

July 12, 2001

Important! Correct Handling of Suppressed Job Orders

We have had a few phone calls and emails indicating that there seems to be some staff confusion regarding confidential orders and suppressed job orders. Confidential orders are a thing of the past, now that we have WJOS.

You should not, under any circumstances, enter a confidential order!

You can suppress an order in WJOS, which prevents the employer's name, address, telephone number, company profile and how to apply instructions from being displayed on the order. The 'suppress order' question is the last item on the job order screen. When you click 'no', the employer's identifying information is not displayed on the order. In addition, job seekers will be directed to contact their Job Center about the order. The order number is displayed in that message.

The following steps are the correct and only manner in which suppressed orders should be entered in WJOS:

- Scroll to the bottom of the job order. The last question asks 'Does the Employer wish to be identified with this job order on JobNet?' The default response is 'yes'.
- If this is a suppressed order, change the response to 'no'. The employer's name, address and telephone number will not be displayed on the job order. To verify this, simply click on the Preview button and review the order.
- Include detailed application instructions in the Additional Application Instructions field on the job order. For example:

Apply by sending a cover letter & resume to: Agnes Jones, Wisconsin Job Center, 123 Main St., Badger, WI 55555; telephone 608-123-4567.
- Do not change the Site Trade Name, Profile Trade Name or Legal Trade Name to 'Confidential', the name of your Job Center, or the name of a staff person.

The method outlined above is the only way in which a

suppressed order should be entered!

If you have questions please contact Linda Williamson by email at willili@dwd.state.wi.us or by telephone at 608/264-8167.