

WE ARE YOUR DOL



Virtual Career Center

**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



Virtual Career Center

VIRTUAL CAREER CENTER FOR BUSINESSES

HOW IT WORKS

A streamlined 3 step process to post jobs and discover New York's top talent!

1. Create account



Enter basic details about you and your company and submit your registration request. Accounts are reviewed within 3 business days.

2. Post your job



Login to create and post your job openings.

3. Start connecting with talent



Connect with a ranked list of candidates to find top talent.

CREATE AN ACCOUNT

Click here to get started!

Business Registration

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Create an Business Account

1 Account Info > 2 Business Info

Start by filling out your contact information for the account.

This is your own login information. You can add other colleagues into your account later.

We highly recommend using your corporate email for this purpose.

First Name *

Last Name *

Phone Number *

Email *

i We highly recommend using your corporate email for this purpose.

Password *

Save & Continue

Business Registration

Create an Business Account

1 Account Info > 2 Business Info

Business Name *

Business Name

Address *

Street Name

City

State

Country

Postal Code

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)*

SEIN

State Employer Identification

Industry *

Please select an option

Number of Employees

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

An FEIN is 9 digits and an 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.

Please describe your Business

Business Website

Business LinkedIn

Are you a Federal Contractor?

Yes No

i 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

i If Applicable

By clicking Create my Account, you agree to the User Agreement, Privacy Policy, and Cookie Policy.

Back

Create My Account

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

Business Registration

Business Registration - Request Received Inbox x



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.



Account Review in Progress

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

Business Registration

Congratulations! Your company is verified! [inbox x](#)



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

When your account is approved, you will receive this email notification.

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Congratulations!
Your account has been approved!

You can now



Post a Job

Create a position and get a list of great matches for it from New York Virtual Career Center



Add colleagues to your account

Make the most of platform by hiring with your team



Streamline your review of quality candidates

Refer to your dashboard to efficiently review a running list of candidates who are a match for your roles



Centralize all your communications

Communicate with candidates, extend offers, and receive acceptances directly through the platform

Create a Position

Click here to access your account and start posting jobs!

POSITIONS



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Positions Home Page

The screenshot shows the 'Positions' home page. At the top, there is a search bar for candidates or positions, a 'Career Exchange' link, and a user profile for 'Matthew'. Below the search bar, there are two tabs: 'My Positions' and 'All Positions'. A 'Create Position' button is located in the top right corner. A search bar for positions is located below the tabs. To the right of the search bar are 'Filters' and 'Select Saved Filters' buttons, along with a 'Save Filters' link and a 'Showing 6 positions' indicator. The main content is a table with columns for Position, Days Open, Candidates, Applicant, Contacted, All Offers, and Offer Accepted. The table lists four positions: Studio Dancer, Retail Sales Associate (marked as Priority), Software Developer, and Software Test Engineer. Callout boxes provide detailed explanations for various UI elements.

Search the VCC talent pool using skills or keywords

Search candidates or positions

Career Exchange More

Matthew

Positions

My Positions All Positions

Create Position

Search positions, location, Job ID, recruiter or hiring manager...

Filters Select Saved Filters Save Filters Showing 6 positions

Position	Days Open	Candidates	Applicant	Contacted	All Offers	Offer Accepted
Studio Dancer (844768577670450) Albany, NY • Hiring manager not specified • Matthew TestMP28 ● Open	85	0	0	0	0	0
Retail Sales Associate (844768577662039) Albany, NY • Hiring manager not specified • Matthew TestMP28 ● Open Priority	85	0	0	1	0	0
Software Developer (844768577671830) New York, NY • Hiring manager not specified • Matthew TestMP28 ● Open	84	6	0	0	0	0
Software Test Engineer (844768577671829) New York, NY • Hiring manager not specified • Matthew TestMP28 ● Open	84	0	0	0	0	0

"My Positions" shows all positions that list you as the Hiring Manager or Recruiter. "All Positions" shows all non-NLX positions your company has on the VCC

Select from several filtering options. Frequently used filtering criteria can be saved

Yellow 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

Position Pipeline

Software Developer (844768577671830)
New York, NY • Hiring manager not specified • Matthew TestMP28 • Open

Overview Candidates (4) Applicants (0) Contacted (0) Offer (0)

Position Details

Job ID 844768577671830	Recruiter Matthew TestMP28	Hiring Manager -	Position Location New York, NY
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Callouts:
- Overview: Overview of core position details
- Candidates (4): Candidate matches to this position
- Contacted (0): View match scores and profiles of those who have applied
- Offer (0): Candidates that have received an offer
- Candidates who have been contacted about this position

Note: Candidates will be automatically moved into the appropriate stages, except...

- 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.
- 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

Software Developer (844768577671830)
New York, NY • Hiring manager not specified • Matthew TestMP28 • Open

Overview **Candidates (4)** Applicants (0) Contacted (0) Offer (0)

Calibrate this position (see next page) [Edit Position] [Unpublish Position]

Advance Candidate to Contacted or Offer stage

Contact candidates with canned email templates (can be modified as needed)

Archive candidate from the pipeline

Save - or "favorited" - Candidates (select the star next to their name)

Select from filtering options. Remove automatic filters to see more matches (auto filters based on calibration)

Hover over a match score to understand why this candidate is a match

Name, boolean string, keywords...	Match	Location	Highest Education
<input checked="" type="checkbox"/> <input type="star"/> Matthew Poon Software Developer, Google	●●●●●	New York, NY, USA	
<input type="checkbox"/> <input type="star"/> Paul Wilson Software Engineer, Google	●●●●●	New York	
<input type="checkbox"/> <input type="star"/> John Python Developer, DoorDash	●●●●●	Smithtown, New York, United States	
<input type="checkbox"/> <input type="star"/> Pooja Ganti Product Manager, EIGHTFOLD.AI	●●●●●		

1 selected

6 years Relevant Experience
N/A Relevant Skills
Ideal Candidate

Title Relevance Python Developer ●●●●●
Experience Relevance 6 years, Masters degree ●●●●●
Recalibrate Position

1

CALIBRATION



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Calibration

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!

