



Oklahoma ServiceLink User's Guide

-Oklahoma Servicelink –

Employment Security Commission
Workforce Integrated Programs
Will Rogers Memorial Office Building
2401 N. Lincoln Blvd
PO Box 52003
Oklahoma City, OK 73152-2003

Oklahoma ServiceLink User's Guide

Version Number 1.1

NOTICE:

**The purpose of this guide is to provide general data entry instruction on
Oklahoma ServiceLink.**

Refer to state policy for guidance on Oklahoma specific procedures.

Oklahoma policy and procedures can be found at:

www.ok.gov/oesc_web

Table of Contents

CHAPTER 1 -- SERVICE LINK – PART I.....	1-1
INTRODUCTION	1-1
GETTING STARTED AND CREATING A NEW STAFF ACCOUNT	1-2
CASE MANAGERS/INTERVIEWERS – CONTROL PANEL.....	1-6
SUPERVISOR’S – CONTROL PANEL.....	1-9
DIRECTOR’S – CONTROL PANEL	1-10
CLIENT SEARCHES	1-11
ADD NEW CLIENT – THE REGISTRATION PROCESS	1-13
<i>Veteran Status Questions</i>	1-18
<i>Migrant and Seasonal Farm Worker</i>	1-25
<i>Employment Status</i>	1-27
<i>Selective Service Status</i>	1-28
<i>Citizenship</i>	1-29
<i>Dislocated Worker</i>	1-30
<i>SCSEP Information</i>	1-34
<i>Alternative Trade Adjustment (ATAA)</i>	1-37
<i>Eligibility Information</i>	1-39
<i>Low Income</i>	1-40
<i>Public Assistance</i>	1-41
<i>Needs and Barriers</i>	1-42
<i>Case Details Page</i>	1-46
UNIVERSAL INFORMATION	1-46
<i>Contact Information</i>	1-48
<i>Alternate Contacts</i>	1-48
<i>Demographic Information</i>	1-50
<hr style="border-top: 1px dotted black;"/>	
	1-51
<i>Eligibility</i>	1-52
<i>EEO Notice</i>	1-52
<i>Interagency Referrals</i>	1-52
<i>Staff Entered Self Service Services</i>	1-54
<i>Participant Entered Self Service Services</i>	1-56
<i>Partner-Provided Services</i>	1-57
<i>Client Call In</i>	1-59
<i>Co-Registrations</i>	1-61
<i>Current Enrollments</i>	1-64
<i>Work History</i>	1-65
Keyword Search.....	1-68
Most Common Search	1-70
Job Family Search.....	1-72
Military Search	1-74
<i>Testing Information</i>	1-75
<i>Client Notes</i>	1-79
<i>Preferred Employer List</i>	1-80
<i>Job Search</i>	1-81
<i>Job Referrals</i>	1-85
<i>Job Developments</i>	1-86
<i>Job Placement</i>	1-87
<i>Printable Version</i>	1-90
<i>Online Client Release</i>	1-92
<i>Printable Client Release</i>	1-92
<i>EEO</i>	1-93
PROGRAM REGISTRATIONS AND ENROLLMENTS.....	1-93
LE PROGRAM REGISTRATIONS	1-93
<i>Program ID</i>	1-95
<i>Reassign Office</i>	1-95

Wages..... 1-95

Outcomes..... 1-96

Program Notes..... 1-96

Enrollment/Eligibility Date List..... 1-97

Printable Version..... 1-97

S&T Plan..... 1-98

Services Quick Entry..... 1-99

Add Service..... 1-101

LE ENROLLMENTS..... 1-102

 Enrollment Information..... 1-103

 Primary Casetracker..... 1-104

 Enrolled By..... 1-104

 Goals and Interests..... 1-104

 Educational Grants..... 1-106

 Service and Training Plan..... 1-106

 Schedule a Service Gap..... 1-106

 Employment Plan..... 1-108

 Enrollment Notes..... 1-111

 Needs and Barriers..... 1-112

 Contact Snapshot..... 1-113

 Demographic Snapshot..... 1-113

 Eligibility Snapshot..... 1-116

 Printable Version..... 1-116

 EEO Printable Version..... 1-117

WIA REGISTRATIONS AND ENROLLMENTS..... 1-118

 WIA Registrants Program Details..... 1-119

 Denied Enrollments..... 1-119

PROGRAM DETAILS..... 1-121

 Program ID..... 1-121

 Reassign Office..... 1-121

 Wages..... 1-121

 Outcomes..... 1-122

 Program Notes..... 1-124

 Enrollment/Eligibility Date List..... 1-125

 Printable Version..... 1-125

WIA ENROLLMENTS..... 1-127

 Enrollment ID..... 1-128

 Enrollment Information..... 1-128

 Exit Details..... 1-131

 EEO Notice..... 1-132

 Primary Casetracker..... 1-132

 Testing Information..... 1-132

 Out-of School Youth Testing Information..... 1-134

 Mailing Address..... 1-136

 Goals and Interests..... 1-136

 Educational Grants..... 1-136

SCSEP ENROLLMENTS..... 1-140

 Enrollment Details for SCSEP..... 1-141

 Community Service Assignment..... 1-142

 Adding a New Host Agency..... 1-148

 Adding a New Training Provider..... 1-151

 SCSEP Unsubsidized Employment..... 1-153

 SCSEP Recertification..... 1-159

 SCSEP Exits..... 1-161

TRADE ADJUSTMENT ASSISTANCE – ENROLLMENT DETAILS – GRADES AND SYLLABI..... 1-163

RE-EMPLOYMENT SERVICES REGISTRATION..... 1-167

 Exemption from RES..... 1-169

 Waived Services..... 1-173

 Re-scheduling Services..... 1-174

CHAPTER 2 -- SERVICE LINK – PART II 2-176

- MY CASES – ADD A CLIENT 2-176
 - My Cases – Remove A Client* 2-178
 - My Follow-Up - Add A Client To Or Remove A Client From My Follow-Up*..... 2-180
- MY EMPLOYERS 2-181
 - My Job Orders* 2-183
- CLIENT SEARCH – RESUMES, USER INFORMATION LOG, ACTIVITY LOG 2-184
- CLIENT MERGE 2-185
- JOB SEARCH 2-187
 - Basic Search*..... 2-188
 - Job Details Page*..... 2-192
 - Making a Referral*..... 2-194
 - Search By Type of Job*..... 2-198
 - Job Spidering* 2-205
 - Search By Job Order ID Number*..... 2-209
 - Search By WorkKeys® Scores* 2-210
 - Search By Saved Job Search Profiles* 2-210
 - Search By Employer*..... 2-211
 - By Industry*..... 2-215
 - OJT Search*..... 2-220
 - Search Other Job Banks*..... 2-222
- EMPLOYER SEARCH 2-223
 - Employer Contact Tracking* 2-226
 - Entering Job Developments* 2-227
 - Accessing an EEO Audit Report* 2-229
 - Job Seeker Preferred Employer* 2-231
 - Employer Notes*..... 2-231
 - Employer Search is Negative* 2-232
- CREATING AND MANAGING JOB ORDERS 2-235
 - Job Details* 2-235
 - Coding the Job Order* 2-239
 - Keyword listings* 2-240
 - Most Common Listings* 2-241
 - Job Family Listing* 2-242
 - Military Search* 2-243
 - Job Description Page*..... 2-244
 - Job Benefits Page*..... 2-246
 - Talents Page*..... 2-248
 - View Job Order Page*..... 2-250
 - Spell Check the Job Order* 2-252
- UTILIZING THE JOB LIST PAGE..... 2-254
 - Job Title* 2-254
 - Job Order Number* 2-254
 - Openings Filled*..... 2-254
- RESULTING REFERRALS 2-254
 - On Hold*..... 2-256
 - Referred Status*..... 2-257
 - Inactive/Closed Orders* 2-258
 - Made Active* 2-263
 - Date Updated*..... 2-263
 - Resume Search*..... 2-264
 - Placing Job Orders on Hold*..... 2-264
 - Placing Job Orders in Inactive/Closed* 2-265
- RESUME SEARCHES 2-266
 - Search All Resumes*..... 2-267
 - Search by Type of Job* 2-271
 - Search For WorkReady! Job Seekers*..... 2-272
 - Search By WorkKeys® Scores* 2-273
 - Search CareerTech Resumes*..... 2-274

<i>Saved Resume Search Profiles</i>	2-276
GROUP ACTIVITY	2-276
<i>Recurring Group Activity Admin</i>	2-276
<i>Schedule Clients</i>	2-279
<i>Update Client Status</i>	2-285
ACCOUNT INFORMATION	2-286
SELF SERVICE TRACKER.....	2-286
REPORTING	2-288
<i>Labor Market Reports</i>	2-289
JobLink Statistical Reports	2-289
Real Time Labor Market (LMI) Reports.....	2-289
Labor Market Information (LMI) Reports	2-289
Job Link Reports	2-289
<i>Trade Adjustment Act Reports</i>	2-289
Job Service Activity.....	2-289
<i>Case Manager Reports</i>	2-289
Automated Call-In Report.....	2-289
Report 8 – Local Area/WIB	2-289
Report 8 – Office	2-289
Report 8 – Case Manager	2-289
<i>WIA Reports</i>	2-289
Management Reports	2-289
Performance Reports	2-289
<i>Labor Exchange Reports</i>	2-289
Employer Reports	2-289
Activity Reports.....	2-290
Veterans Reports.....	2-290
WPRS	2-290
Performance Reports	2-290
<i>EEO Reports</i>	2-290
<i>Self Service Reports</i>	2-290
<i>Provider Reports</i>	2-290
<i>Miscellaneous Reports</i>	2-290
EDIT PASSWORD	2-291
SELF-REFERRALS	2-291
USER LOOKUP	2-294
WARN LISTINGS.....	2-295
PROVIDER SEARCH	2-297
<i>Service Providers</i>	2-298
<i>Add a New Service Provider</i>	2-301
<i>Change Requests</i>	2-302
<i>Training Providers</i>	2-303
<i>WIA Youth Service Providers</i>	2-307

Chapter 1 -- SERVICE LINK – Part I

Introduction

ServiceLink is a web-based application that allows case managers to manage their workload and report information required under Labor Exchange, Workforce Investment Act and related workforce programs.

ServiceLink provides a standardized process for following participants through the workforce development system network. Information acquired is used to generate required federal, state and local program reports. **State listings include states and provinces in Mexico and Canada.**

ServiceLink utilizes several areas to provide a higher level of customer service through its client oriented tools. These areas are as follows:

1. Registration

- Register the Job Seeker and Employer
- Capture demographic information and employment-related information.
- Determine program eligibility (both high level and program-specific)
- Identify the registrant's programs and outcomes

2. Assessment

- Capture education, work history, goals and interests
- Identify needs and barriers to employment
- Create an employment plan
- Identify and report skills, talents and test results
- Assist in creating a complete job resume

3. Job Seeker Management

- Conduct job and resume searches to match Job Seekers to job opportunities
- Conduct Employer searches to make appropriate job referrals and job developments
- Record and report employment related services provided to Job Seekers
- Record and report job placement outcomes
- Format, review and print online Job Seeker resume
- Create service and training plans to meet identified needs and/or reduce identified barriers to employment
- Search and select service and training providers
- Record service and training completion and their outcomes
- Track expenditures on services and training

4. Employer Management

- Create Staff Assisted Employer job orders
- Search resumes for job order matches
- Conduct Skill Gap Analyses to match Job Seeker abilities to Employer job requirements
- Contact potential Employers and report contact results
- Maintain Employer account information
- Maintain Employer job order status

5. Placement and Retention

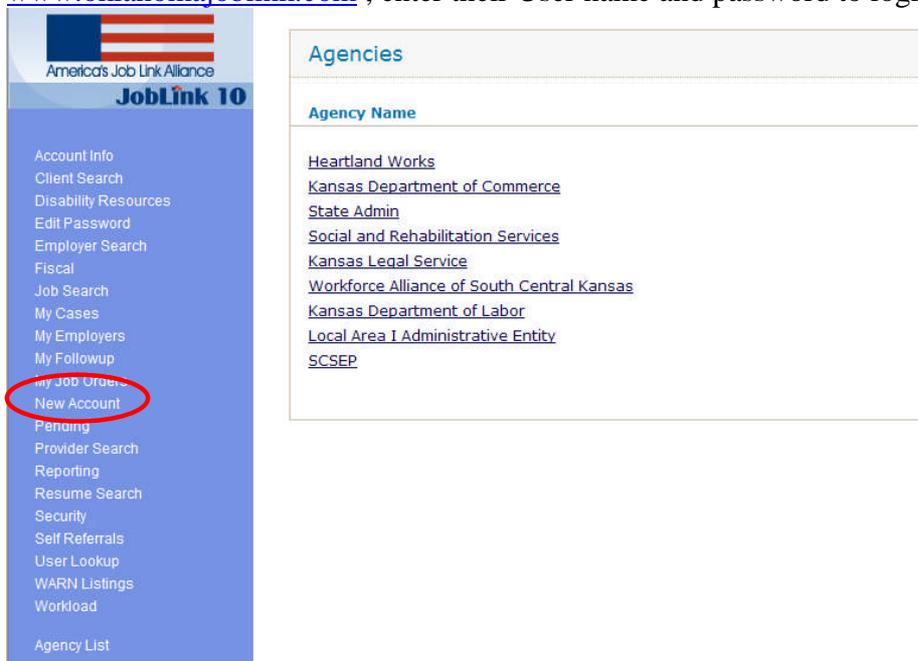
- Record placements into employment
- Capture wage record information
- Track job retention

6. Reporting

- Create required Federal reports
- Create management, workload and caseload reports

Getting Started And Creating A New Staff Account

Supervisors/Directors must access the **JobLink** login page, located at www.oklahomajoblink.com ; enter their User name and password to login to the system.



Navigation:

To **create a new account**, click on the **New Account** link to view and select type of account (case manager/interviewer, supervisor, or director) and assist the employee to create a user name and password and enter their personal and agency contact information.

Home Station ks22 Logout Print

Create Account

Case Manager or Interviewer Person responsible for working with clients to assess their talents and needs. This person then directs the clients to the appropriate services based on his or her assessments.

Supervisor Person responsible for tracking the performance of individuals within his or her department. Supervisors also make the final decisions on cases brought to them by case managers.

Director Person responsible for tracking the performance measures of an agency.

View Only Person interested in viewing a client's case summary information.

New Role Add this new account to an existing user.

Submit Clear

Click the **Submit** button. New Case Manager or Interviewer page will display.

New Case Manager or Interviewer

Please use a User ID that will be easy to remember, such as last name plus first initial. We request that a question is selected and an answer entered, to be used as a password reminder. Service Link requires users to create strong passwords by using a combination of letters, number and the following special characters: !@#\$%^&*()+-={}~;?/,._~

* User Name

* Password

* Confirm Password

* Email address

* Security Question: What is your mother's maiden name?

* Answer

* Company or Agency

* County of Your Service: Please Select a County

* Office: Select an office

* Address

* City

* State: Kansas

?* Zip: nnnn - nnnn

* Station Number

* Type: Select One

* First Name

Middle Name

* Last Name

Job Title

?* Phone: nnn-xxx-xxxx Ext. *

Fax: nnn-xxx-xxxx

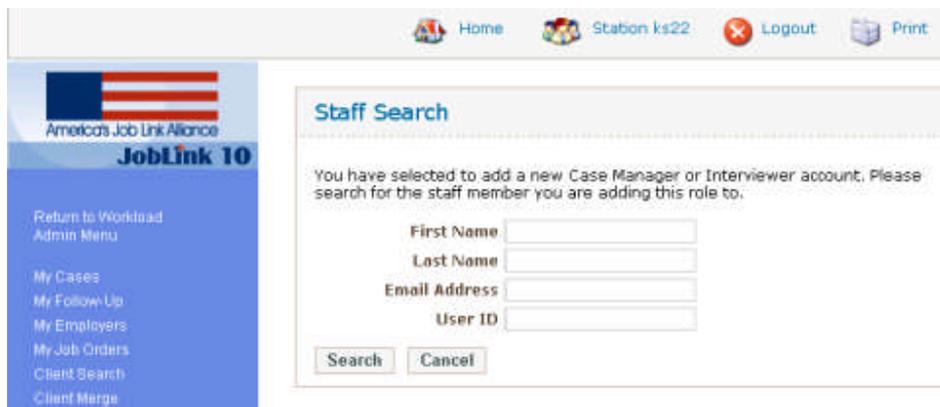
Submit Clear

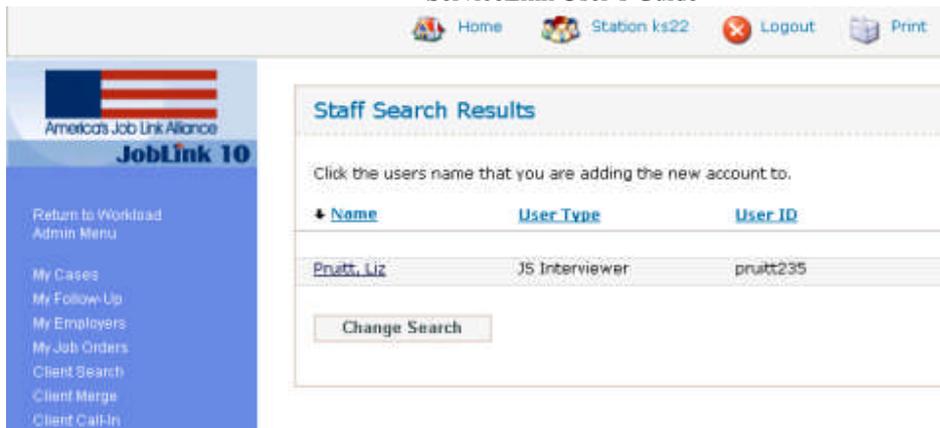
Instructions for Completion of Fields:

