NEW YORK STATE | Department of Labor

WORKING FOR YOU

VIRTUAL CAREER CENTER

HIRING COMPANY USER GUIDE

AUGUST 26, 2026

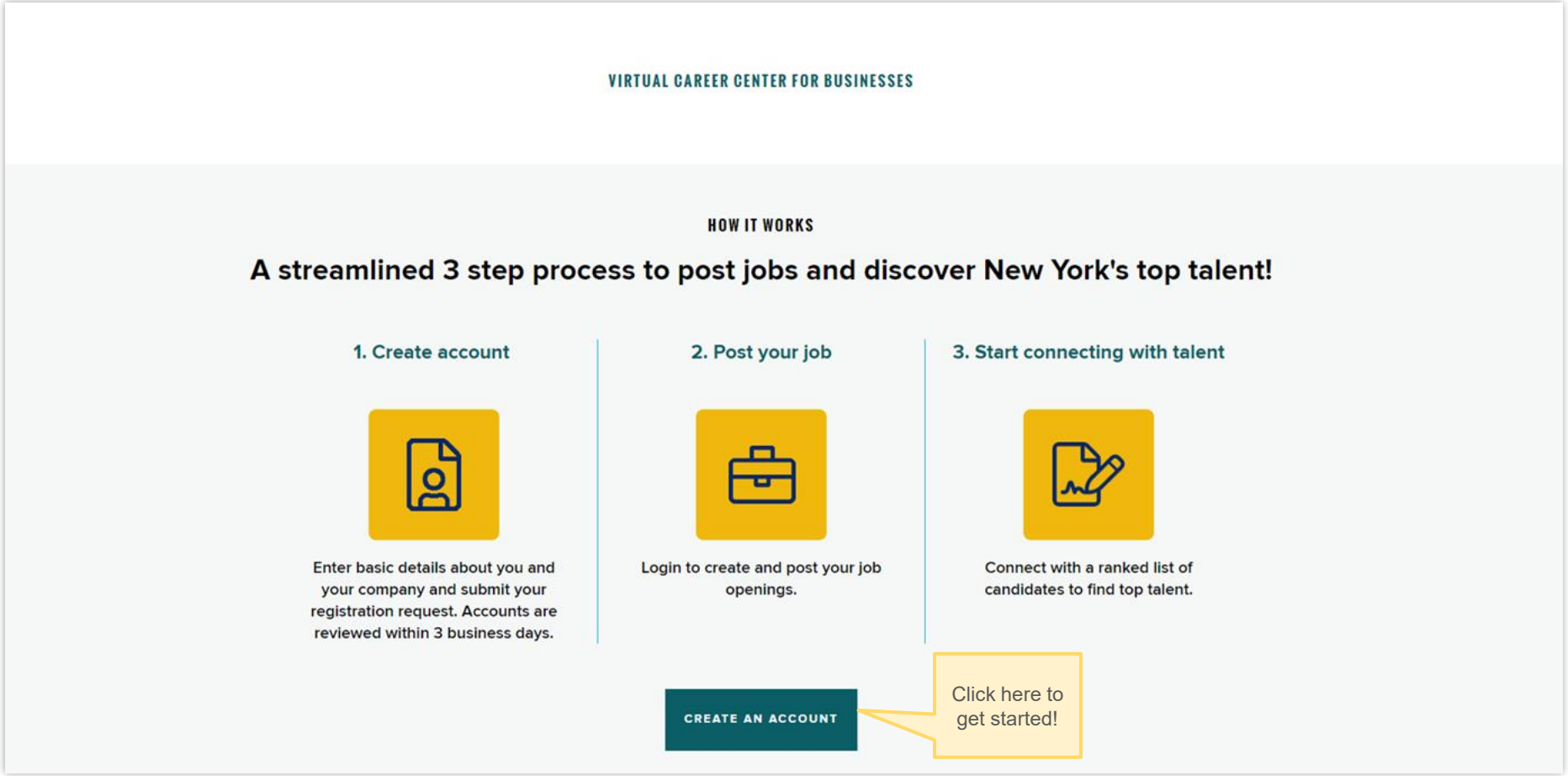
HIRING COMPANIES ON THE VIRTUAL CAREER CENTER

Any business within the state of New York can request to register with the Virtual Career Center (VCC). Using the VCC, hiring companies can post positions to the state's public exchange, gain access to candidate visibility and AI Matching to source leads, and take advantage of tools such as the candidate pipeline and scheduling. Overall, the VCC allows NYS businesses to seamlessly source, contact, and advance candidates with a broad range of skills and qualifications, all while adhering to state labor and compliance law.

