

September 17, 2007

Change in Email Address on Automated Messages

Beginning today, the "From:" email address on the automatic emails employers receive when job orders are approved, and when job orders are closing, will change. The "From:" email address will now be the Job Order Responsible Staff person's email address. (Previously it was the JobNet Business Help Mailbox address.) The changes have been made because employers tend to click on "Reply" instead of the staff person's email address in the text of the email message. The replies end up in the JobNet Business Help email inbox, and are forwarded to the staff person. By using the Job Order Responsible Staff person's email address in the "From:" field, staff will receive the employer's email directly.

From: examplestaffperson@dwd.state.wi.us Sent: Mon 09/17/2007 10:20 AM
To: T MARTIN
Cc:
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.

Job Order Number	Job Title	Wisconsin Job Center Contact
000048074	Bakers	Brian Test, examplestaffperson@dwd.state.wi.us , (608) 261-5839
000048617	CNA's & other caregivers\	Brian Test, examplestaffperson@dwd.state.wi.us , (608) 261-5839
000048710	TEST	Brian Test, examplestaffperson@dwd.state.wi.us , (608) 261-5839

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

From: examplestaffperson@dwd.state.wi.us Sent: Mon 09/17/2007 10:28 AM
To: T MARTIN
Cc:
Subject: Wisconsin's JobNet - Job Order Listing Expiration Notice

MS T MARTIN:

Thank you for using Wisconsin's JobNet.

Your job order(s), listed below, are scheduled to be removed from Wisconsin's JobNet on the evening of 09/19/2007. If you wish to keep the job order(s) open beyond that date, please contact the Wisconsin Job Center Staff person shown below. If you have access to JobNet Business to enter and maintain your job orders, you can extend the job order by changing the Job Order Removal Date, which is located near the bottom of the Details tab on the job order. To log onto JobNet Business, click here: <http://dwd.wisconsin.gov/jobnetbusiness/>.

Job Order Number	Job Title	Wisconsin Job Center Contact
000048645	Test	Brian Test, examplestaffperson@dwd.state.wi.us , (608) 261-5839
000048624	Test	Brian Test, examplestaffperson@dwd.state.wi.us , (608) 261-5839

If you have not filled the position, this is a good time to review the content of your job order. You can get online help writing more effective job advertisements at <http://www.wisconsinjobcenter.org/recruiting/writelisting.htm>. Or, contact the Wisconsin Job Center Contact at the telephone number or email address listed above.

If you have filled the position, we would like to hear from you. Please call or email the Wisconsin Job Center Contact listed above to report your successful results. We would like to remind you to report your newly hired employee to the State Directory of New Hires within 20 days after the employee starts work <http://www.newhire-usa.com/wi/>.

Thank you.

It is important that the Job Order Responsible Staff field have the correct person's name listed. Please see <http://www.wisconsinjobcenter.org/jobnetbiz/archive/091207JNB2.pdf> for an explanation. Job order policy A24. Order Responsibility (Transferring Job Orders) http://dwd.wisconsin.gov/jobservice/joborder/section_a.htm#Order_Responsibility explains how to determine which office is responsible for follow-up on a job order.

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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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