**Virtual Career Center for Business
User Guide**

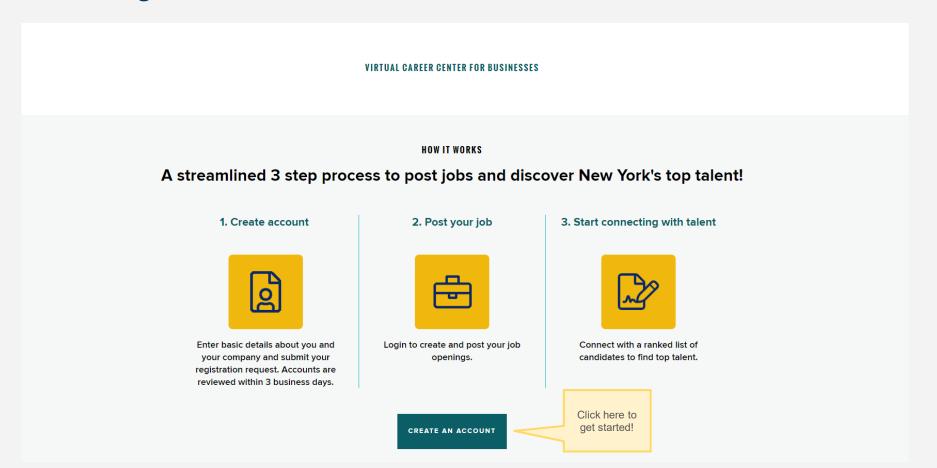# *Virtual Career Center for Business*

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

New York State Department of Labor

Virtual Career Center

Business Registration

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

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

[   ]

Please describe your Business

[   ]

Business Website

[   ]

Business LinkedIn

[   ]

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]

Callout notes:

- 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.

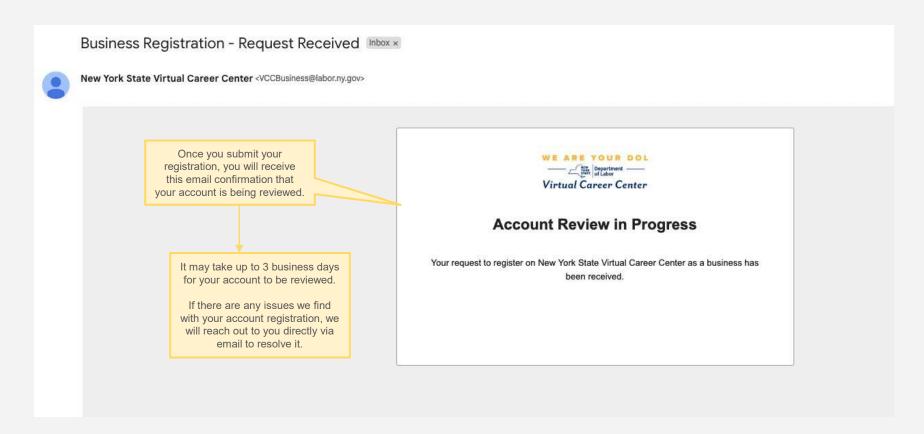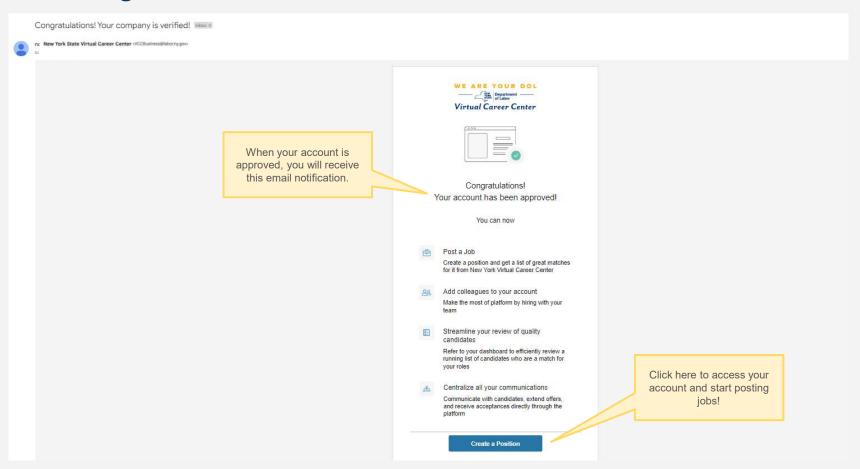- The more of this information that you fill out, the easier it is for us to verify your account for approval!

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Business Registration

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

New York State Department of Labor

Virtual Career Center

Account Review in Progress

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

Business Registration

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

Click here to access your account and start posting jobs!

