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# ReServe Portal

*A Labeled Guide for ReServists*

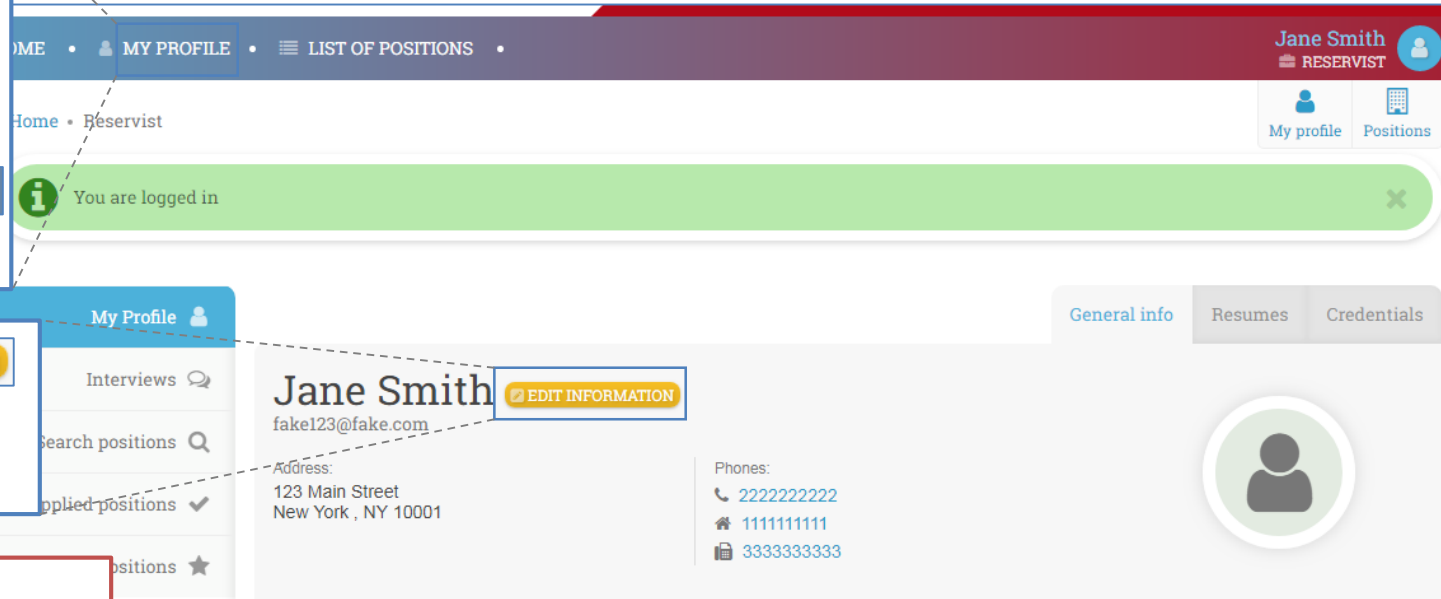
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*For additional support, contact us at [info@reserveinc.org](mailto:info@reserveinc.org) or 877-290-6145.*

# Edit Profile (1/2)

After logging in, you will be directed to your profile page. If you are already logged in, click **MY PROFILE** to go there.





① Click **EDIT INFORMATION** in the center of the page.

