

August 9, 2001

Formatting the Job Title in WJOS

It appears there is some confusion among staff regarding the July 5 email regarding formatting job orders in WJOS. One of the instructions read:

- **Use proper capitalization, punctuation, spacing and formatting when entering data in fields.** For example:
 - Capitalize the Job Title.

Several people misunderstood this instruction to mean that the Job Title should be typed in all caps. That is not correct! Please capitalize the first letter of each word in the Job Title. For example:

- Welder (not WELDER or welder)
- Nursing Assistant (not NURSING ASSISTANT or nursing assistant)

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