Field Name	Valid Entries
User Name (Required)	Must be 6 to 20 characters, letters and/or numbers
Password (Required)	Must be a combination of 8 to 20 letters, numbers and characters
Confirm Password (Required)	Re-enter your chosen password
Email address (Required)	Enter your current email address
Select a Question (Required)	Select a Name of First Pet , Father's Middle Name, Mother's Maiden Name, County or Parish Born In, Last school attended?
Answer to selected question (Required)	Enter answer to question selected
Company or Agency (Required)	Enter the name of the company or agency where you work
County of Service (Required)	Select the county in which you are located
Office (Required)	Select the office in which you are located
Address (Required)	Enter the company or agency address
City (Required)	Enter the city in which the company or agency is located
State (Required)	Enter the State in which the company or agency is located
ZIP Code (Required)	Enter the ZIP Code
Station Desk Number (Required)	Enter a four digit unique station desk number; two letters LV or DV and two numbers if you are an LVER or DVOP
Type (Required)	Select the title of the position from the drop down menu
First Name (Required)	Enter your first name
Middle Name (Optional)	Enter your middle name
Last Name (Required)	Enter your last name
Job Title (Optional)	Enter the title of your position
Phone (Required)	Enter your work phone number
Fax Number (Optional)	Enter your office fax number
	Click the Submit button

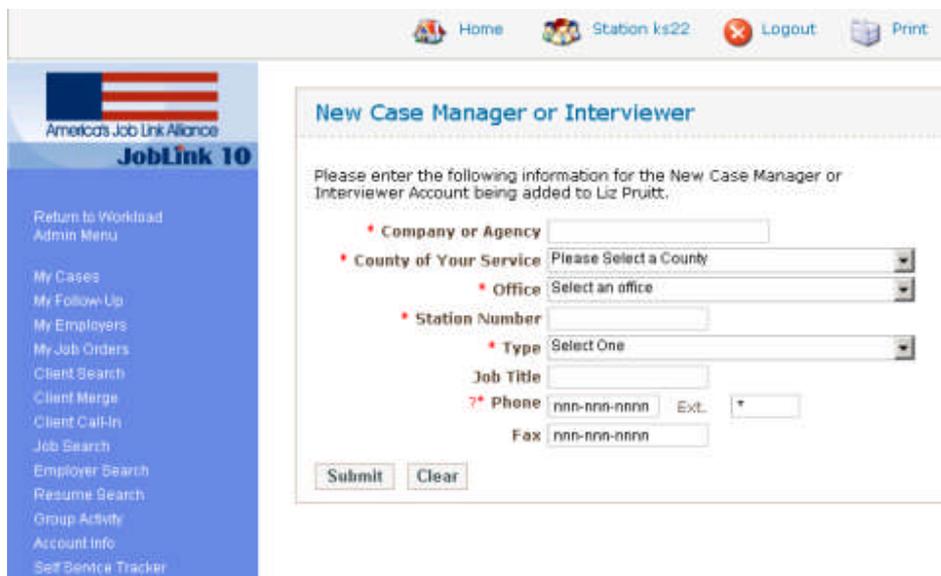
Navigation:

If the employee is assuming a new or additional role, click on the [New Role](#) box and select an account type (Case Manager/Interviewer, Supervisor, or Director). You must search for the staff person by name, email address or user id.





Click on the name of the user and complete the information requested and click on **Submit**. You will receive a message that the new role has been added.



After you click the **Submit** button, your account will enter a queue to be approved by State administrators. You must allow 48 hours for the approval to occur.

Once your account has been approved, your security level of access to information will be set according to the programs your agency/provider administers and your job assignment.

When the **ServiceLink** account is approved the staff person may login at www.oklahomajoblink.com.

Case Managers/Interviewers – Control Panel

Client Search

Related Links: [Results](#) | [My Cases](#) | [My Follow-up](#)

Specifying a SSN or a Participant ID will cause all other values to be ignored when performing the search. You must include one of the following: First Name, Last Name, Phone Number, SSN, Participant ID or Username.

Social Security Number

Last Name

First Name

Partial Name Match? Select one from below

Yes, return names similar to those I have provided.

No, return names that match exactly as I have specified.

Username

Phone number

Participant ID

Office Select an office

Migrant/Seasonal Farm Worker? Select one from below

Yes

No

N/A

Veteran Type Both Veterans and Non-Veterans

Two additional filters for searching are provided below:

If you select "Program Registrations" in the drop down (the default), the search will return those participants based on the filters applied above who are enrolled in the program specified by the radio button selection. If you select "Program Eligible For" in the drop down, the search will return those registrants based on the filters applied above who were determined eligible for the program specified by the radio button selection within the past 7, 14, 30, 60, 90 or 180 days as determined by the "Eligibility Determined" drop down choice.

Type of Search Program Registrations

Programs Select one from below

Job Service (LE)

WIRED Grants (WG)

Workforce Investment Act (WIA)

Trade Act (TAA/NAFTA-TAA)

Veterans (Vets)

Reemployment Services (RES)

Unemployment Insurance (UI)

SCSEP (SCSEP)

Not Enrolled

N/A

Eligibility Determined within Select the number of days

Navigation:

My Cases – allows access to those client records that you have identified for case management. Click on the **My Cases** link under the Control Panel or the **My Cases** tab at the top of the page. In order to add a client to or remove a client from your caseload follow the instructions provided under **ServiceLink – Part II – My Cases**.

My Cases
Related Links: [Client Search](#) | [Results](#) | [My Follow-up](#)

Showing 1-12 of 12 clients found.

Client Name	SSN	Veteran Status	Enrollments	City
Chase, Chevy	100229999		<ul style="list-style-type: none"> • Adult (Local Formula) • Dislocated Worker (Local) • Job Service 	Topeka
Chase, Chevy	666889999	Veteran	<ul style="list-style-type: none"> • Job Service 	Topeka
Coolidge, Calvin	123540909	Other	<ul style="list-style-type: none"> • Dislocated Worker (Local) • Job Service 	Topeka
Fern, Fred	870991675		<ul style="list-style-type: none"> • Adult (Local Formula) • Dislocated Worker (Local) • Job Service 	Topeka
Fillmore, Milard	666330000		<ul style="list-style-type: none"> • Dislocated Worker (Local) • Job Service 	Topeka
Flintstone, Fred	878884884	Veteran	<ul style="list-style-type: none"> • Job Service 	Topeka
Ford, Harris	879005432	Other	<ul style="list-style-type: none"> • Adult (Local Formula) • Job Service 	Lawrence
Ford, Harrison	008998888		<ul style="list-style-type: none"> • Job Service 	Topeka
Hollis, Anne	030301675		<ul style="list-style-type: none"> • Job Service 	Topeka
Lincoln, Abraham	222998888			Topeka
Sones, Anne	222119999		<ul style="list-style-type: none"> • Job Service 	Lawrence
Sones, Keith	388990000		<ul style="list-style-type: none"> • Job Service 	Topeka

[Add New](#)

To access the client's case details record click the client name.

My Follow-up – allows access to those client records that you have marked for follow-up service. Click on the **My Follow-Up** link under the Control Panel or the **My Follow-up** tab at the top of the page. In order to add a client to or remove a client from your caseload follow the instructions provided under **ServiceLink – Part II – My Follow-up**.

My Follow-up

Related Links: [Client Search](#) | [Results](#) | [My Cases](#)

Showing 1-3 of 3 clients found.

Client Name	SSN	Veteran Status	Enrollments	City
Chase, Chev	666889999	Veteran	• Job Service	Topeka
Fern, Fred	870991675		• Adult (Local Formula) • Dislocated Worker (Local) • Job Service	Topeka
Flintstone, Fred	878884884	Veteran	• Job Service	Topeka

To access the client's case details record click the client name.

My Employers – allows access to Employer records that you have marked for service.

My Job Orders – allows access to job orders that you have created.

Client Search – allows a search for clients registered in the system by Social Security Number, name, user name, program of registration, and related characteristics; or creates a new client account.

Client Merge – allows staff person to merge duplicate client records. Merging client records cannot be reversed.

Clients Call-In – allows staff person to send notices to clients asking them to contact staff. This function is available for individual clients or for multiple call-ins.

Job Search – allows a search for available jobs for clients using several search strategies.

Employer Search – allows you to search for Staff Assisted Employer accounts by company name, federal or state Tax ID number, or Zip code; or create a new Employer staff assisted account.

Disability Resources – allows access to information on resources to assist the disabled job seeker.

Resume Search – allows a search of Job Seeker resumes in order to match Job Seeker qualifications with Employer job requirements.

Group Activity – allows the scheduling of recurring group activities or events and clients for group activities or events.

Account Info – allows a review and update of your account information.

Self Service Tracker – allows the recording of self services provided to clients in a career center or related setting.

Reporting – allows access to federal, state, and local employment and training reports and related labor market reports.

Edit Password – allows you to change your account password.

Self-Referrals – allows you to view Job Seeker Self-Referrals to staff assisted job orders in your office and approve or deny the Referral based on Job Seeker qualifications and Employer requirements.

User Lookup – allows you to lookup user names and passwords of job seekers.

WARN Listings – provides information on WARN and Non-WARN notices listed by company name, location, start and end date and type of lay-off.

Provider Search – allows the search for current training and service providers listed in ServiceLink.

Systran - translation link allows individuals with a diverse language background to select their respective native language by clicking on the appropriate flag to view and provide information in ServiceLink, which is translated into English for the case manager.

Supervisor's – Control Panel

Staff Name	Cases	Follow Up
Steve Barnett	1	0
Melanie Manry	2	0
Patrick Pritchard	0	0
Shelly Dustin	0	0
Steve Barnett	0	0
Jodie Wunder	0	0
David McEachern	20	2
Shawn Gregory	0	0
Karen Alexander	0	1
Jim Zaman	3	0
Vicki Romig	7	0
Patrick Pritchard	0	0
Dave McEachern	0	0
Aaron Shriver	6	0
Aaron Shriver	0	0
Patrick Pritchard	1	0
Sharon Parry	0	0
Steve Barnett	0	0

Move Cases And Follow Ups

Navigation:

After a supervisor accesses www.oklahomajoblink.com and login to their account, a list of the employees in their unit will appear with the client and follow up caseload. You may click on the numeric link, then the client's name to view the client's case details.

Control Panel links not included in the Case Manager/Interviewer Control Panel are:

Disability Resources – provides access to information on disability resources available to provide workforce services to those Job Seekers who have a disability that creates barriers to employment.

Fiscal – provides access to staff who have privileges to view, edit and enter data related to budgeting, vouchers and fiscal processes utilized by the WIA and TAA programs.

New Account – allows the supervisor to create a ServiceLink account for a new employee an additional or new role for an existing employee.

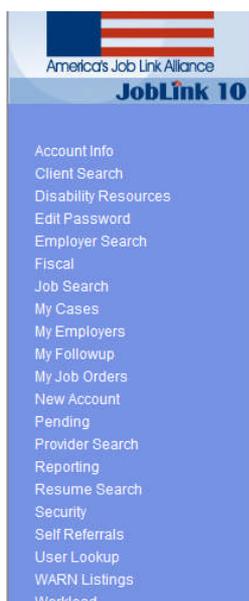
Pending – allows approval of WIA enrollments by designated persons.

Security – provides the supervisor access to the ServiceLink security function to add, edit and update security privileges for staff assigned to their unit.

User Lookup – allows supervisor to locate user names and passwords for Job Seekers and Employers.

Workload – link available to return supervisor to the page that lists their assigned staff and caseload

Director's – Control Panel



Agencies	
Agency Name	
Heartland Works	
Kansas Department of Commerce	
State Admin	
Social and Rehabilitation Services	
Kansas Legal Service	
Workforce Alliance of South Central Kansas	
Kansas Department of Labor	
Local Area I Administrative Entity	
SCSEP	

Navigation:

After a director accesses www.oklahomajoblink.com and login to their account, a list of the offices in their region or area will appear. You may click on the office name link to view office staff and their caseload.

Control Panel links not included in the Case Manager/Interviewer Control Panel are:

Pending – provides directors with the ability to approve or deny WIA/TAA enrollments that are in pending status.

Client Searches



Client Search

Related Links: [Results](#) | [My Cases](#) | [My Follow-up](#)

Specifying a SSN or a Participant ID will cause all other values to be ignored when performing the search. You must include one of the following: First Name, Last Name, Phone Number, SSN, Participant ID or Username.

Social Security Number

Last Name

First Name

Partial Name Match? Select one from below

Yes, return names similar to those I have provided.

No, return names that match exactly as I have specified.

Username

Phone number

Participant ID

Office Select an office

Migrant/Seasonal Farm Worker? Select one from below

Yes

No

N/A

Veteran Type Both Veterans and Non-Veterans

Two additional filters for searching are provided below:

If you select "Program Registrations" in the drop down (the default), the search will return those participants based on the filters applied above who are enrolled in the program specified by the radio button selection. If you select "Program Eligible For" in the drop down, the search will return those registrants based on the filters applied above who were determined eligible for the program specified by the radio button selection within the past 7, 14, 30, 60, 90 or 180 days as determined by the "Eligibility Determined" drop down choice.

Type of Search Program Registrations

Programs Select one from below

Job Service (LE)

WIRED Grants (WG)

Workforce Investment Act (WIA)

Trade Act (TAA/NAFTA-TAA)

Veterans (Vets)

Reemployment Services (RES)

Unemployment Insurance (UI)

SCSEP (SCSEP)

Not Enrolled

N/A

Eligibility Determined within Select the number of days

Search Reset

Navigation:

Log in to your ServiceLink account. The Client Search page will display.

Instructions for Conducting a Client Search:

Activity	Results
<p>Enter client's Social Security Number (SSN), if known. Check the appropriate program registration, if known, otherwise select N/A. Click the Search button.</p>	<p>If the client has a program registration, their name, SSN, veteran status, date of birth, and city of residence will display. Click the name to access the client's Case Details page. You may add the client to your caseload by clicking on the My Cases: Add tab at the bottom of the Case Details page. You may add the client to your follow-up file by clicking on the My-Follow-up: Add tab at the bottom of the Case Details page. If no name displays, click the Add New Client button.</p>
<p>If no SSN is available, enter the client's last name and first name. If you have only a partial name, check "Yes" next to Partial Name Match? Click the Search button.</p>	<p>If registered or partially registered, the client's SSN, veteran status, date of birth and city of residence will display. If the SSN does not display, the person have a self service JobLink account but no program registration. Click the name link to access the client case details page. If no name displays, click the Add New Client button.</p>
<p>If you know the client's username, enter it in the username text box. Click the Search button.</p>	<p>If the client's name displays, click the name link. If no name displays, click the Add New Client button.</p>
<p>If you know the client's phone number, enter it in the phone number text box. Click the Search button.</p>	<p>If the client's name displays, click the name link. If no name displays, click the Add New Client button.</p>
<p>If you know the participants ID number, enter it in the participant ID text box. Click the Search button.</p>	<p>If the client's name displays, click the name link. If no name displays, click the Add New Client button.</p>
<p>If you would like to view all clients with active or inactive enrollments in a particular office, select the office from the drop down menu. Click the Search button.</p>	<p>Client names will appear in alphabetical order. Click the client name to view their case details page.</p>
<p>If you would like to view all clients who have been identified as Migrant and Seasonal Farm Workers, select "Yes" and click the Search button.</p>	<p>All Migrant and Seasonal Farm Workers who have enrollments in Job Service will display. Click the client name to view their case details page. You may view MSFWs by office by selecting an office from the office drop down menu, indicating "Yes" and clicking the Search button.</p>
<p>If you would like to view all clients who have been identified as a Veteran Type, select the veteran type from the drop down menu and click the Search button.</p>	<p>All Veteran Types who have an enrollment will display. Click the client name to view their case details page. You may view Veteran Types by office by selecting an office from the office drop down menu, select the Veteran Type and click the Search button.</p>
<p>Select Program Registrations</p>	<p>If you select "Program Registrations" in the drop down (the default), the search will return those participants based on the filters applied above who are enrolled in</p>

Activity	Results
	the program specified by the radio button selection below.
Select Program Eligible For	If you select "Program Eligible For" in the drop down, the search will return those registrants based on the filters applied above who were determined eligible for the program specified by the radio button below. You must select within the past 7, 14, 30, 60, 90 or 180 days as determined by the "Eligibility Determined" drop down choice.
If the client's name does not appear you will need to create a registration for the client.	Click the Add New Client button.

Add New Client – The Registration Process

Navigation:

If there is no client information click the [Add New Client](#) button. If you are satisfied that the client is not in the system click “OK” under No Match Found. Complete the Add New Client page.

The screenshot shows the JobLink 10 user interface. On the left is a blue navigation sidebar with the 'America's Job Link Alliance' logo and 'JobLink 10' text. The sidebar contains links: Return to Workload, My Cases, My Follow-Up, My Employers, My Job Orders, Client Search, Client Merge, Client Call-in, Job Search, Employer Search, and Disability Resources. The main content area is titled 'Results' and includes 'Related Links: Client Search | My Cases | My Follow-up'. Below this, it states 'Your search found no clients.' and displays a table with headers: Client Name, SSN, Veteran Status, Birth Date, and City. At the bottom of the main area is an 'Add New Client' button.