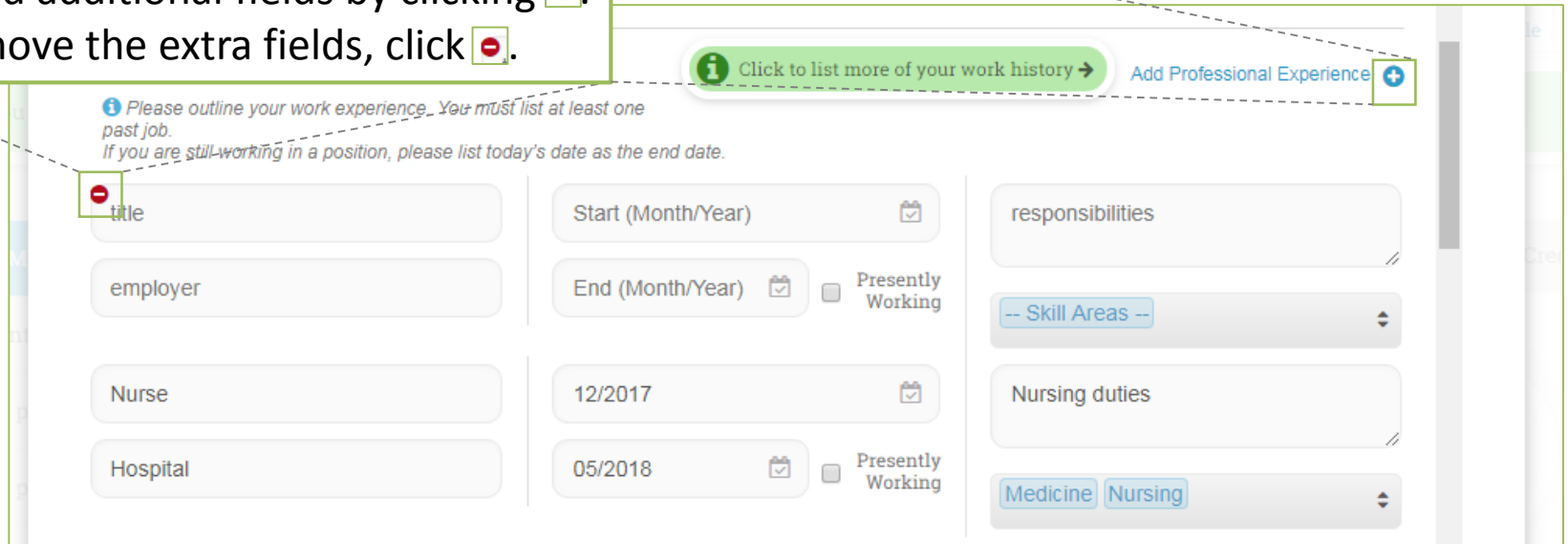
② In the pop-up window, edit your information as needed.


A screenshot of the profile edit form. The form is divided into sections: "Account details" and "Emergency Contact". The "Account details" section includes fields for "Preferred name" (Smith), "ADDRESS\*" (123 Main Street, New York, New York, 10001), and "Language spoken" (Please list languages you can speak, read, and/or write). The "Emergency Contact" section includes fields for "Test1", "32124312312", and "Friend". A red arrow points from the "EDIT INFORMATION" button in the previous screenshot to this form. A black arrow points from the bottom right of the form to a callout box with the text "Continued in Part 2".

Continued  
in Part 2


# Edit Profile (2/2)

③ In some parts of the profile, you can add additional fields by clicking . To remove the extra fields, click .



Click to list more of your work history → Add Professional Experience 


Please outline your work experience. You must list at least one past job. If you are still working in a position, please list today's date as the end date.


 title


employer


Nurse

Hospital


Start (Month/Year) 

