Virtual OneStop® for Employers Quick Reference Card

In This Quick Reference

Welcome to the Virtual OneStop® system. In this quick reference guide, employer users will learn how to…

- Set up a new employer account and sign in
- Understand the basics of the user interface, including menus and dashboard
- Manage your employer account: general information, additional locations or contacts
- Manage your job orders: create, change, copy, and save as templates
- View and register for upcoming job fairs and other events, and add jobs to job fairs
- Create application questions to link to job orders
- Define reusable sets of skills, tools, and technologies to add to job orders and search for candidates
- Manage job candidates: search for résumés and filter/sort the results, set up automatic candidate résumé search alerts
- Manage job applicants: view details, rate each, update hiring status, send email
- Get online assistance for using the system

Note: *For in-depth coverage of these topics and more, see the VOS Employer Services User Guide. Contact your local One-Stop Career Center to receive a copy in PDF format.*

Setting Up a New Account

You'll need your Federal Employer ID (FEIN) or Social Security (SSN) number, as well as information for the primary company location and contact.

▶ **To create a new account:**

1. On the site home page, click the **Sign In** button in the upper right corner (see figure below).

Sign In Button

2. Under Option 3 – Create a User Account, click the **Employers and Agents** link.
3. Specify what type of user you are (*Direct Rep*, *TPA*, or *PEO*).
4. Follow the steps and fill in all required (*) fields on all pages, and then click **Save**.

When the *What would you like to do next?* page displays, your account is created and you're signed in.

Important: *New employer accounts are placed in a 'Pending' status for two business days for authentication of the account and any associated job orders. You will have limited capabilities during this time. If you require immediate assistance, contact your local One-Stop Career Center for expedited services.*

Signing in to Your Account

▶ **To sign in to your account:**

1. On the site home page, click the **Sign In** button in the upper right corner.
2. In the Option 1 – Already Registered section, enter your **User Name** and **Password**.

3. If displayed, enter the case sensitive CAPTCHA code at the bottom of the page.
4. Click the **Sign In** button. Your dashboard displays.

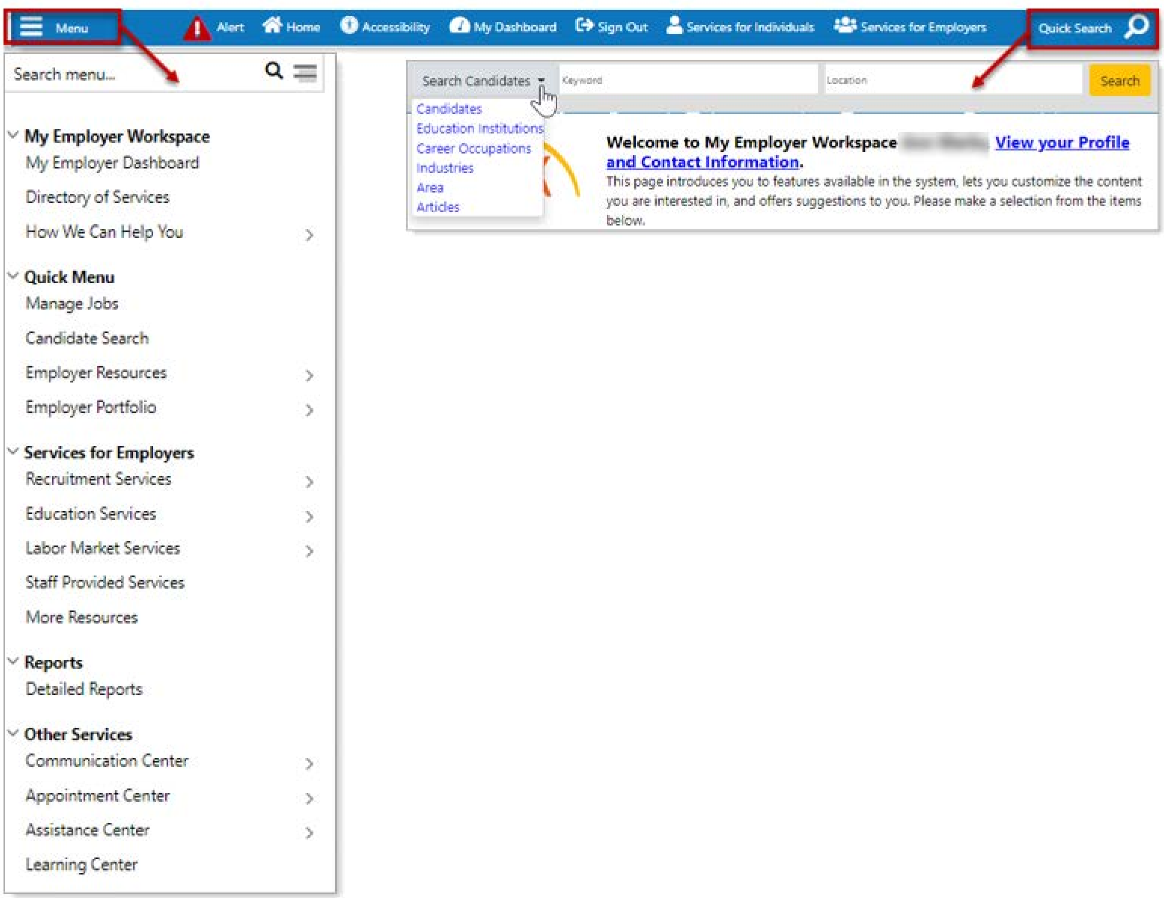
   Note: *If you forgot your user name and/or password, click the Retrieve User Name or Password link, and then select your desired retrieval option.*

