

## Virtual OneStop® for Individuals Quick Reference Card

### In This Quick Reference

Welcome to the Virtual OneStop® system. In this quick reference guide, job seekers will...

#### Get step-by-step instructions to:

- Set up a new account and sign in
- Understand the basics of the user interface, including menus and dashboard
- Add your personal and background information
- Create résumés
- Search for jobs and filter and sort your results
- Set up automatic job search alerts
- Apply for jobs

#### Learn where to go in the system to:

- Apply for unemployment insurance benefits
- Explore federal and local government services and programs you may be eligible for
- Find scholarships or other financial aid you may be eligible for
- Figure out which career or occupation to pursue
- Complete skills and tools assessments
- Explore training, education, or licensing/certification options for your career
- Research employers and the job market
- Find employment recruiting events
- Create cover letters and prepare for interviews
- Brand yourself as a stand-out job candidate to employers (Smart Seeker)
- Get online assistance for using the system

**Note:** For in-depth coverage of these topics and more, see the VOS Individual Services User Guide. Contact your local One-Stop Career Center to receive a copy in PDF format.

### Setting Up a New Account

You will be required to set up login credentials and provide basic personal information in order to use the system to its full advantage. The more information you can provide, the more system features you will have at your disposal.

#### ► To create a new account:

1. On the site home page, click the **Sign In** button in the upper right corner (see figure below).



*Sign In Button*

2. Under Option 3 – Create a User Account, click the **Individual** link.
3. Fill in all required (\*) fields on all pages. Be sure to write down your user name and password for future logins.

**Note:** Fields will vary depending on your site configuration, but they always include creating a unique user name and password. Your site may be configured for accepting a 4-digit PIN for added security.

4. Click the **Finish** button on the last page. When the “*What would you like to do next?*” page displays, your account is created and you are signed in. Options on this page will vary depending on your site configuration.

## Signing in to Your Account

### ► To sign in to your account:

1. On the site home page, click the **Sign In** button in the upper right corner.
2. In the Option 1 – Already Registered section, enter your **User Name** and **Password**.
3. Enter the case sensitive CAPTCHA code.
4. Click the **Sign In** button. Your dashboard displays.

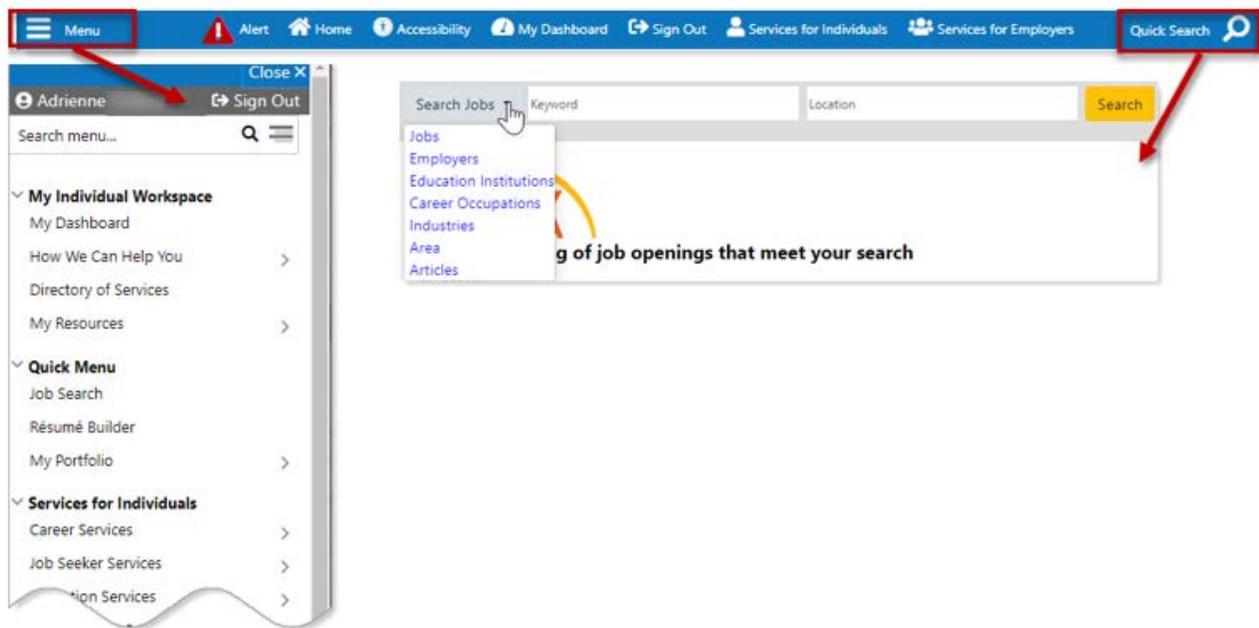
**Note:** If you forgot your user name and/or password, click the Retrieve User Name or Password link, and then select your desired retrieval option.

## Getting Help

Wherever you see the information icon  on a page, you can click it to display help text for that section in a pop-up window.

## Accessing the Menus and Quick Search

The top menu bar appears on every page of the system. You can access two key features from here: the left navigation menus to access all features and the Quick Search fields to find jobs and other important resources. These are briefly described below.



