

April 18, 2007

## JobNet Business Updates

Several updates to JobNet Business will be installed this evening. The update with the most impact, for both staff and employers, is the addition of O\*NET AutoCoder to the Description tab on the job order. You will see all of the JobNet Business-Staff changes listed in this document when you log into JobNet Business tomorrow. The Webi reports listed at the end of this document are already available.

To prepare for the use of O\*NET AutoCoder, and to address questions from employers, please read the instructions and view the PowerPoint.

### JobNet Business-Staff

- O\*NET AutoCoder - Instructions for both staff ([Attachment 1](#)) and employers ([Attachment 3](#)) have been created, as well as a PowerPoint for staff ([Attachment 2](#)) and employers ([Attachment 4](#)). Both staff and employers will see a message about this change, plus a link to the PowerPoint and instructions, on the Welcome screen upon login.

O\*NET AutoCoder is not mandatory on the employer side, so you may see some job orders come through on the Pending list without those fields completed. Staff are mandated to use AutoCoder.

- The Experience and Qualifications fields have been combined into one field on the Requirements tab.

The screenshot displays the 'JobNet Business - Job Order' interface. At the top, there is a blue header bar with the JobNet logo and the text 'JobNet Business - Job Order'. Below the header, there are five buttons: 'Save - Incomplete', 'Save - Complete', 'Abandon Changes', 'Preview', and 'Email Preview'. The main content area is divided into six tabs: 'Company Info', 'Description', 'Requirements', 'Pay and Benefits', 'Details', and 'Job Order Management'. The 'Requirements' tab is currently selected and active. Under this tab, there is a section titled 'Experience and Qualifications:' followed by a text area with the instruction: 'If applicable, describe the experience needed for this job and describe any other qualifications needed for this job (Skills/Aptitudes, Driving Record, Physical Requirements, Pre-Employment, etc):'. Below the text area is a vertical scrollbar. At the bottom left of the text area, it says 'Text Limit: 500 | Text Entered: 0'.

- A Private Employment Agency mandatory statement must be selected when the "yes" radio button is selected to answer "Is this job order a recruitment for an employer by a Staffing Agency?" A red error message will be displayed on the top of the job order, and a red exclamation point will be displayed next to the mandatory statements.

Prior to this change, the system was not forcing staff to select a mandatory statement.

JobNet Business - Job Order

**Job Order Number: 0222857**  
**Job Order Status: STAFF INCOMPLETE**  
The job order must be saved incomplete or complete in 90 days or it will be deleted.

Save - Incomplete
Save - Complete
Abandon Changes
Delete

Preview
Email Preview
Event History

Please correct the following:

- Job Order Management: Select a Staffing Agency Mandatory Statement.

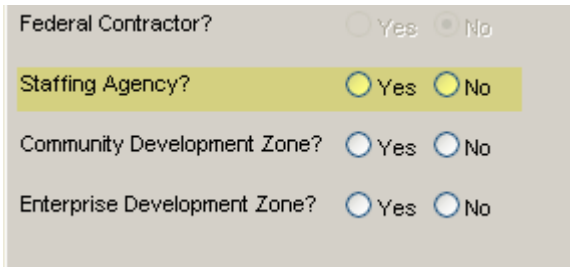
Company Info	Description	Requirements	Pay and Benefits	Details	Job Order Management
* NAICS Code: 561730 - Landscaping Services <div style="text-align: center; margin-top: 5px;"> <input type="button" value="Select NAICS ..."/> </div>					
Category of Order: <span style="border: 1px solid #ccc; padding: 1px;">Regular</span>					
Is this Employer a Federal Contractor? <input type="radio"/> Yes <input checked="" type="radio"/> No					
* JobNet Occupational Codes 1: <span style="border: 1px solid #ccc; padding: 1px;">420 - Gardening and Groundskeeping</span>					
JobNet Occupational Codes 2: <span style="border: 1px solid #ccc; padding: 1px;"> </span>					
Job Center: <span style="border: 1px solid #ccc; padding: 1px;">0810-Dane County Job Center</span>					
* Source of Job Order: <span style="border: 1px solid #ccc; padding: 1px;">Telephone</span>					
Order Taker:		Williamson, Linda		<input type="button" value="Change ..."/>	
Order Responsibility:		Williamson, Linda		<input type="button" value="Change ..."/>	
Staff Telephone:		(608) 261-6394		Extension:	
Staff Fax:		(608) 267-0330		Extension:	
Staff Email:		Linda.Williamson@dwd.state.wi.us			
Job Order Effective Date:		04/16/2007			
<b>Staffing Agency - If the answer to the following question is Yes, enter the name of the employer associated with the staffing agency recruitment in the Staff Comments field.</b>					
Is this job order a recruitment for an employer by a Staffing Agency? <input checked="" type="radio"/> Yes <input type="radio"/> No					
<b>! Private Employment Agencies (Temporary Jobs):</b> This position is listed by a private employment agency. The agency is the legal employer. No fee will be charged of the job applicant.					
<b>Private Employment Agencies (Direct Hires):</b> 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.					
<b>Private Employment Agencies (Employee Leasing and PEOs):</b> This position is listed by an employee leasing company or by a private employment agency. The company or agency is a legal co-employer with the work site company.					
Veteran's Priority:					
<input checked="" type="radio"/> Normal Veterans Priority (24 hours)					
<input type="radio"/> Extended Veterans Priority (more than 24 hours)					
Comments to Staff:					
Staff Comments:					
Text Limit: 1000   Text Entered: 0					