Getting Help

Wherever you see the information icon on a page, you can click it to display help text for that section in a pop-up window.

Accessing the Menus and Quick Search

The top menu bar appears on every page of the system. You can access two key features from here: the left navigation menus and the Quick Search fields to find candidates and other important resources. These are briefly described below.



Top Menu Bar, Left Navigation Menus, and Quick Search Fields

- **Menu** – (sometimes called a "hamburger menu") Displays/hides the left navigation menu. Click on the right arrow **>** on the menu to view options within that menu group. When you click on an option, the menu retracts and the selected page is displayed. Many of these options are also available as widgets on your dashboard (see figure below).
- **Quick Search** – Displays search fields, from which you can search for candidates, education institutions, career occupations, industries, and more.

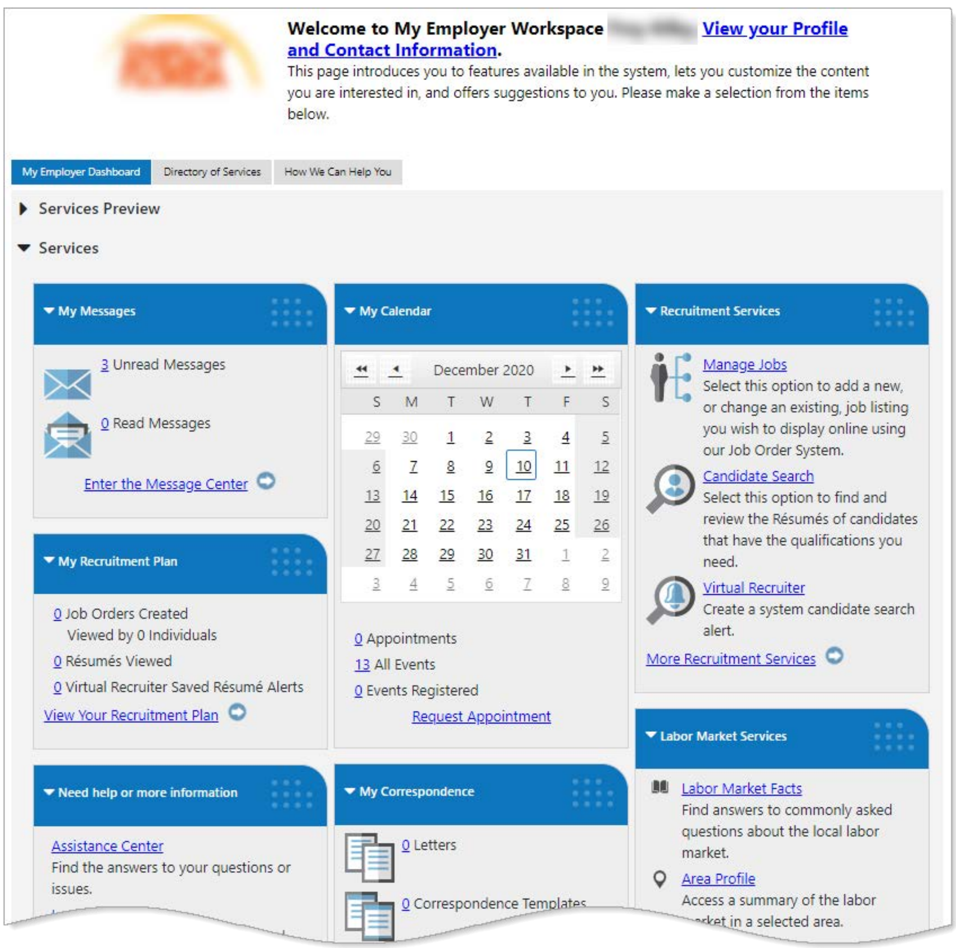
Geographic Solutions®

▶ **To configure your left navigation menus:**

1. In the footer at the bottom of any page, click **Page Preferences**.
2. In the pop-up window that opens, under the Navigation Menus heading, click the Click Here link.
3. On the Menu Configuration page that displays, you can:
   a. Specify if you want each menu group to be *Expanded* (show sub-options), *Collapsed* (show heading only with ability to expand options), or *Not Displayed* at all.
   b. Rearrange the order of the menu groups by dragging and dropping the menu bars using your mouse.
4. Click the **Save** button to save your changes.

Exploring Your Dashboard

From your Employer Dashboard, you can use the widgets to access all the key features you'll need to set up your employer account, create job orders, search for candidate résumés, and access your messages (see figure below). Most of these features are also accessible from the left navigation menus.



My Employer Dashboard Services Widgets