POSITIONS

Positions Home Page

Search the VCC talent pool using skills or keywords

"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
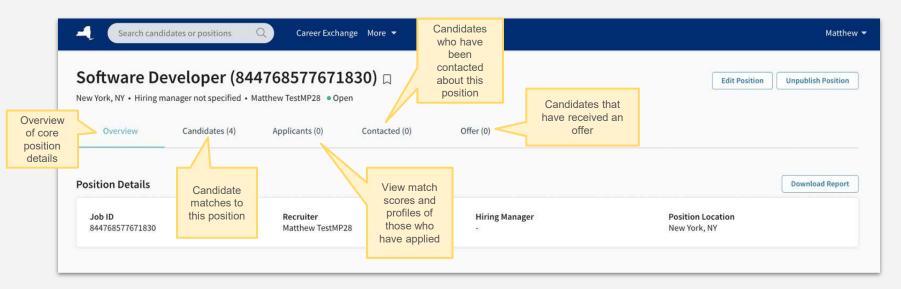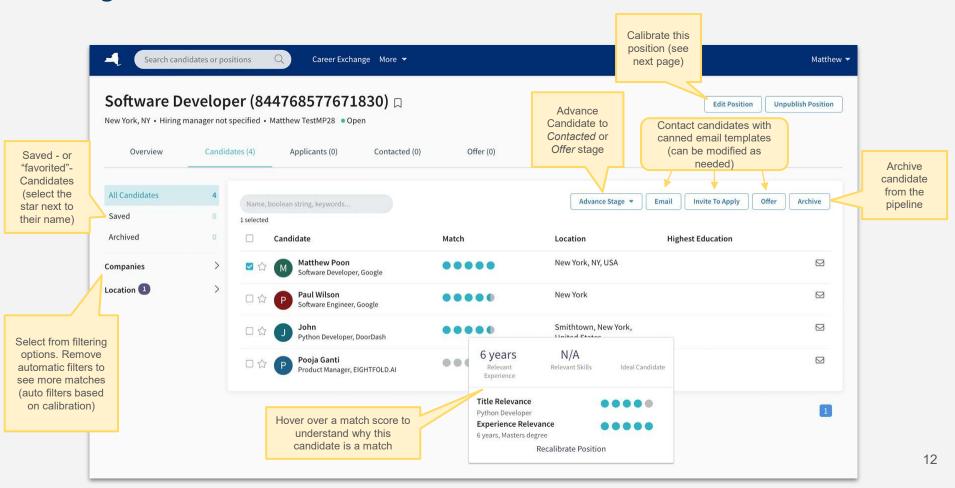
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Position Pipeline

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.
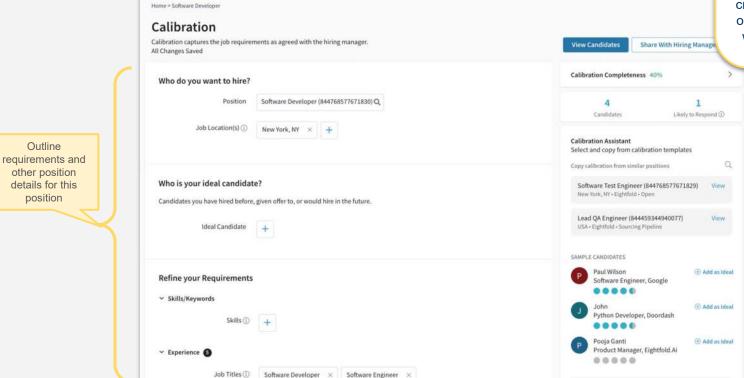
Viewing Candidate Matches

Calibrate this position (see next page)

Advance Candidate to *Contacted* or *Offer* stage

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

Archive candidate from the pipeline

Saved - 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

Search candidates or positions

Career Exchange   More ▼

Matthew ▼

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

Edit Position   Unpublish Position

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

All Candidates	4
Saved	0
Archived	0
Companies	>
Location ①	>

Name, boolean string, keywords...

Advance Stage ▼   Email   Invite To Apply   Offer   Archive

1 selected

	Candidate	Match	Location	Highest Education
☑ ☆ M	**Matthew Poon** Software Developer, Google	●●●●●	New York, NY, USA	
☐ ☆ P	**Paul Wilson** Software Engineer, Google	●●●●◐	New York	
☐ ☆ J	**John** Python Developer, DoorDash	●●●●◐	Smithtown, New York, United States	
☐ ☆ P	**Pooja Ganti** Product Manager, EIGHTFOLD.AI	●●●○○		

6 years Relevant Experience	N/A Relevant Skills	Ideal Candidate

Title Relevance ●●●●○
Python Developer
Experience Relevance ●●●●●
6 years, Masters degree

