Geographic Solutions®

Virtual OneStop® for Employers Quick Reference Guide

In This Guide

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
- Mange your employer account: general information, additional locations or contacts
- Manage your job orders: create, change, copy, and save as templates
- 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
    - View and register for upcoming job fairs and other events
- Manage job candidates and applicants: view details, rate each, update hiring status, send email
- Get online assistance for using the application

Setting Up a New Account and Signing In

▶ **To create 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.

1. On the home page (near the Sign In button), click **Register** (the link name may vary, but will include *Register*).
2. Under Option 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?*" page displays, your account is created and you're signed in.

Important: *New Employer accounts must be verified and enabled by Staff in Virtual OneStop before certain activities can begin.*

▶ **To sign in to your account:**

1. On the home page, enter your user name and password.
2. Click the **Sign In** button.
   OR
3. If you forgot your user name and/or password, click **Forgot Username/Password** and then select your desired retrieval option.

Managing Your Employer Account Information

1. From the Quick Menu, click **Employer Portfolio ▸ Employer Profiles ▸ Corporate Profile**.
2. Change any information in your 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 info, benefits, and profile "about" text.
    - **Locations** – additional physical locations and contact person for each.

- **Contacts/Users** – additional contacts' info, including login and other site privileges to control their capabilities to work on behalf of the employer.
- **Documents** – (available only for sites with this module) manage scanned and uploaded documents.

Getting Around and Getting Help

The Virtual OneStop system provides multiple options for getting around the site. You can choose the ways you like best by selecting from menus, Dashboard widgets, tabs, or text hyperlinks.

Note: *Each state's Virtual OneStop website is customized; colors and available options will vary depending on your site's configuration.*

Click the information icon to read descriptions for that section of the page in a pop-up window.

Key Tasks You Can Do In Virtual OneStop

Managing Your Job Orders

Create a Job Order

Follow these steps to create a full, Custom job order. The Basic job order option minimizes data entry and uses more defaults; Copy Existing lets you build a new job order from an existing one.

1. From the Quick Menu, click **Manage Jobs**.
2. On the Job Orders tab, click **Add New Job Order**.
3. Select the **Manual Entry Custom Job Order** option.
4. Enter the **Job Title**, using keywords job seekers would use.
5. If necessary, **Search for an occupation**, then click **Next**. Keep clicking Next to proceed to the next page in the wizard.
6. If there are multiple worksites/contacts, select the job **Location** and **Contact Person**.
7. Select Job Order display options; complete the **Job Details** section.
8. Enter a **Job Description**; to start off with editable sample text for the position, click Insert Sample Text.
9. 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.
10. Confirm the selected skills, tools, and technologies on the next page.
11. Enter requirements such as hiring, minimum education and experience, and other specialized requirements.
12. Enter compensation amount, hours, and benefits.
13. Identify **Job Application Methods Accepted** and required **Job Applicant Information**; add an **Application Question Set** (if applicable); and specify if you would like to be notified, and how, when applicants apply.
14. Specify whether to upload the job order to external sites; provide any **Other Information**, then click **Finish**.
15. Review the job order details and edit if necessary.

Create 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.

1. From the Quick menu, click **Employer Portfolio ▸ Human Resource Plan ▸ Job Order Plan ▸ Application Questions** tab.
2. Click **Create Application Questions**.
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. Click the Add a Question link and repeat steps as necessary.
10. Click **Return to Question Set List** when complete.

Create a Skill Set to Add to Job Orders

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

1. From the Quick menu, click **Employer Portfolio ▸ Human Resource Plan ▸ Job Order Plan ▸ Job Skill Sets** tab.
2. Click **Add Skill Set**.
3. Choose the desired method of selecting the skills:
    a. Select **Analyze Skills** to drill down into categories and select skills. 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.
4. Click **Continue**.
5. Name the set and click **Save**.

Change or Copy a Job Order

1. From the Quick Menu, click **Manage Jobs**.
2. On the Job Orders tab, click the Show Filter Criteria link to search for and display the job order you wish to work with.
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, then click **Save**.
    c. When all changes are complete for the job, click **Return to Job Orders** 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 **Edit Application Question Set**.

c. Select whether to create new or edit existing Applicant Questions and follow on-screen directions.

d. Click **Save**, then **Return to Job Orders**.

(See "Create an Application Question Set to Link to Job Orders" above for details.)

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**, then **Copy Job**.
   OR
   To change key areas for the copy, click **Copy job with advanced options**, make the changes, then click **Copy Job Now**.

6. To create a reusable template from a job order 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 Create Template link.

   c. Name the template and click **Save**. Access your templates from the Job Order Templates tab.

View Upcoming Events and Add to Your Appointment Calendar

1. From the Quick Menu, click **Employer Resources ▸ Upcoming Events**.
2. Click to Show/Hide Filter Criteria.
3. To display events for a specific area, enter the **Zip Code**, or select **Event Region** and **Event Office**.
4. Select as many **Event Categories** as desired from the drop-down list.
5. Click the Filter link.
6. To view detailed information or to register, click a calendar entry.
7. To register online, click **Register** at the bottom of the event detail page. The event is added to your Virtual OneStop Appointment Calendar (**Other Services ▸ Appointment Center ▸ Appointment Calendar**).
8. You can also download a vCalendar .VCS file to import into a mail program on your computer.
9. To add a job order to a *Job Fair* event you are registered for:

   a. On the Event Details page, scroll down to the Associated Job Orders section.

   b. Click the Add Job Orders link.

   c. From the listed job orders, click the **Select** checkbox to select one or more jobs to associate with the Job Fair, and click **Add Selected Job(s) to Job Fair**.

Managing Job Candidates and Applicants

Search for Candidate Résumés

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

1. From the Quick Menu, 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.
- **Skills** – search by an existing skill set, or create a new one to search by.
- **Job Order** – search by using the specifications 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).

Create 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.

1. From the Quick menu, click **Employer Portfolio ▸ Human Resource Plan ▸ Job Order Plan ▸ Tools and Technology** tab.
2. Click **Add Tools and Technology**.
3. Search for an occupation to get a set 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**.

Manage Résumé Search Results

On a résumé search results page (see "*Search for Candidate Résumés*" above), you can:

- Choose between the **Summary** or **Detailed** Results View.
- View résumé details; click the Details link in the Action column.
- View a formatted résumé; click the view résumé link under the résumé title/number.
  - Save a candidate/résumé to favorites from either of the above two detail pages; click the Save to favorites link at the bottom of the page, then enter a category and rating.
- View skills/requirements matching; click a percentage icon.
- Re-sort results; click a column heading and click again to reverse the sort order.
- Change how many records are displayed per page; select the desired number at the bottom of the page.
- Navigate multiple pages; click the arrows to navigate one page at a time, or enter a desired page number at the bottom of the page.

Create a Virtual Recruiter Résumé Search Alert

Save candidate résumé search criteria from the Quick, Advanced, or Skills tabs to create a Virtual Recruiter search alert.

1. Conduct a candidate résumé search as described in "*Search for Candidate Résumés"* on the previous page.
2. At the bottom of the search results page, click **Save search**.
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).

   Note: *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**.

Manage 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.

1. On the Services for Employers menu, click **Recruitment Services ▸ Manage Job Applicants**.
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 and 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.
   - 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 at a glance 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, print selected information, or map their locations in Google Maps; click their **Select** checkbox and desired action link.