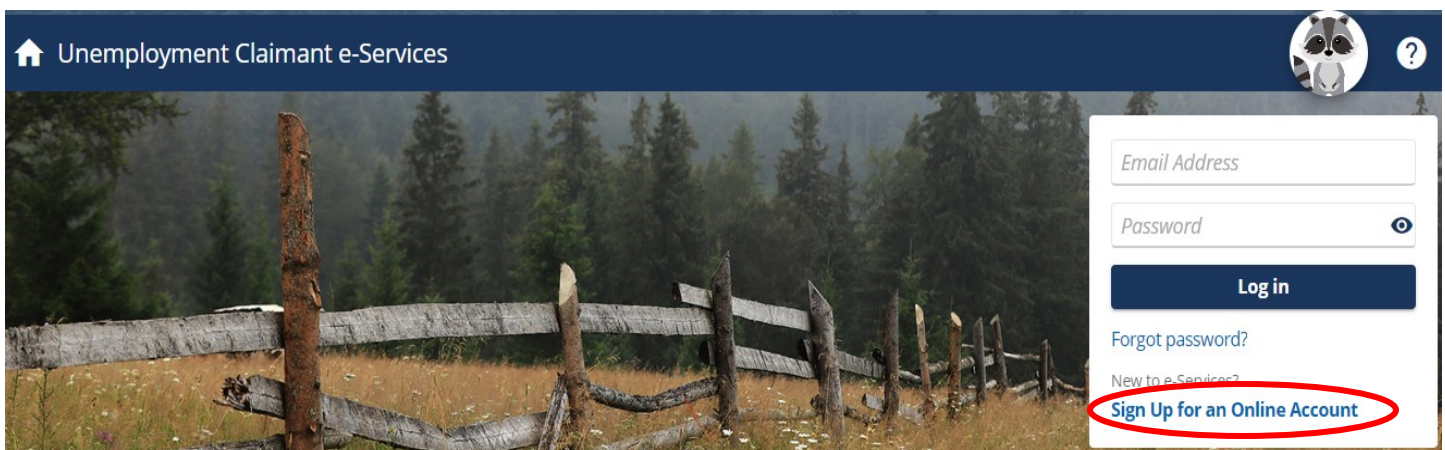


Register for Unemployment Claimant e-Services Account

The Tennessee Department of Labor and Workforce Development is proud to introduce our new Unemployment Claimant e-Services system starting February 20, 2024. The new system will be a one-stop destination for all unemployment benefit related services including Tennessee Unemployment Benefits application.

All individuals who need to access Unemployment benefit information, including claim filing and certification, can still navigate to **Jobs4TN.gov** to get started creating a new

Unemployment Claimant e-Services account.

A screenshot of the 'Unemployment Claimant e-Services' login page. The page has a dark blue header with a home icon and the text 'Unemployment Claimant e-Services'. On the right, there is a circular profile picture placeholder with a question mark. The main content area features a background image of a wooden fence in a field. Overlaid on the right is a white login form with fields for 'Email Address' and 'Password', a 'Log in' button, and links for 'Forgot password?' and 'New to e-Services?'. The 'Sign Up for an Online Account' link is circled in red.

Individuals will need to gather the following information before creating an Unemployment Claimant E-Services Account to ensure a quick and easy account creation process.

- Social Security number, date of birth, driver license or state ID, and alien registration number (for non-US citizens).
- Residential and mailing address.
- Cell or home phone number for authentication and to receive calls from the department.
- Email address for electronic communication and account access. Please use an established email account. **You may sign up for a personal email on Gmail, Hotmail, iCloud, or any other free email service.**

Unemployment Claimant E-Services will send you an email verification to the email provided as part of a two-factor identification process.

Date of Birth

Email Verification

A security code has been sent to your email for verification. Enter the code in the field below and then select Next.

Security Code *

[Request Another Security Code](#)

Important: Your profile will not be complete until you verify your email address.

Once you have verified your email and all account steps have been completed the system will display a confirmation page that contains a confirmation number and the date and time your account was submitted. The system will give you the option of printing this confirmation page.

Confirmation

Your **Online Account Registration** has been submitted successfully.

Your confirmation number is **0-000-016-978**.

Date Submitted: 8/8/2023 11:44:33 AM.

Please note, **this does not mean you have submitted an unemployment benefit claim.**

If you wish to file a claim for unemployment benefits, you may do so through your online account.

If you have additional questions concerning your request, please contact us.

Tennessee Department of Labor and Workforce Development

Phone: **(844) 224-5818**

The new help function is located on every screen of Unemployment Claimant e-Services site. During the registration process if you need help with general topics find the racoon at the top of the page for frequently asked help questions.

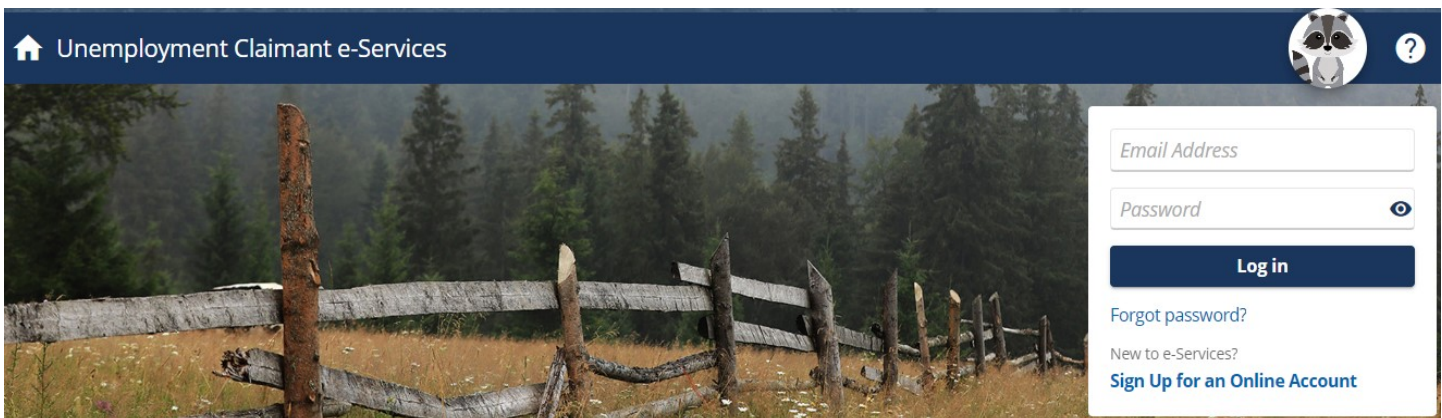
File an Unemployment Claim

- Gather documentation before you start the filing process.