End (Month/Year)  ☐ Presently Working


12/2017 


05/2018  ☐ Presently Working

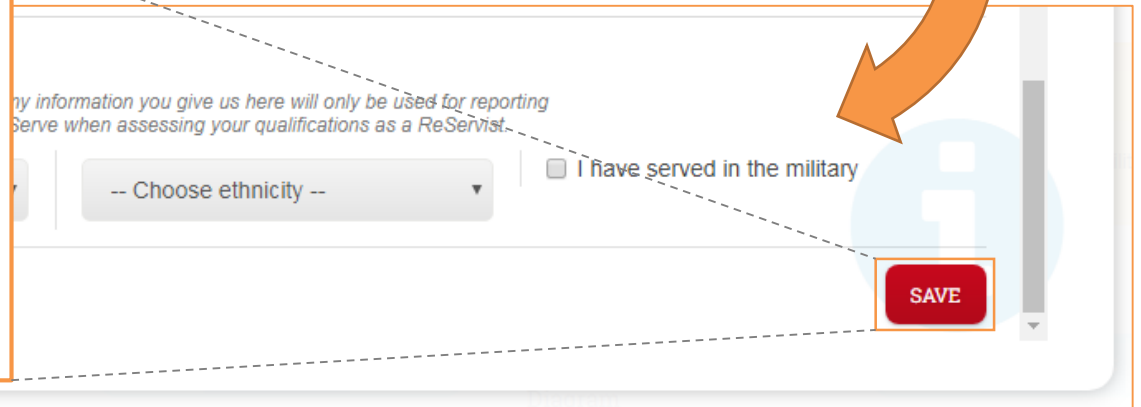
responsibilities

-- Skill Areas -- 


Nursing duties

Medicine Nursing 


④ Once you have completed making changes, click . If your changes are accepted, the pop-up will close. If there are any errors, an error message will appear at the top of the pop-up.



Any information you give us here will only be used for reporting Serve when assessing your qualifications as a ReServist.

