



a member of THE FEDCAP GROUP

**ReServist's Portal Guide**

[portal.reserveinc.org](http://portal.reserveinc.org)

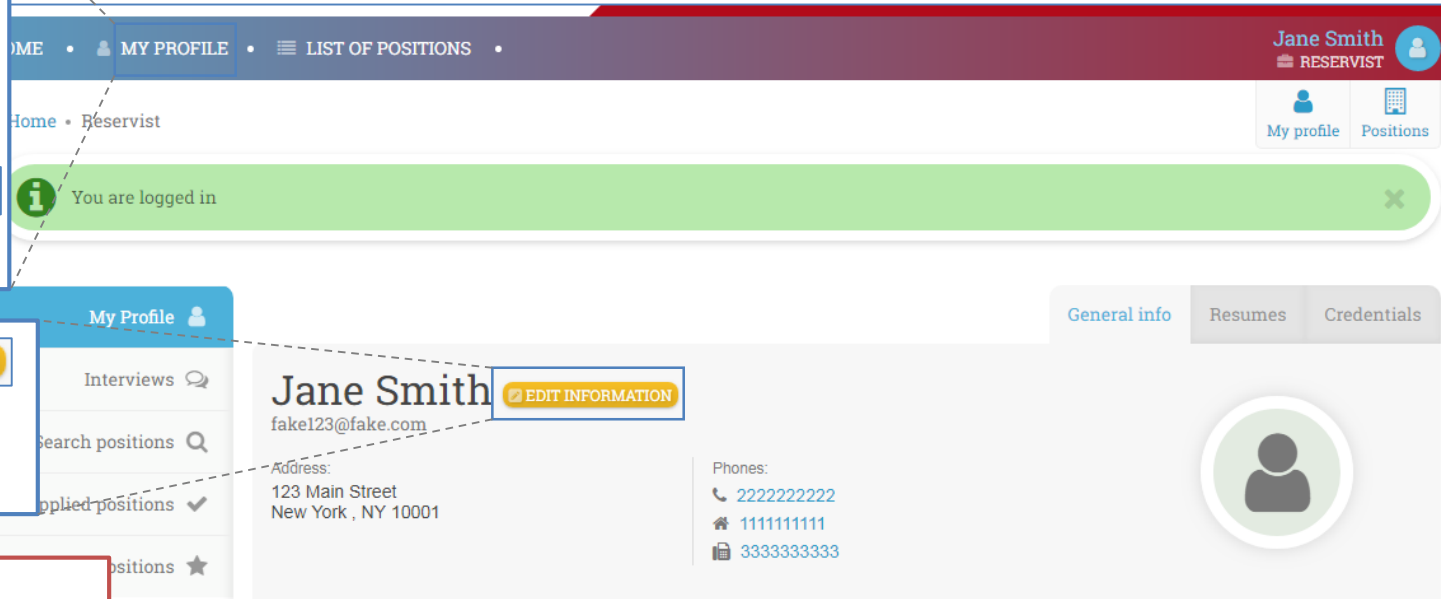
# Table of Contents

- [Edit Profile](#).....Page 3
- [Upload Resume](#).....Page 5
- [Change Password](#).....Page 7
- [View Upcoming Interview\(s\)](#).....Page 8
- [Search, Save, and Apply for Positions](#).....Page 9
- [View Saved Positions](#).....Page 13
- [View Applied-for Positions](#).....Page 14
- [Search Positions: Filters and Advanced Filter \(Appendices\)](#).....Page 15, 16

*For additional support, contact us at [info@reserveinc.org](mailto:info@reserveinc.org) or 877-290-6145.*

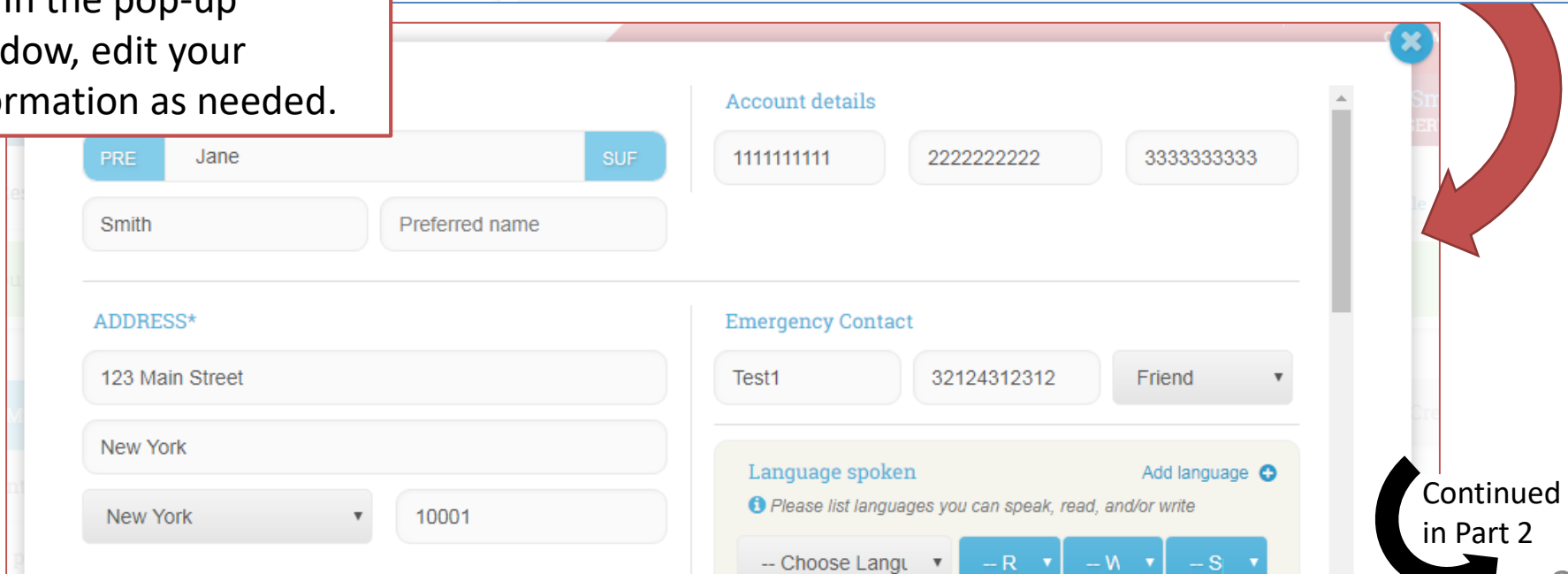
# Edit Profile (1/2)