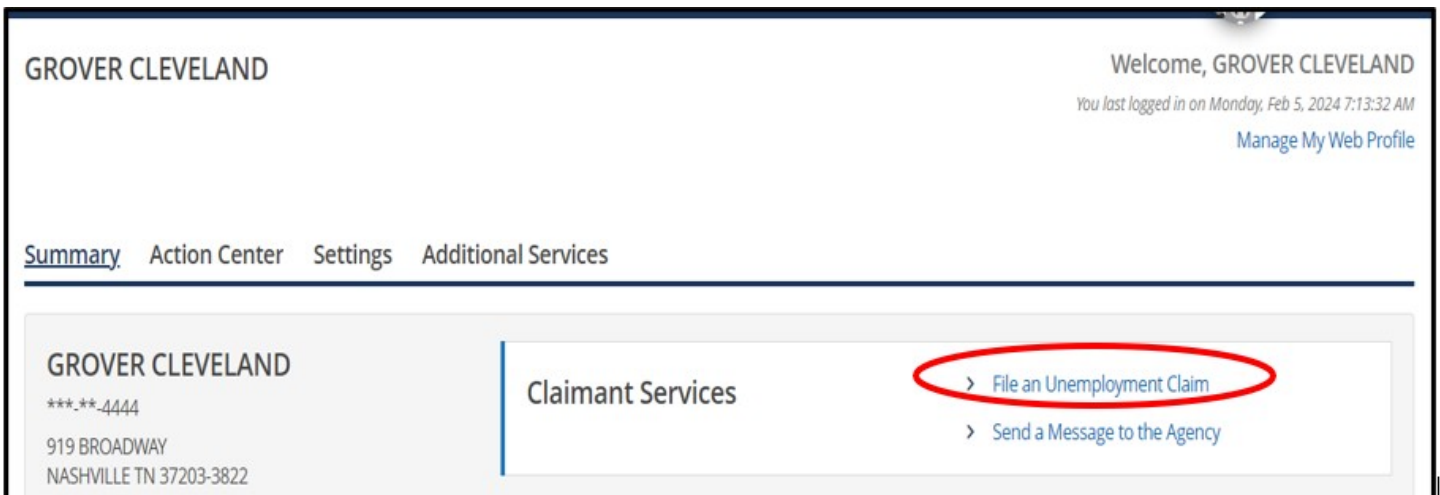
Here's what you'll need to continue. Please have everything ready before you begin.

-  Employer contact information, the reason you stopped working, and occupational details for any employer you worked for in the last 18 months.
-  Information regarding your eligibility for benefits and citizenship status
-  Your checking or savings routing and account number if you want us to deposit your benefits directly into your bank account.

- Log into your Unemployment Claimant e-Services Account with the email address and password you created during account registration.



- On the bottom right hand corner of the main E-Service dashboard, select the hyperlink showing **"File an Unemployment Claim"**



- The system will ask for you as the applicant to verify your Social Security Number for identification purposes.

Identity

You need to start with your Social Security # because protecting you and your personal information is important to us. *

Required

- The system will pull all reported Tennessee Wages for the base period over to the claim to help you report your most recent work history. You will be required to enter a work history for all employers for the last eighteen (18) months.

Employment History

We have retrieved your known employment since April 1, 2022.

To complete your employment history:

1. Select each employer's name below to answer some questions regarding your employment there.
2. If you do not see an employer that you have worked for since April 1, 2022, add that employer with the Add Employer button.
3. After you have finished adding and answering questions about all jobs you have had since April 1, 2022, use the Next button to continue.

- Your previous employer(s) will likely already be populated in the history grid. Select the name of the employer showing to complete your work history for that employer. If you need to manually add an employment history, select the **"Add Employer"** link and search for the employer you wish to add by name.

We have retrieved your known employment since April 1, 2022.

To complete your employment history:

1. Select each employer's name below to answer some questions regarding your employment there.
2. If you do not see an employer that you have worked for since April 1, 2022, add that employer with the Add Employer button.
3. After you have finished adding and answering questions about all jobs you have had since April 1, 2022, use the Next button to continue.

Employers

Name	Address	Employer Type
There are no employer records.		

+ Add Employer

- The system will require you to review all information that was reported before you can submit your information.

Regular Unemployment Insurance Claim



Child Support States Benefit Rights Information Payment Tax Withholding Summary

Summary

You are not yet done. Review the information below; then click Submit when ready.

- Once you have reviewed the provided information and hit submit the system will display a confirmation page that contains a confirmation number and the date and time your account was submitted. The system will give you the option of printing this confirmation page. You will be able to print or save this page for your records.

Confirmation

Your **Unemployment Benefit Claim** has been submitted successfully.

Your confirmation number is **0-000-044-920**.

Date Submitted: 8/8/2023 10:33:47 AM.

THE NEXT STEPS:



File a Weekly Certification

On the e-Services home screen, we can see a certification needs to be filed. To start the certification process, click the blue **“File Now”** next to the certification notification.

The screenshot shows the e-Services home screen for Donald Draper. It includes sections for 'Claimant Services', 'Current Unemployment Benefits', and 'Certify for Week of January 6, 2024'. A red arrow points to the 'File Now' button in the 'Certify for Week of January 6, 2024' section.

After reading the disclaimer, check the box at the bottom of the screen to confirm you understand the information provided.

The screenshot shows a disclaimer screen with the following text: "and/or has separated from work. Failure to report earnings on your certification could result in an overpayment of benefits, which you would be required to repay. A determination that you committed fraud could lead to an investigation and criminal charges. If an overpayment is found to be a result of fraud: You will be disqualified from receiving unemployment benefits for 52 weeks; You will be referred for legal action, such as investigation and/or prosecution; Liens will be assessed; Your federal income tax refunds will be garnished." At the bottom, there is a checkbox labeled "I have read and understand the information regarding potential fraud penalties and my responsibility to report any wages earned on my weekly certification."

Answer the question presented on the **Weekly Certification** screen then click **Next**.

