

InterOffice Memo

Department of Workforce Development

Date: August 10, 2005

File Ref:

To: Job Service Staff, Supervisors, and Directors

Cc: Workforce Development Board Directors; DVR WDA Managers; Job Center Managers

From: Brian Solomon, Director, Job Service Bureau

Subject: **Job Orders Entered by Rural Wisconsin Health Cooperative**

A unique situation has arisen in the last couple of months of which we would like to make all job order staff aware of. Below, please find a brief description of the issue, along with the process for handling.

Rural Wisconsin Health Cooperative (RWHC, www.rwhc.com) is owned and operated by several Wisconsin hospitals. One of the services RWHC provides to its customers is recruitment - entering job orders in JobNet Business and serving as the collection point for applications. Dawn Johnson, an employee of RWHC, enters the job orders on JobNet Business and collects the applications, which are then forwarded to the hospital. The hospital's name, address and other identifying information appears on the job order.

Dawn has several JobNet Business registrations - one for each hospital she works with. Each registration is set up so the job orders she enters for that hospital go to the Job Center that serves the county where the hospital is located.

Follow-up on the job orders will be done by the Job Center in the county where the hospital is located.

All RWHC member hospital Human Resource (HR) departments were notified that as of July 1, 2005, RWHC will be posting their job openings and that the HR departments no longer need to handle this task. If you receive job orders directly from a hospital, and they are not duplicates of orders placed on JobNet Business by RWHC, please process the job orders as you normally would do. If duplicate orders are received, please contact the hospital and alert the person placing the order that RWHC has already placed the order on JobNet.

Job Centers may continue to provide all other business services to the member hospitals.

If you have any questions, please contact Phil Anderson by calling 608-261-6974 or via email at Philip.Anderson@dwd.state.wi.us.