After logging in, you will be directed to your profile page. If you are already logged in, click **MY PROFILE** to go there.





1 Click **EDIT INFORMATION** in the center of the page.

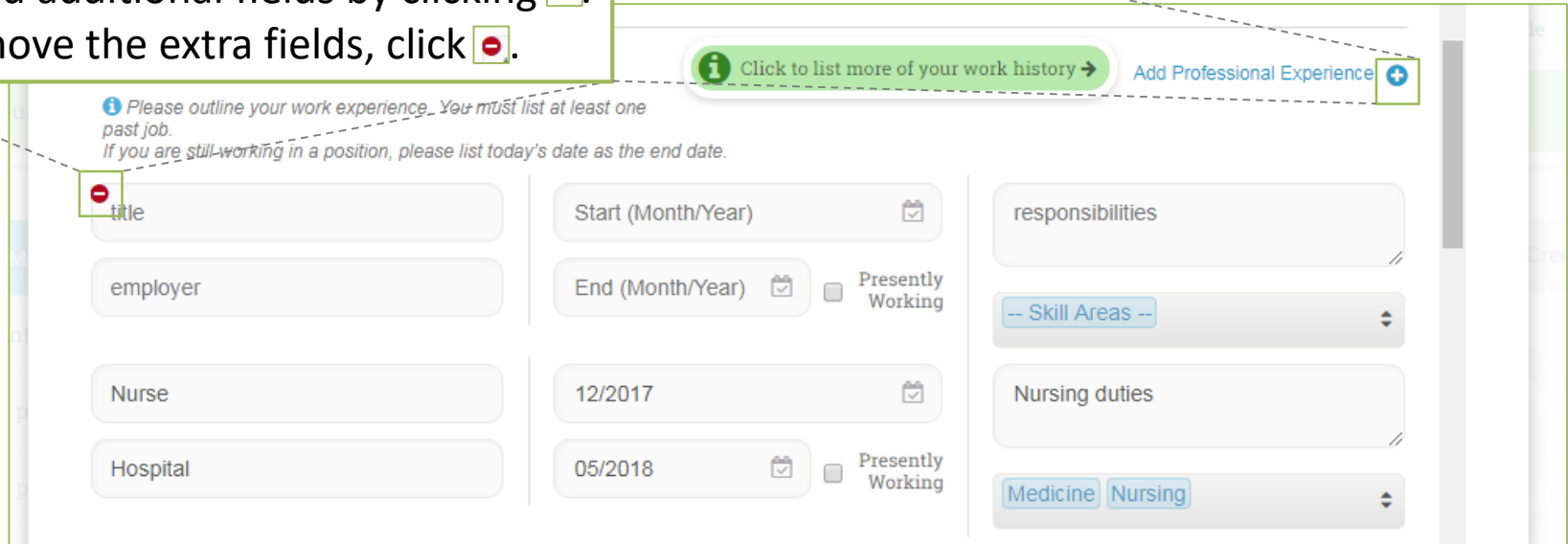
2 In the pop-up window, edit your information as needed.





Continued in Part 2


# Edit Profile (2/2)

③ In some parts of the profile, you can add additional fields by clicking . To remove the extra fields, click .




**Click to list more of your work history →** **Add Professional Experience **


**** title

Start (Month/Year) 


