

The Job Center Systems Unit is in the process of making some modifications in ERS. We want to ensure that Job Centers get credit for all service to employers. We need to know if the current ERS list of activities/service capture all service to employers.

If there are additional services not identified below, what additional service should be available to report? Should we consider having an Activity Type for employers who participate in committees, advisory panels, etc. Are there any service activities listed below that should be broken out to better identify the service taking place?

Below is the list of services that can currently be reported as a service to an employer in ERS.

- Note: We are planning to add Apprenticeship opening to the list.

In addition, we are planning to have the employers ERS activity list automatically updated if an apprenticeship job order is received. We are also planning to update the ERS activity list for all job orders saved as Staff Complete.

ERS Activity List / Activity Type

Agreement/Contract Negotiated
Apprenticeship opening * **
Contact – By Letter
Contact – By Phone
Contact – Initial
Contact – Visit Employer Location
Discussion of Job Center Programs
Dislocated Worker Services
Informational Materials Provided
Job Center Presentation/Tour
Job Creation Services
Job Fair
Job Order **
Not Otherwise Described
On-Site Interviewing
Recruiting Services
Screening Services
Seminar Attendance
Service Plan Created
Service Plan Updated
Supported Employment Services
Targeted Job Development
Workforce Needs Assessment

* Indicates addition being requested.

** Indicates what is planned for system enhancement. We plan to automate the reporting of these activities when a job order is saved as Staff Complete in WJOS.