

Registering and Searching For Job Vacancies at WorkInTexas.com For Section 3 Residents

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Dear Section 3 Resident,

As required by the GLO Section 3 Policy, all Grantees, Subrecipients and their contractors who are receiving DR funding post their job vacancies with their Local Workforce Solutions Center and/or Work-in-Texas.

To help connect you to these job opportunities you must:

- Register as a job seeker with WorkInTexas.com and/or contact the local Workforce Solutions Office for assistance with registration;
- After you complete basic registration, it is important you add a Section 3 related keyword to your profile. To do so follow these steps:
 1. Click on the My Portfolio tab, in the top navigation
 2. Click on Keywords in the Job Matching Criteria section
 3. In the Keyword to add field enter: sec3 Enter 0 for both years and months experience
 4. Click the Add Keyword button

Job Match Keywords

* indicates required information

* Keyword to add

* Experience years months

In addition, you can search for existing Section 3 job vacancies by selecting the Browse Jobs menu on the title bar then by Text. In the Enter Text line type the word: **“SEC3”**, then hit search.

If you need help, please contact your local Workforce Solutions Center. You may search for one here:
<http://www.twc.state.tx.us/dirs/wdas/directory-offices-services.html?mid=0.07262226541895678>