The screenshot shows the 'Weekly Certification Questions' screen. It asks the user to answer questions for the week of Sunday, Dec 31, 2023 through Saturday, Jan 6, 2024. The questions are: "Did you do any work during the week of Sunday, Dec 31, 2023 through Saturday, Jan 6, 2024?", "Did you receive any holiday pay?", "Did you receive any vacation pay?", "Did you refuse any job offers during this week?", "Did you begin receiving an employer pension or any other pension (excluding social security benefits) during this week?", and "For the week, were you able and available and did you complete your three required job searches as directed by the department?". Each question has 'Yes' and 'No' radio button options.

File a Weekly Certification

If needed, enter your job search log by clicking the blue hyperlink **“Add a job search”**. Once finished entering all your jobs searches for the week click **“Next”** at the bottom right hand side of the page.

Job Searches

Unless waived, you must complete at least three job search activities each week in order to be eligible for payment. These job search activities are meant to help you return to work before your benefit amount expires.

Examples of job search activities include:

- Applying or interviewing for a job
- Contacting an employer, whom you believe may have available work

You reported that you searched for job during the week of **Sunday, Dec 31, 2023** through **Saturday, Jan 6, 2024**.

Please provide details of your three required job searches. *

Employer Name

Application Date

+ Add a Job Search

You will be prompted to review your information. Once you verify all your provided information is true and correct, sign your name at the bottom of the screen then hit **Submit**.

Signature

I certify that the information I have provided on this Unemployment Compensation certification is true and accurate to the best of my knowledge and belief. I understand that these statements are made under the penalty of perjury and that any intentional misrepresentation is considered fraud. If I am found to have committed fraud, I understand that I may be subject to benefit overpayment, and penalties up to and including criminal prosecution. *

Required

Cancel

< Previous

Submit

Unemployment Insurance Benefits

Tennessee Department of Labor and Workforce Development

Division of Employment Security

TUC WORK SEARCH LOG

You must make (4) different work searches each week you claim benefits.

You must document work search activity each week by completing a TUC Work Search Log. You may log into www.jobs4tn.gov to search for work online. This activity can be used when completing your TUC Work Search Log. **If you give false information about your work search activity you may lose your benefits.** Copy this form as needed and document all your job search contacts for the length of your job search. Retain copies of TUC Work Search Logs for your records for at least (3) years after your benefit year ends. You must provide copies of your TUC Work Search Log to TDLWD upon request. List all employers you have contacted each week. If you applied online and received a confirmation notice, you are encouraged to print and save this document with your work search log. Print your name and last (4) of your social security number on each TUC Work Search Log.

Name: _____ Last (4) SSN: _____

Week Beginning Sunday (MM/DD/YY) _____ through Saturday (MM/DD/YY) _____

DATE OF CONTACT MM/DD/YY	BUSINESS NAME, ADDRESS AND PERSON'S EMAIL OR WEB ADDRESS	PERSON'S NAME, TITLE AND PHONE NUMBER	METHOD OF CONTACT	JOB APPLIED FOR	RESULTS OR FOLLOW UP ACTION **
	1. Business Name and Address Email or Web Address	Name Title Phone Number			
	2. Business Name and Address Email or Web Address	Name Title Phone Number			
	3. Business Name and Address Email or Web Address	Name Title Phone Number			

	4. Business Name and Address	Name			
		Title			
	Email or Web Address	Phone Number			

Need Money for School?

Ask about how you can qualify for
Needs-Based Scholarships & Travel Stipends!



Needs-Based Scholarships are available through federal workforce development grants offered through your local *American Job Center*.

The purpose of the grant program is to promote an increase in employment in in-demand sectors including Manufacturing, Transportation, Healthcare/Social Assistance, Skilled Trades, Information Technology, and Professional, and to help people to retain jobs and improve their earnings potential.

You may qualify for training grants up to \$3000 for 2 years!

Here's how it works:

1. Complete an admissions application to the school of your choice.
2. Complete the Free Application for Federal Student Aid (if available for your institution). <https://fafsa.ed.gov/>
3. Complete our Training Scholarship Interest Form by scanning the QR code on this flyer, or visiting <https://tinyurl.com/SWITAs> and our staff will contact you to set up an appointment.
4. Show up on time for your appointment! Bring your drivers license, social security card, income information & all documents requested by the AJC staff.

What does the Needs-Based Scholarship cover?

Total Cost of Tuition, Fees, Books, Tools & Certain Supplies for programs in in-demand fields

(-) Pell Grant

(-) Lottery Scholarship

(-) Other federal & state financial aid

= Your Unmet Financial Need \$\$

PLUS - You may be eligible for a travel stipend!!

Federal workforce development grants provide Needs-Based Scholarships to eligible applicants entering into approved training.

Training programs must be certified and placed on a statewide list maintained by the State of TN

To determine if the post-secondary education program that you are interested in qualifies, visit

www.jobs4tnwfs.tn.gov

Click on "Special Services"

Click on "Education & Training Data"

Select "ETPL Approved Programs"

American Job Center-Southwest TN Locations

Serving the counties of Chester, Decatur, Hardeman, Hardin, Haywood, Henderson, Madison, and McNairy. There are THREE WAYS to reach us:

In-Person at one of our 8 AJC Locations

CHESTER SPECIALIZED AJC

TCAT Henderson, 1449 White Ave
Henderson, TN 38340
(731) 989-5160

HARDIN AFFILIATE AJC

TCAT Crump, 3070 US-64
Crump, TN 38327
(731) 438-3433

MADISON COMPREHENSIVE AJC

1124 Whitehall Street, Suite 100
Jackson, TN 38301
(731) 668-2040

DECATUR SPECIALIZED AJC

TCAT Crump-Parsons, 256 W 9th St
Parsons, TN 38363
(731) 503-8853

HAYWOOD SPECIALIZED AJC

TCAT Brownsville, 401 Morgan St.
Brownsville, TN 38012
(731) 772-0603

MCNAIRY SPECIALIZED AJC

134 N. 3rd Street, Selmer, TN 38375
(731) 645-7264

HARDEMAN SPECIALIZED AJC

TCAT Whiteville, 1685 US-64
Whiteville, TN 38075
(731) 658-4073

HENDERSON AFFILIATE AJC

80-B South Broad Street
Lexington, TN 38351
(731) 249-7036

If you are interested in a
scholarship, complete
our interest form by
scanning this QR code!