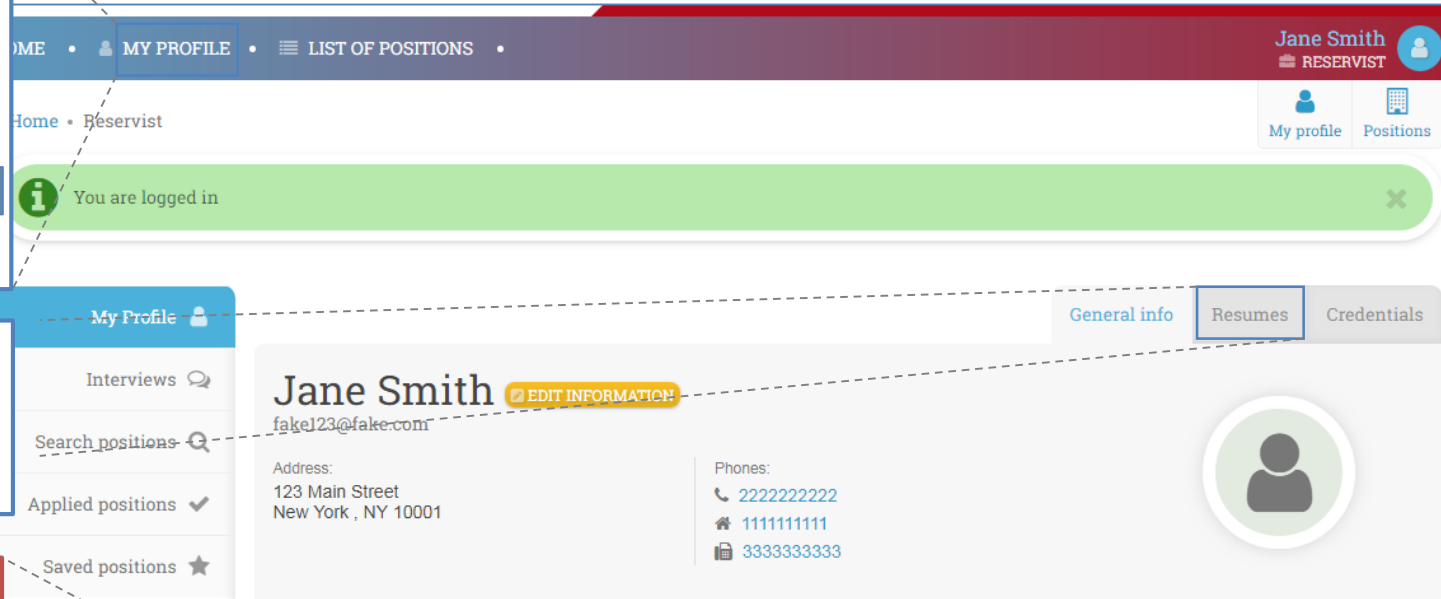
-- Choose ethnicity -- 

☐ I have served in the military



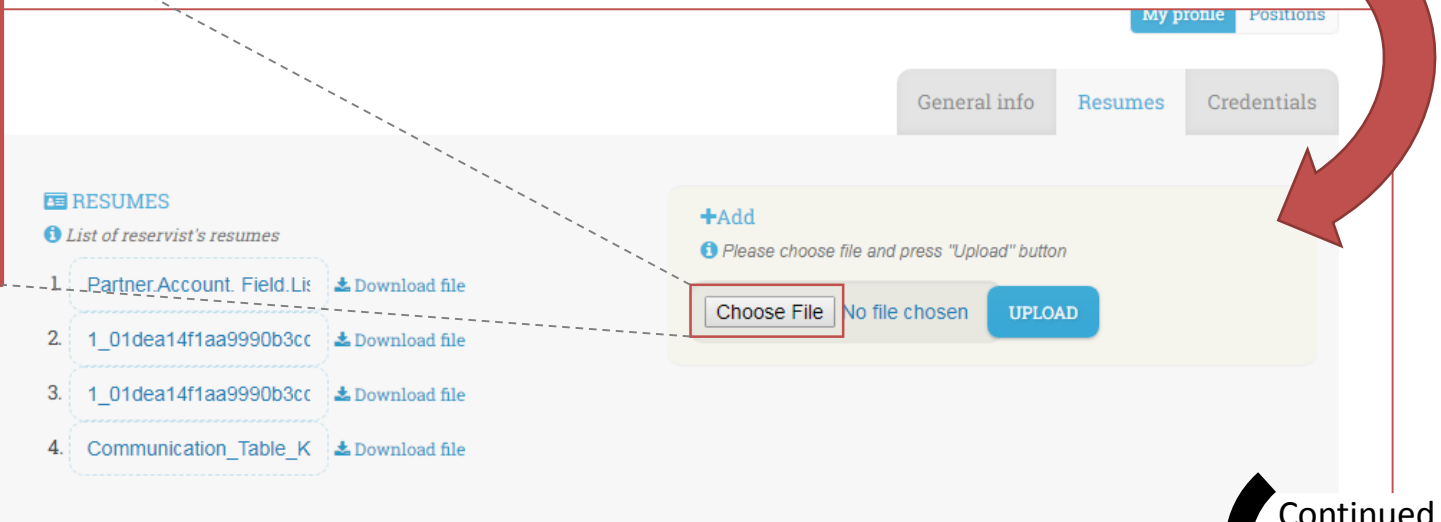
# Upload Resume (1/2)

After logging in, you will be directed to your profile page. If you are already logged in, click **MY PROFILE** to go there.



① Click **Resumes** on the right side of the page.

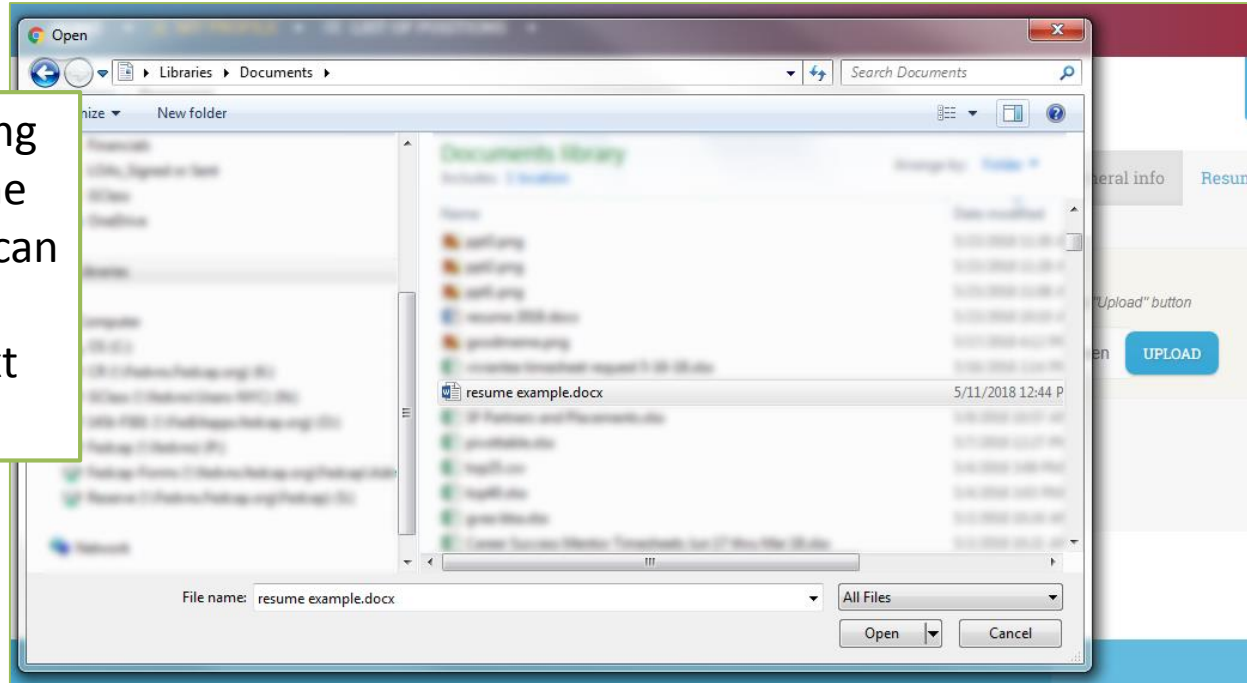
② You will see a list of your old resumes, and a tool for uploading a new resume. To start, click **Choose File**.