*Top Menu Bar, Left Navigation Menus, and Quick Search Fields*

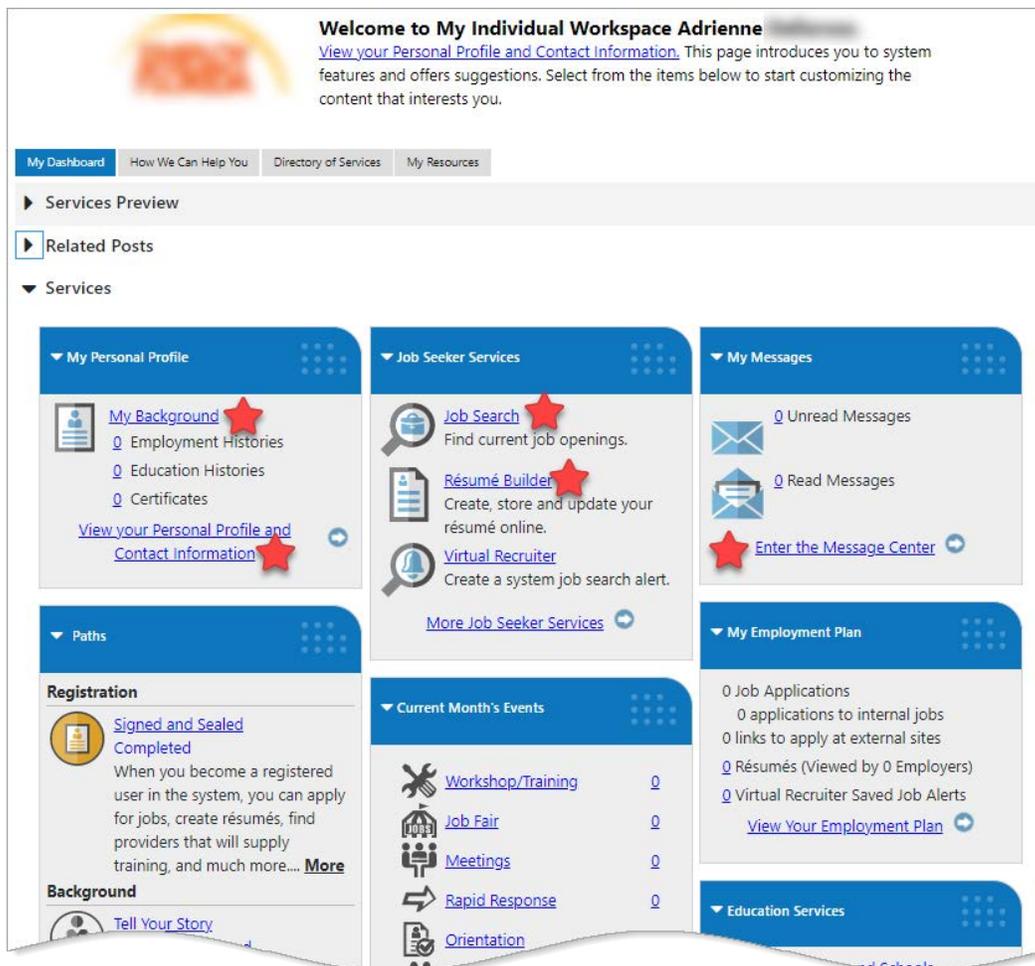
- **Menu** – (sometimes called a “hamburger menu” ) Displays/hides the left navigation menu. Click on the right arrow > on the menu to view options within that menu group. When you click on an option, the menu retracts and the selected page is displayed. Many of these options are also available as widgets on your dashboard (see figure below).
- **Quick Search** – Displays search fields, from which you can search for jobs, employers, education institutions, career occupations, and more.

► **To configure your left navigation menus:**

1. In the footer at the bottom of any page, click **Page Preferences**.
2. In the pop-up window that opens, under the Navigation Menus heading, click the Click Here link.
3. On the Menu Configuration page that displays, you can:
  - a. Specify if you want each menu group to be *Expanded* (show sub-options), *Collapsed* (show heading only with ability to expand options), or *Not Displayed* at all.
  - b. Rearrange the order of the menu groups by dragging and dropping the menu bars using your mouse.
4. Click the **Save** button to save your changes.

## Exploring Your Dashboard

From your Dashboard, you can use the widgets to access all the key features you'll need to prepare your background information, search for and apply for jobs, research education services, and access your messages (see figure below). Most of these features are also accessible from the left navigation menus.



*My Dashboard Widgets with Key Features Highlighted*

► **To configure your dashboard widgets:**

1. At the bottom of the dashboard, click the Configure Dashboard Widgets link.
2. On the configuration page that displays, check or uncheck the boxes for the widgets you want to appear on your dashboard, and then click the **Save** button to save your changes.

3. To rearrange where the widgets appear, you can:
  - a. Follow the on-screen instructions on the configuration page to use the keyboard to move widgets between the three columns, and then click the **Save** button to save your changes.  
OR...
  - b. On the dashboard page itself, mouse over the widget heading bar until the cursor changes to a 4-sided arrow, and then use your mouse to drag and drop widgets where you want.

