

## Employer Services Overview

---

The Employer Services website is designed to help you manage the processes and workflow associated with recruitment and hiring. All major features and functionality, from creating job vacancies, to sourcing, tracking and hiring job seekers, are available from your Employer Services homepage.

### GLOSSARY

**Vacancy Announcement**

Information specific to a position (e.g. Software Engineer), combined with Job Information data to create vacancies at up to three duty locations.

**Vacancy**

An individual job that is associated with a Vacancy Announcement.

**Posting**

An individual vacancy that is listed on USAJOBS and Studentjobs.

### RESOURCES

Click the HELP link at the top of each page for assistance.

Contact a Support Representative at 866-one-gov1 (866-663-4681) 8 AM – 8 PM EST

### Navigating THE DESKTOP

After you log in to your account, you can choose your preferred view of the Employer Services homepage. The default view is **Folder View**. In this view, all Vacancy Announcement folders are displayed. Alternatively, choosing **Index View** offers quick access to the following resources located on the main navigation bar:

- HOME

Your Employer Services homepage, displayed in either Folder View or Index View.

- SOURCING

View and manage your Vacancy Announcement folders and individual vacancies, or search the resume database for qualified job seekers.

- SCREENING

Refine how job seekers apply online to vacancies by adding a screening questionnaire. Choose an existing questionnaire or create your own.

- TRACKING

View and track applicants in the job seeker pool during the various stages of the hiring process.

- ADMINISTRATION

Manage recruitment and hiring, from establishing team member roles and permissions, to creating steps for the interview and hiring process.

- REPORTS

View job posting activity, including the frequency of vacancies being viewed online and the total resumes received.

- MANAGE FOLDERS

View and manage your Vacancy Announcement folders and all associated components, including individual vacancies, job seekers and optional screening questionnaires.

### Posting A JOB & Finding JOB SEEKERS

To create a new folder, manage individual vacancies, or search for job seekers, use the following three links on the Employer Services homepage.

- CREATE & POST A JOB

Step-by-step process for creating a Vacancy Announcement and associated vacancies. Steps include: Job Information, Vacancy Announcement and Job Posting.

- MANAGE JOB POSTS

Resources for viewing and managing the individual vacancies associated with a Vacancy Announcement. Results can be filtered by date range, status, creator, and other criteria.

- SEARCH RESUMES

Find job seekers who match your requirements. Optional Search Agent feature lets you save your search criteria for future searches.