



Wisconsin Job Order System Work Sites

(Or, Who Enters the Job Order?)

The Automated Matching System (AMS) assumes that a job is performed at a single work site and, consequently, allows only one work site to be entered per job order. In addition, work sites are related to districts in AMS. If an employer has job openings in more than one district, more than one job order must be entered. The question has always been: Who enters the job order?

Two of the advantages of the Wisconsin Job Order System (WJOS) are:

1. A WJOS job order can have multiple work sites, and
2. An Employer can work with his/her local Job Centers regardless of where the Employer's job opening is located.

Consider the following scenarios:

- **Multiple Work Sites in Multiple Job Center Areas:** An employer of Sales Representatives is located in Madison, but has two openings. One of the openings covers an area that includes Dane, Rock and Green counties; the other covers an area that includes Kenosha, Racine and Walworth counties.

Since this is a Madison employer, the Dane County Job Center should be responsible for the job order. It should be entered with 2 openings and the order taker should select both Dane county work site options in addition to the Green, Kenosha, Racine, Rock and Walworth county selections. In addition, the worksites covered by each opening should be noted in the Additional Work Site Description field.

- **Single Work Site in One Area, Experienced Job Seekers in Another Area:** A manufacturer in Green Bay has several openings for a specialized type of machine operator. The employer knows that a company employing workers with the same skills has closed in Eau Claire and wants to place a job order in the Eau Claire area.

Who should be responsible for this job order? What is the appropriate work site?

Do not confuse Work Site with Recruitment Area. Since this is a Green Bay employer with openings in Green Bay, the Job Center Serving Northeastern Wisconsin in Green Bay should be responsible for the job order. In addition, only the Brown County and Green Bay option should be selected for the work site. In this scenario, the order responsible job center should also contact the Eau Claire Job Center and notify them that the order is in the system. The Eau Claire staff can then notify their job seekers that they might want to consider applying for the openings.

- **Company has Multiple Locations, Opening in One of those Locations, Hiring Not Centralized:** A company has offices in three cities. The La Crosse office has a job opening; the Prairie du Chien and Tomah offices do not.

Who should be responsible for this job order?

Since the opening is in La Crosse and hiring is not centralized in one office, the La Crosse County Job Center should be responsible for the job order. The La Crosse County work site option should be selected.

- **Company has Multiple Locations, Opening in One of those Locations, Hiring Centralized in Single Location:** A company has offices in three cities, Milwaukee, Waukesha and Racine, and centralizes the hiring for all of them in Milwaukee. Currently, there is an opening in the Racine office.

Who should be responsible for this job order?

Since the hiring is centralized in the Milwaukee office, the Milwaukee Employer Order Services Unit should be responsible for the job order. The Racine County work site option should be selected.

If an employer contacts the “wrong” Job Center, one of two actions can be taken by that Job Center:

1. Take and enter the job order using the office number of the “right” Job Center and then notify that Job Center of its existence. Also, notify the employer of what you’re going to do and what s/he should do in the future. THIS IS THE CUSTOMER FRIENDLY WAY TO HANDLE THIS SITUATION!!
2. Notify the employer that s/he should place the order with the other (“right”) Job Center. THIS IS NOT CUSTOMER FRIENDLY!!

A list of valid work sites for WJOS is attached.