

Start Your Construction Career Search!

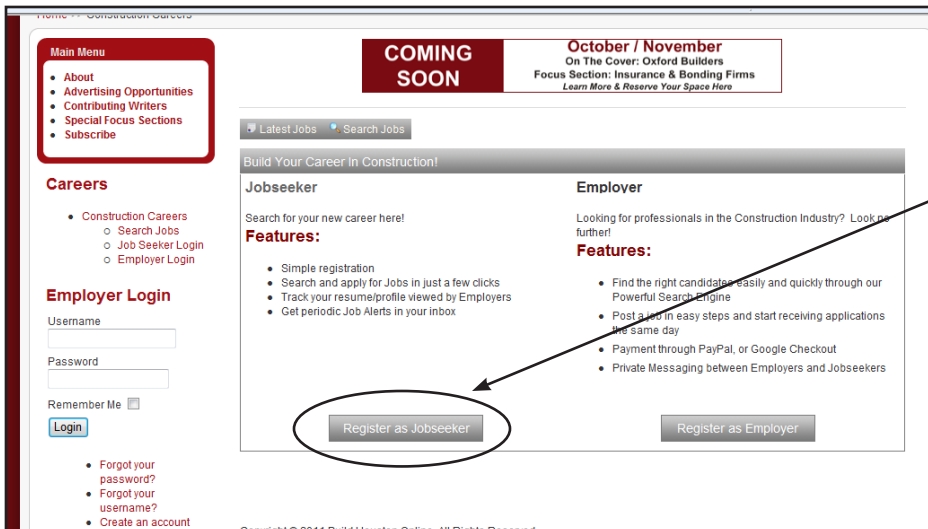
Follow these simple steps and find your next career opportunity:

1.



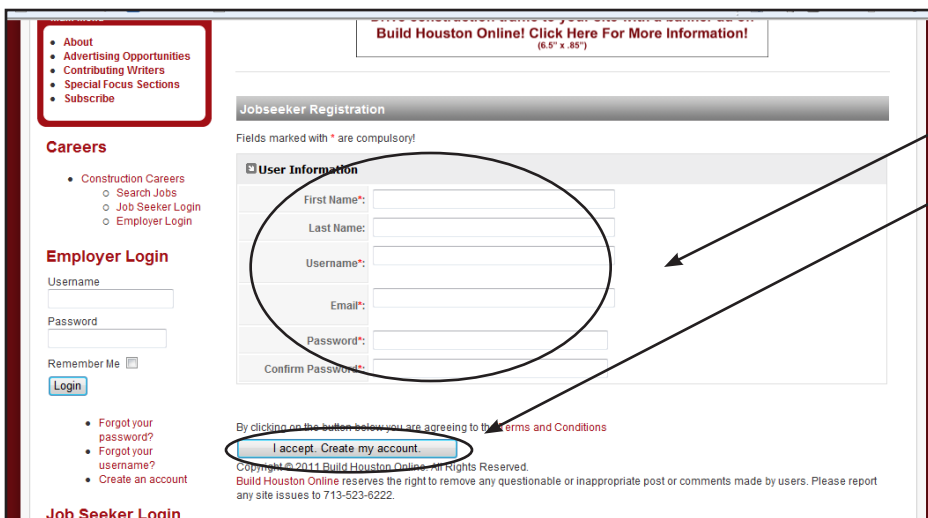
From the Build Houston home page, click “Construction Careers”.

2.