The screenshot displays the 'Calibration' interface for a 'Software Developer' position. The top navigation bar includes a search bar and 'Career Exchange' and 'More' options. The main content area is divided into three sections: 'Who do you want to hire?', 'Who is your ideal candidate?', and 'Refine your Requirements'. The 'Who do you want to hire?' section shows the position 'Software Developer (844768577671830)' and the location 'New York, NY'. The 'Who is your ideal candidate?' section has an 'Ideal Candidate' field with a plus sign. The 'Refine your Requirements' section includes 'Skills/Keywords' and 'Experience' filters, with 'Software Developer' and 'Software Engineer' selected under 'Job Titles'. On the right side, there are buttons for 'View Candidates' and 'Share With Hiring Manager'. Below these, a 'Calibration Completeness' bar shows 40% completion. A summary shows 4 Candidates and 1 Likely to Respond. The 'Calibration Assistant' section offers to copy calibration from similar positions, listing 'Software Test Engineer' and 'Lead QA Engineer'. At the bottom, 'SAMPLE CANDIDATES' are listed: Paul Wilson (Software Engineer, Google), John (Python Developer, Doordash), and Pooja Ganti (Product Manager, Eightfold.AI).

Outline requirements and other position details for this position

Tools to ensure your calibrations are completed effectively and efficiently

Calibration, cont.

Who do you want to hire?

Position

Job Location(s)

Who is your ideal candidate?

Candidates you have hired before, given offer to, or would hire in the future.

Ideal Candidate

Refine your Requirements

Skills/Keywords

Skills

Experience

Job Titles

Companies

Industries

Preferred Seniority Level CXO Director Senior Entry Vice President Manager Mid-Level Intern

Preferred Years of Experience Total Years Years Relevant to this Position

Confirm/edit position location

Known candidates that match your hiring criteria

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

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

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.

Additional options to further refine candidate matches

Education

Schools

Degrees Doctorate Masters
 Bachelors Certificate

Graduation Year to

Advanced Options

Location Preferences Relocation Allowed Remote Allowed

Full time / Part time Full time Part time

Exclude short tenures Do not exclude Less than 6 months
 Less than 1 year Less than 2 years

Average tenure of the most recent 3 positions:

Settings Allow as a reference calibration in Calibration Assistant

Additional Requirements

Number of openings

Minimum Salary

Maximum Salary

Salary Unit Hourly Daily
 Weekly Monthly
 Yearly Other
 Sal + Comm Per Diem
 Contract Commission

Job Duration Regular Seasonal
 Short Term Temporary

Education Required Associates Degree Bachelor's Degree
 Doctoral Degree GED
 High School Diploma Less than High School
 Master Degree Some College
 Vocational Degree

Details about education that you're looking for in candidates

Required info about the selected position

Calibration Completion Tools

To ensure your calibrations are completed effectively and efficiently!

Calibration Completeness 40%

- Add job location(s).
- Add at least 3 ideal candidates.
- Add at least 3 preferred skills.
- Add at least 3 alternate job titles.
- Range of experience.

Tracks minimum expectation for a complete calibration

Calibration Assistant

Select and copy from calibration templates

Copy calibration from similar positions



Software Developer (844768577671830) [View](#)
New York, NY • Eightfold • Open

Lead QA Engineer (844459344940077) [View](#)
USA • Eightfold • Sourcing Pipeline

SAMPLE CANDIDATES

G Geoffrey Staz [+ Add as Ideal](#)
Senior Trainer, Master Instructor,
Equinox Holdings

C Carrie Watson [+ Add as Ideal](#)
Training Specialist (Fema Funded
Crisis Counseling Program),...

RELATED TITLES

[+ QA Engineer](#)

[+ Engineer IT](#)

[Test Engineer](#)

[See More](#)

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

Manage Users

Internal Users External Users

Search users 2 users found Download Users + Add User

Name	Email	Status	
Matthew Poon	mpsfrcm+test028@gmail.com	Active (Exchange Company Admin)	⋮
Brooke Kowalski	recruiter+001@gmail.com	Invited (Talent Exchange Recruiter) Added By mpsfrcm+test028@gmail.com	

- Reset Password
- Disable Account
- Delete Account
- Change Permissions
- Resend Invite
- Change name

Take action on user accounts as needed

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

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)

Add User

First Name Last Name

Email
Email address @ eightfoldemployer-9b3b0ee585.com

Password
Password requires 8 or more characters with atleast one number & one symbol
Password (Optional)
Confirm Password (Optional)

Role

- Hiring Manager:** Hiring manager role. Can create position and review and contact matching candidates from Eightfold Talent Exchange.
- Exchange Company Admin:** Exchange Admin role for hiring companies
- Talent Exchange Recruiter:** Can create position, review and contact matching candidates from Eightfold Talent Exchange.

Cancel Save

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

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Questions or need assistance?

Contact us at:

VCCBusiness@labor.ny.gov