

Important Things You Can Do in VOS

How to Make VOS Search for Jobs Automatically (Create Virtual Recruiter – Job Alert)

- 1 Conduct job search (as documented above).
- 2 On search results screen, click **Save search**.
- 3 Type a title for this job alert.
- 4 Select how often to run.
- 5 Select notification method.
- 6 Enter expiration date.
- 7 Click **Save**.

How to Apply for a Job

- 1 From the job search results screen, click the desired job title link
- 2 Review the job order details.
- 3 Click Apply for this job.
- 4 *For external jobs*, VOS opens a new browser window; follow website instructions.
- 5 *For internal jobs*, VOS either displays:
 - Preferred application methods (choose one), or
 - A list of one-stop offices. If you completed your background info, click **I intend to meet with staff to review my qualifications** for assistance.

How to Create a Resumé

Overview: You may first complete My Background details. The Resumé Builder will incorporate them so you don't have to re-enter your background information. When using the Resumé Builder, some steps will allow you to update your background information if you change info. Click **Next** between steps to proceed. Click **Skip this Step** if the step doesn't apply to you. When choosing a template, you may preview it first to see the layout and section order.

- 1 Click **Resumé Builder** from the Quick Menu.
- 2 Click Create New Resumé.
- 3 Select Resumé Type, enter a Resumé Title, and select Resumé Accessibility, (this is Step 1 of the Resumé Wizard).

The Resumé Types are:

- **Internal Resumé** – Uses the wizard to complete steps and record data for each resumé section. It requires the most time and effort, but employers are most likely to find this resumé format type.
 - **External Resumé** – Automatically transfers text from an electronic resumé to build background data. This method saves time, but you'll be prompted to complete missing information.
 - **Copy-and-Paste Format** – Manually transfers text from an existing resumé to save time. This method requires data formatting.
 - **Copy Existing Resumé** – Available only if you formerly created a manual format resumé, to build from. This is the quickest method.
- 4 Click **Next**, then **OK** to confirm your selections.
 - 5 Choose a desired work location (Step 2).
 - 6 Choose your desired occupation (Step 3).
 - 7 Select your desired salary (Step 4).
 - 8 Create your desired work profile. You may create multiple profiles for use with multiple resúmes (Step 5).
 - 9 Enter Driver's License info (Step 6).

- 10 Select Security, Languages, Typing Speed (new step?)
- 11 Select the source data for your resumé (Step 7).
 - Use the 'previously saved resumé option' and then browse your computer to locate it. This allows the system to automatically extract data electronically.
 - Use the Cut-and-Paste option to manually paste resumé info into the text box displayed.
 - Click the **Click Here** link to continue with the Resumé Builder wizard to manually build data.
- 12 Select desired template (Step 8). The template selected controls the total number of steps required.
 - Click **Next** to use default system template.
 - Click **New Template** or **Save As** to edit system template; enter a template name, modify resumé sections tab, resumé format tab, and section specific format tab, as desired. Click **Save**.
- 13 Click **Next**.
- 14 Enter Education and Training info (Step 9).
- 15 Enter Occupational License and Certificate info (Step 10).
- 16 Enter Employment History info (Step 11); click **NEXT** to update job skills; select whether employers may view your salary history and reason for leaving your former jobs.
- 17 Modify your Job Skills list (Step 12).
- 18 Enter your Ability summary (Step 13).
- 19 Enter your resumé's Objective (Step 14).
- 20 Enter Honors and Activities info (Step 15).
- 21 Enter Additional Information (Step 16).
- 22 Enter/confirm your Contact Info (Step 17).
- 23 Enter your Reference info (Step 18).
- 24 View resumé details. Click **Save Resumé & Return** to finish.

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How to Check Scheduled Events Sponsored by Your One-Stop Office

- 1 Click **My Resources** ▶ **Upcoming Events**.
- 2 Click to show/hide display filters.
- 3 Select the region, office, and event category (above the Events calendar/list).
- 4 Click the **Apply** button.
- 5 Select the Month, Year, View, and Appearance.
- 6 Click the event entry on a calendar date to view detailed information on an event.

How to Locate Source of Financial Aid

- 1 Click **Education Services** ▶ **Financial Assistance Links**.
- 2 Click a desired link to access details.

How to Provide Job Application Information to Assist Staff

- 1 Click **My Portfolio** ▶ **My Individual Plan** ▶ **Employment Plan Profile** ▶ **Job Applications** tab.
- 2 Click the **Details** link for the jobs you applied for.
- 3 Record your interest level, current job status, and any notes if applicable.
- 4 Click **Save**.

How To 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**).

How to Perform Skills Matching for Career Selection

- 1 Click Career Services ▶ Career Explorer.
- 2 Click **Match Your Skills** to compile a list of job skills and personal skills to find occupations best suited for you.
- 3 Click **Match Your Interests and Work Values** (if applicable) to find suitable occupations.
- 4 Click **Match Your Occupation** to choose a new, related career.

How to Update My Contact Information

- 1 Click **My Portfolio** ▶ **My Individual Profiles** ▶ **Personal Profile**. ▶ **General Information**
- 2 Change any information in your profile (except your user name) and click **Save Information**.

How to Find Free, Online Training Opportunities

- 1 Click **Education Services** ▶ **Online Learning Resources**.
- 2 Click a desired link to access details.

- 3 To include maps or graphs in the display:
 - Click the Show Display Options link.
 - Click the Graphs and/or Maps check boxes
 - 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:
 - Click the Show Data Categories link.
 - Click the check boxes for each of the data categories you want to have displayed.
 - Click the **Set Data Categories** button.The screen will refresh to include all the data categories checked (displayed in the checked Display Modes).