

HOW TO

Register as an Employer in our Electronic Workforce System (VIEWS) and post your job openings.



Business and Employer Services Workforce Assistance for Employers

How to Register?

VIEWS is a free service accessible from the convenience of any computer with internet access. To register as an employer:

1. Visit www.vidolviews.org.
2. Click the home page graphic **Sign In**
Or click the Not Registered link
3. Under Option 3 – Create a user Account – Select Employer

4. Create a unique user ID and password
5. Save your ID and password somewhere so you will remember it (you can request to have both emailed to you if you lose them)

6. Fill in all required (*) fields

Once you complete the registration process, a business services representative will verify your company and within three business days, you'll be able to post job orders, search through resumes and utilize all the perks of VIEWS.

All personal information entered into VIEWS is held strictly confidential; it is not used for

solicitation or other purposes. You can work through the system and feel secure that your data will not be shared or passed on to anyone.

Why Register?

Benefits of being a registered employer include:

- The ability to create and post job orders
- Advance assistance when writing job descriptions using occupational skills and abilities
- The capability to conduct talent searches that match your job postings
- More personalized resources including an event calendar, appointments and messages
- Interactivity with job seekers, where registered applicants can view and apply for your job postings
- Quick reference cards and videos to assist you as you utilize our services

How to Post a Job? **Note: You must be a registered employer to post jobs to VIEWS.**

There are two ways to post jobs through the Department of Labor

1. Post a Job Directly into or
2. Post a Job Using Form Job Order Form. Download

from our website www.vidol.gov/forms. Complete the form in its entirety and Email to bes@vidol.gov

1. Log onto **Views**
2. Click Manage Jobs from the Quick Menu
3. Click Create a New Job Order
4. Enter the job title, select the occupation, and select the creation method for the job order; click Next
5. Select job order Location and Contact
6. Select and confirm the required skills
7. Record job order details
8. Click Save (Once you create an existing job order you can use it multiple times)
9. Click the job order title to view and modify it (i.e., add interview question set)
10. Click Copy to create a copy of the current job order

If you need any assistance registering in VIEWS or Posting a Job Order, please call us at

340-773-1994 ext.2128 on St. Croix or 340-776-3700 ex. 2063 on St. Thomas.

You can also email us with questions or request for assistance at bes@vidol.gov.