Save - Incomplete
Save - Complete
Abandon Changes
Delete

Preview
Email Preview
Event History

If staff update the staffing agency indicator on the bottom of the Business Summary screen to "yes", then they save the change, choosing to apply the changes to all open and pending job orders, it is possible to have a job order that has the staffing agency indicator set to "yes" without a staffing agency mandatory statement selected.

From this:



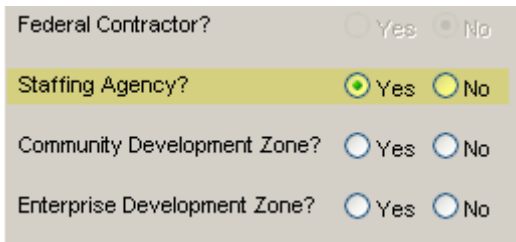
Federal Contractor?  Yes  No

Staffing Agency?  Yes  No

Community Development Zone?  Yes  No

Enterprise Development Zone?  Yes  No

To this:



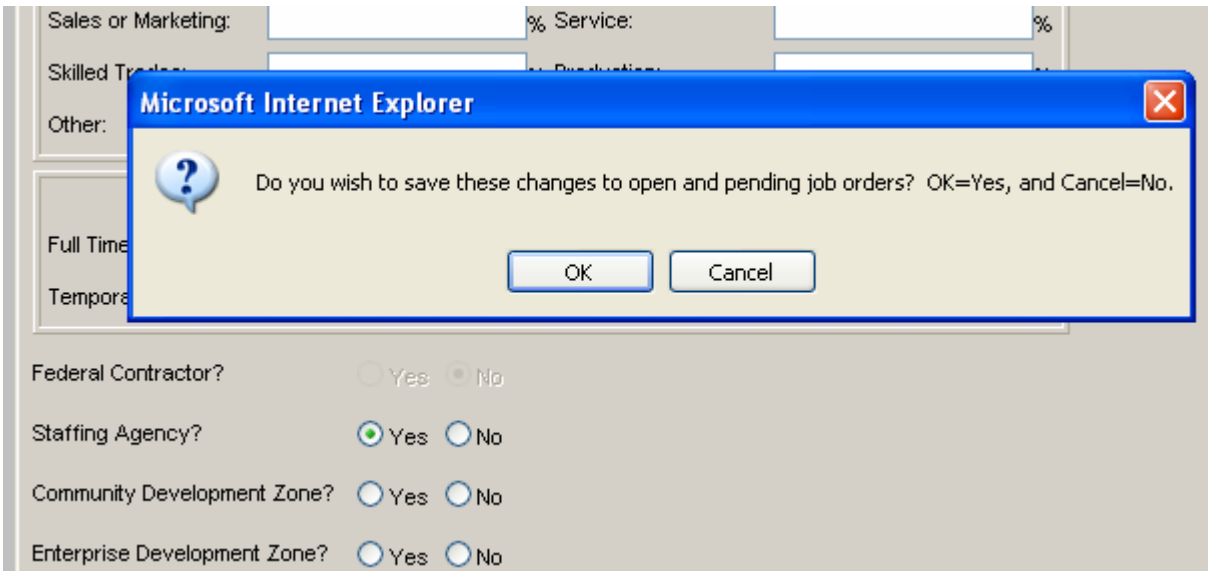
Federal Contractor?  Yes  No

Staffing Agency?  Yes  No

Community Development Zone?  Yes  No

Enterprise Development Zone?  Yes  No

Then:



