

Watch for Duplicate Mandatory Statements on Job Orders

It has been brought to our attention that some copied job orders have duplicate Mandatory Statements on them. This includes orders copied by staff as well as orders copied by employers. You will recognize these orders because the Mandatory Statement appears in the text of the Job Description:

*** Duties and Responsibilities of Job:**

Describe the essential duties and responsibilities of this job, such as:

- Machines, tools, equipment and materials involved
- Services Performed
- Working conditions and physical demands
- Describe the job, not the person

Do not include information related to the job order worker requirements. Separate fields are provided for education and training requirements, drivers license and vehicle requirements, experience and qualifications and application instructions.

" Time management: 30% new accounts, 30% researching leads, 30% generating new network of leads, 10% strategic planning

This position is listed by a private employment agency. The agency is not the legal employer; it is recruiting for the actual legal employer. No fee will be charged of the job applicant.

Text Limit: 1500 | Text Entered: 995

If the job order taker also clicks on the Mandatory Statement checkbox or radio button on the job order, the statement appears twice on the Preview, and to job seekers viewing the job order on JobNet:

DUTIES:

- " Establish Call cycle plan for all prospects and accounts
- " Solicit and respond to all RFP's to meet/exceed goals
- " Develop/maintain product knowledge & customer needs analysis
- " Create monthly sales report & express challenges/achievements
- " 650 account minimum (funnel) annually
- " Customer satisfaction @ 90% or above
- " Sales goals achieved 50% + 10 out of 12 months, rolling average
- " Time management: 30% new accounts, 30% researching leads, 30% generating new network of leads, 10% strategic planning

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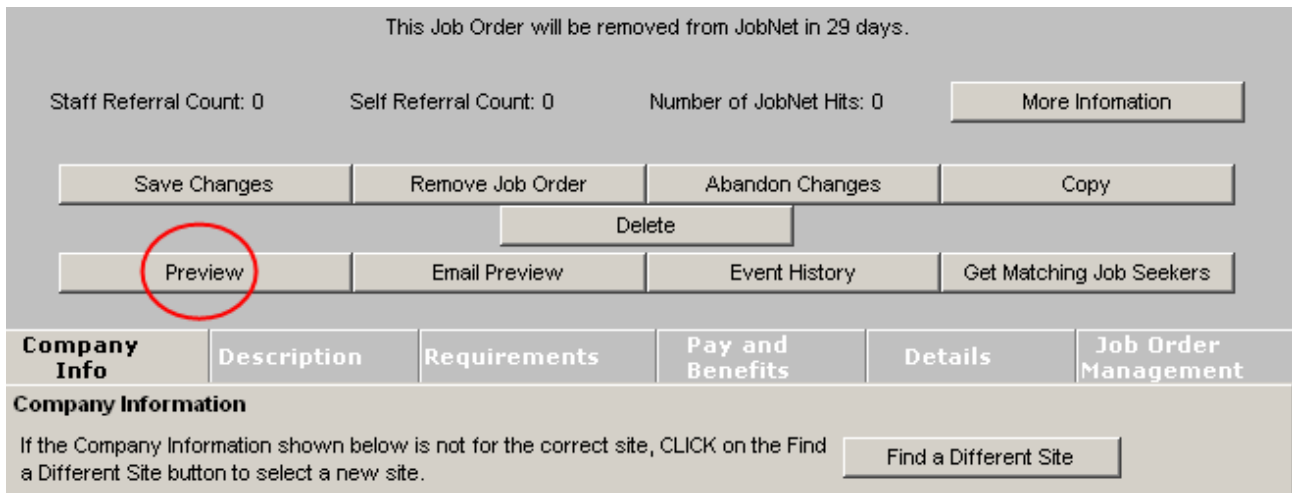
Benefits:

Other Benefits: Standard Benefit package

This is occurring because when JobNet Business was implemented in November 2005, the way in which the Mandatory Statements are handled changed. Prior to that time, when staff clicked on a checkbox or radio button, the statement was placed in a text field on the job order. This was causing problems with some orders because employers were deleting

or changing the wording of the Mandatory Statements. To prevent employers from manipulating the statements, the process was changed in JobNet Business so that when staff clicked on a checkbox or radio button, the Mandatory Statement appeared on Preview and on JobNet to the job seeker, but was not inserted into a text field.

An easy way to spot a job order with this problem is to view it in Preview mode, which allows you to view the job order as it will appear to job seekers on JobNet. Click on the Preview button on the job order to view it:



When you see a Mandatory Statement in a text field on a job order, please do the following:

- Delete the old Mandatory Statement language from the text field on the job order.
- Select the appropriate Mandatory Statement by clicking on the checkbox or radio button.

Thank you!

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This message has been posted to the web site (<http://www.wisconsinjobcenter.org/jobnetbiz>) that holds the JobNet Business 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://dwd.wisconsin.gov/viewers.htm>) to find links to software which may be necessary to view the publications.

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