responsibilities

employer

End (Month/Year)   Presently Working


-- Skill Areas -- 


Nurse


12/2017 

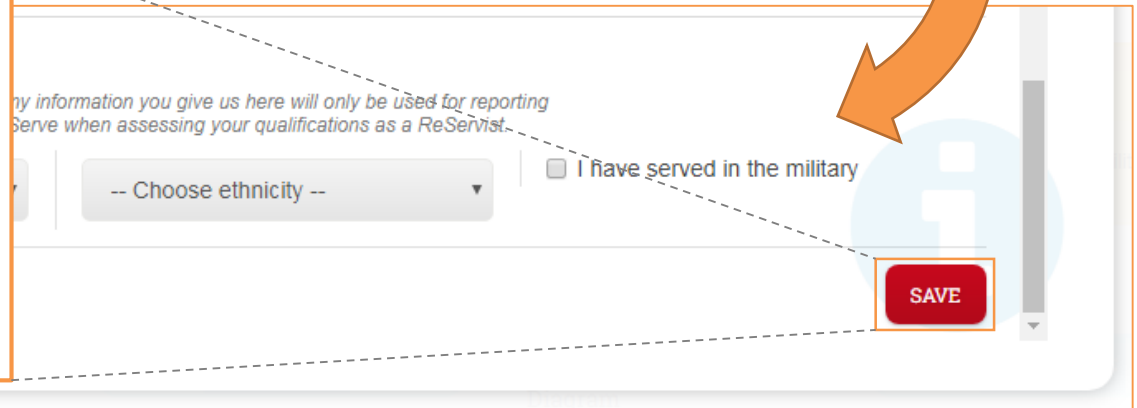
Nursing duties

Hospital


05/2018   Presently Working

Medicine Nursing 

④ Once you have completed making changes, click . If your changes are accepted, the pop-up will close. If there are any errors, an error message will appear at the top of the pop-up.



any information you give us here will only be used for reporting  
Serve when assessing your qualifications as a ReServist.

-- Choose ethnicity -- 

I have served in the military

**SAVE**

# Upload Resume (1/2)

After logging in, you will be directed to your profile page. If you are already logged in, click **MY PROFILE** to go there.

① Click **Resumes** on the right side of the page.

② You will see a list of your old resumes, and a tool for uploading a new resume. To start, click **Choose File**.

The screenshot shows a user profile page for Jane Smith. The top navigation bar includes 'HOME', 'MY PROFILE', and 'LIST OF POSITIONS'. The user is logged in, as indicated by a green banner. The profile page has tabs for 'General info', 'Resumes', and 'Credentials'. The 'Resumes' tab is active, showing a list of existing resumes and an upload tool. The upload tool includes a 'Choose File' button, a 'No file chosen' indicator, and an 'UPLOAD' button. A red arrow points from the 'Choose File' button in the text box to the 'Choose File' button in the screenshot.

Home • Reservist

You are logged in

My Profile Interviews Search positions Applied positions Saved positions

Jane Smith **EDIT INFORMATION**

fake123@fake.com

Address: 123 Main Street New York, NY 10001

Phones: 2222222222 1111111111 3333333333

General info Resumes Credentials

RESUMES

List of reservist's resumes

- Partner.Account.Field.Li Download file
- 1\_01dea14f1aa9990b3cc Download file
- 1\_01dea14f1aa9990b3cc Download file
- Communication\_Table\_K Download file

+Add

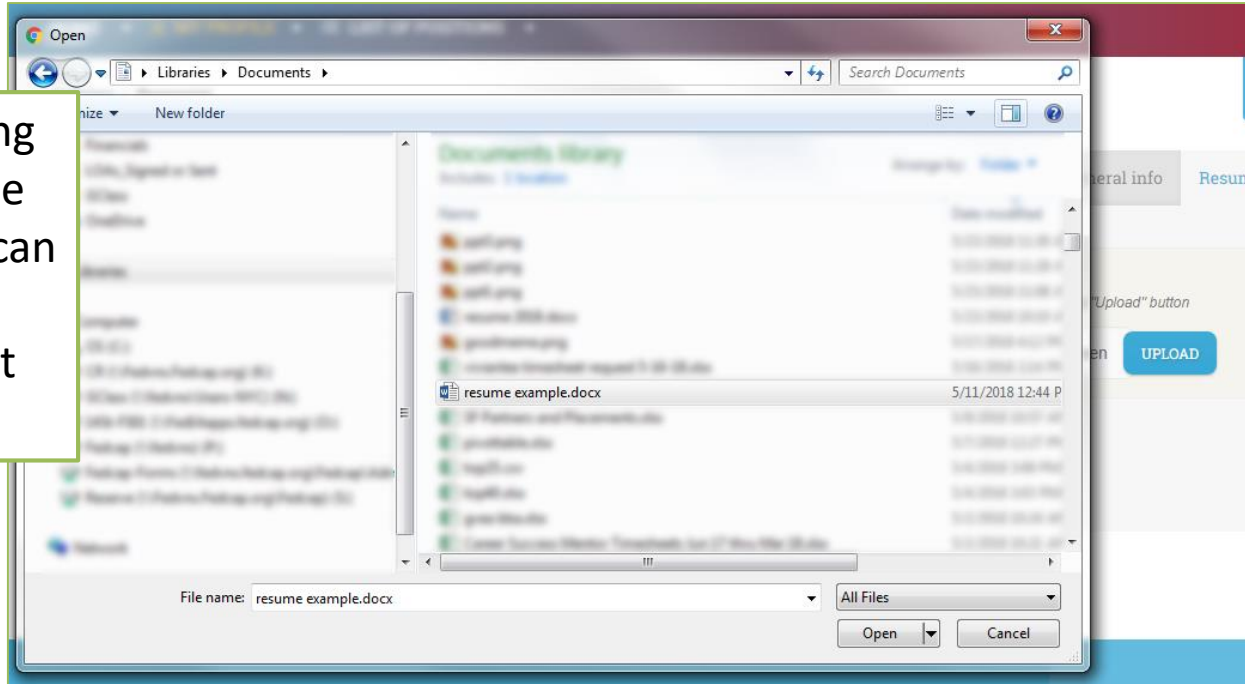
Please choose file and press "Upload" button