Sales or Marketing: \_\_\_\_\_ % Service: \_\_\_\_\_ %

Skilled Trades: \_\_\_\_\_

Other: \_\_\_\_\_

Full Time \_\_\_\_\_

Temporary \_\_\_\_\_

Federal Contractor?  Yes  No

Staffing Agency?  Yes  No

Community Development Zone?  Yes  No

Enterprise Development Zone?  Yes  No

**Microsoft Internet Explorer**

Do you wish to save these changes to open and pending job orders? OK=Yes, and Cancel=No.

OK Cancel

If the OK button is clicked, then open, pending and incomplete job orders will have the red text message about employer changes, and the Job Order Management tab will be highlighted, because that is where the staffing agency mandatory statements appear.

You will need to go to the Job Order Management tab, then click on the Save Reviewed button. Select the correct staffing agency mandatory statement, then save the change.

Staffing Agency - If the answer to the following question is Yes, enter the name of the employer associated with the staffing agency recruitment in the Staff Comments field.

Is this job order a recruitment for an employer by a Staffing Agency?  Yes  No

**Private Employment Agencies (Temporary Jobs):**

This position is listed by a private employment agency. The agency is the legal employer. No fee will be charged of the job applicant.

**Private Employment Agencies (Direct Hires):**

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.

**Private Employment Agencies (Employee Leasing and PEOs):**

This position is listed by an employee leasing company or by a private employment agency. The company or agency is a legal co-employer with the work site company.

Although this is a staff-initiated change, not an employer-initiated change, it is being handled as an employer change to ensure that a staffing agency mandatory statement appears on job orders for staffing agencies.

In addition to the job order tab being highlighted and red text message appearing on the top of the job order, the change will appear on the Employer Updates screen under Job Orders Updated by Employers.

JobNet Business - Employer Updates				
Job Orders Updated by Employers:				
0810-Dane County Job Center				
Search Results: 14 Row(s) found				
Job Order Number	Latest Date of Change	Job Order Title	Job Order Site Trade Name	# of Fields Changed
<a href="#">0221891</a>	04/18/2007	Playground Security Worker	ABC PRESCHOOLS (TRADE)	1
<a href="#">0221892</a>	04/18/2007	Graphic Artist-Illustrator	ABC PRESCHOOLS (TRADE)	1
<a href="#">0221893</a>	04/18/2007	Graphic Artist, Illustrator	ABC PRESCHOOLS (TRADE)	1
<a href="#">0222217</a>	04/18/2007	Graphic Artist/Illustrator	ABC PRESCHOOLS (TRADE)	1
<a href="#">0222315</a>	04/18/2007	Graphic Artist Illustrator	ABC PRESCHOOLS (TRADE)	1
<a href="#">0222316</a>	04/18/2007	Maintenance worker	ABC PRESCHOOLS (TRADE)	1
<a href="#">0222457</a>	04/18/2007	Food Service Worker 2	ABC PRESCHOOLS (TRADE)	3
<a href="#">0222458</a>	04/18/2007	Office Manager	ABC PRESCHOOLS (TRADE)	1
<a href="#">0222577</a>	04/18/2007	Preschool Teacher	ABC PRESCHOOLS (TRADE)	1
<a href="#">0222678</a>	04/18/2007	Receptionist	JONES SIGN CO INC	1
<a href="#">0222779</a>	04/18/2007	firefighter	ABC PRESCHOOLS (TRADE)	1
<a href="#">0222838</a>	04/18/2007	Mower Operator	JONES SIGN CO INC	1
<a href="#">0222839</a>	04/18/2007	Handyman	JONES SIGN CO INC	1
<a href="#">0222857</a>	04/18/2007	Janitor	BLAIR LAWN & LANDSCAPE INC	1

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- Employers can no longer update their company's NAICS code. A job order taker in the field noticed that some private employment agencies were changing their NAICS code using the Manage Company Records function, possibly to avoid having their job orders coded as staffing agency orders.