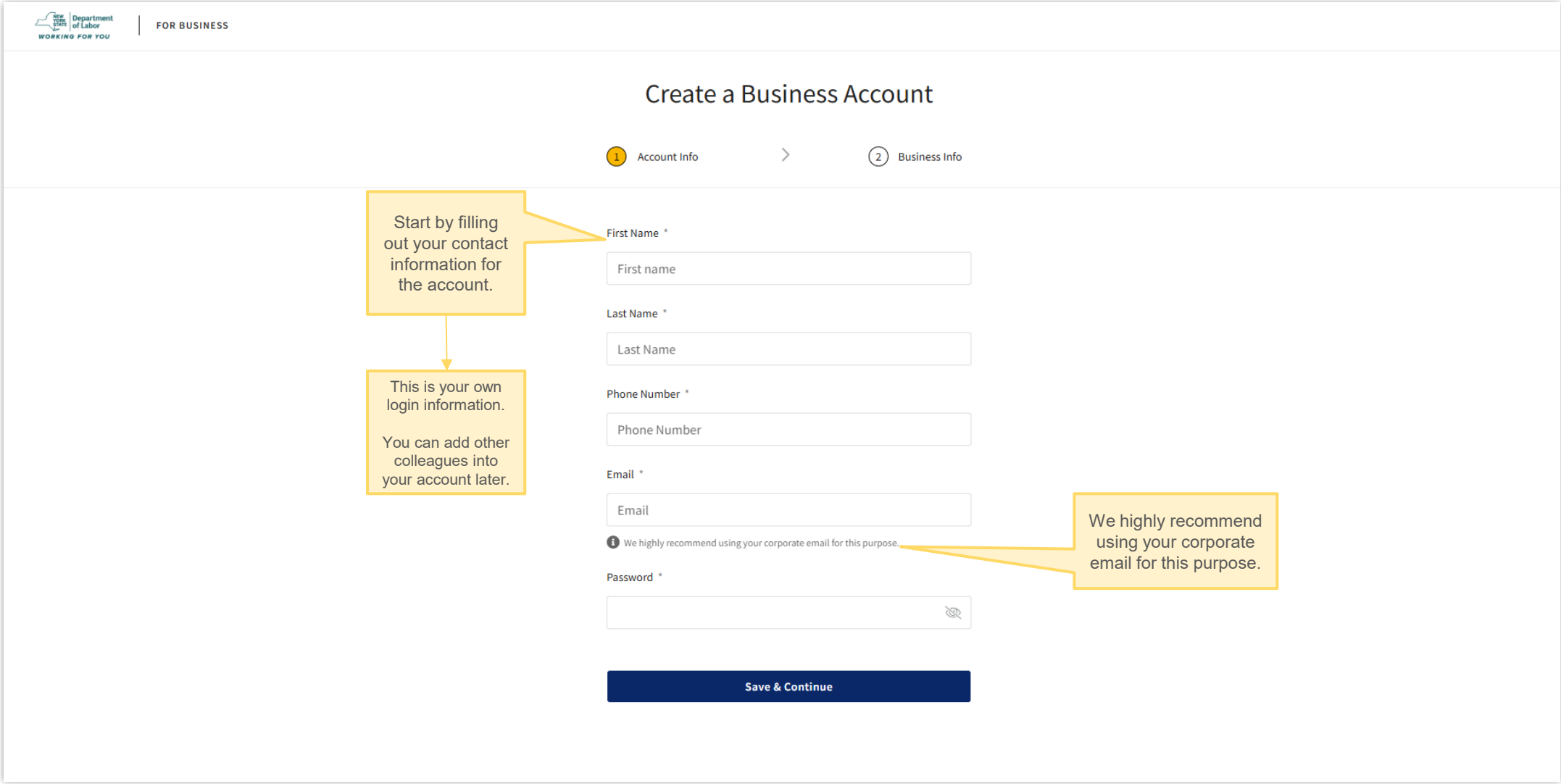
REGISTRATION

BUSINESS REGISTRATION

Link: https://dol.ny.gov/virtual-career-center



BUSINESS REGISTRATION



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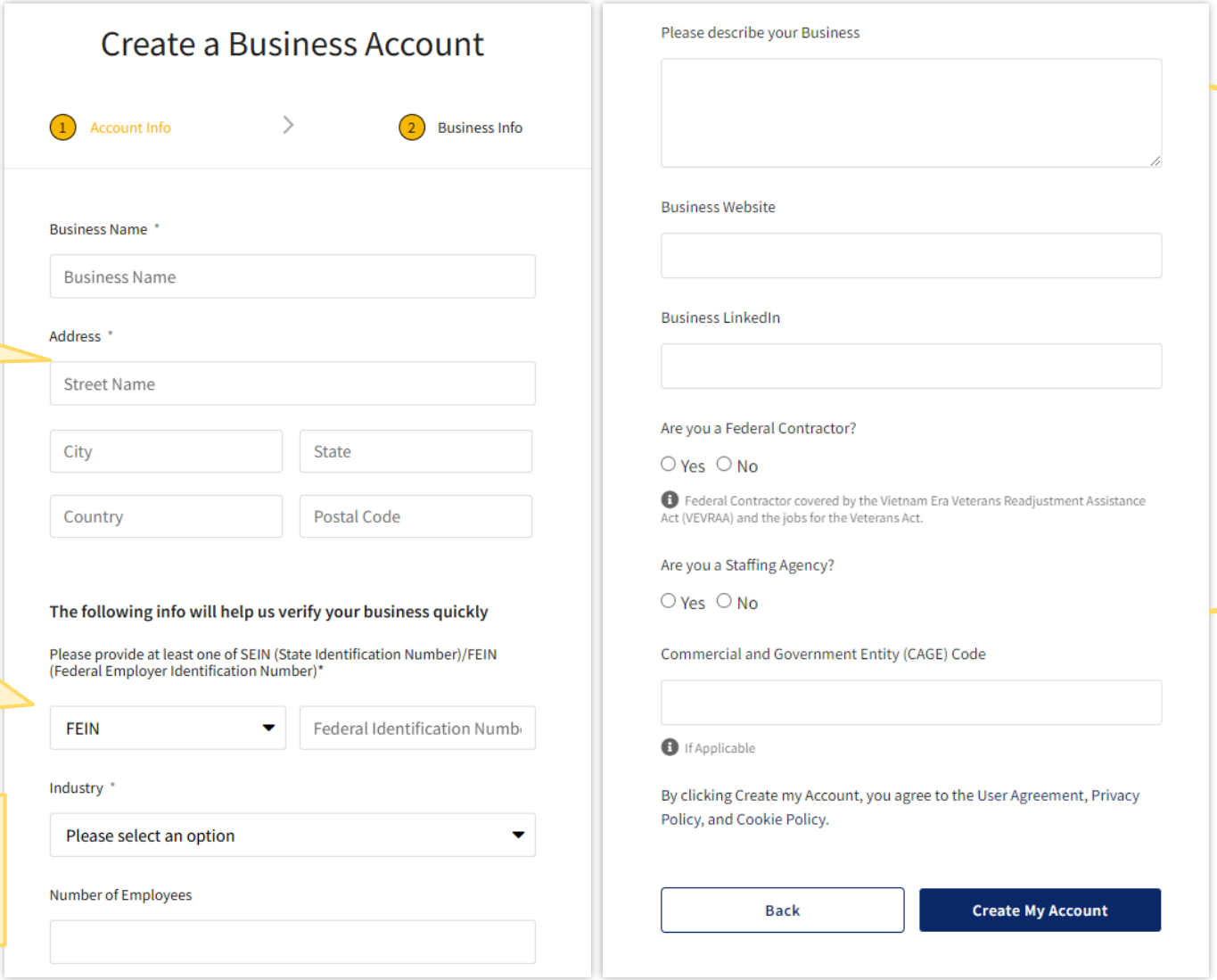


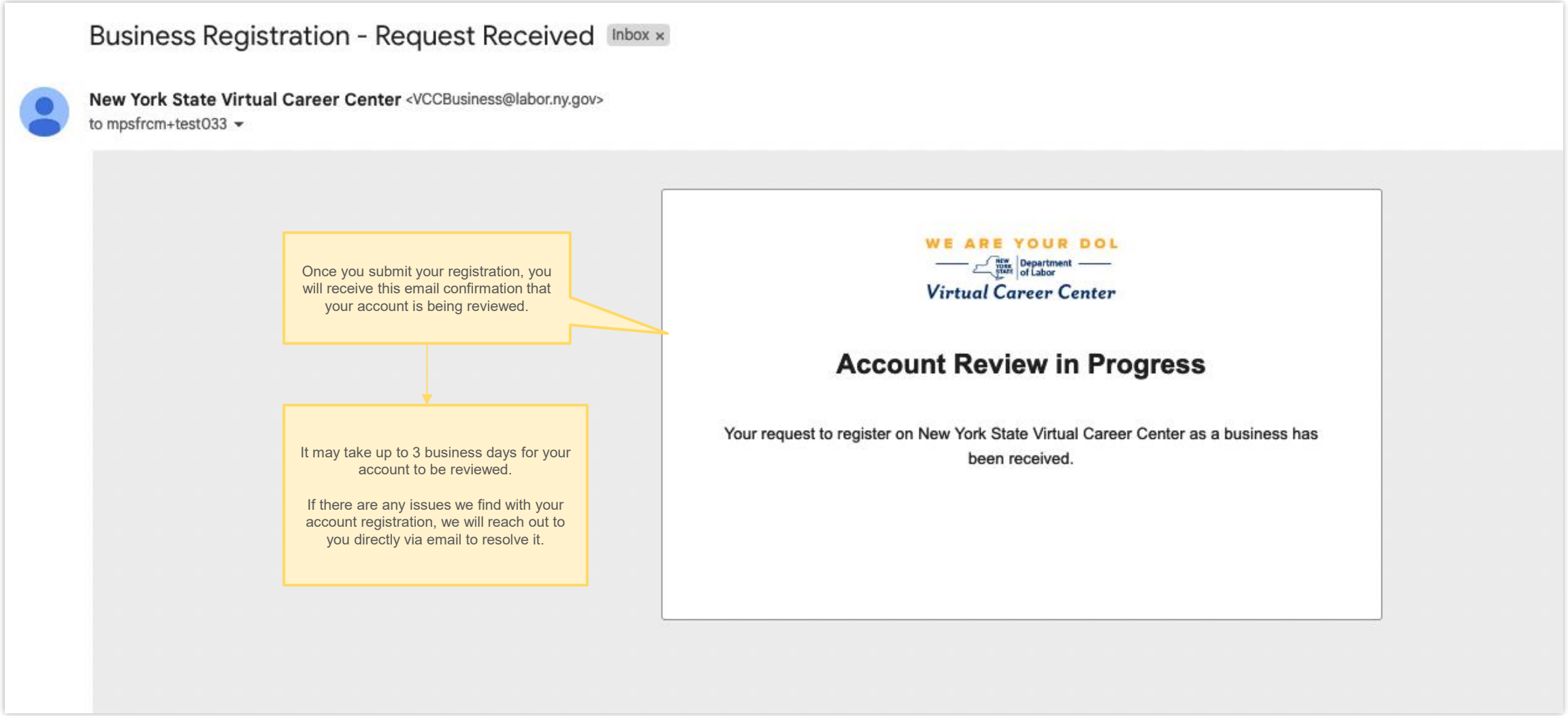
Be sure this is a New York State address for your business.

A FEIN is 9 digits, and a SEIN is 7 digits. If the number you input is not the correct number of digits, it will not be accepted.

We use these to help us locate an Unemployment Insurance account in our system. All businesses utilizing the VCC are required to have active UI.

The more of this information that you fill out, the easier it is for us to verify your account for approval!

