Focus Talent
Overview for Businesses

Introduction

Focus is the online platform that Employers can use to post jobs and where PATH Community Engagement job seekers can find job opportunities. Unlike traditional job-match systems, the Focus Talent/Career job-match system casts a much wider net to find the skills your job requires. Businesses will no longer receive job matches only for the most qualified candidates, but also for those candidates who possess some, but not all, of the skills requested. Candidates are ranked from one to five stars based on how well they qualify for your job.

Employers can post job openings, review resumes and send invitations for interviews.

Benefits of Focus Talent

Focus Talent enables businesses to fill their open positions by connecting them to the platform that Kentuckians with a PATH requirement are incentivized to use to join the workforce. In addition, Focus Talent learns the job description and requirements employers specify then matches resumes by comprehensively reviewing the skills, education, work experiences, military experience and volunteer activities of candidates with all or some of those qualifications. It also considers typical patterns of career and hiring progressions, as well as former positions candidates have held, to offer the greatest number of candidates to employers and the greatest number of opportunities to job seekers.
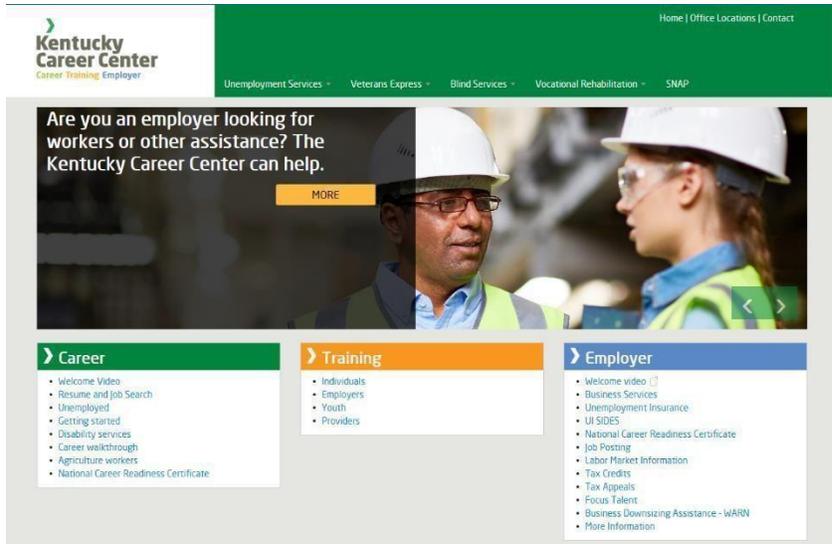
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Creating a Focus Talent Account

To get started, go to Focus Talent at ***FocusTalent.ky.gov/talent/login***.

From our home page, access our Employer panel and select Focus Talent.

What information you will need:

- Your Business email address for your username.

- Your Business's Federal Employer Identification Number (FEIN),

AND

- Your Business's Industrial Classification or NAICS code.

If you don't know your NAICS code, Focus Talent provides a look-up for your convenience. After clicking on Focus Talent, you will be navigated to an information page with a hyperlink to Talent's sign in and account registration page.

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Welcome to Focus Talent's sign in page

On the page below, click Register to create your new account.
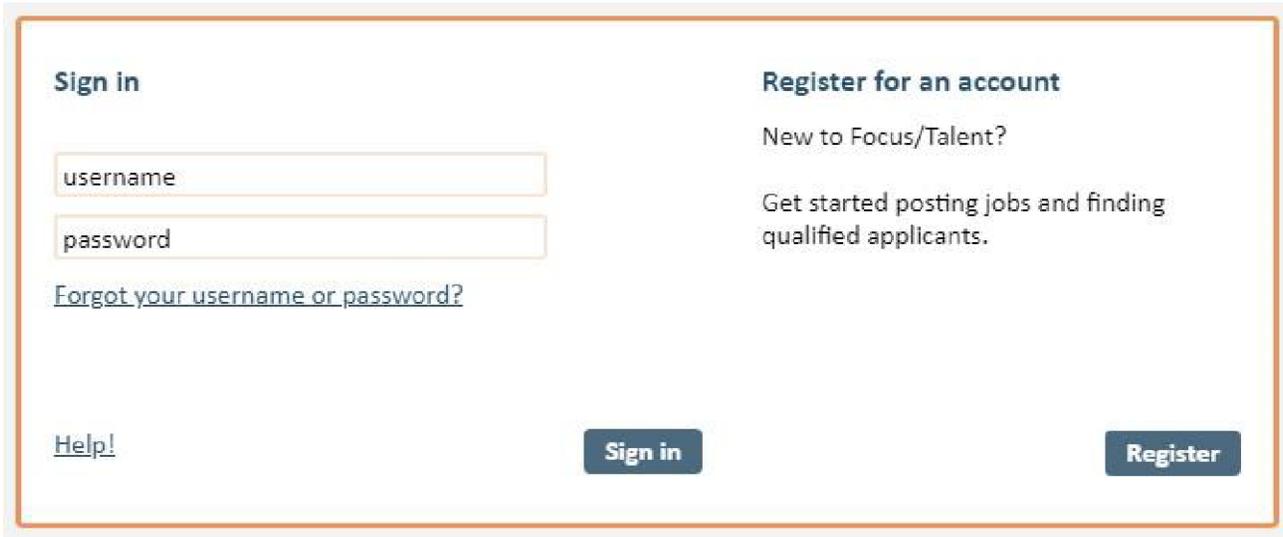
Step 1: Account Set-up

