The SCWorks Online Services site is a dynamic online solution that offers a variety of user-friendly features to make the recruitment process effective and efficient for employers. The site provides a complete set of tools to help employers find suitable talent to fulfill their hiring needs.
After initial registration, SCWorks Online Services presents employers with a personal dashboard that is customizable to their needs. The dashboard features a mobile-responsive navigation menu and movable widgets to help give employers quick access to the tools they use the most.

**Recruitment Services Widget** – Quick links to active job listings, candidate and résumé searches, and automated Virtual Recruiter® searches.

**Recruitment Plan Widget** – Quick view of job postings, number of résumés viewed, and saved résumé alerts.

### Customizable Dashboard

SCWorks Online Services offers employers simple tools to help them create and post their job listings online. The system makes it easy for employers to build structured job orders and to manage their jobs using standard skill set and correspondence templates. Employers can copy job descriptions from other sources or manually build listings in the system through an intuitive, step-by-step interface.

The Job Order Plan lets employers access frequently-used job descriptions, control candidate referral information, screen their candidates, define job order skill sets, and set up automatic résumé search agents. Employers have the ability to manage all job orders and applicants through one convenient and flexible view.

### Recruitment Services Widget

- **Virtual Recruiter®**
  Employers can create automated, customized résumé searches using the Virtual Recruiter® component in SCWorks Online Services. Employers can select the way the system reports résumé search results, the search frequency, and how the system notifies them of search results. They can then receive auto-notifications via email and/or text message any time the system finds candidates who match their search criteria.

### Recruitment Plan Widget

- **Advanced Matching Technology**
  SCWorks Online Services includes an analysis tool that efficiently matches employers to the most qualified talent available. This advanced technology uses proprietary pattern matching algorithms to determine exactly how well an individual matches the employer’s requirements.

  The system presents real-time results with user-friendly visual indicators via job displays or a dashboard. In addition, SCWorks Online Services has an array of screening, ranking, and filtering tools to help employers focus on the candidates who closely meet the requirements they are looking for.

### Candidate and Résumé Searches

Numerous recruitment tools are available to help employers find qualified candidates in SCWorks Online Services. Broad and advanced candidate search options provide the flexibility of performing targeted searches. Search options include:

- **Quick Search**
  This search option gives employers the ability to search by keywords found in an individual's background information or résumé using criteria such as geographic area, occupation group, education level, acceptable salary, veteran status, etc.

- **Advanced Search**
  This search option is used to refine a basic or broad résumé search. Employers can résumé searches by multiple parameters and can rank the results using various criteria.

- **Résumé Search by Skills**
  This search option allows employers to conduct a guided skill set search for qualified candidate résumés. By creating skill sets modeled after job openings, employers can seek out those individuals whose skills match a desired threshold by a particular match ratio.

- **Résumé Search by Job Order Criteria**
  This search option uses parameters of a specific job order to help employers search for candidates by desired salary, occupation, education level, skill requirements, etc.

- **Résumé Search by Number**
  This search option allows employers to enter a specific résumé number to locate. If employers enter a partial number, the system returns a list from which to select.

### Real-Time Market Labor Intelligence

Employers can research the talent market in their specific region through a variety of labor market data search options in SCWorks Online Services. Data includes current and monthly job openings, advertised job skills, tools and technologies, candidate distribution, and unemployment statistics. Employers can also view information on a candidate’s education level, work experience, and certifications to help them target those who have the qualifications they are looking for.

### Communication Tools

SCWorks Online Services includes a correspondence template component that allows employers to create templates for sending form letters or emails to job seekers, staff members, providers, or other employers. These correspondence templates include invitations to interview, rejection letters, offer letters, and more.