

Job Seeker/Job Order Matching in JobNet Business

The Job Seeker/Job Order-O*Net Match in JobNet Business has been enhanced. This feature is only available on the staff side at this time.

Disclosure

For all new JobNet registrations, or existing JobNet users who are updating their registration, or when a user is accessing or adding a new Occupation Preference, the user will be taken to a new screen:

Interests, Training, and Experience:

* May the Wisconsin Department of Workforce Development give your contact, career interests, training, and experience information to employers (possibly even your current employer) looking for employees with your career interests, training, or experience?

Yes No

Use 'Continue' and 'Back' buttons to move from page to page.

[Continue >>](#) [< Back](#)

The default answer is 'no'. If the user selects 'yes', we have their permission to include them in the matching process, and to share their data with employers.

Occupation Preferences - New Registrant

During registration, the following screen appears:

Occupation Preferences:

* Would you like to enter information regarding your Occupation Preferences to better serve you?

Yes No

Use 'Continue' button to move from page to page.

[Continue >>](#)

The default answer is 'yes'. When the 'Continue' button is clicked, the Occupation Preferences screen appears.

Occupation Preferences

Search for Occupational Categories that match your interests, training, or experience, by searching by Job Title or keywords:

Job Title or keywords:

* Occupational Category:

Are you interested in finding a job in the selected occupation?

Yes No

Do you have education or training in the selected occupation?

Yes No

Do you have experience in the selected occupation?

Yes No

Would you like to create a job search based on your Occupation Preference information?

Yes No

Save

The user enters a job title and selects an Occupational Category from the dropdown menu. An O*Net code will be assigned (behind the scenes) based on the Occupational Category selected. The same O*Net Autocoder software used in JobNet Business and ASSET is used here.

Occupation Preferences

Search for Occupational Categories that match your interests, training, or experience, by searching by Job Title or keywords:

Job Title or keywords:

* Occupational Category:

Are you interested in finding a job in the selected occupation?

Yes No

Do you have education or training in the selected occupation?

Yes No

Do you have experience in the selected occupation?

Yes No

Would you like to create a job search based on your Occupation Preference information?

Yes No

Save

The user indicates her interest, education and training, and experience for this occupation by answering the questions below. The O*Net code will be added to the ASSET Customer Record and used for job matching based on interest, education and training, or experience.

Occupation Preferences

Search for Occupational Categories that match your interests, training, or experience, by searching by Job Title or keywords:

Job Title or keywords:

* Occupational Category:

Are you interested in finding a job in the selected occupation?

Yes No

Do you have education or training in the selected occupation?

Yes No

Do you have experience in the selected occupation?

Yes No

Would you like to create a job search based on your Occupation Preference information?

Yes No

If the answer to the last question is 'yes', the user creates a job search based on this job title.

Occupation Preferences

Search for Occupational Categories that match your interests, training, or experience, by searching by Job Title or keywords:

Job Title or keywords:

* Occupational Category:

Are you interested in finding a job in the selected occupation?

Yes No

Do you have education or training in the selected occupation?

Yes No

Do you have experience in the selected occupation?

Yes No

Would you like to create a job search based on your Occupation Preference information?

Yes No

Job Search Information

* My Search Name:

Note: You may save a "Favorite Job Search" without having an e-mail account by selecting "Never" in response to the next question.

How often would you like to receive an email of your search results?

Email Address:

Email Options:

Send me all listings that match my search criteria.

Send me only new job order listings that match my search criteria.

Where are you interested in looking for a job?

Select one or more counties in which to search. Holding down the Ctrl or Shift key allows the selection of more than one available county at the same time.

Available Counties:

- Adams
- Ashland
- Barron
- Bayfield
- Brown
- Buffalo
- Burnett
- Calumet
- Chippewa
- Clark

Selected Counties:

- Lafayette

Search Entire State

The following screen appears. The user may enter another occupation.

Occupation Preferences

Occupation

[Customer Service Representatives](#) [Edit](#) [Delete](#) [Run Search](#)

[Add Occupation](#)

Occupation Preferences - Existing Users

Registered users will see the 'Occupation Preferences' button on the Job Seeker Home screen.



Wisconsin's JobNet

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Job Seeker Home

Job Seeker: LINDA

Enhanced Job Search	Search by occupational category, keyword or part time/seasonal jobs. Save results of favorite job searches. Now including more Wisconsin job listings!
My Favorite Job Searches	View results of saved job searches.
New ! Occupation Preferences	Create job searches based on your Occupation preferences.
Update My JobNet Registration	Modify your personal information.
Quick Job Search	Search by location and occupation.

