VIRTUAL JOB SCOUT

Employer User Guide

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Introduction

Welcome to Virtual Job Scout! This document will walk you through the process of adding job listings to the site.

Before adding jobs, you'll need to set up your user profile and company profile, which you can do using the menu on the left side of your screen. You can also add recruiters, who are other people at your company that can create their own jobs and communicate directly with veterans and military spouses who are interested in those positions.
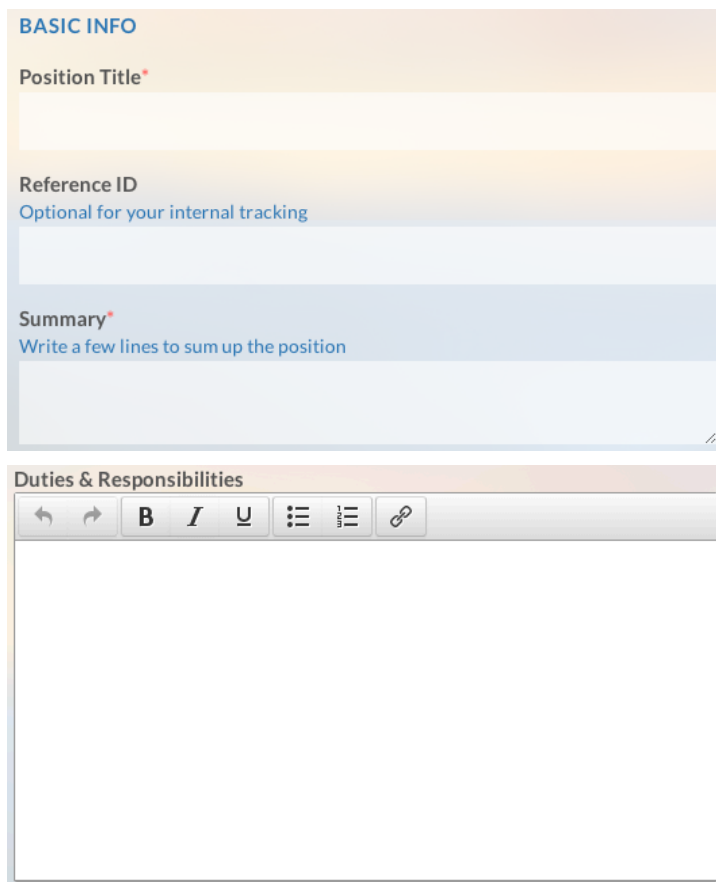
Once job seekers begin using Virtual Job Scout, you will see real-time notifications of messages in your "My Listings & Messages" area on the left side of your screen.
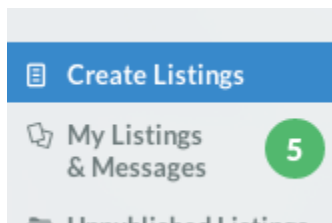
Your job listings are at the center of your real-time connection with potential candidates for employment and will be the primary means through which veterans, service members, and military spouses communicate with you. To create a new job listing, click on "Create listings," the top menu option on the left side of your screen.

There are two types of listings you can create. A **single job listing** is just a regular job posting for an open position. A **multi-job listing** allows you to enter details for a variety of opportunities at once. You can communicate with job candidates about each of these opportunities with messages through that one multi-job listing.

Single Job Listing

To start, enter the **position title** (e.g. "Customer Service Manager"), an **internal reference ID** if you'd like to include one, and a **summary** – which is a sentence or two describing the general nature of the job (e.g. "Leads a team of support personnel in handling customer service requests for a mechanical company").

Next are **duties and responsibilities**. Here's where you'll list out the full job description. In some cases, you may choose to copy and paste text directly from another instance of the job posting. This text area allows you to

add formatting such as bold text or bullet points.

Then, enter the **5-digit ZIP code of the job location**. If the job is a work-from-home position, you can enter the ZIP code of headquarters or a desired office location.

