

Job Center of Wisconsin (JCW) Enhancements

The following enhancements will be added to JobCenterofWisconsin.com this evening:

- Job Search has been updated to include a Shift Search on the Advanced Search tab. The following text has been added to the top of the Advanced Search tab to alert job seekers that when searching by Work Week, Education and Training, or Shift, no Job Central listings will be included in the Search Results:

"Job Center of Wisconsin lists jobs from two sources, those entered directly and those displayed through an agreement with Job Central, a national site. Job Central does not include Shift, Work Week, or Education and Training in their job listings, so no Job Central job openings will be included in the Search Results if you use any of those filters during your search. To view all available job openings, make sure your job search does not include any of these filters."

- The telephone number fields on the Title 3 registration have been reformatted. Customers enter their 10-digit telephone number and JCW formats it.

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: (999 555 1234) Ext:
Messages: (999 555 1234) Ext:
Cell Phone: (999 555 1234)

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

- The "help" text links have been updated throughout the Job Center of Wisconsin site, and in JobNet Business-Employer.
- Several "behind the scenes" administrative and technical changes were made, as well as some changes that were made in preparation for Release 2.0 in January 2009.

- Division of Employment & Training staff are now maintaining the Regional Workforce Links on the JCW portal. Please request changes via the [Job Center of Wisconsin mailbox](#).
- Three changes have been made on Step 5 - Availability on the Résumé:
 - (Explanation required below) has been added to the Non-Standard choice for Work Day(s) and Shift(s). Job seekers must enter something in the Explain field to explain their non-standard Work Day(s) or Shift(s) choice(s).

Shift(s) (Check all that apply)

First

Second

Third

Rotating

Mornings

Afternoons

Evenings

Weekend

Non-Standard (Explanation required below)

Explain:

Text Limit: 300 | Text Entered: 0

Do you have transportation available?

Yes

No

Do you have a valid drivers license?

Yes

No

- The question “Do you have transportation available?” has been added. If the answer is "yes", that information appears on the Match Profile. If the answer is "no", no reference to the question is shown on the Match Profile.

“Do you have transportation available?” does not just refer to a vehicle. For example, it can also mean bus service, a car pool, or a dependable ride.

- The question "Do you have a valid drivers license?" has been added. If the answer is "yes", that information appears on the Match Profile. If the answer is "no", no reference to the question is shown on the Match Profile.
- Example 1 - Both questions answered "yes":

Do you have transportation available?

Yes
 No

Do you have a valid drivers license?

Yes
 No

AVAILABILITY	
Full-Time	
Shift(s):	First
Work Day(s):	Monday-Friday
Has Transportation Available	
Has a Valid Drivers License	
Updated 10/31/2008	

Example 2 - One question answered "yes" and one question answered "no":

Do you have transportation available?

Yes
 No

Do you have a valid drivers license?

Yes
 No

AVAILABILITY	
Full-Time	
Shift(s):	First
Work Day(s):	Monday-Friday
Has Transportation Available	
Updated 10/31/2008	

- The question in Step 7 - Preview/Print on the Résumé has been reworded and bolded for clarification.

[Need help with this section?](#)

Preview/Print

HTML Word PDF

HTML Word PDF

Preview your information as the employer will see it.

*** Do you want Employers to be able to see your Match Profile?**

Yes

No

The following explanation is included in the help text:

- Clicking on the circle in front of 'Yes' at any time, then clicking on the Save button at the top or bottom of the page, makes your Match Profile active and viewable by employers.
 - By choosing Yes, employers will be able to view your Match Profile. Employers will not be able to see any personally identifiable information about you. They will also not be able to see the names of the companies you have worked for.
- Clicking on the circle in front of 'No' at any time, then clicking on the Save button at the top or bottom of the page, means that employers cannot view your Match Profile. We will not include your Match Profile in any searches done by employers.
 - By choosing No, your information will not be included when employers search for prospective employees.
- References to "Ext" on phone numbers when no extension is present have been removed from Print/Preview Résumé and Print/Preview References.
- New items have been added to the FAQs (Frequently Asked Questions) for both job seekers and employers. The FAQs are located in the menu bar near the top of every page in JobCenterofWisconsin.com.

- The Search for Candidates feature in JobNet Business-Employer has been improved to include a way for the employer to know if and when he/she has contacted a job seeker (each job seeker has a unique identifier listed in the Preview column). The Last Date Emailed column has been added to the Search Results grid. If the employer has previously contacted the job seeker, the date and time the email was sent will be listed.

Search Results

This is a new feature, beginning September 15, 2008. You may see limited results during the first few weeks as job seekers add their information.



