



**MN JOB MATCH**  
MINNESOTA CHAMBER FOUNDATION

# New to MN Job Match?

**First thing's first: this is not your average job board, and for good reason! Our blind-match technology pre-screens opportunities to find you the right fit, faster! Ready to get started?**

## Upload your resume and create your account.

This will allow you to receive instant compatibility feedback on opportunities that match your job interests and preferences.



## Set up your search criteria.

Are you interested in a job, an internship or both? Answer a few more questions about yourself. You can edit later in "Modify Search Criteria."

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## Select the Job Titles that best match your skills & interests i.e. "Sales Manager."

The system automatically makes suggestions based on your recent work experience. Don't see what you're interested in?

Don't worry! You can also search by job title or by job category.



## Answer your sliding-scale questions.

Each job title has its own unique questions; answer them all! Your responses are the key to your match destiny.

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## Confirm your profile.

Double check that your contact information is correct and let us know how you would like to be contacted, by email and/or texts. Confirm your education & work experiences and you are done.



## Let the matching begin!

Now that we know more about you, our blind-match system will sort through all our opportunities to find your top matches. We will always email or text you any time we have match for you to consider.

## MANAGE YOUR MATCHES

1. Your dashboard will display up to seven positions to which you are a strong match.
2. Review each opportunity and view your fit Assessment.
3. See any positions you like? Apply. If you are not interested, decline them.
4. Respond to employer requests and find your dream job!

**APPLY DIRECTLY.** Through WorkFountain you can also directly apply for a job. Just click "Apply Now" on our featured jobs! Then view your fit assessment and take action!