

VIeWS is the Virgin Islands Workforce System software that bundles all our services for employers, into a Virtual One Stop area. As an EMPLOYER, you now have the ability to:



🗆 Quick Menu

Manage Jobs

Candidate Search

Services for Employers

Recruitment Services	Ē
Education Services	Ē
Labor Market Services	į,

Other Services

Assistance Center	ł
Learning Center	

• Post and manage jobs.

- Search for candidates.
- Save candidate searches to run automatically.
- Receive automatic notifications of new candidate matches.
- Define O*NET skills for job orders to improve matches.
- Research education and training programs.
- Research the labor market information/trends.

All Accessible via the Internet from ANY location at <u>www.vidolviews.org</u>

Your default password is "@Employer2013"

HOW DO I LOGIN?

Login/Register by going to <u>www.vidolviews.org</u> and creating a user ID and password to:

- View details on candidates.
- Create and save job orders.
- Create and save skill lists for job orders.
- Create and save candidate searches.
- Keep records of referred candidates.

NEW USER REGISTRATION/LOGIN

- If you are a new user, click "start here".
- Follow the steps and prompts to complete a few simple questions.
- Red asterisks "*" indicates required information.
- Question mark icons "?" provides pop-up screens to assist you.
- Enter multiple worksite locations and contact information.

MY EMPLOYER PROFILE

- Corporate Profile: modify company information, worksites, and contacts.
- Recruitment Plan Profile: View or create job orders, skill sets and saved candidate searches.
- Search History Profile: View or save training programs and candidate lists.
- Template Profile: View correspondence templates that you create or that the system defaults.
- A guided, step-by-step process to collect information needed to post a job online.

REAL TIME LABOR MARKET INFORMATION

- Real-time labor market analysis tool uses mapping to show labor market data over time and geography.
- Analyze the supply and demand of job postings and candidates in a specific geography.



JOB ORDER PROCESS



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Select " Manage Jobs " on the Quick Menu

- Click Add New Job Order.
- Click Manual Entry, Type Job Title & Select Suggested occupation
- Specify information such as Location of this Job & Contact Person
- Select Job Order Information & Specify Job Details
- Insert job duties (option to insert O*NET job descriptions).
- Insert default O*NET skill set or create and save your own.
- Specify other information such as salary, benefits, shift, etc.
- Specify how much information is displayed to job seekers and how to apply for the job.

RESUME SEARCHES

- Select " Candidate Search " on the Quick Menu
- Quick search by geography, keyword, occupation, education, salary or timeframe.
- Resume search with ranking allows employers to define multiple criteria, specify them as "Required", "Desired" or "N/A".
- Best matches are displayed first when ranking is used.
 Other search options include search by skill set, resume number and job order criteria

OTHER SERVICES

- Research education and training programs: location and offerings.
- Links to HR, EEO, Labor Relations, Government Resources, Wellness and Ergonomics, and Employer Incentive information.
- Staff provided services at local one-stop.
- Automatic message settings to send to candidates throughout the interview and hiring process.

STILL HAVE QUESTIONS??

- Click on the question mark icon "?" if you have questions for context- sensitive help screens that define terms or clarify instructions.
- Click on Assistance Center for questions and answers or to e-mail your questions.
- Or simply Visit VICAN (V.I. Career Network), your local OneStop office:

<u>St. Thomas/St. John</u> 2353 Kronprindsens Gade *St. Thomas, VI 00802-6221*

<u>St. Croix</u> 4401 Sion Farm

Christiansted, VI 00820-4245

Call your business services representative at your local OneStop office:

St. Thomas Staff

340-776-3700 *Ruejah Smith ext. 2044 *Jacqueline Blyden ext. 2055

St. Croix Staff

340-773-1994 *Prudence Tuitt ex. 2138 *Juanita Canton ex. 2128