BUSINESS REGISTRATION



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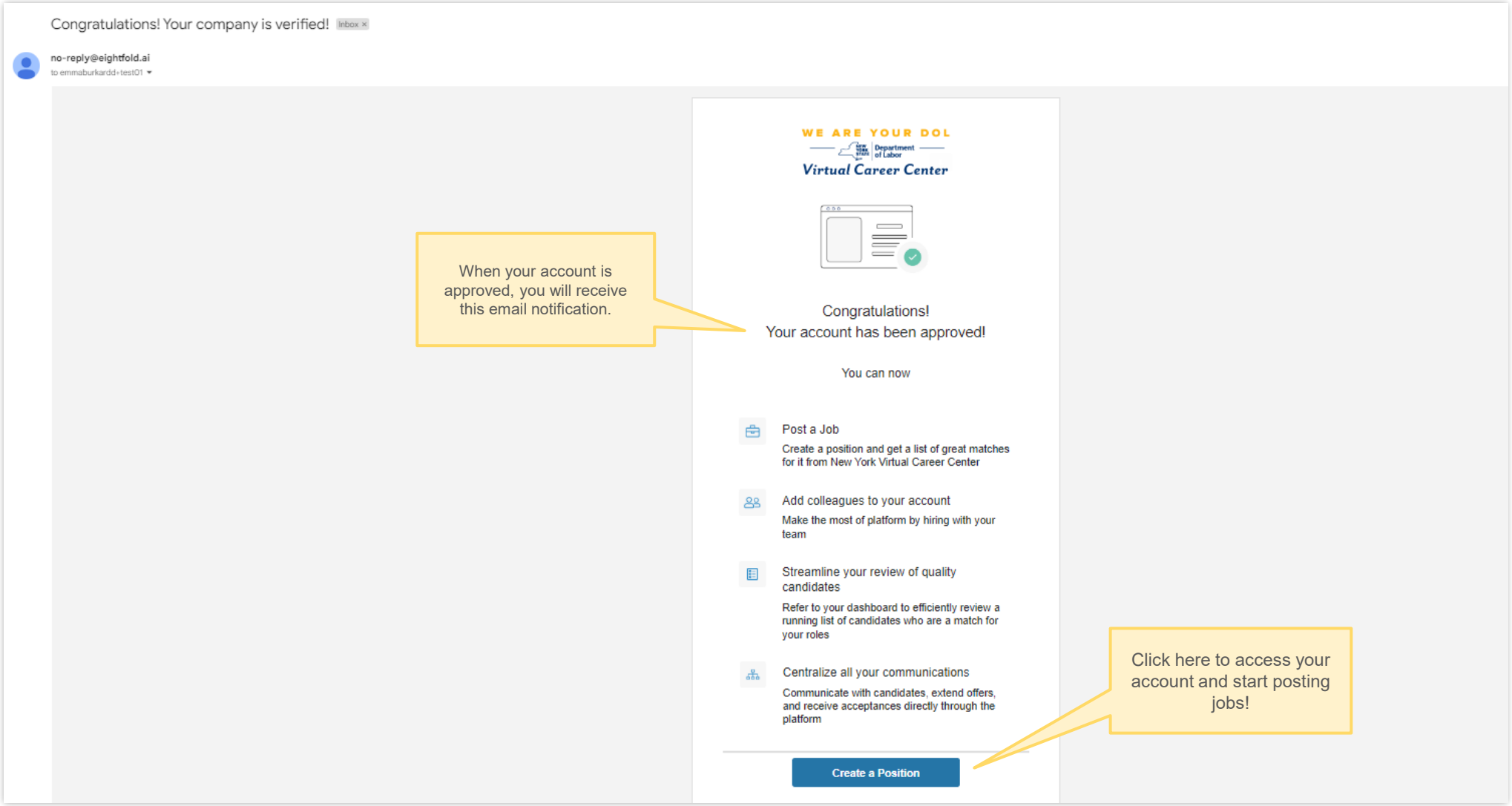
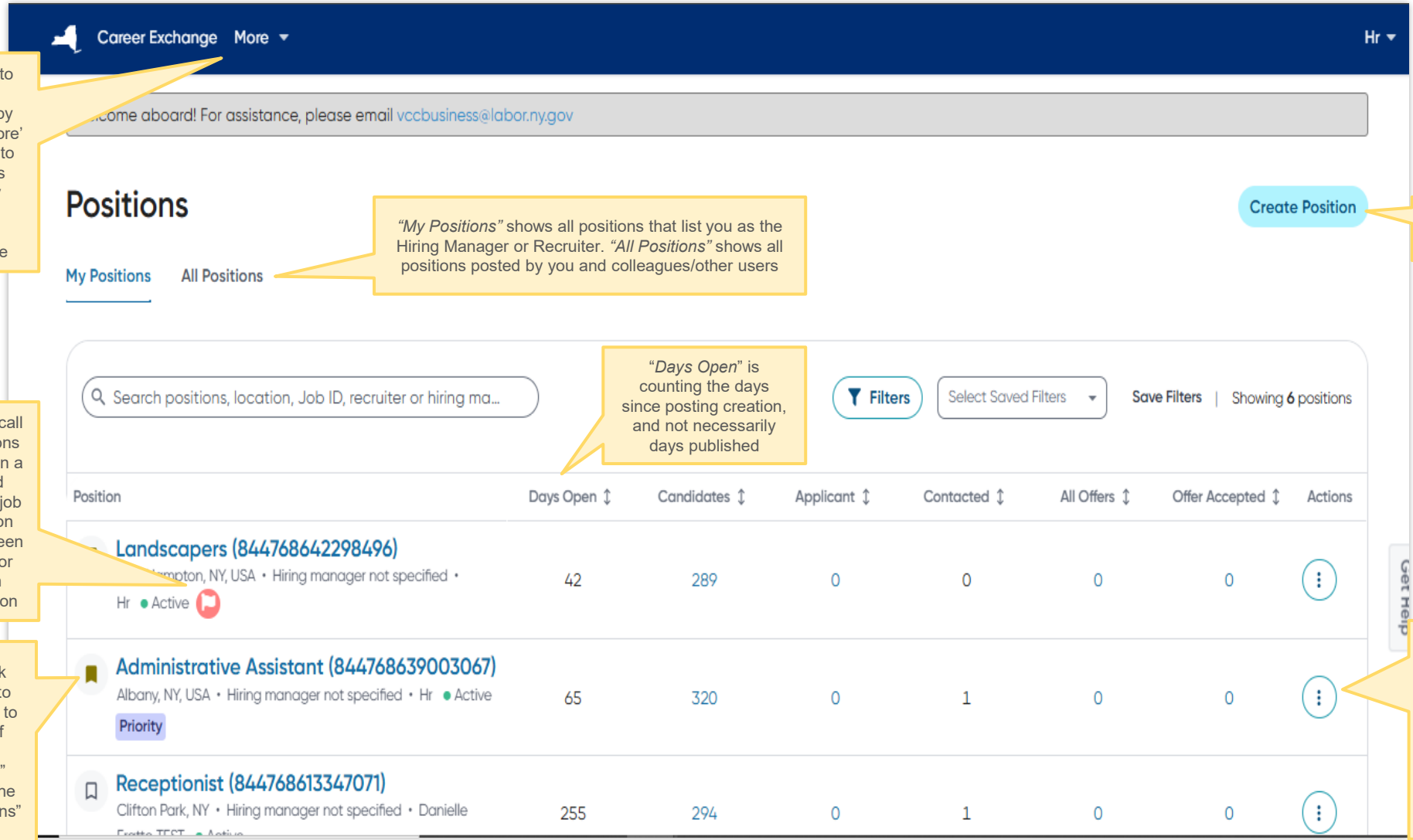


POSITIONS

POSITIONS HOME PAGE



Navigate to Admin Console by clicking 'More' and back to Positions page by clicking 'Career Exchange

"My Positions" shows all positions that list you as the Hiring Manager or Recruiter. *"All Positions"* shows all positions posted by you and colleagues/other users

