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 do have an account:

- Enter your user ID and password.
- Click the **Sign In** button.
- *Or…* Click **Forgot Username / Password** on the Home page 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 a quick way to see the number of job orders created for your company (and how many were viewed by individuals), 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 résumé alerts.

***My Messages** widget* – this is a shortcut to your Message Center inbox, where you can view read and unread messages, and manage various folders for deleted, draft, junk, and sent mail.

***My Calendar** widget* – shows the number of upcoming appointments and events the user has created (or that are associated with the user), in an easy-to-see Calendar View. Numbers displayed for new appointments and upcoming events are links to the details of the specific event.

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.)

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.

Settings and Themes

The settings you select control the system appearance and behavior. Click the Preferences link at the bottom of most screens to access the Settings menu. Choose from the following:

Web Theme – Incorporates images and text on Web pages.

Text Theme – Hides images on Web pages to maximize Internet performance.

Screen Reader Theme – Incorporates proprietary software for users who are visually impaired.

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 – Manage your job orders, search for candidate résumés, manage job applicants, review job market and candidate market trends, and create résumé search agents that run automatically (Virtual Recruiter).

Education Services – Locate training and education institutions in your state and the programs they offer, find online training opportunities, review statistical information about program completers, and find labor market information for desired programs in your area.

Labor Market Services – Review labor market Q&As, and review labor market profiles for specific areas, occupations, industries, and educational programs in your state.

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

EEO Information† – Review information about Equal Employment Opportunity programs and requirements.

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

Government Resources† – Access government resources pertinent to employers.

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)

Note: *The procedure listed is for entering a full, custom job order. The basic job order entry minimizes entered fields, uses defaults, and collects less details for the job order.*

- Click **Manage Jobs** (from the Quick Menu).
- Click the **Add New Job Order** button (at bottom of Job Orders tab).
- Select the creation method for the job order (no creation method displays for the first job created), enter the job title, and select the occupation; click **Next**.
- Select job order Location and Contact.
- Select job order display option; complete *Job Details* section.
- Enter a job description (job duties).
- Select skill set method, confirm the required skills (and add any others).
- Confirm the selected skills.
- Enter requirements such as hiring, minimum education and experience, etc.
- Enter compensation, hours, and benefits.
- Identify application methods accepted, required applicant information, add application question set (if applicable), and applicant notification method (if applicable).
- Determine whether to upload job, provide other information, and click **Finish**.
- Review job order details and modify, if necessary.

Edit a Job Order
(Job Orders tab)

- To duplicate a job order (to build a new job order):
  - Click the **Copy Job Order** link under the *Action* column; select the desired copy option and click **Copy Job**; click the **Edit** link for the desired section(s); modify job order details; click **Save**. Click **Return to Job Orders**.
- To view/modify an existing job:
  - Click the job order title; click the **Edit** link for the desired section(s); modify job order details; click **Save**. Click **Return to Job Orders**.
- To add an Application Question Set to an existing job order:
  - Click the **Edit** link for the desired job order; click **Edit Application Question Set** link in self-titled section; click **Create Job Applicant Questions** link (if non-existing) and follow directions for task on next page…OR…select desired question set (if already exists); click **Save**; click **Return to Job Orders**.

Create Application Questions *(Can be Added to Job Orders)*	• Click **Employer Portfolio ▸ Human Resource Plan ▸ Job Order Plan ▸ Application Questions** tab. • Click **Create Application Questions** button (at bottom of tab). • Enter question set name. • Enter introductory question text by: ▪ Manually entering data, OR ▪ Clicking Insert Sample Text. • Enter your question in the *Question* text box within the *Add a Question* section. • Select the appropriate response type. If multiple choice, select whether job seekers may select more than once choice. • Indicate whether you require a response to this question. • Click **Save**. Repeat steps as necessary. • Click **Return to Question Set List** when complete.
Modify Application Question Set	• Click **Employer Portfolio ▸ Human Resource Plan ▸ Job Order Plan ▸ Application Questions** tab. • Click desired **Edit** link. • 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. • Click **Return to Question Set List** when complete.
Search for Résumés	• Click **Candidate Search** from the Quick Menu. • Select from most recent résumés viewed, if applicable; OR, • Click Area link to select a new search area, if applicable. • 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, a desired skill set and match ratio; 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	• 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**. • 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**. • Click **view résumé** to access résumé details. • Click **Save to Favorites** to add selected résumé to Favorites folder. • Click a desired link option to view Detailed Information about the résumé or applicant.

Create Virtual Recruiter *(Résumé Alert)*	• Conduct résumé search as documented in **Search for Resumes** above. • On search results screen, click **Save search** or the **click here** link. • Type a title for this résumé alert. • Select how often to run. • Select notification method. • Enter expiration date. • Click **Save**.