The **Job Type** dropdown menu allows you to select whether the job is full-time, part-time, a temporary or contract role, an internship, or an apprenticeship. If the employment could be any of those statuses, you can select the "Any" option.

For **Industry**, please select the industry category under which your company falls.

Because Virtual Job Scout is accessible 24/7, job seekers will be able to view and inquire about your listing at any time. If there is a **finite start or end date for the job posting**, you can enter it here. Either use the standard two-digit month and date and four-digit year format shown on the site, or click the dropdown arrow to see a calendar you can use to select a date. Listings without an expiration date will unpublish themselves after 90 days by default, but you can always re-publish them later. Please click "Publish Now" to make sure your job is listed once you save it.

The next section determines **how job seekers inquire about the position** through Virtual Job Scout. It is important for you to determine if you'd like to filter job candidates based on their answers to certain questions, or direct them to additional information about your company or the positions you have available.

The default setting for job seekers to inquire about the position is to simply send you a message through the site.

You can also require job seekers to answer multiple-choice screening questions. For example, if you are hiring a truck driver, you may want to know if the candidate already has his or her commercial drivers' license, or experience with a certain type of vehicle.

If you choose to add screening questions for your position:
1. Select that option from the dropdown menu.

2. Click "Add question" to add a new question. Type the question in the first box that appears.
3. Type potential answers to the question in the boxes that follow. If you need more than two answers, click the "Add Answer" text.
4. Click the circle next to the correct answer so that it turns green.
5. Repeat steps 2-4 for any additional questions you wish to ask.

Note: You can click "Remove this Answer" or "Remove Question" if you decide not to ask a certain question. We recommend adding no more than five (5) questions.

The final option is to redirect job seekers to an external website to learn more, in addition to sending you a message. If you select this option, enter the URL of the site in the box that appears.

The next sets of questions are all optional, but can help job seekers find your job while they're searching.

Enter a compensation range using numerical values only and select if you're using hourly or salary figures.

"Job level" indicates what experience level the job entails.

Shift availability information is particularly valuable for part-time employment or jobs with unusual hours, to help job seekers know more about the position.

Selecting a minimum **level of education completed** allows job seekers to understand if their education credentials match that of the job.

Don't forget when choosing this option that many veterans have learned valuable skills in the military that may be directly applicable to their line of work.

Finally, the **job characteristics** detail some of the benefits and requirements that may be applicable to this position. You may select all that apply. If there are characteristics

you do not see listed that you'd like to include, please feel free to enter them in the duties and responsibilities section.

Click "Save" when you've finished, and your job will be posted! If the start date is today's date or earlier, the job will be published immediately. If not, the job will be in your "Unpublished Jobs" folder until its listing start date.

You can always edit jobs by clicking on the listing and then the Edit icon, which looks like a pencil.

Multiple Jobs Listing

To start, enter the **position title or titles** *(e.g. "Customer Service Managers – nationwide" or "Dealership Sales Associates and Mechanics")*, an **internal reference ID**

if you'd like to include one, and a **summary** – which is a sentence or two describing the general nature of the job or jobs *(e.g. "Sales associates work closely with sales managers to assist customers on the showroom floor and maintain inventory. Mechanics are responsible for regularly scheduled automobile maintenance and diagnostics.")*.

Next are the Job Details. Here's where you'll list out the full job description or descriptions. In some cases, you may choose to copy and paste text directly from another instance of the job posting. This text area allows you to add formatting such as bold text or bullet points. If you are hiring positions in multiple

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cities, this is also a good place to list the location names.

Then, enter the 5-digit ZIP code of your headquarters or main office where these positions are located.

The **Job Type** dropdown menu allows you to select whether the job is full-time, part-time, a temporary or contract role, an internship, or an apprenticeship. If the employment could be any of those statuses, or if multiple jobs listed fall under different types, you can select the "Any" option.

For **Industry**, please select the industry category under which your company falls.