The NAICS code continues to be displayed on the employer side, but employers can't change it. Staff continue to be able to change the NAICS code.

- The Job Center view of the Tickler List has been updated to list the Job Order Responsible staff person, instead of the Job Order Taker.

Tickler List: 20 Rows Found For: Job Center

Planned Date	Activity or Reason	Site Trade Name	Job Order Number	Staff Name	Days Remaining On JobNet
<a href="#">06/30/2007</a>	Recruiting Services	ABC PRESCHOOLS (TRADE)		Powell, Rebecca	
<a href="#">06/30/2007</a>	Recruiting Services	ABC PRESCHOOLS (TRADE)		Powell, Rebecca	
<a href="#">05/23/2007</a>	Contact - By Email	ABC PRESCHOOLS (TRADE)		Bartels, Diane	
<a href="#">04/15/2007</a>	Contact - By Letter	TTZ OUTLET		Bartels, Diane	
<a href="#">06/01/2006</a>	Contact - Visit Employer Location	BADGERLAND LAWN & LANDSCAPING INC		user1jobsstaffemp, Test1	
<a href="#">06/01/2006</a>	Contact - Visit Employer Location	WAUKESHA SMALL ANIMAL HOSPITAL LLC		user1jobsstaffemp, Test1	
<a href="#">06/01/2006</a>	Contact - Visit Employer Location	WINDFALL POTTERY		user1jobsstaffemp, Test1	
<a href="#">05/31/2006</a>	On-Site Interviewing	HAILSTORM HOME EXTERIORS INC		user1jobsstaffemp, Test1	

- The Tickler List has been updated to list the Site Trade Name. Previously it was displaying the EXPOE Reported Site Trade Name.
- An Inactive Date field has been added to the Location screen. The date will only appear if the Inactive Employer checkbox is checked.

**JobNet Business - Site Location**

Location | Business Summary | Hiring Summary | Benefits | Application Instructions | Service Plan

Save Location | Delete Location

\* Trade Name: ABC PRESCHOOLS (TRADE)

Company Description: Childcare with a smile.  
Text Limit: 2000 | Text Entered: 23

UI Account Root Number: | Site Number:

Inactive Employer | Inactive Date: 3/23/2007 11:26:23 AM

- A drop-down menu has been added to the Job Orders Updated by Employers section of the Employer Updates screen, so staff can easily switch offices.

**JobNet Business - Employer Updates**

**Job Orders Updated by Employers:**

0810-Dane County Job Center

Search Results: 10 Row(s) found

<u>Job Order Number</u>	<u>Latest Date of Change</u>	<u>Job Order Title</u>	<u>Job Order Site Trade Name</u>	<u># of Fields Changed</u>
<a href="#">0221891</a>	04/13/2007	Playground Security Worker	ABC PRESCHOOLS (TRADE)	1
<a href="#">0221892</a>	04/13/2007	Graphic Artist-Illustrator	ABC PRESCHOOLS (TRADE)	1
<a href="#">0221893</a>	04/13/2007	Graphic Artist, Illustrator	ABC PRESCHOOLS (TRADE)	1
<a href="#">0222217</a>	04/13/2007	Graphic Artist/Illustrator	ABC PRESCHOOLS (TRADE)	1
<a href="#">0222315</a>	04/13/2007	Graphic Artist Illustrator	ABC PRESCHOOLS (TRADE)	1
<a href="#">0222316</a>	04/13/2007	Maintenance worker	ABC PRESCHOOLS (TRADE)	1
<a href="#">0222457</a>	04/13/2007	Food Service Worker 2	ABC PRESCHOOLS (TRADE)	3
<a href="#">0222458</a>	04/13/2007	Office Manager	ABC PRESCHOOLS (TRADE)	1
<a href="#">0222577</a>	04/13/2007	Preschool Teacher	ABC PRESCHOOLS (TRADE)	1
<a href="#">0222779</a>	04/13/2007	firefighter	ABC PRESCHOOLS (TRADE)	1

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- A Federal Contractor mandatory statement has been added. When the Federal Contractor indicator on the Profile screen is "yes" (which then appears on the Business Summary screen for all sites attached to that Profile), the Federal Contractor mandatory statement will be inserted at the end of the Application Instructions on the job order.