Access Points



Customers can choose to visit one of the American Job Centers in-person, or may choose to contact one of these centers to set up an appointment at a local access point. Please call one of the centers listed above to set up an appointment at an access point near you.

Virtual American Job Center



The Tennessee Virtual American Job Center, located at **www.TNVirtualAJC.com**, provides information about job services and programs to Tennesseans anytime, anywhere. The unique website guides users to not only the employment assistance available to them but also other services offered by multiple state agencies. Users can visit the site on their schedule and at their own pace.



7-1-1



@swtnjobs



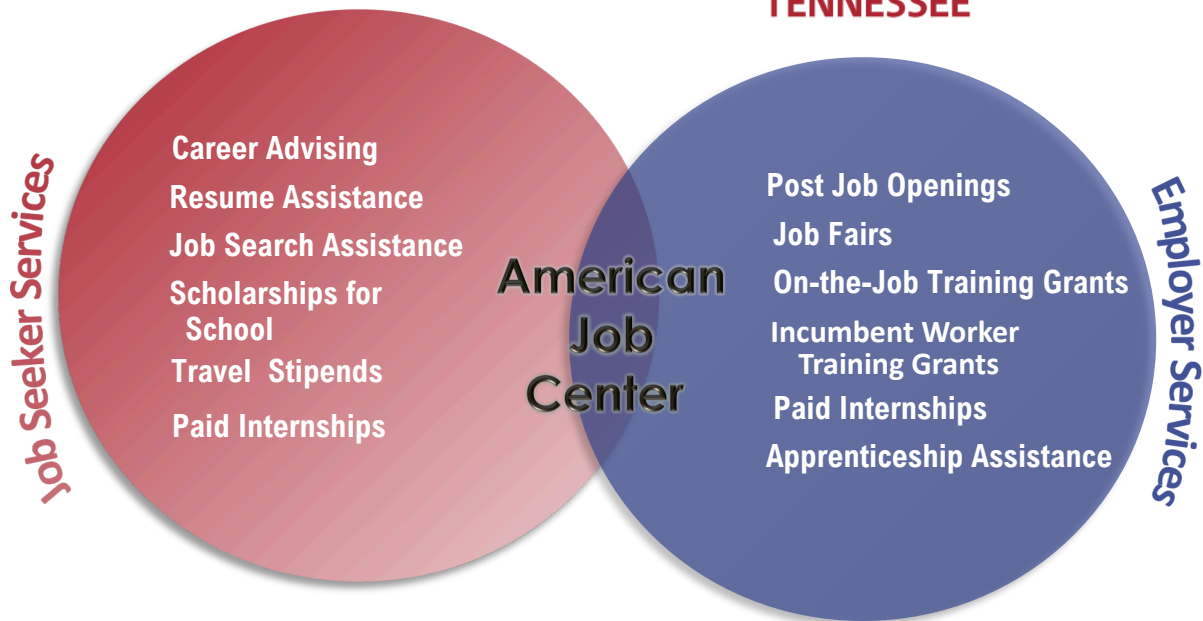
@NWSWTNAJC



www.TNworks.org



AmericanJobCenter® TENNESSEE



Where Job Seekers and Employers Connect!

There are THREE WAYS to reach us:



In-Person at one of our AJC Locations

Northwest & Southwest Tennessee locations are listed on the back!

Visit our website for hours of operation:

www.TNworks.org/locations



Access Points

Customers can choose to visit one of the American Job Centers in-person, or may choose to contact one of these centers to set up an appointment at a local access point. Access points are currently being developed, so please call the centers for updated locations.

VIRTUAL
AmericanJobCenter
TENNESSEE
Anytime. Anywhere.



Virtual American Job Center

The Tennessee Virtual American Job Center, www.TNVirtualAJC.com, provides information about job services and programs to Tennesseans anytime, anywhere. The unique website guides users to not only the employment assistance available to them but also other services offered by multiple state agencies. Users can visit the site on their schedule and at their own pace.



American Job Center-Northwest TN Locations

Serving the counties of Benton, Carroll, Crockett, Dyer, Gibson, Henry, Lake, Obion, and Weakley.

**Carroll County
Comprehensive Center**

470 Mustang Drive
Huntingdon, TN 38344
(731) 352-8815



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@nwtjnjobs



@NWSWTNAJC



TNworks.org

**Dyer County
Comprehensive Center**

313 W Cedar Street
Dyersburg, TN 38024
(731) 501-1109

**Weakley County
Affiliate Center**

Weakley County Courthouse
116 W. Main St, Dresden, TN 38225
(731) 364-0100

American Job Center-Southwest TN Locations

Serving the counties of Chester, Decatur, Hardeman, Hardin, Haywood, Henderson, Madison, and McNairy.

Chester County Specialized Center

TCAT Henderson
1449 White Avenue
Henderson, TN 38340
(731) 989-5160

Haywood County Specialized Center

TCAT Jackson-Brownsville Campus
401 Westlake Way
Brownsville, TN 38012
(731) 772-0603

Decatur County Specialized Center

TCAT Crump-Parsons Campus
256 W 9th Street
Parsons, TN 38363
(731) 503-8853

Henderson County Affiliate Center

80-B South Broad Street
Lexington, TN 38351
(731) 249-7036

Hardeman County Specialized Center

TCAT Jackson-Whiteville Campus
1685 US-64
Whiteville, TN 38075
(731) 658-4073

Madison County Comprehensive Center

1124 Whitehall Street
Suite 100
Jackson, TN 38301
(731) 668-2040

Hardin County Affiliate Center

TCAT Crump, 3070 US-64
Crump, TN 38327
(731) 438-3433

McNairy County Specialized Center

134 North 3rd Street
Selmer, TN 38375
(731) 645-7264



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@swtnjobs



@NWSWTNAJC



TNworks.org





AmericanJobCenter®

Southwest Directory of Services for Individuals

RESOURCE CENTER | Staff-assisted computer room to help with registration on Jobs4tn.gov, resumé writing, job searching, filing unemployment claims and submitting weekly certifications, and printing and faxing.

JOB FAIRS | The American Job Centers (AJC's) have direct access to employers in the area who are actively seeking to hire many individuals. Job fairs and hiring events offer an opportunity for individuals to connect with employers who are hiring in the area.

CAREER ADVISORS & CAREER SPECIALISTS | Helping individuals create a solid career plan, assess their strengths and weaknesses, and navigate their path to finding employment or changing careers. A part of that path includes determining the right training or education needed.

