



Virginia Workforce Connection Employer Registration Instructions

The Virginia Employment Commission has a new job registration system “The Virginia Online System (VWC Virginia Workforce Connection). Previously our system required employers to complete an online application and once submitted V.E.C. personnel would create and post the job order. Due to current business trends and improved technology, employers can now post their positions and search the database for qualified candidates.

Here are the instructions to register and post your job openings: **You will need your company Federal I.D. Number and Tax I.D. Number. (You cannot use the system without them)**

1. Go to <http://www.vawc.virginia.gov>. This brings you to the home page. Under the boxes marked User Name & Password, go to:

2. **Not Registered**

You have 2 options

Register

Guest Access (view the system and how it works)

3. Click on **Register**

4. Click **Employer**

This is where you will need your company Federal I.D. Number and Tax I.D. Number.

This will open to the registration page. Complete each block. Those with the **red*** are required fields and may not be omitted.

Please take note, that once you have completed this first page, a message will show in **Red** if your company is already registered. (How can that be?) If you have used the VWC system previously, the information migrated over to the new system.

If that happens, **please stop and call The Richmond VEC Office at 804-952-6116**. We can reset the password so that you can use the system. **Under no circumstance create a second username and password for the same company.**

5. Continue with the registration process. The system will tell you when you have completed your registration. You now have access to post your positions.

The system will go to a blank page with your company name in the left margin and other options to which you now have access.

Click on your company name. Four file folders will appear. Click on any folder and the folders will change to menu item boxes the plus/minus signs in front of them.

Click on all the minus signs to show the functions you can do under each folder

Click on Post Jobs

Follow the instructions.

Make sure you open each area that has a **drop down menu** and view your options; there are **question marks** in each section. These are help for that area of the form. The more specific you are in posting your position, the better results you will have in matching with the most qualified applicants. Jobs will be on **Vet Hold** for 2 days, then automatically released.

Now that you have completed the job posting, you can **search for candidates**. The search will be based on the information you put in the job order.

If an applicant has a resume in the system, you will be able to view their resume and make contact either by email or by leaving them a memo on the system

You can also search the system by giving a position title.

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- Click on your company name. Four file folders will appear. Click on any folder and the folders will change to menu item boxes with plus/minus signs in front of them.
- Click on all the minus signs to show the functions you can do under each folder.

7. Click on **Post Jobs**

- Follow instructions.
- Make sure you open each area that has a drop down menu and view your options.
- There are question marks in each section. These are help for that area of the form.
- The more specific you are in positing your positions, the better results you will have in matching with the most qualified applicants.
- Complete your job postings. Jobs will be on Vet Hold for 2 days, then automatically released.

8. Now that you have completed the job positing, you can search for candidates. The search will be based on the information you put in the job order.

9. If an applicant has a resume in the system you will be able to view their resume and make contact either by email, or by leaving them a memo on the system.

10. You can also search the system by giving a position title. Good Luck!!