

July 16, 2001

Important! Employer Contact Information in WJOS

We have had several phone calls and emails inquiring about why the Employer Contact information doesn't show up on the job order. There is a question near the end of the Employer Demographics section of the job order that asks "[Should the Employer Contact identifying information be provided to the Job Seeker?](#)" WJOS defaults to 'yes', and staff expect to see the Employer Contact's name, phone number, and email address either a) listed on the job order form, or b) pulled into the Additional Application Instructions field.

The purpose of the question "[Should the Employer Contact identifying information be provided to the Job Seeker?](#)", is so staff know whether or not the Employer Contact's information can be given to a job seeker. The system defaults to 'yes', but you can change it to 'no' if the Employer Contact doesn't wish to be contacted or to have his/her name revealed.

In addition, some staff are expecting the Employer Contact information to be pulled into the Additional Application Instructions field if, for example, 'Call for an appointment' is checked. The system does not work that way. If any of the four boxes under Application Instructions are checked, detailed information needs to be keyed in the Additional Application Instructions field. For example: Apply by faxing a cover letter & resume to: Shari Smith, Human Resources Director, 608/123-4567.

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