The screenshot shows the JobLink 10 user interface. On the left is a blue navigation sidebar with the 'America's Job Link Alliance' logo and 'JobLink 10' text. The sidebar contains links: Return to Workload, My Cases, My Follow-Up, My Employers, My Job Orders, Client Search, Client Merge, Client Call-in, Job Search, Employer Search, and Disability Resources. The main content area is titled 'No Match Found' and contains the text: 'If you are satisfied that the client does not already have an account with the system, click OK to continue with the add new client process. Click Search to go back to the search form.' At the bottom of the main area are 'OK' and 'Search' buttons.



Return to Workload

- My Cases
- My Follow-Up
- My Employers
- My Job Orders
- Client Search
- Client Merge
- Client Call-in
- Job Search
- Employer Search
- Disability Resources
- Resume Search
- Group Activity
- Account Info
- Self Service Tracker
- Reporting
- Edit Password
- Self Referrals
- User Lookup
- WARN Listings
- Provider Search
- Agency List

Add New Client

By submitting the e-mail address, the client will be able to receive automatic notification of any new job orders entered by employers that match their resume objective. They will also be able to retrieve their password later, in case they forget it.

We request that you select a question and enter the answer to be used to remind them of their password should they forget it.

* User Name ?

* Password ?

* Confirm Password

Email address ?

* Security Question ?

* Answer ?

* First Name

Middle Name

* Last Name

Address

Address line 2

City

State

?* Zip -

Phone Ext.

Alternate Phone Ext.

Fax

* Social Security Number

Pseudo SSN Generate

* Date Of Birth
(Example: MM/DD/YYYY)

?* Gender Female
 Male
 Not Self Identified
 N/A

Ethnicity Ethnic Hispanic or Latino
 Not Self Identified

?* Race (Please check all that apply) White or Caucasian
 Asian or Asian American
 Black or African American
 Hawaiian or Other Pacific Islander
 American Indian or Eskimo
 More than one race
 Not Self Identified

Instructions for Completion:

Field Name	Valid Entries
User Name is required	Enter 6-20 characters (may be letters, numbers, or symbols !@#\$\$%^&*()+={};?/.,\~)
Password is required	Enter 8-20 characters. Must be different than the user name and contain letters, numbers and symbols (!@#\$\$%^&*()+={};?/.,\~)
Confirm Password is required	Re-enter the password
Email Address is not required	Enter the client's email address. While not required, an email address is helpful for job match notifications.
Select a Question is required	Select a Name of First Pet, Father's Middle Name, Mother's Maiden Name, County or Parish Born In, Last school attended?
Answer to selected question is required	The answer to your question will be helpful if you or the client forget the user name and/or password and need to contact the help desk or request a new password.
First Name is required	Enter the client's first name.
Middle Name is not required	Enter the client's middle name.
Last Name is required	Enter the client's last name.
Address is not required, but one form of contact: address, phone number or email address must be entered.	Enter the client's street address.
Address line 2 is apartment number or PO Box	Enter the client's apartment number or PO Box if applicable.
City is not required	Enter the city in which the client resides.
State is not required	Enter the State in which the client resides.
ZIP Code is required	Enter the client's ZIP code.
Phone Number is not required	Enter the client's contact phone number. (nnn-nnn-nnnn)
Alternate Phone Number is not required	Enter the client's alternate contact phone number, if applicable. (format: nnn-nnn-nnnn)
Fax number is not required	Enter the client's fax number if applicable. (nnn-nnn-nnnn)
Social Security Number is required	Enter the client's nine digit Social Security Number (SSN). (format: 000-00-0000)
Pseudo Social Security Number	If the client does not have or remember their SSN, check the Generate box to automatically create a pseudo SSN. The real SSN should be entered as soon as obtainable from the client.
Date of Birth is required	Enter the client's date of birth. (format: mm/dd/yyyy)
Gender is required	Select the client's gender. Male, Female, or Not Identified.
Ethnicity is not required	You may Select the client's ethnicity, if applicable. Ethnic Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture in origin, regardless of race. Not Identified – Client desires not to be identified.
Race is required	Select the client's race. White or Caucasian – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Field Name	Valid Entries
	<p>Asian or Asian American – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent (e.g., India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim, and Bhutan). This area includes, for example, Cambodia, China, Japan, Korea, Malaysia, the Philippine Islands, Thailand, and Vietnam.</p> <p>Black or African American – A person having origins in any of the black racial groups of Africa.</p> <p>Hawaiian or Other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</p> <p>American Indian or Eskimo – A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains cultural identification through tribal affiliation or community recognition.</p> <p>More than one race - You may select more than one choice. Not Self Identified – Client desires not to be identified by race.</p>
Click the Submit button	The Equal Opportunity Statement will display.
Equal Opportunity Statement	<p>You must review this statement with the client to make sure that they understand their civil rights and the process required to file a complaint.</p> <p>You should print a copy of the statement by clicking the Print button and give it to the client.</p> <p>Click the Verify button. The Data Privacy Notice will display.</p>
Data Privacy Notice	<p>You must review the notice on data privacy with the client. If they accept the terms, click the I Accept button. If they decline to accept the terms of the Data Privacy Notice, click the I Decline button and the registration process will be terminated.</p>
Authorization to Obtain Information	<p>If the I Accept button is clicked for the Data Privacy Notice, the Authorization to Obtain Information form will display.</p> <p>This authorization by the registrant allows the case manager to obtain information from One-Stop partners and vice versa, and authorizes One-Stop partners to release the information.</p> <p>It is good for 36 months or until exit from the program, whichever is sooner.</p> <p>The registrant signifies approval of this authorization by providing their User Name and password.</p> <p>If the client does not authorize the release of information, the registration process is terminated.</p> <p>If approval is given by entering the client's user name and password, click the Start Registration button.</p>

Navigation:

The following demographic areas will be populated from the entries made earlier:

- Social Security Number
- Date of Birth
- Race
- Gender

Registration/Eligibility - Anne Hollis

We are required to request the following information.

*** Social Security Number**
 Pseudo SSN Generate

*** Date Of Birth**
(Example: MM/DD/YYYY)

Ethnicity Select all that apply
 Ethnic Hispanic or Latino
 Not Self Identified

Race (Please check all that apply) Select all that apply
 White or Caucasian
 Asian or Asian American
 Black or African American
 Hawaiian or Other Pacific Islander
 American Indian or Eskimo
 More than one race
 Not Self Identified

?* Gender Select one from below
 Female
 Male
 Not Self Identified
 N/A

?* Are you a single, separated, divorced or widowed individual with primary responsibility for one or more dependents under the age 18? Select one from below
 Yes
 No
 N/A

Number in Family

?* Individual with Disability (For this question, disability means, a physical or mental impairment that substantially limits one or more of the major life activities of an individual.) Select one from below
 Yes
 No
 Not Self Identified
 N/A

Category of Disability Please Select the Category of Your Disability

*** Education Status**

*** Highest School Grade Completed**

?* Have you served on Active Duty with the Armed Forces of the United States? Select one from below
 Yes, Less Than or Equal to 180 days
 Yes, more than 180 consecutive days
 No
 N/A

Instructions for Completion:

Field Name	Valid Entries
Are you single, separated, divorced, or widowed individual with primary responsibility for one or more dependents under the age of 18? Required Completion.	Answer "Yes" or "No" N/A is not a valid response.
Number in Family is not required	Enter the Number of Family members living at home.
Individual with a disability is required	Check the appropriate response. An individual who has a physical (motion, vision, hearing) or mental (learning or developmental) impairment which substantially limits one or more of such person's major life activities and has a record of such an impairment; or is regarded as having such an impairment. Check "Yes", "No", or "Not Self Identified". You cannot check N/A.
Category of Disability	Select appropriate category of disability from drop down menu if you answered "Yes" to Individual with a disability.
Education Status is required.	Select your current educational status that best describes your situation from the drop-down menu.
Highest School Grade Completed is Required.	Select the highest school grade that you have currently completed from the drop-down menu.
Have you served on Active Duty with the Armed Forces of the United States? Response is required.	Check the appropriate response that best describes your active military service. N/A cannot be selected.
	Click the Submit button.

Veteran Status Questions

Purpose:

This section will lead you through a series of questions and statements that will determine the client's veteran status depending upon the type of response given to the question. **Have you served on Active Duty with the Armed Forces of the United States?**

Navigation:

If you answered "No" to the question "Have you served on Active Duty with the Armed Forces of the United States?" the following page will display:

Spouse Veteran Information - Brandon Bujanda

*** Are you the spouse of any person who died on active military duty or of a military service-connected disability?** Select one from below

Yes
 No
 N/A

*** Are you the spouse of any member of the Armed Forces serving on active duty who at the time of this registration has been in any one or more of the following categories for more than 90 days:** Select one from below

Missing In Action
 Captured in the line of duty by a hostile force
 Forcibly detained or interned in the line of duty by a foreign government or power
 No
 N/A

*** Are you the spouse of any person who has a total disability permanent in nature resulting from a military service-connected disability?** Select one from below

Yes
 No
 N/A

*** Are you the spouse of a veteran who died while diagnosed with a total disability permanent in nature resulting from a military service-connected disability?** Select one from below

Yes
 No
 N/A

Instructions for Completion: (All fields are required)

Field Name	Valid Entries
Spouse of any person who died on active military duty or of a military service connected disability?	Check "Yes" or "No". N/A is not a valid choice.
Spouse of any member of the Armed Services serving on active duty who at the time of this registration has been in any one or more of the following categories for more than 90 days?	Check the appropriate response. N/A is not a valid response.
Spouse of any person who has a total disability permanent in nature resulting from a military service connected disability?	Check "Yes" or "No". N/A is not a valid response.
Spouse of a veteran who died while diagnosed with a total disability permanent in nature resulting from a military service connected disability?	Check "Yes" or "No". N/A is not a valid response.
	Click the Submit button. If you gave a positive response to any of the above questions, your veteran status will be as an "Other Veteran" and the Migrant and Seasonal Farm Worker page will display.

Spouse Veteran Information - Gary Witt

*** Are you the spouse of a military service member of the armed forces who is receiving transitional services prior to retirement or discharge from military service?** Select one from below

Yes
 No
 N/A

Provide a "Yes" or "No" response and click the **Submit** button.

Navigation:

If you answered the question **“Have you served on Active Duty with the Armed Forces of the United States?”** is **“Yes, more than 180 consecutive days”** and you click the **Submit** button, you will see the Veteran Service Information page display.

Instructions for Completion:

Field Name	Valid Entries
Branch of Service is required	Select your branch of service from the drop down menu.
Active duty service start date is required	Enter the date started active duty service. (mm/dd/yyyy)
Active duty service end date is required	Enter the date of active duty service ended, or is projected to end, or projected retirement date. (Mm/dd/yyyy). Projected end date must be within 12 months of today's date. Projected retirement date must be within 24 months of today's date.
Character of Discharge A response is required.	Check the appropriate term that describes the character of the discharge from active duty service. Select N/A if there is a projected active duty service end date or a projected retirement date.
Within 12 months of discharge?	Answer "Yes" only if there is a projected end date.
Within 24 months of retirement?	Answer "Yes" only if there is a projected retirement date.

Field Name	Valid Entries
Participant in the transition assistance program?	Answer "Yes" only if there is a projected end date or projected retirement date. Click the Submit button.

Navigation:

Clicking the **Submit** button displays additional Veteran Information page.

Instructions for Completion: (All Fields Required)

Field Name	Valid Entries
Veteran Type	Select the veteran type from the drop down menu.
Are you a homeless veteran?	Check "Yes" or "No". N/A is not a valid response.
Entitled to compensation for disability incurred while on active duty?	Check "Yes" or "No". N/A is not a valid response.
Discharged or released from active military duty due to a disability incurred while on active military duty?	Check "Yes" or "No". N/A is not a valid response.
Received a rating for disability incurred while on active military duty and not entitled to compensation?	Check "Yes" or "No". N/A is not a valid response.

Field Name	Valid Entries
Entitled to compensation for a disability incurred while on active military duty and disability is rated at 30% or more?	Check "Yes" or "No". N/A is not a valid response. Must select a rating of 30% or more from the drop down menu beside "Please indicate your disability rating from the Department of Veteran Affairs."
Disability rated at less than 30% and Department of Veteran Affairs has classified you as a "Special Disabled Veteran" because the disability incurred while on active military duty is considered a serious barrier to employment?	Check "Yes" or "No". N/A is not a valid response. Must select a rating of less than 30% from the drop down menu beside "Please indicate your disability rating from the Department of Veteran Affairs."
	Click the Submit button and the Migrant and Seasonal Farm Worker page will display.

Navigation:

If you answered "Yes, Less Than or Equal to 180 days" to the question **Have you served on active duty in the Armed Services of the United States?**, the following page will display.

Instructions for Completion: (Responses are required)

Field Name	Valid Entries
Member of a military reserve or guard unit ordered to and served on active duty during period of war or in a campaign or expedition for which a campaign badge was authorized?	Check "Yes" or "No". N/A is not a valid response.
Member of a military reserve or guard unit ordered to and served on active duty for the purposes of Homeland Security?	Check "Yes" or "No". N/A is not a valid response.
	Click the Submit button.

Navigation:

A "Yes" response to either question will display Veteran Service Information page followed by the Veteran Information page.

A "No" response will take you to another set of questions.

Veteran Medical Discharge - Bob Hope

7* Did you receive a medical discharge or release from active duty due to a service connected disability? Yes
 No
 N/A

7* Did you receive a medical discharge due to a pre-existing medical condition that was aggravated in the line of duty? Yes
 No
 N/A

Instructions for Completion: (Responses Required)

Field Name	Valid Entries
Receive a medical discharge or release from active duty due to service connected disability?	Check "Yes" or "No". N/A is not a valid response.
Received a medical discharge due to pre-existing medical condition aggravated in the line of duty?	Check "Yes" or "No". N/A is not a valid response
	Click the Submit button.

Navigation:

After you have clicked the **Submit** button, if you answer "No" to both questions the Spouse of a Veteran Questions will display. If you answer "Yes" to either question, the Veteran Service Information will display. Click the **Submit** button and the Veteran Information page will display.

Veteran Information - Millard Fillmore

* Veteran Type

7* Are you a homeless veteran? Yes
 No
 N/A

7* Are you entitled to compensation for a disability incurred while on active military duty? Yes
 No
 N/A

7* Were you discharged or released from active military duty because of a disability incurred while on active military duty? Yes
 No
 N/A

7* Have you received a rating for a disability incurred while on active military duty that is not entitled to compensation? Yes
 No
 N/A

7* Are you entitled to compensation for a disability incurred while on active military duty and your disability is rated at 30% or more? Yes
 No
 N/A

7* Has your disability been rated at less than 30%, and has the Department of Veterans' Affairs classified you as a "Special Disabled Veteran" because the disability you incurred while on active military duty is considered a serious barrier to employment? Yes
 No
 N/A

Please indicate your current disability rating from the Department of Veterans Affairs

Instructions for Completion:

Field Name	Valid Entries
Veteran Type is required	Select your veteran type from the drop down menu.
Are you a homeless veteran?	Select "Yes" or "No" N/A is not a valid response.
Entitled to compensation for disability incurred while on active duty? Response is required	Check "Yes" or "No". N/A is not a valid response.
Discharged or released from active military duty due to a disability incurred while on active military duty? Response is Required.	Check "Yes" or "No". N/A is not a valid response.
Received a rating for disability incurred while on active military duty and not entitled to compensation? Response is required.	Check "Yes" or "No". N/A is not a valid response.
Entitled to compensation for a disability incurred while on active military duty and disability is rated at 30% or more? Response is not required.	Check "Yes" or "No". N/A is not a valid response. If the answer is "Yes" must select a rating of 30% or more from the drop down menu beside "Please indicate your disability rating from the Department of Veteran Affairs."
Disability rated at less than 30% and Department o Veteran Affairs has classified you as a "Special Disabled Veteran" because the disability incurred while on active military duty is considered a serious barrier to employment? Response is required.	Check "Yes" or "No". N/A is not a valid response. If the answer is "Yes" must select a rating of less than 30% from the drop down menu beside "Please indicate your disability rating from the Department of Veteran Affairs."
	Click the Submit button.

Navigation:

After you click the **Submit** button, the Migrant and Seasonal Farm Worker page will display.

Migrant and Seasonal Farm Worker

Migrant Worker - Chevy Chase

Certain types of seasonal agricultural work may qualify workers for additional services. Seasonal means temporary jobs which had a need of less than one year in duration, excluding job termination.

NOTE: Agricultural work is defined as having worked in the farming of cash grain crops such as: wheat, corn, soybeans; field crops such as cotton, potato, alfalfa, hay, and beets; vegetable crops such as: tomato, beans, broccoli, cucumber, peas, lettuce, and cabbage; or fruits and nuts such as: grapes, berries, pecan/walnuts, citrus, apples, pears, peaches and melons. Working in a nursery with bulbs, flowers, green house and bedding plants may qualify. Livestock farming such as dairy, cattle, sheep, turkeys and chickens, hogs, feedlots, and poultry hatcheries may qualify as well as crop harvesting such as: plowing, fertilizer application, aerial spraying, crop thinning, or detasseling. Crop preparation such as pellet milling, grain fumigation, cleaning, or grinding may qualify as well.

Grass mowing, tree trimming, and sod growing do not qualify as agricultural work.

Migrant food processing includes working in canneries or packing sheds but would not include working in places like Frito-Lay, fruit stands, Quaker Oats, or similar establishments. Work in any food processing plant must have been both seasonal AND migrant (worker was provided housing as he/she was unable to commute to his/her permanent residence on a daily basis).

