

LOGGING IN

If you don't have an account:

- Click the link **Not Registered?** On the Home page, near the **Sign In** button, (name may vary, but will include *Register* in the link name).
- Under **Opt 3 – Create a User Account**, click the **Individual** link.
- Follow the steps and fill in all required (*) fields.
- When you complete all steps, a “*What would you like to do next?*” screen is displayed, – you are logged in.

If you have an account:

- Enter your user ID and password.
- Click the **Sign In** button.
- *Or...* Click **Forgot Username / Password** to retrieve a forgotten ID or password.
- Select a desired retrieval option.

How to Create a Resume

Overview: You may first complete **My Background** details. The **Resume Builder** will incorporate all of this background so you don't have to re-enter it. When using the **Resume Builder**, some steps will allow you to update your background information if the info has changed. Click **Next** between steps to proceed. Click **Skip this Step** if the step doesn't apply to you. When choosing a template, you may preview it first to see the layout and section order.

- **Click Resume Builder from the Quick Menu**
- **Click Create New Resume**
- **Select Resume Type, enter a Resume Title, and select Résumé' Accessibility**
- **The Resume Types are:**

Internal Resume– Uses the wizard to complete steps and record data for each Resume section. Employers are most likely to find this Resume format type.

External Resume– Automatically transfers text from an electronic Resume to build background data. You will be prompted to complete missing information.

Copy-and-Paste Format – Manually transfers text from an existing Resume to save time. This method requires data formatting.

Copy Existing Resume– Available only if you formerly created a manual format résumé, to build from.

- **Click Next, then OK to confirm your selections. The system will present each step of the background wizard.**
- **When prompted Select the source data for your résumé:**
Use the 'previously saved Resume option' and then browse your computer to locate it. This allows the system to automatically extract data electronically.
Use the Cut-and-Paste option to manually paste Resume info into the text box displayed.
Click the **Click Here** link to continue with the Resume Builder wizard to manually build data.
- **Select your desired template**
- **Click Next, then OK to confirm your selections. The system will continue to present each step of the background wizard.**
- **View Resume details. Click Save Resume and Return to finish.**

How to Search for Jobs

- Click **Job Search** from the Quick Menu.
- Select your desired work location and all applicable search criteria, i.e. *Quick Search, Advanced Search, Job Search by Employer, Job Search by Skills, Job Search by Resume Criteria, or Job Number*
- Click on **Search**
- View your results/click on the **Job Title** to view job details

How to Apply for a Job

- Review the job order details.
- Click **Apply for this job**. *For external jobs*, VWC opens a new browser window; follow website instructions. *For internal jobs*, VWC either displays: Preferred application methods or a list of one-stop offices. If you completed your background info, click **I intend to meet with staff to review my qualifications** for assistance.

USING YOUR PROFILES

PERSONAL PROFILE – Contains your contact and system registration information, your background info, your activities “to do” list, and your personal notes. Contains the following folders:

General Information – Contains information required for account set-up, contact information, and account information.

Background – Lists your job history, education, skills, and other information used in Resumes. Click the **Start the Background Wizard** button to record details for your Resume or online application.

Activities – Contains questions directing you to activities that will assist you in your job search.

Memo – Stores notes or tasks you want to accomplish.

EMPLOYMENT PLAN PROFILE – Contains your résumé, employer letters, job application details, your online application, and job alerts. Contains the following folders:

Résumés – Contains the Resumes you have created and allows you to create new ones.

Correspondence – Contains any employer letters you have created. Allows you to create new cover, follow-up, and acceptance letters.

Job Applications – Contains a list of jobs you've applied for, and allows you to assist staff by indicating your interest level, your current job status, and any notes related to the job opening.

Online Application – Contains an employment application based on your background information.

Virtual Recruiter – Contains the job search agents you have created so the system may automatically conduct job searches on your behalf.