If you are not already logged into WorkInTexas.com, log in now. Once you are logged in, click on the "My Portfolio" tab. On the My Portfolio screen, click on the "Pay and Location Preferences" link, which will take you to the Job Match Summary screen.

Pay and Location Preferences (You may have a total of 5.)
   To add a new preference:
- Click on the "Add New Pay and Location Preference" button.
- Complete the Pay and Location Preference Details screen and click "Next."
- On the Pay and Location Preference – Select Location screen,
   o If you want to work in Texas and are able to travel more than 10 miles from your residence, select a region and an area (**Do not check specific cities in Cities/Zones unless you absolutely need to as this will limit the number of job opportunities you will have access to.) and click "Save" and you will return the Job Match Summary screen.
   o If you cannot work more than 10 miles from your residence, click the "Zip Code" tab, enter Zip Code and select how many miles from home you can work in the Plus fields dropdown and then click "Save" to return the Job Match Summary screen.
   o If you want to work outside of Texas, click the "Work Outside of Texas" tab, check the box next to "Willing to work outside of Texas" and click "Save" to return the Job Match Summary screen.
   To update the details of an existing preference:
- Click on the name of the preference.
- Review the Pay and Location Preference Details screen, making changes as appropriate.
- If no location changes need to be made, click "Save" to return the Job Match Summary screen; otherwise, click "Select Location."
- On the Pay and Location Preference – Select Location screen,
   o If you want to work in Texas and are able to travel more than 10 miles from your residence, select a region and an area (**Do not check specific cities in Cities/Zones unless you absolutely need to as this will limit the number of job opportunities you will have access to.) and click "Save" and you will return the Job Match Summary screen.
   o If you cannot work more than 10 miles from your residence, click the "Zip Code" tab, enter Zip Code and select how many miles from home you can work in the Plus fields dropdown and then click "Save" to return the Job Match Summary screen.
   o If you want to work outside of Texas, click the "Work Outside of Texas" tab, check the box next to "Willing to work outside of Texas" and click "Save" to return the Job Match Summary screen.

Occupations (You may have a total of 15.)
   To add an occupation:
- Click on the "Add Occupation" button.
- Complete the Occupation Selection screen by entering a Job Title or by clicking on the "Category" tab and selecting an Occupational Category from the list provided and then clicking "Search."
- Select an occupation from the results list that you are interested in by clicking on its name.
- Complete the Occupation Details screen and click "Save." (In the Experience field, enter your total years and months of experience in this occupation, not just the length of time at one job. If you have no experience, enter 0 in the years space.)

Industries (You may have a total of 3.)
   To add industries:
- Click on the "Add/Edit Industries" button.
- Complete the Industry screen and click "Save.".

Other
   Click on each of the applicable categories and update accordingly. (If you indicate you would like to match to state jobs, you need to complete the State Application in WorkInTexas.com.)

If you are not already logged into WorkInTexas.com, log in now.

From My Home Page, click on the "Match Jobs Now" button, which will take you to the Match Results screen.
        or
From My Portfolio, click on the "View Jobs Matching Your Criteria" button to get to the Match Results screen.

On the Match Results screen
If there are results:
- Click on the job title of the position you are interested in.
- When the Job Description screen appears, review the entire job posting.
- If after reviewing the job posting,
   o You are not interested, not qualified or unsure, click on the circle next to the appropriate phrase and click "Next." You will be taken back to the Match Results screen; return to the top of this section to follow the steps to consider other jobs.
   o You are interested, click on the circle next to "I'm interested in this job. Show me how to apply." and click "Next."
- Review the How to Apply screen for instructions on how to apply for the position, click on the circle next to "I'm interested in this job." and click "Save." The job will move to your interested list and you can review the job description and application instructions by clicking on the "My Interested List" tab. (If you decide you are not interested or are unsure if you want to apply, click on the circle next to the appropriate phrase and click "Next." You will be taken back to the Match Results screen; return to the top of this section to follow the steps to consider other jobs.)
- Click "Return to Results" to return to the Match Results screen.

If there are no results and you would like to update your matching criteria:
- Click on the "Edit Your Job Match" link, which will take you to the Job Match Summary screen.
- Follow the instructions on the back of this page to update your job matching criteria.

If there are no results and you would like to review jobs you previously indicated you were not interested in, if applicable:
- Click on the "View your Not Interested List" link. (If this link does not appear, there are no open positions on your not interested list.)
- Click on the Job ID number of the position you would like to reconsider.
- When the Job Description screen appears, review the entire job posting.
- If after reviewing the job posting,
   o You are not interested, not qualified or unsure, click on the circle next to the appropriate phrase and click "Next." You will be taken back to the Match Results screen; return to the top of this section to follow the steps to consider other jobs.
   o You are interested, click on the circle next to "I'm interested in this job. Show me how to apply." and click "Next."
- Review the How to Apply screen for instructions on how to apply for the position, click on the circle next to "I'm interested in this job." and click "Save." The job will move to your interested list and you can review the job description and application instructions by clicking on the "My Interested List" tab. (If you decide you are not interested or are unsure if you want to apply, click on the circle next to the appropriate phrase and click "Next." You will be taken back to the My Not Interested List screen and can return to the top of this section to consider other jobs.)
- Click "Return to Results" to return to the My Not Interested List screen.