Choose File No file chosen UPLOAD

Continued in Part 2

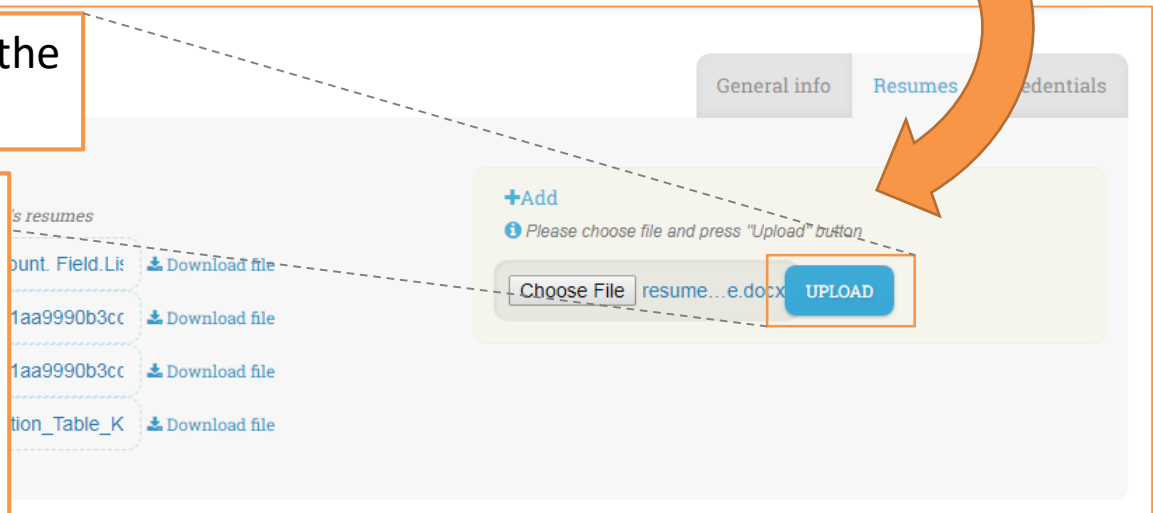
# Upload Resume (2/2)

③ In the resulting pop-up, locate the resume file. You can only upload .pdf, .doc, .docx, or .txt files.



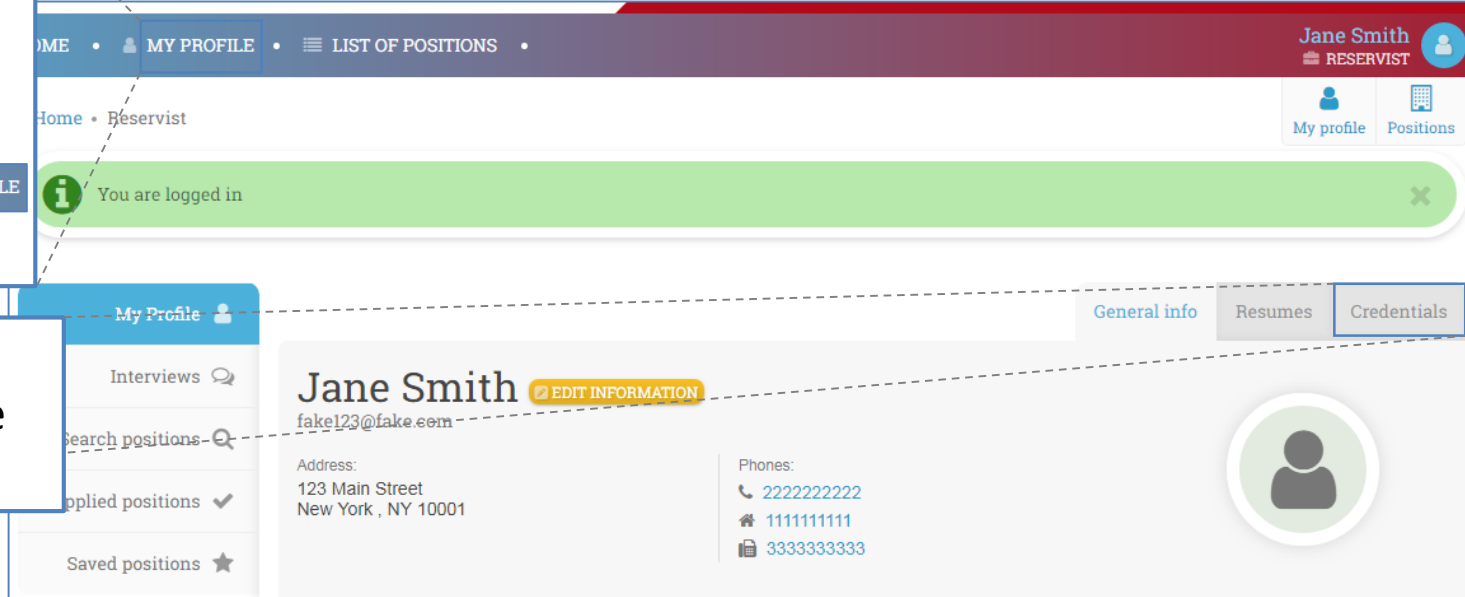
④ Next, click **UPLOAD** to upload the resume to ReServe's database.

