Virtual Job Scout

Job Seeker – Frequently Asked Questions:

Q: What do I do after I have registered for an account?

A: After completing registration, you will be re-directed to the *Login* page. Input the email address and password you registered with.

Q: I forgot the password I registered with. What should I do?

A: Click on the *Forgot Password* button on the right side of the password block. The system will ask you to enter the email address for the account. Enter the email address you registered with and click *Submit*. An email will be sent to that account with login instructions.

Q: How do I search for specific jobs?

A: Click on the *Search Jobs* tab on the left side of the screen. You can either type in the job title or key word to see a list of positions. Additionally, you can filter by F/T or P/T, Published Date, and/or Compensation.

Q: How can I see which jobs I have already inquired about?

A: Click on the *Job Inquiries and Messages* tab on the left side of screen. Once complete, you will be able to see all jobs you have inquired about.

Q: How do I upload my resume to VJS?

A: On the left side of the screen you will need to click on the *My Profile* tab. At the bottom of that screen there is a tab to *Update Resume*. You will need to click that button and choose from where your resume is kept on your computer.
*NOTE – If you have trouble-loading your resume, for example a word doc, you can convert the resume to PDF. This can be done by simply clicking the save as feature and clicking PDF. We have found that PDF upload the easiest. After loaded, you just need to click save.

Q: How do I see the list of upcoming virtual job fairs?

A: On the left side of the screen, there is an *Events* tab. When you click on the events tab, you will see a list of our upcoming virtual fairs.

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 your email, name, zip code, or password. Click *Submit Change* when you're done.

Q: There is a place for a photo. Do I need to add one?

A: You do not have to add a photo. However if you want to you can do so by clicking on the green camera icon in the photo section. Choose which photo you wish to load from your computer and click the Open button on the bottom right side of the screen.

Q: I got a new phone number, how do I change my contact number?

A: Go to the My Profile tab, scroll down to the phone number. Change the information you have listed and click the Save button at the bottom of the page. If you wish to keep a number but add an additional number, you can do so by clicking the ADD PHONE button. Choose from the drop down what kink of device you are adding (home, cell) add the number and click the Save button at the bottom of the page.

Q: When I first registered for this site I had only listed a High School Diploma for education. I have since earned a degree. How do I change that?

A: Go to the My Profile tab, scroll down to the education section. Use the drop down and locate the highest education credential you have. Choose that credential. If the credential is a college degree, add the type of degree it is in the following box. When complete click the Save button.

Q: I am logged in to the site but I need to change my password. Is there a way to do that?

A: Go to the Account Settings tab. On the bottom half of the page, input your current password, then input the new password you wish to use twice. When complete click the Submit Change button.

Q: Who can see my profile I created for VJS?

A: Only the companies you applied with can see your profile.

Q: How long does it take for an employer to contact me after I submit my information on the advertisement they posted on VJS?

A: It is up to the company who posted the position to reply to you. However, the POC for the position has their contact information listed with the position should you wish to contact them.