Quick Reference

Virtual OneStop (VOS) – Employer User

Logging In

If you don't have an account:

- Click the link **Not Registered?** on the Home page, near the **Sign In** button, (name may vary, but will include *Register* in the link name).
- Under **Opt 3 – Create a User Account**, click the Employer link.
- Follow the steps and fill in all required (*) fields.
  Note: *Steps and fields vary depending on your site's* ***configuration****, but they always include creating a unique user name and password.*
- When you complete all steps, a "*What would you like to do next?*" screen is displayed, – you are logged in.

If you have an account:

- Enter your user ID and password.
- Click the **Sign In** button.
- *Or…* Click **Forgot Username / Password** to retrieve a forgotten ID or password.
- Select a desired retrieval option.

My Employer Workspace* *(My Dashboard)*

* *Indicated items are "collapsible" left-menu headings.*

- To minimize or maximize a widget, click the minus or plus sign (-/+) at the top left.
- To remove a widget, click the **X** at the top right.
- To move a widget, click and hold the title (the double-arrow cursor) to drag title elsewhere.
- To restore/remove several widgets at once, scroll to the bottom of dashboard, click Configure Dashboard Widgets and check/uncheck the widgets you wish to display or turn off. Then click **Save**.

My Recruitment Plan *widget* – this is quick way to see the number of job orders created for your company (and how many were viewed by individuals), see the number of candidate résumés you have viewed, and how many automated candidate search alerts you have. The numbers are links to the specific tabs for managing your job orders, seeing viewed résumés, and defining/editing your résumés alerts.

How We Can Help You – Displays the options of the Services Preview widget, as horizontal menu-bar options. (The widget displays these same options in a friendly, visual, rolling format.)

The Directory of Services lists and describes employer service options. Click a desired link option to access that service. To access this screen, click Services on the toolbar options displayed at the bottom of most any page.

Using the Left Menu

The left menu is a quick method to access Employer Services. To access an Employer Service, click it in the Navigation Menu. You can also use the Navigation Menu to access options within each service.

Using the Directory of Services

The Directory of Services lists and describes employer service options. Click a desired link option to access that service. To access this screen, click Services on the toolbar options displayed at the bottom of most any page.

Quick Menu*

Manage Jobs– Choose this to open the Job Orders tab and create new job orders, manage existing ones, or copy from existing jobs. This tab includes all options for managing any of the employer's jobs.

Candidate Search – Choose this shortcut to find candidates/resumes (this opens the Quick Résumés Search tab, and the other advanced résumé search tabs.

Employer Resources– Choose this shortcut to access commonly used tools for employers. This includes fly-outs to Messages, Appointments, Job Order Templates, Preferences, and Upcoming Events.

Employer Portfolio – Access folders in Employer Profiles and Human Resource Plans to review / modify your Corporate, Search History, and Communications profiles, as well as Job Order plans (for managing job requirements), and Recruitment Plans (for managing job applicants).

Services for Employers*

Recruitment Services – Post a job order, search available résumés, and create résumé search agents that run automatically.

Education Services – Locate training resources and find information about training providers.

EEO Information† – Review information about equal opportunity programs and requirements.

Labor Relations† – Review information from resources that specialize in labor relations.

Government Resources† – Access government resources pertinent to employers.

Labor Market Services – Find information about the labor market in your area, about industries in your area, and about economic data for your area.

Human Resource Information† – Review information about hiring practices, recruiting, and other human resource issues.

Wellness and Ergonomics† – Review information concerning ergonomics and general health and wellness topics.

Employer Incentives† – Review information about employer programs in your area.

Staff-Provided Services – Learn about available employer services at your local one-stop center.

† *These menu options will only display if purchased for your site.*

Important Things You Can Do In VOS

Post a Job Order *(Job Orders tab)*	**1** Click **Manage Jobs** (from the **Quick Menu)**. **2** Click **Add a New Job Order** button (at bottom of Job Orders tab). **3** Enter the job title, select the occupation, and select the creation method for the job order; click Next. (No creation method display for the first job created.) **4** Select job order Location and Contact. **5** Record job order details (and info to be displayed online). **6** Enter a job description (job duties). **7** Select skill set method, confirm the required skills (and add any others). **8** Confirm the selected skills. **9** Enter hiring requirements (checks, experience, and driver's license). **10** Enter compensation, hours, and benefits. **11** Identify application methods accepted, information needed, and notification. **12** Identify other final information, if applicable, and click **Save**.
Edit a Job Order *(Job Orders tab)*	On existing job orders, in Job Orders tab listing: **1** Click the job order title to view/modify the job (i.e., add interview question set). **2** Click **Copy** to create a copy of the current job order.
Create Application Questions *(Can be Added to Job Orders)*	**1** Click **Employer Portfolio** ▸ **Human Resource Plan** ▸ **Job Order Plan** ▸ **Application Questions** tab. **2** Click **Create Application Questions** button (at bottom of tab). **3** Enter question set name. **4** Enter introductory question text by: • Manually entering data, OR • Clicking Insert Sample Text. **5** Click **Save**. **6** Enter your question in the Question text box within the *Add a Question* section. **7** Select the appropriate response type. If multiple choice, select whether job seekers may select more than once choice. **8** Click **Add this Question**. Repeat steps as necessary. **9** Click **Return to Question Set List** when complete.
Modify Interview Question Set	**1** Click **Employer Portfolio** ▸ **Human Resource Plan** ▸ **Job Order Plan** ▸ **Application Questions** tab. **2** Click desired **Edit** link. **3** Click desired Action column link. • Click **Delete** to remove the question set. • Click **Edit** to modify the question; make changes; click **Save**. • Click **Copy** to duplicate the question. **4** Click **Return to Question Set List** when complete.

