

September 12, 2007

Job Order Policies and Procedures Updates

The Job Order Policies and Procedures document <http://dwd.wisconsin.gov/jobservice/joborder/default.htm> has been updated.

The items that have been updated are:

- B1. America's Job Bank is now JobCentral.
- A10. Federal Contractors and Subcontractors - the reference to America's Job Bank has been deleted.
- A12. Job Titles - the second paragraph is new.
- A13. Location of Work Site - the second sentence is new and the reference to America's Job Bank has been changed to JobCentral.
- A16. Private Employment Agencies (including Temporary and Direct Hire) - text has been added to clarify the existing policies and procedures.

There also a new policy:

- A23. Intra- and Inter-State Clearance Job Orders

Two long-standing processes have been formalized as policy:

- A24. Order Responsibility (Transferring Job Orders) (illustrated instructions are included)
- A25. Processing Employer Registrations for JobNet Business Access (illustrated instructions are included)

A training session (webinar or conference call) will be scheduled in the next few weeks to further explain the updates to the policies and procedures.

If you have questions, please contact Catherine Manakas by phone at 608-266-1303 or via email at Catherine.Manakas@dwd.state.wi.us.

JobNet Business Reminders

Job Orders from Private Employment Agencies

Recently there have been several issues regarding coding and processing job orders from private employment agencies. This document, [Tips for Processing Job Orders for Private Employment Agencies](#), provides some tips for dealing with private employment agencies.

Job Order Responsible Staff Person

We also have a reminder, [Job Order Taker and Job Order Responsible Staff](#), about listing the correct Order Responsible Staff person on a job order. This has become important recently, now that employers receive an email when a job order goes off JobNet.

If you have questions, please contact Linda Williamson by phone at 608-261-6394 or via email at Linda.Williamson@dwd.state.wi.us.

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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.

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