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WORKFORCE OPPORTUNITIES & RESIDENCY CAYMAN
CAYMAN ISLANDS GOVERNMENT

JobsCayman

How to Update JobSeeker Profile

A QUICK GUIDE TO USING THE UPDATED ONLINE PORTAL

Welcome!

JobsCayman is the online portal where employers and job seekers meet for success. Job seekers can register to view and apply for available jobs or request assistance in finding employment. Employers can post job advertisements and review applicant details. Here, you can also receive Customer Care support by speaking with us through our Live Chat service, searching for answers in our knowledge base, or submit a question using the Mobile Form. VISITE is here to provide support throughout every step of the process.



Login to JobsCayman

Username

Don't have a username? [Click Here](#)

Password

Forgot my password? [Click Here](#)

Login



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To Update JobSeeker Profile

1. Log into the JobsCayman Portal.

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2. Select the 'JobSeeker' tab.



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Inbox Person Profile ▾ Employers ▾ Job Seekers ▾ Help ▾

Logout



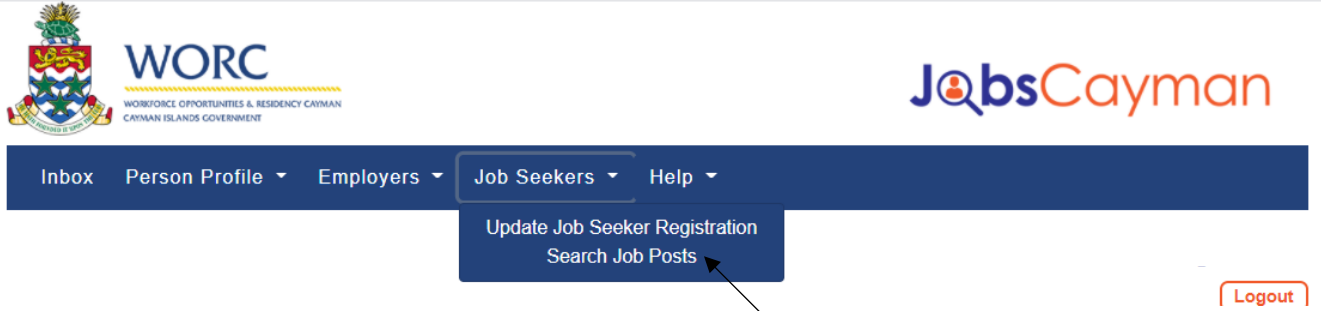
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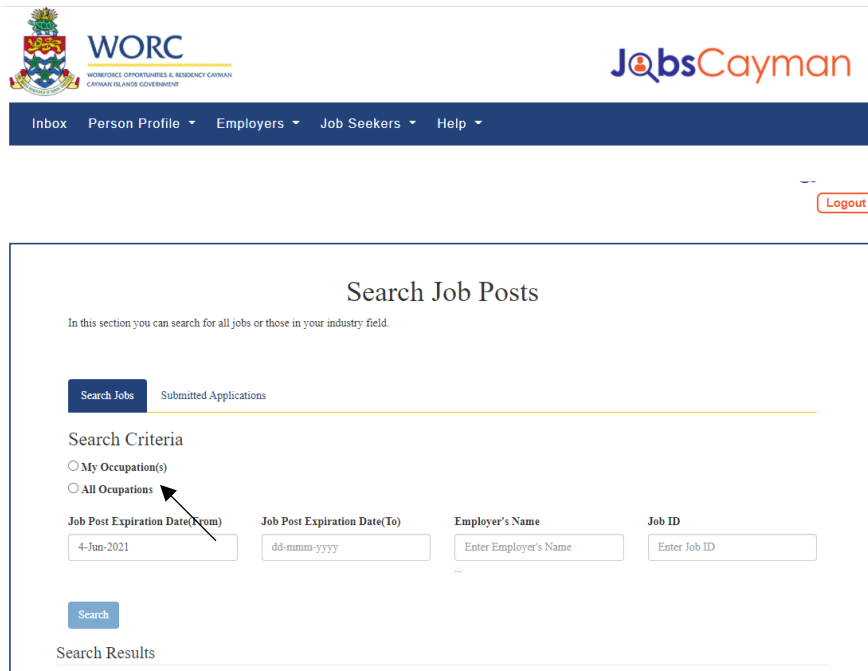
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3. Select 'Search Job Posts' button.