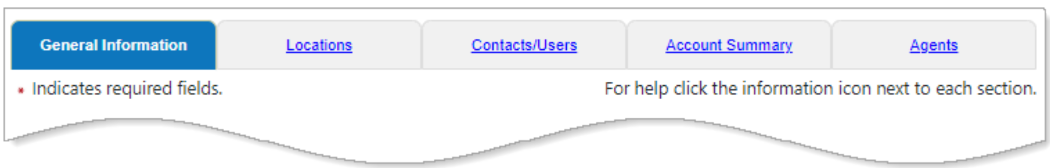
To configure your dashboard widgets:

1. At the bottom of the dashboard, click the Configure Dashboard Widgets link.
2. On the configuration page that displays, check or uncheck the boxes for the widgets you want to appear on your dashboard, and then click the **Save** button to save your changes.
3. To rearrange where the widgets appear, you can:
   a. Follow the on-screen instructions on the configuration page to use the keyboard to move widgets between the three columns, and then click the **Save** button to save your changes. *OR…*
   b. On the dashboard page itself, mouse over the widget heading bar until the cursor changes to a 4-sided arrow, and then use your mouse to drag and drop widgets where you want.

Managing Your Employer Account Information

To manage your account information:

1. From the Quick Menu group in the left navigation menu, click **Employer Portfolio ▸ Corporate Profile**.



Corporate Profile Tabs

2. Add or change any information in your company profile as desired by clicking on the tab title, making the changes as directed on the page, and then clicking **Save**.
   - **General Information** – Company name, primary location address, primary contact info, company information, benefits, and profile "about" text.
   - **Locations** – Additional physical locations and contact persons for each location.
   - **Contacts/Users** – Additional contacts' information, including login and other site privileges to control their capabilities to work on behalf of the employer.
   - **Account Summary** – Current statistics, including numbers of contacts and locations, job orders, job applicants, viewed résumés, etc.
   - **Agents** – (available only for employers who use third-party agents for recruiting) Review agents' access requests, activate the relationship, and change their access privileges.
   - **Documents** – (available only for sites with this module) Manage scanned and uploaded documents.