* Do you believe that you are a Seasonal Farmworker/Migrant after reading the above definitions? Select one from below

Yes

No

N/A

[Continue](#)

Instructions for Completion:

Field Name	Valid Entries
Do you believe that you are a Seasonal Farm Worker/Migrant? Required.	Check "Yes" or "No". N/A is not a valid response.
	Click the Continue button.

Navigation:

If your answer is "No", the Employment Status page will display. If you answer "Yes", another series of Migrant and Seasonal Farm Worker questions will display.

Migrant Worker - Fred Flintstone

7* Did you work at least 25 days in any seasonal, agricultural jobs during the past year? Please select one from below.
 Yes
 No
 N/A

7* Did you earn at least \$800 in any seasonal, agricultural jobs during the past year? Please select one from below.
 Yes
 No
 N/A

7* Did you work in a food processing plant on a seasonal and migrant basis during the past year? Please select one from below.
 Yes
 No
 N/A

7* Was at least 50% of your past year's income earned by working in agriculture? Please select one from below.
 Yes
 No
 N/A

7* Was at least 50% of your past year's total work time in agricultural work? Please select one from below.
 Yes
 No
 N/A

7* Did you work for more than one agricultural employer? Please select one from below.
 Yes
 No
 N/A

Instructions for Completion: (All Fields require a response)

Field Name	Valid Entries
Did you work at least 25 days in any seasonal, agricultural jobs during the past year?	Check "Yes" or "No". N/A is not a valid response.
Did you earn at least \$800 in any seasonal, agricultural jobs during the past year?	Check "Yes" or "No". N/A is not a valid response.
Did you work in a food processing plant on a seasonal or migrant basis during the past year?	Check "Yes" or "No". N/A is not a valid response.
Was at least 50% of your past year's income earned by working in agriculture?	Check "Yes" or "No". N/A is not a valid response.
Was at least 50% of your past year's total work time in agricultural work?	Check "Yes" or "No". N/A is not a valid response.
Work for more than one agricultural Employer?	Check "Yes" or "No". N/A is not a valid response.
	Click the Submit button.

Navigation:

If you answer "Yes" to all four Migrant and seasonal Farm Worker questions or "Yes" to the first, third, and fourth questions, two additional questions will display.

Instructions for Completion: (All fields require a response.)

Field Name	Valid Entries
Were you able to return home everyday you worked in agriculture?	Check “Yes” or “No”. N/A is not a valid response.
Are you a full-time student who traveled with a group other than your family to work in agriculture?	Check “Yes” or “No”. N/A is not a valid response.
	Click the Submit button.

Navigation:

After you click the **Submit** button, the Employment Status page will display.

Employment Status

Instructions for Completion: (All fields require responses)

Field Name	Valid Entries
Employment Status	Check “Employed” if currently employed, “Employed, but with notice of termination or military separation”, or “Not Employed”, if not currently employed. N/A is not a valid response.
Number weeks not employed?	Indicate the number of full weeks not employed from the drop down menu, if indicated “Not Employed”. If you check “Employed”, N/A would be the valid response.

Field Name	Valid Entries
Interstate Worker	Select the appropriate response from the drop down menu.
	Click the Submit button.

Navigation:

After you click the **Submit** button, if you selected “Employed” as the employment status:

- The Selective Service page will display if client was born after January 1, 1960.
- The Citizenship page will display if client was born prior to January 1, 1960.

If you selected “Not Employed” as the employment status, the following page will display.

Instructions for Completion: (A response is required)

Field Name	Valid Entries
State Unemployment Insurance claims (UI) program	Select the appropriate response regarding current unemployment insurance claimant status from the drop down menu.
	Click the Submit button.

Selective Service Status

Navigation:

If the Job Seeker was born **after January 1, 1960**, the Selective Services page will display.

Instructions for Completion: (A response is required)

Field Name	Valid Entries
Have you registered with Selective Service?	<p>If registered, check "Yes". If not registered, click "No".</p> <p>If exempt from registering with Selective Service, check the "Exempt from Selective Service". If exempt, you must provide a reason in the Reason for Exemption box.</p> <p>If not registered for Selective Service and would like to register, click the <i>Register online, if you need to Register with Selective Service</i> link.</p>
	<p>Click the Submit button. The Citizenship page will display.</p>

Citizenship

Navigation:

If the Job Seeker was born **prior to January 1, 1960**, the Citizenship page will display.

The screenshot shows a web interface for 'Citizenship - Bob Hope'. At the top, there are navigation links: Home, Station ks22, B. Hope, Logout, and Print. Below this is a form titled 'Citizenship - Bob Hope'. The form contains a field labeled 'Citizenship' with a red asterisk and a dropdown menu. The dropdown menu is open, showing four options: 'U.S. Citizen' (which is selected with a radio button), 'Non-Citizen Eligible to Work in the US. Must be able to provide proof of eligibility', 'Non-Citizen Not Eligible to Work in the US', and 'N/A'. Below the dropdown are two buttons: 'Submit' and 'Clear'.

Instructions for Completion: (A response is required)

Field Name	Valid Entries
U.S. Citizen	If a U.S. Citizen check here.
Non-Citizen Eligible to work in the U.S.	If a Non-Citizen but eligible to work and have proof of eligibility, check here.
Non-Citizen Not Eligible to work in the U.S.	If a Non-Citizen and <u>not</u> eligible to work in the U.S. check here.
N/A	Not a valid response.
	Click the Submit button.

Navigation:

If the Job Seeker is a Non-Citizen Eligible to work in the U.S., you must record their proof of eligibility to work in the U.S.

Citizenship - Bob Hope

* Alien Certification Number

* INS Form Number

Instructions for Completion: (All fields are required)

Field Name	Valid Entries
Alien Certification Number	Enter the alien certification number.
INS Form Number	<p>Need to enter the form number giving the alien authorization to work in the U.S. Acceptable Documentation is listed below:</p> <ul style="list-style-type: none"> • Permanent Resident Card –I-551 and/or I-94 • Form I-766, 688, or 688A • Social Security Card, unless it states “Not Valid for Employment”. • US Citizen ID Card I-197 • Original copy of US Birth Certificate • Certificate of Birth Abroad • FS-545 or DS-1350 • Native American Tribal Document • ID Card Resident Citizen in US I-179 • Unexpired Employment Authorization Document issued by INS (may not have a form number but should state that the person is authorized to work in the US). • US Passport
	Click the Submit button.

Dislocated Worker

Navigation:

After you click the [Submit](#) button, the Dislocated Worker page will display.

Dislocated Worker - Fred Fern

Please select the ONE that best describes your situation.

- Have you been laid off or received a notice of layoff from your employer as a result of a reduction in the employer's workforce or received a notice of termination from your employer?
- Have you been laid off or received a notice of layoff from your employer as a result of a permanent closing or major layoff?
- Are you employed by an employer who has made a general announcement that the business will close within 180 days?
- Are you employed by an employer who has made a general announcement that the business will close, without naming a specific date?
- Were you self-employed and are now unemployed due to general economic conditions or a natural disaster in your community?
- Are you a displaced homemaker? A displaced homemaker is an individual who was dependent on support from a family member whose support is no longer available, is unemployed or underemployed, and is having difficulty finding a job or finding a good job.
- Are you unemployed as a result of military closures or realignments?
- Are you unemployed due to multiple layoffs in a single local community, significantly increasing the total number of unemployed workers?
- Are you unemployed due to emergencies or natural disasters which have been declared eligible for public assistance by the Federal Emergency Management Agency (FEMA)?
- None of the above

Please select any of the following that apply

- Are you unemployed due to the **Greensburg** natural disaster?
- Are you unemployed due to the **Southeast Kansas** flooding?

Instructions for Completion:

(You must select the one response that best describes the client's situation.)

Field Name	Valid Entries
Been laid off or received a notice of layoff from your employer as a result of a reduction in the employer's workforce or received a notice of termination from your employer?	If you select this response, you must answer the questions displayed below.

Dislocated Worker - Bob Hope

?? Are you likely to return to your previous occupation or industry? Select one from below

Yes
 No
 N/A

?? Have you received information that you are eligible for unemployment benefits or that you have exhausted your unemployment benefits? Select one from below

Yes
 No
 N/A

?? Have you received information that you are not eligible for unemployment benefits due to a lack of sufficient earnings or that you performed services for an employer not covered by unemployment insurance? Select one from below

Yes
 No
 N/A

Instructions for Completion: (A response is required for all fields.)

Field Name	Valid Entries
Likely to return to your previous occupation or industry?	Check "Yes" or "No". N/A is not a valid response.
Received information that you are eligible for unemployment benefits or have exhausted benefits?	Check "Yes" or "No". N/A is not a valid response.
Received information that you are not eligible for unemployment benefits due to lack of sufficient earnings or that you performed services for an Employer not covered by unemployment insurance?	Check "Yes" or "No". N/A is not a valid response.
	Click the Submit button. A page will display asking you for additional layoff information.

If you do not answer the first question as a "Yes" follow the instructions below.

Instructions for Completion:

(You must select the one response that best describes the client's situation.)

Field Name	Valid Entries
Was laid off or received notice of layoff and was the result of a permanent closing or substantial layoff by your Employer? Employed by an Employer who has made a general announcement of business closing in 180 days? Employed by an Employer who has made a general announcement of a business closing, without naming a specific date? Self employed and unemployed due to general economic conditions in the community where you reside or due to a natural disaster? Unemployed as a result of closing or realignment of a military installation? Unemployed due to multiple layoffs in a single community that has significantly increased the number of unemployed in the community? Unemployed due to emergencies or natural disasters which have been declared eligible for public assistance by FEMA?	If you select any of these other responses, you will need to provide additional layoff information below.
Are you unemployed due to the Katrina natural disaster? Are you unemployed due to hurricane Ivan?	Check the box if either applies to the client. Click the Submit button.

Dislocated Worker - Fred Fern

Use the drop down to locate your layoff employer.
If the employer is not listed in the drop down, use the Employer Lookup button to search for the employer.

Please select your employer

If your layoff employer is not found, skip the above question, but please complete the rest of the items.

* Please enter the termination or layoff date
(Example: MM/DD/YYYY)

or enter Rapid Response Event Number

Industry of dislocation (NAICS Code) Title

* Industry of dislocation (NAICS Code)

Occupation at dislocation (O*Net-SOC) Title

?* Occupation at dislocation (O*Net-SOC)

* Hourly Wage at dislocation

* Hours per week at dislocation

* Number of months at employer of dislocation

Approved TAA Petition Number

Approved NAFTA Petition Number

NEG Enrollment 1

NEG Enrollment 2

NEG Enrollment 3

Statewide 15% Program ID

Instructions for Completion:

Field Name	Valid Entries
Use drop down to locate layoff employer?	Select layoff employer if listed
If employer is not listed, use the Employer Lookup feature.	Click the Employer Lookup button. If employer is not found, complete the termination or layoff date.
Termination or layoff date?	Enter the date of termination or layoff (mm/dd/yyyy)
Industry of dislocation (NAICS Code)	Click the NAICS Lookup button and select an industry code.
Occupation at dislocation (O*Net-SOC code)	Click the ONET Lookup button and select an occupational code.
Hourly Wage at dislocation	Enter dollars and cents (7.00)
Hours per week at dislocation	Enter the number of hours worked per week at dislocation
Number of months at Employer of dislocation	Enter whole months (Example 10, 15, 24, etc.)
Approved TAA Petition Number	If involved in a Trade Assistance Act petition, select the petition number from the drop down menu.
Approved NAFTA Petition Number	If involved in a North Atlantic Free Trade Act petition, enter the petition number.
NEG Enrollment 1,2, or 3	If enrolled in a National Employment Grant, select the appropriate grant from the drop down menu.
Statewide 15% Program ID	If enrolled in a dislocated worker program funded with 15% set aside funds, enter the program ID

Field Name	Valid Entries
Use drop down to locate layoff employer?	Select layoff employer if listed
If employer is not listed, use the Employer Lookup feature.	Click the Employer Lookup button. If employer is not found, complete the termination or layoff date.
	number.
	Click the Submit button.

Employer Lookup

You may search by Company Name, City, Zip Code, LWIB Area, Start and End Date, and Type of Layoff or any combination of these items.

If the answer to the dislocated worker questions was “None of the Above”, the following screen will display. If enrolled in a dislocated worker program funded with 15% set aside funds, enter the program ID number.

SCSEP Information

Purpose: SCSEP Information is collected to help determine an individual’s eligibility for the SCSEP program. Program eligibility is determined at the time the individual applies for the program. The following criterion determines eligibility:

1. Age 55 or over at time of application, and
2. Unemployed, and
3. Family income not more than 125% of federal poverty levels, and
4. Resident of state

Navigation:

If you wish to register a client for the SCSEP program, you need to complete the following information. This page will not display if the individual is under the age of 55. **If the client's age is below 55, this page will not display,**

SCSEP Information

Application Date
(Example: MM/DD/YYYY)

SCSEP Grantee Name

SCSEP Sub-Grantee Name

Sub-Grantee Local Site

Cosetracker

Total Family Income, Annualized (Last Six Months X 2)

Former SCSEP participant Yes
 No
 N/A

Transferred from another SCSEP project Yes
 No
 N/A

SCSEP Grantee code (if transferred)

Change of sub-grantee Yes
 No
 N/A

Sub-grantee Code (if yes)

Date of orientation
(Example: MM/DD/YYYY)

Date of last physical or waiver
(Example: MM/DD/YYYY)

Date of last IEP
(Example: MM/DD/YYYY)

Job Interests (Select up to 3)
You may select multiple entries by holding down the ctrl key.

Select up to 3

- Art, Design, Entertainment, Sports, and Media
- Business and Financial Operations
- Community and Social Services
- Computer and Mathematical
- Construction, Installation, and Repair
- Education, Training, and Library
- Farming, Fishing, and Forestry
- Food Preparation and Service
- Healthcare

Signature of applicant on file Yes
 No
 N/A

Date application signed
(Example: MM/DD/YYYY)

Eligible Yes
 No
 N/A

Reason for Ineligibility

Reason for Ineligibility (if Other is selected above)

Action taken if ineligible

Action taken if ineligible (if Other is selected above)

Placed on waiting list Yes
 No
 N/A

The screenshot shows a registration form with the following fields and options:

- Date placed on waiting list: mm/dd/yyyy (Example: MM/DD/YYYY)
- Date withdrew from waiting list: mm/dd/yyyy (Example: MM/DD/YYYY)
- Community Service Assignment: Select one from below (Yes, No, N/A) with N/A selected.
- County of Authorized Position: [Text Input]
- Personal characteristics comments: [Text Input]
- Waiting list/CSA status comments: [Text Input]
- Director signature on file: Select one from below (Yes, No, N/A) with N/A selected.
- Is participant deceased: Select one from below (Yes, No, N/A) with N/A selected.

Buttons: Save, Clear

All registrations will be “Pending” until approved by program administrators.

Instructions for Completion:

Field Name	Valid Entries
Application Date	Date application was completed. (mm/dd/yyyy)
SCSEP Grantee Name is required	Choose the grantee for the position to which the applicant is being assigned from dropdown. The grantee is set up in the security structure as the Region
SCSEP Sub-Grantee Name is required	Choose the sub-grantee that takes the application from the dropdown. The sub-grantee is set up in the security structure as the Office. If there are multiple sub-grantees, each would be set up as a separate office.
Sub-Grantee Local Site	Use this field if the sub-grantee has multiple sites and you want to indicate the address of the local site used.
Casetracker is required	Pre-filled and can be edited by the drop down menu. If different, select a primary casetracker from the dropdown. The dropdown will include a list of case trackers tied to the office of origin.
Total Family Income annualized (Last six months X 2)	Enter the total family income for a 6 month period times 2 and annualize in dollars (15000).
Former SCSEP participant is required	Check “yes” if the applicant reports that he or she was ever enrolled in any SCSEP project.
Transferred from another SCSEP project is required	Indicate “Yes” if client is transferring from another SCSEP project to this project.
SCSEP Grantee Code (if transferred)	Select grantee organization from drop down menu if the client transferred from another SCSEP project.
Change of Sub-grantee	Select “Yes” if there is a change of sub-grantee.
Sub-grantee code (if yes)	Enter code for sub-grantee.
Date of Orientation	Enter date orientation was given. (mm/dd/yyyy)
Date of Last Physical or Waiver	Enter date of last physical.

Field Name	Valid Entries
Date of Last IEP	Enter the date of the last Individualized Employability Plan.
Job Interests	You may select up to 3 job interests by holding down the ctrl key.
Signature of applicant on file	Select "Yes" if signature of applicant is on file.
Date application signed	Enter date application was signed.
Eligible	Indicate if the person is eligible by selecting "Yes" or "No".
Reason for Ineligibility	If client is ineligible for SCSEP, select reason for ineligibility from drop down menu.
Reason for Ineligibility (if Other is selected above)	If reason is Other, enter the specific reason for ineligibility.
Action taken if ineligible	Select the action taken to provide service to the client determined ineligible for SCSEP from the drop down menu.
Action taken if ineligible (if Other is selected from above)	If action taken is Other, enter the specific action taken to provide service to the client.
Placed on waiting list is required	If the applicant is eligible but there were no authorized positions available or there were no suitable community assignments available, mark "yes". If a community service assignment is available but administrative processing causes a delay of 14 days or less mark "no".
Date placed on waiting list	Enter date placed on waiting list (mm/dd/yyyy).
Date withdrew from waiting list	Indicate the date the applicant was withdrawn from the waiting list.
Community Service Assignment	Select "Yes" or "No".
County of Authorized Position	Enter county in which CSA position is located
Personal characteristics comments	A free text area for the case manager to make notations. It is suggested this area be used to note additional contact information such as cell phone numbers, emergency contacts, etc. Up to 1000 characters may be entered.
Waiting list/CSA status comments	A free text area for the case manager to make notations about the applicant's time on the waiting list. Up to 1000 characters may be entered.
Director signature on file.	Select "Yes" or "No".
Is participant deceased?	Select "Yes" or "No".
	Click the Save button

Alternative Trade Adjustment (ATAA)

Purpose:

Alternative Trade Adjustment (ATAA) information is collected to help determine an individual's eligibility for the ATAA program. Program eligibility is determined at the time the individual applies for the program. The following criteria determine eligibility:

1. be a dislocated worker and part of a certified petition;
2. Be at least 50 years old at the time of 1st qualifying reemployment;
3. Obtain reemployment at the end of the 26th week after the qualifying separation;
4. Must not be expected to earn more than \$50,000 a year from reemployment;
5. Must be reemployed full-time;
6. Must be a different Employer and/or work from the layoff Employer.