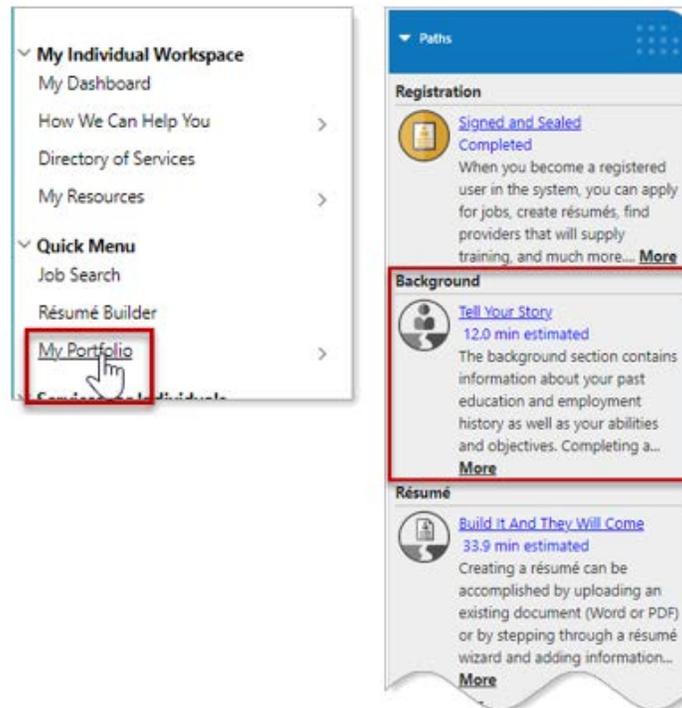
## Entering Your General and Background Information

To simplify tasks later on when using the system, it is important to complete the information about yourself and your skills, education, and employment background. Some of this information was gathered during your registration and can be used later to create résumés and job applications and to apply for government programs.

### ► To complete your general and background information:

1. From the Quick Menu group, click **My Portfolio** ► **Personal Profile**.

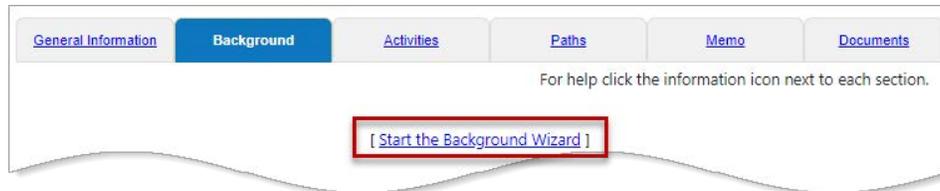
**Note:** You can also get to your Personal Profile and the General Information and Background tabs from the Paths widget on your dashboard (see figure below).



*My Portfolio Option in Quick Menu Group and Background Section of Paths Widget*

The General Information tab of your personal profile will be active. Much of this data was gathered during your registration.

2. Complete any blank fields on the **General Information** tab as desired and then click the **Save** button.
3. Click the **Background** tab and then click the Start the Background Wizard link (see figure below) to step through each section, including Education History; Occupational Licenses, Certificates and Training; Employment History; Job Skills; Tools and Technology; Résumé Items; References; and Additional Employer Searchable Items, such as Desired Occupation.



#### [Background Wizard Link](#)

4. Complete all required fields and any additional information as desired on each page of the wizard.
5. Click the **Finish** button on the last page.

 **Tip:** Your next best step is to create a résumé. Not only can you use it to apply for jobs, but registered employers can also find you when searching for candidate résumés. See “Creating a Résumé” below for instructions.

## What’s Next to Reach Your Goals?

Use the list below as your high-level “roadmap” for navigating the system to complete your desired activities. It will lead you to the places in the system where you can find the information or complete the tasks you need to achieve your goals.

**Note:** You can find step-by-step instructions for key tasks later in this quick reference guide. You can also create your own personalized Activities list to keep track of your progress. See “Creating Your Personalized Activities List” later in this guide. For some activities—or if you need more help using the system—you may need to visit your local One-Stop Career Center for assistance.

## How to Get to Key Places in the System

All paths below start from the menu groups in the left navigation menu, though you can also access most of these from the widgets on your dashboard. Some options may not be available due to your site configuration.

### Find a Job

#### Create a Résumé

- From the Quick Menu group, click **Résumé Builder**. See “Creating a Résumé” below for step-by-step instructions.

#### Search for Jobs

- From the Quick Menu group, click **Job Search**. See “Searching for Jobs” later in this guide for step-by-step instructions, and also “Managing Job Search Results”.

#### Set up a Job Search Alert (Virtual Recruiter)

- From the Services for Individuals menu group, click **Job Seeker Services ▶ Virtual Recruiter**. See “Creating a Virtual Recruiter Job Search Alert” later in this guide for step-by-step instructions.

#### Research Employers

- From the Services for Individuals menu group, click **Job Seeker Services ▶ Employers** to search for employers using various criteria.

#### Find Employment Recruiting Events in Your Area

- From the Other Services menu group, click **Appointment Center ▶ Events Calendar** to search for events you’re interested in (Event Category).

#### Apply for Jobs

- Do a job search (see above), then click on a job you want to apply for. See “Applying for a Job” later in this guide for step-by-step instructions.

#### Create a Cover Letter for a Specific Job Application

- From the Services for Individuals menu group, click **Job Seeker Services ▶ Letter Builder** to create and manage your letters.

### *Prepare for an Interview*

- From the Services for Individuals menu group, click **Job Seeker Services ▶ 10 Steps** to read interviewing tips along with lots of other job seeking best practices.

## **Get Financial Assistance or Other Benefits**

### *See What Federal Assistance Programs You May Be Eligible For*

1. Make sure all your General and Background information is complete in the system. See “Entering Your General and Background Information” earlier in this guide.
2. From the Services for Individuals menu group, click **Community Services and Benefits ▶ Eligibility Requirements** to learn about programs you may qualify for based on your answers to some questions.
3. To apply for any federal assistance programs, you will need to visit your local One-Stop Career Center.

