

## Job Order Taker and Job Order Responsible Staff

When placing a job order on JobNet, be sure to update the Order Responsible Staff person, when appropriate. The system pre-fills both fields with your name and contact information. With Call Centers operating in some parts of the state, and with staff covering other offices, it is easy to forget to update the Order Responsible Staff field with the correct staff person's name. This has become especially important recently, now that employers receive an email when a job order goes off JobNet. The email notice includes the contact information for the Order Responsible Staff person. To ensure phone calls and emails from the employer go directly to the correct staff person, please update the Order Responsible Staff field as appropriate.

To update the Order Responsible Staff field, use the Change button to the right of the Staff Name field.

* JobNet Occupational Codes 1:	
<input type="text" value="160 - Shipping, Receiving, Stock and Inventory"/>	<input type="button" value="v"/>
JobNet Occupational Codes 2:	
<input type="text" value="250 - Other Sales and Marketing"/>	<input type="button" value="v"/>
Job Center:	0410-Fox Cities Workforce Development Center
* Source of Job Order:	<input type="text" value="Employer Entered"/>
Order Taker:	Meyer, Gary <input type="button" value="Change ..."/>
Order Responsibility:	
Staff Name:	Arnoldussen, Gerry <input type="button" value="Change ..."/>
Staff Telephone:	(920) 968-6310 Extension:
Staff Fax:	(920) 832-5297 Extension:
Staff Email:	arnolg@dwd.state.wi.us
Job Order Effective Date:	09/04/2007
Last Contact Date:	<input type="text"/> / <input type="text"/> / <input type="text"/> <input type="button" value="Set As Today"/>

The change will be tracked in the Event History.



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Job Order Number: 0795901

<a href="#">Date</a>	<a href="#">Event Description</a>
09/01/2007 08:40:20	New Order Saved Complete By Employer OLSON, JON; 0410
09/04/2007 09:07:46	New Order-Staff Completed; New Employer-entered order approved By Staff Meyer, Gary; 0410
09/04/2007 11:03:26	Change in Order Responsible Person; Previous = Meyer, New = Arnoldussen; By Staff Williamson, Linda; 0410

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