JobZone

https://jobzone.labor.ny.gov

JobZone is an interactive resource to help adults manage their careers. JobZone is the perfect tool for: planning your future, organizing your job search, exploring your career, interests and skills, developing customized resumes, and exploring over 800 careers.

Job Search

- The top center of the website includes a Job Search feature you can use to locate job openings.
- You may enter several different search criteria to assist you in your job search. These are keywords, zip code, and radius (miles you are willing to travel to work). Keywords have been identified for several business types and are available on the back of this document. Once you enter a keyword, you can select the "Advanced Search" option at the bottom of the box. You can use the job search feature on JobZone without creating an account, but additional advanced features of JobZone will require a log on.

Create an Account and Log In

- You must have an email address to create an account. It cannot be shared with other users.
    - Create an e-mail account using a popular, reliable free service such as Gmail, Yahoo Mail and Hotmail.
    - Go to the site's homepage page.
    - Click the "Create an Account" button and enter the required registration information.
    - Choose an appropriate username and enter a password.
    - Enter the verification code at the bottom of the screen and agree to the Terms of Service.
- If you have registered with the New York State Department of Labor or have received Unemployment Insurance Benefits from New York State, you will already have an account. If you do not know your NY.GOV user name and/or NY.GOV password, you will need to use the links on the login page to get that information or call **1-888-4-NYSDOL** (888-469-7365). If you do not have a JobZone account, you will be asked to create one. This will be linked to your NY.GOV account but remains a separate account.

Online Work Search Record

- Select Add New Employer contact or Activity tab. Select the date, Activity type and Activity Description (the most common will be Employer Contact). Answer the questions and upload supporting documentation (online application confirmations). Save your work.
- To document your work search, go to the reports tab and select the week ending date and click view the report. Save a copy or print a copy to document your work search.
- JobZone does not record time spent looking for work, so you must record on a separate document.

General Information

- Do not use the back arrow to navigate, use the navigation buttons at the bottom of each page. Using the back arrow may log you out of the website.
- If you have a NY.GOV identification for MyBenefits, myDMV, Tax Online Services or TEACH Services, you will use that same I.D. for Job Zone.

Key Word Search – Examples

Sales and Related

- Retail
- Sales
- Customer service
- Sales Associate
- Cashier
- Inventory
- Stock Clerk
- Shipping/Receiving

Health Care

- Personal Care Aide
- Child Care Worker
- Nurse
- Home Health Aide
- Certified Nurse's Assistant
- Health Aide
- Hair Dresser
- Nail Salon Worker

Food and Lodging

- Food Preparation
- Prep/Line Cook
- Chef
- Customer service
- Cashier
- Server
- Busboy
- Dishwasher
- Host
- Kitchen Worker
- Housekeeping
- Janitor/Cleaner
- Grounds Keeper
- Building Maintenance

Production

- Assembly
- Manufacturing
- Machine Operator
- Fork Lift Operator
- Shipping/Receiving
- Packer
- Warehouse Worker
- Construction Worker
- Document Preparation

Note: You may also wish to enter a specific company's name in the *Key Word Search* area; an example might be: Lowe's or Macy's. Doing this will bring up any jobs, in your zip code sorting area, for which either Lowe's or Macy's have posted.

Western New York WIOA Career Centers

Erie County

Workforce Buffalo Downtown Career Center
77 Broadway Street
Buffalo, New York 14203
716-856-5627 (JOBS)
www.workforcebuffalo.org

Buffalo Career Center
284 Main Street
Buffalo, New York 14202
716-851-2600
https://dol.ny.gov/location/buffalo-career-center

Williamsville Career Center
4175 Transit Road
Transitown Plaza
Williamsville, New York 14221
716-634-9081
https://dol.ny.gov/location/williamsville-career-center

Surrounding Counties

Allegany County Employment and Training Center
7 Wells Lane
Belmont, New York 14813
585-268-9240
www.alleganyco.com

Chautauqua Works
407 Central Avenue
Dunkirk, New York 14048
716-366-9015
www.chautauquaworks.com

Jamestown Career Center
23 E. 3rd Street
Jamestown, New York 14701
716-661-9553
www.chautauquaworks.com

Lockport WorksourceOne Career Center
81 Walnut Street
Lockport, New York 14094
716-433-6766
https://www.niagaracounty.gov/worksource_one

WorksourceOne Career Center
Trott ACCESS Center
Niagara County E&T 1001 11th Street
Niagara Falls, New York 14301
716-248-8281
www.worksource1.com

Cattaraugus Career Center
175 North Union Street , Suite 4
Olean, New York 14760
716-373-1880
https://www.cattco.gov/one-stop