### *Apply for Unemployment Insurance Benefits or Check Your Claim Status*

- If your state has the *Unemployment Services* module, from the Services for Individuals menu group, click **Unemployment Services ▶ File a Claim** to begin the process  
OR...
- If your state uses another unemployment system, or you need help using the Unemployment Services features, you'll need to contact your local One-Stop Career Center for assistance.

### *Find Educational Scholarships You Might Qualify For*

- From the Services for Individuals menu group, click **Education Services ▶ Scholarship Search**.

### *Research Sources of Educational Financial Aid*

1. From the Services for Individuals menu group, click **Education Services ▶ Financial Assistance Links**.
2. Click a desired link to learn more (links to external websites).

## **Identify an Occupation/Career to Pursue**

### *Assess Your Skills and Preferences*

1. From the Quick Menu group, click **My Portfolio ▶ Self Assessment Profile**.
2. Click on each tab title link to enter or change information about your job skills, personal skills, work interests and values, and the tools and technology you have experience with.
3. To do all five assessments from one page, click the **Multiple** tab. From this tab, you can find matching occupations based on your assessment results.

### *Research Occupations*

- From the Services for Individuals menu group, click **Career Services ▶ Career Informer** to display the Occupations search page, where you can look up occupations using numerous criteria. (This is the same as selecting **LMI Services ▶ Occupation Profile** from the same menu group.)

### *Match Up Your Skills and Preferences with Occupations to Find the Ideal Career*

- From the Services for Individuals menu group, click **Career Services ▶ Career Explorer** and explore the links.

### *Research the Job Market for Your Geographic Area/Occupation*

- From the Services for Individuals menu group, click **Labor Market Services ▶ Labor Market Facts** to explore a wealth of LMI data for any area you specify, or select a profile to see a summary of LMI data for a specific geographic area, an occupation type, or an education type.

## **Get Training, Education Credentials, or Licensing/Certification for Your Career**

### *Find Free and Online Learning Resources*

1. From the Services for Individuals menu group, click **Education Services ▶ Online Learning Resources**.
2. Click a desired link to learn more (links to external websites).

### Research Training Providers

- From the Services for Individuals menu group, click **Education Services ▶ Training Providers and Schools** to search or browse alphabetical listings by area.

### Research Training/Educational Programs

- From the Services for Individuals menu, click **Education Services ▶ Training and Education Programs** to search or browse alphabetical listings by area.  
OR...
- To browse more specific program listings, click **Education Services ▶ Education Profile Informer**.

## Creating Your Personalized Activities List

You can get to all the places in the system listed in the previous section—and more!—by using the Activities tab from your Individual Profile.

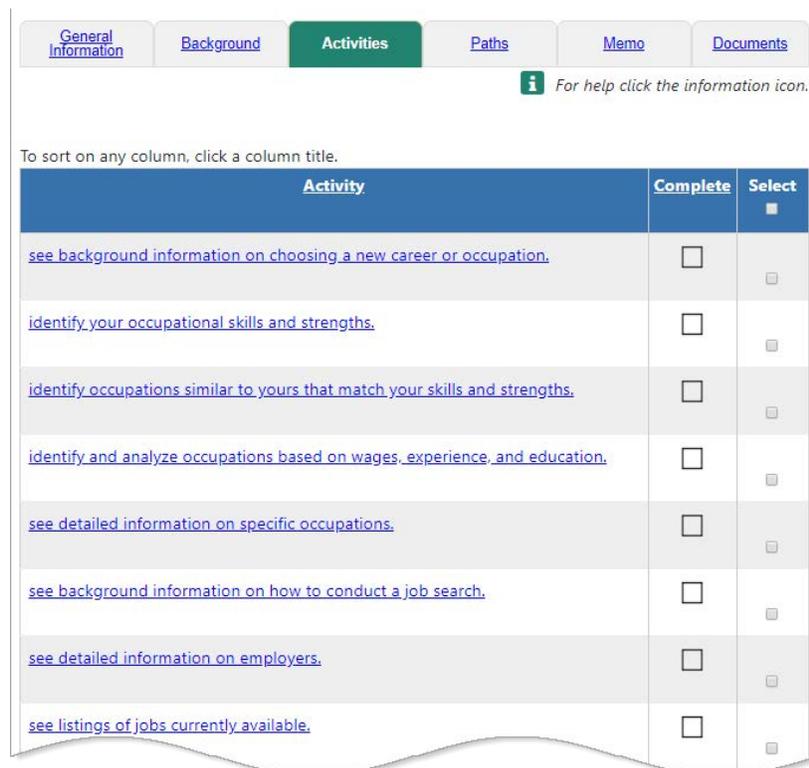
Your Activities page will maintain the list of activities suggested for you based on your answers to the questions presented, and you can keep track of your progress using the Complete checkboxes.

**Tip:** You can access the same areas of the system that appear on the Activities page by exploring the options in the following menus of the Services for Individuals group: Career Services, Job Seeker Services, Education Services, and Community Services.

### ▶ To access your Activities list page:

- From the Quick Menu group, click **My Portfolio ▶ Personal Profile ▶ Activities** tab.
- Click the **Add / Modify Activities** button to display a page of activity categories you may be interested in.
- Check all that apply and click **Next**.
- Click **Yes** for all questions that apply to you and then click **Next**.

You've now created your Activities list (see figure below) that you can return to at any time to begin an activity by clicking on a link, or mark as complete by checking the box.



