Quick Reference

Virtual OneStop (VOS) – Employer User

Logging In

New account:

1. On the Home page (near the **Sign In** button), click **Not Registered?** (link name may vary, but will include *Register*).
2. Under **Opt 3 – Create a User Account**, click Employer.
3. Follow the steps and fill in all required (*) fields. When the "*What would you like to do next?*" screen displays, you are logged in.

Note: *Steps and fields vary depending on your site's configuration, but always include creating a unique user name and password.*

Existing account:

1. Enter your user ID and password.
2. Click the **Sign In** button. *OR* Click **Forgot Username / Password** on the Home page to retrieve a forgotten ID or password.
3. Select a desired retrieval option.

My Employer Workspace* *(My Dashboard)*

* *"collapsible" left-menu headings*

For widgets:

- Minimize or maximize: Click **-/+**
- **Remove**: Click **X**
- **Move**: Click and hold the title (the double-arrow cursor) to drag title elsewhere.
- **Restore/remove** several widgets at once: At the bottom of the dashboard, click Configure Dashboard Widgets, check/uncheck the widgets, then click **Save**.

***My Recruitment Plan** widget* – Quickly view the number of job orders created for your company (and how many were viewed by individuals), the number of candidate résumés you 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* – A shortcut to your Message Center inbox to view messages and manage various folders for deleted, draft, junk, and sent mail.

***My Calendar** widget* – The number of upcoming appointments and events the user created (or associated with the user), in a Calendar View. Numbers displayed for new appointments and upcoming events are links to event details.

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

Directory of Services – Lists and describes employer service options. Click a link to access that service. To access this screen, click Services on the toolbar options at the bottom of almost any page.

Settings and Themes

Control the system appearance and behavior. Click Preferences 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 to maximize Internet performance.

Screen Reader Theme – Incorporates proprietary software for the visually impaired.

Quick Menu*

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

Candidate Search – Finds candidates/résumés (opens the Quick Résumés Search tab and other advanced résumé search tabs).

Employer Resources – Accesses tools such as fly-outs for Messages, Appointments, Job Order Templates, Preferences, and Upcoming Events.

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

Services for Employers*

Recruitment Services – Manage your job orders and applicants, search for candidate résumés, 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 programs in your area.

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

Human Resource Information† – Review hiring practices, recruiting, and other human resources issues.

EEO Information† – Review 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 employer programs in your area.

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

† *Only display if purchased for your site.*

Important Things You Can Do In VOS

Post a Job Order
(Job Orders tab)