Record Referral Results (using *Manage Job Applicants*)	• Click **Recruitment Services ▸ Manage Job Applicants**.
	• (Optional) Select desired job order to see only those job applicants.
	• 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.
	  ▪ Click the **Résumé** link to view applicants' résumés.
	• Click the desired **Details** link to record job referral status.
	• From the Applicant Overview tab, click the **Change Status** link.
	• Select the desired Applicant Status (for Hired, include hire date and hourly rate).
	• Click **Save** to record results.

Record Referral Results (using *Manage Jobs*)	• Click **Manage Jobs** from the Quick Menu. • Click the desired numeric link under the *Applicants* column. • To sort the search results, click the **Applicant Summary** column title, select the desired sort item, select the sort order, and click **Sort**. • (Optional) Click a desired link option as documented above. • Click the **Change Status** link for the desired applicant, OR click the **Applicant Overview** link ▸ **Change Status** link. • Select the desired Applicant Status. (For **Hired**, include hire date and hourly rate; for **Not Hired**, select reason). • Click **Save** to record results.
Save Résumés to Your Favorites Tab Folder	• Conduct résumé search as previously documented in **Search for Resumes** above. • Click **Save to Favorites** under Action column. You may also select this link while viewing résumé details. • Add candidate to existing folder, or create new one. • Rate the candidate. • Enter notes, if applicable. • Click **Save**.
Check Events Calendar	• Click **Employer Resources ▸ Upcoming Events**. • Click to Show/Hide Filter Criteria. • Select desired timeframe, region, office, category, and/or view. • Click a calendar entry to view detailed information.
Update Account Information	• Click **Employer Portfolio ▸ Employer Profiles ▸ Corporate Profile**. • Change any information in your profile (except your user name) and click **Save**.

Create Required Skills Lists	• Click **Employer Portfolio ▸ Human Resource Plan ▸ Job Order Plan ▸ Job Skill Sets** tab.
	• Click **Add Skill Set**.
	• Select **Analyze Skills** to manually create required skills list, OR
	  ▪ Select each required skill in all skill categories.
	  ▪ Click **Save Skills and Continue** when complete; click **Continue**.
	• 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.
	• Name the list and click **Save**.

Create Correspondence Templates	• Click **Employer Portfolio ▸ Employer Profiles ▸ Communications Profile ▸ Communications Templates** tab. • Click Create New Template. • Enter correspondence template details. • Format the text, if desired. • Click **Save**.

Modify Correspondence Templates	• Click **Employer Portfolio ▸ Employer Profiles ▸ Communications Profile ▸ Communications Templates** tab.
	• 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.

Manage Login Privs for Contact Persons	• Click **Employer Portfolio ▸ Employer Profiles ▸ Corporate Profile ▸ Contacts/Users** tab.
	• Click desired contact name link.
	• Click **Sign In Information** tab.
	• To remove system login privileges, click to remove the *Give this Contact the ability to Sign In* checkmark. Click **Save**.
	• To add or edit system login privileges, click the *Give this Contact the ability to Sign In* checkbox.
	  ▪ Enter user name, password, and security question/response for the contact person.
	  ▪ Click **Next**.
	  ▪ On *User Privileges* tab, select the desired privileges for this contact.
	  ▪ Click **Save**.

Send Correspondence to Job Applicant	• Manage Résumé Search Results, or Job Referral Results, as documented. • Click **Contact Information** link under the Detailed Information column. • Click **Send this individual a message**. • Select delivery method. • Enter subject. • Click **Insert Template** link. • Click the **Select** link for the desired template. • Click **Send**.

View an LMI Occupation Profile	• Click **Labor Market Services ▸ Occupational Profile**. • Select an Occupation using one of the tab options. 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**). • To include maps or graphs in the display: ▪ Click the Show Display Options link. ▪ Click the **Graphs** and/or **Maps** check boxes ▪ Click the **Set Display Mode** button. The screen will refresh to include graphs and maps where data categories support this. • To include more or other categories in the display: ▪ Click the Show Data Categories link. ▪ Click the check boxes for each of the data categories you want to have displayed. ▪ 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 Profile – Lists company information required for account setup and worksites. Contains the following tabs:

- **General Information** – Allows you to modify your account information initially captured during system registration (or as a result of a recorded conversion).
- **Locations** – 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 Information tab** – Allows select employer contacts to define sign-ins for other contacts.
  - **User Privileges tab** – 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 Sign-In tab and User Privileges tab permissions.*
- **Account Summary –** Lists employer information and statistics about the employer's usage of the system.

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

- **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, message subscriptions, and received email. Contains the following tabs:

- **Messages** – Provides a shortcut to your Message Center mail box.
- **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.
- **Email Log** – Lists system-generated email messages sent on your behalf, or received by you.

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

- **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.
- **Tools and Technology**– Lists tools and technology to select 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 tabs:

- **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 selected as your favorites.
- **Virtual Recruiter** – Lists your saved résumé searches.