In addition, the individual cannot already be enrolled in TAA under the same petition.

Navigation:

If the client meets the eligibility requirements, enter the information requested. This page will not display if the individual is under the age of 50. **If the client's age is below 50, this page will not display.**

Alternative Trade Adjustment (ATAA)

O*NET-SOC

First qualifying reemployment
(Example: MM/DD/YYYY)

Employer

Contact person

Address

Address

City

State

Zip -

Phone

Obtained employment by end of 26 weeks Yes
 No
 N/A

Hourly Wage

Hours worked per week

Full-time employment Yes
 No
 N/A

Have you returned to previous employer? Yes
 No
 N/A

Are you doing the same or similar work for your previous employer, but in another division/facility? Yes
 No
 N/A

Instructions for Completion:

Field Name	Valid Entries
O*NET-SOC	Enter the O*Net-SOC code of the qualifying reemployment. If unknown, use the ONET Lookup function to find the code.
First qualifying Reemployment	Enter the date of the first qualifying reemployment. This date will be used to determine age at application
Employer	Enter the name of the reemployment Employer.
Contact Person	Enter the name of the Employer's contact person.
Address	Enter the Employer's street address.
City	Enter the city in which the Employer is located.
State	Select the State where the Employer is located from the drop down menu.
ZIP	Enter the Employer's ZIP code.
Phone	Enter the phone number where the Employer may be

Field Name	Valid Entries
	contacted.
Obtained employment by end of 26 weeks	Indicate if the applicant obtained reemployment by the end of the 26 th week after the qualifying separation.
Hourly wage	Enter the hourly wage of the reemployment job. (8.00).
Hours worked per week	Enter the hours worked per week of the reemployment job.
Full time employment	Indicate if the individual is employed full-time at the reemployment job, as defined by state law.
Have you returned to your previous Employer?	Indicate if the applicant has returned to work at the layoff Employer. If this is marked "yes", then the next question must also be marked "yes" in order to be potentially eligible for the ATAA program.
Are you doing the same or similar work for your previous Employer, but in another division/facility?	Indicate if the applicant is doing the same or similar work for the previous Employer, only in a different division or facility.
	Click the Submit button.

Eligibility Information

Misc - Fred Fern

* Eligibility Date 01/15/2008
(Example: MM/DD/YYYY)

Area/County of Residence Shawnee (KS)

Area/County of Residence type Select one from below

Rural
 Urban
 N/A

* County of Service Shawnee

EES Client ID

Other Agency Client ID

Submit Clear

Instructions for Completion:

Field Name	Valid Entries
Eligibility Date is required.	Today's date is pre-filled
Area/County of Residence	Is pre-filled based on client's ZIP code.
Area/County of Residence type	May select Urban or Rural or N/A
County of Service is required.	Is pre-filled with county of residence. If county of service is different than county of residence, select the correct county from the drop down menu.
EES Client ID	An identifier assigned to the participant if s/he is participating in SRS Economic and Employment Support programs.
Other Agency Client ID	An identifier assigned to the participant if s/he is participating in another agency's training program.
	Click the Submit button.

Low Income

Navigation:

Respond to all questions and click **Submit** button. The “Skip to Case Details” option is not available in Oklahoma.

Low Income - Tim Conway

Failure to complete this page may effect eligibility for other programs.

[Skip to Case Details](#)

Receives or is a member of a family that receives cash payments under a federal, state, or local income based public assistance program

Select one from below

Yes

No

N/A

Received an income, or is a member of a family that received a total family income for the six month period prior to application for the program involved that, in relation to family size, does not exceed the poverty line

Select one from below

Yes

No

N/A

Received an income, or is a member of a family that received a total family income, for the six month period prior to application for the program involved that, in relation to family size, does not exceed 70 percent of the lower living standard income level (LLSIL) for an equivalent period

Select one from below

Yes

No

N/A

Member of a household that receives, or has been determined within the six month period prior to application for the program involved to be eligible to receive, food stamps

Select one from below

Yes

No

N/A

Homeless individual

Select one from below

Yes

No

N/A

Disabled and own income meets the income requirements of a participant who receives cash payments under federal, state, or local income based public assistance programs

Select one from below

Yes

No

N/A

Disabled and own income is at the poverty line for a six month period prior to application for the program involved regardless of whether their family does not meet this income requirement

Select one from below

Yes

No

N/A

[Submit](#) [Clear](#)

Public Assistance

Navigation:

A response other than N/A is required for each question. Click the **Submit** button when you have completed the questions.

Home
 Station ks22
 T. Conway
 Logout
 Print

Public Assistance Information - Tim Conway

?* Supplemental Security Income (SSI) Select one from below
 Yes
 No
 N/A

?* TANF Recipient Select one from below
 Yes
 No
 Exhaustee
 N/A

Number of Months on TANF/AFDC Cash Assistance

?* State or Local Welfare (General Assistance) Select one from below
 Yes
 No
 N/A

?* Food Stamps Select one from below
 Yes
 No
 N/A

?* Subsidized housing Select one from below
 Yes
 No
 N/A

?* Social Security Disability (SSDI) Select one from below
 Yes
 No
 N/A

?* Other Assistance (Please specify below) Select one from below
 Yes
 No
 N/A

Type of Other Assistance (if yes was selected for Other Assistance)

Instructions for Completion:

Field Name	Valid Entries
Supplemental Security Income (SSI)	If the person is receiving SSI answer "Yes", otherwise answer "No".
TANF Recipient	TANF assistance is defined as any TANF benefits and services for the financially needy according to the appropriate income and resource criteria (if applicable) specified in the State TANF plan.

Field Name	Valid Entries
	<p>This applies to both current and former TANF cash assistance recipients.</p> <p>Accordingly, any former TANF cash recipients who receive a work program support service payment (transportation or Special Services Allowance), an Education/Job Skills Training/Vocational Education component cost, or contracted employment services, would be considered a TANF recipient. TANF Exhaustee - An adult or youth who received assistance under AFDC (SSA Title IV) or the State TANF program, but has exhausted their receipt of benefits due to State or Federal time limits.</p> <p>Select "Yes", "No", or "Exhaustee" to the question on TANF Recipient.</p>
Number of Months on TANF/AFDC Cash Assistance	If "Yes" indicate the number of months on TANF/AFDC Cash Assistance.
State or Local Welfare (General Assistance)	Select "Yes" if receiving general welfare assistance, otherwise select "No".
Food Stamps	Select "Yes" if receiving food stamp assistance, otherwise select "No".
Subsidized Housing	Select "Yes" if residing in governmental subsidized housing, otherwise select "No".
Social Security Disability (SSDI)	Select "Yes" if receiving disability assistance from Social Security, otherwise select "No".
Other Assistance (Please specify below)	Select "Yes" if receiving other monetary or non-monetary support assistance, otherwise select "No".
Type of Other Assistance (If "Yes" was selected for Other Assistance.)	Enter the type of other assistance received.
	Click the Submit button.

Needs and Barriers

Navigation:

Needs and Barriers questions should all be completed then click the [Submit](#) button. The "Skip to Case Details" option is not available in Oklahoma.

Needs And Barriers - Fred Fern

Failure to complete this page may effect eligibility for other programs.

[Skip to Case Details](#)

?* Deficient in basic literacy skills Select one from below
 English
 Math
 Both
 No
 N/A

?* Limited English Language Proficiency Select one from below
 Yes
 No
 N/A

LEP Primary Language Select one

LEP Primary Language (If Other selected above)

?* School dropout Select one from below
 Yes
 No
 N/A

?* Runaway Select one from below
 Yes
 No
 N/A

?* Parenting Teen Select one from below
 Yes
 No
 N/A

?* Offender Select one from below
 Yes
 No
 N/A

?* Poor Work History or Prospects Select one from below
 Yes
 No
 N/A

?* Substance Abuse Select one from below
 Yes
 No
 N/A

?* Older Worker Select one from below
 Yes
 No
 N/A

?* Child Care Select one from below
 Yes
 No
 N/A

?* Transportation Select one from below
 Yes
 No
 N/A

?* Cultural, social or geographic isolation Select one from below
 Yes
 No
 N/A

?* Other social barriers not already indicated Select one from below
 Yes
 No
 N/A

Other social barrier, if yes selected on previous question

[Submit](#) [Clear](#)

Instructions for Completion:

Field Name	Valid Entries
Deficient in Basic Literacy Skills	<p>The individual meets the state or local definition of basic literacy skills deficient. At a minimum, it must be determined that the individual</p> <ul style="list-style-type: none"> (1) computes or solves problems, reads, writes, or speaks English at or below the 8th grade level on a generally accepted standardized test or comparable score on a criterion-referenced test; or (2) unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society. <p>Grade level scores of 8.9 or lower are considered as at or below the 8th grade level. Select "English", "Math", "Both" or "No".</p>
Limited English Language Proficiency	<p>An individual who has limited ability in speaking, reading, writing or understanding the English language and</p> <ul style="list-style-type: none"> (a) whose native language is not English or (b) lives in a family or community environment where a language other than English is the dominant language. <p>Select "Yes", or "No".</p>
LEP Primary Language	<p>Select the client's primary language from the drop down menu.</p>
LEP Primary Language (if other is selected above)	<p>Enter the type of language.</p>
School Dropout	<p>An individual who is not enrolled in an approved educational program, and who has not graduated from high school. Select "Yes", or "No".</p>
Runaway	<p>A runaway youth is a person under 18 years of age who absents himself or herself from the home or place of legal residence without the permission of parents or legal guardian. Select "Yes", or "No".</p>
Parenting Teen	<p>Indicate whether the individual met the definition of "pregnant of parenting youth", as defined for their applicable program. WIA - An individual who is under 22 years of age and pregnant, or a youth (male or female) who is providing custodial care for one or more dependents who are under the age of 18. Males do not qualify as a parent until the child is born. Select "Yes", or "No".</p>
Offender	<p>An individual who is or has been subject to any stage of the criminal justice process, for whom services under WIA may be beneficial; or who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction. Select "Yes", or "No".</p>
Requires additional assistance to complete an	<p>A youth, age 14-21, who requires additional assistance</p>

Field Name	Valid Entries
educational program. (Only displays for youth 14-21)	to complete an educational program. Select "Yes", or "No".
Requires additional assistance to secure and hold employment. (Only displays for youth 14-21)	A youth, age 14-21, who requires additional assistance to secure and hold employment. Select "Yes", or "No".
Learning Disability	In general, a learning disability refers to a disorder that may manifest itself as having difficulties in gaining and using listening, speaking, reading, writing, reasoning, or math skills and abilities, or of social skills. They can show up in many ways: as specific difficulties with spoken and written language, coordination, self-control, or attention. Select "Yes", or "No".
Poor Work History or Prospects	Indicate whether the individual met the definition of "poor work history" for their applicable program. WIA - An adult or youth who had not worked for the same Employer for longer than three consecutive months in the two years prior to WIA eligibility determination. Select "Yes", or "No".
Substance Abuse	An individual who abuses alcohol or other drugs as defined by the governor. An "addict" is defined as any individual addicted to the taking of drugs, especially narcotics, which for such individual constitutes or results in a barrier to employment. An "alcoholic" is defined a person who habitually lacks self-control in the use of alcoholic beverages or uses alcoholic beverages to the extent that their health is impaired or endangered or their social or economic function is disrupted. Select "Yes", or "No".
Older Worker	A person fifty-five (55) years of age or older. Select "Yes", or "No".
Child Care	Childcare is needed to help parent(s) meet their family care needs in order to participate in training funded by WIA. Select "Yes", or "No".
Transportation	Transportation services are needed by a participant to ensure mobility between home and the location of employment, training and/or other supportive services. Select "Yes", or "No".
Cultural, social or geographic isolation	Select "Yes", or "No".
Other social barriers not already indicated	Select "Yes", or "No".
Other social barriers, if answer is "Yes" to previous question	List other social barriers.
	Click the Submit button

Case Details Page

Purpose:

The Case Details page allows a case manager to quickly view the status of the client's record. The page includes the following sections:

Under Universal Information:

Contact Information, Alternate Contacts, Demographic Information, Eligibility, EEO Notice, Inter-Agency Referrals, Staff Entered Self-Service, Services, Participant Entered Self Service Services, Partner-Provided Services, Client Call In, Co-Registrations, Current Enrollments, Work History, Testing Information, Client Notes, Preferred Employer List, Job Search, Job Referrals, Job Development, Job Placement, Printable Version, On-Line Client Release, Printable Client Release, and EEO.

Under Program Registrations:

A listing of the programs in which the client is eligible and/or registered and the Programs in which the individual is not eligible based on the information provided during the initial registration process.

Each section on the Case Details page is populated with information as data is recorded and saved there. To open each of the sections and enter or update data described below, click on the title of the section.

Universal Information

Information displays on all clients registered regardless of program registration. Type of access is determined by your security level.



Return to Workload

- My Cases
- My Follow-Up
- My Employers
- My Job Orders
- Client Search
 - Case Details
 - Recalls
 - User Info Log
 - Activity Log
- Client Merge
- Client Call-in
- Job Search
- Employer Search
- Disability Resources
- Resume Search
- Group Activity
- Account Info
- Self Service Tracker
- Reporting
- Edit Password
- Self Referrals
- User Lookup
- WARN Listings
- Provider Search

Fred Fern
Agency List

Case Details for Fred Fern

Click on the appropriate link to add, view, or edit the information. You will be restricted to information based on your privilege level.

Universal Information

<u>Contact Information</u>	Fred Fern 1430 SW Topeka Topeka, KS 66612 Phone: (785) 296-5034 Alt. Phone: (785) 424-4753 E-mail: ffern@aol.com
<u>Alternate Contacts</u>	There are no alternate contacts entered.
<u>Demographic Information</u>	Participant ID: 998583 SSN: 870-99-1675 Gender: Male Race: White or Caucasian Hawaiian or Other Pacific Islander Labor Force Status: Not employed
<u>Eligibility</u>	LE Job Service WIA Adult (Local Formula) Vets WIA Veterans' Programs
<u>EEO Notice</u>	Yes
<u>InterAgency Referrals</u>	There are no InterAgency referrals entered.
<u>Staff Entered Self-Service Services</u>	There are no self-services entered.
<u>Participant Entered Self-Service Activity</u>	There are no self-services recorded.
<u>Partner-Provided Services</u>	There are no partner-provided services entered.
<u>Client Call In</u>	Information about Client callins
<u>Co-Registrations</u>	This client has 0 co-registration(s).
<u>Current Enrollments</u>	Client currently has 3 open enrollment(s) in 2 program(s).
<u>Work History</u>	There has been 1 job entered.
<u>Testing Information</u>	No tests have been entered.
<u>Client Notes</u>	No notes have been entered.
<u>Preferred Employer List</u>	There are 0 preferred employers entered.
<u>Job Search</u>	Search by Job Objective
<u>Job Referrals</u>	No job referrals have been entered.
<u>Job Development</u>	No job developments have been entered.
<u>Job Placement</u>	No job placements have been entered.
<u>Printable Version</u>	Select the case sections to print.
<u>On-line Client Release</u>	
<u>Printable Client Release</u>	
<u>EEO</u>	

Program Registrations

Job Service	Open - State Admin office S&T Plan
WIRED Grants	The client is not eligible for WG.
Workforce Investment Act	Open - State Admin office S&T Plan
Trade Act	The client is not eligible for TAA/NAFTA-TAA.
<u>Veterans</u>	This client has never been registered in Vets.
Reemployment Services	The client is not eligible for RES.
Unemployment Insurance	The client is not eligible for UI.
SCSEP	The client is not eligible for SCSEP.

Contact Information

Navigation:

Click on the Contact Information link. Information is pre-filled from account creation. You may edit information such as: Email address, select a question and answer, Name, Address, Phone and Fax numbers. Click the **Submit** button.

Account Information

Contact Information for Fred Fern
Note: You must include one of the following methods of contact:

- address (including city, state, and zip)
- phone
- fax
- email

Enter information as you would like it to appear on your resume.

Email address: ffern@aol.com

* Security Question: What is your mother's maiden name?

* Answer: Pine

* First Name: Fred

Middle Name:

* Last Name: Fern

Address: 1430 SW Topeka

Address line 2:

City: Topeka

State: Kansas

State of Residence (if different from above): Same As Above

* Zip: 66612 - nnnn

Phone: 7852965034 Ext. ▾

Alternate Phone: 7854244753 Ext. ▾

Fax: nnn-xxx-xxxx

Alternate Contacts

Navigation:

Click the Alternate Contacts link. If you wish to add an alternate method of contact, click the **Add Contact** button.