Managing Your Job Orders

Creating a Job Order

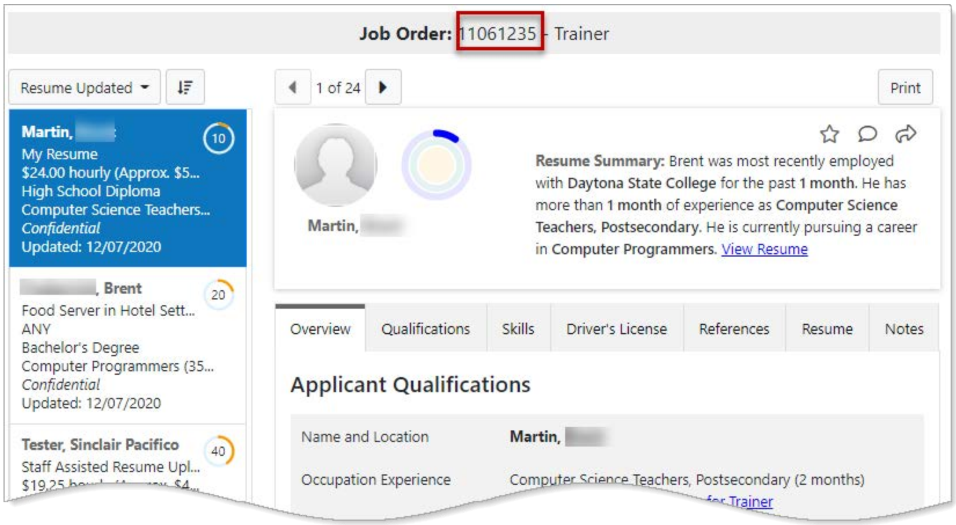
The Job Order wizard is a multi-page form that collects all required job information. You can exit the wizard from any page using the link at the bottom, and return at a later time to complete it.

To create a full, Custom job order:

1. From the Quick Menu group, click **Manage Jobs**.
2. On the Job Orders tab, click the **Add New Job Order** button.

3. Select the **Manual Entry Custom Job Order** option. (The Manual Entry Basic job order option minimizes data entry and uses more defaults; Copy Existing lets you build a new job order from an existing one; and Create from Template lets you build a new job order from an existing template.)
4. Enter the **Job Title**, using keywords job seekers would use.
5. Select an occupation based on your Job Title from the **Suggested occupations** drop-down list, or if necessary, use the Search for an occupation link to find the associated occupation.
6. If you are an agent posting a job, you can enter your **Agency Job ID**.
7. Click **Next** to proceed, and then continue entering required data and clicking **Next** to save your data and advance to the next page.
8. If there are multiple worksites/contacts for your company, select the job **Location** and **Contact Person** for this job. If necessary, you can add new locations and/or contacts by clicking the links on this page.
9. Specify the **Job Order Information to be Displayed Online** options.
10. Complete the **Job Details** section.
11. Enter a **Job Description**. To start off with editable sample text for the position, click Insert Sample Text, or if you have a Saved Text Template click the Text Templates link.
12. Select a **Skill Set Select Method**, specify if **Tools and Technology Skills** for the occupation should be included, and specify if any **Other Skills** are needed. If so, enter them in the text box provided.
13. Confirm or modify the selected skills, tools, and technologies on the next page.
14. Specify your other requirements, including **Hiring**; **Minimum Education**, **Experience**, and **Age**; **Transportation**; any other **Specialized Requirements**, and then enter the case-sensitive CAPTCHA code.
15. Enter the **Compensation**, **Hours**, and **Benefits information**.
16. Identify the **Job Application Methods Accepted** and **Job Applicant Information Needed**.

    Note: *When applicants choose to apply with the Online Résumé method, their résumés and detailed information will be displayed on the Job Applicants tab of your Recruitment Plan in your Human Resource Plan.*
17. If applicable, add an **Application Question Set**, and specify your preferred **Applicant Notification Method**.
18. Specify your **Job Order Upload Options** for external sites and provide any **Other Information**.
19. Click the **Finish** button. As soon as the job order is saved, it is assigned an ID number, which will display on the next page that shows any active résumés for potential candidates (see figure below).



List of Potential Candidates with Active Résumés

Creating an Application Question Set to Link to Job Orders

Create reusable sets of questions to link to job orders, which will display when a job seeker applies for a job.

▶ **To create an application question set:**

1. From the Quick menu group, click **Employer Portfolio ▸ Job Order Plan ▸ Application Questions** tab.
2. Click the **Create Application Questions** button.
3. Enter the **Question set name**.
4. Enter introductory **Question set instructions** by entering text manually, or by clicking Insert Sample Text; modify as desired.
5. Enter a **Question** in the text box. Text is spellchecked automatically.
6. Select the appropriate **Response Type**. Depending on the selection, more fields may appear and need to be completed.
7. Indicate whether a response is required for this question.
8. Click **Save**.
9. To add more questions to this set, click the Add a Question link and repeat the steps as necessary.
10. When the set of questions is complete, click the **Return to Question Set List** button.