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When the 'Occupation Preferences' button is clicked, the Occupation Preferences screen will appear. If this is the first time, the user will click the 'Add Occupation' button.

Occupation Preferences

You do not have any Occupation Preferences specified.

To add Occupation Preferences click the "Add Occupation" button.

[Add Occupation](#)

The user enters a job title and selects an Occupational Category from the dropdown menu. An O*Net code will be assigned (behind the scenes) based on the Occupational Category selected. The same O*Net Autocoder software used in JobNet Business and ASSET is used here.

Occupation Preferences

Search for Occupational Categories that match your interests, training, or experience, by searching by Job Title or keywords:

Job Title or keywords:

* Occupational Category:

Are you interested in finding a job in the selected occupation?
 Yes No

Do you have education or training in the selected occupation?
 Yes No

Do you have experience in the selected occupation?
 Yes No

Would you like to create a job search based on your Occupation Preference information?
 Yes No

The user indicates her interest, education and training, and experience for this occupation by answering the questions below. The O*Net code will be added to the Customer Record in ASSET and used for job matching based on interest, education and training, or experience.

Occupation Preferences

Search for Occupational Categories that match your interests, training, or experience, by searching by Job Title or keywords:

Job Title or keywords:

* Occupational Category:

Are you interested in finding a job in the selected occupation?
 Yes No

Do you have education or training in the selected occupation?
 Yes No

Do you have experience in the selected occupation?
 Yes No

Would you like to create a job search based on your Occupation Preference information?
 Yes No

If the answer to the last question is 'yes', the user creates a job search based on this job title.

Occupation Preferences

Search for Occupational Categories that match your interests, training, or experience, by searching by Job Title or keywords:

Job Title or keywords:

* Occupational Category:

Are you interested in finding a job in the selected occupation?

Yes No

Do you have education or training in the selected occupation?

Yes No

Do you have experience in the selected occupation?

Yes No

Would you like to create a job search based on your Occupation Preference information?

Yes No

Job Search Information

* My Search Name:

Note: You may save a "Favorite Job Search" without having an e-mail account by selecting "Never" in response to the next question.

How often would you like to receive an email of your search results?

Email Address:

Email Options:

Send me all listings that match my search criteria.

Send me only new job order listings that match my search criteria.

Where are you interested in looking for a job?

Select one or more counties in which to search. Holding down the Ctrl or Shift key allows the selection of more than one available county at the same time.

Available Counties:

- Adams
- Ashland
- Barron
- Bayfield
- Brown
- Buffalo
- Burnett
- Calumet
- Chippewa
- Clark

Selected Counties:

- Lafayette

Search Entire State

The following screen appears. The user may enter another occupation.

Occupation Preferences

Occupation

[Customer Service Representatives](#) [Edit](#) [Delete](#) [Run Search](#)

[Add Occupation](#)

Occupation Preferences - Updating an Existing Registration

When a registered user clicks on the 'Update My JobNet Registration' button on the Job Seeker Home screen, she will be prompted to enter her birthdate.



Wisconsin's JobNet

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Job Seeker Home

Job Seeker: LINDA

Enhanced Job Search	Search by occupational category, keyword or part time/seasonal jobs. Save results of favorite job searches. Now including more Wisconsin job listings!
My Favorite Job Searches	View results of saved job searches.
New ! Occupation Preferences	Create job searches based on your Occupation preferences.
Update My JobNet Registration	Modify your personal information.
Quick Job Search	Search by location and occupation.

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Date of Birth check:

Please enter your birth date in order to access your registration record.

* Date Of Birth: (MM/DD/YYYY) / /

Use 'Continue' and 'Back' buttons to move from page to page.

[Continue >>](#) [< Back](#)

The first Contact Info screen will appear. The user can review the information and make changes.

Contact Info:

Please enter the following contact information.

Your email and phone numbers have been cleared for your security. Please reenter the information.

* First Name:

Middle Initial:

* Last Name:

Suffix: N/A I II III IV Jr. Sr. V VI VII

Email: (abc@def.com)

Home Phone: (### ### ####) -- Ext:

Messages: (### ### ####) -- Ext:

Cell Phone: (### ### ####) --

Use 'Continue' and 'Back' buttons to move from page to page.