Alternate Contacts

Alternate Contacts for Chevy Chase

Alternate Contacts have not been entered yet.

At a minimum, enter the first and last name and telephone number of the alternate contact. Click the **Save** button.

Home Station ks22 C. Chase Logout Print

America's Job Link Alliance
JobLink 10

Return to Workload

- My Cases
- My Follow-Up
- My Employers
- My Job Orders
- Client Search
 - Case Details
 - Resume
 - User Info Log
 - Activity Log
- Client Merge
- Client Call-In
- Job Search
- Employer Search
- Resume Search
- Group Activity
- Account Info
- Self Service Tracker
- Reporting
- Edit Password
- Self Referrals
- User Lookup
- New Account
- WARN Listings
- Provider Search

Chew Chase Agency List

Add an Alternate Contact

* First Name

* Last Name

Address

Address line 2

City

State

Zip

?* Phone Ext.

Alternate Phone Ext.

Email address

Relationship

Copyright © 2001-2005 America's Job Link Alliance | Section 508 Compliant | Privacy Policy | Equal Opportunity | Browser Settings

The alternate contact's name, relationship (if entered), phone number and Edit link will display. If you need to change the alternate contact information, you may click the **Edit** link. Click the **Return** button to access the Case Details page.

America's Job Link Alliance
JobLink 10

Return to Workload

- My Cases
- My Follow-Up
- My Employers
- My Job Orders
- Client Search

Alternate Contacts

Alternate Contacts for Fred Fern

Contact Name	Relationship	Phone	Edit
Larry Little	Uncle	(785) 233-8765	Edit

Demographic Information

Navigation:

All demographic information is editable and can be updated. Click the Demographic Information link to edit and update the information. Click the **Edit** link to edit and update each section.

Demographic Information for Chevy Chase		
Eligibility Date	02/12/2008	Edit
Area/County of Residence	Shawnee	
Area/County of Residence type	Not Entered	
Area/County of Service	Shawnee	
EES Client ID	Not Entered	
Other Agency Client ID	Not Entered	
Personal		
Social Security Number	666889999	Edit
Date of Birth	02/12/1981	
Race	White or Caucasian Asian or Asian American	
Gender	Male	
Are you a single, separated, divorced or widowed individual with primary responsibility for one or more dependents under the age 18?	No	
Number In Family	2	
Individual with Disability (For this question, disability means, a physical or mental impairment that substantially limits one or more of the major life activities of an individual.)	No	
Category of Disability	Please Select the Category of Your Disability	
Education Status	Not attending school; High School graduate	
Highest Grade Completed	Bachelor's Degree or Equivalent	
Have you served on Active Duty with the Armed Forces of the United States?	Yes, Less than or equal to 180 Days	
Veteran Information		
Veteran Type	Veteran	
Are you a homeless veteran?	No	
Were you a member of a military reserve or guard unit ordered to and served on active duty during a period of war or in a campaign or expedition for which a campaign badge was authorized?	Yes	Edit
Were you a member of a military reserve or guard unit ordered to and served on active duty for the purposes of Homeland Security?	No	
Branch of Service	US Army	Edit
Active Duty Service Start Date	02/12/2002	
Active Duty Service End Date	02/12/2004	
Character Of Discharge	Honorable	
Are you within 12 months of discharge?	N/A	
Are you within 24 months of retirement?	N/A	
Are you currently a participant in the Transition Assistance Program?	N/A	
Disabled Veteran Status	Not a Disabled Veteran	
Recently Separated Veteran	Not Recently Separated	
Migrant Worker		
Do you believe that you are a Seasonal Farmworker/Migrant after reading the definitions?	Yes	Edit
Did you work at least 25 days in any seasonal, agricultural jobs during the past year?	Yes	
Did you earn at least \$900 in any seasonal, agricultural jobs during the past year?	Yes	
Did you work in a food processing plant on a seasonal and migrant basis during the past year?	Yes	
Was more than one-half of your past year's income earned by working in agriculture?	Yes	

Was at least 50% of your past year's total work time in agricultural work?	Yes	
Did you work for more than one agricultural employer?	Yes	
Were you able to return home everyday you worked in agriculture?	No	
Are you a full-time student who traveled with a group other than your family to work in agriculture?	No	
Employment Status		
Employment status	Employed, but with notice of termination or military separation	Edit
Number of weeks not employed (at time of registration) during the prior 26 weeks	22	
Interstate Worker	Live in another State but looking for work in AJL.	
Selective Service		
Complies with selective service requirements?	Yes	Edit
Citizenship		
Citizenship	U.S. Citizen	Edit
Dislocated Worker		
Have you been laid off or received a notice of layoff from your employer as a result of a reduction in the employer's workforce or received a notice of termination from your employer?	No	Edit
Have you been laid off or received a notice of layoff from your employer as a result of a permanent closing or major layoff?	No	
Are you employed by an employer who has made a general announcement that the business will close within 180 days?	No	
Are you employed by an employer who has made a general announcement that the business will close, without naming a specific date?	No	
Were you self-employed and are now unemployed due to general economic conditions or a natural disaster in your community?	No	
Are you a displaced homemaker? A displaced homemaker is an individual who was dependent on support from a family member whose support is no longer available, is unemployed or underemployed, and is having difficulty finding a job or finding a good job.	No	
Are you unemployed as a result of military closures or realignments?	No	
Are you unemployed due to multiple layoffs in a single local community, significantly increasing the total number of unemployed workers?	No	
Are you unemployed due to emergencies or natural disasters which have been declared eligible for public assistance by the Federal Emergency Management Agency (FEMA)?	No	
Statewide 15% Program ID	N/A	
SCSEP		
SCSEP Information	Not Entered	Add
Alternative Trade Adjustment Assistance (ATAA)		
ATAA Information	Not Entered	Add
Low Income		
Receives or is a member of a family that receives cash payments under a federal, state, or local income based public assistance program	Not Entered	Edit
Received an income, or is a member of a family that received a total family income for the six month period prior to application for the program involved that, in relation to family size, does not exceed the poverty line	Not entered	
Received an income, or is a member of a family that received a total family income, for the six month period prior to application for the program involved that, in relation to family size, does not exceed 70 percent of the lower living standard income level (LLSIL) for an equivalent period	Not entered	
Member of a household that receives, or has been determined within the six month period prior to application for the program involved to be eligible to receive, food stamps	Not entered	

Homeless individual	Not entered	
Disabled and own income meets the income requirements of a participant who receives cash payments under federal, state, or local income based public assistance programs	Not entered	
Disabled and own income is at the poverty line for a six month period prior to application for the program involved regardless of whether their family does not meet this income requirement	Not entered	
Public Assistance Information		
Supplemental Security Income (SSI)	Not entered	Edit
TANF Recipient	Not entered	
Number of Months on TANF/AFDC Cash Assistance	Not Entered	
State or Local Welfare (General Assistance)	Not entered	
Food Stamps	Not entered	
Subsidized housing	Not entered	
Social Security Disability (SSDI)	Not entered	
Other Assistance	Not entered	
Needs And Barriers		
Deficient in basic literacy skills	Not entered	Edit
Limited English Language Proficiency	Not entered	
LEP Primary Language		
LEP Primary Language (If other selected above)		
School dropout	Not entered	
Runaway	Not entered	
Parenting Teen	Not entered	
Offender	Not entered	
Poor Work History or Prospects	Not entered	
Substance Abuse	Not entered	
Older Worker	Not entered	
Child Care	Not entered	
Transportation	Not entered	
Cultural, social or geographic isolation	Not entered	
Other social barriers not already indicated	Not entered	
Return To Case Details		

After you have completed the edit and update, click the [Return to Case Details](#) button.

Eligibility

Indicates programs for which the individual is eligible based on information provided during the registration process. Information is not editable and cannot be updated on this page. Changes and updates to demographic information can change eligibility status.

EEO Notice

A “Yes” indicates that the EEO Notice has been verified as viewed by the client. A “No” response indicates that the EEO Notice needs to be verified as viewed by the client.

Interagency Referrals

Navigation:

The number of interagency Referrals made for this client will display. If you wish to make an interagency Referral, click the Interagency Referral link.

Home Station ks22 C. Chase Logout Print

America's Job Link Alliance
JobLink 10

Return to Workload

- My Cases
- My Follow-Up
- My Employers
- My Job Orders
- Client Search
- Case Details**
- Resume
- User Info Log

Interagency Referrals

Client has no referrals yet.
Please click Add Referral button to add a new referral

Add Referral Return to Case Details page

Click the **Add Referral** button.

Home Station ks22 C. Chase Logout Print

America's Job Link Alliance
JobLink 10

Return to Workload

- My Cases
- My Follow-Up
- My Employers
- My Job Orders
- Client Search
- Case Details**
- Resume
- User Info Log
- Activity Log
- Client Merge
- Client Call-In
- Job Search
- Employer Search
- Resume Search
- Group Activity
- Account Info
- Self Service Tracker
- Reporting
- Edit Password
- Self Referrals
- User Lookup
- New Account
- WARN Listings
- Provider Search

Chevy Chase
Agency List

Interagency Referral Details

Referrals for Chevy Chase

* Provider Name

Provider Address 1

Provider Address 2

Provider City

Provider State Kansas

Provider Zip

Provider Phone nnn-xxx-xxxx

Provider Fax nnn-xxx-xxxx

Appointment Date mm/dd/yyyy

Appointment Time --:-- AM

Referred By Patrick Pritchard

Agency State Admin

Referral Date 09/08/2005

* Referral Reason (255 character max.)

* Status Completed

Comments (255 character max.)

Search Providers Save Clear Changes Cancel

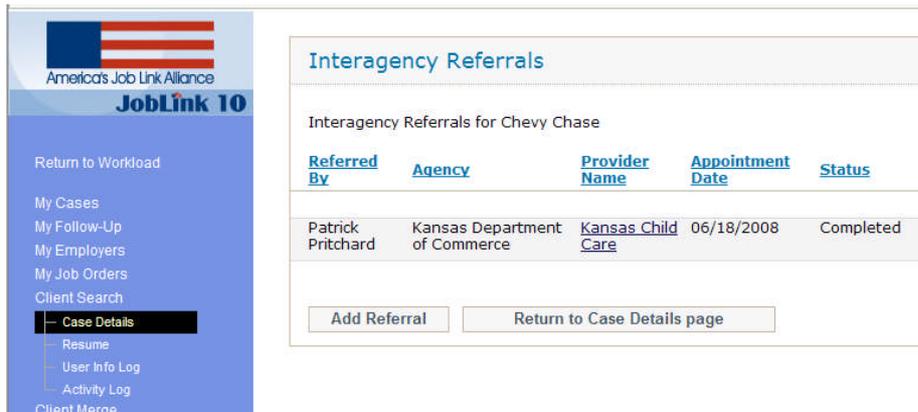
Copyright © 2001-2005 America's Job Link Alliance | Section 508 Compliant | Privacy Policy | Equal Opportunity | Browser Settings

Instructions for Completion:

Field Name	Valid Entries
Provider Name is required.	Enter the name of the provider.

Field Name	Valid Entries
	If you do not know the provider name, click the Search Providers button at the bottom of the page to get the provider name and address.
Provider address, city, state and ZIP code are not required but helpful.	Enter the provider address including city, state and ZIP code.
Provider phone and fax number are not required but helpful.	Enter the provider ten digit phone and fax number.
Appointment Date is not required.	Enter the date of the appointment (mm/dd/yyyy)
Appointment time is not required.	Enter the time of the appointment in hours and minutes. Indicate AM or PM.
Name of the person making the Referral, their agency and Referral date are pre-filled.	Information may be edited.
Referral reason is required.	You must enter a reason for the Referral.
Status of the Referral is required.	Select the status of the Referral from the drop down menu.
Comments are not required.	You may enter comments regarding the Referral process.
	Click the Save button.

The person who made the Referral, their agency, the name of the provider, the appointment date and the status of the Referral will appear.



If you need to edit the Referral, click the provider name and make the changes. If you need to delete the Referral click the provider name, scroll to the bottom of the page and click the [Delete](#) button. Click the [Return to Case Details page](#) button.

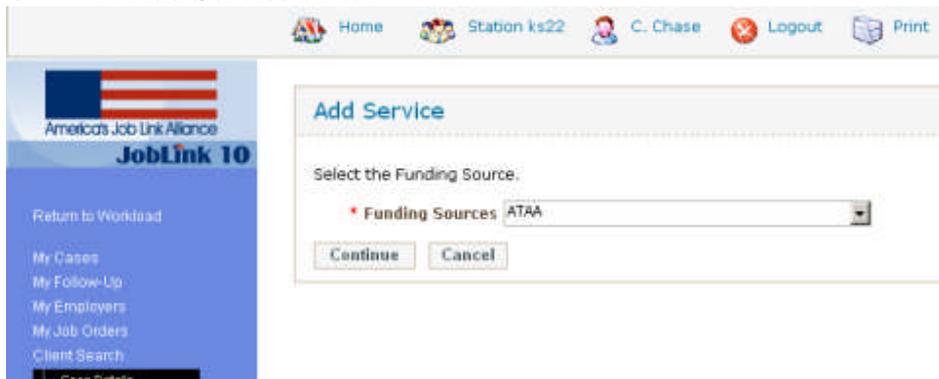
Staff Entered Self Service Services

Navigation:

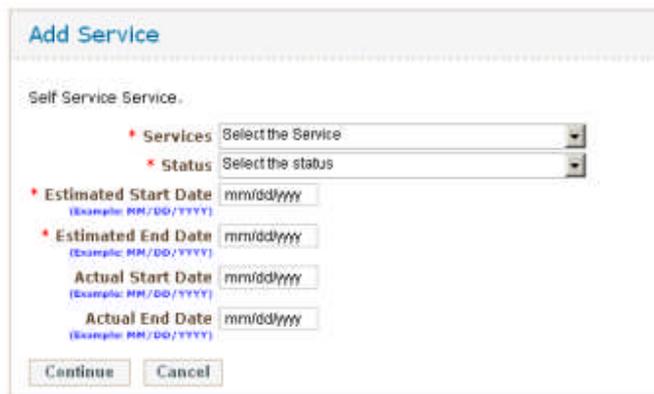
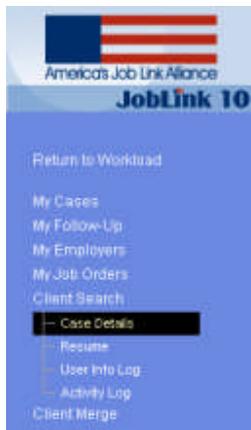
The number of Staff Entered Self Service services entered for this client will display. If you wish to record a Self Service service, click on the Self Service Services link.



Click the **Add Service** button.



Select the appropriate funding source (ATAA, Job Service, WIA, or One-Stop) for the Self Service service from the drop down menu and click the **Continue** button.



Instructions for Completion:

Field Name	Valid Entries
Services field is required.	Select the name of the self service provided to the client from the drop down menu.
Status of the service is required.	Select the status of the service being provided from the drop down menu.
Estimated Start and End dates are required.	Enter the estimated start and end date that the service was provided. (mm/dd/yyyy)
Actual Start and End Date	If you know the actual start and/or end dates that the service was provided, enter them as mm/dd/yyyy.
	Click the Continue button.

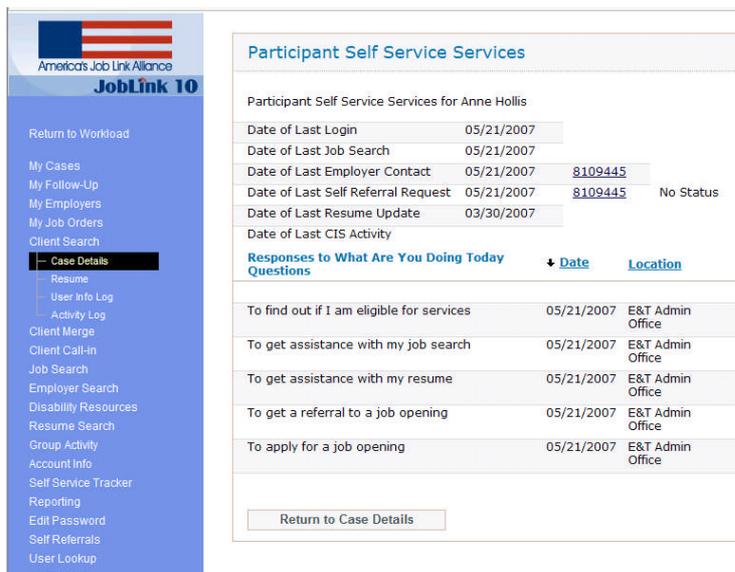


The Name of the Service, Status, Start and End Date will display. If you need to delete the service, click the [Delete](#) link. Click the [Return to Case Details](#) button.

Participant Entered Self Service Services

Navigation:

The number of participant entered self service services will display. Entries will include the client's most recent responses to the "What are you doing today?" questions that appear when the client logs into their account. This function is view only.

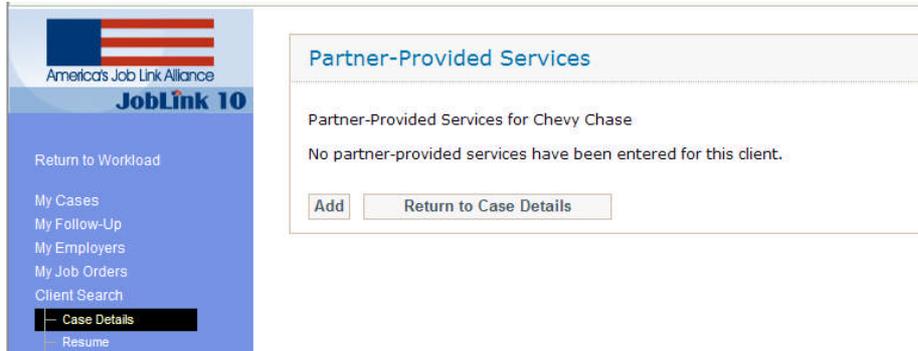


The job order number link will display the actual job order that was the result of a referral contact and the status of self referral activity.

