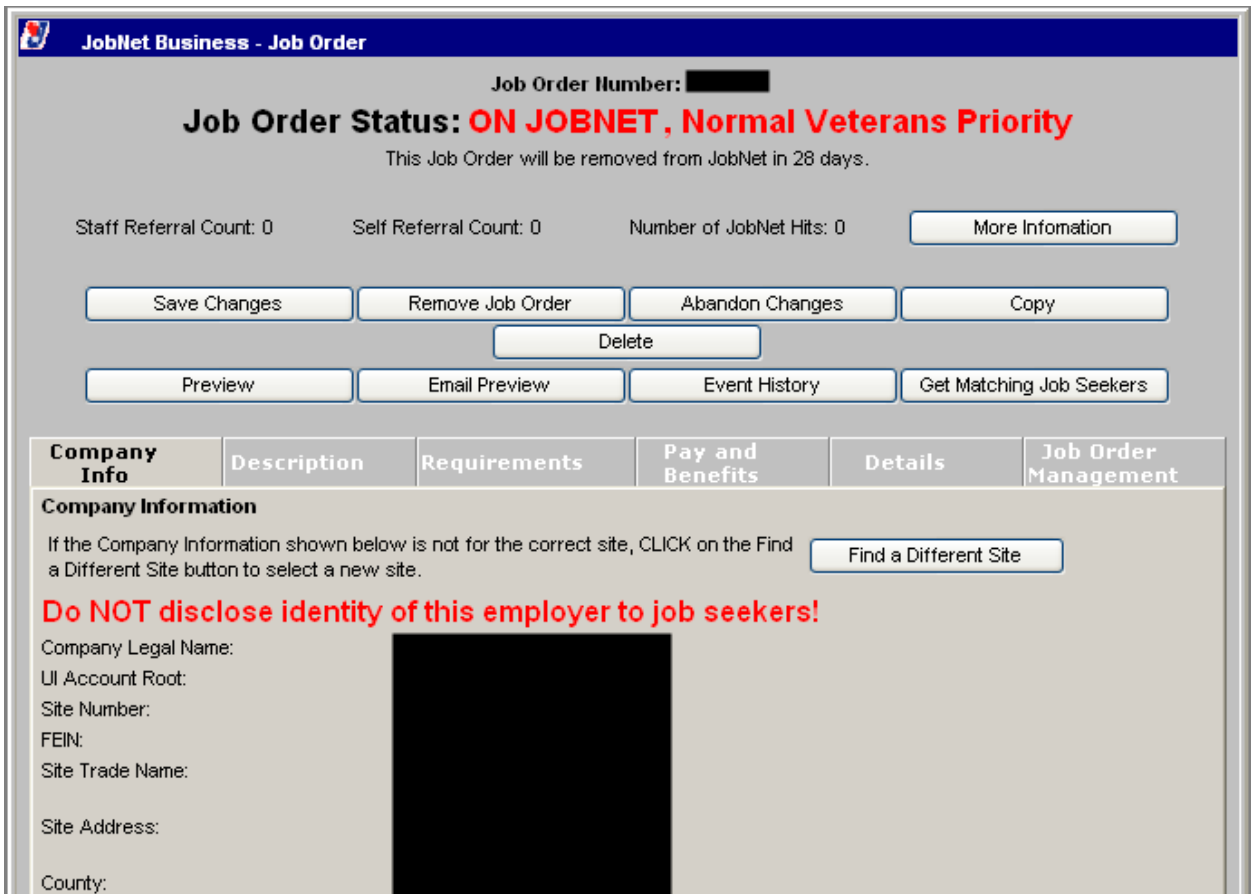


## Job Order Cautions for Staff Working with Job Seekers

Many Job Center staff have access to view job orders. We have a few reminders about your responsibilities to keep certain job order information **confidential**:

- On suppressed job orders, do not disclose the name of the employer, nor any other information that could identify the employer, for any reason! "Other information" includes the company's address, telephone number, website address, or other information that would identify the company. Suppressed job orders will have the following bold red text on the Company Info tab:



A suppressed order looks like this to a job seeker (the company's name, address, and website address do not appear):



## Warehouse Manager (Job Number [REDACTED])

Work Site County/ies:	Milwaukee
Public Transportation:	Yes
Pay:	Negotiable
Duration/Usual Hours Per Week:	Full-Time, 40 to 60 Hours Per Week
Shift/Work Days:	First Shift. Monday-Friday.
Number of Openings:	1

### Minimum Requirements of Employer:

Education:	High School Diploma/GED Equivalent Desired
Professional Licenses/Certifications:	No Licenses or Certifications Requested
Vehicle:	No Vehicle Requested
Drivers License:	
Type:	No Drivers License Requested
Endorsements:	No Endorsement Requested
Age:	18 or older Required
Experience/Qualifications:	No Experience/Qualifications Requested
	Pre-employment drug screening required.
	Background check required.

- On staffing agency job orders, do not to disclose the name of the actual employer (listed in the Staff Comments), nor the Work Site Location address.
- On **any** job order, information listed in the Staff Comments is **strictly for staff** and not to be shared with job seekers.

Staff who have a question about a particular job order should contact the Order Responsible Staff listed on the Job Order Management tab of the job order. For other job order questions, please contact Tom Younger. Tom can be reached by telephone at 715-261-7742 or by email at [Thomas.Younger@dwd.wisconsin.gov](mailto:Thomas.Younger@dwd.wisconsin.gov).

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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.

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