Your dashboard is **personalised to you and your circumstances**. What you see and have access to is based upon the type of employment services you get, as well as any program you might participate in.
Navigation and menus
There are three primary navigation points on your dashboard.

- Job seekers drop down menu
- Account drop down menu
- Grey navigation menu

### Job seekers drop down menu
Find information about different programs, search for jobs and providers.

### Account drop down menu
Here is where you can update your personal details, how we send notifications to you and manage some account settings including exiting out of our service completely.

### Grey navigation menu
This takes you to pages and features available when you’re signed in to your account.
Items available on a volunteer dashboard

Following is an image and description of all the items available in the order they appear on a volunteer dashboard. Depending on your personal circumstances, you may or may not see these items on your dashboard.

Find a job

Here you can search for jobs near you. Just enter a keyword like “administration”, select your location and choose an industry. This search will take you to a list of jobs currently advertised on the jobactive website.

My Job Search Effort

You can keep track of your job applications using My Job Search Effort on your dashboard. Any job you apply for through the jobactive website is automatically listed.

Click View my job search effort to add jobs to your job search effort that you applied for on other sites. You will also get more details, including your job search effort history.

Go to jobsearch.gov.au/how-to-guide to see more ways to add jobs to your job search effort.
Skills Match Tool
Discover how skills you have developed in your past jobs can give you ideas for new jobs that use those skills. Click **Start Skills Match** and you’ll go to the Job Outlook website.

![Skills Match Tool](image)

Tips and advice
Here is where you can find links to tips and advice to help you with your job search. There are 7 topics in total. Refresh your screen to see different topics.

![Tips and advice](image)

Alternatively, you can access these pages from our site map at [jobsearch.gov.au/sitemap](http://jobsearch.gov.au/sitemap), or from this list:

Customise your dashboard items
You can personalise your dashboard to see the information you want to see. Look for the +Customise dashboard. Click on it, and you will get a list of all the items you can add, move or remove on your dashboard.

![Customise dashboard button]

Jobs that may interest you
Get a list of jobs you can apply for. It’s based on the preferences you set in your career profile, your location and the type of jobs you have searched for before.

![Jobs that may interest you]

Did you know?
Did you know? shows you:

- advice about programs or services
- helpful information to get the most out of your job seeker account

![Did you know?]
Quick links
What you see in Quick links depends upon your personal circumstances. It’s designed to give you one place to access important and relevant information about your employment services.

MySkills
Here you can search for courses near you. Just enter in a course name or career that you are interested in and your location. This search will take you to the MySkills website.
Latest messages
Any messages that you have received in your jobactive inbox recently will appear here. Click on View Inbox to read them.

Useful information
Here is where you can find links to resources full of hints and tips to help you with your job search.

Career profile
See your current Career profile visibility and where to update it.
**Applied jobs**
See a list of jobs that you have applied for through the jobactive website recently. Click on View My Job Search Effort to go straight to your job search effort page.

![Applied jobs](image)

**Favourite jobs**
When you search for jobs on the jobactive website, you can favourite them so you can come back to them later.

Three jobs will show by default, but you can click on items > to see all your favourite jobs. Click on the × to remove a job from your favourites.

**IMPORTANT:** Jobs are filled very quickly. You should make sure you apply for your favourite jobs as soon as possible.

![Favourite jobs](image)
Favourite searches
If you always look for specific jobs in specific locations, make it a favourite search. Add this item to your dashboard to get a direct link to your favourite search results.

Three searches will show by default, but you can click on items > to see all your favourite searches. Click on the ✗ to remove a search from your favourites.

Your last search
The last job search that you performed will appear here. Click on the search link and you will go to the same job search.

On jobactive
See job vacancy information based on your location, including total number of jobs available and new jobs advertised in the past week.