TRAINING SERVICES | Through the Workforce Innovation and Opportunity Act, eligible individuals in need of training to secure employment and succeed in the labor market for occupations in demand may receive help through scholarships for required training costs and related supportive services, such assistance with books, supplies, and transportation.

WORKSHOPS | Weekly educational workshops cover topics including resumé building, interview preparation, professional image, and more!

SCSEP | The Senior Community Service Employment Program | A community service and work-based job training program for older Americans. Authorized by the Older Americans Act, the program provides training for low-income, unemployed seniors. Participants also have access to employment assistance through the American Job Centers.

VOCATIONAL REHABILITATION | The Vocational Rehabilitation Program (VR) provides a variety of person-centered and individualized services to persons with disabilities in preparation for their employment in the competitive labor market. VR advocates employment outcomes for customers that are consistent with their individual strengths, resources, abilities, capabilities, and informed choice.

VETERANS | Receive priority of service in all programs. Provide intensive services for veterans with significant barriers to employment.

ADULT EDUCATION | Adult Education, as part of the Workforce Innovations and Opportunity Act (WIOA), provides services to adults to build the knowledge and skills necessary for high school equivalency (HiSET), employment, post-secondary opportunities, and economic self-sustainability.

RESEA | Re-Employment Services and Eligibility Assessments | A program for selected Unemployment Insurance (UI) claimants that includes an in-person review of the claimant's eligibility for UI and a personalized job-search, along with other re-employment assistance.

SNAP E&T | SNAP Employment and Training | Provides Employment and/or Training opportunities for individuals who are determined eligible by the Department of Human Services for the Supplemental Nutrition Assistance Program (formerly known as “food stamps”).

FAMILIES FIRST | Temporary Assistance for Needy Families (TANF) program | A temporary Workforce Development and Employment Program. Focuses on gaining self-sufficiency through employment. Helps participants reach this goal by providing transportation, childcare assistance, education, job training, employment activities, and other support services if eligible.

JOB CORPS | Program for young adults ages 16-24 designed to connect each participant with the skills and education needed to get the career they want.

TRA | Trade Readjustment Allowances | Income support payments to individuals who have exhausted Unemployment Compensation and whose jobs were affected by foreign imports as determined by a certification of group coverage issued by the Department of Labor.

TAA | Trade Adjustment Assistance | A Federal Program that provides aid to workers who lose their jobs or whose hours of work and wages are reduced as a result of increased imports.

YOUTH SERVICES | The American Job Center can assist youth with reaching their education and career goals. Youth may be eligible for paid and/or unpaid work experiences (WEX), career exploration, job search assistance, occupational, financial literacy, study skills, and entrepreneurial trainings, tutoring, HiSet and interview preparation, and other job and supportive services.

ADDITIONAL RESOURCES

JOB SEARCH

www.indeed.com
www.careerbuilder.com
<https://www.careeronestop.org/>

GOVERNMENT LINKS

www.usajobs.gov
www.tn.gov
www.va.gov

FINANCIAL AID

www.fafsa.ed.gov
www.finaid.org



News and Announcements

Introducing The Virtual American Job Center (VAJC)!
 Information about Filing for UI Benefits

SIGN UP FOR JOBS4TN.GOV | VIRTUAL AJC AT <https://www.tnvirtualajc.com/>

JOB SEARCH | RESUME UPLOAD | VIRTUAL RECRUITER | UNEMPLOYMENT BENEFITS

AJC Madison 1124 Whitehall St, Ste. 100 Jackson, TN 38301 (731) 668 -2040	AJC Chester TCAT Henderson 1449 White Ave Henderson, TN 38340 (731) 989 -5160	AJC Decatur TCAT Parsons 256 West 9th St Parsons, TN 38363 (731) 503 -8853	AJC Hardeman TCAT Whiteville 1685 US -64 Whiteville, TN 38075 (731) 658 -4073
AJC Hardin TCAT Crump 3070 US-64 Crump, TN 38327 (731) 438 -3433	AJC Haywood TCAT Brownsville 401 Westlake Way Brownsville, TN 38012 (731) 772 -0603	AJC Henderson 80 -B S. Broad St Lexington, TN 38351 (731) 249 -7036	AJC McNairy 134 N. 3rd St Selmer, TN 38375 (731) 645 -7264



AJC Workshops

Computer basics

Learn how to navigate a computer from the basics of turning it on, using the mouse to the internet to search for jobs.

Dress for Success

Learn how to dress to make a big impression.

Interview Preparation/Mock Interviews

Practice common interview questions and receive feedback for improvements.

Intro to JOBS4TN.GOV

Learn how to navigate the JOBS4TN website and how to use the available tool to land your perfect job.

Managing your Money

The steps for financial goals, how you can track daily spending habits, ways to increase your income, and decrease your spending.

Re-Entry Into the Workforce After Incarceration

How to address the challenges facing a job seeker who has been justice involved and how to get on track to finding a job.

Resources for the Dislocated Worker

Learn to effectively market yourself in today's job searching climate, networking, effective framing of your resume, interview tips, plus abundant resources available at your local American Job Center.

Resume 101

Overview of the process for creating an effective resume and cover letter.

What Employers Expect

Learn work ethics, communication skills, attitude and professionalism, accountability and initiative, teamwork, adaptability and basic workplace skills.

JOBS4TN^{ONLINE}

JOBS4TN.GOV

TOOLS FOR JOB SEEKERS

JOBS4TN is a new kind of search engine that generates thousands of jobs listed by major Tennessee employers. It's the premier site for finding work and locating useful labor market information.

For technical assistance visit your local Tennessee Career Center. Nearest locations are available at <https://www.tn.gov/workforce/topic/find-local-help>

Fast Access to Tennessee Jobs!

- More than 90,000 local jobs
- Search for jobs by keyword, employer, education, skills, salary, location, and most recently posted
- Apply for jobs online
- Receive daily notifications of jobs matching your qualifications
- Create a resume
- Search for information on training, demand occupations, and salaries



Search more than
90,000 local
Tennessee jobs

Register to receive daily
job updates fitting your
interests and skills

Find information
on salaries, in-demand
occupations, and training
opportunities

Create a resume, post it online,
and use it to apply for
available jobs



Authorization #337508

1. How to Create a Jobs4TN.gov Account

Step 1: Open the Website

1. Open your internet browser (Chrome, Safari, Edge, etc.).
2. Click the address bar at the top.
3. Type: jobs4tn.gov
4. Scroll down under “Individuals” and select “Search for a new job”



5. Press Enter.

Step 2: Start the Registration Process

1. On the homepage, look for a **Sign In** or **Register** button (usually in the upper-right corner).
2. Click **Register**.