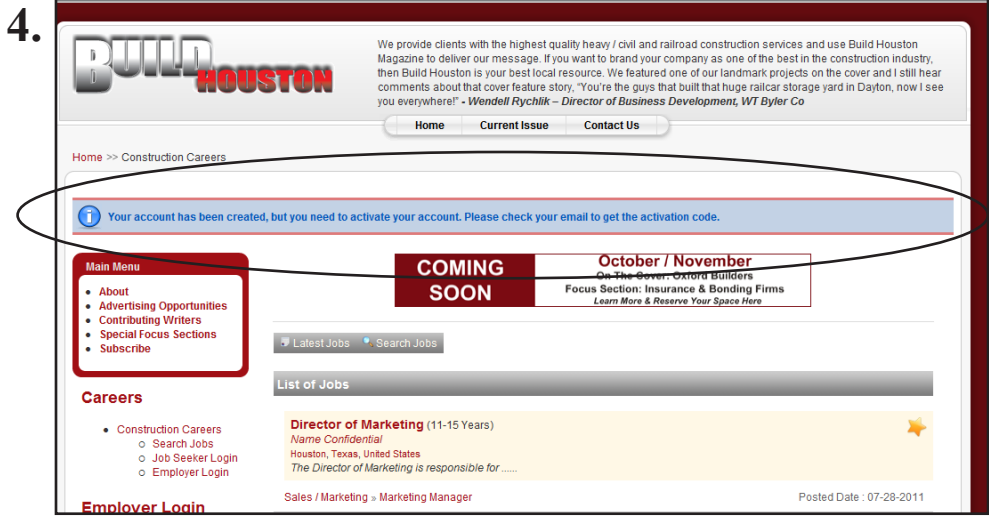
Click the “Register as Jobseeker” Button.

3.



First, complete the required fields, noted with an “*”. Then, click the “I accept. Create my account” button.

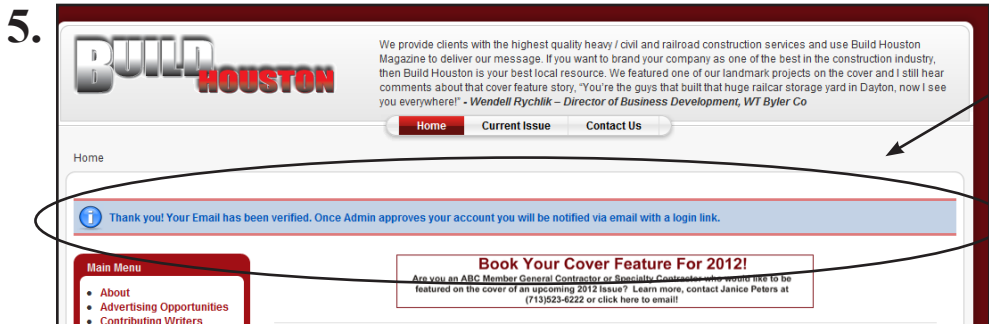
Need Assistance? Call (713)523-6222.



NOTE: when your account is created, the following message will appear on the screen in a blue box:

“Your account has been created, but you need to activate your account. Please check your email to get the activation link.”

