

## Virtual Career Center for Business User Guide

## Virtual Career Center for Business

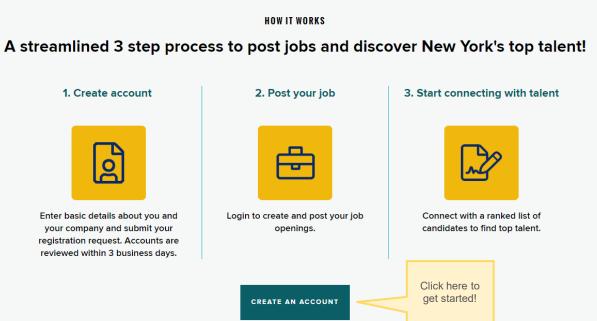
Any business within the state of New York can request to register with the Virtual Career Center (VCC). Using the VCC, hiring companies can post positions to the state's public exchange, gain access to candidate visibility and AI Matching to source leads, and take advantage of tools such as the candidate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

## Lets get started!

# REGISTRATION

#### Business Registration Link: https://dol.ny.gov/virtual-career-center-0

#### VIRTUAL CAREER CENTER FOR BUSINESSES



Virtual Career Center	
	Create an Business Account
	Account Info     C     Business Info
Start by filli	
your con information accour	or the First name
	Last Name *
	Last Name Phone Number *
This is you login inform	OWN Phone Number
You can ad	Email *
colleague: your accour	
	Password *
	w
	Save & Continue

			Create an Business Account					
			1	Account Info	>	2	Business Info	
			Busir	ess Name *				
	Be sure this is a New York State		Business Name					
	address for your		Address *					
Subinoso.			Street Name					
			Cit	y		State		
	An FEIN is 9 digits and an SEIN is 7		Co	untry		Postal Code		
	digits. If the number you input is not the correct number of digits, it will not be accepted.		The following info will help us verify your business quickly Please provide at least one of SEIN (State Identification Number)/FEIN (Federal Employer Identification Number)*					
			SE	IN	*	State Employer I	dentificatio	
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.		Industry *						
		Please select an option *						
		Number of Employees						

	5	
Business Website		The more of this information that you fill out, the easier it is for us to verify your account for approval!
Business LinkedIn		5/
Are you a Federal Contractor?		
○ Yes ○ No		
Federal Contractor covered by the Vietnam Era Veterans Readjustment Assistance Act (VEVRAA) and the jobs for the Veterans Act.		
Are you a Staffing Agency?		
○ Yes ○ No		
Commercial and Government Entity (CAGE) Code		
If Applicable		
By clicking Create my Account, you agree to the User Agreement, Privacy Policy, and Cookie Policy.		
Back Create My Account		

Please describe your Business

Business Registration - Request Received Inbox ×

New York State Virtual Career Center <VCCBusiness@labor.ny.gov>

Once you submit your registration, you will receive this email confirmation that your account is being reviewed.

It may take up to 3 business days for your account to be reviewed.

If there are any issues we find with your account registration, we will reach out to you directly via email to resolve it.

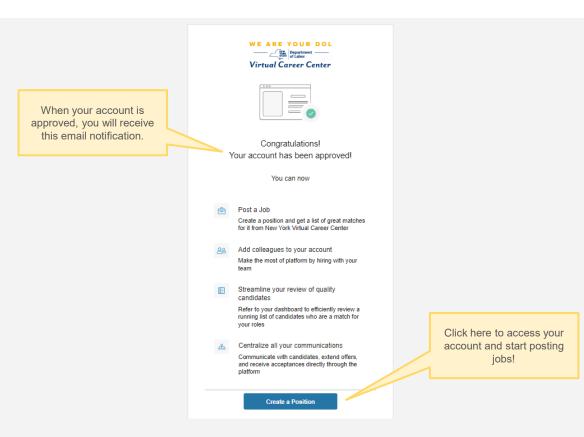
WE ARE YOUR DOL Virtual Career Center

#### Account Review in Progress

Your request to register on New York State Virtual Career Center as a business has been received.