Click here to create a position,

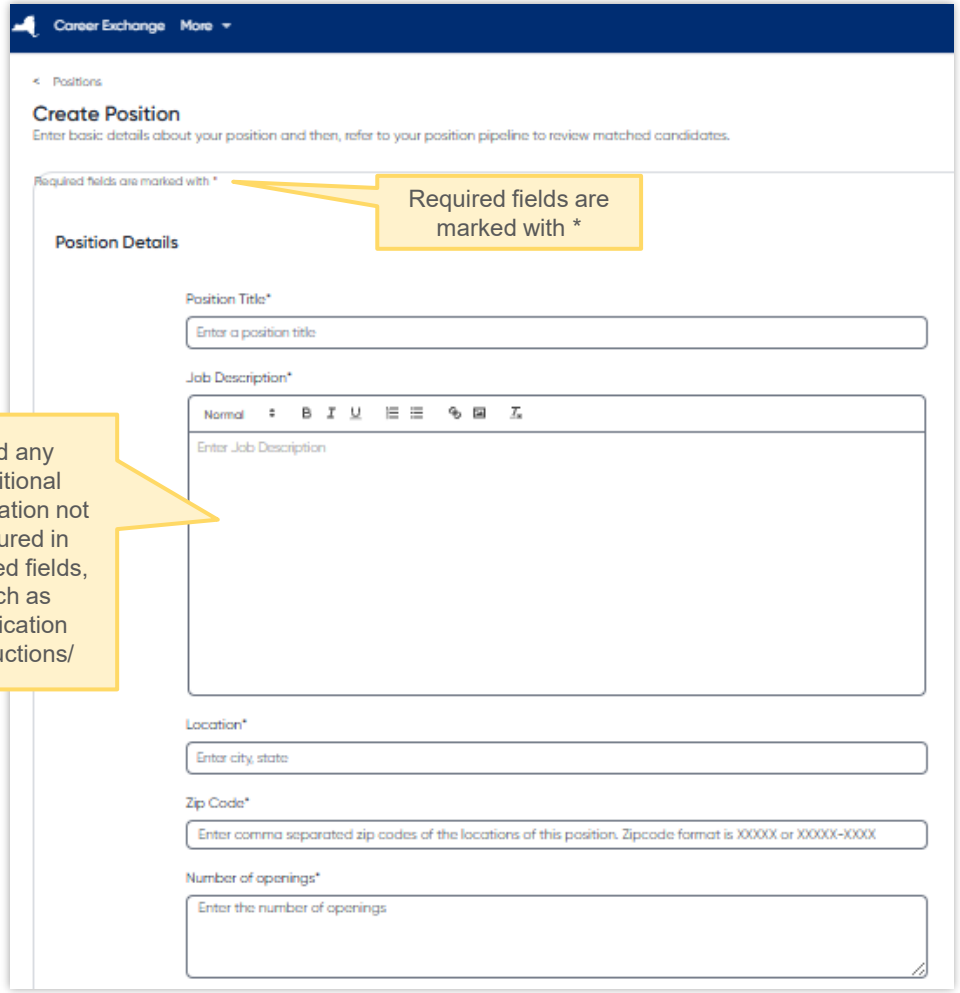
"*Days Open*" is counting the days since posting creation, and not necessarily days published

Red flags call out positions that contain a keyword within the job description that has been flagged for position suppression

Bookmark positions to bring them to the top of your "All Positions" view and the "My Positions" view

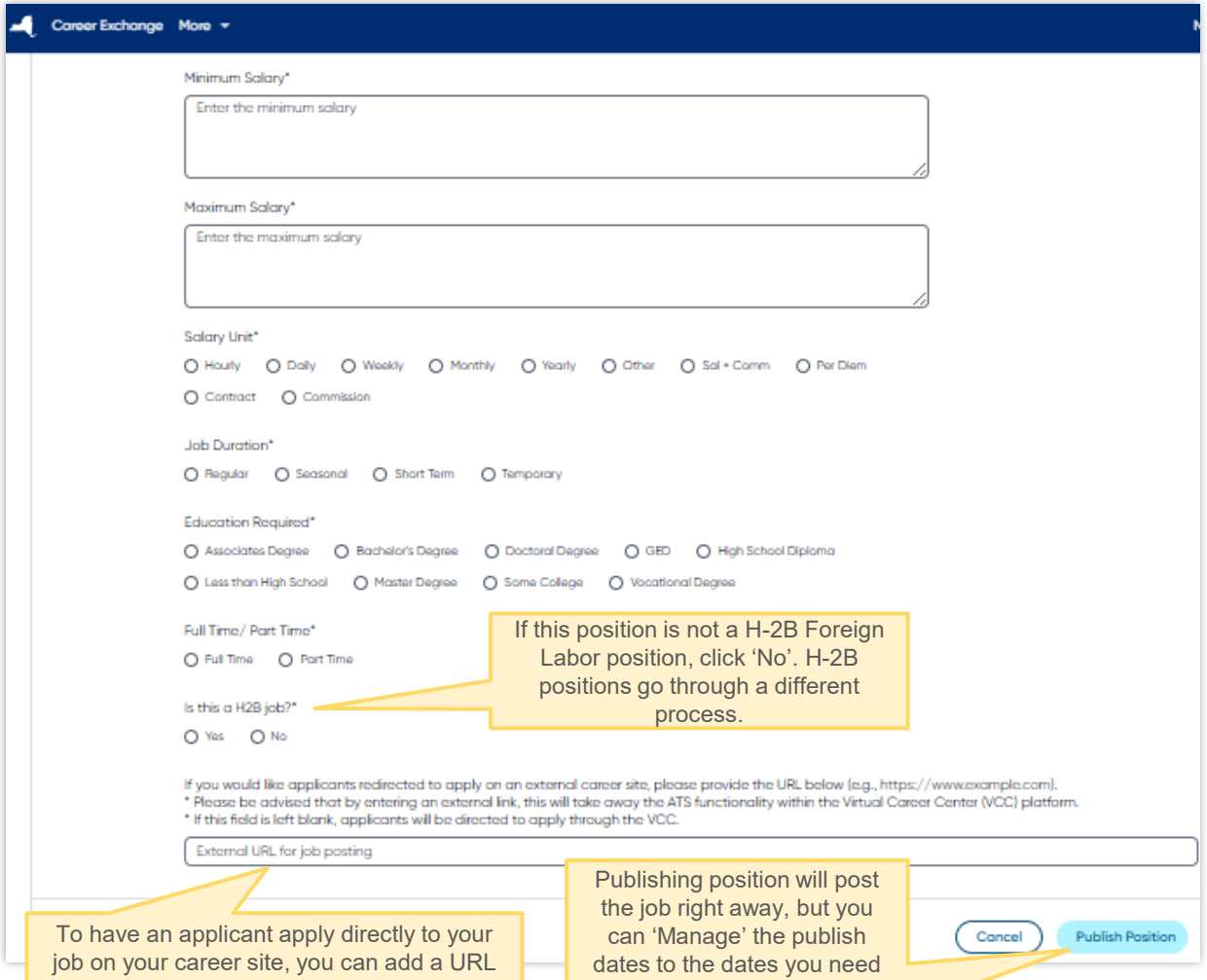
Select *"Mark as Priority"* to call out important positions to your company and VCC candidates

CREATE A POSITION



Required fields are marked with *

Add any additional information not captured in required fields, such as application instructions/