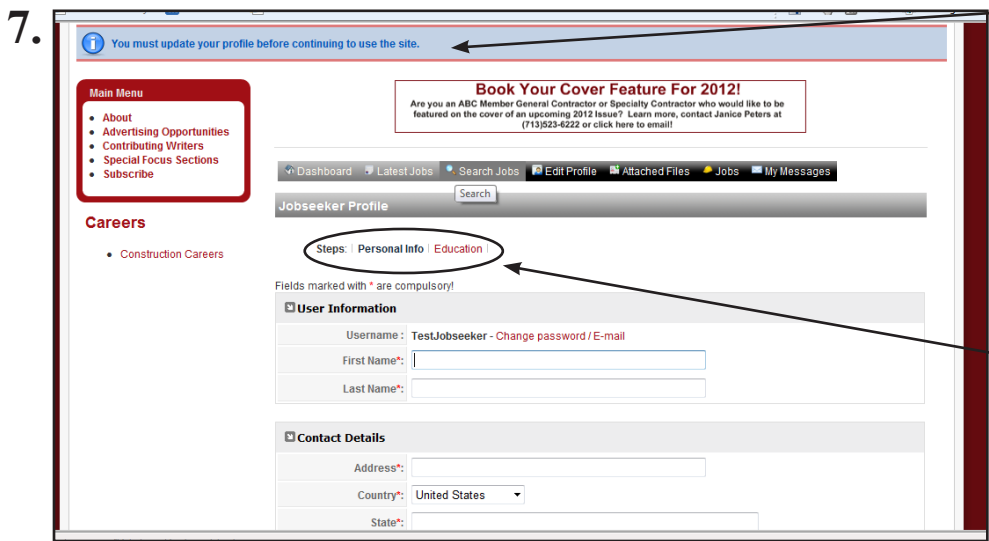
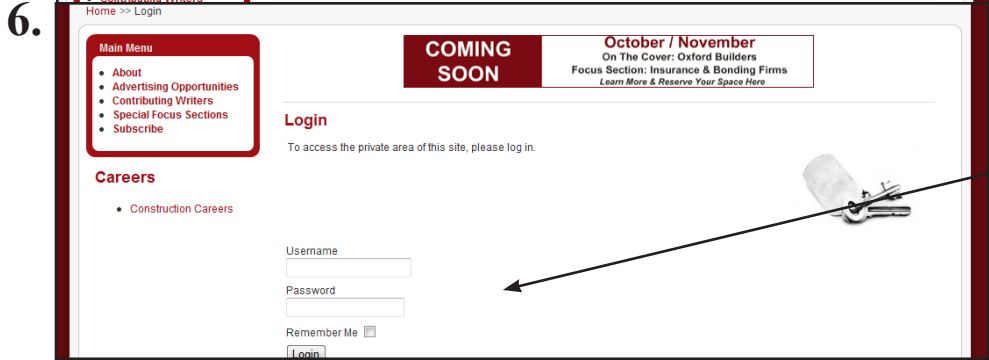
Please check your email and follow the link provided to finish your profile. If you do not complete your profile, potential employers will not see your profile and you cannot apply for jobs.



Check your email. When the email message link is clicked, the following web message will appear:

“Thank you! Your Email has been verified. Once Admin approves your account you will be notified via email with a login link.”

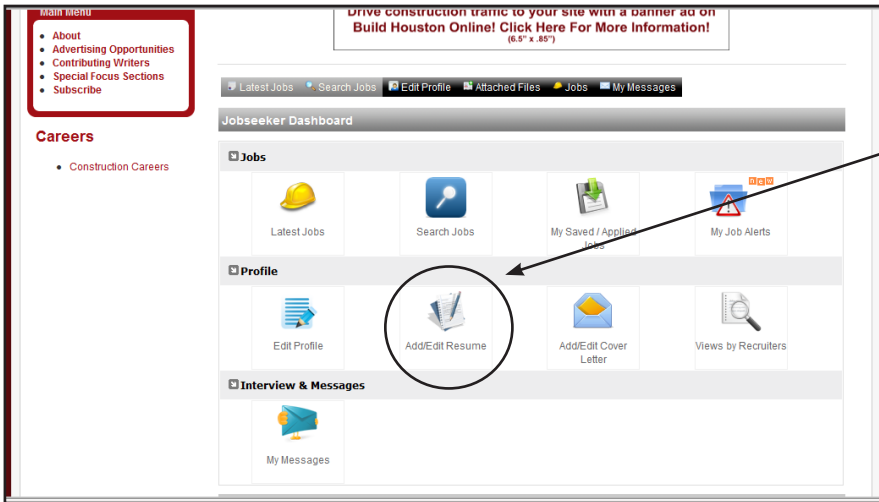
The site Admin will then review and approve your account. Once approved, you will receive a final email with a login link. Follow link and type your Username and Password.



When logged in, you will be prompted to FULLY COMPLETE YOUR PROFILE to maximize your ranking with potential employers.

NOTE:
- There are two screens to complete before you save your profile. Upon completion, you will be directed to the Jobseeker Dashboard.

8.



The Jobseeker Dashboard:

IMPORTANT: Now that you have created your account, don't forget to upload your resume!

From the Jobseeker Dashboard, you can:

- View available jobs
- Search jobs with keywords and more
- View jobs you've applied for
- Create an alert
- Edit your profile
- Edit your resume file
- Create a cover letter
- Read messages sent to you from prospective employers