Currently, resumes can't be deleted from the database. However, ReServe Staff will always seek to use the resume which best represents you to our Partner.



# Change Password

After logging in, you will be directed to your profile page. If you are already logged in, click **MY PROFILE** to go there.



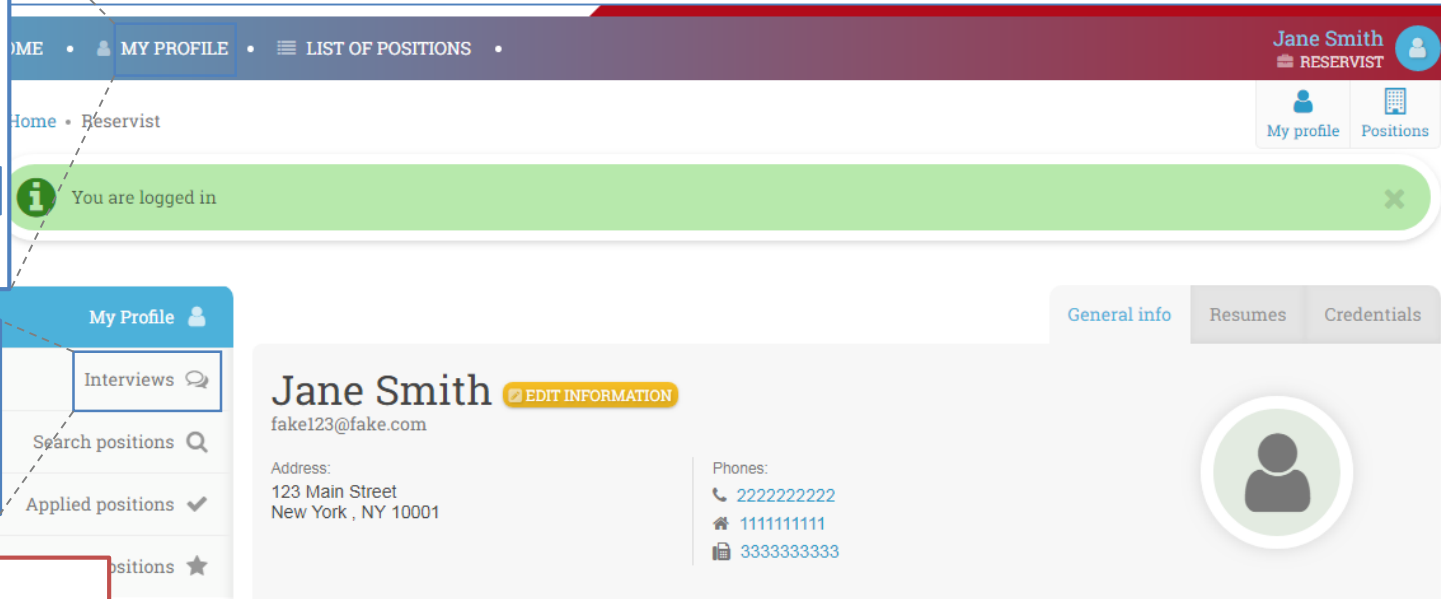
① Click **Credentials** on the right side of the page.

② In the next page, enter your old password once and your new password twice. Then, click **CHANGE PASSWORD** to confirm the change.

A screenshot of the password change form. It features three input fields labeled 'Old password', 'New password', and 'Password confirmation'. The 'Old password' field contains the number '1.', the 'New password' field contains '2.', and the 'Password confirmation' field contains '3.'. A red button labeled 'CHANGE PASSWORD' is positioned to the right of the input fields. A red arrow points from the 'Credentials' tab in the previous screenshot to this form.

# View Upcoming Interview(s)

After logging in, you will be directed to your profile page. If you are already logged in, click **MY PROFILE** to go there.



1 Click **Interviews** on the left side of the page.

2 You will see the details of your upcoming Interview(s), with information about the location and time.



If ReServe has any additional instructions, they will be included here.



# Search, Save, and Apply for Positions (1/4)

After logging in, you will be directed to your profile page. If you are already logged in, click **MY PROFILE** to go there.

HOME • MY PROFILE • LIST OF POSITIONS

Jane Smith  
RESERVIST

Home • Reservist

My profile Positions

You are logged in

My Profile

Interviews

Search positions

Applied positions

Saved positions

General info Resumes Credentials

**Jane Smith** EDIT INFORMATION

fake123@fake.com

Address:  
123 Main Street  
New York, NY 10001

Phones:  
2222222222  
1111111111  
3333333333

1 Click **Search positions** on the left side of the page.

Continued  
in Part 2

# Search, Save, and Apply for Positions (2/4)

② You will see a list of filters to allow you to search through the database of positions.

See [Appendix 2A](#) for more info on setting up filters.

Click [Advanced filters](#) to access even more filters. See [Appendix 2B](#) for more info.

The results of your search (a list of positions) are displayed below (continued in Part 3).

Filtering positions

General Saved searches

Title or keywords

Expected duration  Enable (months)

Expected hours  Enable (per week)

Min Max 1 24

Min Max 10 25

Indefinite duration

Location

Please choose between search by:

- ZIP - - City and State -

ZIP or City

-- State --

Maximum distance (miles)

[Advanced filters](#)

[Save parameters](#) [FILTER](#)


Results will appear below


③ Click [FILTER](#) to apply your filters to the results below.

