

April 23, 2008

JobNet & JobNet Business Updates

Several enhancements were made in JobNet Business on Monday morning:

1. The text of the Job Order Expiration Notice email that goes to the employer has been changed to read (the new text is highlighted in red). The text was added as the result of suggestions from staff - that our first suggestion is that the **employer** extend the order, instead of contacting staff, and that we provide a link to the registration page for job order contact persons at the employer who do not have JobNet Business access.

MR CASE MANAGER ASSET STAFF:

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 04/24/2008. If you wish to keep the job order(s) open beyond that date, you can extend the job order(s) by changing the Job Order Removal Date, which is located near the bottom of the Details tab on the job order. If you are a registered JobNet Business user, click here <http://dwd.wisconsin.gov/jobnetbusiness/> to login and review or update your job orders. Not already a user? Click here <http://dwd.wisconsin.gov/jobnetbusiness/> to create an account.

If you need assistance, please contact the Wisconsin Job Center Staff person shown below.

<u>Job Order Number</u>	<u>Job Title</u>	<u>Wisconsin Job Center Contact</u>
000048941	bank teller	Brian Test, examplestaffperson@dwd.state.wi.us , (666) 555-4444
000048940	bank teller	Brian Test, examplestaffperson@dwd.state.wi.us , (666) 555-4444

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.

2. The text of the Job Orders Approved Notice email that goes to the employer has been changed to read (the new text is highlighted in red). The text was added as the result of a suggestion from staff that we provide a link to the registration page for job order contact persons at the employer who do not have JobNet Business access.

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>
000048959	bank teller	Brian Test, examplestaffperson@dwd.state.wi.us , (666) 555-4444

To log onto JobNet Business, click here:<http://dwd.wisconsin.gov/jobnetbusiness/>. Not Not already a user? Click here <http://dwd.wisconsin.gov/jobnetbusiness/> to create an account.

3. The text of the JobNet Business Registration Approved email that goes to the employer has been changed to read (the new text is highlighted in red). The text was added to give employers an opportunity to sign up for the JobNet Business-Employer listserv. It is a different listserv than the one used to distribute information to staff.

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.

JobNet Business - Job Order

Save - Incomplete Save - Complete Abandon Changes

Preview Email Preview

Click on the Description tab to start entering information.

#1 Company Info	#2 Description	#3 Requirements	#4 Pay and Benefits	#5 Details
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Company Information


If the Company Information shown below is not for the correct site, CLICK on the Find a Different Site button to select a new site. Find a Different Site

- 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](#). To receive periodic emails about job order policy changes, JobNet Business enhancements, and other information of interest to employers, please go to www.wisconsinjobcenter.org/signup and sign up to receive the JobNet Business Employer notices.

Thank you for using JobNet Business!

- The way work site counties are displayed on JobNet and in Preview mode on JobNet Business has changed. The word "County" no longer appears after each county name. The label for the field has been changed from "Work site of Job" to "Work Site County/ies".



Driver

(Job Number 0223124)

Employer: MORTENSON TRUCKING INC [See all jobs by this employer](#)
 4568 STATE HWY 52
 ANIWA, WI 54408

Work Site County/ies: Adams, Ashland, Barron, Bayfield, Brown and Green Bay, Buffalo, Burnett, Calumet, Chippewa, Clark, Columbia, Crawford, Dane - Metropolitan Madison, Dane - Outside Metropolitan Madison, Dodge, Door, Douglas, Dunn, Eau Claire, Florence, Fond du Lac, Forest, Grant, Green, Green Lake, Iowa, Iron, Jackson, Jefferson, Juneau, Kenosha, Kewaunee, La Crosse, Lafayette, Langlade, Lincoln, Manitowoc, Marathon, Marinette, Marquette, Menominee, Milwaukee, Milwaukee - Downtown, Milwaukee - Northeast, Milwaukee - Northwest, Milwaukee - Southeast, Milwaukee - Southwest, Monroe, Oconto, Oneida, Outagamie and Appleton, Ozaukee, Pepin, Pierce, Polk, Portage, Price, Racine, Richland, Rock - North, Rock - South, Rusk, Sauk - Lake Delton/Wisconsin Dells Area, Sauk - Outside Spring Green/Lake Delton, Sauk - Spring Green Area, Sawyer, Shawano, Sheboygan, St. Croix, Taylor, Trempealeau, Vernon, Vilas, Walworth, Washburn, Washington, Waukesha, Waukesha - Brookfield Area, Waukesha - City of Waukesha, Waukesha - Menomonee Falls Area, Waukesha - New Berlin Area, Waukesha - Oconomowoc Area, Waukesha - Pewaukee Area, Waukesha - Southern Area of, Waupaca, Waushara, Winnebago - North, Winnebago - Oshkosh and South, Wood - Marshfield Area, Wood - Wisconsin Rapids Area

Public Transportation: No
 Pay: Based on Experience
 Duration/Usual Hours Per Week: Full-Time

- The JobNet print function has been changed so that 'Back to Job Order' button and the 'See all jobs by this employer' link are suppressed and will not print when the job order is printed.



Delivery Driver

(Job Number 0935026)

Employer: JAY-MAR INC
 2130 JAY-MAR RD (HWY B)
 PO BOX 429
 PLOVER, WI 54467

- All JobNet 3.0 screens have been made secure to ensure the security of job seekers' information, and to avoid annoying, repeated security alert prompts to the job seeker.
- O*Net codes are no longer added to the Customer Record in ASSET when a job seeker prints a job order. All self-reported O*Net codes from job orders printed in the past were deleted from ASSET Customer Records. These actions were taken to make our returned matches in the Candidate Matching function more relevant. (See item 10. for a detailed explanation of Candidate Matching.)
- All references to touchscreen monitors on JobNet have been removed. Functionality that relates to, or was dependent upon, touchscreen monitors has also been removed.

9. The staff Employer Management security level in JobNet Business has been changed to include view-only access for job order information. All buttons on the job order are suppressed except the Preview, Event History, and Get Matching JobSeekers buttons. Staff can view information, but not change it.

Staff who have had Employer Management access continue to have it, but can now view job order information. Staff in Workforce Development Areas that have converted to the Wisconsin JobNet Call Center, and who previously had Job Order access but are not part of the Call Center, have had their access changed from Job Order access to Employer Management access.

10. The [Job Seeker/Job Order-O*Net Matching](#) feature has been enhanced. This feature is currently only available on the staff side of JobNet Business.

Please keep in mind that the Occupation Preferences feature was just added two days ago, and that the pool of job seekers **at this time** is small, but growing. The pool will grow substantially in the coming weeks and months.

Please share the 'Job Seeker/Job Order Matching in JobNet Business' document with Resource Room staff and other staff who work with job seekers.

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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>.