you time while using Job & Career Accelerator, it will help focus your job search and provide a better overall experience.

How do I use the other features of Job & Career Accelerator such as Job Search?

Just click on any of the tabs at the top of the screen to use any section of Job & Career Accelerator.

If I don't finish the Personal Profile or the Occupation Matcher, is my information saved?

Yes. You can return and finish these at any time. Remember to click on Save and Finish Later.

Do I have to complete all the questions in the Occupation Matcher?

Yes. Completing the entire Occupation Matcher is worth the time and effort—your answers will help match you with occupations that are just right for you. It cannot do its job with incomplete information.

Can I change my information in the Personal Profile?

Yes. Remember, whenever you change your information Job & Career Accelerator will automatically update your saved resumes and cover letters.

Can I take the Occupation Matcher again?

Yes. If you'd like to retake the Occupation Matcher at any time, feel free to do so!



EXPLORE OCCUPATIONS

Do I have to explore occupations before I search for jobs or complete a resume?

No. You can use any of the features of Job & Career Accelerator at any time. Just click on any tab at the top of the screen.

What happens when I save an occupation?

That occupation is saved as an Occupation Card, which contains all necessary information. It also keeps track of all the jobs you find for that occupation, as well as your application progress. It is your automatic job search organizer!

What is an Occupation Card?

An Occupation Card gives you detailed information about any of the over 10,000 occupations including salary information, employment trends, education requirements, training, skills, and more. From an Occupation Card, you can view available jobs anywhere in the United States. Your Occupation Card is your complete personal job search organizer, storing key information as well as your application and interview progress for any job that you are interested in.

How do I find the occupations I saved?

You can find these either on your My Accelerator page or when viewing a specific Occupation Card under the Quick Card Link.

When I browse by preparation level, why do the occupations change?

The list changes because each occupation requires a specific level of education and experience. As you change the preparation level, the Occupation Matcher searches the entire data base for occupations that best match this level of preparation. It's a great way to see which occupations you'd be qualified for if you decide to increase your education or skill level.

Why can't I click on Primary and Secondary Occupation Matches?

If you haven't completed the Occupation Matcher, there are no recommended matches for you. That's why we recommend you take the time to complete it!

Does the summary of Occupation Matches relate to my current preparation level? What happens if I browse at a different preparation level?

Your list of matches comes from the results of your completed Occupation Matcher, which includes your current preparation level. If you explore at different preparation levels it does not affect what is saved on your My Accelerator page. To change the saved results on this page, you must change the preparation level within the Occupation Matcher.

If I find a job I am interested in, can I save it?

Yes. Simply click on Save and it is saved directly to the related Occupation Card.



SEARCH FOR JOBS

Where do the employment opportunities and job listings come from?

They come from a nationwide database of over 5 million current job listings, compiled from leading job boards, classified ads, and corporate and public websites.

How do I search for jobs in another area?

It's simple—just enter the city and state or zip code in the location box.

How do I narrow or broaden my geographic search area?

Job & Career Accelerator automatically searches for jobs within 50 miles of the location specified in your personal profile. You can change the search area by specifying the desired distance in the Advanced Search option.

Can I trust the job listing service used by Job & Career Accelerator?

LearningExpress is an Affiliate Partner with SimplyHired, the largest aggregator of online job postings, and a company you can trust to provide the best and most current job listings available. Job listings are pulled from major job search portals, government and local job boards, online classifieds, and even corporate websites—and are updated in real time.

When searching for jobs does the user leave the Job & Career Accelerator site?

Yes. When you click on a specific job ad, the site of origin of that ad will open in a new window. You will automatically return to Job & Career Accelerator when you close or save the job ad.

How accurate and complete are the listings?

Although most job advertisements are accurate and current, there may be some that are not. Since Job & Career Accelerator pulls job ads from many sources by continuously searching the web, it relies on the actual source of the ad for accuracy. The completeness will vary by employer or company posting the ad.

Can the same job ad appear more than once?

Yes, but not by the same site of origin or posting. At times, the same job may be posted by different agencies or appear on different job boards. This happens when a company places an ad in multiple places. If the employing company name is not mentioned in the listing, it's best to carefully review each job description and details. If a job appears on multiple sites the information is usually identical. If you notice this, avoid applying to the same job multiple times.

Can you import a job from outside of Job & Career Accelerator and use its tools to track it?

At this time, only ads found in Job & Career Accelerator can be tracked. You can still use all the tools, such as the resume builder, for jobs outside of Job & Career Accelerator. If you are aware of a specific job posting, you can try to search for it in Job & Career Accelerator by using the company name in the Basic Search feature.



TOOLS TO GET HIRED

Is my data confidential?

Yes. All of your data is confidential and private.

Can I modify my resume once I finish it?

Yes. You can edit your resume or create a customized resume for a specific job. Each resume you create will be saved for you on the appropriate Occupation Card.

Can I customize the layout of my resume?

Job & Career Accelerator provides the most flexible and recommended resume format. However, if you wish to change it, you can simply upload it to another word processing program, change the format, and print it from that program.

Can the resume be printed, mailed, and/or downloaded?

Yes. All of these features are available to users. If you are working on a public computer, you should download onto your own portable device such as a flash drive.



MY ACCELERATOR PAGE

Why are sections of My Accelerator page missing data?

The My Accelerator page displays your saved work so you can monitor progress and easily access your information. If you have not completed a section, no data will appear on the My Accelerator page. Remember, you can complete the section at any time.

How can I change my information on the My Accelerator page?

When you change any information in My Profile it will automatically change on this page.