**Duties and Responsibilities of the Job:**  
 Attend to children at schools, businesses, private households, and child care institutions. Perform a variety of tasks, such as dressing, feeding, bathing, and overseeing play.

Qualified females, minorities, disabled, and other qualified veterans are encouraged to apply.

- "Job Title" has been added as a column on the Incomplete Job Orders list.

**JobNet Business - Incomplete Job Orders**

For: Order Taker Logged On

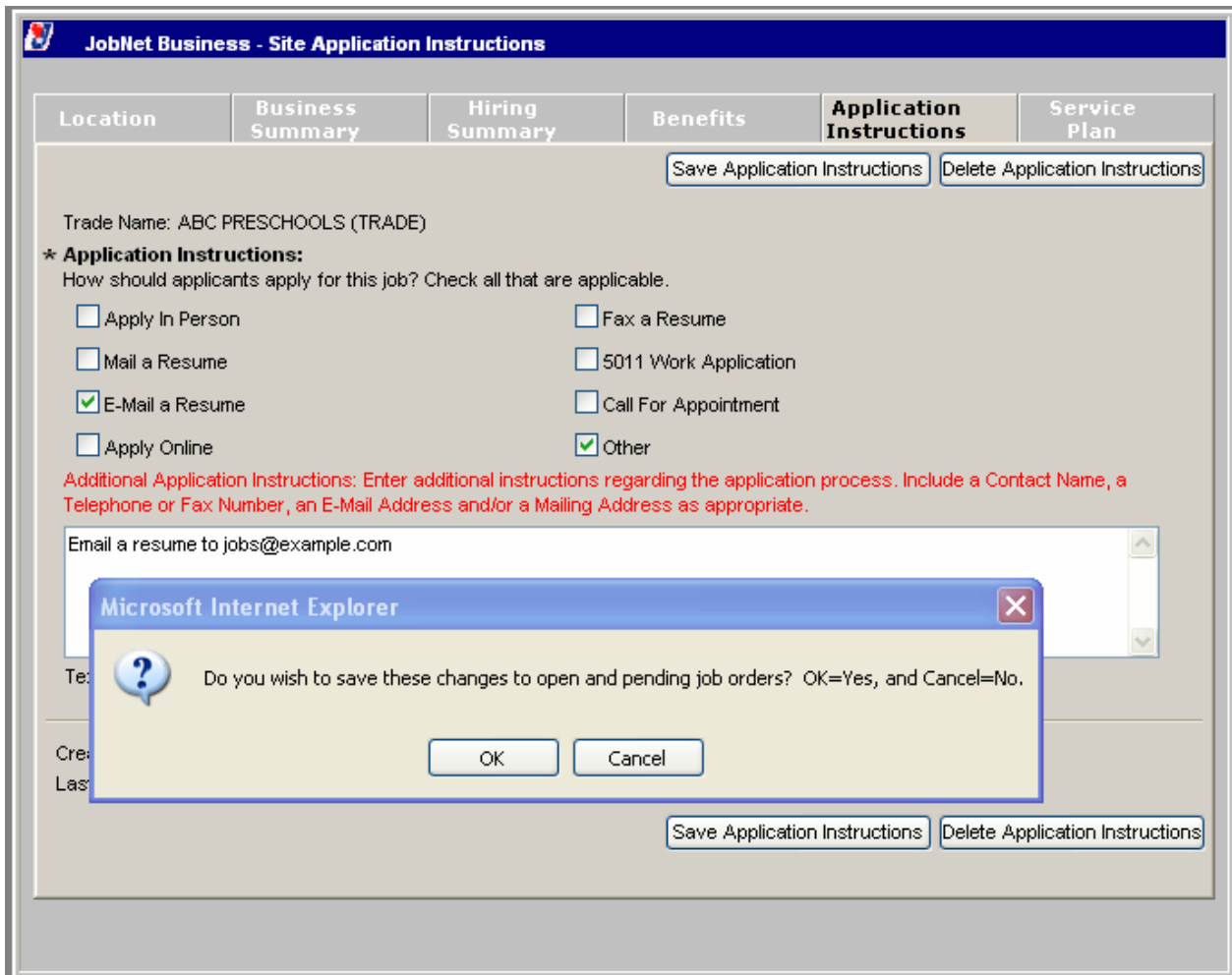
Search

Staff Incomplete List : 13 Row(s) found

<u>Job Order Number</u>	<u>Job Title</u>	<u>Job Order Date</u>	<u>Site, Address</u>	<u>Order Taker</u>
<a href="#">0222857</a>	Janitor	04/16/2007	BLAIR LAWN & LANDSCAPE INC 1133 E WILSON STREET MADISON, WI 53703	Williamson, Linda
<a href="#">0222742</a>	Preschool Teacher	03/28/2007	ABC PRESCHOOLS (TRADE) 123 MAIN ST WEST VERONA, WI 53719	Williamson, Linda

- The Application Instructions tab has been updated so that when you save it, you have the option to save the changes to all open and pending job orders. This is helpful if the Application Instructions are updated and the employer has several job orders open or pending. Prior to this change, staff needed to update each individual job order.

This change has also been made on the employer side.



## JobNet Business-Employer

- O\*NET AutoCoder - Instructions for employers ([Attachment 3](#)) have been created, as well as a PowerPoint ([Attachment 4](#)). Employers will see a message about this change, plus a link to the step-by-step instructions and the PowerPoint presentation, on the Welcome screen upon login.

O\*NET AutoCoder is not mandatory on the employer side, so you may see some job orders come through on the Pending list without those fields completed.

The screenshot displays the 'JobNet Business - Job Order' interface. At the top, there are navigation buttons: 'Save - Incomplete', 'Save - Complete', 'Abandon Changes', 'Preview', and 'Email Preview'. Below these is a prompt: 'Click on the Description tab to start entering information.' The main content area is divided into five tabs: '#1 Company Info', '#2 Description' (which is selected), '#3 Requirements', '#4 Pay and Benefits', and '#5 Details'. The '#2 Description' tab contains the following fields and instructions:

- \* Number of Openings:
- \* Job Title: 
  - Enter a job title and press the "tab" key.
- \* Duties and Responsibilities of Job: 
  - More Information

Text Limit: 1500 | Text Entered: 0

At the bottom of the form, there are identical navigation buttons: 'Save - Incomplete', 'Save - Complete', 'Abandon Changes', 'Preview', and 'Email Preview'.

