

August 1, 2007

### JobNet Business Updates

Several enhancements were made in JobNet Business last night. The enhancements are outlined below.

- Employers will be notified automatically via email when their job order is approved by staff.

**From:** DWD DET JOBNET Business Help  
**Sent:** Thursday, July 26, 2007 1:08 PM  
**To:** Powell, Rebecca  
**Subject:** JobNet Business Job Orders Approved

Thank you for using Wisconsin's JobNet!

Your job order(s), listed below, has been approved. Your job order(s) will be on 24-hour Veterans Priority, which means that the first 24 hours your order is on JobNet it can only be viewed by veterans. As soon as the 24 hours are up, the order will be automatically released so it can be viewed by all job seekers.

<u>Job Order Number</u>	<u>Job Title</u>	<u>Wisconsin Job Center Contact</u>
000048074	Bakers	Brian Burrzinski, (608) 261-5839
000048617	CNA's & other caregivers\	Brian Burrzinski, (608) 261-5839

To log onto JobNet Business, click here:<http://dwd.wisconsin.gov/jobnetbusiness/>.

- Two new Mandatory Statements have been added - Drug Test and Background Check. They appear on the Requirements Tab of the job order. When either statement is checked, the text will appear in the Experience and Qualifications field on the job order.

**Pre-employment Drug Screening**

Pre-employment drug screening required.

**Background Check**

Background check required.

- An automatic 'Welcome' email will be sent to new employer contacts who register and are approved for JobNet Business access.

**From:** DWD DET JOBNET Business Help  
**Sent:** Thursday, July 26, 2007 12:59 PM  
**To:** Powell, Rebecca  
**Subject:** JobNet Business Registration Approved

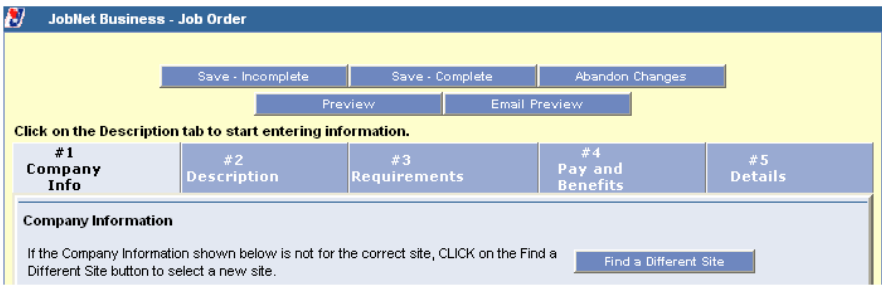
Your request for JobNet Business access has been approved.

Use this link <http://dwd.wisconsin.gov/jobnetbusiness/> to log in and use the system. Click on the yellow Login button, then enter your User name and Password.

To view or print instructions for using JobNet Business, go to <http://dwd.wisconsin.gov/jobnetbusiness/instructions.htm>

A few tips as you are working on your job orders:

- There are 5 tabs across the top of the job order. There is information to be reviewed, and/or completed, on each tab. It is strongly recommend that you click on the **Save-Incomplete** button after you review or add information to each tab.



The screenshot shows the 'JobNet Business - Job Order' interface. At the top, there are three buttons: 'Save - Incomplete', 'Save - Complete', and 'Abandon Changes'. Below these are 'Preview' and 'Email Preview' buttons. A message reads: 'Click on the Description tab to start entering information.' Below this is a tabbed interface with five tabs: '#1 Company Info', '#2 Description', '#3 Requirements', '#4 Pay and Benefits', and '#5 Details'. The '#1 Company Info' tab is active, showing 'Company Information' and a 'Find a Different Site' button.

- The job order will time-out after 4 hours, so be sure to save your work as you go along. Please use the **Save-Incomplete** button every few minutes so that your work is not lost.
- When you are ready to send your job order to the Dane / Dane County Job Center for final processing, use the **Save-Complete** button.

If you have any questions or problems, please contact your [local job center](#).

Thank you for using JobNet Business!

- Four new veteran-specific activities have been added:
  - Contact - Federal Contractor
  - Contact - Promoted Hire Veterans First
  - Contact - USERRA
  - Employer Hired Veterans
- Another new activity has been added:
  - Contact - Employer Visit in Job Center

- A new Category - WDA - has been added to the Manage Employer Updates Screen.

**JobNet Business - Employer Updates**

**Job Orders Updated by Employers:** WDA ▼

Name: South Central ▼

Search Results: 6 Row(s) found

Job Order Number	Latest Date of Change	Job Order Title	Job Order Site Trade Name	# of Fields Changed
<a href="#">0222577</a>	05/08/2007	Preschool Teacher	ABC PRESCHOOLS (TRADE)	2
<a href="#">0222441</a>	04/20/2007	Teacher's Helper	ABC PRESCHOOLS (TRADE)	6
<a href="#">0222839</a>	04/18/2007	Handyman	JONES SIGN CO INC	1
<a href="#">0222838</a>	04/18/2007	Mower Operator	JONES SIGN CO INC	1
<a href="#">0222857</a>	04/18/2007	Janitor	BLAIR LAWN & LANDSCAPE INC	1
<a href="#">0222678</a>	04/18/2007	Receptionist	JONES SIGN CO INC	1

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**Company Records Updated by Employers:** WDA ▼

Name: South Central ▼

Search Results: 8 Row(s) found

Site Trade Name	Latest Date of Change	Profile Trade Name	Site City	Status	# of Fields Changed
<a href="#">ABC PRESCHOOLS (TRADE)</a>	04/20/2007	ABC PRESCHOOLS (TRADE)	VERONA	Update	2
<a href="#">ABC PRESCHOOLS (TRADE)</a>	04/18/2007	ABC PRESCHOOLS (TRADE)	MADISON	New	
<a href="#">ABC PRESCHOOLS (TRADE)</a>	04/18/2007	ABC PRESCHOOLS (TRADE)	MOUNT HOREB	New	
<a href="#">ABC PRESCHOOLS (TRADE)</a>	04/18/2007	ABC PRESCHOOLS (TRADE)	MADISON	New	
<a href="#">ABC PRESCHOOLS (TRADE)</a>	04/18/2007	ABC PRESCHOOLS (TRADE)	FITCHBURG	New	
<a href="#">ABC PRESCHOOLS (TRADE)</a>	04/18/2007	ABC PRESCHOOLS (TRADE)	MADISON	New	
<a href="#">ABC PRESCHOOLS (TRADE)</a>	04/18/2007	ABC PRESCHOOLS (TRADE)	VERONA	New	
<a href="#">ABC PRESCHOOLS (TRADE)</a>	04/17/2007	ABC PRESCHOOLS (TRADE)	FITCHBURG	Update	2

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**Contact Records Updated by Employers:** WDA ▼

Name: South Central ▼

Search Results: 1 Row(s) found

Contact Name	Latest Date of Change	Profile Trade Name	Contact City	Status	# of Fields Changed
<a href="#">BRADFORD, KELLY</a>	04/20/2007	ABC PRESCHOOLS (TRADE)	VERONA	Update	6

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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 online 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 or unsubscribe from this list, visit <http://www.wisconsinjobcenter.org/signup>.