

Using myGov



myGov is a fast and simple way to access government services online, including Australian jobsearch services. Here is a quick guide to a few features on myGov that will assist with your job search experience.

Your Dashboard

After you have registered on myGov you will be able to access your personalised Dashboard. The Dashboard provides you with a snapshot of your job search activities as well as key information.

INBOX

The Inbox allows you to manage your messages from employers.

MY JOB SEARCH EFFORT

This is where you can see the jobs you have applied for via the 'Apply Now' button. You can also add external jobs you have applied for here. The progress number displayed will include the external jobs you applied for, provided you enter them via the 'add external jobs' function.

CAREER PROFILE

Career Profile allows you to create a thorough record of your work history, education and skills set. Once you have created your Career Profile, select 'Export as Resume'. Follow the prompts to select your preferred template and save.

Alternatively, upload up to five resumes and cover letters prepared outside JobSearch in RTF, PDF or Word format. In the Employment Directions section select the occupations and locations you are interested in working in and include your preferred working arrangements e.g. full time, part time etc. and your availability. Don't forget to opt into receiving Job Alerts which are based on these preferences. If you want Employers to find you on the jobactive website, you will need to set your privacy to 'Visible'.

Employers looking for staff on the jobactive website will be able to see if you have the skills they are looking for and get in touch with you via the website. Additionally, having your privacy set to a 'Visible' status allows you to share your Career Profile with registered employers, and other third parties.

EMPLOYERS NEAR ME

To find out which Employers are located in a particular area, select 'Employers Near Me'. You will have the option of using your current location, or entering a location.

You can select 'Map View' or 'List View'. The 'List View' will provide you with the employer street address and telephone number. You can even create a shortlist of employers.

Additional features for clients registered with an employment services provider

As a client registered with Mission Providence, you have access to additional functionality from your Dashboard. These include:

CALENDAR

You can use your Dashboard Calendar to keep track of appointments with Mission Providence. You can add your job interviews and personal events to the Calendar.

JOB PLAN

You will be able to access your Job Plan from the My Dashboard menu. You can view the details of your Job Plan and agree to it within the two day mandatory timeframe

TRANSFER BY AGREEMENT

Clients can now initiate a request to change their providers under 'Transfer by Agreement'. This function is located in 'Quick links' section on your Dashboard. The request to change providers via the 'Transfer by Agreement' functionality will only be actioned if your current provider and the proposed provider agree to the transfer.

BARRIERS AND INTERVENTIONS

Using this tool, you can advise Mission Providence of any barriers to employment you may face. This can help to identify further assistance that may be available to you. This tool is located in the 'Quick links' section on your Dashboard



Handy Tip

What is a Job Seeker ID?

A Job Seeker ID is a unique number given to a job seeker who registers with an employment services provider. Only job seekers who are registered with a provider will have a Job Seeker ID.

Linking your job seeker account with myGov

Before we can sign you into the jobactive website we need to link your jobactive account with your myGov account.

SECTION 1: SIGN IN/REGISTER WITH MYGOV

Step 1

Click the 'Sign in/Register' button on the homepage and select 'Job Seeker'.

Step 2

If you have a myGov account click the Sign in to myGov button, if you need to create a myGov account click the 'Register with myGov' button.

Step 3

Once signed in to your myGov account you will be directed to a linking screen where we have a few simple questions to ask you.

SECTION 2: JOB SEEKER ID

Do you have a Job Seeker ID?

Yes - Go to Section 3 (on next page).

No - Go to Section 4 (on next page).

SECTION 3: YES I HAVE A JOB SEEKER ID

Step 1

Select the 'Yes' button from the options available on the screen.

Step 2

Enter your Job Seeker ID and Date of Birth.

Step 3

Click the 'I'm not a robot' checkbox.

Step 4

Follow the prompt on the pop up screen and click the 'Verify' button when completed.

Step 5

Click the 'Next' button.

Step 6

Select from the options available about how you would like to receive your activation code to confirm your account and click 'Next'.

Note: If you do not have both your email address or mobile number listed the activation code will be sent to your notification preference as selected by you.

Step 7

You will be sent an activation code by email or SMS, enter that code in the Activation Code section and click 'Next'.

Step 8

You have now successfully linked your job seeker account to myGov, click the 'Continue to Dashboard' button to go to the jobactive website to look for jobs and create a resume.

SECTION 4: NO/I DON'T KNOW JOB SEEKER ID

Step 1

Select the 'No' button from the options available on the screen.

Step 2

Click the 'I'm not a robot' checkbox.

Step 3

Follow the prompt on the pop up screen and click 'Verify' button when completed.

Step 4

Click the 'Next' button to continue.

Step 5

Enter your details and click 'Next' to help us confirm if you have already have an existing account

Did we match an existing account for you?

Yes – Please go to Step 6 – We have matched an existing account.

No – Please go to Step 9 – We did not find an account matching your details.

Step 6 – We have matched an existing account.

Select a question and answer it correctly to continue.

Step 7

If answered correctly you will be sent an activation code to your email address, enter that code in the 'Activation Code' section and click 'Next'.

Step 8

You have now successfully linked your job seeker account to myGov, click the 'Continue' to Dashboard button to go to the jobactive website to look for jobs and create a resume.

Step 9 – We did not find an account that matched your details.

Complete the quick one time registration form and click 'Next'.

Step 10

You will be sent an activation code to your email address. Enter the code in the 'Activation Code' field.

Step 11

You have now successfully linked your job seeker account to myGov, click the 'Continue' to Dashboard button to go to the jobactive website to look for jobs and create a resume.

How to use myGov to record your job search activities

When you apply for jobs on the SEEK, CareerOne, JORA or Indeed websites, you can add them to your 'My Job search Effort'.

Step 1

APPLY FOR A JOB ON THE SEEK, CAREERONE, JORA OR INDEED WEBSITE

When you apply for a job on either of these websites, you should receive a confirmation email in your inbox.

Step 2

FORWARD YOUR JOB APPLICATION CONFIRMATION

1. When you receive your Job Application Confirmation from either of these websites in your email inbox, click 'Forward'.
2. Address the email to...
JobSearchEffort@employment.gov.au
3. Add your Job Seeker ID (JSID) in the subject line and hit 'Send'.

Important: Without your Job Seeker ID, we can't add your application to your 'Job Search Efforts'.

Step 3

YOUR JOB APPLICATION WILL BE ADDED AUTOMATICALLY TO YOUR MY JOB SEARCH EFFORT

Next time you Sign In to your Dashboard, your SEEK, CareerOne, JORA or Indeed application will be automatically listed in your 'My JobSearch Effort' list. Remember, you'll need to do this for every job you apply for via these websites.

DON'T SEE YOUR JOB APPLICATION ON YOUR DASHBOARD?

If your job application doesn't appear, try this checklist to fix it:

- Is it a SEEK, CareerOne, JORA or Indeed job? We currently can only add jobs you applied for on these websites. See our tip below for adding jobs from other employment websites.
- Did you use the correct email address? The email address needs to match the email address and Job Seeker ID (JSID) you registered on JobSearch. If you're unsure, sign in and check your details.
- Did you include your JSID in the subject line? Check these details and try again.
- Is the job application within your reporting period? If it's outside a reporting period, it may not appear.

ANOTHER WAY OF ADDING OTHER JOBS TO MY JOB SEARCH EFFORTS

You can also add other jobs you have applied for by selecting 'Add External Jobs' and filling in the details from 'My Job Search Effort'. This takes more time but is a way of capturing job applications from other places.



For more information about using myGov and other useful resources visit [konektemployment.com.au](https://www.konektemployment.com.au)