Your NEW CalJOBS℠

Virtual OneStop (VOS) Quick Reference – Employer User

Logging In

If you do not have an account:

- Click the Not Registered Yet? link (below the password field).
- Click Register ▸ Employer.
- Create a unique user name and password.
- Fill in required (*) fields.

If you have an account:

- Enter your username and password.
- Click **Sign In** button.
- Click Forgot Username and/or Password to retrieve a forgotten username or password.
- Select a desired retrieval option.

My Employer Dashboard *(configuring the widgets)*

- To minimize or maximize a widget, click the minus or plus sign (-/+) at the top left.
- To remove a widget, click the **X** mark at the top right.
- To move a widget, click the title and hold (displaying the double-arrow move cursor) to drag it elsewhere.
- To restore or remove several widgets (customize which widgets appear), scroll to bottom of the dashboard, click Configure Dashboard Widgets, and check/uncheck the widgets you wish to display or turn off. Then click **Save**.

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 of Services screen 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.

Services for Employers*

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

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

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

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

Other Services*

Communication Center – Send or view communications.

Assistance Center – Find general assistance information about the system, such as staff listings and email contact addresses.

Appointment Center – Select this option to view appointments and upcoming events.

Learning Center – Select this option to access a menu of training videos. These self-paced tutorials present detailed demonstrations to help you take advantage of the various system resources available.

* *Indicated items are "collapsible" left-menu headings.*

Important Things You Can Do In VOS

Post a Job Order
(Job Orders tab)

1. Click **Manage Jobs** (from the **Quick Menu)**.
2. Click **Add New Job Order** button (at bottom of Job Orders tab).
3. Enter the Job Creation Method, a Job Title, and then select the Occupation; click Next. (Step 1)
4. Select Job Order Location and Contact; click Next. (Step 2)
5. Record Job Details; click Next. (Step 3)
6. Record Job Duties; click Next. (Step 4)
7. Select skill set method and confirm required skills; click Next. (Steps 5 and 6)

	8 Select Job Hiring Requirements, Minimum Education, Experience and Age Requirements, and Drivers License Requirements; click Next. (Step 7) **9** Select Compensation and Hours and Benefits Offered; click Next. (Step 8) **10** Select Job Application Methods; click Next. (Step 9) **11** Select Job Order Upload and Other Options; click Next. (Step 10) **12** Click **Finish**. On existing job orders, in list: **1** Click the job order title to view and modify it (i.e., add interview question set). **2** Click Copy link to create a copy of the current job order.
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** button (at bottom of tab). **3** Enter Question set name. **4** Enter introductory question text by: • Manually entering data, OR • Clicking Insert Sample Text link. **5** Click **Save**. **6** Enter your question in the Question text box within the Add a Question section. **7** Select the appropriate response type. If multiple choice, select whether job seekers may select more than once choice. **8** Click **Add this Question**. Repeat steps as necessary. **9** Click **Return to Question Set List** when complete.
Modify Interview Question Set	**1** Click **Employer Portfolio ▸ Human Resource Plan ▸ Job Order Plan ▸ Application Questions** tab. **2** Click desired Action column link. • Click Preview link to preview the question set. • Click Edit link to modify the question; make changes; click **Save** or click **Return to Question Set List**. • Click **Copy link** (available after the first question is created) to duplicate the question. **3** To remove the question set, click the checkbox(es) in the Select column and click the Delete link. Click **Return to Question Set List** when complete.
Search for Resumés	**1** Click **Candidate Search** from the Quick Menu. **2** Select from 5 most recent resumés viewed, if applicable, OR select new search area, if applicable. **3** Select one of the following search methods: • *Quick Resumé Search* tab – select any combination of search criteria and click **Search**. • *Advanced Resumé Search* tab – [1] Set the *Desired Work Location.* [2] To rank search results, enter ranking criteria and select whether each is *Required* or *Desired*. [3] To filter search results, enter filtering criteria. [4] To search by candidate's residential location, select the desired location. Click **Search**. • *Resumé Search by Skills* tab if applicable or click Add new skill set link– Select a Resumé Modification Date and a desired saved skill set; click **Search**. • *Resumé Search by Job Order Criteria* tab – Select a desired job order and click **Search**.