Activity	Complete	Select
<a href="#">see background information on choosing a new career or occupation.</a>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">identify your occupational skills and strengths.</a>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">identify occupations similar to yours that match your skills and strengths.</a>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">identify and analyze occupations based on wages, experience, and education.</a>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">see detailed information on specific occupations.</a>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">see background information on how to conduct a job search.</a>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">see detailed information on employers.</a>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">see listings of jobs currently available.</a>	<input type="checkbox"/>	<input type="checkbox"/>

Personalized Activities List

## Key Tasks for Job Seekers

### Creating a Résumé

 **Tip:** If you previously completed Background information for your personal profile, the *Résumé Builder* will incorporate this information so you don't have to re-enter it. In most parts of the *Résumé Builder*, you can choose to have the system update your background data if you change or add it on the résumé.

► **To create a comprehensive résumé using the interactive *Résumé Builder*:**

1. From the Quick Menu group, click **Résumé Builder**.
2. Scroll down to the Résumés tab, and click the **Create new Résumé** thumbnail image.
3. Enter a **Résumé Title**.

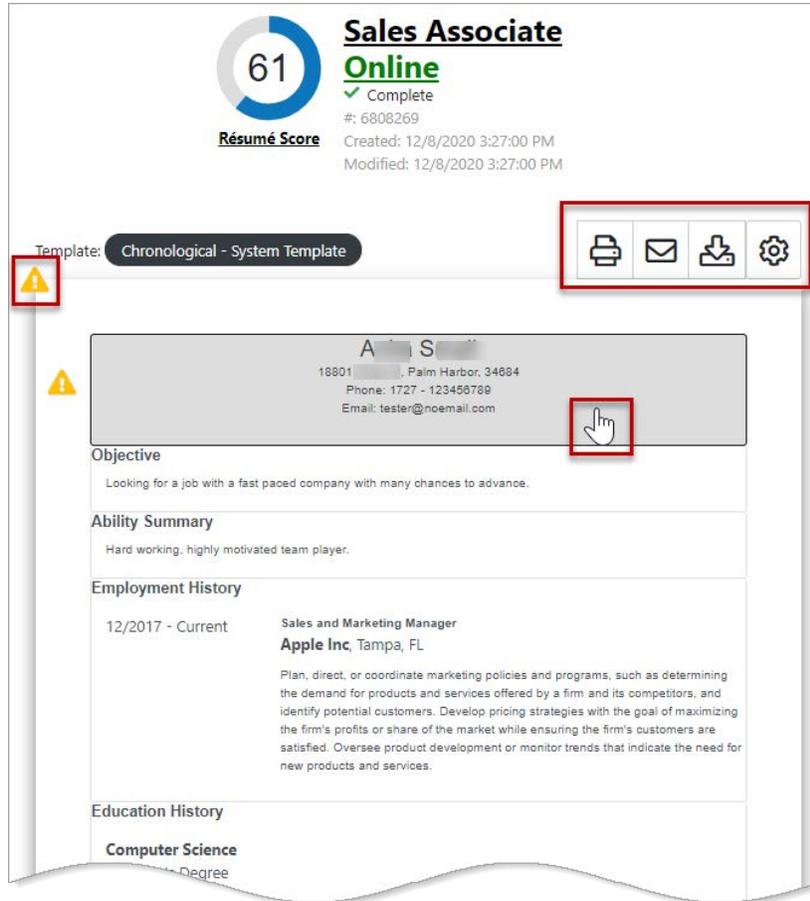
 **Tip:** To get employers' attention, create résumé titles that reflect your desired occupation, as the title is a searchable field. Omit personally identifying information, like your name, from the title.

4. Specify if you want to allow employers to view your résumé as soon as you save it.

**Note:** If you select "Online", but you create your resume with required fields still incomplete, the résumé will remain Offline until you add those fields.

 **Tip:** Selecting 'Allow...' will give you the greatest visibility, however, if you choose 'Hide,' you can still use your résumé to apply for jobs. You can change this response later, if desired.

5. Choose how you want to create your résumé:
  - **Comprehensive** – Visually update each résumé section. Requires the most time and effort, but employers are most likely to find this résumé type. (This procedure covers the comprehensive option.)
  - **Upload** – Automatically transfers text from a résumé file you upload (Word or PDF format) to add to your existing background data. This method saves time, but you will be prompted to identify extracted segments of the upload file to be used, and complete any missing information.
  - **Duplicate a résumé in our system** – Creates a duplicate résumé from a previously created one that you can then modify. This is the quickest method, but requires an existing résumé (this option only displays if you have an existing résumé already saved in the system).
6. Click **Save**. The interactive *Résumé Builder* displays your résumé page pre-filled with information from your General and Background Information tabs (see figure below).



**Sales Associate**  
**Online**  
✓ Complete  
#: 6808269  
Created: 12/8/2020 3:27:00 PM  
Modified: 12/8/2020 3:27:00 PM

Template: Chronological - System Template

18801 [redacted], Palm Harbor, 34684  
Phone: 1727 - 123456789  
Email: tester@noemail.com

**Objective**  
Looking for a job with a fast paced company with many chances to advance.

**Ability Summary**  
Hard working, highly motivated team player.

**Employment History**  
12/2017 - Current      Sales and Marketing Manager  
**Apple Inc**, Tampa, FL  
Plan, direct, or coordinate marketing policies and programs, such as determining the demand for products and services offered by a firm and its competitors, and identify potential customers. Develop pricing strategies with the goal of maximizing the firm's profits or share of the market while ensuring the firm's customers are satisfied. Oversee product development or monitor trends that indicate the need for new products and services.