Enter and confirm your Business email for the account username, a password of your choice, and your 9-digit FEIN number. If you do not yet have an FEIN, click "Need an FEIN?" to apply online to the Internal Revenue Service for a number. Your FEIN is required for Talent registration. All done? Click the Next Step button.

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Step 2:   Business Information

Before Focus Talent displays the page below, it checks our databases for the FEIN you entered. If other hiring managers from your company have registered previously, Focus uses the FEIN to automatically populate the business information. If you're the first registrant with your FEIN, you will be required to enter the contact details for the business. Review the instructions at the top of the page. They advise on your FEIN check and next steps. On the next page, we've provided some commonly asked Questions for the Business Information page.

Step 2 cont.: Business Information Q&A

Most fields are self-explanatory, but users sometimes ask the questions below.

Can my company's Legal name and "Doing Business As" name be the same?

Absolutely. Focus Talent captures both because they often differ. Please complete both fields even when they are the same.

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I made an error when entering my FEIN, but I can't edit the FEIN field. How do I correct it?

The field is not editable in Business Information. At the top right, click the "Previous step" button. This returns you to Step 1 to correct the error. It also allows Focus to search again for the new FEIN to align your account with other hiring managers using the same FEIN.

Should I enter my NAICS code or the industry classification title?

Either one. As you enter information, type-ahead text will display in drop-down below the field, allowing you to select an entry. If you don't know your NAICS code or classification, click on the NAICS look-up link at the right to access the federal NAICS directory.

If the business description I enter is automatically placed on my job postings, will I have a way to remove it?

You will. You'll also have an opportunity to add more descriptions. They will display in a drop-down that you can access and a selection for "no description" also displays. Your colleagues with the same FEIN may enter business descriptions that will be available to you as well. Business description and company logos are both shared features. You'll be able to upload company logos in the job posting functionality after your register.

If I need to update my business information later, where can I access it?

Simply sign in to your Focus Talent account and click Account settings, located in the top right header of your dashboard.

Step 3: Hiring Contact Information

Information collected on the Hiring Contact Information tab establishes your contact data as the account holder. This information will be used to populate contact information for your job postings. It also can be updated in your Account settings.

Complete all required fields and click the Next Step button.

As your final registration step, please review the Terms of Use document (scroll bar at right), check the box to accept the terms, and click the Complete Registration button.

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Account Review and Approval

A message will display to advise you that your account is under review and you will receive an email shortly after from Kentucky Career Center Support. The Office of Employment and Training requires all new business and hiring managers to provide documentation to KCC Support to validate their account and to ensure the integrity of all our employers and job postings. Typically, this takes between 1-2 business days to complete, but is often the same day if the employer responds quickly to the request for documentation. You'll receive an email advising you when the review is complete and you can access Focus if you are approved.

Once You Are Approved…

Log in to Focus with your username (which is your email address) and password. Focus will navigate you to the Jobs Dashboard, where you can explore the available functionality and/or begin creating job posting(s) immediately.

Below is a sample view of the Jobs Dashboard, where you can manage your job postings in convenient folders.

If you need assistance with Focus Talent, please contact the KCC Helpdesk at 502-564-0871 or KentuckyCareerCenterSupport@ky.gov