- The Experience and Qualifications fields have been combined into one field on the Requirements tab.

The screenshot shows the 'JobNet Business - Job Order' interface. At the top, there are buttons for 'Save - Incomplete', 'Save - Complete', and 'Abandon Changes'. Below these are 'Preview' and 'Email Preview' buttons. A message states: 'Click on the Description tab to start entering information.' Below this is a navigation bar with five tabs: '#1 Company Info', '#2 Description', '#3 Requirements', '#4 Pay and Benefits', and '#5 Details'. The '#3 Requirements' tab is currently selected. Underneath, the section is titled 'Experience and Qualifications:' with a sub-instruction: 'If applicable, describe the experience needed for this job and describe any other qualifications needed for this job (Skills/Aptitudes, Driving Record, Physical Requirements, Pre-Employment, etc):'. A large text input area is provided, with a 'Text Limit: 1000 | Text Entered: 0' indicator at the bottom.

- Employers can no longer update their company's NAICS code. A job order taker in the field noticed that some private employment agencies were changing their NAICS code using the Manage Company Records function, possibly to avoid having their job orders coded as staffing agency orders.

The NAICS code continues to be displayed on the employer side, but employers can't change it. Staff continue to be able to change the NAICS code.

Employer side:

The screenshot shows the employer side of the interface. It displays the 'NAICS Code:' as '561330 - Professional Employer Organizations'. Below this are two questions with radio button options: 'Community Development Zone?' and 'Enterprise Development Zone?'. For both questions, the 'No' option is selected.

- Sites can now be sorted by City. This is a great feature for employers with numerous locations around the state. This feature appears when employers use the Enter a New Job Order or Manage Company Records functions.

JobNet Business - Site List

Profile Trade Name: ABC PRESCHOOLS (TRADE)  
UI Root:

Search Results: 2 Row(s) Found. **Please select a site to continue.**

Site Trade Name	Address & Phone	City
ABC PRESCHOOLS (TRADE)	123 MAIN ST WEST VERONA, WI 53719 (608) 555-1212	VERONA
ABC PRESCHOOLS (TRADE)	800 OAK ST FITCHBURG, WI 53712 (608) 555-1212	FITCHBURG

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- The Application Instructions tab has been updated so that when the employer saves it, she has the option to save the changes to all open and pending job orders. This is helpful if the Application Instructions are updated and the employer has several job orders open or pending. Prior to this change, each individual job order had to be updated.