The second Contact Info screen will appear. The user must complete (re-enter) some information, and may make changes to other information.

Contact Info:

Please give us information about where you LIVE.

Your Address information has been cleared for your security. Please reenter the information.

* Street Address: (123 Main Street Apt 210)

More Address: (If your address doesn't fit above) [I Need Help with this.](#)

* City:

* State: (example: WI for Wisconsin)

* Zip code: (#####) Extension is optional. -

Do you want to enter another address where you receive mail? Yes No

Check this box if you live OUTSIDE the U.S. or its possessions.

Use 'Continue' and 'Back' buttons to move from page to page.

The third Contact Info screen appears.

Contact Info:

Please select a button that represents the first letter of the Wisconsin County you live in.

Use 'Continue' and 'Back' buttons to move from page to page.

Contact Info:

Please select a button that represents the first letter of the Wisconsin County you live in.

A B C D E F G H I J K L
M O P R S T V W Unknown

Select the County you live in from one of the Counties listed below:

Dane Douglas
 Dodge Dunn
 Door

Use 'Continue' and 'Back' buttons to move from page to page.

Continue >> < Back

The Demographics screen appears. The user can review the information and make changes.

Demographics: (Federally Required Information, not shared with employers.)

* Do you have a Disability? Yes No Decline To Respond

* Are you employed? Yes No

Unemployment Compensation status? I am receiving Unemployment Benefits
 I have exhausted my Unemployment Benefits
 Neither

Use 'Continue' and 'Back' buttons to move from page to page.

Continue >> < Back

The Education Status screen appears. The user can review the information and make changes.

Education Status:

* Which of these best describes you? Attending High School or Less
 Attending Alternative School
 Attending Post High School
 Not Attending, Dropout
 Not Attending, High School Graduate

Highest School Grade Completed Attained High School Diploma

Use 'Continue' and 'Back' buttons to move from page to page.

Continue >> < Back

The Disclosure screen appears. The default answer is 'no'. If the user selects 'yes', we have their permission to include them in the matching process, and to share their data with employers.

Interests, Training, and Experience:

* May the Wisconsin Department of Workforce Development give your contact, career interests, training, and experience information to employers (possibly even your current employer) looking for employees with your career interests, training, or experience?
 Yes No

Use 'Continue' and 'Back' buttons to move from page to page.

Continue >> < Back

The user returns to the Job Seeker Home screen. If the user wants to add an occupation, she clicks the 'Occupation Preferences' button.

Wisconsin's JobNet
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Job Seeker Home

Job Seeker: LINDA

- Enhanced Job Search** Search by occupational category, keyword or part time/seasonal jobs. Save results of favorite job searches. Now including more Wisconsin job listings!
- My Favorite Job Searches** View results of saved job searches.
- New ! Occupation Preferences** Create job searches based on your Occupation preferences.
- Update My JobNet Registration** Modify your personal information.
- Quick Job Search** Search by location and occupation.

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When the 'Occupation Preferences' button is clicked, the Occupation Preferences screen will appear. If this is the first time, the user will click the 'Add Occupation' button.

Occupation Preferences

You do not have any Occupation Preferences specified.

To add Occupation Preferences click the "Add Occupation" button.

Add Occupation

The user enters a job title and selects an Occupational Category from the dropdown menu. An O*Net code will be assigned (behind the scenes) based on the Occupational Category selected. The same O*Net Autocoder software used in JobNet Business and ASSET is used here.

Occupation Preferences

Search for Occupational Categories that match your interests, training, or experience, by searching by Job Title or keywords:

Job Title or keywords:

* Occupational Category:

- Please select an Occupational Category.
- Sales Representatives, Wholesale and Manufacturi
- Sales Representatives, Wholesale and Manufacturi
- Sales Representatives, Services, All Other
- Advertising Sales Agents
- Door-To-Door Sales Workers, News and Street Ven
- Insurance Sales Agents
- Sales and Related Workers, All Other
- Sales Agents, Securities and Commodities
- Sales Agents, Financial Services
- First-Line Supervisors/Managers of Non-Retail Sale

Are you interested in finding a job in the selected occupation?

Yes No

Do you have education or training in the selected occupation?

Yes No

Do you have experience in the selected occupation?

Yes No

Would you like to create a job search based on your Occupation Preference information?

