



# The Military Spouse Employment Partnership Career Portal: Your Key to Job Search Success

After registering for an account on the Military Spouse Employment Partnership Career Portal, you are ready to jump-start your job search. Learn how to start searching for jobs by following the tips below.

## How to search for jobs

The Military Spouse Employment Partnership Career Portal job search allows you to look for positions based on job title and location. Click "Search" to populate your results. You'll then be able to sort your results by the following categories:

- Company
- Job title
- Location
- Date posted

For example, to look for a teaching position, you might enter "Teacher" under job title; limit the search further by entering your location. After clicking "Search," your results will appear below. For best results, begin your search with broad terms and then narrow to more specific terms.

The screenshot shows the Military Spouse Employment Partnership Career Portal search interface. At the top, there are navigation links for Home, Contact Us, and Service Providers. The main header includes the Military Spouse Employment Partnership logo and the text 'Career Portal'. Below the header, there are social media icons and a 'Login Sign In' button with a 'Forgot Password?' link.

The search bar is prominently displayed, with 'Job Search' as the main button. To its right, there are dropdown menus for 'Job Title' (set to 'Teacher'), 'State/Province' (set to 'Select One'), 'City', 'Postal Code', and 'Country' (set to 'United States'). A 'Search' button is to the right of these dropdowns, and a 'Reset' button is below it. An 'Advanced Search' link is also visible.

Below the search bar, there are several sections:
 

- 'Get Started': A link to 'Get started on your portable career!'.
- 'Get Noticed': A link to 'Prepare your resume!' with a 'Build Resume' button.
- 'Refine Search Results': A section with dropdown menus for 'Company', 'Industry', and 'Job Types', a 'Radius' dropdown set to '25 Miles', and a 'Reset Filters' button.
- 'Show/Hide Job Location Map': A map of the United States with a red dot indicating the search location.
- 'Job Search Results': A table showing search results. The first result is for 'Teacher Engagement Manager' at Microsoft, with a 'Learn More' button. The table has columns for 'Company', 'Job Title/Description', 'Location', and 'Date Posted'.

Red boxes highlight the search bar, the 'Search' button, the 'Job Title/Description' column, and the 'Date Posted' column in the results table. A red line connects the 'Date Posted' column to the list of categories in the 'How to search for jobs' section.

You can use the Military Spouse Employment Partnership Career Portal's "Advanced Search" feature to look for openings by company, industry, job type and installation location. You can also limit your search to a specific mile radius from your ZIP code.

If you are interested in finding a nursing position, you might use the drop-down menu under "Company" to browse through the list, looking for companies in the health care sector. Alternatively, you could use the drop-down menu under "Industry" and select "Health Care."

To find more information about a specific job posting, log in to the portal and click on "Learn More" or the job title. You will land on a page where you can read the full job posting. If you are interested in applying, click on "Go to Job," and you'll be directed to the employer's website, where you can submit your application.

The screenshot shows the "Advanced Search" interface of the Military Spouse Employment Partnership Career Portal. At the top, there are search filters for Job Title, State/Province, City, Postal Code, and Country. Below these, there are filters for Installations, Company, Industry (set to "Healthcare"), Job Type (set to "Full Time"), and Radius (set to "200 Miles"). A map of the United States is displayed, showing search results with blue pins. Below the map, there is a "Job Search Results" table with columns for Company, Job Title/Description, Location, and Date Posted. One result is highlighted: "Flight Medicine Clinical Nurse" at "Chenega Corporation" in "Dover, Delaware, US", posted on "May 23, 2016". A "Learn More" button is visible next to the job title.

The Military Spouse Employment Partnership Career Portal is easy to navigate and can save you time, connecting you with hundreds of partner employers who have committed to recruit, hire, promote and retain military spouses in portable careers. Sign up and jump-start your job search today!



The Military Spouse Employment Partnership is part of the Department of Defense Spouse Education and Career Opportunities program that offers comprehensive information, tools and resources to support military spouse career exploration, education, training and licensing, employment readiness and career connections.

For more information, visit <https://msepjobs.militaryonesource.mil>.