Step 3: Choose the Type of Account

Jobs4TN will ask what kind of user you are.

1. Choose **Individual** or **Job Seeker**.
2. Click **Next** or **Continue**.

Step 4: Enter Your Personal Information

You will be asked to fill in information such as:

- Full name
- Email address
- Phone number
- Address
- Username and password

When you finish entering the information, click **Submit, Next, or Continue**.

Step 5: Verify Your Email (If Required)

1. Open your email inbox.
2. Look for an email from Jobs4TN.gov.
3. Click the verification link if they send one.

Your account is now created!

2. How to Log In to Jobs4TN.gov

Step 1: Go to the Website

1. Open your browser.
2. Type jobs4tn.gov.
3. Press Enter.
4. Scroll down under “Individuals” and select “Search for a new job”

The screenshot shows the homepage of the jobs4TN.gov website. At the top is a dark blue header with the Tennessee Department of Labor & Workforce Development logo on the left and a search bar on the right. Below the header is an orange banner with text about 1099G availability. The main content area features a large blue banner with the 'jobs4TN' logo and the tagline 'Employing. Educating. Informing.' Below this is a section for 'Unemployment Claimant e-Services' with a background image of a person at a desk. Further down are two columns: 'Individuals' and 'Employers'. Each column has a header image and a list of links under the heading 'I need to...'. In the 'Individuals' column, the link 'Search For a New Job' is highlighted with a red arrow. The 'Employers' column lists various employer-related services.

TN Department of Labor & Workforce Development

Go to Labor & Workforce Development

Search All Tennessee Government

1099G FOR 2025 WILL BE AVAILABLE ON JANUARY 22, 2026, ON YOUR E-SERVICE ACCOUNT LOCATED IN YOUR LETTERS.

jobs4TN
Employing. Educating. Informing.

Unemployment Claimant e-Services
File, Certify, or Manage Your Unemployment Insurance Benefits

Individuals

I need to...

- [Log in to Unemployment Claimant e-Services](#)
- [File for Unemployment](#)
- [Complete My Weekly Certification](#)
- [Search For a New Job](#)
- [Find an American Job Center Near You](#)
- [Post My Resume](#)
- [Find Skills Training Near Me](#)
- [Assess My Work Skills](#)

Employers

I need to...

- [Register for a New Employer Account](#)
- [Log In to Unemployment Employer e-Services](#)
- [Respond to an Unemployment Claim Notice](#)
- [Submit a Mass Layoff or Employer Filed Claim](#)
- [File a Quarterly Payroll Report](#)
- [Find Job Applicants](#)
- [Post a Job Opening](#)
- [Review Resumes of Matched Job Candidates](#)

Step 2: Sign In

1. Click **Sign In** (usually at the top right).
2. Enter your username.
3. Enter your password.
4. Click **Sign In**.

If you forget your password, click **Forgot Password** and follow the prompts.

3. How to Upload or Create a Résumé on Jobs4TN.gov

A. To Upload an Existing Résumé

1. After logging in, go to your **Dashboard**.
2. Find the section labeled **Résumé, My Profile, or My Documents**.
3. Look for a button that says **Upload Résumé** or **Add Résumé**.
4. Click **Upload**.
5. A file window will open.
6. Find your résumé file (usually in Documents or Desktop).
7. Click **Open**.
8. Wait for the file to finish uploading.

B. To Create a Résumé Inside Jobs4TN.gov

1. Go to **Résumé Builder** or **Create Résumé** (usually in the Profile or Résumé section).
2. Fill out each section:
 - Contact information
 - Work history
 - Education
 - Skills
 - Certifications
3. Follow prompts to add details.

4. When finished, click **Save**.

Your résumé will now be available to use when applying for jobs.

C. Rename Your Résumé to Match Your Career Goal

Important Tip: Rename your résumé so it clearly matches the type of job you are seeking or the experience listed in the document.

Steps to Change the Name of Your Résumé:

1. Click on the title of your résumé (it may say “**My Résumé #1**” or display your name).
2. Change the name to match your career choice or job goal.

Example:

- “Customer Service Resume”
- “Warehouse Associate Resume”
- “Administrative Assistant Resume”

This helps employers quickly understand what type of position you are applying for.

D. RESUME FACT

Make Your Resume Viewable to Employers

Make your completed résumé viewable to employers by clicking the red tab just above your résumé that reads “**Offline.**”

1. Click the red **Offline** tab.
2. A red menu box will appear.
3. Select **Online**.
4. Click **Save**.

The tab will turn green and read **Online**.

This allows employers to search for and view your résumé.

4. How to Search for Jobs on Jobs4TN.gov

Step 1: Go to the Job Search Tool

1. After logging in, look for **Job Search**, **Search Jobs**, or a search bar on the main page.
2. Click it.

Step 2: Enter Your Job Search Terms

You will usually see two boxes:

- **Keyword** (job title or skill)
 - **Location**
1. In **Keyword**, type what job you want—example:
“cashier,” “warehouse worker,” “administrative assistant”
 2. In **Location**, type your city or ZIP code.

Step 3: Start the Search

1. Click the **Search** or **Search Jobs** button.

Step 4: Use Filters (Optional)

You may be able to filter by:

- Full-time or part-time
- Salary
- Distance
- Employer type
- Education requirements

Select filters if you want to narrow down your search.

Step 5: Apply for a Job

1. Click a job title to open the job description.
2. Read the details to see if you're interested.
3. Click **Apply** or **Apply Now**.
4. Follow the instructions (some applications require your uploaded résumé, others may require additional steps)

How to use Big Interview Interface

- Go to Jobs4tn.gov account and log in.
- Click **Menu** in the upper left corner (horizontal lines)
- Click **Quick Menu**
- Click **Interview Training**
- A screen will open to show previous interviews (if any) and **Guided Learning Track**
- Under **Guided Learning Track**, click **Start Now** on **Fast Track** or **Mastery Track**
- On the next screen, Click the **Learn tab** at the top of the screen
- A dashboard will open – Click on the topic or Activity to open- (**Interview Playbook, Job Search Curriculum, Resume Curriculum, Practice Session Mock Interviews, or Learn Section**)

Under each activity there is a series of video lessons – All lessons in the selected category must be completed before moving on to the next activity.