Creating a Skill Set to Add to Job Orders

Create reusable skill sets to add to job orders or when searching for candidate résumés.

▶ **To create a skill set to use for job orders:**

1. From the Quick menu group, click **Employer Portfolio ▸ Job Order Plan ▸ Job Skill Sets** tab.
2. Click the **Add Skill Set** button.
3. Choose the desired method of selecting skills:
   a. Select Analyze Skills to drill down into categories and select skills in each applicable category. Click **Save Skills and Continue** when complete.
   OR…

b. Select Skill Matching to choose the default skills set for a selected occupation. You can modify the default skills set once you save it. Click **Continue**.

4. Name the skill set and click **Save**. You can now select this set when creating a job order or from the Skills or Advanced tab when searching for candidates.

Changing or Copying a Job Order

▶ **To change or copy a job order:**

1. From the Quick Menu group, click **Manage Jobs**.
2. On the Job Orders tab, to search for and display the job order you wish to work with, click the Show Filter Criteria link, enter your criteria, and click the Filter link.
3. To edit an existing job order:
   a. Click the Edit link in the Action column of the Job Orders tab.
   b. For each section you wish to change, click the Edit… link in that section, make changes, then click **Save**.
   c. When all changes are complete for the job, click the **Return to Job Orders** button at the bottom of the page.
4. To link an application question set to an existing job order:
   a. Click the Edit link in the Action column of the Job Orders tab.
   b. Scroll down to the Application Question Set section and click the Edit Application Question Set link.
   c. Select a question set to add from the **Application Question Set** list.
   OR…
   Select whether to create new or edit existing Application Questions and follow on-screen directions.
   d. Click **Save**, then **Return to Job Orders**.
5. To copy a job order to create a new one:
   a. Click the Copy link in the Action column of the Job Orders tab.
   b. To make an exact copy with a new number, click **Copy job as is**, enter the case-sensitive CAPTCHA code, and then click the **Copy Job** button.
   OR…
   To change key areas for the copy, click **Copy job with advanced options**, make the changes, then click the **Copy Job Now** button at the bottom of the page.
6. To create a reusable template from a job order from which to create new ones:
   a. Click the Template link in the Action column of the Job Orders tab.
   OR…
   b. From the Job Order Details page, click the **Create Template** button at the bottom of the page.
   c. Name the template, specify the benefits offered, and click **Save**. You can access your templates from the Job Order Templates tab of your Job Order Plan.

Viewing Upcoming Events and Add to Your Appointment Calendar

▶ **To view events and add to your appointment calendar:**

1. From the Quick Menu group, click **Employer Resources ▸ Upcoming Events**.
2. If you wish to filter events and the criteria section is not displayed, click the Show Filter Criteria link.
3. To display events for a specific area, enter the **Zip Code**, or select **Event Region** and **Event Offices**, as desired.
4. Select as many **Event Categories** as desired from the drop-down list.
5. Click the Filter link.
6. To view detailed event information or to register, click a calendar entry.
7. To register for an event that accepts online registration, click the **Register** button at the bottom of the event details page. The event is added to your Appointment Calendar (**Other Services ▸ Appointment Center ▸ Appointment Calendar**).

Associating Your Job Orders to Job Fair Events

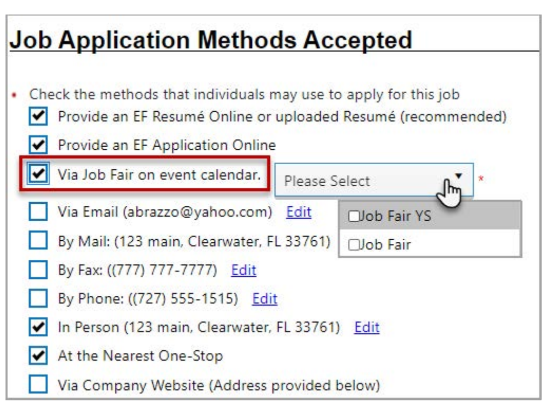
Staff create job fair events and register employers for those events. Once you are registered for a job fair, you can associate jobs from the event details page, or you can associate each job from the job details page, as an available application method for job seekers.

