

**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 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

WE ARE YOUR DOL | FOR BUSINESS  
Virtual Career Center

## 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

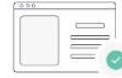
Congratulations! Your company is verified! [Inbox](#)



nc New York State Virtual Career Center <VCC@business@labor.ny.gov>  
to

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

WE ARE YOUR DOL  
New York State Department of Labor  
Virtual Career Center



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



*Virtual Career Center*

# 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' options. Below the search bar is a table with columns: Position, Days Open, Candidates, Applicant, Contacted, All Offers, Offer Accepted, and a menu icon. 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 <b>Priority</b>	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**

<b>Job ID</b> 844768577671830	<b>Recruiter</b> Matthew TestMP28	<b>Hiring Manager</b> -	<b>Position Location</b> New York, NY
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Buttons: Edit Position, Unpublish Position, Download Report

Callouts:  
- Overview of core position details  
- Candidate matches to this position  
- View match scores and profiles of those who have applied  
- Candidates who have been contacted about this position  
- Candidates that have received an offer

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)

Search candidates or positions Career Exchange More Matthew

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

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)

1 selected

Candidate	Match	Location	Highest Education
<input checked="" type="checkbox"/> <input type="star"/> <b>Matthew Poon</b> Software Developer, Google	●●●●●●	New York, NY, USA	
<input type="checkbox"/> <input type="star"/> <b>Paul Wilson</b> Software Engineer, Google	●●●●●●	New York	
<input type="checkbox"/> <input type="star"/> <b>John</b> Python Developer, DoorDash	●●●●●●	Smithtown, New York, United States	
<input type="checkbox"/> <input type="star"/> <b>Pooja Ganti</b> 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

1

# CALIBRATION



# Calibration

The screenshot shows a web interface for 'Calibration' in a recruitment system. At the top, there is a search bar and navigation links for 'Career Exchange' and 'More'. The main heading is 'Calibration' with a sub-heading 'Calibration captures the job requirements as agreed with the hiring manager. All Changes Saved'. Below this, there are three main sections: 'Who do you want to hire?' with fields for 'Position' (Software Developer) and 'Job Location(s)' (New York, NY); 'Who is your ideal candidate?' with an 'Ideal Candidate' field; and 'Refine your Requirements' with expandable sections for 'Skills/Keywords' and 'Experience'. On the right side, there is a 'View Candidates' button, a 'Share With Hiring Manager' button, and a 'Calibration Completeness' indicator at 40%. Below this, there are statistics for '4 Candidates' and '1 Likely to Respond'. A '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 with profile pictures, names, titles, and companies, along with 'Add as Ideal' buttons.

Outline requirements and other position details for this position

## **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!

Tools to ensure your calibrations are completed effectively and efficiently

# Calibration, cont.

The screenshot shows a job calibration interface with the following sections and elements:

- Who do you want to hire?**
  - Position: Software Developer (844768577671830) [Q]
  - Job Location(s): New York, NY [X] [+]
- 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: Software Developer [X], Software Engineer [X], Senior Software Developer [X], Developer [X], [+]
    - 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
    - Slider: 0 to 30+ (Current value is approximately 10)

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)  
New York, NY • Eightfold • Open

[View](#)

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

[View](#)

### SAMPLE CANDIDATES



Geoffrey Staz  
Senior Trainer, Master Instructor,  
Equinox Holdings

[+ Add as Ideal](#)



Carrie Watson  
Training Specialist (Fema Funded  
Crisis Counseling Program),...

[+ Add as Ideal](#)



### 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	recruiterest+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

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

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

**WE ARE YOUR DOL**



***Virtual Career Center***

**Questions or need assistance?**

**Contact us at:**

**[VCCBusiness@labor.ny.gov](mailto:VCCBusiness@labor.ny.gov)**