Virtual Job Scout

Employer – Frequently Asked Questions:

Q: I am trying to register my company so I can list current openings on this board. Why will the site not let me do so?

A: After you register as an employer, the U.S. Chamber of Commerce will need to review your information and confirm your employer status before you can fully access the site. Once you have been approved as a Virtual Job Scout employer, you will receive an email inviting you to sign into your account. At that point, you will be able to sign in, begin filling out your company profile, and add recruiters and job listings.

Q: How do I add a POC for a job listing?

A: After you set up your company profile, you will have the ability to add recruiters from your organization. Once you add the recruiter's information and click submit, the recruiter will receive an email at the address you submitted inviting them to gain access to Virtual Job Scout. Go into your job listing and add the recruiter as the POC. Job seekers will see that recruiter as the POC for the listing.

Q: How do I load my company logo on VJS?

A: To load your company's logo on your company profile, click the plus sign on the picture area then upload your company logo from your computer.

Q: I posted a position for my company, it was listed for an xxx amount of time, but I no longer see the position listed.

A: It is possible that the position listing expired. Check the tab titled *Expired Listings*. If you see the position there, it means that the expiration date you set has passed. Click on the pencil icon on the right side of the screen. Scroll down to the listing dates, and change the expiration date you had previously listed. Click save. Check your listed positions and you should see the updated listing there.

Q: I just created a position for my company on VJS, but I am not seeing it listed.

A: Click on the *Unpublished Listings* tab. If you see the position there, you will need to click on the pencil icon on the right side of the page. Scroll down until you see the box to publish the position. Click publish then click save. Click on the *My Listings and Messages* tab and you should see the position.

Q: I hired a new recruiter and need to add them to the site.

A: Go to the *My Recruiters* tab and find the *Add Recruiter* section. Input the recruiter's email address and click the blue plus sign on the right side of the page. When complete click the *Save Recruiters* button. Your recruiter will receive an email with login instructions.

Q: How do I post a job on VJS?

A: Go to the *Create Listings* tab on the left side of your screen. List the Position Title, Reference ID (optional), a Summary of the position, Duties and Responsibilities (optional), the Zip Code of the Job Location, Job Type, Industry, Listing Start Date, Listing Expiration Date (if expiring within 90 days leave blank), Publish Now (optional), Inquiries, Compensation, Job Level, Shift Availability, and Job Characteristics.

Q: How do I change the information I registered with?

A: Anytime you wish to change the information you registered with, you will need to click on the *Account Settings* tab on the bottom left side of the page. You can update/change your email, name, zip code, or password. Click *Submit Change* once you've updated your information.

Q: How do I see if job seekers have inquired about positions I have listed?

A: Click on the *My Listings and Messages* tab. If someone has inquired about one of your job listings, their information will be listed there.

Q. How does my company participate in a virtual job fair?

A. Click on the *Events Tab* on the left side of your screen and then click on the event you'd like to attend. Scroll down and click the green *Join Event* button. Once you do this, your company will automatically be placed on the employer list for that event.

Q. How do I change the salary for a position I loaded previously?

A. Click on the *My Listings & Messages* tab. Then click the pencil icon next to the job listing you'd like to edit. Scroll down the *Compensation Section* of the page change or add the salary then click save.

Q. How do I change my password?

A. Click on the *Account Settings* tab, adds your current password, type the new password twice and finally click the *Submit Change* tab.

Q. Can I have more than one job listing?

A. Yes.

Q. How do I create a job listing?

A. Click on the *Create Listings* tab.

Q. How do I un-publish a job listing?

A. Click on the *My Listing & Messages* tab. In the job listing there will be a *Lock Icon*, once you click the *Lock Icon*, the job listing will no longer be visible to job seekers.

Q How do I update my company information? (Company Name, City, Website, Phone Number, Number of Employees, Company Industry Company Logo, and Company Description)

A. Click on the *Company Profile* tab. Update your information and then click *Save*.