Continued  
in Part 2

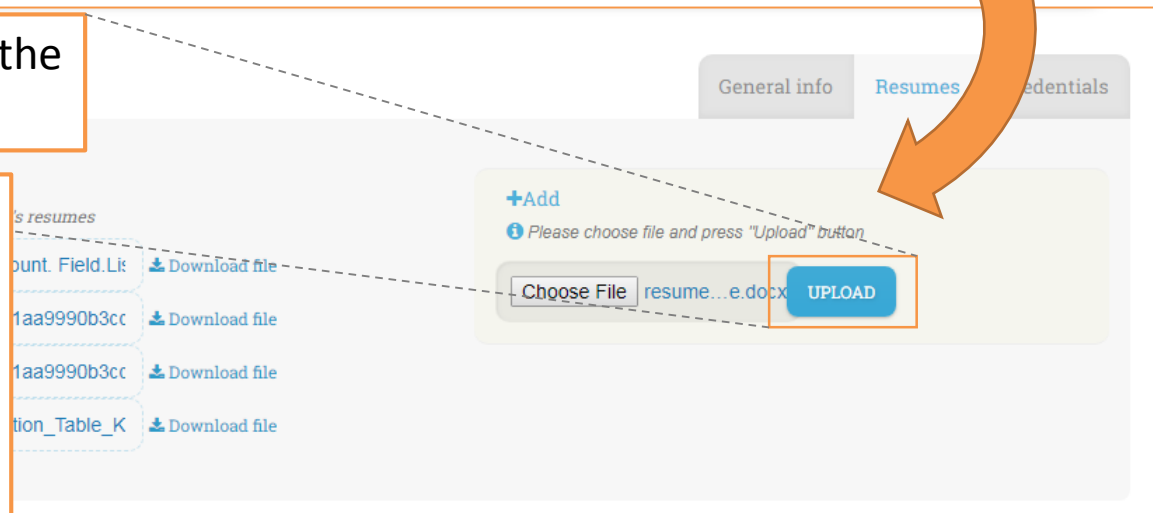
# Upload Resume (2/2)

③ In the resulting pop-up, locate the resume file. You can only upload .pdf, .doc, .docx, or .txt files.



④ Next, click **UPLOAD** to upload the resume to ReServe's database.

Currently, resumes can't be deleted from the database. However, ReServe Staff will always seek to use the resume which best represents you to our Partner.



# Change Password

After logging in, you will be directed to your profile page. If you are already logged in, click **MY PROFILE** to go there.



① Click **Credentials** on the right side of the page.

② In the next page, enter your old password once and your new password twice. Then, click **CHANGE PASSWORD** to confirm the change.