Recalibrate Position

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CALIBRATION

Calibration
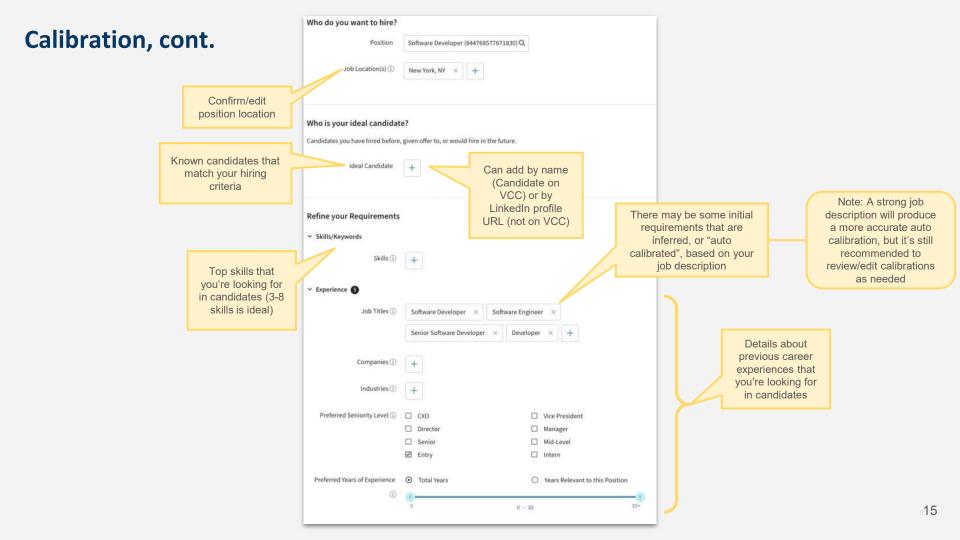

Benefits of position calibration
Calibration is your way of refining the VCC's AI matching output. By providing ideal skills, experiences, and other criteria, you are ensuring that our platform can connect you with the best talent for your open positions!

Outline requirements and other position details for this position

Tools to ensure your calibrations are completed effectively and efficiently

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Calibration, cont.

Who do you want to hire?

Position: Software Developer (844768577671830)

Job Location(s): New York, NY

Confirm/edit position location

Who is your ideal candidate?

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

Ideal Candidate

Known candidates that match your hiring criteria

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

Refine your Requirements

Skills/Keywords

Skills

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

Experience 5

Job Titles: Software Developer, Software Engineer, Senior Software Developer, Developer

Companies

Industries

Details about previous career experiences that you're looking for in candidates

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

Preferred Years of Experience: ● Total Years   ○ Years Relevant to this Position

0   0 - 30   30+

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Calibration, cont.

Education

Schools ⓘ [+]

Degrees ⓘ ☐ Doctorate ☐ Masters
            ☐ Bachelors ☐ Certificate

Graduation Year ⓘ [N/A ▾] to [N/A ▾]

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

> Additional options to further refine candidate matches

> Required info about the selected position

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Calibration Completion Tools

To ensure your calibrations are completed effectively and efficiently!

Tracks minimum expectation for a complete calibration
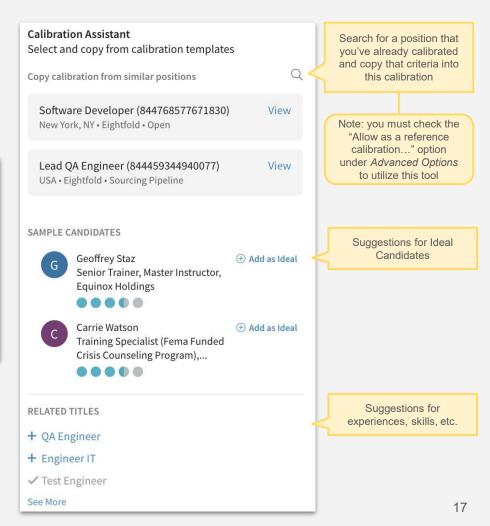
Calibration Completeness 40% ⌄

- ✓ 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.

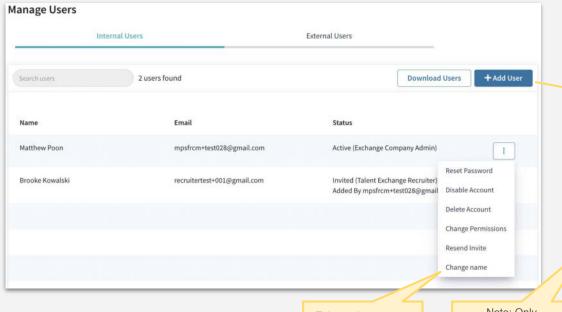**Calibration Assistant**
Select and copy from calibration templates

Copy calibration from similar positions   🔍

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

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

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

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),...
●●●●◖○

Suggestions for Ideal Candidates

RELATED TITLES

➕ QA Engineer
➕ Engineer IT
✓ Test Engineer

See More

Suggestions for experiences, skills, etc.

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MANAGE USERS

NEW YORK STATE | Department of Labor

Virtual Career Center

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	recruitertest+001@gmail.com	Invited (Talent Exchange Recruiter) Added By mpsfrcm+test028@gmail	

Reset Password

Disable Account

Delete Account

Change Permissions

Resend Invite

Change name

Add User

First Name   **Last Name**

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

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)

Take action on user accounts as needed

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

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