

Application Instructions Reminder

A reminder to job order staff to be sure to include fax numbers, email addresses, telephone numbers and other details about the application instructions and application deadline. An increasing number of job orders have incomplete information. Please note the **red text** reminding job order staff to include this information. (The same text also appears on the employer side of JobNet Business.)

Below is an example of an order that is currently on JobNet.

The screenshot shows a web form titled "Application Instructions:". It contains several sections:

- Identification:** "Does the Employer wish to be identified with this job order on JobNet?" with radio buttons for "Yes" (selected) and "No".
- Application Methods:** A section asking "How should applicants apply for this job? Check all that are applicable." with checkboxes for:
 - Apply In Person (checked)
 - Mail a Resume (checked)
 - E-Mail a Resume (checked)
 - Apply Online (checked)
 - Fax a Resume (checked)
 - 5011 Work Application (unchecked)
 - Call For Appointment (checked)
 - Other (unchecked)
- Additional Instructions:** A red text instruction: "Additional Application Instructions: Enter additional instructions regarding the application process. Include a Contact Name, a Telephone or Fax Number, an E-Mail Address and/or a Mailing Address as appropriate." Below this is a large empty text area.
- Text Limit:** "Text Limit: 1500 | Text Entered: 0"
- Job Order Removal Date:** A red text instruction: "Job Orders will be automatically removed from JobNet after 30 days. A different date may be entered in the box for an earlier or later removal date. The date entered may not be greater than 90 days from the Job Order Effective Date." Below this is a section for "Planned Job Order Removal Date (When should this job be removed from JobNet?):" with input fields for "08", "23", and "2006", and a "Set date to 90 days out" button.
- Buttons:** A row of buttons: "Save Changes", "Remove Job Order", "Abandon Changes", "Copy", "Delete", "Preview", "Email Preview", "Event History", and "Get Matching Job Seekers".

When a job seeker views the job order on JobNet, this is what they see - no details about where to call, where to apply in person, which website to go to to apply online, what email to use, what fax number to use, nor where to mail a resume.

Duties and Responsibilities of the Job:

Our client is looking for someone who is able to multitask, enjoys speaking on the phone and who is able to use Microsoft Word and Excel.

This position is listed by a private employment agency. The agency is the legal employer. No fee will be charged of the job applicant.

Benefits: The employer does not provide benefits for this job.

Company Profile:

Private Employment/Staffing Agency.

How To Apply:

- Apply In Person
- Call For Appointment
- Apply Online
- Mail, Fax or E-Mail a Resume

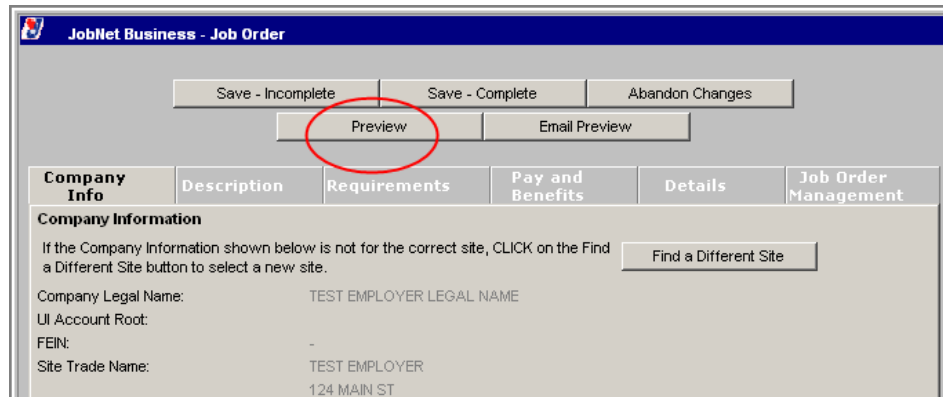
Back To Job Order

If the website, telephone number, address, etc. are listed on the job order, please do not assume that information is correct **for application purposes**. The business may wish to have job seekers apply at a certain location, during certain hours, or may wish to have job seekers call a specific person within the company to schedule an appointment.

Also, information that appears elsewhere on the job order **does not get pulled into the Application Instructions fields**. For example, the only place a fax number or email address appears on a job order is in the Contact Information area on the Company Info tab. This information can only be seen by staff - it does not appear to job seekers.

Company Info	Description	Requirements	Pay and Benefits	Details	Job Order Management
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					
Company Legal Name:	TEST EMPLOYER LEGAL NAME				
UI Account Root:					
FEIN:	-				
Site Trade Name:	TEST EMPLOYER				
Site Address:	124 MAIN ST				
County:	VERONA, WI 53719				
Company Telephone:	Out of State-Southeast				
Company Web Site:	(608) 555-1212				
Site Company Description:	http://thisismysite.com				
Site Company Description:	This is a test account for programmer use				
Contact Information:					
Employer Contact:	FIRSTNAME LASTNAME ▾				
Contact Telephone:	(111) 111-1111	Extension: 111111			
Contact Fax:	(222) 222-2222	Extension:			
Contact Cell Phone:					
Preferred Method Of Contact:					
Contact Email Address:	email@net.com				
Note - The above contact information is confidential and will not be disclosed to job seekers.					
Save - Incomplete		Save - Complete		Abandon Changes	
Preview			Email Preview		

Remember - you can always check to see how a job order will appear to job seekers by clicking on the Preview button.



Periodically we are asked why JobNet Business doesn't either (1) pull available information into the Application Instructions fields, or (2) prompt users (staff and employers) for the information when a checkbox is checked. For example, a prompt for a telephone number when "Call for Appointment" is checked. Many hours were spent analyzing options during the design phase of JobNet Business. In the end, after much thoughtful consideration by a number of people, it was determined that the "solutions" would be cumbersome, and still require review by staff because the information that would be pulled in from other fields may not be accurate for application purposes.

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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 on-line 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 to or unsubscribe from this list, visit <http://www.wisconsinjobcenter.org/signup> and follow the simple steps to complete and submit the on-line form.