

Job Seeker Benefits

Research Industries and Employers

*Find out which industries and employers have job positions of interest. This information includes specific details, names, and locations. Post resumes for review by employers online, both locally and through job banks.

See Job Openings, Create and Post Resumes

*Review job openings posted by employers and build attractive resumes and letters to use in pursuing those jobs. Resume Builder simplifies the task of creating and changing resumes. Letter Builder guides you on writing cover letters, follow-up letters, and acceptance letters.

See Advice for Job Meetings

*View tips and advice about effective interviewing, including tips for successful meetings and job offer negotiations.

Assess Your Interests

*Assess your work values and job interests to find suitable occupation matches.

Store Full Background

*Store information on your skills, work experience, licensing and

education in your personal folders. This information is then automatically used to create your resumes and letters.

Save a Research History

*Keep a record of the career training programs, employers and job openings you researched in your job search strategies.

Create a Virtual Recruiter

*Use the Virtual Recruiter to create and store job searches that run automatically at scheduled intervals and inform you of job openings.

Especially for Students

Students can use Virtual One-Stop Virtual LMI to discover career requirements and training providers:

Career Exploration

*Search for occupations that match job interests and work values.

Find and Review Training Programs

*Find information on different training opportunities in your areas of interest display maps to location and email addresses.

Research Training Requirements

*Discover the length of time needed to train for each program and which schools offer that program.

Unemployment Claims: 1-866-832-2363
Option 1: File a Claim / Option 2: Claim Questions
(8:15am-4:30pm, Monday-Friday, excluding holidays)



VIRGINIA WORKFORCE CONNECTION

VIRTUAL ONE-STOP JOB SEEKER BENEFITS

Virginia Employment Commission
One-Stop Workforce Center

Visit our website at:

<https://www.vaworkconnect.com>

or

<https://vawc.virginia.gov>

(For our interactive video tutorials, go to the home page & click on the "Job Seekers/Find a Job" blue tab. At the very bottom of the left side, listed under the "Other Services" blue box, click on "Learning Center" to see the General & Individual Course video options.)

VIRGINIA WORKFORCE CONNECTION

"Your doorway to employment and labor market information in Virginia"

1. Log on the new website <https://www.vaworkconnect.com>
First time users click on Not Registered.

2. Complete the User ID and password page by clicking on Register. Register as an Individual. Write your password and User ID down and keep it in a secure place.

3. Enter your personal information. Remember that employers will be able to access this information. Make sure you use proper grammar.

4. Complete the Background Wizard. Click on My Resources in the blue toolbar on the left. Click on My Background tab. Click on Start the Background Wizard to enter your education and work history.

5. To find information on current jobs and how to apply you must first build a resume. Click on Resume Builder. This will take you through the steps of creating a professional resume or job application. Resumes can be placed online, making them available to the top employers in your area. Create New Resume. Choose if you want employers to be able to view

your resume on-line and give your resume a title such as "Retail Sales".

6. Enter the requested information, but if you do not want a step to appear on your resume click This step does not apply to me. The areas with an * must be completed. The Resume Builder is a 17 step process.

7. Choosing a location is a required step. If you are looking for local work click on specific counties in Virginia. You will then see the default location. Click on the area of the state of VA that you wish to search for jobs.



Local counties are in the Eastern region of the state, except for Westmoreland County located in the Northern region of the state. After choosing your location you will be able to continue.

8. Job Search - Once Resume is completed, you can search for jobs either by the title of your resume or other occupations. To search using your resume click on Job Search under the Action block. This will show you a listing of jobs with the same title as your Resume. To change your job search criteria click on the blue Change Job Search Criteria tab. This will allow you to search by employer, job order

number, skill set, or to do an advanced search.

9. Applying for a position - Once you have located a job opening that matches your search criteria, click on the Job Title to see more information. To display more information, including how to apply for the position, click the Display More Information button. This option will explain how to apply for the position.

10. Attaching Resume - if this position requires that you attach your resume click on Apply Via Resume button, attach which resume you would like the employer to see, and click on the Attach Resume button on the right. A pop up box will warn you that your personal information will be sent to that employer. Click OK, and your resume will be sent to the employer.

If you have any questions, please contact:

The Norfolk or Portsmouth
ONE-STOP WORKFORCE CENTER
861 Glenrock Road, Suite 100
Norfolk, VA 23502
Phone: 757-461-7537, Ext. 1373
Fax: 757-455-0415

- or -

4824 George Washington Highway
Portsmouth, VA 23702
Phone: 757-558-4455 / Fax: 757-558-4460

The Virginia Employment Commission is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals w/disabilities.