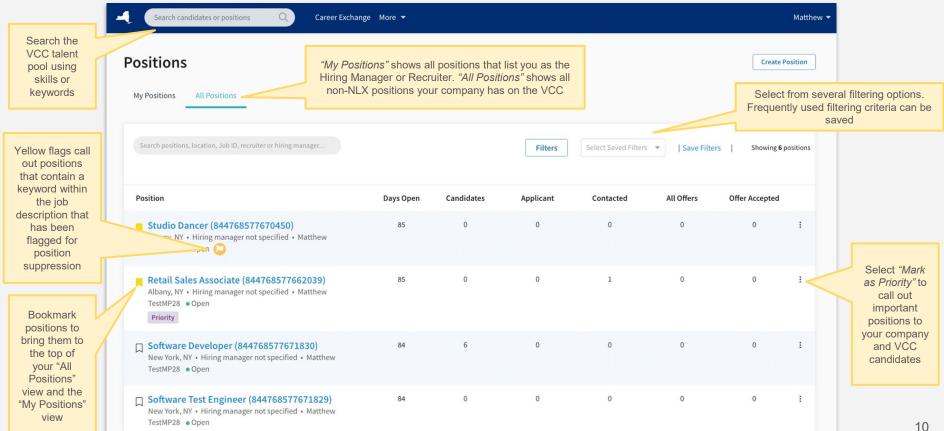
Congratulations! Your company is verified! Index ×

nc New York State Virtual Career Center «VCCBusiness@labor.ny.gov>

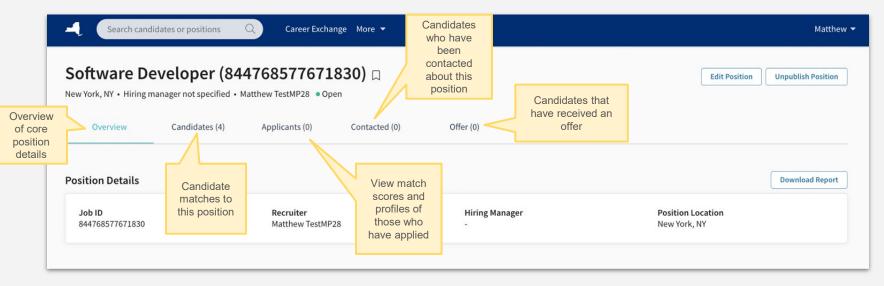


## POSITIONS \_\_\_\_\_\_\_\_ Department \_\_\_\_\_\_ of Labor Virtual Career Center

#### **Positions Home Page**



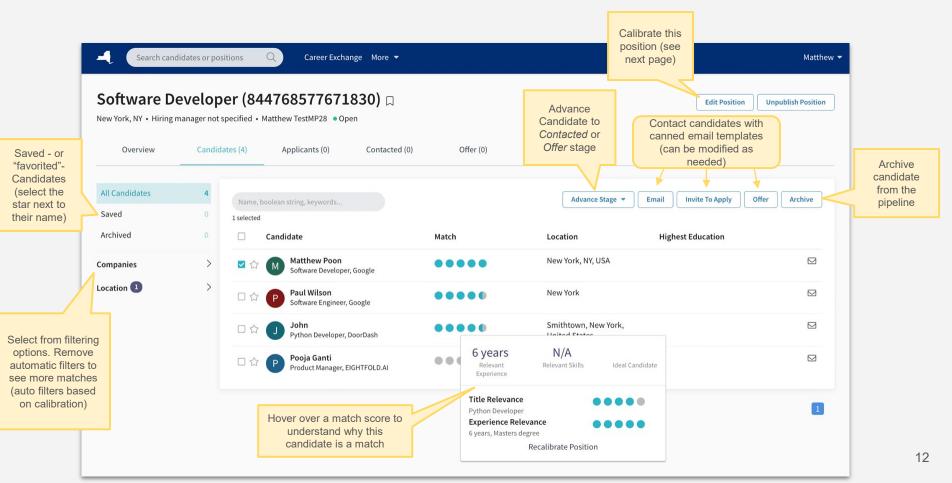
## **Position Pipeline**



Note: 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.

