Your NEW CalJOBS℠

Virtual OneStop (VOS) Quick Reference – Individual User

Logging In

If you do not have an account:

- Click the Not Registered Yet? link (below the password field.
- Click Individual.
- 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/ Password to retrieve a forgotten username or password.
- Select a desired retrieval option.

My 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 Individual Services. To access an Individual 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 individual 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.

Settings and Themes

The settings you select control 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.

Navigation Menu Options– To configure what menu groupings appear, the order in which they display and if they are expanded or collapsed, click on the click here link.

Quick Menu*

Job Search – Choose this shortcut to find jobs.

Resumé Builder – Choose this shortcut to manage new or existing resumés.

My Resources – Choose this shortcut to access common used tools for individuals. This includes flyouts to My Messages, My Letters/Templates, My Appointments, My Background, and Upcoming Events.

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

Services for Individuals*

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

Job Seeker Services – Create resumés, 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 – Find out about community services available to you and determine your eligibility.

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 information about services in your area that benefit people with disabilities, including 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.

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

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 resumés, 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.
    - **Resumé Number Search** – employers may access a desired resumé by providing its system-generated ID number.

    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 select new search area by Select by Map link or Area Type drop-down box, if applicable.
3. Select one of the following search methods:
   - *Quick Job Search* – select any combination of quick search criteria and click **Search**. Also, to search by military occupation for veterans, click link below the search button indicated by 🇺🇸 .
   - *Advanced Job 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**.
   - *Job Number Search* – allows you to search jobs by Job Order Number(s).

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 the 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.

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 Check Scheduled Events Sponsored by Your One-Stop Office

1. Click **My Resources ▸ Upcoming Events** from the Quick Menu.
2. Click the minus or plus sign (-/+) 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 Perform Skills Matching for Career Selection

1. Click **Career Services ▸ Career Explorer** from Services for Individuals.
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.
5. Career Ladder to see how people in your chosen occupation have assumed other occupations.

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 employer accessibility type, resumé type, and enter a resumé title. (This is Step 1 of the Resumé Wizard).

Note: *Resumé types are displayed based on former resumés created. They are:*

- *Manual Format* – Uses the Resumé Builder wizard to record data for each resumé section. This requires the most time and effort, but employers are most likely to find this resumé format type.
- *Automated Entry* – 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 Data* – Only available if you formerly created a manual format resumé. This is the quickest method.

4 Click **Next**, then **OK** to confirm your selections.

5 Choose a Desired Location (Step 2).

6 Select an Occupation (Step 3).

7 Select your Desired Salary (Step 4).

8 Create your desired Job Type Profile. You may create multiple profiles for use with multiple resumés (Step 5).

9 Enter Driver's License Information (Step 6).

10 Select the source data for your resumé [for Automated Entry or Copy-and-Paste creation methods] (Step 7).

11 Select Resume Layout Template. 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**.

12 Click **Next**.

13 Enter Education and Training info (Step 8).

14 Enter Occupational Licenses and Certificates info (Step 9).If the step is not applicable or no data can be provided, click on "Skip this step >>"

15 Enter Employment History info (Step 10); click **NEXT** to update job skills; select whether employers may view your salary history and reason for leaving your former jobs.

16 Modify your Job Skills list (Step 11).

17 Enter your Ability Summary (Step 12).

18 Enter your resumé's Objective (Step 13).

19 Enter Honors and Activities info (Step 14).

20 Enter Additional Information (Step 15).

21 Enter/confirm your Contact Information (Step 16).

22 Enter your Detailed References (Step 17).

23 Click **Finish** to view resumé details. Click **Save Resumé & Return** to finish.

How to Locate Source of Financial Aid

1 Click **Education Services ▸ Financial Assistance Links**.

2 Click a desired link to access details.

How to Update My Contact Information

1 Click **My Portfolio ▸ My Individual Profiles ▸ Personal Profile ▸ General Information.**

2 Change any information in your profile and click **Save**.

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 Find Free, Online Training Opportunities

1 Click **Education Services ▸ Online Learning Resources**.

2 Click a desired link to access details.

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 will then display (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:
   - 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).