▶ **To associate jobs with a job fair you are registered for:**

1. From the Quick Menu group, click **Employer Resources ▸ Upcoming Events** and click on the *Job Fair* event you are registered for.
2. On the event details page, scroll down to the Associated Job Orders section.
3. Click the Add Job Orders link.
4. From the listed job orders, click the checkbox in the Select column to select one or more jobs to associate with the Job Fair, and then click **Add Selected Job(s) to Job Fair**.

▶ **To add a job fair to a job's application method:**

1. From the Quick Menu group, click **Manage Jobs**.
2. On the Job Orders tab, click Edit for the job you want to associate with your job fair, then click the Edit Job Application Methods Accepted link.
3. Click the **Via Job Fair on event calendar** checkbox (see figure below). If you are registered for more than one job fair, then from the **Please Select** list, choose which job fair(s) to include.
4. Click the **Save** button.



Via Job Fair Option in Job Application Methods Accepted

Managing Job Candidates and Applicants

Searching for Candidate Résumés

You have several options to find desirable candidates with the skills and attributes you need.

To search for candidate résumés:

1. From the Quick Menu group, click **Candidate Search**.
2. Click to change the Desired Work Location Area, if desired.
3. Select one of the following search method tabs, enter your criteria, then click **Search**:
   - **Quick** – Search by keyword, occupation, education level, veteran status, etc.
   - **Advanced** – Rank certain criteria by specifying if it is Required or Desired; you can also further filter search results by numerous criteria, such as percentage of skills match, security clearance, or WorkKeys scores.
   - **Skills** – Search by an existing skill set, or create a new one to search by.
   - **Job Order** – Search by using the requirements in a specific job order.
   - **Number Search** – Enter a résumé ID number when looking for a specific candidate.
   - **External** – Look for candidates on external job sites (links to sites open new browser windows).

Creating a Tools and Technology Set to Filter Résumé Search Results

Create reusable sets of tools and technologies to use as filtering criteria when looking for candidate résumés.

To create a tools and technology set:

1. From the Quick Menu group, click **Employer Portfolio ▸ Job Order Plan ▸ Tools and Technology** tab.
2. Click the **Add Tools and Technology** button.
3. Search for and select an occupation to get a list of tools and technologies for it by using any of the Occupation search tabs.
4. Click in the **Select** checkboxes for the items you wish to add.
5. Click **Continue**.
6. Name the set and click **Save**. You can now select this set from the Advanced tab when searching for candidates.

Managing Résumé Search Results

Results View: **Summary** | Detailed
To sort on any column, click a column title.

Name and Location	Source	Résumé Title	Résumé Status	Résumé Modified Date	Education Level	Desired Salary	Action
Moss, Kate Palm Harbor, FL	**Employ Florida**	Chef Resume (KM) #6808234 (View Résumé)	Active, Online	12/03/2020 11:35:00 AM	High School Diploma	$16.75 hourly (Approx. $35,000 annually) or more	Details Email this Résumé

Résumé Search Results Page

On a résumé search results page (see “Searching for Candidate Résumés” above), you can:

- Choose between the Summary or Detailed Results View.
- Re-sort results – Click a column heading; click again to reverse the sort order.
- View résumé details – Click the Details link in the Action column, or the Candidate Overview link in Detailed Results View.
- View a formatted résumé – Click the View Résumé link under the Résumé Title/number.
- Save a résumé to your favorites – From either the Details tabs or the Résumé Preview page, click the Save to favorites link at the bottom of the page, then enter a category and rating, and **Save**. It is added to the Favorite Candidates folder of your Recruitment Plan.
- View skills/requirements matching – Click a percentage or Yes/No icon.
- Email the résumé to a recipient – Click the Email this Résumé link in the Action column.

Creating a Virtual Recruiter Résumé Search Alert

Save candidate résumé search criteria to create a Virtual Recruiter search alert.