Important Things You Can Do In VOS

Search for Résumés	1	Click **Candidate Search** from the Quick Menu.
	2	Select from 5 most recent résumés viewed, if applicable. OR
	3	Click Area link to select new search area, if applicable.
	4	Select one of the following search methods: • *Quick Résumé Search* tab – select any combination of search criteria and click **Search**. • *Advanced Résumé Search* tab – [1] To rank search results, enter ranking criteria and select whether each is *Required* or *Desired*. [2] To filter search results, enter filtering criteria. [3] To search by candidate's residential location, select the desired location. [4] Click **Search**. • *Résumé Search by Skills* tab if applicable or add new skill set – Select a Résumé Modification Date and a desired saved skill set; click **Search**. • *Résumé Search by Job Order Criteria* tab – Select a desired job order and click **Search**. • *Résumé Number Search* tab – Enter a desired résumé ID number and click **Search**. • *External Résumé Search* tab – Click a desired job site link and follow site directions to conduct résumé search.
Manage Résumé Search Results	1	If multiple pages displayed, perform one of the following: • Click the arrow to navigate one page at a time; OR, • Enter desired page number and click **Go**; OR, • Select desired records per page and click **Go**.
	2	To sort the search results, select the "Detailed" Results View, click the **Résumé Details** column title, select the desired sort item, select the sort order, and click **Sort**.
	3	Click **View Résumé** to access résumé details.
	4	Click **Save to Favorites** to add selected résumé to Favorites folder.
	5	Click a desired link option to view Detailed Information about the résumé or applicant.
Create Virtual Recruiter *(Résumé Alert)*	1	Conduct résumé search as documented.
	2	On search results screen, click **Save search** or the **click here** link.
	3	Type a title for this résumé alert.
	4	Select how often to run.
	5	Select notification method.
	6	Enter expiration date.
	7	Click **Save**.
Record Referral Results (using *Manage Job Applicants*)	1	Click **Recruitment Services ▸ Manage Job Applicants**.
	2	(Optional) Select desired job order to see only those job applicants.
	3	Choose one of the following actions (if applicable): • Click the Applicant Name link to access the following: *Question Set Response, DL Information, Applicant Notes, Print Forms, Contact Information, Applicant Overview, Employment and Qualifications, Job Skills, and Reference Information*. • Click the Job Order Title link to view job order details.

Important Things You Can Do In VOS

	• Click the **Résumé** link to view applicants' résumés. 4 Click the desired **Details** link to record job referral status. 5 From the Applicant Overview tab, click the **Change Status** link. 6 Select the desired Applicant Status (for Hired, include hire date and hourly rate). 7 Click **Save** to record results.
Record Referral Results (using *Manage Jobs*)	1 Click **Manage Jobs** from the Quick Menu. 2 Click the desired numeric link under the Applicants column. 3 To sort the search results, click the **Applicant Summary** column title, select the desired sort item, select the sort order, and click **Sort**. 4 (Optional) Click a desired link option as documented above. 5 Click the **Change Status** link for the desired applicant, OR click the **Applicant Overview** link ▸ **Change Status** link. 6 Select the desired Applicant Status. (For **Hired**, include hire date and hourly rate; for **Not Hired**, select reason). 7 Click **Save** to record results.
Save Résumés to Your Favorites Tab Folder	1 Conduct résumé search as previously documented. 2 Click **Save to Favorites** under Action column. You may also select this link while viewing résumé details. 3 Add candidate to existing folder, or create new one. 4 Rate the candidate. 5 Enter notes, if applicable. 6 Click **Save**.
Check Events Calendar	1 Click **Employer Resources** ▸ **Upcoming Events**. 2 Click to Show/Hide Filters. 3 Select desired timeframe, region, office, category, and/or view. 4 Click a calendar entry to view detailed information.
Update Account Information	1 Click **Employer Portfolio** ▸ **Employer Profiles** ▸ **Corporate Profile**. 2 Change any information in your profile (except your user name) and click **Save Information**.
Create Required Skills Lists	1 Click **Employer Portfolio** ▸ **Human Resource Plan** ▸ **Job Order Plan** ▸ **Job Skill Sets** tab. 2 Click **Add Skill Set**. 3 Select **Analyze Skills** to manually create required skills list, OR • Select each required skill amongst all skill categories. • Click **Save Skills and Continue** when complete; click **Continue**. 4 Select **Skill Matching** to choose the default skills list for a selected occupation. • Select occupation; click **Continue**. You may modify the default skills list once you save it. 5 Name the list and click **Save**.

