

NEVADA AOSOS UPDATE

"An Information Exchange for Nevada One-Stop Offices and Affiliates"

*Produced by the Department of Employment, Training and Rehabilitation
Workforce Investment Support Services*

Volume 2, Issue 6

June 2004



Did You Know?

When the customer chooses a confidential resume, the "Contact Preference" on the "Add'l Info Tab" must have "Email" selected as a method of contact and, of course, an email address on the General Info tab. The email address must be entered with no spaces and must include the entire address. Example:

msmith@hotmail.com

Did you know that the Job Order Detail/Audit Tab lists updated information entered on a job order which includes: status, number of openings/ referrals, date, and the staff member who initiated the update.

Did you know that all information entered on the Job Order Detail/Job Description Tab is seen by the public? Any comments about the job you do not want seen on America's Job Bank internet site or OSOS Self Service site just simply "Post a Note" to the Comments tab. Examples: Special instructions for in person applicants; hours, days to apply, directions, and JobConnect staff applicant screening instructions from the employer, such as pretests, required documents, and advisements.

A good job description would first describe what job duties the job involves, and in bulleted style statements describe the job experience and skill requirements. Avoid the use of acronyms and application instructions on the job description. The application instructions are transferred from the "Contact Info" section of the Job Order Detail/ General Info Tab.

Job Developments

When calling an employer for the purpose of developing a job for a client, choose the activity "Job Development Contact."

If the employer is interested in interviewing or accepting an application, document with the Employer Detail activity "Job Development" and include in the comments window short notes concerning the employer's intent.

If the client is hired for the job, enter a new job order and in the "Source" field of Job Order General Info tab select "Job Development."

Enter the referral, then the hire and the job order will

Documenting Obtained Employments

Obtained Employments and Placements are now reported to Unemployment Insurance Adjudication via the Work Test Notification Report.

When informed a client has returned to work, be sure to enter the information concerning the new job in the Customer Detail/Work Hist. Tab; select "Still Employed" in "Reason for leaving" field. If you do not have enough information for the Work Hist. required fields, simply "Post a Note" in Comments and include employer name and date client began work.

Time Saving Tips

Print referral instructions quickly from the Job Order Detail Referral Tab:

- Highlight the customer's referral.
- Click on "Customer Letter w/ Job Order" button.
- Choose OSOSdocs Word template "Customer Letter w/ Job Order" and click "Open."
- Page One is a letter to invite the customer to apply for the opening. Mail merge the client and office staff information for emailing, faxing or mailing the client the job referral.
- If the client is at your desk, just print the pages with the job order info and instructions.
- Select "File" from the top left toolbar.
- Select "Print" then from Page Range radio dials. Select pages and enter the pages needed in the field. Example: 2, 3

To mail merge and email, click on tool bar "Merge" then "Merge" button in the box.

To email, click on "File" then "Send To" and "Mail Recipient." Click "OK" in Novell email window. Enter email address in the To: field and describe subject in its field and send.

ABOUT THIS PUBLICATION - *the WISS Automated Collection, Tools and Reporting Team publish Nevada AOSOS Update. Submit topics and tips you think may assist other users to Ed Seely, Susie Giurlani, Nancy St. Clair or Ed Walton at (775)*

automatically go to filled status.

684-0301 or email to: eiseely@nvdetr.org, sagiurlan@nvdetr.org,
njstclair@nvdetr.org or ee Walton@nvdetr.org