**Education History**  
Computer Science  
Degree

### Résumé Builder Page

7. From this visual representation of your résumé, you can perform the following actions:

- **Update a section** – Mouse over the desired section (which changes color and the cursor changes into a hand; see above in the Contact section), and click in it. This opens a page from which you can select to add a new entry and save it your résumé (and update your background data, if desired).
- **Change the look of the résumé** – Click the gear icon to the above right of the résumé body. This opens an Edit Template section to the right of (or below on smaller screens) the body of the résumé, where you can rename, move, or hide sections; and change style formatting for all sections or only for specific sections of your résumé. Click the gear icon again to hide the Edit Template section.  
*Note: If you wish to modify a System Template, you must save it as a custom one under a new name.*
- **Change the résumé style template** – (e.g., from Chronological to Functional) Click the black template indicator text above left of the résumé body and click on a thumbnail to choose a new résumé style.
- **Check for tips to improve the résumé score** – Click on a yellow triangle icon  in a section to see suggestions for improving that section. To see the complete scorecard, click either the **Résumé Score** link or score ring graphic to the left of the title.
- **Print, email, or download the résumé** – Click the printer, envelope, or down arrow icon above right of the résumé body, as desired.
- **Change whether the résumé is accessible or not to employers** – Click the large green Online/Not Online text under the résumé title to show/hide the résumé.

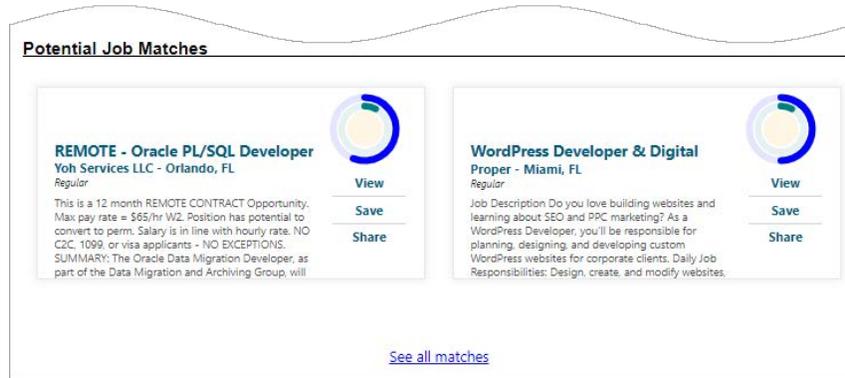
**Note:** If it says “Incomplete” at the top of the résumé, or an item has a red triangle icon  in the Additional Employer Searchable Items section, a pop-up message will indicate that you must fill out these items before you can post your résumé online.

- **Change the title** – Click the large title link above the Online/Not Online designation.
- **Change Employer Searchable Items** – These are items about you and your desired job that are not part of your printable résumé, but that employers can search by when looking for desirable candidates.

Click in any of the following sections below the body of the résumé to make a change: Desired Occupation, Salary, Location, Job Type, Driver’s License, Security Clearance, Job Skills, Tools and Technology, Typing Speed and Language Proficiency.

8. The changes you make to your résumé are automatically saved in real-time as you make them. If you don’t like something, just click in that section again, and make your changes.

As soon as you have a résumé created, the system will begin to show you potential jobs matches below the Additional Employer Searchable Items section (see figure below).



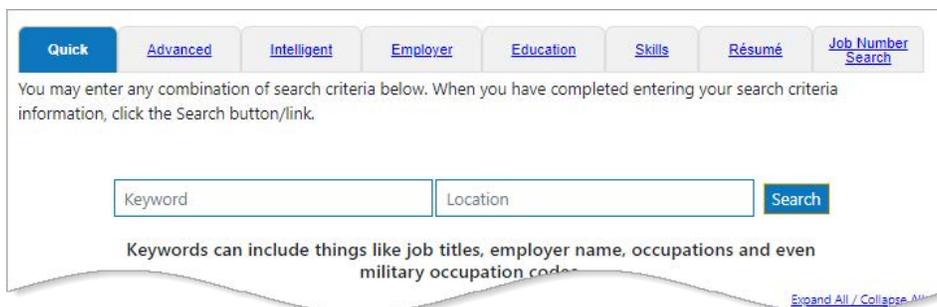
Potential Job Matches Section of Résumé Builder Page

## Searching for Jobs

Find job listings based on a wide range of criteria, including keyword, employer, education level, skills, military occupation code, or your résumé.

### ► To search for jobs:

1. From the Quick Menu group, click **Job Search**. (You can also access this search page by clicking **Job Seeker Services ► Find Job Openings** from the Services for Individuals menu group).