A screenshot of the 'Change Password' form. It features three input fields: 'Old password' (labeled 1.), 'New password' (labeled 2.), and 'Password confirmation' (labeled 3.). A red button labeled 'CHANGE PASSWORD' is positioned to the right of the input fields. A red arrow from the previous step points to this button.

# View Upcoming Interview(s)

After logging in, you will be directed to your profile page. If you are already logged in, click **MY PROFILE** to go there.

① Click **Interviews** on the left side of the page.

② You will see the details of your upcoming Interview(s), with information about the location and time.

HOME • MY PROFILE • LIST OF POSITIONS

Jane Smith  
RESERVIST

Home • Reservist

You are logged in

My Profile

Interviews

Search positions

Applied positions

Positions

General info Resumes Credentials

Jane Smith EDIT INFORMATION

fake123@fake.com

Address:  
123 Main Street  
New York, NY 10001

Phones:  
2222222222  
1111111111  
3333333333

Interviews

Upcoming Recent

Start date	Title	Location
30 August 8:00 AM	HR Consultant	Location: 123 Main Street 123 Main Street, New York 10001

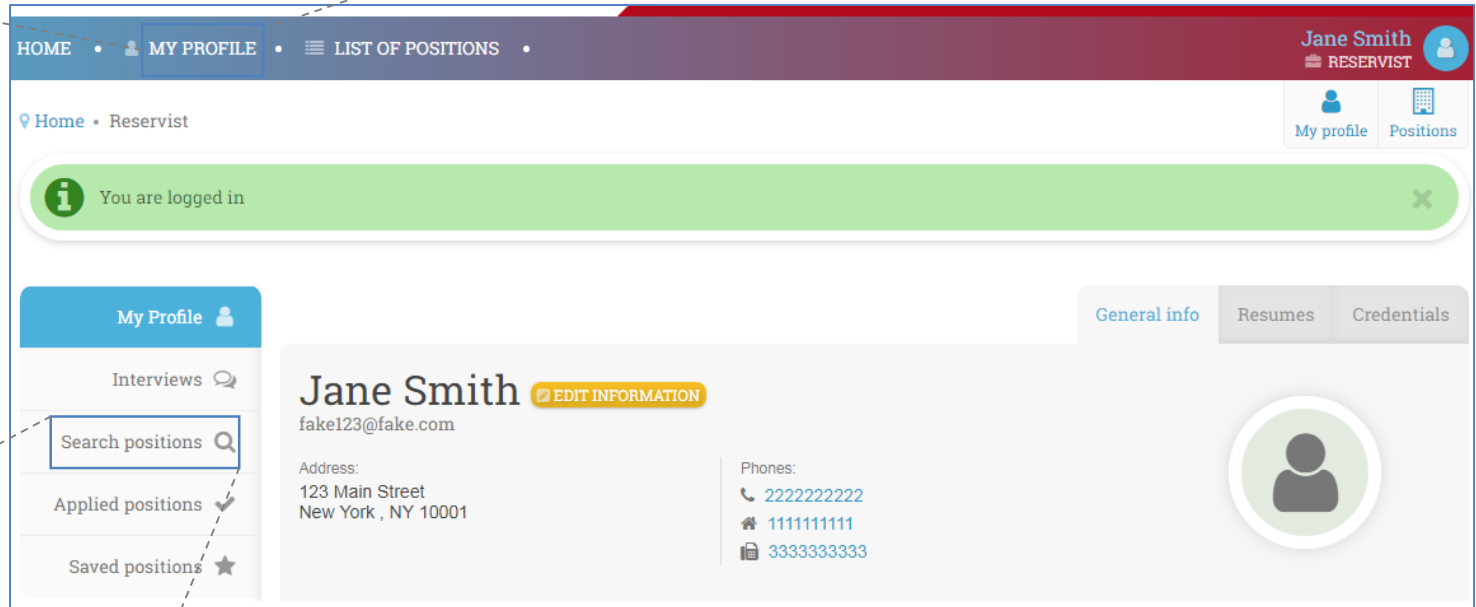
Please bring an ID for building security.

If ReServe has any additional instructions, they will be included here.



# Search, Save, and Apply for Positions (1/4)

After logging in, you will be directed to your profile page. If you are already logged in, click **MY PROFILE** to go there.



