

USING THE ASSET JOB MATCHING REPORT

1. Click **Job Matching** on the ASSET menu tree. Do a **Customer Search** and click the **PIN** of the customer you wish to work with.

ASSET - Customer Search

Field: Operator: Criteria: Search

Previously Searched For Customers:

Last Name	First Name	MI	SSN Validation	DOB	PIN
Veteran	Joe		Not Processed	06/06/1976	5590
Trenton	Chad		Not Processed	01/01/1964	5071
CHALSTROM	ELAINE	M	Not Processed	02/12/1924	3142
Brown	Oscar		Not Processed	01/02/1999	2594
WILLIAMS	SELMA	L	Verified	07/31/1968	4341
Sparrow	Jack		Pending	12/12/1970	4316
Bravo	Johnny		Pending	08/20/1987	401
Presley	Priscilla		Not Processed	01/02/1999	2591
Powell	Becky		Not Processed	08/20/1965	4746
Powell	Rebecca		Not Processed	08/01/1965	4917

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10 row(s) found.

Navigation Mode:

2. Do a **Job title/Keyword, Single O*NET** or **Multiple O*Net** search, as shown below:

- **Job Title/Keyword Search**

Click **Job Title/Keyword** radio button, enter appropriate **Job Title**. Choose **Entire State** or identify **worksite or worksites**, and click the **Search** button.

ASSET - Job Matching for Chad Trenton (5071)

Job Title / O*NET Codes (Choose One Option)

Job Title / Keyword(s): [Link to O*NET](#)

This O*NET Code:

The Following O*NET Codes:

Customer's Code(s) Available: Selected:

Select One
Select All
Remove One
Remove All

If no O*NET Code(s) is displayed above or if no longer appropriate update the customer record with the correct O*NET code(s).

Job Order Work Sites (Choose One Option)

Entire State

Just This Work Site:

The Following Work Sites:

Available: Selected:

Select One
Select All
Remove One
Remove All

- **Single O*NET Code Search**

Enter **O*NET Code**. Click the **Link to O*NET** if you need to search for a code. Choose **Entire State** or identify **worksite** or **worksites**, and click the **Search** button.

ASSET - Job Matching for Chad Trenton [5071]

Job Title / O*NET Codes (Choose One Option)

Job Title / Keyword(s):

This O*NET Code: [Link to O*NET](#)

The Following O*NET Codes:

Customer's Code(s) Available:

13-2011.01
43-1011.00

Select One
Select All
Remove One
Remove All

Selected:

If no O*NET Code(s) is displayed above or if no longer appropriate update the customer record with the correct O*NET code(s).

Job Order Work Sites (Choose One Option)

Entire State

Just This Work Site:

The Following Work Sites:

Available:

Adams
Ashland
Barron
Bayfield
Brown
Buffalo
Burnell
Calumet
Chippewa
Clark

Select One
Select All
Remove One
Remove All

Selected:

- **Multiple-O*Net Code Search**

Choose one or more **Available Codes** and click **Select One** or **Select All** button. Choose **Entire State** or identify **worksite or worksites**, and click the **Search** button.

ASSET - Job Matching for Chad Trenton (5071)

Job Title / O*NET Codes (Choose One Option)

Job Title / Keyword(s):

This O*NET Code: [Link to O*NET](#)

The Following O*NET Codes:

Customer's Code(s) Available:

13-2011.01
43-1011.00

Selected:

Select One

Select All

Remove One

Remove All

If no O*NET Code(s) is displayed above or if no longer appropriate update the customer record with the correct O*NET code(s).

Job Order Work Sites (Choose One Option)

Entire State

Just This Work Site:

The Following Work Sites:

Available:

Adams
Ashland
Barron
Bayfield
Brown
Buffalo
Burnett
Calumet
Chippewa
Clark

Selected:

Select One

Select All

Remove One

Remove All

Search

3. A Job Order List will display:

ASSET - Job Matching				
Job Order List				
ONET Code(s):	13-2011.01			
Counties:	Dane			
Job Order Number	Job Title	City	Employer	Source
8168738	Wisconsin Campus Accountant Applicants Only	Madison	VIRCHOW KRAUSE & COMPANY	Job Central
8168737	Wisconsin Campus Accountant Internship Applicants Only	Madison	VIRCHOW KRAUSE & COMPANY	Job Central
8053183	Senior Fixed Asset Accountant	Madison	ROBERT HALF INTERNATIONAL	Job Central
8037636	Accounting Intern	Madison	RAYOVAC REMINGTON	Job Central
8009262	Staff Accountant	MIDDLETON	ROBERT HALF INTERNATIONAL	Job Central
7940892	Staff Accountant-Are You a New Accounting Grad?	Madison	ROBERT HALF INTERNATIONAL	Job Central
7882163	Staff Accountant	MADISON	ROBERT HALF INTERNATIONAL	Job Central
7864611	Accounting / Finance / Tax / Controls (WI)	Madison	EXXONMOBIL	Job Central
000223206	Accountant	FITCHBERG	ABC COMPANY	Job Center of Wisconsin
000223166	Accountant	MADISON	THE BIGG CORPORATION	Job Center of Wisconsin
7515756	Senior Accountant	Madison	VIRCHOW KRAUSE & COMPANY	Job Central
7375856	Senior Accountant	Madison	VIRCHOW KRAUSE & COMPANY	Job Central
7375857	Senior Accountant	Madison	VIRCHOW KRAUSE & COMPANY	Job Central
6847455	Accountant, General Acctg	Madison	CARDINAL HEALTH	Job Central
6017268	UW Madison Accountant Intern-Campus Applicants Only	Madison	VIRCHOW KRAUSE & COMPANY	Job Central
5728602	Senior Accountant	Madison	VIRCHOW KRAUSE & COMPANY	Job Central
5455473	Financial Accountant - Audit	Madison	COVANCE	Job Central
4889731	UW Eau Claire Accountant-Campus Applicants Only	Madison	VIRCHOW KRAUSE & COMPANY	Job Central
4666249	2009 Accounting Internship January	Madison	VIRCHOW KRAUSE & COMPANY	Job Central
4666250	2009 Accountant	Madison	VIRCHOW KRAUSE & COMPANY	Job Central

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Click the **job order number** to view the job order.