HR Consultant (applied) Department:	Hours: 20 Months: indefinite	New York, New York
testing 1229 Department: test	Hours: 12 Months: 12	Cumberland, Rhode Island
IT Generalist Department:	Hours: 15 Months: 12	Baltimore, Maryland

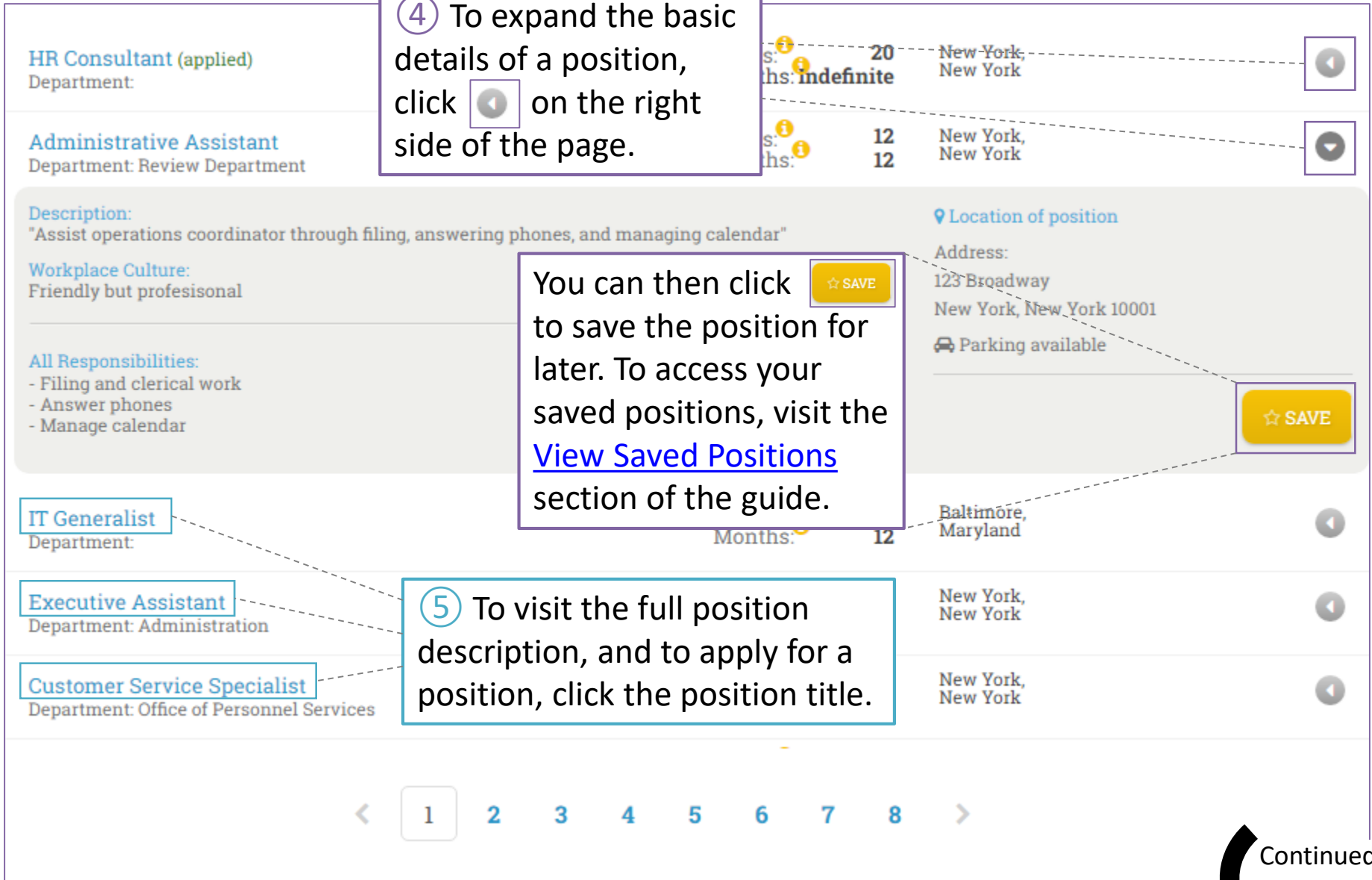
Continued  
in Part 3

# Search, Save, and Apply for Positions (3/4)

④ To expand the basic details of a position, click  on the right side of the page.

You can then click  to save the position for later. To access your saved positions, visit the [View Saved Positions](#) section of the guide.

⑤ To visit the full position description, and to apply for a position, click the position title.



The screenshot shows a job search results page with several job listings. The first listing is for an 'HR Consultant (applied)' in the Department of 'New York, New York' with a salary of '20' and 'indefinite' hours. The second listing is for an 'Administrative Assistant' in the 'Review Department' with a salary of '12' and '12' hours. Below the listings is a detailed description for the 'Administrative Assistant' position, including a description, workplace culture, and responsibilities. To the right of the description is the location information, including the address '123 Broadway, New York, New York 10001' and 'Parking available'. A yellow 'SAVE' button is visible next to the location information. Below the description are three more job listings: 'IT Generalist', 'Executive Assistant', and 'Customer Service Specialist'. At the bottom of the page is a pagination bar with numbers 1 through 8, where '1' is highlighted. A 'SAVE' button is also visible at the bottom right of the page.