① Click **Search positions** on the left side of the page.

Continued  
in Part 2

# Search, Save, and Apply for Positions (2/4)

② You will see a list of filters to allow you to search through the database of positions.

See [Appendix 2A](#) for more info on setting up filters.

Click [Advanced filters](#) to access even more filters. See [Appendix 2B](#) for more info.

The results of your search (a list of positions) are displayed below (continued in Part 3).

Filtering positions

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 -

ZIP

or

City

-- State --

Maximum distance (miles)

[Advanced filters](#)

[Save parameters](#)

[FILTER](#)


Results will appear below


HR Consultant (applied) Department:	Hours: 20 Months: indefinite	New York, New York
testing 1229 Department: test	Hours: 12 Months: 12	Cumberland, Rhode Island
IT Generalist Department:	Hours: 15 Months: 12	Baltimore, Maryland

③ Click [FILTER](#) to apply your filters to the results below.

Continued  
in Part 3

# Search, Save, and Apply for Positions (3/4)

④ To expand the basic details of a position, click  on the right side of the page.

You can then click  to save the position for later. To access your saved positions, visit the [View Saved Positions](#) section of the guide.

⑤ To visit the full position description, and to apply for a position, click the position title.

**HR Consultant** (applied)  
Department:

**Administrative Assistant**  
Department: Review Department

**Description:**  
"Assist operations coordinator through filing, answering phones, and managing calendar"

**Workplace Culture:**  
Friendly but profesional

**All Responsibilities:**  
- Filing and clerical work  
- Answer phones  
- Manage calendar

**IT Generalist**  
Department:

**Executive Assistant**  
Department: Administration


**Customer Service Specialist**  
Department: Office of Personnel Services

s: 20  
hs: indefinite  
New York, New York

s: 12  
hs: 12  
New York, New York

**Location of position**

**Address:**  
123 Broadway  
New York, New York 10001

 Parking available

Baltimore, Maryland

New York, New York

New York, New York

# Search, Save, and Apply for Positions (4/4)

Position: **Administrative Assistant**

Department: Review Department

Information ⓘ

12

Expected hours  
per week

12

Expected Duration  
(months)

Address:

123 Broadway  
New York, NY 10001

🚗 Parking is available

Nearby public transit:

## Description

Assist operations coordinator through filing, answering phones, and managing calendar

Workplace Culture: Friendly but professional

## Requirements

Dress Code:

Business Casual (No Jeans)


🎓 Education\*:


Minimum: High School Graduate or Equivalent

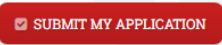
LinkedIn

🗣 Languages

English

At the bottom of the page, click  to save the position for later. To access your saved positions, visit the [View Saved Positions](#) section of the guide.

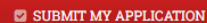
⑦ To apply, first click .

⑧ Then, in the pop-up, click  to indicate you are qualified and ready to work.

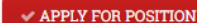
## Apply for position

"I acknowledge that I am qualified for the position, and if selected, I am ready and able to commit to the work required."

← GO BACK







ReServe Staff will receive your application, and will reach out if we would like to move forward with you. You can also [View Applied-For Positions](#).

# View Saved Positions

After logging in, you will be directed to your profile page. If you are already logged in, click **MY PROFILE** to go there.

The screenshot shows the user profile page for Jane Smith. The top navigation bar includes links for HOME, MY PROFILE, and LIST OF POSITIONS. The user's name and email (fake123@fake.com) are displayed. A callout box with a red border and a circled '1' points to the 'Saved positions' link in the left sidebar. The sidebar also contains links for My Profile, Interviews, Search positions, Applied positions, and Saved positions. The main content area shows the user's profile information, including address and phone numbers.

① Click **Saved positions** ★ the left side of the page.

The screenshot shows the 'Saved positions' page. The left sidebar contains links for My Profile, Interviews, Search positions, Applied positions, and Saved positions. The main content area displays a list of saved positions. A callout box with a red border and a circled '2' points to the 'Executive Assistant' position title. A red arrow points from the 'Saved positions' link in the sidebar to this page.

