

May 13, 2002

WJOS/O*Net/ERS/WebIntelligence Class Offered

A two-day class on how to use O*Net, the Employer Record System (ERS), the Wisconsin Job Order System (WJOS), and WebIntelligence will be offered in late June at the GEF 1 State Office Building in Madison. Linda Williamson will conduct the class.

Participants will learn how to:

- Use the Wisconsin Job Order System to enter and manage job orders
- Use O*Net to properly code job orders, write more descriptive job orders, and more!
- Use the Employer Record System to manage information about employers in your area, track employer activities, and how the Employer Record System and Wisconsin Job Order System work together.
- Use WebIntelligence to generate reports and mailing labels.

The class will be held as follows:

Tuesday, June 25 9:30 a.m. - 3:30 p.m. GEF 1 State Office Building,
Madison

and

Wednesday, June 26 8:30 a.m. - 3:00 p.m. GEF 1 State Office
Building, Madison

Registration is open to staff whose job duties writing and entering job orders and who have not previously attended training. **Previously trained staff will not be retrained.**

All class participants are required to have an ERS/WJOS/WebIntelligence logon ID.

You must register in advance to attend this training. Registrations will be accepted until the class is full. A waiting list will be established. There is no charge to attend this training. Staff should follow whatever requirements your agency or supervisor has for permission to attend this training.

To register for the training, please complete the attached registration form and email it or fax it to:

Linda Williamson

Email: willili@dwd.state.wi.us
Fax: 608-267-0330

Class participants are responsible for making their own travel, lodging, and meal arrangements.

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