Continued  
in Part 4

# Search, Save, and Apply for Positions (4/4)

Position: Administrative Assistant

Department: Review Department

Information ⓘ

12  
Expected hours  
per week

12  
Expected Duration  
(months)

Address:  
123 Broadway  
New York, NY 10001

🚗 Parking is available

Nearby public transit:

## Description

Assist operations coordinator through filing, answering phones, and managing calendar

Workplace Culture: Friendly but professional

## Requirements

Dress Code:

Business Casual (No Jeans)

Education\*:

High School Graduate or Equivalent

LinkedIn

NOT CHOSEN BEGINNER INTERMEDIATE ADVANCED

Languages

English


## Apply for position


"I acknowledge that I am qualified for the position, and if selected, I am ready and able to commit to the work required."

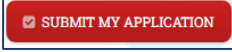
← GO BACK

✓ SUBMIT MY APPLICATION

⑥ The details of the position are displayed on this page.

At the bottom of the page, click  to save the position for later. To access your saved positions, visit the [View Saved Positions](#) section of the guide.

⑦ To apply, first click .

⑧ Then, in the pop-up, click  to indicate you are qualified and ready to work.

ReServe Staff will receive your application, and will reach out if we would like to move forward with you. You can also [View Applied-For Positions](#).

# View Saved Positions

After logging in, you will be directed to your profile page. If you are already logged in, click **MY PROFILE** to go there.

1 Click **Saved positions** ★ the left side of the page.

The screenshot shows the user profile page for Jane Smith. The top navigation bar includes 'HOME', 'MY PROFILE', and 'LIST OF POSITIONS'. The user's name 'Jane Smith' and 'RESERVIST' status are in the top right. A sidebar on the left contains links for 'My Profile', 'Interviews', 'Search positions', 'Applied positions', and 'Saved positions'. The main content area displays the user's contact information: 'fake123@fake.com', '123 Main Street, New York, NY 10001', and phone numbers '2222222222', '1111111111', and '3333333333'. A callout box with a circled '1' points to the 'Saved positions' link in the sidebar.

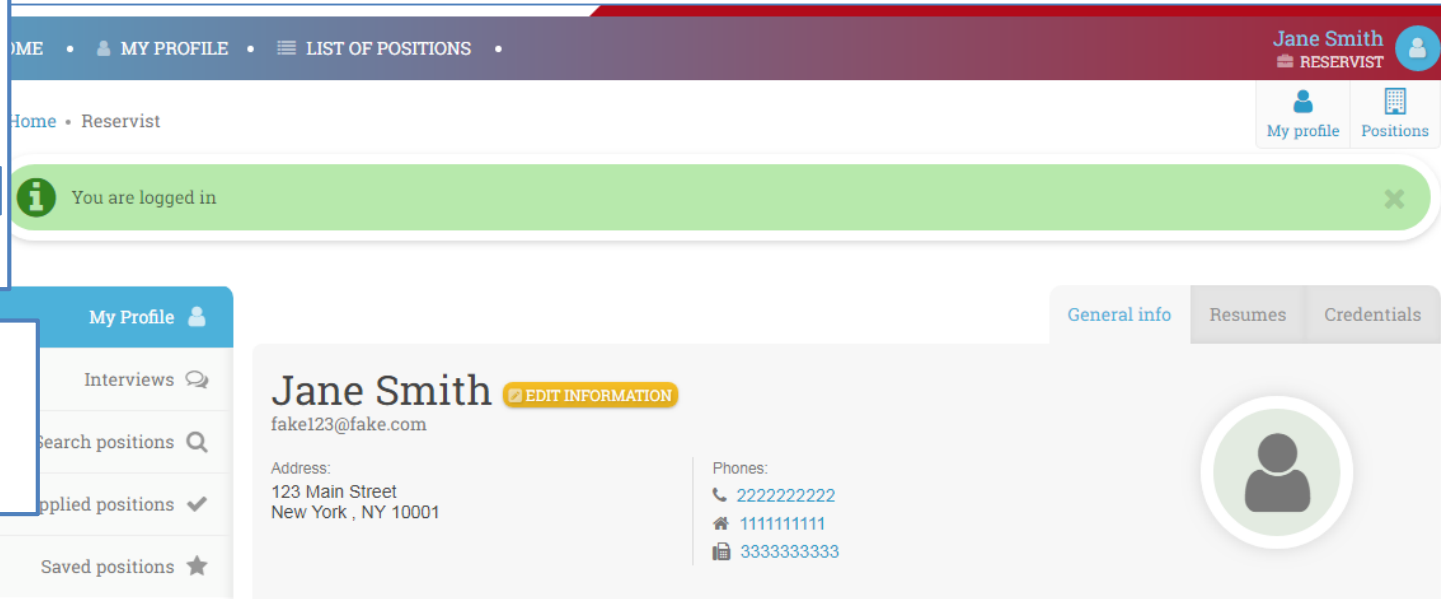
2 You will see a list of the positions you have saved. To apply for one, click the title. To view info on applying for a position, [click here](#).