## **Viewing Candidate Matches**



## CALIBRATION \_\_\_\_\_\_NEW OF Labor Virtual Career Center

#### Calibration

Outline

requirements and

other position

details for this

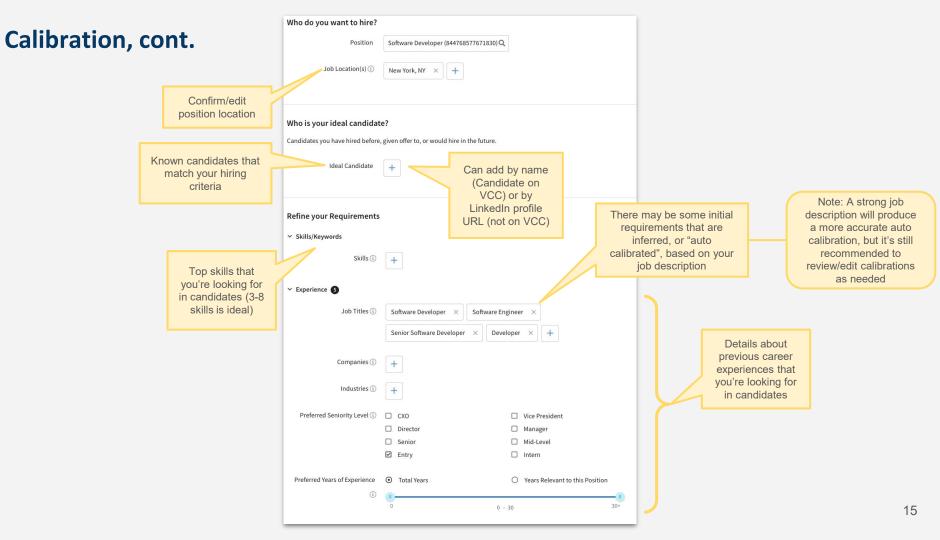
position

me > Software Developer			
Calibration	View Candidates Share With Hiring Manag	-	
I Changes Saved			
Who do you want to hire?	Calibration Completeness 40%	>	
Position Software Developer (844768577671830) Q	4 1		
Job Location(s) ① New York NY X	Candidates Likely to Respon	nd (i)	
Job Location(s) ① New York, NY × +	Calibration Assistant Select and copy from calibration templates		
	Copy calibration from similar positions	Q	
Who is your ideal candidate? Candidates you have hired before, given offer to, or would hire in the future.	Software Test Engineer (844768577671829) View New York, NV - Eightfold - Open		
Ideal Candidate	Lead QA Engineer (844459344940077) USA • Eightfold • Sourcing Pipeline	View	
	SAMPLE CANDIDATES		
Refine your Requirements	Paul Wilson ③ Add Software Engineer, Google	l as Idea	
Skills/Keywords           Skills ①         +	John © Add Python Developer, Doordash	l as Idea	
✓ Experience	P Pooja Ganti Product Manager, Eightfold.Ai	l as Idea	

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!

