

March 16, 2004

Tools Available for Teaching Employers How to Register and Use WJOS

The following tools have recently been updated to reflect the recent changes in the **State of Wisconsin DWD User Login** web site. Employers use the site to register for and access the Wisconsin Job Order System.

- The “WJOS Registration Instructions” handout, which provides step-by-step instructions about how to register to use WJOS, has been updated.
- The “WJOS Employer System Use” handout, which provides employers with instructions on how to access and navigate WJOS, has been updated.
- A new tip sheet was recently developed for employers, called “Successful Job Listings Start With a Good Job Description!”
- “Registering to Use the Wisconsin Job Order System”, a PowerPoint containing 13 slides explaining how to register to use WJOS.
- “Using the Wisconsin Job Order System”, a PowerPoint containing 37 slides explaining how to navigate and use WJOS.

These tools are available for **employers** to access at <http://www.dwd.state.wi.us/dwd/employers.htm>. Click on the “more information” link (last one in the second paragraph) to access the information.

The tools are available for **staff** to access at http://dwdworkweb/dws/employer_services/default.htm. Click on “WJOS Tools” on the right side to go directly to the items, or simply scroll down to “WJOS Tools”. Look for other job order writing tools on the DWD Workweb at http://dwdworkweb/dws/employer_services/jo_quality_assurance/default.htm.

Finally, the PowerPoint presentation that staff can use to conduct a presentation for a group of employers has been updated. “WJOS Employer Group Presentation” contains 44 slides explaining how to register, how to navigate and use WJOS, and how to develop a job description using O*Net Connector. The presentation includes narration on the Notes view that staff can use during the presentation. This is a good introduction to WJOS for new employer users. It takes approximately 45-60 minutes to present, which includes time to address questions from the audience.

“WJOS Employer Group Presentation” is available on the Shared Directory (only Division of Workforce Solutions staff are able to access the Shared Directory) at S:\\DWS\DWS-Share\WJOS\WJOS Employer Group Presentation.ppt, or by contacting Linda Williamson at linda.williamson@dwd.state.wi.us or 608/264-8167. To print the slides with the Notes view (for narrating the presentation):

1. Open the presentation.
2. Click on File, then Print.
3. Toward the bottom of the gray pop-out box is Print What. Choose “Notes Pages” from the drop-down menu.
4. Click on the OK button.

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This message has been posted to the web site (<http://www.wisconsinjobcenter.org/erswjos>) that holds the WJOS/ERS announcements. The archive holds the current edition, and all previous editions.

These editions are delivered in Adobe PDF format for on-line reading or downloading. The web site has a link to the DWD Viewers Download Page (<http://www.dwd.state.wi.us/viewers.htm>) to find links to software which may be necessary to view the publications.

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