	• *Resumé Number Search* tab – Enter a desired resumé ID number and click **Search**. • *External Resumé Search* tab – Click a desired job site link and follow site directions to conduct resumé search.
Manage Resumé Search Results	1 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**. 2 To sort the search results, select the Detailed link, click the **Resumé Details** column title. On the pop-up window, select the desired item to sort, select the sort order *"Ascending or Descending"*, and click **Sort**. 3 Click View Resumé link to access resumé details. 4 Click Save to Favorites to add selected resumé to Favorites folder. 5 Click a desired link option to view Detailed Information about the resumé or applicant.
Create Virtual Recruiter *(Resumé Alert)*	1 Conduct resumé search as documented. 2 On search results screen, click **Save search**. 3 Type a title for this resumé alert. 4 Select how often to run. 5 Select notification method. 6 Enter expiration date. 7 Click **Save**.
Record Referral Results (using *Manage Job Applicants*)	1 Click **Recruitment Services** ▸ **Manage Job Applicants** (view listing of job applicants). 2 Choose one of the following actions (if applicable): • Click the Applicant Name link to access the following: *Question Set Response, Driver's License Information, Applicant Notes, Print Forms, Contact Information, Applicant Overview, Employment/ Qualifications, Job Skills, and References information*. • Click the Job Order Title link to view job order details. • Click the **Applicant Name** link. Click View resumé link to view applicant resumé. 3 Click the desired Details link to record job referral status. 4 From the Applicant Overview tab, scroll to Applicant Information tab, click the Change Status link. 5 Select the desired Applicant Status (for Hired, include hire date and hourly rate). 6 Click **Save Status** 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 Show Filter Criteria link, select the desired sort item, select the sort order, and click filter. 4 (Optional) Click a desired link option as documented above. 5 In *Summary* Results View: Check the candidate(s) that you would like to enter results for, and click **Status** link. 6 In *Detailed* Results View: Cli*ck the* **Change Status** link for the desired applicant, OR click the **Applicant Overview** tab ▸ **Change Status link.** 7 Select **the desired** Applicant Status. (For **Hired**, include hire date and hourly

		rate; for **Not Hired**, select reason).
	8	Click **Save** to record results.
Save Resumés to Your Favorites Tab Folder	1	Conduct resumé search as previously documented.
	2	Click Details link under Action column and click Save to favorites link.
	3	Add candidate to existing category, or create new one.
	4	Rate the candidate.
	5	Enter notes, if applicable.
	6	Click **Save**.
Check Events Calendar	1	Click **Employer Resources** ▸ **Upcoming Events**.
	2	Click to Show/Hide Filters.
	3	Select desired timeframe, region, office, category, and/or view.
	4	Click a calendar entry to view detailed information.
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 amongst 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 **Search**. Click **Continue**. (You may modify the default skills list once you save it.)
	5	Name the Skill Set Description 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 changes, if necessary; click **Save**. • Click desired checkbox(es) and Delete link(s) to remove templates you created.

Send Correspondence to Job Applicant	1	**Recruitment Services** → Click **Manage Job Applications**
	2	In *Summary* Results View: Click Applicant's Name link under Applicant Name and Location column.
	3	In *Detailed* Results View: Click any of the links under the *Detailed Information* column.
	4	Click **Send this Individual a Message**.
	5	Select delivery method.
	6	Enter subject.
	7	Click Insert Template link.
	8	Click Select link for desired template.
	9	Click **Send Message**.
View an LMI Occupation Profile	1	Click **Labor Market Services** ▸ **Occupational Profile**.
	2	Select an Occupation using one of the six Occupation tabs. 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**).
	3	To include maps or graphs in the display: o Click the Show Display Options link. o Click the Graphs and/or Maps check boxes. o Click the **Set Display Mode** button. The screen will refresh to include graphs and maps where data categories support this. (**Note:** *the first time this feature is used, the screen will prompt you to load Silverlight™).*
	4	To include more or other categories in the display: o Click the Show Data Categories link. o Click the check boxes for each of the data categories you want to have displayed. o 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 (from the Quick Menu) (Employer Profiles & Human Resource Plan)

Employer Profiles ▸ Corporate Profiles – Lists company information required for account setup and worksites. Contains the following folders:

- **General Information** – Allows you to modify your account information.
- **Work Sites** – 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.

Upon Clicking the ***Edit*** link:

  - **Sign In Info tab** – Allows select employer contacts to define sign-ins for other contacts.
  - **User Privileges** – Allows select employer contacts to identify privileges for other contacts who have sign-in ability for the employer. Tabs are available under "Staff" account login

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 resumé searches, training program searches, and details from occupation, industry, and area profile searches. Contains the following folders:

- **Viewed Resumés** – Lists candidate resumés 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, and subscriptions. Contains the following folders:

- **Messages** – Lists the system messages that you have received or sent.
- **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.

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

- **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 resumé searches.

Human Resource Plan ▸ Recruitment Plan – Lists your job applicants and referrals, favorite candidates, and résumé alerts. Contains the following folders:

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