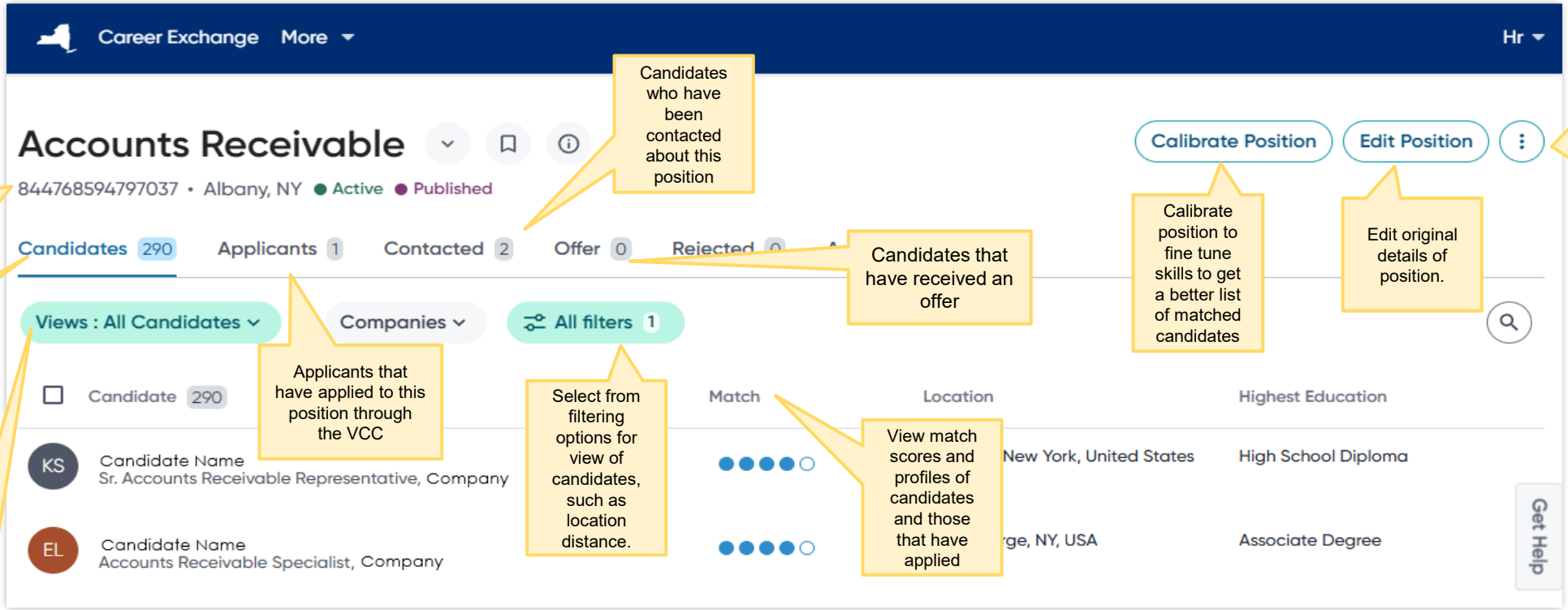


If this position is not a H-2B Foreign Labor position, click 'No'. H-2B positions go through a different process.

To have an applicant apply directly to your job on your career site, you can add a URL here. Leave this field blank if you would like to use the ATS within the platform!

Publishing position will post the job right away, but you can 'Manage' the publish dates to the dates you need (more information in next slides)

POSITION PIPELINE



Position title, ID number, location and status

Candidates who have been contacted about this position

Candidates that have received an offer

Calibrate position to fine tune skills to get a better list of matched candidates

Edit original details of position.

Click the 3 dots for more options: Manage Publish, View Hiring Team, Archive Position, or View Calibration History.

Candidate matches to this position

Applicants that have applied to this position through the VCC

Select from filtering options for view of candidates, such as location distance.

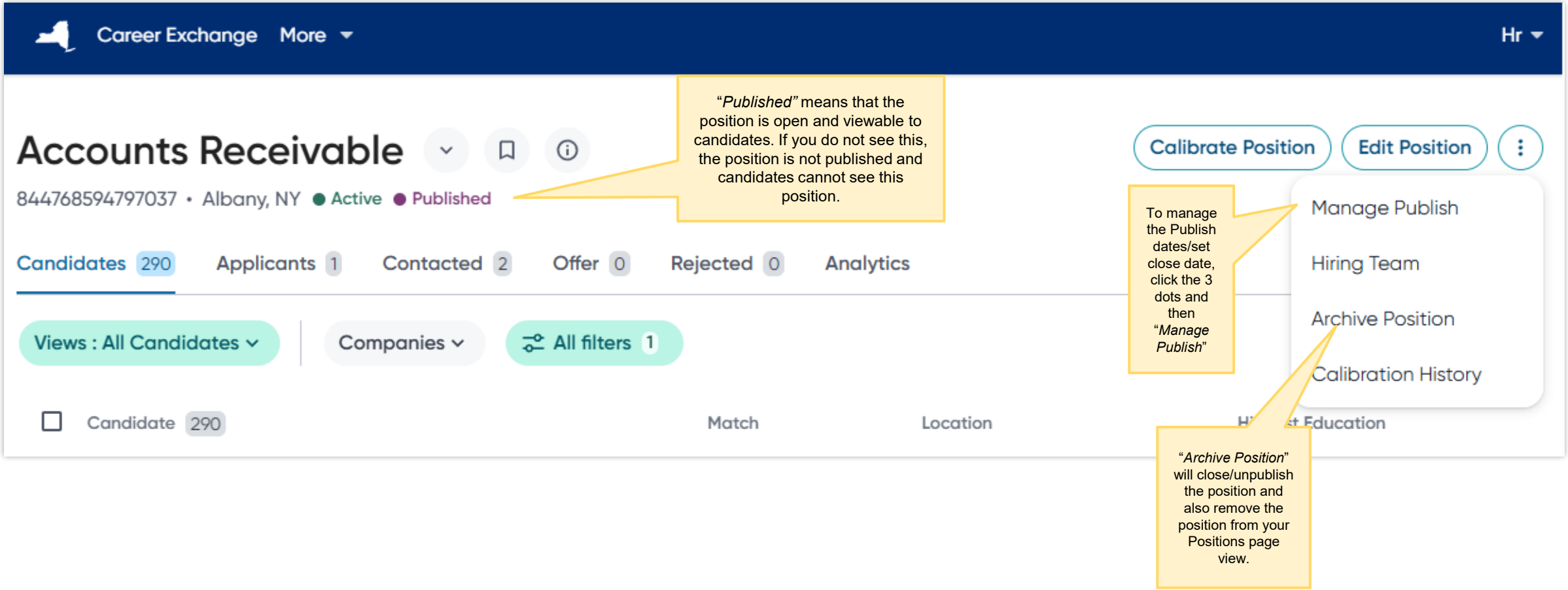
View match scores and profiles of candidates and those that have applied

Use he dropdown to view Saved - or "favorited"- Candidates (select the star next to their name) – Shown in later slide.

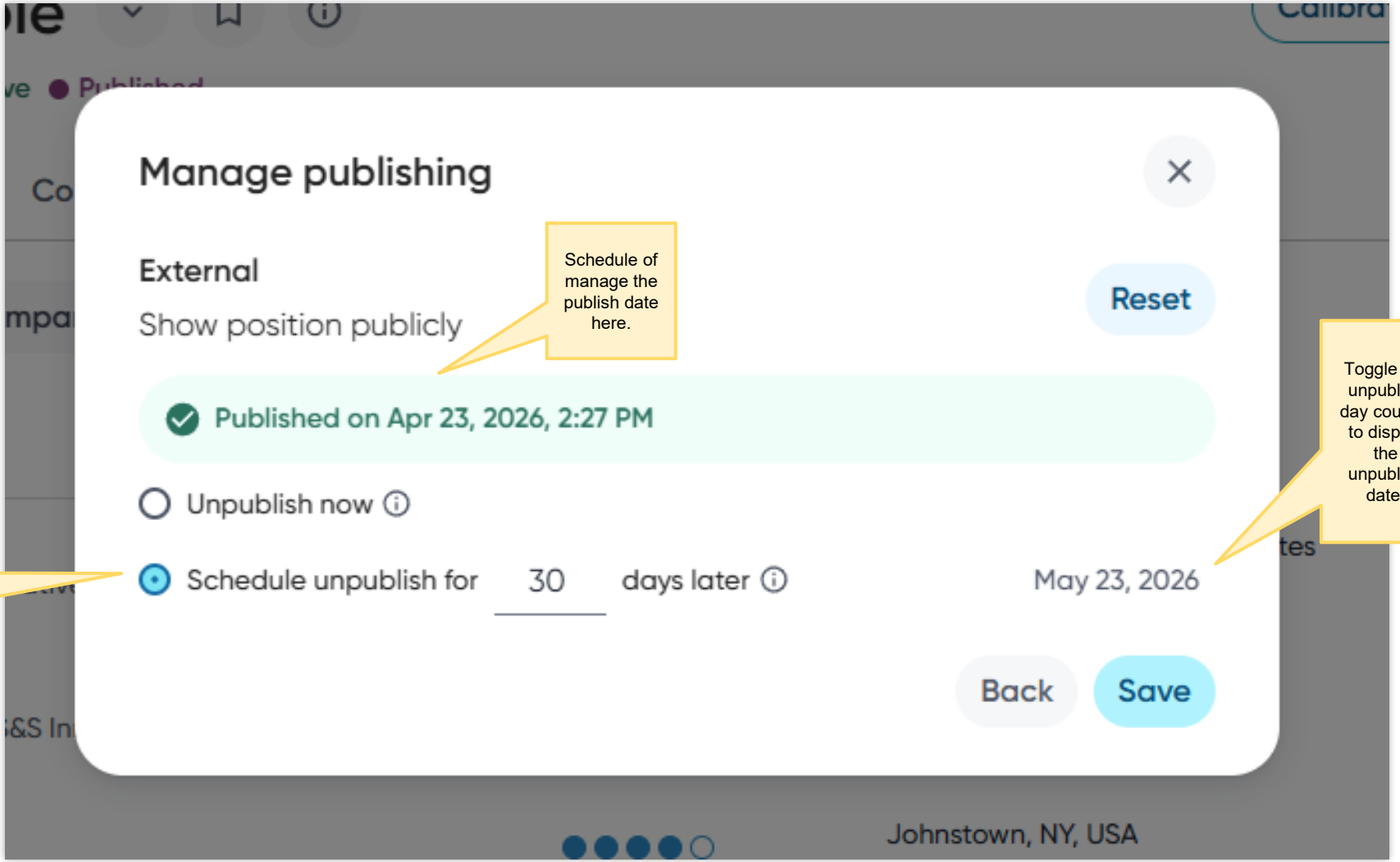
<u>Note:</u> Candidates will be automatically moved into the appropriate stages, except…

