LOCATING THE JOB SEARCH FUNCTION IN SCWOS

After creating a SCWOS account, here’s how you can access the Job Search menu. Click on the Menu in the top left of your screen to display a drop down of options to choose from. Select Job Search under Quick Menu.

Depending on how your preferences are set up on your dashboard, you can also access Job Search under the Job Seeker Services widget on your dashboard page.
COMPLETING A WORK SEARCH

On the Job Search page, you have many options for search filters. Keep in mind, the more filters you select, the more narrow your results will be.

The Quick Search Tab allows you to search the job keyword and location.

```
Keyword Location
```

**Keywords can include things like job titles, employer name, occupations and even military occupation codes.**

The Additional Quick Search Options below that show how recently the job was posted, by occupation group, education level, source of job posting, etc. When you’re ready, click **Search**.

![Additional Quick Search Options](image)

- **Jobs Posted Within:**
  - Last 14 days

- **Occupation Group:**
  - None Selected

- **Specific Occupation:**
  - Select Specific Occupation
    - Click here if you are a veteran and wish to enter your military occupation
    - None Selected

- **Minimum Acceptable Salary:**
  - None Selected

- **Education Level:**
  - None Selected

- **Sources:**
  - Preferred Employer
  - Corporate
  - Education Institution
  - Government
  - Hospitals
  - Job Distributor
  - National Labor Exchange

Other Job Sites Jobs Outside of South Carolina
WORK SEARCH CONTINUED

Once you press Search, available jobs meeting your search requirements will be displayed on the screen.

Narrow Results

Sr. Accountant
Not Available - Ridgeville, SC
Regular

... Accountant to provide leadership and know-how to a growing team. This is a full-time opportunity in the Ridgeville, South Carolina area. As a Senior Accountant, your position offers a comprehensive compensation and benefits package to help you achieve long-term potential within the company. We are currently looking for an inn...partners to ensure compliance with corporate accounting policies, procedures and controls and provide support on special requests - Dedication to continuously imp...

Recruiter - Robert Half International Inc. Today

Staff Accountant
HealthPRO / Heritage - Greenville, SC
Regular

Hospitals - HealthPRO / Heritage Today

Corporate Accountant
Greystar - Charleston, SC
Regular

Applies generally accepted accounting principles (GAAP) to analyze financial information, reconcile financial statements, prepare standard journal entries, approve entries in the general ledger. * Review incoming intercompany transactions for proper coding and prepare outgoing intercompany transactions for approval. * Analyze general ledger entries and resolve issues with the treasury department. * Audit employee expense reports to ensure compliance with company policy, confirm accurate coding of the expenses.

Corporate - Greystar Real Estate Partners, LLC Today
WORK SEARCH CONTINUED

To complete your weekly work search requirement in SCWOS, you need to select a position you want to learn more about. By clicking on a job posting, this will result in a new page opening to fully display the individual position's information, job description, qualifications, requirements, compensation (if provided), information about the company, an option to favorite the job posting and a button to apply.

**Staff Accountant**
HealthPRO Heritage
Occupation: Accountants
Location: Greenville, SC - 29601
Job #: 2021-41822
Positions available: 1
Source: HealthPRO / Heritage
Site: [www.healthpro-heritage.com](http://www.healthpro-heritage.com)

**Corporate Accountant**
Greystar Real Estate Partners, LLC
Occupation: Accountants
Location: Charleston, SC - 29401
Job #: R0030558
Positions available: 1
Source: Greystar Real Estate Partners, LLC
Site: [www.greystar.com](http://www.greystar.com)

*Average salary for this occupation in Greenville: 65k Per year*

*Average salary for this occupation in Trident: 59k Per year*
VERIFYING A WORKS SEARCH IN SCWOS

To verify your work search for the week, first select from the upper left-hand menu, select My Portfolio under Quick Menu. Then click Search History Profile, which will be displayed under My Individual Profile. All job searches completed will be listed here. If you do not see it, make sure that you opened up each of the job postings in a new window.

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Occupation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corporate Accountant</td>
<td>Accountants</td>
</tr>
<tr>
<td>Staff Accountant</td>
<td>Accountants</td>
</tr>
<tr>
<td>Sr. Accountant</td>
<td>Accountants</td>
</tr>
<tr>
<td>Systems Accountant (4106)</td>
<td>Accountants</td>
</tr>
</tbody>
</table>
VERIFYING YOUR WORK SEARCH IN MYBENEFITS PORTAL

SCWOS and the MyBenefits (claimant) portal communicate every night. On the next business day after you have completed your work search in SCWOS, you will want to log into your MyBenefits portal, select the **Confirmation History** tab at the top and on that page, you will see “SC Work Search Confirmation” listed with the benefit week next to it.

<table>
<thead>
<tr>
<th>Benefit Week Ending date</th>
<th>SC Work Search Confirmation</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/03/2021</td>
<td></td>
</tr>
</tbody>
</table>

If you do not see this confirmation, you will need to reach out to the SC Works Center nearest you so they can verify that your Social Security number is attached to your SCWOS account. Your social is what ties your SCWOS account (and work searches) to your unemployment insurance claim in the MyBenefits portal.

**NOTE:** DEW call center staff can not verify this information for you. You must reach out to your local SC Works center for assistance: [scworks.org/about-us/state-wide-centers](http://scworks.org/about-us/state-wide-centers)
Reminder! You have 6 days to complete your weekly certification of your UI claim and you have 6 days to make sure your weekly work search was completed! Remember, claim weeks run Sunday to Saturday.

CLAIMANT’S RESPONSIBILITIES EACH WEEK

CERTIFY WEEKLY

Suggested Pro Tip #1:
Verify your two weekly work searches were counted in your SCWOS portal immediately after completing!
SCWOS will communicate your weekly work searches were complete to your MyBenefits portal overnight.

WEEKLY WORK SEARCH

Suggested Pro Tip #2:
Since SCWOS and the MyBenefits portal only communicate once a day, make sure to log-in to your MyBenefits portal the next business day after completing your work search in SCWOS!
If you don’t see the SC Work Search Confirmation in your portal, you will need to call your closest SC Works Center. Check the instructions on page 6 of this document for next steps.