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

1. Click **Manage Jobs** (from the Quick Menu).
2. Click **Add New Job Order** (at bottom of Job Orders tab).
3. Select the creation method for the job order (no creation method displays for the first job created), enter the job title, select the occupation, and click **Next**.
4. Select job order Location and Contact.
5. Select job order display option; complete *Job Details* section.
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 requirements such as hiring, minimum education and experience, etc.
10. Enter compensation, hours, and benefits.
11. Identify application methods accepted and required applicant information; add application question set (if applicable) and applicant notification method (if applicable).
12. Determine whether to upload job, provide other information, and click **Finish**.
13. 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 **Copy Job Order** under the *Action* column; select the desired copy option and click **Copy Job**; click **Edit** 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 **Edit** 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 **Edit** for the desired job order; click **Edit Application Question Set** in self-titled section; click **Create Job Applicant Questions** (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)***	1. Click Employer Portfolio ▸ Human Resource Plan ▸ Job Order Plan ▸ Application Questions tab. 2. Click **Create Application Questions** (at bottom of tab). 3. Enter question set name. 4. Enter introductory question: ▪ Manually enter data, OR ▪ Click Insert Sample Text 5. Enter your question in the *Question* text box within the *Add a Question* section. 6. Select the appropriate response type. If multiple choice, select whether job seekers may choose more than one. 7. Indicate whether you require a response to this question. 8. Click **Save**. Repeat steps as necessary. 9. Click **Return to Question Set List** when complete.
Modify Application 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.
Search for Résumés	1. Click **Candidate Search** from the Quick Menu. 2. Select from most recent résumés viewed; OR click Area to select a new search area. 3. Select one of the following methods, then click **Search**: ▪ *Quick Résumé Search* tab – select any combination of search criteria. ▪ *Advanced Résumé Search* tab – To rank search results, enter ranking criteria and select whether each is *Required* or *Desired*. To filter search results, enter filtering criteria. To search by candidate's residential location, select the desired location. ▪ *Résumé Search by Skills* tab or add new skill set – Select a Résumé Modification Date, a desired skill set and match ratio. ▪ *Résumé Search by Job Order Criteria* tab – Select a job order. ▪ *Résumé Number Search* tab – Enter a résumé ID number. ▪ *External Résumé Search* tab – Click a desired job site link and follow site directions to conduct a 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 link to view Detailed Information about a résumé or applicant.
Create Virtual Recruiter *(Résumé Alert)*	• Conduct a résumé search as documented in **Search for Resumes** above. • On search results screen, click **Save search** or **click here**. • 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*)	**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 Applicant Name to access the following: Question Set Response, Driver's License Information, Applicant Notes, Print Forms, Contact Information, Applicant Overview, Employment and Qualifications, Job Skills, and Reference Information. ▪ Click Job Order Title to view job order details. ▪ Click the Résumé to view applicants' résumés. **4.** Click the Details to record job referral status. **5.** From the Applicant Overview tab, click Change Status. **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 **Change Status** for the desired applicant, OR click the **Applicant Overview** ▸ **Change Status**. **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 a résumé search as documented in **Search for Resumes** above. **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. **6.** Click **Save**.
Check Events Calendar	**1.** Click Employer Resources ▸ Upcoming Events. **2.** Click to Show/Hide Filter Criteria. **3.** Select desired timeframe, region, office, category, and/or view (e.g., Event Category = *Job Fair),* and click Filter. **4.** Click a calendar entry to view detailed information. **5.** Click a "Job Fair" Event you are registered for: ▪ View the Associated Job Orders area (at the bottom of the Job Fair details screen) ▪ Click Add Job Order, at bottom of Associated Job orders area ▪ From the listed job, select a job to associate it to the Job Fair.
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**.
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 in 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 can modify the default skills list once you save it. **5.** Name the list and click **Save**.

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 any changes; click **Save**. ▪ Click desired checkbox(es) and **Delete** link(s) to remove templates you created.
Manage Login Privs for Contact Persons	1. Click Employer Portfolio ▸ Employer Profiles ▸ Corporate Profile ▸ Contacts/Users tab. 2. Click desired contact name link. 3. Click **Sign In Information** tab. 4. To remove system login privileges, click to remove the *Give this Contact the ability to Sign In* checkmark. Click **Save**. 5. 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	1. Manage Résumé Search Results or Job Referral Results, as documented. 2. Click Contact Information under the Detailed Information column. 3. Click **Send this individual a message**. 4. Select delivery method. 5. Enter subject. 6. Click Insert Template. 7. Click Select for the desired template. 8. Click **Send**.
View an LMI Occupation Profile	1. Click Labor Market Services ▸ Occupational Profile. 2. 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** checkboxes. ▪ Click the **Set Display Mode** button. The screen refreshes 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 refreshes 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** – Modify your account information initially captured during system registration (or from a recorded conversation).
- **Locations** – Add or review employer worksites and contacts for those sites.
- **Contacts/Users** – 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., primary contact) are given Sign-In tab and User Privileges tab permissions.*

- **Account Summary –** Lists employer information and statistics about the employer's system use.

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 showing information you previously viewed and permits new searches:

- **Viewed Résumés** – Candidate résumés
- **Programs** – Lists training and educational programs using *Education Services ▸ Training and Education Programs*
- **Occupations** – Lists occupation details using *Labor Market Services ▸ Occupation Profile*
- **Industries** – Lists industry details using *Labor Market Services ▸ Industry Profile*
- **Areas** – Lists area profile information using *Labor Market Services ▸ Area Profile*

Employer Profiles ▸ Communications Profile – Contains messages, communication templates, message subscriptions, and received email in the following tabs:

- **Messages** – A shortcut to your Message Center mailbox.
- **Communication Templates** – Correspondence templates you created system.
- **Subscriptions** – Available system alert messages.
- **Email Log** – System-generated email messages sent on your behalf, or received.

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

- **Job Orders** – Job orders and job applicants for each.
- **Job Order Templates** – Job order templates you created in the system.
- **Application Questions** – Application question sets that you created in the system.
- **Job Skill Sets** – Sets of required job skills for you to add to job orders or use as filtering criteria for résumé searches.
- **Tools and Technology**– Tools and technology you can 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 in the following tabs:

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