A. *The "Offer" stage. Using the "Advance Stage" pipeline actions (see next page), manually move candidates who are extended an offer to the "Offer" stage to ensure proper reporting to New York State's business services team.*
B. *Off-platform "Contacted" candidates. When candidates are contacted using the platform email tool (best practice), there will be an automatic stage advancement. When candidates are contacted using off platform methods, users should manually move candidates to the "Contacted" stage using the "Advance State" pipeline actions.*

MANAGE PUBLISH



MANAGE PUBLISH, CONT.



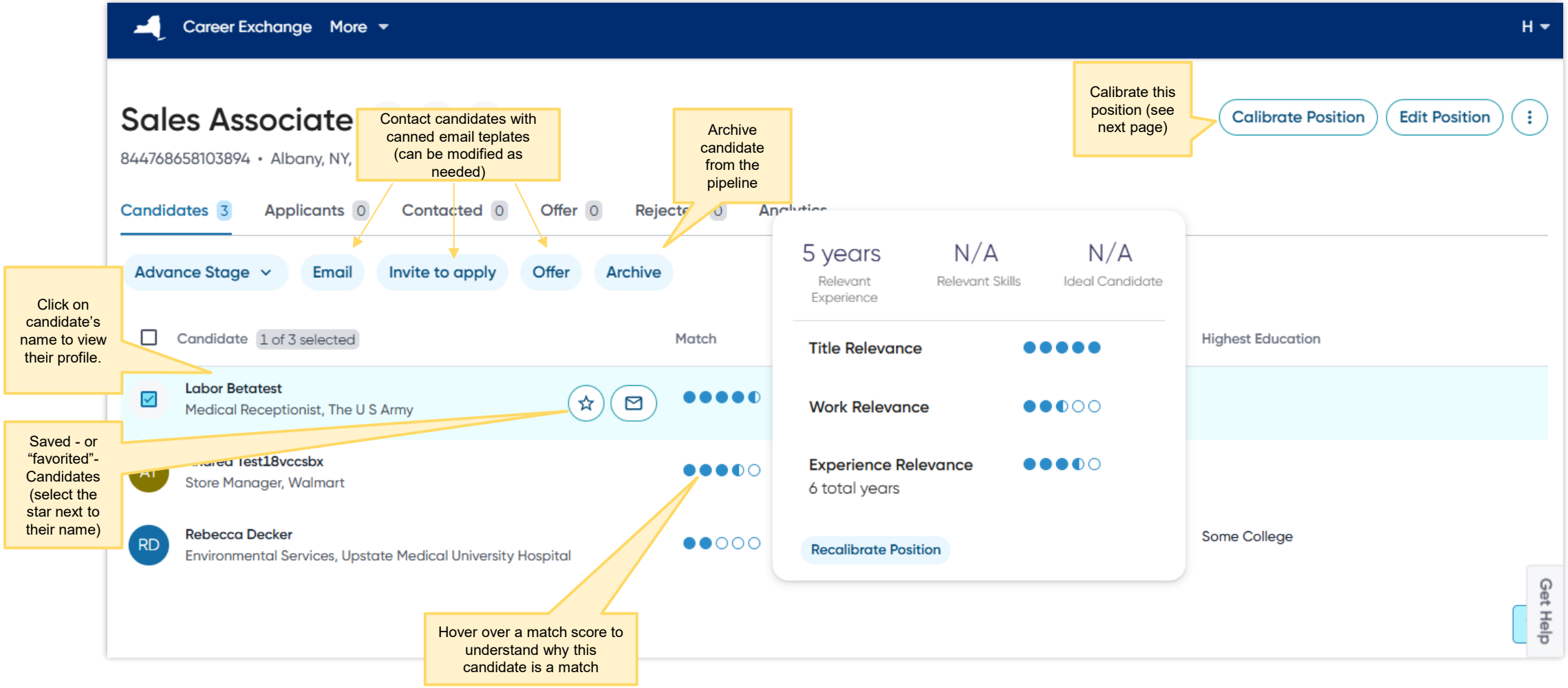
Schedule of manage the publish date here.

Toggle the unpublish day counter to display the unpublish date.

Schedule or manege the unpublish dates here.

Without an unpublished date, the position will stay on the VCC. Make sure to set a close/unpublish date!

VIEWING CANDIDATE MATCHES



CALIBRATION

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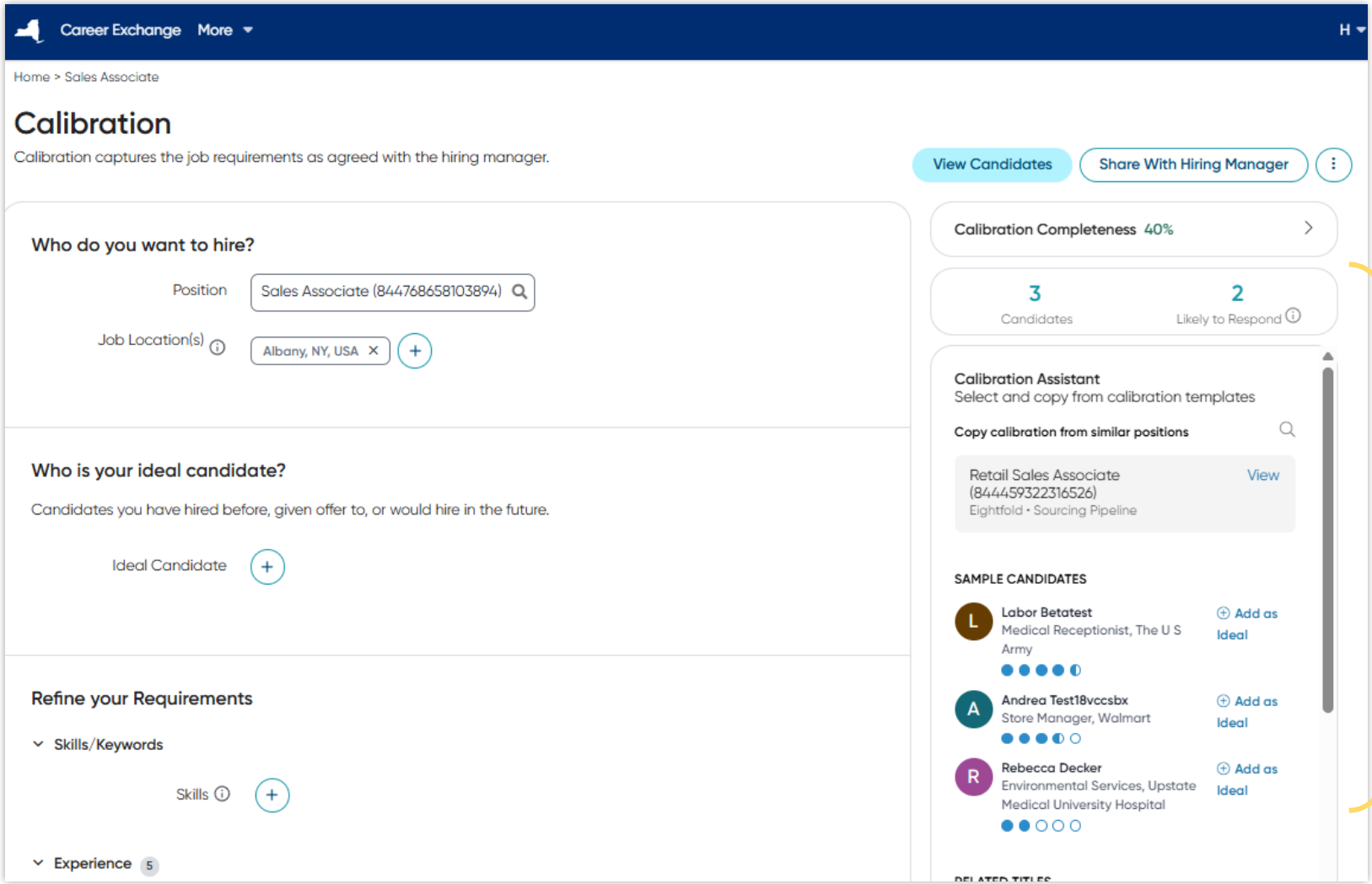