ID Documentation Upload

How to Upload Your 2 Forms of ID (Driver's License, State ID, Passport, etc.)

Before you begin: Take a clear photo of your 2 Forms of ID using your phone (one of those being a photo ID) OR have a scanned copy of your ID saved on your computer.

Steps:

1. Log in at **jobs4tn.gov**.
2. Once you are logged in, look for a menu on the left or top of the page.
3. Click on **“My Profile”** or **“My Account.”**

Look for : “Upload Documents”

Click the button that says **“Upload”** or **“Add Document.”**

A box will appear asking you to find the file. Click **“Browse”** or **“Choose File.”**

A window will open showing your computer or phone files. Find the picture of your ID and click on it.

Click **“Open.”** This attaches the ID to the website.

Click **“Upload”** or **“Submit.”**

Wait for it to say **“Upload successful”** or something similar.



Discover majors and in-demand careers and education based on your interests!

Find the path that's right for you



How it Works		
Inventory Your Interests Complete the Interest Assessment to identify your interests Take a 6 or 60-question interest assessment. Or just search for any program or career.	Explore Career Options View detailed information about careers matched to your interests Compare careers within a pathway; salaries, required education, & more.	Find Education Options Discover an educational path to a selected career Find related programs at area institutions. Quickly apply for programs by jumping over to the institution's program page.



Take the next step!

Create a profile and quickly craft your resume. Career Coach will even suggest tasks and skills to include based on your work experience.

Visit Career Coach today by visiting www.TNworks.org/individuals and click on "Career Coach." Or scan the QR code —————>



SIGN UP FOR JOBS4TN.GOV | VIRTUAL AJC AT <https://www.tnvirtualajc.com/>

Chester Co TCAT Henderson 1449 White Ave. Henderson, TN 38340 731-989-5160	Decatur Co TCAT Crump- Parsons Campus 256 W 9 th St. Parsons, TN 38363 731-503-8853	Hardeman Co TCAT Jackson- Whiteville Campus 1685 US-64 Whiteville, TN 38075 731-658-4073	Hardin Co TCAT Crump 3070 US-64 Crump, TN 38327 731-438-3433
Haywood Co TCAT Jackson- Brownsville Campus 401 Westlake Way Brownsville, TN 38012 731-772-0603	Henderson Co 80-B South Broad St Lexington, TN 38351 731-249-7036	Madison Co 1124 Whitehall St, Suite 100 Jackson, TN 38301 731-668-2040	McNairy Co 134 North 3 rd St Selmer, TN 38375 731-645-7264

Schedule of Classes

Henderson County 731-968-1200 Orientation, Career Services, and Central Office Mon-Fri 8-4:30

Henderson County Adult Education 293 North Broad St., Lexington 38351

Tues 9 - 12:00 noon Thurs 1-4:00 pm Connie Blackwood

Henderson County Criminal Justice Center- 170 Justice Center Dr. Lexington 38351

Tues & Thurs 11:30-1:30 (Men) 1:30-3:30 (Women) Lydia Oswalt

Chester County 731-989-9407 Contact Henderson County Office at 731-968-1200

Chester County Technology Center- 1449 White Avenue, Henderson 38340

Mon & Thurs 9-12 noon Connie Blackwood

Chester County Jail- 333 Eric Bell Drive, Henderson TN 38340

Monday/Friday 3-5:00 pm Alex Beene

Decatur County 731-925-7821 Contact Trish Keeton M-F 8-4 or email: trishdk1205@gmail.com

Decatur County Adult Education- 257 West 9th St. Parsons 38363

Tues 1 - 3:30 pm Thurs 9:30-11:30 pm Paul Hook

Decatur County Jail- 138 N. East St. Decaturville, TN 38329

Tues 8:30 - 12:00 pm Paul Hook

Fayette County 901-465-5595 or email Nancy Johnson at fayettecoadulthoodeducation@gmail.com

UT-Martin Somerville Campus- 214 Lakeview Rd. Somerville 38068

Mon & Wed. 8:30 am -12:30 pm Nancy Johnson/ Kristin Chance

Mon 6 - 8:00 pm Nancy Johnson

Hardeman County 731-925-7821 Contact Trish Keeton M-F 8-4 or email: trishdk1205@gmail.com

Madison-Haywood Development Center- 615 Moss Lane, Bolivar 38008

Mon/Wed ABE 9 - 12 Noon Dental Lab Tech Wed 9-12 Noon & 2-5 pm Myles Ray

Hardin County 731-925-7821 Contact Trish Keeton M-F 8-4 or email: trishdk1205@gmail.com

Jackson State Community College-Savannah 850 Pickwick St. Savannah 38372

Tues 1 - 4:00 pm Thurs 1 - 4:00 pm Rhonda Lytle

Hardin County Library- 1365 Pickwick St, Savannah, TN 38372

Thursday Nights 5 - 7:00 pm Rhonda Lytle

Hardin County Jail- 525 Water St., Savannah, TN 38372

Mon & Wed 9 - 12:00 Noon Paul Hook

Jack Gean Shelter for Men/Women- 50 E End Dr. Savannah 38372 731-925-4447

Men Mon 1 - 3:00 pm Women Wed 1-3:00 pm Paul Hook

Haywood County 731-772-8330 Contact Laulla Pruiett M-F 8:30-12:30 or email: haywoodcountyaee@gmail.com

Haywood Co. Courthouse 1 North Washington Ave., Brownsville 38012

Tues/Thursday 9 - 12:00 Noon Bobby Deberry

Haywood Co Head Start 2555 N.Washington Ave, Brownsville 38012

Tuesday 2 - 5:00 pm Myles Ray

TCAT Brownsville 401 Morgan St, Brownsville, TN 38012

Tues & Thursday 5 - 7:00 pm On Hold

Haywood County Jail 100 S. Dupree Ave., Brownsville 38012

Mon (Men) 9-12 Noon Friday (Women) 9-12 Noon Frank Chapman

McNairy County 731-925-7821 Contact Trish Keeton Mon-Fri 8-4 or email: trishdk1205@gmail.com

McNairy Co Library- 225 Oakgrove Road, Selmer 38375

Tues & Thursday 9 - 12 noon Myles Ray

Benton, Carroll, Gibson, Henry, and Madison Counties Call 731-364-5481 @Northwest TN Adult Education

Southwest TN Adult Education does not discriminate in employment or admission on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service. This project is funded under a grant contract with the State of Tennessee. Equal Opportunity Employer



Northwest Tennessee Adult Education is a grant program providing free HiSET classes and testing across seven West Tennessee Counties: Benton, Carroll, Henry, Weakley, Obion, Gibson, and Madison. HiSET is a High School Diploma Equivalency testing program, similar to the GED.