▶ **To create a Virtual Recruiter for résumé searches:**

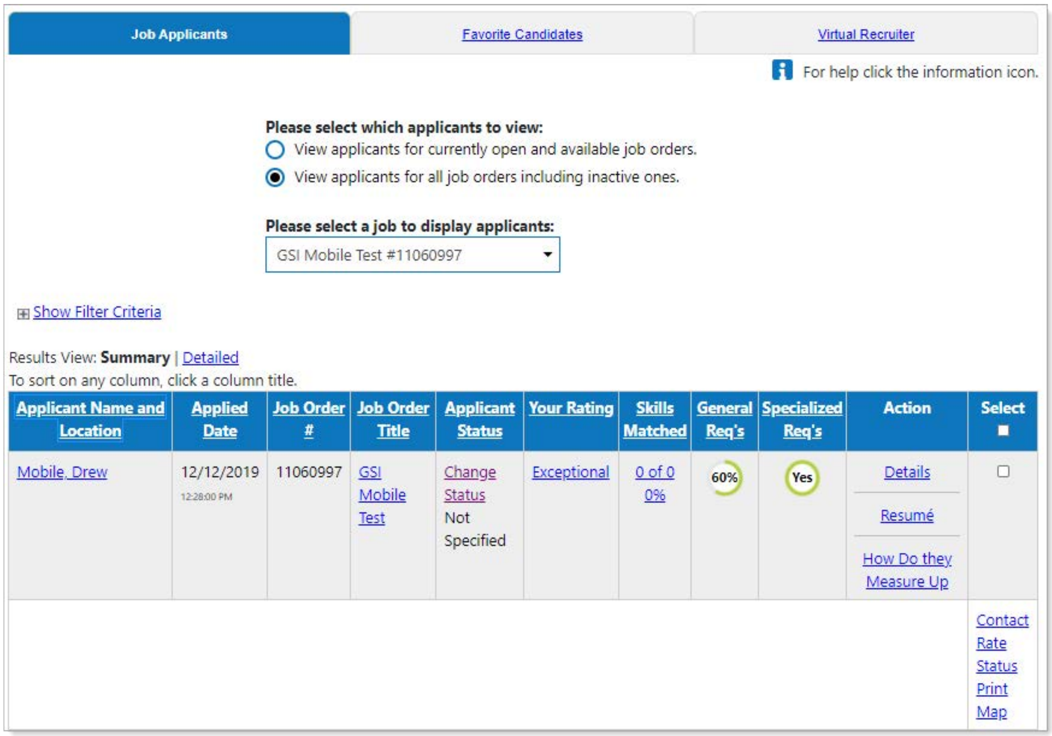
1. Conduct a candidate résumé search as described in “Searching for Candidate Résumés*”* on the previous page.
2. At the bottom of the search results page, click the **Save Search** button.
3. Enter a title for this candidate search alert.
4. Specify how often to run the search.
5. Select how you wish to be notified (e.g., email, text message). If you select *Email*, you may specify a location contact as the recipient.
6. Enter an expiration date (defaults to 90 days), then click **Save**. It is added to the Virtual Recruiter folder of your Recruitment Plan.

Managing Job Applicants

Applicants have applied to a job either by submitting a résumé or online application, or selecting to share their contact information through any of the alternative application methods that were specified for the job.

▶ **To manage job applicants:**

1. From the Services for Employers menu group, click **Recruitment Services ▸ Manage Job Applicants**.



Job Applicants Tab

2. If desired, you can select to display all applicants, including for inactive job orders, as well as select a job order from the drop-down list to see only those specific applicants.
3. From the Job Applicants tab, you can:
   - Choose between the Summary or Detailed Results View.
   - Re-sort results – Click a column heading; click again to reverse the sort order.
   - View applicant details on a series of tabs – Click an Applicant Name link or Details in the Action column, or the Candidate Overview link in Detail Results View.
   - Review job order details – Click a Job Order Title link.
   - Update their status in the recruitment process – Click a Change Status link.
   - Rate the applicant and add notes – Click a Your Rating link.
   - See how they match up percentage-wise to a job's skills and general and specialized requirements (if included in the job order) – Click any of the percentage links or icons, or click a How Do They Measure Up link in the Action column to drill into the details.
   - View applicant's résumé – Click a Résumé link in the Action column.
   - Select applicant(s) to send internal messages to, rate, change their status, print selected information, or map their locations in Google Maps – Click their checkbox and desired action link in the Select column.