4. Select 'All Occupations'.





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To Update JobSeeker Profile

5. Hit 'Search'.

The screenshot shows the 'Search Job Posts' interface. At the top, there are logos for WORC and JobsCayman. Below the logos is a navigation bar with links for 'Inbox', 'Person Profile', 'Employers', 'Job Seekers', and 'Help'. A 'Logout' button is located in the top right corner. The main content area is titled 'Search Job Posts' and contains the following elements:

- A sub-header: 'Search Job Posts'
- A description: 'In this section you can search for all jobs or those in your industry field.'
- Two tabs: 'Search Jobs' (active) and 'Submitted Applications'.
- 'Search Criteria' section with two radio buttons: 'My Occupation(s)' and 'All Occupations'.
- Four input fields: 'Job Post Expiration Date(From)' (with '4-Jun-2021'), 'Job Post Expiration Date(To)' (with 'dd-mm-yy'), 'Employer's Name' (with 'Enter Employer's Name'), and 'Job ID' (with 'Enter Job ID').
- A 'Search' button with an arrow pointing to it.
- A 'Search Results' label below the search button.



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To Update JobSeeker Profile

6. Select a job post.

Job Post Expiration Date(From) Job Post Expiration Date(To) Employer's Name Job ID

...

Search Results

Show entries

| Job ID | Job Title |
|--|-----------------------------------|
| <input type="button" value="+"/> 4011 | English Teacher |
| <input type="button" value="+"/> 4787 | Mason Worker |
| <input type="button" value="+"/> 6871 | Railings Installer and Fabricator |
| <input type="button" value="+"/> 7205 | GARDENER |
| <input type="button" value="+"/> 8064 | CLEANER |
| <input type="button" value="+"/> 8461 | Financial Advisor |
| <input type="button" value="+"/> 9250 | Chiropractic Doctor |
| <input type="button" value="+"/> 10393 | Full Time Security Officer |
| <input type="button" value="+"/> 11811 | Mason/Assistant Installer |
| <input type="button" value="+"/> 11631 | Timeshare Sales Person |

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To Update JobSeeker Profile

7. Read the Job Description.

| Job Post Information | Required Documents | Questionnaire |
|--|--|--|
| Job Post | | |
| Job Title: English Teacher | Job Description: Teach English Literature and composition to students in Grades 7 - 12. AP certified plus. Teacher will also be responsible to help with Debating team | Job Location: Grand Cayman |
| End Date: 23-Jun-2023 | Start Date: 03-Jun-2020 | Occupation: Secondary education teachers |
| Work type: Full time | | |
| Requirements | | |
| Years of Working: 2 to 3 years | Qualifications: Bachelors of Education in English, Masters preferred. | Required education: |
| Focus of Study: English | Preferred Education: 02 | |
| Salary | | |
| Frequency of Payment: Per Year | Salary Currency: Cayman Dollar | Minimum Salary: 36500.0000 |
| Maximum Salary: 44000.0000 | Hours per Week: 39 | |



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8. Select the 'Required Documents' tab and upload any required documents.

Available Jobs Details

Job Post Information **Required Documents** Questionnaire

Show entries

| File | | Download |
|-------------------------------|---|----------|
| Cover Letter | <input type="button" value="Choose File"/> No file chosen | |
| Proof of Immigration Status | <input type="button" value="Choose File"/> No file chosen | |
| Proof of Valid Driver Licence | <input type="button" value="Choose File"/> No file chosen | |
| Resume / CV | <input type="button" value="Choose File"/> No file chosen | |

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Files Required



To Update JobSeeker Profile

9. Select the 'Questionnaire' tab, fill out the Questionnaire.

Job Post Information Required Documents **Questionnaire**

1. Explain how your education achievements and/or qualifications match the requirements of this role

Required Field

2. A. How does the number of years of experience that you have compare to the requirements of the role?

I Have The Same Number Of Years Of Experience
 I Have Less Years Of Experience
 I Have More Years Of Experience
 I Dont Have Any Years Of Experience

B. Comment

Required Field

3. Describe the skills and experience and experience you posses which makes you suitable for this role

Required Field

4. Why are you applying for this job?

Required Field

5. Do you agree to release your personal information to the employer?

Yes
 No

10. Hit 'Send', when completed.

