

## Virtual OneStop<sup>®</sup> (VOS) – Individual User

### Logging In

If you don't have an account:

- Click the Home page *Register* link, near the Sign In button (e.g., a [Not Registered?](#), [Register as a New User](#), or [Register Now](#) link).
- Click Register > Individual.
- Create a unique user name and password.
- Fill in required (\*) fields.

If you have an account:

- Enter your user ID and password.
- Click the **Sign In** button.
- Or... Click [Forgot Username and/or Password](#) to retrieve a forgotten ID or password.
- Select a desired retrieval option.

### My Workspace *(My Dashboard)*

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

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

**My Resources** – Choose this shortcut to access commonly used tools for individuals. This includes fly-outs to My Messages, My Letters/Templates, My Appointments, My Background, My Homepage, and Upcoming Events.

### Settings and Themes

The settings you select control the system appearance and behavior. Click the [Preferences](#) link at the bottom of most screens to access the Settings menu. Choose from the following:

**Web Theme** – For users with average speed Internet/intranet access.

**Text Theme** – For users who want maximum performance.

**Screen Reader Theme** – For users who are visually impaired.

### Quick Menu

**Job Search** – Choose this shortcut to find jobs (this opens the Quick Job Search tab).

**Resumé Builder** – Choose this shortcut to manage new or existing resumé (this opens the Resumé tab with active resumé displayed).

**My Portfolio** – Access folders under Individual Profiles and Individual Plans to review or modify your personal, search history, self-assessment, and communications profiles, as well as individual plans for employment (resumé and job applications), training, benefits, and financial plans.

### Services for Individuals

**Career Services** – Research occupations, choose a career, and analyze your skills.

**Job Seeker Services** – Create resumé, cover letters, and job alerts, conduct job searches, research employers, and review job market trends.

**Education Services** – Locate training providers, the programs they offer, and sources of financial aid.

**Labor Market Services** – View information about state or local labor markets.

**Community Services and Benefits** – Find out about community services and benefits available to you, and determine possible program eligibility (e.g., WIA, TAA).

**Financial Services** – Create and manage a monthly budget, a training budget, and/or a transition budget.

**Unemployment Services** – View information about unemployment compensation programs and eligibility.

**Veteran Services** – Find benefits for veterans and their dependents.

**Youth Services** – Find career and job information for youth. Find information on student aid, apprentice programs, and child labor laws.

**Senior Services** – Find job, community service, Medicare, AARP, nutrition, health, and well-being information for seniors.

**Disability Services** – Find data on services that benefit people with disabilities, e.g., employment, health, and financial resources.

**Staff Provided Services** – Learn about what services are available to you when you make a visit to your local One-Stop Career Center.

## Other Services

**Communications Center** – View, and manage/delete your messages.

**Appointment Center** – View your appointment calendar (manage appointments you have recorded, or that were entered on your behalf); view the events calendar to see upcoming events for the individuals.

**Assistance Center** – View information about this system; find recommended services based on your needs, use quick reference cards for system navigation, access a site map service listing page, set your user preferences, send questions, or contact staff via email.

**Learning Center** – Access numerous online training videos directly from Virtual OneStop.

## How Do Employers Find You in VOS?

- **You must complete a resumé** – This allows system-registered employers to search for, view, and maintain your resumé as part of their account information in Virtual OneStop. Employers may choose the following resumé search options to find you:
- **Quick Search** – uses multiple-combination criteria such as your desired work location, occupation, and salary; keywords found in your resumé’s title or employment history section; minimal education requirements; or the resumé posting date.
- **Advanced (Resumé Ranking) Search** – offers various search criteria for employers to choose from, such as occupational experience, driver’s license info, and shift availability. Based on whether the employer requires or desires the criteria, the system will display matching resúmes, in ranked order, for the employer to review.
- **Resumé Search by Skills** – employers search for individuals whose job skills match a required job skill set by a pre-determined match ratio (usually 70%, 50%, or 25%).
- **Resumé Search by Job Order Criteria** – employers may find candidates using requirements from one of their job orders, such as desired work location, occupation, salary, and work experience.

**Note:** *To get employers’ attention, create resumé titles that reflect your desired occupation, because employers can, and frequently do, use keyword searches.*

- To create a resumé, click **Resumé Builder** from the Quick Menu.
- To review resumé writing tips, click **Job Seeker Services ▶ 10 Steps**.

## Important Things You Can Do in VOS

### How to Search for Jobs

- 1 Click **Job Search** from the Quick Menu.
- 2 Select from 5 most recent jobs viewed, OR Click Area link to select new search area, if applicable.
- 3 Select one of the following search methods:
  - **Quick Search** – select any combination of quick search criteria and click **Search**.
  - **Advanced Search** – select any combination of advanced search criteria and click **Search**.
  - **Job Search by Employer** – Choose an employer search method, continue search, and click the desired employer name.
  - **Job Search by Education** – Choose an education level, pick more, less, or exactly, and click **Search**.
  - **Job Search by Skills** – Choose a match ratio (70%, 50%, 25%, or all jobs) and click **Search**.
  - **Job Search by Resumé Criteria** – Choose a resumé to search by its desired salary, occupation, and education level; click **Search**.

### How to Manage the Job Search Results

- 1 If multiple pages are 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 Choose the **Summary** or **Detailed** view.
- 3 Click **Hide Potential Duplicate Jobs** checkbox, if applicable.
- 4 Use the legend below the job search table to interpret results.
- 5 Re-sort the job search results by clicking a desired column heading. **For example:** *Click Salary column to sort jobs with the highest paying listed salaries at the top.*
- 6 Click a desired Action column link to view similar jobs, view additional jobs from this employer, to apply for the job, or view job details.