

Employer Quick Reference Guide

Logging In to www.arizonavirtualonestop.com

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
- Virtual Recruiter

If you encounter any difficulty registering or logging into VOS, call (602) 506-WORK (9675) for assistance.