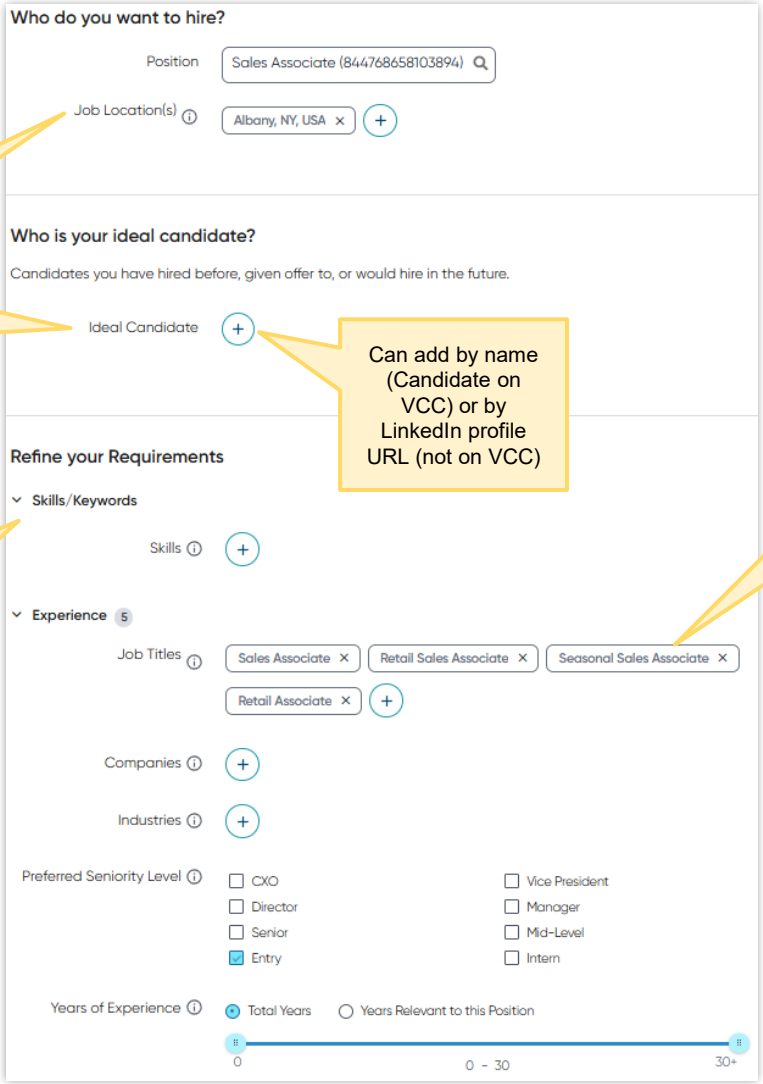
Outline requirements and other position details for this position

Tools to ensure your calibrations are completed effectively and efficiently

Benefits of position calibration

Calibration is your way of refining the VCC's AI matching output. By providing ideal skills, experiences, and other criteria, you are ensuring that our platform can connect you with the best talent for your open positions!

CALIBRATION, CONT.



Confirm/edit position location

Known candidates that match your hiring criteria

Can add by name (Candidate on VCC) or by LinkedIn profile URL (not on VCC)

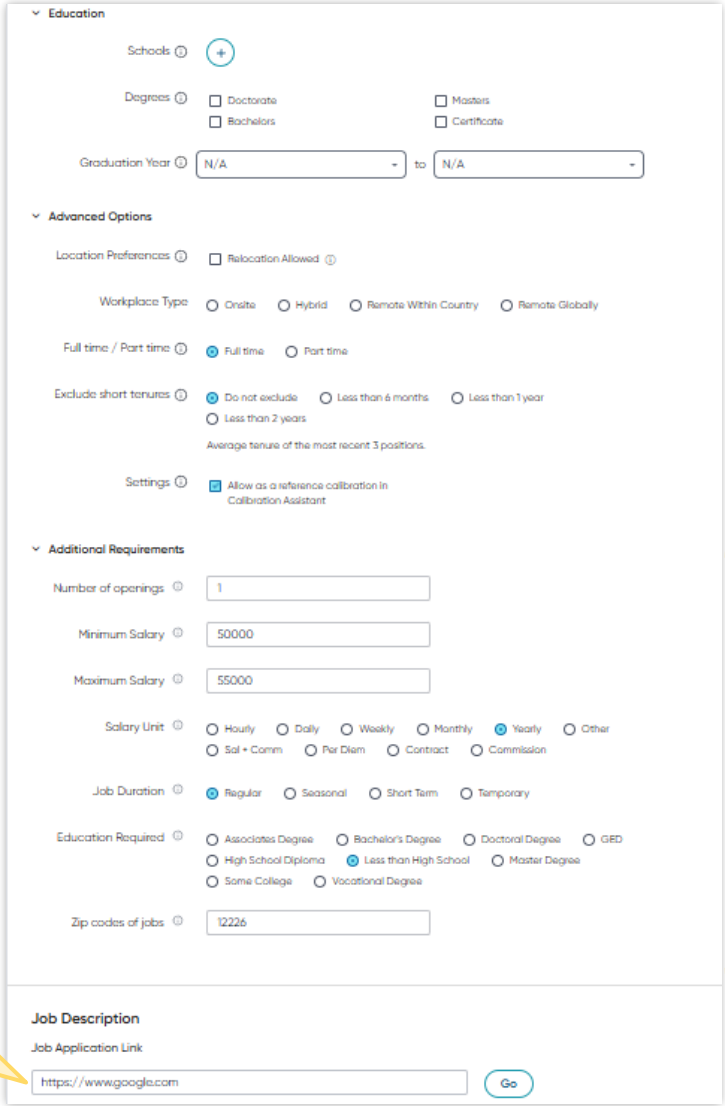
Top skills that you're looking for in candidates (3-8 skills is ideal)

There may be some initial requirements that are inferred, or "auto calibrated", based on your job description

Note: A strong job description will produce a more accurate auto calibration, but it's still recommended to review/edit calibrations as needed

Details about previous career experiences that you're looking for in candidates

CALIBRATION, CONT.



Details about education that you're looking for in candidates

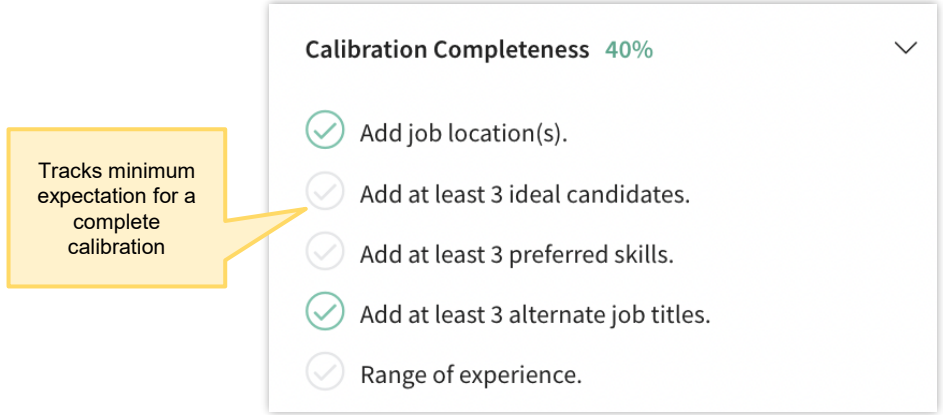
Additional options to further refine candidate matches

Required info about the selected position (from Create Position page)