Identifies job seekers who are Veterans

15 candidate(s) displayed. Click the numbered link in the Preview column to view the Candidate Profile.

E-mail	Preview	Last Date Emailed	Work Experience	Skills	Occupational Preferences
<input type="checkbox"/>	418	10/29/2008 6:46:42 PM	CEO (11/2002 to 7/2007) Accounts Receivable Specialist (2/2000 to 8/2002) Customer Service manager (11/1994 to 2/2000) Scheduling Coordinator (6/1994 to 10/1998) Accounts Receivable Specialist (7/1992 to 6/1994)	Typing 45WPM 10 key by touch	Bartenders (3 - 5 years) Billing, Cost, and Rate Clerks (More than 15 years) First-Line Supervisors/Managers of Non-Retail Sales Workers (6 - 10 years)
<input type="checkbox"/>	73 	10/30/2008 9:12:56 AM	Accounts Receivable Clerk (10/1990 to Present) Night Auditor (6/1980 to 9/1990) Janitor (3/1985 to 6/1990)	Excellent math skills	Bookkeeping, Accounting, and Auditing Clerks (6 - 10 years) Financial Examiners (Less than one year)
<input type="checkbox"/>	76 		Office Manager (5/2003 to Present) Administrative Assistant (7/1988 to 5/2003) Clerical (3/1980 to 4/1988)	Short Hand	Executive Secretaries and Administrative Assistants (11 - 15 years) Managers, All Other (3 - 5 years) Office Clerks, General (6 - 10 years)
<input type="checkbox"/>	74		Office Manager (9/2004 to Present) Accounts Receivable (6/2002 to 9/2004) Receptionist (6/2000 to 6/2002)	Word Processing, Accounting	Bookkeeping, Accounting, and Auditing Clerks (1 - 2 years) Medical and Health Services Managers (3 - 5 years) Receptionists and Information Clerks (1 - 2 years)

- In preparation for conducting more powerful geographic searches in the future, a new set of questions called Work Site Location have been added to the Details tab on the job order on both the staff and employer sides of JobNet Business. With the addition of these fields, the Department of Workforce Development will begin transitioning to a new method of identifying the Work Site Location (physical location where the work will be performed). In order to conduct accurate job searches by ZIP code or City, we need to collect that data for the Work Site Location on every job order.

The Work Site Location fields are located on the Details tab, below the Work Site fields.

Work Site Location: [Need Help?](#)
 (This information is being collected for a future enhancement to this web site that will allow job seekers to perform more powerful geographic searches for jobs.)
 Does this job have an address where the work will usually be performed?
 Yes No

This is the address that will be used as the usual Work Site Location. If this is not the address where the work will usually be performed, please change it to the correct address:

*Street Address:

*City:

*State:

*Zip Code: [Find a Zip Code](#)

During the transition period, employers will continue to select the County or Counties where the work will be performed. In addition, employers need to provide the exact physical location (street address, city, state, ZIP code) where the work will be performed.

A Post Office box is not a valid physical location. The following error message will appear at the top of the job order when a Post Office box is entered:

JobNet Business - Job Order

Job Order Number: 0223318

Job Order Status: EMPLOYER INCOMPLETE
 The job order must be saved incomplete or complete in 90 days or it will be deleted.

Save - Incomplete Save - Complete Abandon Changes Delete

Preview Email Preview

Please correct the following:

- Details: Please enter a Street Address that is not a P.O. Box.

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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* **Work Site:**
 Select the County or Counties in which the work will be done.

The question “Does this job have an address where the work will usually be performed?” will default to “yes”. The address displayed in the Work Site Location fields is the same as what is shown on the Company Info tab. In most instances, this will be the physical location

where the work will be performed. If the address is not where the work will be performed, the employer can change the address to the correct address.

If the answer to the question “Does this job have an address where the work will usually be performed?” is “no”, the following statement appears: “This is the work site zip code that will be associated with this job.” The zip code displayed will be what is shown on the Company Info tab. Job Center of Wisconsin Call Center staff will contact the employer during the job order approval process.

Work Site Location: Need Help?
(This information is being collected for a future enhancement to this web site that will allow job seekers to perform more powerful geographic searches for jobs.)
Does this job have an address where the work will usually be performed?
 Yes No
This is the work site zip code that will be associated with this job:
* Zip Code: [Find a Zip Code](#)

If the employer has an unusual circumstance and would like advice about how to handle it on the job order, he/she should call the Job Center of Wisconsin Call Center at 1-888-258-9966 or send an email to the [WIJobOrders mailbox](#).

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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>.