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# ReServe Portal

*A Labeled Guide for ReServists*

# My Profile Page

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My Profile

Interviews

Search positions

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Joseph Doe (Joe)

3

approved

2

General info Skills Experience Resumes Password

4

**CONTACT INFO**  
General information

First Name	Prefix	Preferred Name
Joseph		Joe
Name	Suffix	Birth date
		12/15/1914

**PHONES**  
Reservist's contact phones

Home	
Mobile	5555555555
Fax	

**Location of reservist**

Address:

321 Main Street

11103

New York

Queens

**Emergency contact**

Name	Jane Doe
Phone	5555555555
Relationship	Spouse

- 1 Click to Access My Profile
- 2 Click on these Profile fields to edit
- 3 Further Profile sections
- 4 Change password
- 5 Log Out

# Tracking Upcoming Interviews

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

Home • Reservist My profile Positions

My Profile Interviews Search positions

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

# Search Positions

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

Home • Reservist

My Profile Interviews Search positions Applied positions Saved positions

Filtering positions

Title or keywords: Title, Keyword

Expected duration (months): Min 1, Max 24, Indefinite duration

Expected hours (per week): Min 10, Max 25

Location: Please choose between search by: - ZIP - or - City and State -

Maximum distance (miles): 25

Advanced filters

Save parameters FILTER

Hours: 25	Months: indefinite	Miami, Florida
Hours: 15	Months: 12	New York, New York

- 1 Click here to begin searching for Positions
- 2 Adjust filters to narrow your search:
  - Fill in titles
  - Move sliders
  - Choose from drop-down menus
- 3 Click "Advanced filters" for more filters
- 4 Click "Filter" button to get results

# Save Search Parameters

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

Home • Reservist

My Profile Interviews Search positions Applied positions Saved positions

Filtering positions

General Saved searches

Title or keywords

Title

Keyword

Expected duration (months) Enable

Min 1

Max 24

Indefinite duration

Expected hours (per week) Enable

Min 10

Max 25

Location

Please choose between search by:

- ZIP -

- City and State -

You must enter both a City and State for this filter to work.

ZIP

City

-- State --

Maximum distance (miles)

25

1 Save parameters FILTER

Hours: 25  
Months: indefinite Miami, Florida

Hours: 15  
Months: 12 New York, New York

- 1 Create a new pre-set search using your current filters:
  - Click here
  - Type a name for this pre-set
  - Click "Save" button
- 2 View your pre-sets here; use them by clicking "Load" button

# View Search Results

**Survey Coordinator 1 (Chinese Speaking)** Hours: 15 Months: 6  
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:  
66 Raymond  
San Francisco, California 94110  
Parking available

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

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

①

② SAVE

③

- ① Click to expand a short summary of the Position
- ② Click to add this to your Saved Positions
- ③ Click on the Position Title to go to the full Position Description page, where you can Save and Apply

# View Position Description

## Position: Report Analyst(3)

Department: Systems Support Office

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### Information

15  
Expected hours  
per week

12  
Expected Duration  
(months)

### Location of position

Address:  
100 William Street, 7th Fl,  
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

Years of Experience:

Dress Code:  
Casual

 Education\*:

 Responsibilities:

 Skills:

- Prepare Purchase of Service Report

- Database Management: from 0 year(s)

thly  
- Prepare Adoption and CCR Report

- Data Entry: from 0 year(s)

thly  
- Prepare WMS/CCRS Discrepancy Report

- Research: from 0 year(s)

thly

②

- ① Position Details, Requirements, etc. are all listed here
- ② At the bottom of the page, you can Save a Position for later, or Apply for a Position right now

☆ SAVE

✓ APPLY FOR POSITION