Using "My Portfolio" – Individual Profiles & Plans

From the Quick Menu, click on My Portfolio ▸ My Individual Profiles to find the following:

Personal Profile – Contains your contact and system registration information, your background info, your activities "to do" list, and your personal notes. Contains the following folders:

- **General Information** – Contains information required for account set-up, contact information, and account information.
- **Background** – Lists your job history, education, skills, and other information used in resumés. Click the **Start the Background Wizard** button to record details for your resumé or online application.
- **Activities** – Contains questions directing you to activities that will assist you in your job search.
- **Memo** – Stores notes or tasks you want to accomplish.

Search History Profile – Maintains previously viewed information, such as job orders, employer company information, training and educational programs, as well as occupation, industry, and area profile details. Contains the following folders:

- **Jobs** – Maintains details from both internal and external job orders you previously viewed; permits new job searches.
- **Employers** – Allows you to research, store, and retrieve information about employers of interest.
- **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.

Self-Assessment Profile – Contains your job skills, personal skills, work interests, and work values. Contains the following folders:

- **Job Skills** – Lists the job skills you previously recorded by completing the Background Wizard, completing a resumé, or using Career Services ▸ Career Explorer ▸ Match Your Skills ▸ Your Job Skills; permits job skill modification and occupation matching.
- **Personal Skills** – Lists the personal skills you previously recorded using Career Services ▸ Career Explorer ▸ Match Your Skills ▸ Your Personal Skills; permits personal skill modification and occupation matching.
- **Multiple** – Allows you to select multiple types of self assessments, and combine them to produce a list of occupations that match your selected skills.

Communications Profile – contains your messages, letters, templates, career network contacts, and subscriptions. Contains the following folders:

- **Messages**– Lists the system mail to and from you via the system's internal mail box.
- **Correspondence** – Lists any letters you have attached to applications or other messages, as well as letting you created new letters for attachments (such as cover letters for job applications).
- **Templates** – Lists the letter templates and lets you created your own templates for letters.
- **Subscriptions** – Allows you to opt out of some automatic system alerts, and not receive those messages.

From the Quick Menu, click on My Portfolio ▸ My Individual Plans to find the following:

Employment Plan – Contains your resumé, employer letters, job application details, your online application, and job alerts. Contains the following folders:

- **Resumés** – Contains the resumés you have created and allows you to create new ones.
- **Job Applications** – Contains a list of jobs you've applied for, and allows you to assist staff by indicating your interest level, your current job status, and any notes related to the job opening.
- **Online Application** – Contains an employment application based on your background information.
- **Virtual Recruiter** – Contains the job search agents you have created so the system may automatically

conduct job searches on your behalf.

- **Employment Strategy** – Contains the Individual Employment Plan that was created with your case manager.

Training Plan – Contains information about the classroom or online training programs that you have enrolled in or are currently taking. Contains the following folders:

- **Classroom Training** – Contains information about training programs sponsored by local or federal governments that you have enrolled in or have completed.
- **Online Training** – Contains information about online training or learning programs you are enrolled in or have completed.

Benefits Plan – Contains tabs for accessing general data on the different possible benefits, programs, and services related to employment which your staff case manager can assist you with. Contains the following folders:

- **WIA** – Contains information about the Workforce Investment Act (WIA) program.
- **TAA** – Contains information about the Trade Adjustment Assistance (TAA) program.
- **Other Benefits** – Contains information about other services offered (which are also additional options from the Services for Individual menu).

Financial Plan – Contains any budget plans you have created in the system. Contains the following folders:

- **Overall Budget** – Lets you review and create an overall monthly budget and explore potential sources of income.
- **Training Budget** – Lets you review and create a budget that assesses your training costs and determines if your budget fits your training plans.
- **Transition Budget** – Lets you review and create a budget that plans for the added expenses you would incur through training activities, unemployment, or other unplanned events.