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ReServe Portal

A Labeled Guide for ReServists

My Profile Page

5



My profile Positions

My Profile
Interviews
Search positions
Applied positions
Saved positions

General info Resumes Password

Joseph Smith [Edit information](#)
01/01/1900
Address: Unknown, NY 00000
Phones: (000)000-00-00



PROFESSIONAL EXPERIENCE
PROFESSIONAL SKILLS
PROFESSIONAL REFERENCES

- 1 Click [My Profile](#) to access your profile
- 2 Click [Edit information](#) to edit your profile
- 3 Click [Resumes](#) to upload resumes
- 4 Click [Password](#) to change password
- 5 Click to log out

Tracking Upcoming Interviews

HOME • MY PROFILE • LIST OF POSITIONS • Joseph Doe
RESERVIST

Home • Reservist

My profile Positions

My Profile Interviews

Upcoming Recent

Start date	Title	Location
22 December 10:00 AM	Account Manager	Location: 633 3rd Ave, 6th Floor 633 3rd Ave, 6th Floor, New York 10017

< 1 >

- 1 Click **Interviews** to view any upcoming Interviews you have scheduled for a ReServe Position
- 2 View details of time, location, and title of Position

Search Positions

My Profile

① Interviews

Search positions

Applied positions

Saved positions

Filtering positions ② General Saved searches

Title or keywords

Title

Keyword

Expected duration Enable (months)

Min 1

Max 24

Indefinite duration

Expected hours Enable (per week)

Min 10

Max 25

Location

Please choose between search by:

- ZIP -

or

- City and State -

City

-- State --

Maximum distance (miles) 25

+ Advanced filters ③

④ Save parameters FILTER

① Click to begin searching for Positions

② Adjust filters to narrow your search:

- Fill in titles
- Move sliders
- Choose from drop-down menus

③ Click for more options

④ Click and scroll down to see results

Hours: 15
Months: 12
East Elmhurst,
New York

Save Search Parameters

The screenshot shows a job search interface with a sidebar on the left and a main filtering area. The sidebar includes 'My Profile', 'Interviews', 'Search positions', 'Applied positions', and 'Saved positions'. The main area is titled 'Filtering positions' and has tabs for 'General' and 'Saved searches'. The 'Saved searches' tab is highlighted with a red box and a circled '2'. Below the tabs, there are sections for 'Title or keywords', 'Expected duration (months)', 'Expected hours (per week)', and 'Location'. The 'Expected duration' section has a 'Min' slider set to 1 and a 'Max' slider set to 24. The 'Expected hours' section has a 'Min' slider set to 10 and a 'Max' slider set to 25. The 'Location' section has a dropdown menu for 'City and State' and a 'ZIP' field. At the bottom of the filtering area, there is a 'Save parameters' button with a star icon, circled with a '1', and a red 'FILTER' button.

① To run the same search again in the future:


- Click [★ Save parameters](#)
- Where it says , type a name for your preset. For example:

- Click to save it

② Load a previously saved search by clicking

, then clicking


View Search Results

Survey Coordinator (Chinese Speaking) Hours: 15 Months: 6  ①
Department: Senior Division
San Francisco, California

Description:
Workplace Culture: Collaborative and inclusive of people from many different cultures.






All Responsibilities:
- Work collaboratively to design an appropriate survey for seniors
- Work as a team to develop an effective outreach strategy
- Present and conduct the survey for groups and individuals
- Network in Visitacion Valley
- Work as a team to host events

Location of position
Address:
City:
State:
Zip:
Parking available

 ②

Benefits Outreach Coordinator 1 ③ Hours: 15 Months: Indefinite
Department: Unknown, New York

Report Analyst(3) Hours: 15 Months: 12
Department: Systems Support Office
New York, New York

- ① Click  to view a short summary of the Position
- ② Click  to add this to  for later
- ③ Click on the Position Title to go to the full Position Description page, where you can  and 

Full Position Description Page

Position: Report Analyst

Department: Systems Support Office

①

Information ⓘ

15
Expected hours per week

12
Expected Duration (months)

Location of position

Address:
New York, NY 10038

Parking is available

Nearby public transit:
Trains A or C to Bway and Nassau (Fulton St) or 2 or 3 to Fulton. St.


Description

Workplace Culture: Team oriented working environment centered on processing reports

Requirements

① Position Details, Requirements, etc. are all listed here on the Full Position Description Page

At the bottom of the page:

② Apply for positions by clicking 

③ Save a position by clicking  which will add it to your  for later

Skills:

- Database Management: from 0 year(s)
- Data Entry: from 0 year(s)
- Research: from 0 year(s)

②

③ 