

# Virtual One-Stop

A statewide resource

**A Statewide Recruiting Website [www.arizonavirtualonestop.com](http://www.arizonavirtualonestop.com) awaits your opportunities. Here's how to access this robust no-cost tool:**

## **Logging In**

If you don't have an account:

- Click the graphic on the home page.
- Click Register.
- Click Employer.
- Create a unique User ID and password.
- Create a hint to remember your password.
- Fill in required (\*) fields.

## **If you have an account:**

- Click the graphic on the home page.
- Enter your user ID and password.
- If you have forgotten your password, click Forgot Password.

## **Using the Directory**

The Directory lists and describes Employer Services. Use the directory to get to services. Click Services on the toolbar at the bottom of a page, then click the service you want to use.

## **Using the Quick Menu**

The Quick Menu is a fast method for employers to post a job and access employee search services. To access an Employer Service, click it in the Quick Menu.

## **Important things you can do in Recruitment Services**

- Post a Job Order
- Candidate Search
- Job Market Trends
- Candidate Market Trends



Part of Arizona's Workforce Development Network

**More than 20 years of experience helping businesses succeed.**

**If you encounter difficulty registering or logging into VOS, call the VOS Help Line *602/542-2460* for assistance.**

Equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.