Yes No

The user indicates her interest, education and training, and experience for this occupation by answering the questions below. The O*Net code will be added to the Customer Record in ASSET and used for job matching based on interest, education and training, or experience.

Occupation Preferences

Search for Occupational Categories that match your interests, training, or experience, by searching by Job Title or keywords:

Job Title or keywords:

* Occupational Category:

Are you interested in finding a job in the selected occupation?

Yes No

Do you have education or training in the selected occupation?

Yes No

Do you have experience in the selected occupation?

Yes No

Would you like to create a job search based on your Occupation Preference information?

Yes No

If the answer to the last question is 'yes', the user creates a job search based on this job title.

Occupation Preferences

Search for Occupational Categories that match your interests, training, or experience, by searching by Job Title or keywords:

Job Title or keywords:

* Occupational Category:

Are you interested in finding a job in the selected occupation?

Yes No

Do you have education or training in the selected occupation?

Yes No

Do you have experience in the selected occupation?

Yes No

Would you like to create a job search based on your Occupation Preference information?

Yes No

Job Search Information

* My Search Name:

Note: You may save a "Favorite Job Search" without having an e-mail account by selecting "Never" in response to the next question.

How often would you like to receive an email of your search results?

Email Address:

Email Options:

Send me all listings that match my search criteria.

Send me only new job order listings that match my search criteria.

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- Ashland
- Barron
- Bayfield
- Brown
- Buffalo
- Burnett
- Calumet
- Chippewa
- Clark

Selected Counties:

- Lafayette

Search Entire State

The following screen appears. The user may enter another occupation.

The screenshot shows a web form titled "Occupation Preferences". It features a text input field for "Occupation" containing the text "Customer Service Representatives". Below the input field are four buttons: "Add Occupation" (a blue button), "Edit" (a blue link), "Delete" (a blue link), and "Run Search" (a blue button).

ASSET Customer Record

This is an example of an ASSET Customer Record with an O*Net code self-reported via JobNet.

The screenshot displays the ASSET Customer Record interface, which is divided into four tabs: "Contact Details", "Demographics", "Military Service", and "Case Management Info". The "Case Management Info" tab is active and shows the following information:

- Case Management Information:**
- * Current Education Status: Not Attending, High School Graduate
- * Current Highest school grade completed: Attained Associate Diploma or Degree
- Single Parent: Yes No
- Non Custodial Parent: Yes No
- * Current Employment Status: Employed
- O*NET Codes:

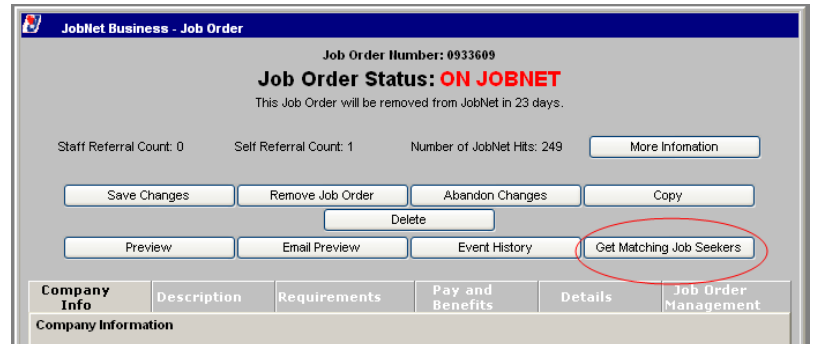
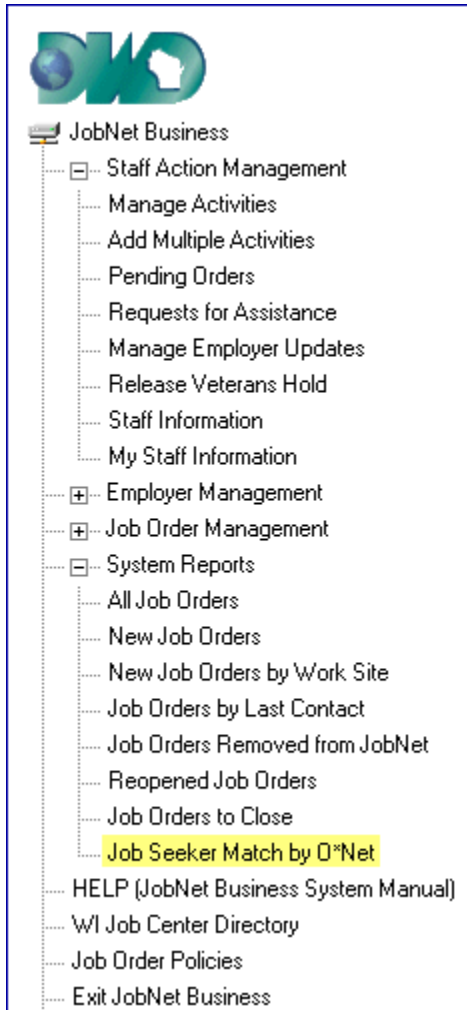
Action	O*NET Code	Interest	Training	Experience	Self Reported
Remove	41-3099.99	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

