

## New to The Exchange?

First things first: this is not your average job board, and for good reason! Our blind-matching technology pre-screens opportunities to find you the right fit, faster! Ready to get started? Upload a resume to pre-populate your profile, or enter your information manually.

### Select the type of jobs your profile should match with.

Choose Full- & Part-Time, Internship, Seasonal, or all of the above. Edit later in "Modify Search Criteria."

### Select the Job Titles that best match your skills & interests, i.e. "Sales Manager."

If you entered a resume, the system will suggest titles for you. Otherwise, use the simple search bar or browse our drop-down menu.

### Answer your sliding-scale questions.

Each job title has its own unique questions; answer them all! Your responses are the key to making excellent matches.

### Provide the basics like name, location & contact information.

We collect other aggregate data to analyze site usage, but we never share things like birth date, race or gender with employers.

### Review or complete your Work and Education Histories!

Once Work history is completed, you have the option of blocking a current employer from seeing your profile.

### Now, you're matching! We'll email or text you with new matches to view, too.

Simply login, at least once every 30 days, to remain active in the match pool!

**Recommended browsers for the best user experience: Chrome, Safari and Firefox.**

## Manage Your Matches

1. We display your top 7 system matches at one time on your dashboard. Remove any you are not interested in to free up space on your list.
2. See an opportunity you like? Click *Request to Connect* and take initiative!
3. If employers request to connect with you, hit Accept *ASAP* if you're interested!
4. Once you've agreed to connect, find employer contact information under *Connections*, and take your next steps toward your dream job.

**Register now at [www.vhedc.com/exchange](http://www.vhedc.com/exchange)**