The screenshot shows the 'Saved positions' list. The left sidebar is the same as in the previous screenshot, but the 'Saved positions' link is highlighted. The main content area displays a list of saved positions. The first position is 'Executive Assistant (saved)' in the 'Administration' department, located in 'New York, New York', with 'Hours: 20' and 'Months: 6'. The second position is 'IT Generalist (saved)' in the 'IT' department, located in 'Baltimore, Maryland', with 'Hours: 15' and 'Months: 12'. A callout box with a circled '2' points to the 'Executive Assistant' title. A red arrow points from the top right of the page towards the list.

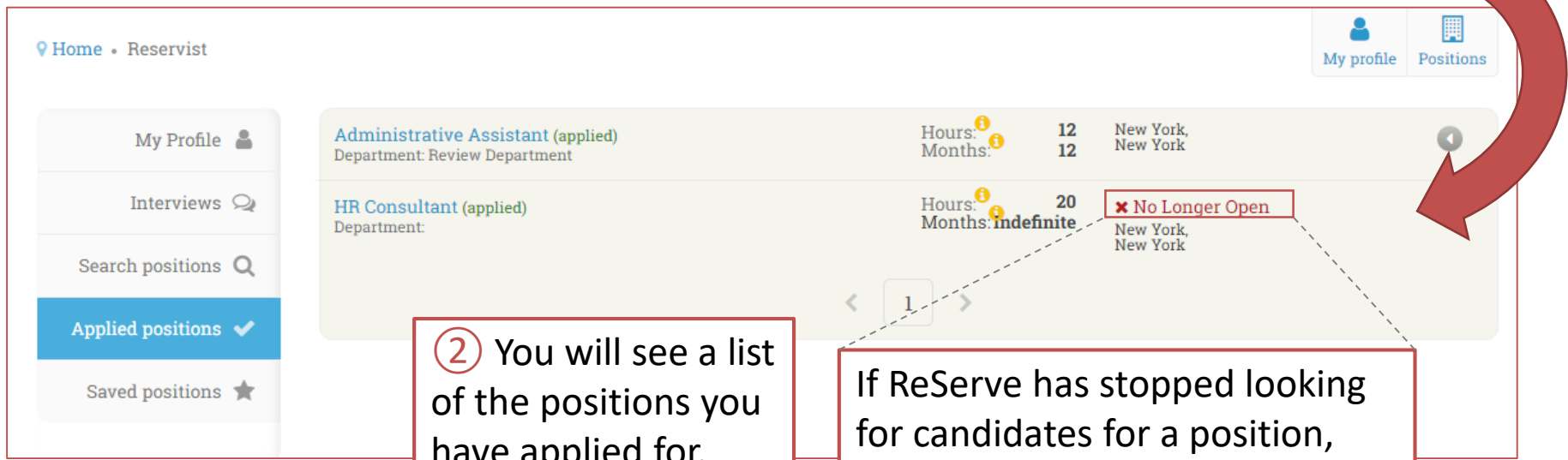
Position Title	Department	Hours	Months	Location
Executive Assistant (saved)	Administration	20	6	New York, New York
IT Generalist (saved)	IT	15	12	Baltimore, Maryland

# View Applied-For Positions

After logging in, you will be directed to your profile page. If you are already logged in, click **MY PROFILE** to go there.



1 Click **Credentials** on the right side of the page.



2 You will see a list of the positions you have applied for.

If ReServe has stopped looking for candidates for a position, you will see **No Longer Open** above the position's location.

# Search Positions: Filters (Appendix 2A)

Typing a word into the **Title** field will restrict results to positions with that word in the Title. The **Keyword** field will only show results containing that word in the full description.

You can search positions based on the Expected Duration or Expected Hours per Week. First, check  **Enable**. Then, use the sliders to set the Minimum or Maximum you would like to see. Check  **Indefinite duration** to include positions with no expected end date.

Keep in mind that every new filter you put will **narrow** the final results!

You can search within a certain distance of your home. Start by putting in either your *City and State* (make sure to enter both!) or, alternatively, just your ZIP. Then, use the **Maximum distance** slider to control how far away the results of the search should be.

Continued  
in Part 2B

# Search Positions: Advanced Filters (Appendix 2B)

To search for positions requiring a language, choose a language from the **-- Choose Language --** drop-down. Then, select YOUR level of proficiency at Speaking, Reading, and Writing.

To search for positions with an education requirement, select a **-- Minimum Degree --** or a **-- Degree Category --**.

To search for positions requiring a license/certification, type it in to **Certification Name**.

Advanced filters

Languages

Add language +

**i** You must select a proficiency level for reading, writing, and speaking to filter by language.

-- Choose Language --

-- Sp --

-- Re --

-- Wi --

Degrees

-- Minimum Degree --

-- Degree Category --

Licenses and Certifications

Certification Name

Software

Add skill +

**i** All fields should be selected to proceed

-- Skills --

BEGINNER

INTERMEDIATE

ADVANCED

Skill Areas

Add area +

**i** All fields should be selected to proceed

-- Expertise Areas --

Years of experience

16

To search for positions with a software requirement, first select a software from **-- Skills --**, then select YOUR level of proficiency with that software.

To search for positions based on your expertise, select an **-- Expertise Areas --** then move the **Years of experience** slider to match your experience level.

★ Save parameters

FILTER

**i** Results will appear below

To save a search, press **★ Save parameters** then in the **Name of this search** field that appears, type a name and click **SAVE**.

Continued  
in Part 3



## Reminder:

For additional support, contact us at [info@reserveinc.org](mailto:info@reserveinc.org) or 877-290-6145