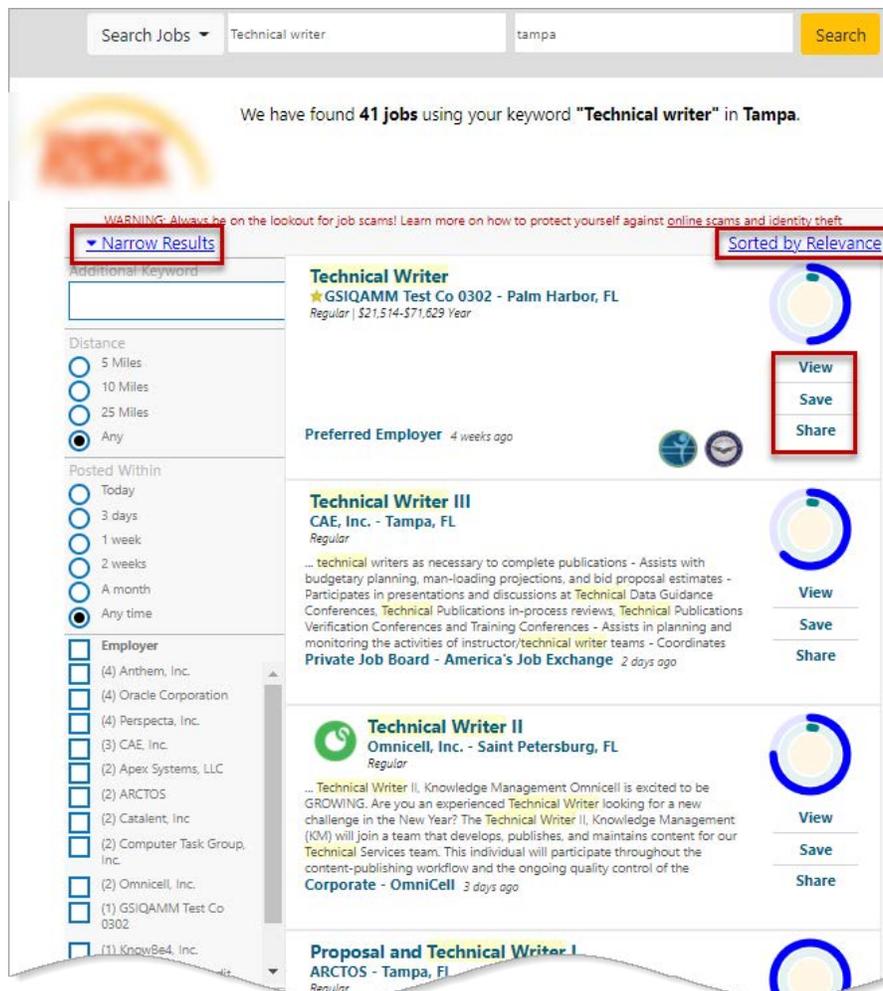
Job Search Tabs

2. To change the geographical search area from what was previously used, click the **Area** name to select a new search area, or enter a location in the **Location** field on the Quick tab (see figure above).

3. Select one of the following search methods by clicking on the tab title:
  - **Quick** – Select any combination of criteria.
  - **Advanced** – Select any combination of criteria.
  - **Intelligent** – Choose from three different pre-set job searches that use your profile information and jobs that other similar seekers have searched or applied for.
  - **Employer** – Select job sources and choose an employer search method.
  - **Education** – Select job sources and choose an educational program and level; good for recent grads with little to no relevant work experience.
  - **Skills** – Select job sources, then choose a match ratio (70%, 50%, 25%) for desired skill sets from your self-assessments: job, tools and technology, workplace WorkKeys® (if applicable), personal, interests, and work values.
  - **Résumé** – Select one of your résumés to search for jobs that fit the skills and other criteria included in it.
  - **Job Number Search** – If you have a specific job number, use this tab to find it in the system.
4. Click **Search**. A search results page displays all matching jobs. You can filter and sort these results. See “Managing Job Search Results” below for details.

### Managing Job Search Results

From the job search results page, you can filter and sort listings, view and apply for jobs, see how well your background and skills match up, and save and share jobs with others.



Job Search Results Page

Employers that are registered and verified as legitimate in the system (as opposed to imported from third-party job sites) are labeled a “Preferred Employer” and have a gold star to the left of their names (see first job listing above).

From the job search results page, you can:

- **Filter the results** – Click the [Narrow Results](#) link at the top left of the list. A list of filtering options displays in the left pane.
  - Enter a keyword and/or click the desired checkboxes or radio buttons; the list will be filtered automatically.
- **Sort the results** – Click the [Sorted by Relevance](#) link at the top right of the list and make your selection from the drop-down list that displays (*Post Date, Employer, Salary*); the list will be sorted automatically.
- **See how you match up** – Mouse over the concentric circles to see pop-ups with the requirements score value: outermost ring is General, middle ring is Skills, and inner circle is Specialized. You can view match score details on the job details page. (This only displays meaningful values if you have skills and experience already entered in the system.)
- **View job details** – Click the job title, or **View** in the mini actions menu at right. The Job Details page displays. See “Applying for a Job” below for more information.
- **Save the job** – Click **Save** in the mini actions menu to save the job as a “Liked” job. This is the same as clicking the heart icon (Like This Job) on the Job Details page. It saves the job for quick access from the [Job Posts Liked](#) link in the Smart Seeker widget on your dashboard.
- **Share the job** – Click **Share** in the mini actions menu to open a pop-up window from which you can post the job to one of your social media accounts or email it to someone.
- **Save the search criteria** – Click the **Save Search** button at the bottom of the page to save the criteria as a Virtual Recruiter alert. See “Creating a Virtual Recruiter Job Search Alert” below for details.

## Creating a Virtual Recruiter Job Search Alert

Save your job search criteria from a search results page as part of a Virtual Recruiter job search alert that you can run on a daily, weekly, or monthly basis to search the system for matching jobs.

### ► To create a Virtual Recruiter job search alert:

1. After conducting a job search, at the bottom of the search results page, click the **Save Search** button.
2. Enter a Title for this Virtual Recruiter Alert.
3. Specify how often to run the search.
4. Select how you wish to be notified. Alert notifications will automatically come to your Message Center in the system, but you can also select email or text message, if that option is available in your system.
5. Specify whether to receive “no jobs found” notification alerts.
6. Enter an expiration date (defaults to 90 days).
7. Click **Save**. Be sure to check your Message Center (and email, if selected) for alerts of job listings that might interest you.