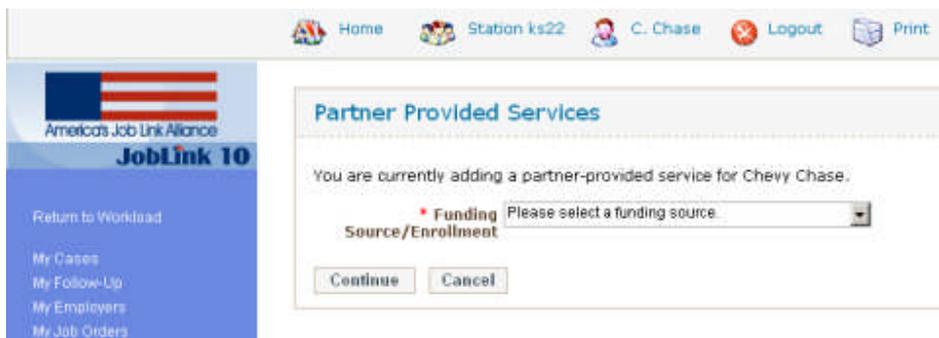
Partner-Provided Services

Navigation:

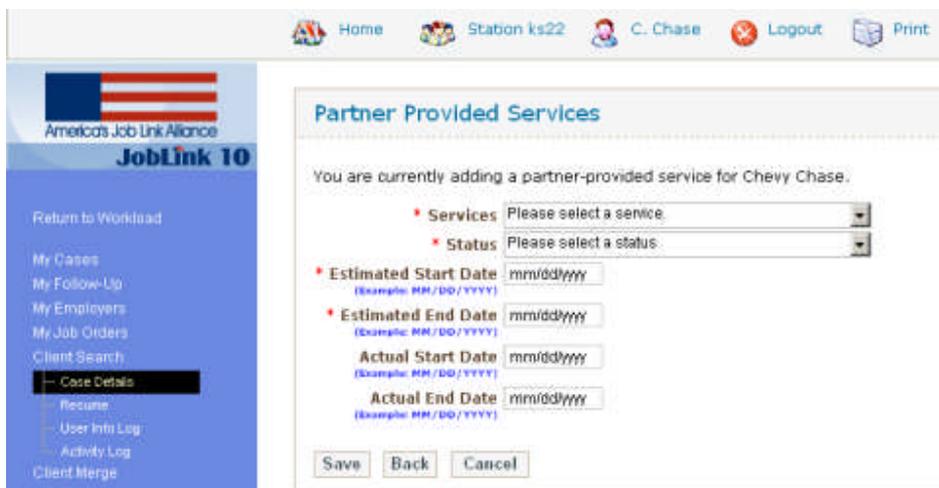
The number of partner-provided services entered for the client will display. If you wish to enter a partner-provided service, click the Partner-Provided Services link.



Click the **Add** button.

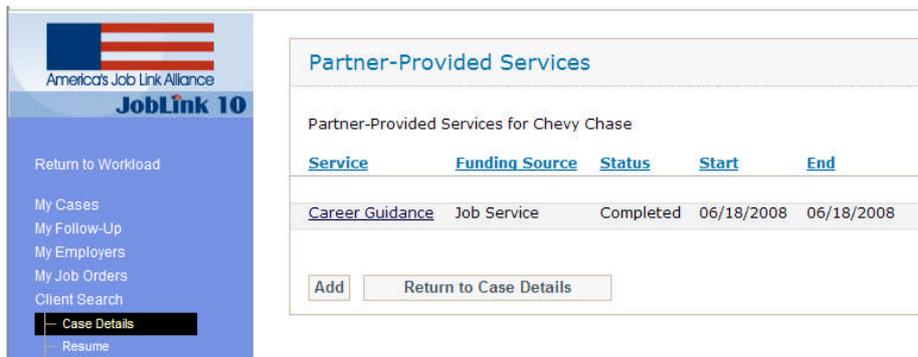


Select the appropriate program funding/enrollment source from the drop down menu and click the **Continue** button.



Instructions for Completion:

Field Name	Valid Entries
Services is required.	Select the name of the partner-provided service provided to the client from the drop down menu.
Status of the service is required.	Select the status of the service being provided from the drop down menu.
Estimated Start and End dates are required.	Enter the estimated start and end date that the service was provided. (mm/dd/yyyy)
Actual Start and End Date	If you know the actual start and/or end dates that the service was provided, enter them as mm/dd/yyyy.
	Click the Save button.

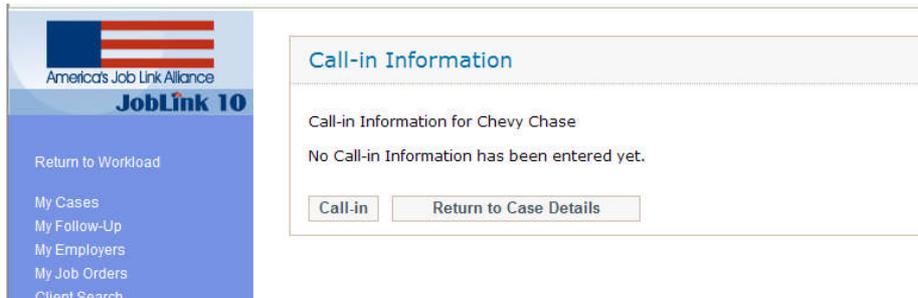


The service provided, funding source, status of service, and start/end dates, if appropriate will display. If you want to edit the service, click on the service name. Click the **Return to Case Details** button.

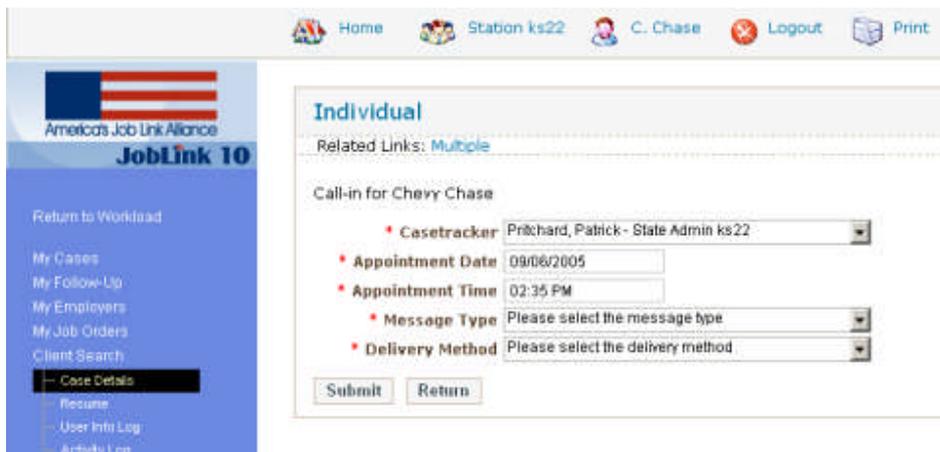
Client Call In

Navigation:

Client Call In information will display. If you wish to enter a client call in, click the Client Call In link.

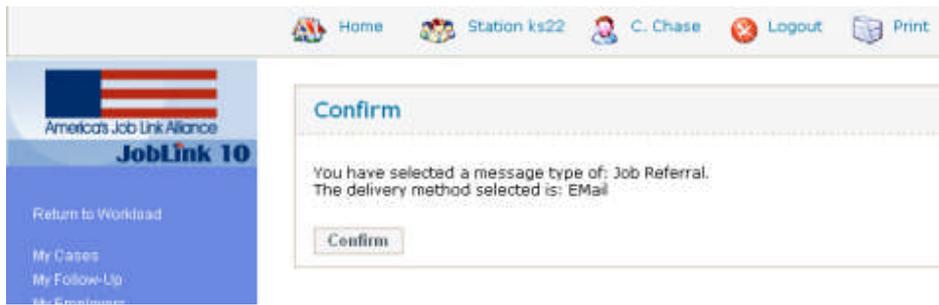


Click the **Call In** button.

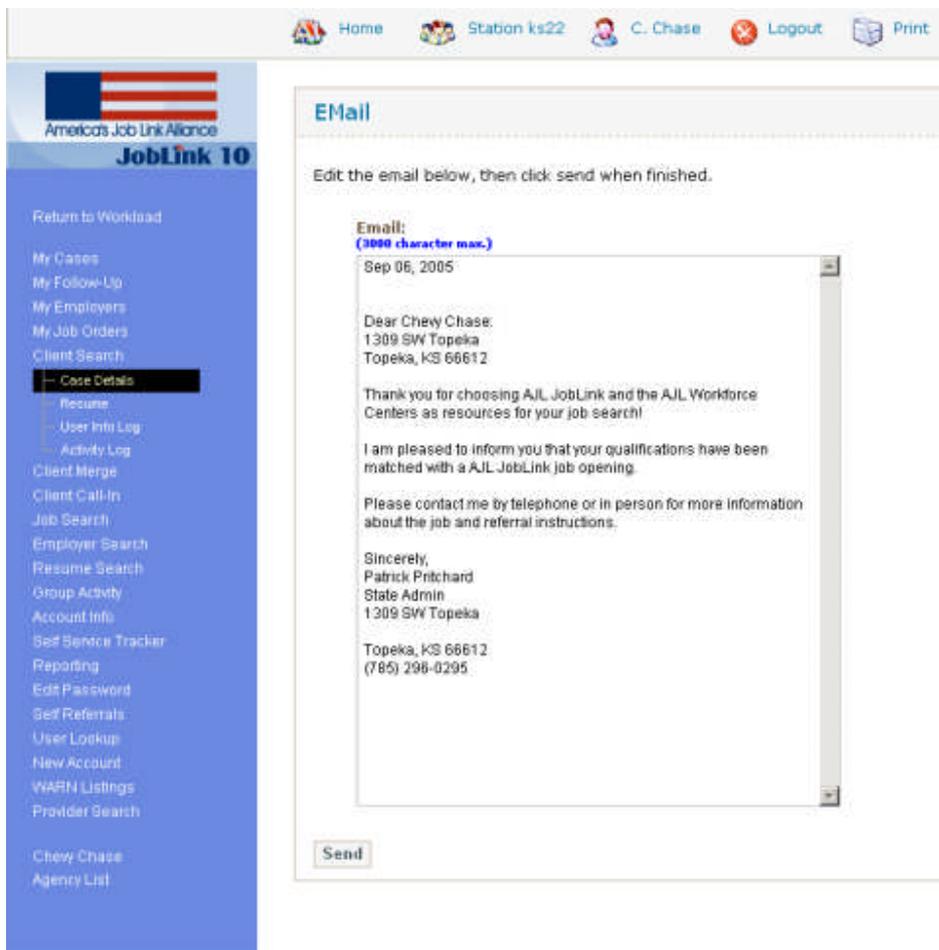


Instruction for Completion:

Field Name	Valid Entries
Case Manager name, agency, and station desk number	Information is pre-filled and editable.
Appointment Date	Pre-filled with today's date and editable.
Appointment Time	Pre-filled with current time and editable.
Message type is required	Select the message type from the drop down menu.
Delivery Method is required	Select the method of delivery for the message from the drop down menu.
	Click the Submit button.
Multiple link	If you wish to make multiple call ins, click the Multiple link at the top of the page.



Click the **Confirm** button.



You may edit the email letter. Click the **Send** button. If you selected Letter as the method of delivery, you may edit the letter, print it, and mail or fax the letter to the client.

Call-in Information

Call-in Information for Chevy Chase

Appointment	Type	Method
06/18/2008 09:38 AM	Job Referral	Email

The appointment date and time, type or purpose of Call In and method of delivery will display. Click the **Return to Case Details** button.

Co-Registrations

Navigation:

The number of co-registrations for this client will display. If you wish to add a co-registration for this client, click the Co-Registrations link.

Co-Registrations

Click on the enrollment name to the left to add a new co-registration. Click on the co-registration to the right you wish to edit.

Employment and Training Services Related to Food Stamps

[Food Stamp Employment and Training](#) No co-registrations for this enrollment.

Adult Education

[Adult Education](#) No co-registrations for this enrollment.

E & T Programs Administered By Community Services Block Grant

[E & T Programs Administered By CSBG](#) No co-registrations for this enrollment.

Indian and Native American Programs

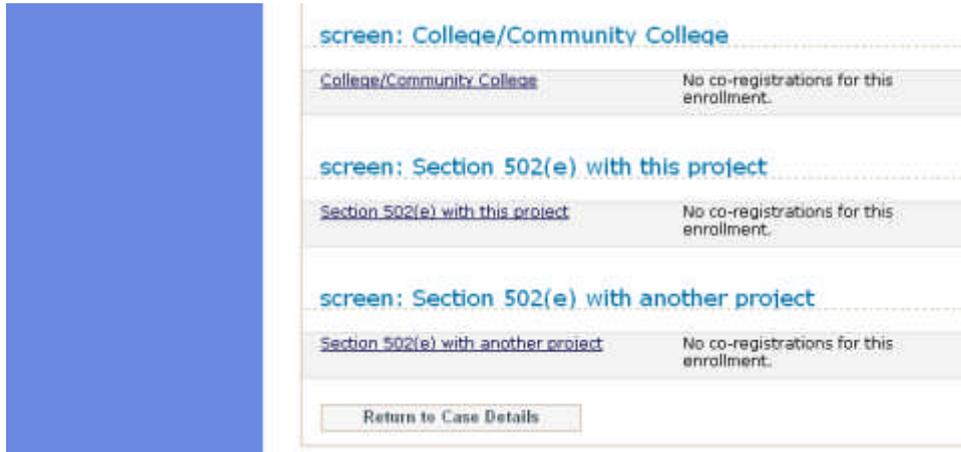
[Indian and Native American Programs](#) No co-registrations for this enrollment.

General Assistance

[General Assistance](#) No co-registrations for this enrollment.



Job Corps	
Job Corps	No co-registrations for this enrollment.
National Farmworker Jobs Program	
National Farmworker Jobs Program	No co-registrations for this enrollment.
Refugee Cash Assistance	
Refugee Cash Assistance	No co-registrations for this enrollment.
Supplemental Security Income	
SSA Title XVI Programs	No co-registrations for this enrollment.
Temporary Assistance to Needy Families	
TANF	No co-registrations for this enrollment.
TitleV	
TitleV - Older Americans' Services	No co-registrations for this enrollment.
Veterans	
WIA Veterans' Programs	No co-registrations for this enrollment.
VA Vocational Rehabilitation And Education Program	
VA Vocational Rehabilitation And Education Program	No co-registrations for this enrollment.
Vocational Education	
Vocational Education	No co-registrations for this enrollment.
Vocational Rehabilitation	
Vocational Rehabilitation	No co-registrations for this enrollment.
Youth Build (Department Of Housing and Urban Development)	
Youth Build	No co-registrations for this enrollment.
Other Non-WIA	
Other Non-WIA	No co-registrations for this enrollment.
Other non-SCSEP	No co-registrations for this enrollment.
Welfare to Work	
WTW 70% Program	No co-registrations for this enrollment.
WTW 30% Program	No co-registrations for this enrollment.



Click on the program enrollment name on the left to add a new co-registration. Co-registrations can only be added for active ServiceLink programs, if the client is eligible.



Enter the start date (mm/dd/yyyy). Enter the end date, if known, and click the **Save** button.



The start and end dates will appear to the right of the program name. If you wish to edit a Co-registration, click on the Co-registration date to the right of the program name and change the dates. Click the [Return to Case Details](#) button.

Current Enrollments

Navigation:

The client's current program enrollments are displayed. Click the **Current Enrollments** link to view current enrollment information.

The screenshot displays the JobLink 10 interface. On the left is a blue navigation sidebar with the 'America's Job Link Alliance' logo at the top. The sidebar contains a list of menu items: 'Return to Workload', 'My Cases', 'My Follow-Up', 'My Employers', 'My Job Orders', 'Client Search', 'Case Details' (highlighted with a black background), 'Resume', 'User Info Log', 'Activity Log', 'Client Merge', 'Client Call-in', 'Job Search', 'Employer Search', 'Disability Resources', 'Resume Search', 'Group Activity', 'Account Info', 'Self Service Tracker', 'Reporting', 'Edit Password', 'Self Referrals', 'User Lookup', 'WARN Listings', 'Provider Search', 'Chevy Chase Agency List'. The main content area is titled 'Current Enrollments for Chevy Chase' and includes a warning: 'Click on the appropriate link to add, view, or edit the information. You will be restricted to information based on your privilege level.' Below this is a table with columns 'Enrollment', 'Start Date', and 'Office'. The table lists several enrollment categories: 'LE' (with a 'Job Service' link, start date '02/12/2008', and office 'Topeka Workforce Center - Topeka'), 'WG', 'WIA', 'TAA/NAFTA-TAA', 'Vets', 'RES', 'UI', and 'SCSEP'. Each category has a 'No open enrollments.' message below it. At the bottom of the main area is a 'Return to Case Details' button.