Important Things You Can Do In VOS

Create Correspondence Templates	1	Click **Employer Portfolio** ▸ **Employer Profiles** ▸ **Communications Profile** ▸ **Communications Templates** tab.
	2	Click **Create New Template**.
	3	Enter correspondence template details.
	4	Format the text, if desired.
	5	Click **Save**.
Modify Correspondence Templates	1	Click **Employer Portfolio** ▸ **Employer Profiles** ▸ **Communications Profile** ▸ **Communications Templates** tab.
	2	Click desired Action column link. • Click **Edit** to modify the template; make changes; click **Save**. • Click **Preview** to view template details. • Click **Copy** to duplicate the template; make changes, if necessary; click **Save**. • Click desired checkbox(es) and **Delete** link(s) to remove templates you created.
Send Correspondence to Job Applicant	1	Manage Résumé Search Results, or Job Referral Results, as documented.
	2	Click **Contact Info** link under detailed information column.
	3	Click **Send this Individual a Message**.
	4	Select delivery method.
	5	Enter subject.
	6	Click **Insert Template** link.
	7	Click **Select** link for desired template.
	8	Click **Send Message**.
View an LMI Occupation Profile	1	Click **Labor Market Services** ▸ **Occupational Profile**.
	2	Select an Occupation using one of the six Occupation tabs. The Occupation Summary tab displays (with a default of *Tables and Text* for **Display Options**, and with *Candidates* and *Employers/Employment* data emphasized in the defaults for **Data Categories**).
	3	To include maps or graphs in the display: o Click the <u>Show Display Options</u> link. o Click the Graphs and/or Maps check boxes o Click the **Set Display Mode** button. The screen will refresh to include graphs and maps where data categories support this. (**Note:** *the first time this feature is used, the screen will prompt you to load Silverlight™).*
	4	To include more or other cat categories in the display: o Click the <u>Show Data Categories</u> link. o Click the check boxes for each of the data categories you want to have displayed. o Click the **Set Data Categories** button. The screen will refresh to include all the data categories checked (displayed in the checked Display Modes).

Using Employer Portfolio (Employer Profiles & Human Resource Plans)

Employer Profiles ▸ Corporate – Lists company information required for account setup and worksites. Contains the following folders:

- **General Information** – Allows you to modify your account information.
- **Work Sites** – Allows you to add or review employer worksites and add contacts for those work sites.
- **Contacts/Users** – Allows you to add or review employer contact information for each employer contact data and worksite location recorded, and for multiple-employer sign-in and privileges.
  - **Sign In Info tab** – Allows select employer contacts to define sign-ins for other contacts.
  - **User Privileges** – Allows select employer contacts to identify privileges for other contacts who have sign-in ability for the employer.

  Note: *Only select employer contacts (e.g., the primary contact) are given Sin-In tab and User Privileges tab permissions.*
- **Account Summary** – Lists employer information and statistics about employer's usage of the system.

Employer Profiles ▸ Search History – Lists your saved candidate résumé searches, training program searches, and details from occupation, industry, and area profile searches. Contains the following folders:

- **Viewed Résumés** – Lists candidate résumés you previously viewed; permits new searches.
- **Programs** – Lists training and educational programs you previously viewed using Education Services ▸ Training and Education Programs; permits new searches.
- **Occupations** – Lists occupation details you previously viewed using Labor Market Services ▸ Occupation Profile; permits new searches.
- **Industries** – Lists industry details you previously viewed using Labor Market Services ▸ Industry Profile; permits new searches.
- **Areas** – Lists area profile information you previously viewed using Labor Market Services ▸ Area Profile; permits new searches.

Employer Profiles ▸ Communications Profile – Contains messages, communication templates, and subscriptions. Contains the following folders:

- **Messages** – Lists the system messages that you have received or sent.
- **Communication Templates** – Lists information about the correspondence templates you have created in the system.
- **Subscriptions** – Lists the system alert messages that are available to be received.

Human Resource Plan ▸ Job Order Plan – Lists your job orders, job order templates, applications, and skill sets. Contains the following folders:

- **Job Orders** – Lists your job orders and job applicants for each.
- **Job Order Templates** – Displays the job order templates that you have created in the system
- **Application Questions** – Displays the application question sets that you have created in the system.
- **Job Skill Sets** – Lists the sets of required job skills you may add to job orders or use as filtering criteria for résumé searches.

Human Resource Plan ▸ Recruitment Plan – Lists your job applicants and referrals, favorite candidates, and résumé alerts. Contains the following folders:

- **Job Applicants** – Lists the candidates that have applied for or been referred to your job orders, the application method they used, and detailed information for each.
- **Favorite Candidates** – Maintains those résumé candidates you regarded as your favorites.
- **Virtual Recruiter** – Lists your saved résumé searches.