Services provided by Northwest TN Adult Education include, but are not limited to:

- Standardized placement testing at program entry so student(s) can receive personalized instruction
- Classes for math, reading, writing, science, and social studies
- One-on-one instruction
- Free HiSET testing (students must have 12 class hours before they can test)
- Soft skills development through career coaching and web-based software



- Digital literacy development through a web-based software
- Classes/information pertaining to financial literacy
- Upskilling for individuals that may already have a High School Diploma but need further education in one of our subject areas for workplace or higher education purposes
- Career coaching tailored to the needs of individual students
- ESL classes
- Resource linkage

Location



Northwest Tennessee Adult Education partners with other institutions throughout our service area to provide accessible classes to students. Some classes are held at Northwest Tennessee Adult Education locations, while others are held throughout the community.



We also collaborate with different workforce entities to provide FREE workplace-based classes that upskill their employees and/or provide their employees with a High School Equivalency Diploma. Workplace-based classes sometimes include soft skills training, financial literacy, and more—curriculum depends on the needs of the employees and their employers.

Benton, Carroll, Henry,
Weakley, Obion, Gibson, and
Madison

1-731-364-5481



Vocational Rehabilitation Program

The Vocational Rehabilitation Program (VR) provides a variety of individualized services to persons with disabilities in preparation for their employment in the competitive labor market. VR advocates employment outcomes for customers that are consistent with their individual strengths, resources, abilities, capabilities and informed choice.

Services:

- Counseling & Guidance
- Training
- Maintenance & Transportation
- Transition Services from School to Work
- Personal Care Assistance
- Rehabilitation Technology Services
- Job Placement
- Post-Employment Services
- Supported Employment
- Independent Living Services

Special Emphasis Services:

Tennessee Rehabilitation Center at Smyrna

State operated comprehensive rehabilitation facility offers a variety of vocational programs on campus with residential housing available.

Community Tennessee Rehabilitation Centers

Community-based vocational rehabilitation services prepare and support individuals on their employment path.

Services for the Deaf and Hard of Hearing

The unique needs of individuals who are deaf and hard of hearing are served through this specialized unit.

Services for the Blind and Visually Impaired

The unique needs of individuals who are blind and visually impaired are served through this specialized unit.

For More Information: <https://www.tn.gov/humanservices/disability-services.html>

Phone: (833) 751-0597

The Tennessee Department of Human Services' mission is to build strong families by connecting Tennesseans to employment, education and support services.



Tennessee Reconnect Grant

Tennessee Reconnect is a grant for adults to earn an associate degree, technical certificate, or technical diploma, tuition free.

The Tennessee Reconnect Grant is a last dollar grant that pays the remaining balance of tuition and mandatory fees after other state and federal financial aid have been applied. The Tennessee Reconnect Grant is available for adults who want to pursue associate degrees, technical degrees, or technical diplomas at a Tennessee community college or Tennessee College of Applied Technology (TCAT).

The Tennessee Reconnect Grant can also be utilized at an eligible public or private college or university towards an eligible associate degree, but it is not a last dollar grant.

Tennessee Reconnect Grant Eligibility Requirements

- » Be a Tennessee resident
- » Be a U.S. citizen or eligible non-citizen
- » Complete the Free Application for Federal Student Aid (FAFSA) and be classified as an independent student OR be at least 23 years of age on or before January 1st of the academic year
- » Not be incarcerated*
- » Not have previously earned an associate or baccalaureate degree
Exception: TCAT Reconnect-remain eligible with degree
- » Not be in default on a student loan program
- » Must submit transcripts from all previously attended institutions
- » Be admitted to an eligible institution and enrolled at least part time (minimum 6 hours) in courses leading to a certificate or associate degree
- » If attending TCAT, be admitted and enrolled full-time and in pursuit of a certificate or diploma

**Currently incarcerated individuals (if eligible) may work with Re-Entry Navigators to prepare for attendance upon release.*



FIVE EASY STEPS TO RECONNECT

Connect with a Reconnect Navigator

Visit tnreconnect.gov/Talk-to-a-Navigator and complete the quick interest form and someone will reach out with next steps.

Complete the Reconnect Application

Complete the application at tnreconnect.gov/TN-Reconnect-Grant-Application and review your results from the Tennessee Reconnect Success Plan.

Apply to College

Complete the admissions application to your local community college or eligible Tennessee Reconnect institution.

File your FAFSA

Contact your local community college or Reconnect Navigator if you need assistance with the FAFSA.

Enroll in College

Enroll in a degree or certificate program at least part-time and launch your future.



Navigate Reconnect is the regionally-based arm of Tennessee Reconnect, which provides institution-neutral college navigation services to adult Tennesseans, called “Reconnectors”, who want to access postsecondary education. Navigate Reconnect also serves as the local hub of resources including childcare options and affordable transportation for adult learners.

NAVIGATE RECONNECT SERVICES

- >> Free college navigation services to all Tennessee adult learners, regardless of college or program of study
- 👤 Direct referrals to state and community wrap-around services
- 📌 Direct referrals to college contacts for financial aid, admissions, and academic advising
- 📁 Assisting Reconnectors in finding the right academic program to get them to the career they want
- ✅ Timely reminders and check ins to encourage persistence
- ✍️ Local outreach to potential Reconnectors

NAVIGATE RECONNECT SERVICE MAP

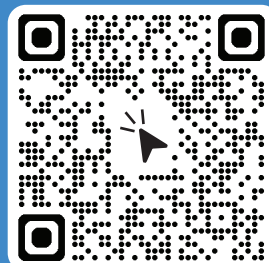


West TN
Southwest
Dyersburg State
Jackson State

Middle TN
Volunteer State
Nashville State
Columbia State
Motlow State

East TN
Roane State
Cleveland State
Pellissippi State
Chattanooga State
Walters State
Northeast State

**RECONNECT
TODAY!**



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