NAICS Code:  
**111160 - Rice Farming**

Community Development  
Enterprise Development

**Application Instructions**

How should application be received?  
 Apply In Person  
 Mail a Resume  
 E-Mail a Resume  
 Apply Online

5011 Work Application  
 Call For Appointment  
 Other

Additional Application Instructions: Enter additional instructions regarding the application process. Include a Contact Name, a Telephone or Fax Number, an E-Mail Address and/or a Mailing Address as appropriate.

Apply in person with the Receptionist between 8:30 a.m. and 3:30 p.m., Monday through Friday.

Text Limit: 1500 | Text Entered: 93

Save Cancel

## Webi Reports

- Two new real-time Webi reports are available, listing employers who are registered to use JobNet Business.

Welcome Williamson, Linda / WJOS

**Business Objects**

Home My InfoView Options Help Logo

WJOS Job Orders

Corporate Categories > WJOS Job Orders

38 Document(s) in WJOS Job Orders View Details Add to My InfoView

List refreshed: 04/17/2007 01:55:58 PM

Name	From	Date	Size
<a href="#">WJOS List Of Job Orders in WDA</a>	burrzbr	05/08/2003 05:18:26 PM	277 K
<a href="#">WJOS List of Job Orders in WDA</a>	burrzbr	10/07/2003 12:57:02 PM	54 K
<a href="#">WJOS List of Job Orders in Job Center by Order Taker</a>	burrzbr	06/15/2003 09:27:10 AM	28 K
<a href="#">WJOS List of Job Orders in Job Center by Order Responsible Staff</a>	burrzbr	06/15/2003 09:36:06 AM	47 K
<a href="#">WJOS List Of Job Orders in Job Center</a>	burrzbr	05/08/2003 05:14:41 PM	88 K
<a href="#">WJOS Job Orders Removed from JobNet in Job Center by Date</a>	burrzbr	06/15/2003 09:59:00 AM	22 K
<a href="#">WJOS Job Orders from Federal Contractors (Single Job Center)</a>	burrzbr	09/19/2001 05:23:28 PM	80 K
<a href="#">WJOS Job Orders from Federal Contractors (Multiple Job Centers)</a>	burrzbr	09/19/2001 05:22:19 PM	69 K
<a href="#">WJOS Job Orders by O NET Code</a>	burrzbr	09/19/2001 05:21:32 PM	80 K
<a href="#">WJOS Job Orders by JobNet Occupational Code and Effective Date</a>	burrzbr	06/16/2005 12:23:49 PM	94 K
<a href="#">WJOS Job Orders by JobNet Occupational Code</a>	burrzbr	09/19/2001 05:20:43 PM	79 K
<a href="#">WJOS Job Orders by Job Center by JobNet Occupational Code</a>	burrzbr	09/19/2001 05:19:27 PM	82 K
<a href="#">WJOS Job Orders by Job Center and O NET Code</a>	burrzbr	09/19/2001 05:18:38 PM	80 K
<a href="#">WJOS Job Orders and Job Openings Counts</a>	burrzbr	05/13/2003 05:59:03 PM	93 K
<a href="#">WJOS Job Order Contacts by Job Order Number</a>	burrzbr	02/15/2002 11:49:06 AM	19 K
<a href="#">JobNet Business Webi Usage</a>	burrzbr	03/08/2007 01:11:26 PM	1,641 K
<a href="#">Employers Registered to use JobNet Business By Job Center - Statewide</a>	burrzbr	04/13/2007 11:04:49 AM	33 K
<a href="#">Employers Registered to use JobNet Business By Job Center</a>	burrzbr	04/13/2007 10:35:41 AM	36 K

Corporate Documents Personal Documents New Document

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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://dwd.wisconsin.gov/viewers.htm>) to find links to software which may be necessary to view the publications.

To subscribe to or unsubscribe from this list, visit <http://www.wisconsinjobcenter.org/signup> and follow the simple steps to complete and submit the on-line form.