If a staff person adds an O*Net code to a Customer Record, there will not be a check in the 'Self Reported' column.

Also, please note that O*Net codes are no longer added to the ASSET Customer Record when the user prints a job order. This will make our returned matches more relevant.

Using the Job Seeker/Job Order-O*Net Matching Function

The Job Seeker/Job Order-O*Net Match is available on the staff side of JobNet Business in two places - the 'Get Matching Job Seekers' button on top of the job order, and the 'Job Seeker Match by O*Net' report under System Reports on the JobNet Business menu tree.



To match a particular job order to job seekers, click the 'Get Matching Job Seekers' button on the job order. The following screen will appear.

JobNet Business - JobSeeker/Job Order-O*Net Match: List

For: Job Center

Job Center: 8888-Wisconsin JobNet Call Center

Workforce Development Area: Wisconsin JobNet Call Center

O*NET Status for Customer: Interest Experience
 Training Self Reported by Job Seeker

Search Download

Search Results: 0 Row(s) found.

O*Net Code: 41-2021.00: Job Order Title: Customer Service Representative Search Up One Level

[Contact Info](#) [Address](#) [More Info](#)

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Choose the search parameters and click on the 'Search' button. The resulting matches, based on the parameters selected, will be displayed. Depending on the parameters you choose, the Search Results will vary.

JobNet Business - JobSeeker/Job Order-O*Net Match: List

For: Job Center

Job Center: All - Statewide

Workforce Development Area: Wisconsin JobNet Call Center

O*NET Status for Customer: Interest Experience
 Training Self Reported by Job Seeker

Search Download

Search Results: 1 Row(s) found.

O*Net Code: 41-2021.00: Job Order Title: Customer Service Representative Search Up One Level

Contact Info	Address	More Info
<p>██████████ JOE (920) 733-██████████ Email:</p>	<p>██████████ So. Mason St. Appleton, WI 54914</p>	<p>Vet: Non Vet PIN: ██████████ WDA: Fox Valley</p>

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Clicking on the 'Download' button will download the results to an Excel spreadsheet.

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.

To use the 'Job Seeker Match by O*Net' report, click on that report on the menu tree. Choose the search parameters and click on the 'Search' button. The resulting matches, based on the parameters selected, will be displayed. Depending on the parameters you choose, the Search Results will vary.

JobNet Business - JobSeeker/Job Order-O*Net Match: Search

For:

Job Center:

Workforce Development Area:

O*Net Code: - - [## - #### . ##]
[Major - Broad . Detail] Levels

O*NET Status for Customer: Interest Experience
 Training Self Reported by Job Seeker

View Sub Occupations	O*Net Code	View JobSeeker List
Architecture and Engineering Occupations	17	14
Arts, Design, Entertainment, Sports, and Media Occupations	27	7
Building and Grounds Cleaning and Maintenance Occupations	37	44
Business and Financial Operations Occupations	13	16
Community and Social Services Occupations	21	8
Computer and Mathematical Occupations	15	14
Construction and Extraction Occupations	47	50
Education, Training, and Library Occupations	25	7
Farming, Fishing, and Forestry Occupations	45	13
Food Preparation and Serving Related Occupations	35	50
Healthcare Practitioners and Technical Occupations	29	14
Healthcare Support Occupations	31	27
Installation, Maintenance, and Repair Occupations	49	36
Legal Occupations	23	4
Life, Physical, and Social Science Occupations	19	3
Management Occupations	11	48
Military Specific Occupations	55	3
Office and Administrative Support Occupations	43	144
Personal Care and Service Occupations	39	25
Production Occupations	51	171
Protective Service Occupations	33	19
Sales and Related Occupations	41	72
Transportation and Material Moving Occupations	53	65