Focus Talent

A digital recruitment and job posting portal for employers

focustalent.ky.gov
About Focus Talent

Focus Talent, a service of the Kentucky Career Center, is part of a digital family of job posting portals and workforce resources for job seekers and employers. Job seekers can create a professional resume, search and apply for employment and explore in-demand career paths and educational opportunities. Employers can post job openings, review resumes and send invitations for interviews.

- **Focus Talent** - for employers
- **Focus Career** - for job seekers
- **Focus Explorer** - career exploration module
Why Focus Talent

- walks employers through the process of posting job openings and gives instant access to job seekers;
- puts the employer in control with a self-paced, customizable experience and account management;
- Features personalized support from Business Services Representatives, available to assist with recruiting, pre-screening, and Focus Talent account management activities;
- offers the intuitive design and features that employers request;
- adds value to the services employers already receive;
- delivers high-quality resumes and job referrals; and
- widens selection of qualified candidates.
The power of Focus Talent

- reduces time-consuming keyword searches;
- identifies candidates with transferable skills;
- matches jobs to resumes automatically;
- ranks candidates by appropriate skill level using a one-to-five star system.
Focus Talent puts you in control with flexible account management

- provides rapid account authentication and ends or limits account approval delays;
- allows you to change your email at any time;
- returns to your last entry point without data loss; and
- keeps you informed with system status alerts.
Focus Talent highlights your jobs with customized job posting

- upload, paste or type your job posts;
- build job posts with wizard questionnaires;
- choose from sample job descriptions;
- control job posts as active, on-hold, closed or drafts;
- use multiple trade or doing-business-as names
- upload company logo for job posts; and
- select from multiple company descriptions.
Focus **Talent** delivers high quality talent with expanded talent pool and features

- delivers professional resumes online;
- offers “more candidates like this one” option;
- allows top candidates to self-refer without staff intervention, but only if you choose;
- allows you to flag resumes and candidates;
- provides confidential email for you to contact, update and notify candidates; and
- notifies you about new candidates with ‘Talent Scout’ alerts.
1. Go to https://focustalent.ky.gov
   If you are a new user, under “Register for an account”, click “Register”, provide company information, then go to step 2
   · If you previously created an account, but do not remember your user name or password, click “Forgot your user name or password” and follow prompts to reset your password.

2. Enter your user name
3. Enter your password
4. Follow step-by-step instructions on entering job posting information, searching for candidates, etc.
Questions?

- Contact a *Business Services Representative*
  - Visit [nkcareercenter.org](http://nkcareercenter.org);
  - Or call (859) 292-2618

- Technical support/system questions, contact the *Focus Talent* technical support at (502) 564-0871 (available Monday-Friday 8:00-4:30 EST).

[focustalent.ky.gov](http://focustalent.ky.gov)