

Learning Center Transcript

Title: My Employer Workspace Overview

Description:

This interface provides employers with quick access to workforce development information and common labor exchange tasks. The Virtual OneStop dashboard is interactive, visually presenting information that is easy to read and interpret – through the use of graphics and other standard means. Employers may customize the actual widgets in order to precisely display desired options.

My Workspace Overview

Welcome to the Learning Center. In this training segment, we will present an overview of the My Employer Workspace menu. At the conclusion of this video, you will be able to:

- Use the My Employer Dashboard of Services and Widgets
 - Identify the Directory of Services general assistance tools
 - Find the various tools within the How We Can Help You menu
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Overview

As with many parts of Virtual OneStop, you can access information from more than one location. My Employer Workspace has three sections. Clicking links from the left navigation menu, or from the top of the screen, lets you quickly view basic information and access the following services:

My Employer Dashboard: The dashboard lets you quickly view data through widgets, such as new messages, appointments or upcoming events. It includes a Services Preview widget to introduce ways that Virtual OneStop can help you.

Directory of Services: Displays the Quick Menu, Services for Employers, Reports, and Other Services menus, as another convenient location to access your service options.

How We Can Help You: Offers a menu to access ways the system can assist you, including quick links to various options based on your preferences in Virtual OneStop.

Let's look at each section in detail.

My Employer Dashboard

My Employer Dashboard gives you access to the system several different ways. The most obvious is through a series of widgets. These small squares allow quick access through a series of links to several parts of the system. The top widget, called the Services Preview,

displays a rolling menu of quick links and reminders about features and functions you may want to consider.

Service Preview Widget

The Services Preview widget presents links that recommend places to visit within your system. These links are based on information or preferences you've already stored such as job postings and candidate searches. The Services Preview widget is especially useful when you can't remember where to access a feature or function or when new features are added.

Some of the tabs in Services Preview include links to Post a Job, Recruit Talent, Analyze Labor Market Information, Training Opportunities, and Employer Incentives.

Common Widgets

Here are some of the widgets you may want to explore:

My Messages - This widget shows the number of read and unread messages within your Message Center. You can also access your messages through links in this widget.

My Correspondence - This dashboard widget is a quick way to see the number of letters and correspondence templates you've created. You can also access your correspondence through links in this widget.

My Calendar - Here you can view the number of new appointments or set up coming events that you've created or may be of interest to you. You can also access your appointments and events through links in this widget.

Latest News and Announcements - This dashboard widget displays timely information and useful news events. Your system administrator may change this on a regular basis.

Need Help or More Information - This is a quick way to access the Assistance Center and the Learning Center where you can view training videos.

My Recruitment Plan – This widget provides quick links to your Job Orders, Resumes, and Virtual Recruiters.

Recruitment Services – This widget provides links to functionality located in Recruitment Services in the Services for Employers section, including Manage Jobs and Candidate Search.

Education Services – This widget provides links to functionality located in Education Services in the Services for Employers section, including Training Providers and Schools and Training and Education Programs.

Configuring your Dashboard

You can configure your dashboard so that information displays where you want it. These widgets can be reorganized and moved around the screen based on your preference. For example, if you want to see your new messages first, place that widget at the top.

Click the Configure Dashboard Widgets link to check or uncheck widgets you wish to display or to turn off. Depending on your system configuration, the specific widgets available may vary.

Directory of Services

The Directory of Services tab in the My Employer Workspace menu is another way to access the options within the Quick Menu, Services for Employers, Reports, and Other Services.

How We Can Help You

Clicking the How We Can Help You link opens the same menu options as the Services Preview. Again, these are quick links to specific options, many of which are based on information or preferences you have already stored, such as candidate searches.

Each option for the Services Preview category is a navigation list selection at the top of the How We Can Help You page.

After you become familiar with the ways to navigate in the system, you may find that some paths are more convenient for you than others. If you collapse or remove the Services Preview widget, you can still access the options shown here in the How We Can Help You tab.

You have completed this video

This concludes the My Employer Workplace overview. This sections provides a valuable overview of the resources available to help you use the system confidently.

Please check out the other videos in this series which can help you navigate your system with ease.