> Tools to ensure your calibrations are completed effectively and efficiently



	✓ Education			
alibration, cont.	Schools ()	+		Details about education that
	Degrees (i)	Doctorate	Masters	you're looking for
		Bachelors	Certificate	in candidates
				in candidates
	Graduation Year 🛈	N/A - to	o N/A -	
C	✓ Advanced Options			
	Location Preferences (i)	Relocation Allowed ①	Remote Allowed ①	
Additional options to further refine	Full time / Part time (i)	O Full time	O Part time	
candidate	Exclude short tenures (i)	<ul> <li>Do not exclude</li> </ul>	O Less than 6 months	
		O Less than 1 year	O Less than 2 years	
matches		Average tenure of the most recent 3 positions.		
		intrope tange of the most recent o positions		
l	Settings 🛈	<ul> <li>Allow as a reference calibration in Calibration Assistant</li> </ul>		
	✓ Additional Requirements			
	Number of openings (i)			
	Number of openings ()			
	Minimum Salary (i)			
	Mininum Salary ()			
	Maximum Salary (1)			
	Maximum Satary ()			
	Salary Unit ①		O Daily	
		O Weekly	O Monthly	De surine d'infe
		O Yearly	O Other	Required info
		O Sal + Comm	O Per Diem	about the selected
		O Contract	O Commission	position
	Job Duration ①	O Regular	O Seasonal	
		O Short Term	O Temporary	
	Education Required (i)	Associates Degree	O Bachelor's Degree	
		<ul> <li>Doctoral Degree</li> </ul>	O GED	
		O High School Diploma	<ul> <li>Less than High School</li> </ul>	
		O Master Degree	<ul> <li>Some College</li> </ul>	
		O Vocational Degree		

## **Calibration Completion Tools**

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

Tracks minimum expectation for a complete calibration Calibration Completeness 40%

Add job location(s).

Add at least 3 ideal candidates.

V

Add at least 3 preferred skills.

Add at least 3 alternate job titles.

Range of experience.

**Calibration Assistant** Search for a position that Select and copy from calibration templates vou've already calibrated and copy that criteria into Q Copy calibration from similar positions this calibration Software Developer (844768577671830) View Note: you must check the New York, NY • Eightfold • Open "Allow as a reference calibration..." option under Advanced Options Lead QA Engineer (844459344940077) View to utilize this tool USA • Eightfold • Sourcing Pipeline SAMPLE CANDIDATES Suggestions for Ideal Candidates Geoffrey Staz (+) Add as Ideal Senior Trainer, Master Instructor, Equinox Holdings Carrie Watson (+) Add as Ideal Training Specialist (Fema Funded Crisis Counseling Program),... Suggestions for **RELATED TITLES** experiences, skills, etc. + QA Engineer + Engineer IT ✓ Test Engineer See More

# MANAGE USERS \_\_\_\_\_\_\_ Department \_\_\_\_\_ Virtual Career Center

## **Admin Console**

#### Managing your users

Manage Users					allow users to create their own password) and then
Internal Users		External Users		Add User	selecting their role(s)
Search users	2 users found	Download Users	+ Add User	First Name	Last Name
Name	Email	Status		<b>Email</b> Email address @ eightfoldemployer-9b3b0	iee585.com
Matthew Poon	mpsfrcm+test028@gmail.com	Active (Exchange Company Admin)		Password Password requires 8 or more characters w	ith atleast one number & one symbol
Brooke Kowalski	recruitertest+001@gmail.com	Reset Pass Invited (Talent Exchange Recruiter) Added By mpsfrcm+test028@gmail Disable Acc		Password (Optional) Confirm Password (Optional)	
		Delete Acc Change Pe		Role <ul> <li>Hiring Manager: Hiring manager role from Eightfold Talent Exchange.</li> </ul>	. Can create position and review and contact matching candidates
		Resend Inv	ite	Exchange Company Admin: Exchang	e Admin role for hiring companies
		Change na		Talent Exchange Recruiter: Can crea Talent Exchange.	te position, review and contact matching candidates from Eightfold
			Note: Only change Company dmins will have cess to the Admin nsole (managing users)		Cancel Save When you "Save" the new user will receive an email that will prompt them to create a password

Add new users with name and email (recommend

leaving Password blank to



Questions or need assistance? Contact us at: <u>VCCBusiness@labor.ny.gov</u>