Because Virtual Job Scout is accessible 24/7, job seekers will be able to view and inquire about your listing at any time. If there is a finite **start or end date for the job posting**, you can enter it here. Either use the standard two-digit month and date and four-digit year format shown on the site, or click the dropdown arrow to see a calendar you can use to select a date. Listings without an expiration date will unpublish themselves after 90 days by default, but you can always re-publish them later. Please click "Publish Now" to make sure your job is listed once you save it.

The next section determines **how job seekers inquire about the position** through Virtual Job Scout. You can choose if you'd like to filter job candidates based on their answers to certain questions, or direct them to additional information about your company or the positions you have available.

The default setting for job seekers to inquire about the position is to simply send you a message. If you'd like to redirect job seekers to an external website to learn more about the different positions that are available, in addition to sending you a message, you can do that as well. If you select this option, enter the URL of the site in the box that appears.

You can also require job seekers to answer multiple-choice screening questions. For example, if you are hiring truck drivers, you may want to know if the candidate already has his or her commercial drivers' license, or experience with a certain type of vehicle.

If you choose to add screening questions for your position:
1. Select that option from the dropdown menu.
2. Click "Add question" to add a new question. Type the question in the first box that appears.
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4. Click the circle next to the correct answer so that it turns green.
5. Repeat steps 2-4 for any additional questions you wish to ask.

Note: You can click "Remove this Answer" or "Remove Question" if you decide not to ask a certain question. We recommend adding no more than five (5) questions.

The next sets of questions are optional, but can help job seekers find your job while they're searching.

Enter a **compensation range** using numerical values only and select if you're using hourly or salary figures. This range should encompass all the jobs included in your listing; so, if you have a wide range available, this section may not be as relevant.

"Job level" indicates what experience level the job entails. Please select all that apply for the positions included in this job posting.

Shift availability is particularly valuable for part-time employment or jobs with unusual hours.

Selecting a **minimum level of education completed** allows job seekers to understand if their education credentials match that of the job. Don't

forget when choosing this option that many veterans have learned valuable skills in the military that may be directly applicable to their line of work.

Finally, the job characteristics detail some of the benefits and requirements that may be necessary for this job. If there are characteristics you do not see listed that you'd like to include, you can enter them in the job details section instead.

If you haven't already clicked "Publish now," you can do so at the bottom of the screen.

Then, click "Save" when you've finished, and your job will be posted! If the start date is today's date or earlier, the job will be published immediately. If not, the job will be in your "Unpublished Jobs" folder until its listing start date.

Remember, you can always edit jobs you've posted by clicking on the listing and then the Edit icon, which looks like a pencil.

Communicating with Job Seekers

Job seekers initiate contact on Virtual Job Scout after reading one of your listings. All communication is directly related to that job listing.

When a job seeker sends you a message, you will see a real-time notification in your "My Listings & Messages" area on the left side of your screen. The number corresponds to the number of unread messages that you have.

Viewing a message shows you the communication as well as the job seeker's profile. You will be able to see a seeker's military status, including branch, rank, and military occupational code, or if he or she is a military spouse. Job seekers also upload a resume to their profile, which you can view to gain more information on their background.

If you have chosen to have screening questions presented to candidates who inquire about a job, you can also view each candidate's "score" based on the number of questions they answered correctly. You can sort your inquiry list by this score to enable easier responses to qualified candidates.

Events

Virtual Job Scout is available for you to communicate with job seekers and post and edit your job listings at all times. To facilitate interaction, the site will periodically host live events, where a large number of employers and job seekers all are online simultaneously, similar to an in-person hiring fair.

To see upcoming events, click on "Events" in the menu. In order for your company's logo to show up on the main event page for job seekers, you must click "Join" when the event begins.

Need Additional Support?

Our live chat service is staffed by veterans who can assist you while you're entering jobs or using the site, or answer any other questions you may have. When it's available, you can click on the chat button on the site to connect.

You can also email support@virtualjobscout.org at any time.

Special thanks to the Steven & Alexandra Cohen Foundation for making Virtual Job Scout free to employers and job seekers!