## Applying for a Job

### ► To apply for a job:

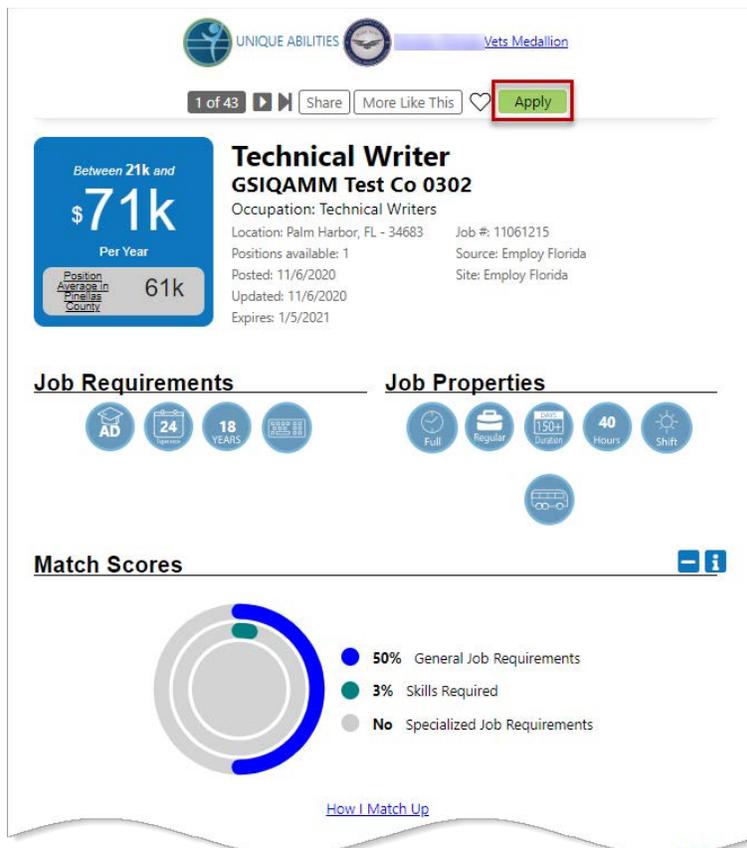
1. From the job search results page, click the desired job title, or **View** in the mini actions menu on the right (see figure below).



### Ways to View a Job from Search Results Page

The Job Order Details page displays (see figure below).

2. Review the job details on this comprehensive page.



### Job Details Page for an Internal Job with a Preferred Employer

3. To apply, click the **Apply** button at the top right of the page.
  - a. For external jobs from third-party job posting sites, a new browser window opens; follow the instructions on the website.
  - b. For internal jobs posted by registered and verified employers, the system may display applicant screening questions (if supplied by the employer) and a list of ways you can apply, including:
    - Using your online résumé
    - Proving a general online application form

- At a Job Fair event you sign up for through the system
- Emailing electronic copies of résumé and cover letter to the employer
- Mailing paper copies of résumé and cover letter to the employer
- By phone or fax to the employer
- Applying in person at the employer location
- Applying through the employer's company website
- Applying at the nearest One-Stop job center office

### ***How to Stand Out as a Desirable Job Candidate with Preferred Employers***

Ready to tie all your hard work together into a desirable job candidate package for prospective employers to see? If you've completed most of the tasks and activities already presented in this guide, then you're well on your way!

The **Paths** widget on your dashboard is a collection of activities and assessments that earn you badges as you complete them (they will change color from gray to gold).

The *Smart Seeker* status is reserved for those individuals who have used all recommended job-finding and professional development tools the system has to offer. You'll be more visible by ranking higher in search results when registered employers are looking for desirable candidates for their job openings.

► **To access this collection of activities:**

1. Click the [More Paths](#) link at the bottom of the **Paths** widget on your dashboard.  
OR...  
From the Quick Menu group, select **My Portfolio** ► **Personal Profile** ► **Paths** tab.
2. Scroll down and find a path that interests you and follow the on-screen prompts to complete it.

▼ Paths
⋮

**Registration**



[Signed and Sealed](#)  
Completed

When you become a registered user in the system, you can apply for jobs, create résumés, find providers that will supply training, and much more... [More](#)

**Background**



[Tell Your Story](#)  
12.0 min estimated

The background section contains information about your past education and employment history as well as your abilities and objectives. Completing a... [More](#)

**Résumé**



[Build It And They Will Come](#)  
Completed

Creating a résumé can be accomplished by uploading an existing document (Word or PDF) or by stepping through a résumé wizard and adding information... [More](#)

**Assessments**



[Yeah, I Can Do That!](#)  
Completed

Select from thousands of nationally recognized job skills employers are looking for. Select a skills category and check all your skills.



[Sharpest Tool](#)  
Completed

Select from thousands of nationally recognized technical skills and tools. You can start your list by searching for them by occupation or keyword a... [More](#)

[More Paths](#) ➔

▼ Smart Seeker
⋮



You earn this designation by completing your [Profile](#), creating a full [Résumé](#) and actively seeking employment through [Job Searches](#). To maintain your status you will need to complete at least 5 [Job Searches](#) each week.

Activity	You	Average
<a href="#">Job Posts Viewed</a>	3	1
<a href="#">Job Posts Liked</a>	1	4
<a href="#">Applications Submitted</a>	1	0
Résumés Requested	0	2

*Paths and Smart Seeker Dashboard Widgets*

VOS Individual Quick Reference Card

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