How to Merge your Job Seeker Profiles

Updated 24 January 2018

You can now merge your previous job seeker profile into your current job seeker profile (if you are now registered with an employment services provider) so you don’t lose your entire job searching history.

By merging your profiles, you will be able to:

- View all your emails
- View all your Job Search Efforts
Step 1

When you wish to merge your Job Seeker Profiles you need to go to Account at the top menu and select My Details.

Step 2

If you would like to merge your profiles, click on the 'Merge my public JobSearch account with my current account' link.
Step 3

Enter your Email Address and Date of Birth and click the ‘Next’ button

**Please Note:** By clicking ‘Next’ you are unable to reverse the merging process. The merging process will update the information you have listed in your current job seeker profile with the information in your previous job seeker profile.

Step 4

Enter the answers to your previous job seeker profile challenge questions and click the ‘Next’ button
Step 5

You will be sent a confirmation code to your nominated email address. Enter the Confirmation Code and click the ‘Next’ button

Step 6

Select the information from your previous job seeker profile you would like to merge to your current job seeker profile by clicking the relevant ‘Merge’ buttons. To merge all information, click the ‘Merge All’ button
Step 7

To remove information, you have merged to your current job seeker profile click the relevant ‘Undo’ button

Step 8

Once you have merged the relevant information to your current job seeker profile click the ‘Next’ button
Step 9

Select the Resumes and/or Cover letters you would like to merge by selecting the relevant ‘Merge’ buttons

![Merge Documents](image)

Step 10

To remove a merged Resume and/or Cover Letter click the relevant ‘Undo’ button

![Merge Documents](image)

Step 11

Once completed Merging of Resumes and/or Cover Letters click the ‘Next’ button
Step 12

On the Active screen will be displayed a list of all the information that will be merged from your previous job seeker profile to your current job seeker profile.

Step 13

If your merged changes are incorrect click the ‘Back’ button to amend your changes.

Step 14

If your merged changes are correct click the ‘Merge’ button.

Step 15

You have now successfully merged your job seeker profiles.

Job Seeker Hotline: 13 62 68