

# APPLICANT PROFILE EXCHANGE (APEX)

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## MISSION

To develop and implement a direct marketing tool for marketing job seekers to employers.

## ELIGIBLE JOB SEEKERS

Motivated and prepared job seekers working with a Career Center staff member.  
See Prerequisites for details.

## THE TOOL

A written profile created by a job seeker using a template provided by the Career Center.  
Job seeker profiles will be distributed to staff and FHCC data bank employers.

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## PREREQUISITES

1. Staff recommends that a job seeker participate in profile program and encourages a Job Seeker to complete all prerequisites and execute a participation agreement.
  2. Prerequisites include a working resume, cover letter and email address.
  3. The job seeker must also know how to send and receive emails or staff person must agree to a workaround to support the job seeker, and complete a Job Match form.) Job Match creates a computerized match of job seekers to employers based on job titles, geographic preference and wage.
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## THE PROCESS

4. Job Seekers will create a Profile as an MS Word Document using a template provided by the Career Center. The Profile will include the following information:
  - i. The field of interest or job title of the desired position
  - ii. Relevant strengths, skills, years of experience and/or certifications
  - iii. (un)willingness to be contacted by temporary or employment agencies
  - iv. a first name, current phone or email address. The beauty of this program is that employers and job seekers speak directly to each other once mutual interest has been established
  - v. The first name and first initial of last name of your Career Center Staff Contact

There are templates for this purpose on each Career Center computer.

5. Job Seekers may maintain up to 2 individual profiles simultaneously. This is for profiling 2 separate career paths of interest to the job seeker.
  6. Job Seekers will email or give their profile(s) to the Workshop Coordinator ([esmith@detma.org](mailto:esmith@detma.org)) by the fourth Monday of each month. Profiles received after this date will be held for the next issuance. Profiles will remain active for 3 months unless the Job Seeker requests earlier removal. Job Seeker states what contact information they want on the web site profile. Job Seekers may inform Workshop Coordinator that they choose not to put their profile on web site at all.
  7. Job Seekers commit to letting their staff contact know **whenever** they are contacted by an employer through this program.
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## OUTCOMES

8. The Workshop Coordinator will compile and distribute the profiles monthly to The Business Services Team (BST) and Career Center staff.
  9. The BST will market to FHCC employer distribution lists, with request to businesses to contact them with feedback or response to list.
  10. The IT Coordinator will put the profile compilation on the [www.fhcc-onestop.com](http://www.fhcc-onestop.com) website using phone numbers or email addresses of job seekers as stated by preference of job seeker. Job Seekers may elect to not put their profile on web site at all.
  11. Job seeker profiles remain actively circulated for 3 months unless cancelled by Job Seeker.
  12. Career Center staff may forward the profile list to any appropriate employer distribution list they maintain.
  13. Career Center staff may edit profiles for content and propriety.
  14. Job Seekers **must** contact their Career Center staff contact to inform them upon obtaining interviews or employment.
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## FAQ's

### 1. Will Job Seeker information be kept confidential?

No. Employers will see the profile, including name and phone number or email address. They will contact job seekers directly, without staff filtering. The purpose of this program is to market job ready job seekers to area employers. This is not a confidential program.

### 2. How will employers view the profiles?

The Business Services Team will distribute a list of profiles to Franklin County, Hampshire County and North Quabbin employers monthly. These will primarily be delivered as an insert in our regular mailings, via email distribution, and also on the [www.fhcc-onestop.com](http://www.fhcc-onestop.com) web site.

### 3. Can temp agencies be excluded?

Yes. If a job seeker does not want to be contacted by a temporary employment agency for any purpose (direct placement, temp to hire, or temp) they can say so.

### 4. How does job matching work?

The computer system allows staff to match specific positions, geographical and salary requirements of job seekers to positions that employers post with us. There are two ways to run a match. One way is Job Order generated: When an employer posts a job, the Career Center's Business Services Team runs a Job Order Match. Job Seekers whose names come up as a match to the employer's job order requirements will be contacted by a staff person to inform them of the opening. The other way is Job Seeker generated: A profile of a job seekers geographic preferences, salary requirements and job titles are matched against available posted jobs. Job Seekers can run their own Job Match by logging onto the Massachusetts Job Bank website.

### 5. When a Job Seeker gets a job, how do they insure personal information stops circulating?

TELL US! Phone, email, in person visit or US Mail, we don't care, just tell us.