

Virtual OneStop (VOS) Quick Reference – Employer User

Logging In

If you don't have an account:

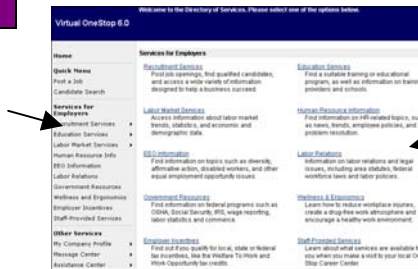
- Click the [Start here](#) or [Click here](#) links on the home page.
- Click [Register](#), click [Employer](#).
- Create a unique user ID and password.
- Create a hint to remember your password.
- Fill in required (*) fields.

If you have an account:

- Enter your user ID and password.
- Click **Sign In** button.
- If you forgot your password, use the [Click here](#) link on the home page to log in to the system.
- Click [Forgot Password](#).

Using the Left Menu

The left Navigation Menu is a quick method for getting to 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

The Directory lists and describes employer services. Use the directory to get to VOS services. Click [Services](#) on the toolbar at the bottom of a page, then click the service you want to use.

Employer Services

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

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

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

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

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

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

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

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.

Important Things You Can Do In VOS

Post a Job Order

- Click Recruitment Services>Post a Job.
- Click **Add Job Order** to create a new job order.
- Select the occupation and click **Continue**.
- Select job order **Location** and **Contact**.
- Complete the form and click **Save**.
- On existing job orders, click the job order to view and modify it.
- Click **Copy** to create a copy of the current job order.
- To delete a job order, click its title and click the **Delete** link.

Virtual OneStop (VOS) Quick Reference – Employer User

Important Things You Can Do In VOS

Searching for Resumes

- Click Recruitment Services>Candidate Search.
- Select the search area.
- Use an occupational search option to find candidates.
- Click resume title from the list to view it.
- Click **Print View** link, then click **Print Resume**.

Create a Resume Search with Virtual Recruiter

Virtual Recruiter's resume search agents run periodically and send resume matches to your e-mail or your message box.

- Click Recruitment Services>Virtual Recruiter.
- Click the search agent title to view or modify its criteria.
- Click **Run** to run a search agent.
- Click **Delete** to remove a search agent.
- Click **Create New Resume Alert** to create a new search agent.

Send a Message

- Click Message Center>Messages.
- Click **Create New Message**.
- Select the recipient and enter the message.
- Click **Send Message**.

Schedule an Appointment

- Click Message Center>Appointments.
- Click **Add an Appointment**.
- Select the date, time, and name from the drop-down lists.
- Enter the details.
- Click **Save**.

Using Your Profile

- **Corporate Profile** – Lists company information required for account set-up & worksites.
- **Recruitment Plan Profile** – Lists your job orders, job applicants and referrals, skill sets and Virtual Recruiter searches.
- **Search History Profile** – Lists your saved candidate resume searches, and training program searches.