② You will see a list of the positions you have saved. To apply for one, click the title. To view info on applying for a position, [click here](#).

Position Title	Hours	Months	Location
Executive Assistant (saved)	20	6	New York, New York
IT Generalist (saved)	15	12	Baltimore, Maryland

# View Applied-For Positions

After logging in, you will be directed to your profile page. If you are already logged in, click **MY PROFILE** to go there.

① Click **Credentials** on the right side of the page.

The screenshot shows the user profile page for Jane Smith. The top navigation bar includes links for HOME, MY PROFILE, and LIST OF POSITIONS. The user's name, Jane Smith, and a RESERVIST icon are in the top right. A green banner indicates "You are logged in". On the left, a sidebar menu lists My Profile, Interviews, Search positions, Applied positions, and Saved positions. The main content area shows the user's details: Jane Smith, fake123@fake.com, 123 Main Street, New York, NY 10001, and phone numbers 2222222222, 1111111111, and 3333333333. On the right, there are tabs for General info, Resumes, and Credentials, and a profile picture placeholder.

② You will see a list of the positions you have applied for.

If ReServe has stopped looking for candidates for a position, you will see **✗ No Longer Open** above the position's location.

The screenshot shows the 'Applied positions' section. The left sidebar has links for My Profile, Interviews, Search positions, Applied positions, and Saved positions. The main content area lists two positions: 'Administrative Assistant (applied)' and 'HR Consultant (applied)'. The 'Administrative Assistant' position shows 'Hours: 12' and 'Months: 12' and is located in 'New York, New York'. The 'HR Consultant' position shows 'Hours: 20' and 'Months: indefinite' and is located in 'New York, New York'. A red box with the text '✗ No Longer Open' is positioned above the location of the 'HR Consultant' position. A red arrow points from this box to the text in the bottom right callout.

# Search Positions: Filters (Appendix 2A)

Typing a word into the **Title** field will restrict results to positions with that word in the Title. The **Keyword** field will only show results containing that word in the full description.

You can search positions based on the Expected Duration or Expected Hours per Week. First, check ☐ **Enable**. Then, use the sliders to set the Minimum or Maximum you would like to see. Check ☐ **Indefinite duration** to include positions with no expected end date.

Keep in mind that every new filter you put will **narrow** the final results!

You can search within a certain distance of your home. Start by putting in either your *City and State* (make sure to enter both!) or, alternatively, just your ZIP. Then, use the **Maximum distance** slider to control how far away the results of the search should be.

Continued  
in Part 2B

# Search Positions: Advanced Filters (Appendix 2B)

To search for positions requiring a language, choose a language from the **-- Choose Language --** drop-down. Then, select YOUR level of proficiency at Speaking, Reading, and Writing.

To search for positions with an education requirement, select a **-- Minimum Degree --** or a **-- Degree Category --**.

To search for positions requiring a license/certification, type it in to **Certification Name**.

Advanced filters

## Languages

*You must select a proficiency level for reading, writing, and speaking to filter by language.*

**-- Choose Language --**

**-- Sp --**

**-- Re --**

**-- Wi --**

## Degrees

**-- Minimum Degree --**

**-- Degree Category --**

## Licenses and Certifications

**Certification Name**

## Software

*All fields should be selected to proceed*

**-- Skills --**

**BEGINNER**

**INTERMEDIATE**

**ADVANCED**

## Skill Areas

*All fields should be selected to proceed*

**-- Expertise Areas --**

**Years of experience**

16

To search for positions with a software requirement, first select a software from **-- Skills --**, then select YOUR level of proficiency with that software.

To search for positions based on your expertise, select an **-- Expertise Areas --** then move the **Years of experience** slider to match your experience level.

**★ Save parameters**

**FILTER**

*Results will appear below*

To save a search, press **★ Save parameters** then in the **Name of this search** field that appears, type a name and click **SAVE**.

Continued  
in Part 3



## Reminder:

For additional support, contact us at  
[info@reserveinc.org](mailto:info@reserveinc.org) or 877-290-6145