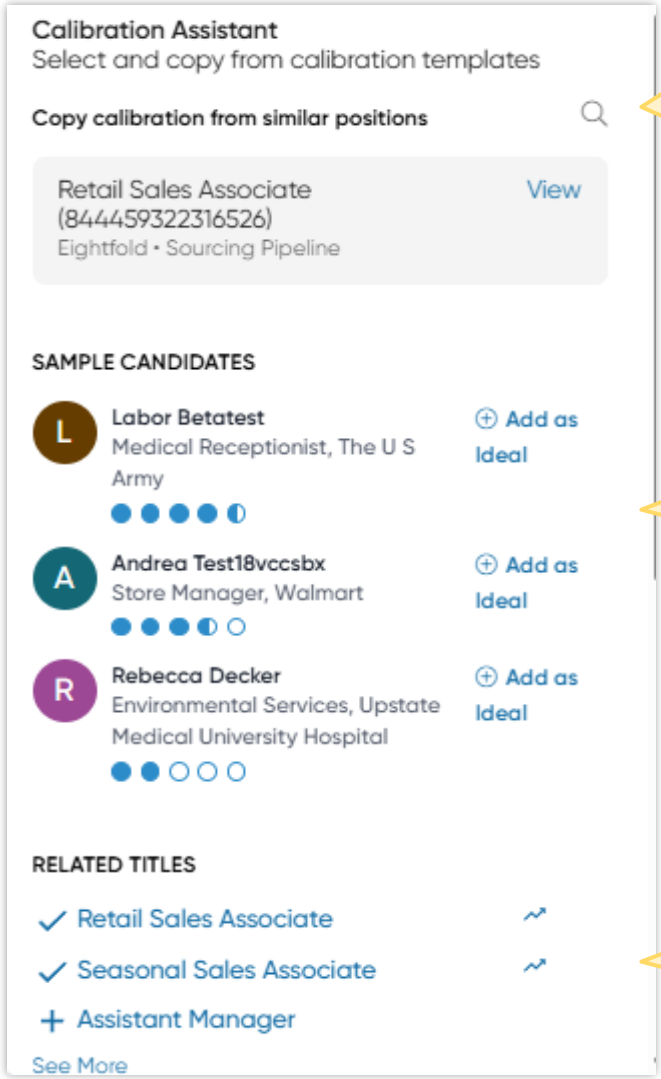
"*Job Application Link*" will display an External Job Link if that feature is being used for candidates to apply directly. If not, it will display job link on jobseeker side. This is where you can edit this field.

CALIBRATION COMPLETION TOOLS

To ensure your calibrations are completed effectively <u>and</u> efficiently!



Tracks minimum expectation for a complete calibration



Search for a position that you've already calibrated and copy that criteria into this calibration

Note: you must check the "Allow as a reference calibration…" option under *Advanced Options* to utilize this tool

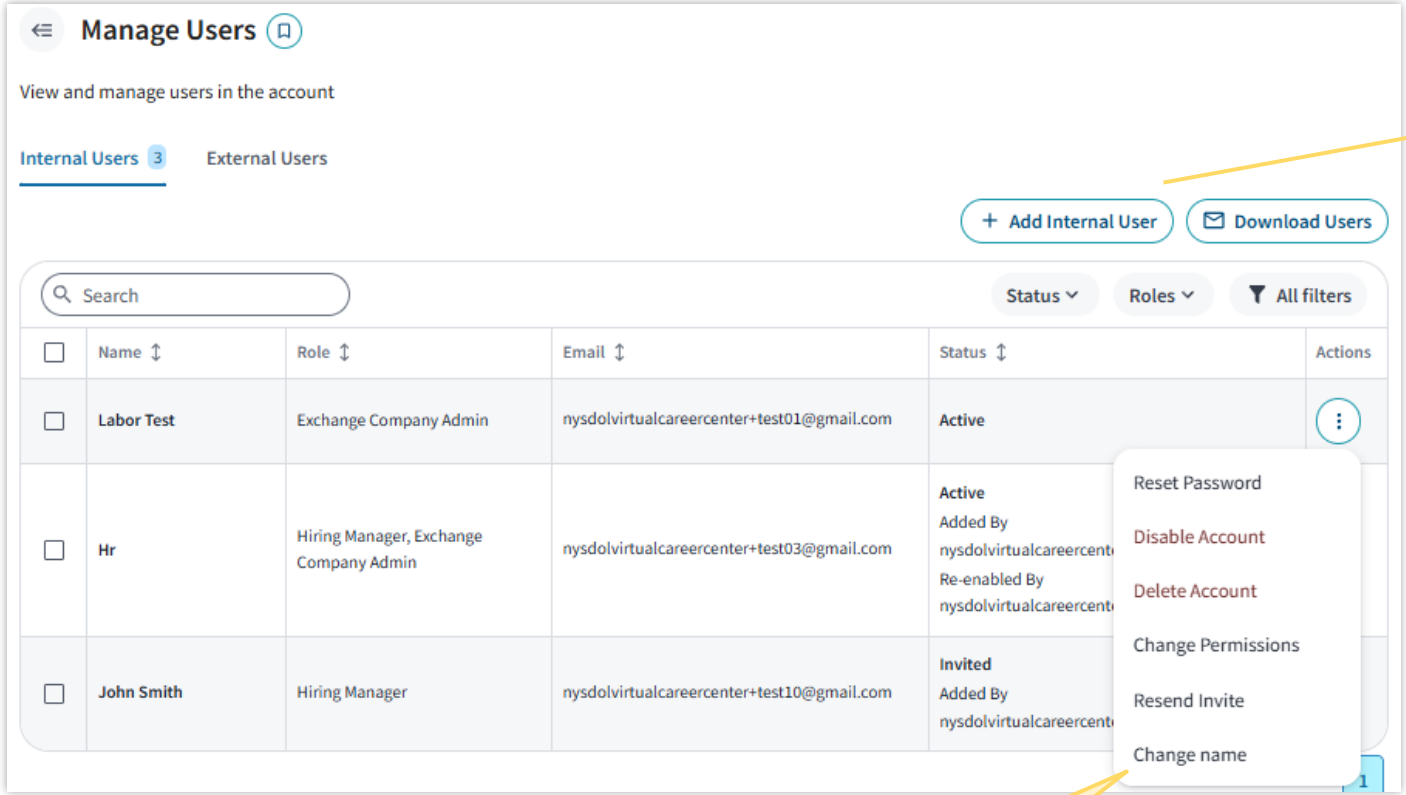
Suggestions for Ideal Candidates

Suggestions for experiences, skills, etc.

MANAGE USERS

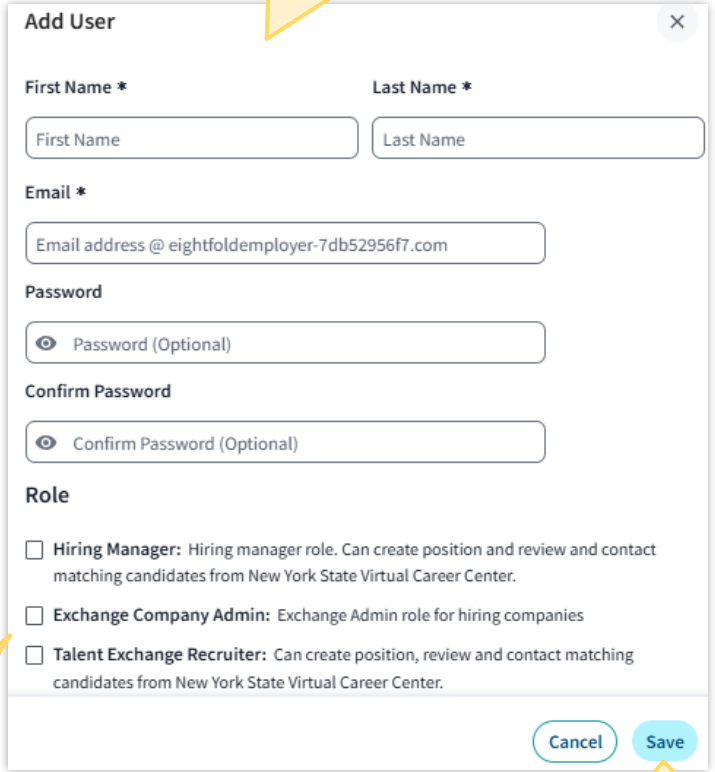
ADMIN CONSOLE

Managing your users



Take action on user accounts as needed

Add new users with name and email (recommend leaving Password blank to allow users to create their own password) and then selecting their role(s)



Note: Only *Exchange Company Admins* will have access to the Admin Console (managing users)

When you "Save" the new user will receive an email that will prompt them to create a password

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