Enrollment	Start Date	Office
LE		
Job Service	02/12/2008	Topeka Workforce Center - Topeka
WG		
No open enrollments.		
WIA		
No open enrollments.		
TAA/NAFTA-TAA		
No open enrollments.		
Vets		
No open enrollments.		
RES		
No open enrollments.		
UI		
No open enrollments.		
SCSEP		
No open enrollments.		

Click on program title to view enrollment information for the client. Click the [Return to Case Details](#) button.

Work History

Navigation:

The Work History page allows the user to capture information about the client's past work history. This information will populate the client's resume work history. The client work histories entered, are displayed. Click the **Work History** link to add a work history.

The screenshot shows the JobLink 10 interface. At the top, there is a navigation bar with links for Home, Station ks22, C. Chase, Logout, and Print. Below this is the JobLink 10 logo and a sidebar menu. The sidebar menu includes options like 'Return to Workload', 'My Cases', 'My Follow-Up', 'My Employers', 'My Job Orders', 'Client Search', 'Case Details' (which is highlighted), 'Resume', 'User Info Log', 'Activity Log', 'Client Merge', and 'Client Profile'. The main content area is titled 'Work History' and contains a table with the following data:

Job Title	Period	
Cashier	March, 2000 to June, 2005	Search For Employers

Below the table, there are three buttons: 'Return to Case Details', 'Return', and 'Add Work History'.

One work history has been entered and displays the job title and dates of employment. Click the **Add Work History** button.



JobLink 10

- Return to Workload
- My Cases
- My Follow-Up
- My Employers
- My Job Orders
- Client Search
 - Case Details
 - Resume**
 - User Info Log
 - Activity Log
- Client Merge
- Client Call-in
- Job Search
- Employer Search
- Resume Search
- Group Activity
- Account Info
- Self Service Tracker
- Reporting
- Edit Password
- Self Referrals
- User Lookup
- New Account
- WARN Listings
- Provider Search
- Lex Luther
- Agency List

Work History

Please enter information as you would like it to appear on your resume.

* Job Title

* Employer Name

* Employer City

* Employer State

* From: Month

* Year -(yyyy)

* To: Month

Year -(yyyy)

* Description and Duties of the Job
(2000 character max.)

The information above will appear on the resume. The information below will not appear on the resume but will be used to serve you better.

Objectives

Would you like to create an objective based on this job description? Yes
 No
 N/A

Create the objective if this is the type of work you are seeking or would accept.

Contact Person's Information

Name

Job Title

Address

City

State

Zip

Phone

Email

Wage and Reason for Leaving

Wage

Wage Type Hourly
 Annual
 Other

Wage Descriptor (Required for Other Wage Type)

Hours Per Week

Explanation of Other Options for Hours Per Week

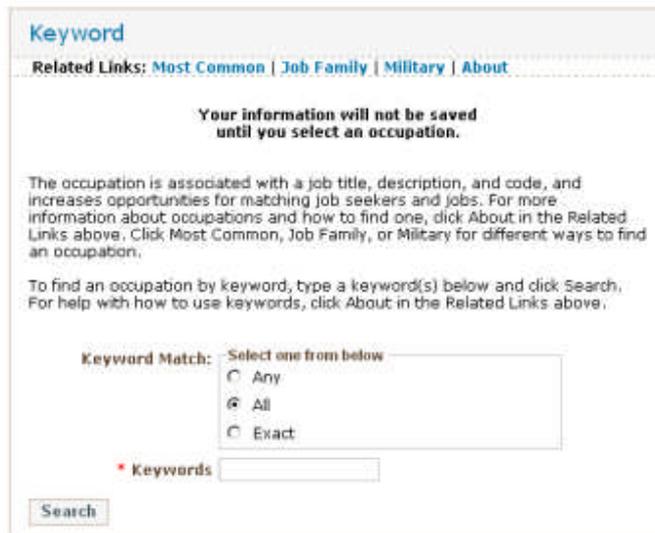
Reason for Leaving

Should this Work History show on the resume? Yes
 No

Should this Work History show in Case Management? Yes
 No

Instructions for Completion:

Field Name	Valid Entries
Job Title is required.	Enter the client's job title of the work performed in the work history that you are entering.
Employer Name is required	Enter the name of the company where the work was performed.
Employer address is required.	Enter the address of the company for whom the work was performed.
Employer city is required	Enter the city in which the company is located.
Employer state is required	Select the state in which the company is located from the drop down menu.
Month employed is required	Enter the month in which the client began the work performed from the drop down menu.
Year employed is required	Enter the year in which the client began the work performed. (yyyy)
Month employment ended is required	Enter the month in which the work performed ended from the drop down menu. If the client is still working in this job, select Present.
Year employment ended is not required	If not presently employed in this job, enter the year the job ended. (yyyy)
Description and Duties of the job is required	Enter a brief description of the major duties performed in the job. Include tools, equipment, or related work processes.
Work History as a job objective is not required	If the client is interested in finding employment similar to the work performed in this work history, select a "Yes" response. If not, select a "No" response.
Contact Person's information is not required	Enter the name, job title, address, city, state, zip code, phone number, and email address of the contact person for the Employer in the appropriate fields.
Wage and Reason for Leaving is not required	Enter wage, hours per week, and reason for leaving the job in the appropriate fields.
Work History on resume is not required	If the client does not want their work history listed on their resume, select a "No" response.
Work History on Case Details page is not required	If the client does not want their work history as part of their case details page, select a "No" response to hide the work history.
	Click the Continue button



Navigation:

The **Keyword Search** conducts a keyword search for occupational classifications. Click on the **Most Common** link to view the most common occupational classification listed on JobLink. Click the **Job Family** link to search for occupational classification titles by job families. Click **Military** and enter a Military Occupational Code or Keyword to find civilian O*NET occupational classifications that are related to military occupational codes. Click the **About** link to learn about the importance of and how to select an occupational classification.

Keyword Search

Select a job title keyword (Example: Receptionist, Accountant, Cashier, etc.) and click the **Search** button.

Selecting "Any" will match all titles that have any part of the keywords entered.

Selecting "All" will return the titles that contain any of the keywords entered.

Selecting "Exact" will return the exact matches to the keywords entered.

Search Results (1 to 6 of 6)

The following occupational titles map to more than one occupational code. Click "View" to display the codes.

Computer Operator [View](#)

Unique Matches

The following titles map to a single occupational code:

Title	Description	Action
Computer Operator \ Any Not Listed	Description	Add to Work History
Computer Operator, Factory Machine	Description	Add to Work History
Computer Operator, Production Machine	Description	Add to Work History
Computer Operator, Terminal	Description	Add to Work History
Digital Computer Operator	Description	Add to Work History

[New Search](#)

Navigation: Click the [View](#) link.

Codes for Computer Operator

Title	Description	Action
Computer Operators	Description	Add to Work History
Desktop Publishers	Description	Add to Work History

[Back to Full Results](#)

Navigation:

If the client is satisfied that the job title matches the work history, click the [Add to Work History](#) link. If the client is unsure, click the [Description](#) link to view a description of the job.

Work History

Click the Job Title to update the Work History. Click the Add History button to add a new Work History. Click the Show All History button to show all history blocked from the Resume or from Service Link.

Job Title	Period	
Computer Technician	February, 1999 to Present	Search For Employers
Registered Nurse	February, 2007 to Present	Search For Employers

[Return to Case Details](#) [Return](#) [Add Work History](#)

Click the [Return to Case Details](#) button.

Most Common Search

Home Station ks22 C. Chase Logout Print

America's Job Link Alliance
JobLink 10

Return to Workload

My Cases
My Follow-Up
My Employers
My Job Orders
Client Search
Case Details
Resume
User Info Log
Activity Log
Client Merge
Client Call-In
Job Search
Employer Search
Resume Search

Keyword

Related Links: [Most Common](#) | [Job Family](#) | [About](#)

For more information about job titles and how to find one, click the About tab.
Click the Keyword, Most Common, or Job Family tab for different ways to find a job title.

To find a job title by keyword, type a keyword(s) below and click Search. For help with how to use keywords, click the About tab.

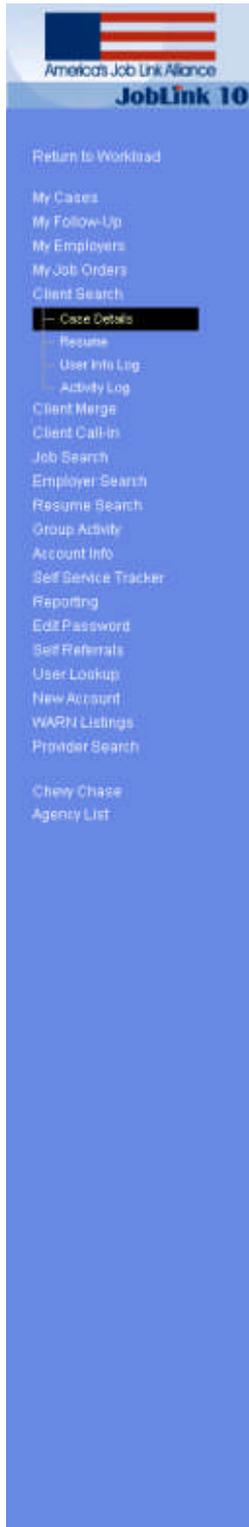
Keyword Match: Select one from below

Any
 All
 Exact

Keywords

Search

Navigation: Click the [Most Common](#) link.



Most Common		
Related Links: Keyword Job Family About		
Title	Description	Action
Accountants and Auditors	Description	Add to Work History
Bookkeeping, Accounting, and Auditing Clerks	Description	Add to Work History
Butchers and Meat Cutters	Description	Add to Work History
Cashiers	Description	Add to Work History
Computer Support Specialists	Description	Add to Work History
Construction Laborers	Description	Add to Work History
Customer Service Representatives, Utilities	Description	Add to Work History
Electrical Engineers	Description	Add to Work History
Executive Secretaries and Administrative Assistants	Description	Add to Work History
First-Line Supervisors/Managers of Retail Sales Workers	Description	Add to Work History
Freight, Stock, and Material Movers, Hand	Description	Add to Work History
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	Description	Add to Work History
Licensed Practical and Licensed Vocational Nurses	Description	Add to Work History
Maids and Housekeeping Cleaners	Description	Add to Work History
Maintenance and Repair Workers, General	Description	Add to Work History
Managers, All Other	Description	Add to Work History
Mechanical Engineers	Description	Add to Work History
Nursing Aides, Orderlies, and Attendants	Description	Add to Work History
Office Clerks, General	Description	Add to Work History
Office and Administrative Support Workers, All Other	Description	Add to Work History
Production Laborers	Description	Add to Work History
Production Workers, All Other	Description	Add to Work History
Receptionists and Information Clerks	Description	Add to Work History
Registered Nurses	Description	Add to Work History
Retail Salespersons	Description	Add to Work History
Sales Representatives, Services, All Other	Description	Add to Work History
Secretaries, Except Legal, Medical, and Executive	Description	Add to Work History
Slaughterers and Meat Packers	Description	Add to Work History
Tractor-Trailer Truck Drivers	Description	Add to Work History
Truck Drivers, Heavy	Description	Add to Work History

Navigation:

If the client is satisfied that the job title matches the work history, click the [Add to Work History](#) link. If the client is unsure, click the [Description](#) link to view a description of the job.

Job Family Search

Job Family

Related Links: [Keyword](#) | [Most Common](#) | [Military](#) | [About](#)

Your information will not be saved until you select an occupation.

The occupation is associated with a job title, description, and code, and increases opportunities for matching job seekers and jobs. For more information about occupations and how to find one, click About in the Related Links above. Click Keyword, Most Common, or Military for different ways to find an occupation.

To find an occupation by Job Family, click one of the Job Family links below. The Job Family will expand to list other related families and titles. Continue exploring the links until you find a suitable job title.

Top Level Job Families

- [Management](#)
- [Business and Financial Operations](#)
- [Computer and Mathematical](#)
- [Architecture and Engineering](#)
- [Life, Physical, and Social Sciences](#)
- [Community and Social Services](#)
- [Legal](#)
- [Education, Training, and Library](#)
- [Arts, Design, Entertainment, Sports, and Media](#)
- [Healthcare Practitioners and Technical](#)
- [Healthcare Support](#)
- [Protective Service](#)
- [Food Preparation and Serving Related](#)
- [Building and Grounds Cleaning and Maintenance](#)
- [Personal Care and Service](#)
- [Sales and Related](#)
- [Office and Administrative Support](#)
- [Farming, Fishing, and Forestry](#)
- [Construction and Extraction](#)
- [Installation, Maintenance, and Repair](#)
- [Production](#)
- [Transportation and Material Moving](#)
- [Military Specific](#)

Navigation:

Click the **Job Family** link. Select the appropriate job family and click the link. If the client is satisfied that the job title matches the work history, click the [Add to Work History](#) link. If the client is unsure, click the [Description](#) link to view a description of the job.

Home
 Station ks22
 C. Chase
 Logout
 Print

JobLink 10

- Return to Workload
- My Cases
- My Follow-Up
- My Employers
- My Job Orders
- Client Search
- Case Details
- Resumes
- User Info Log
- Activity Log
- Client Merge
- Client Call-In
- Job Search
- Employer Search
- Resume Search
- Group Activity
- Account Info
- Self Service Tracker
- Reporting
- Edit Password
- Self Referrals
- User Lookup
- New Account
- WARN Listings
- Provider Search

- Chew Chase
- Agency List

Computer & Mathematical Job Family

When linked, you can click on the occupation name for more specific job types.

Family	Description	Action
Mathematical		
Computer Hardware Engineers	Description	Add to Work History
Computer Operators	Description	Add to Work History
Computer Programmers	Description	Add to Work History
Computer Security Specialists	Description	Add to Work History
Computer Software Engineers, Applications	Description	Add to Work History
Computer Software Engineers, Systems Software	Description	Add to Work History
Computer Specialists, not listed separately	Description	Add to Work History
Computer Support Specialists	Description	Add to Work History
Computer Systems Analysts	Description	Add to Work History
Computer and Information Scientists, Research	Description	Add to Work History
Computer and Information Systems Managers	Description	Add to Work History
Data Entry Keyers	Description	Add to Work History
Database Administrators	Description	Add to Work History
Desktop Publishers	Description	Add to Work History
Network Systems and Data Communications Analysts	Description	Add to Work History
Network and Computer Systems Administrators	Description	Add to Work History
Numerical Tool and Process Control Programmers	Description	Add to Work History

Military Search

The screenshot shows the JobLink 10 interface. At the top, there is a navigation bar with links for Home, Station ks22, C. Chase, Logout, and Print. Below this is the JobLink 10 logo and a sidebar menu with options like Return to Workload, My Cases, My Follow-Up, My Employers, My Job Orders, Client Search, Case Details, Resume, User Info Log, Activity Log, Client Merge, Client Call-In, Job Search, Employer Search, Resume Search, Group Activity, Account Info, Self Service Tracker, Reporting, Edit Password, and Self Referrals. The main content area is titled 'Keyword' and includes related links for Most Common, Job Family, Military Search, and About. It contains instructions on how to use the search function and a form with radio buttons for 'Any', 'All', and 'Exact' keyword matches, and a text field for 'Keywords' with a 'Search' button.

Navigation:

Click the **Military Search** tab to access civilian O*NET occupational classifications related to military or DOD occupational classifications.

The screenshot shows the JobLink 10 interface with the 'Military Search' page selected. The top navigation bar is the same as in the previous screenshot. The sidebar menu is also the same. The main content area is titled 'Military Search' and includes related links for Keyword, Most Common, Job Family, and About. It contains instructions on how to use the Military Occupational Code (MOC) search function and a form with radio buttons for 'Any', 'All', and 'Exact' keyword matches, and a text field for 'MOC Code or Keyword' with a 'Search' button.

Navigation:

Enter a Military Occupational Code or Keyword(s), select a keyword match and click the **Search** button to find civilian O*NET Occupational Classifications that have a direct relationship to military or DOD occupational classifications.

Navigation:

If the client is satisfied that the job title matches the work history, click the [Add to Work History](#) link. If the client is unsure, click the [Description](#) link to view a description of the job.

Testing Information

Navigation:

The number of tests given to the client is displayed. If you need to enter information on assessment or proficiency testing provided to the client, click the Testing Information link.

If the test given was a proficiency test, click the [Add Test](#) button.

The screenshot shows the 'Proficiency Test' form for 'Chevy Chase'. At the top, there is a navigation bar with 'Home', 'Station ks22', 'C. Chase', 'Logout', and 'Print'. The left sidebar contains a menu with 'Case Details' selected. The main form area has the title 'Proficiency Test' and the subtitle 'Proficiency Testing for Chevy Chase'. It includes a 'Type of Test' dropdown menu, a 'Date Given' field with the value '09/06/2005', and a 'Results' text area with a '(250 character max.)' limit. At the bottom of the form are 'Save', 'Clear Changes', and 'Return' buttons.

Select the type of test from the drop down menu. The date given is today's date and editable. Enter the test results and click the **Save** button.

The screenshot shows the 'Proficiency Testing' list view for 'Chevy Chase'. It features a navigation bar and a sidebar. The main content area has the title 'Proficiency Testing' and 'Related Links: Aptitude/Achievement Testing | Other Testing'. Below this, it says 'Proficiency Testing for Chevy Chase'. A table lists the test entries with columns for 'Type of Test', 'Date Given', and 'Edit'. One entry is shown: 'Keyboarding' with a date of '06/18/2008'. At the bottom are 'Add Test' and 'Return' buttons.

Type of Test	Date Given	Edit
Keyboarding	06/18/2008	Edit

The type of test and the date given will display. You may edit the entry by clicking the **Edit** link, or delete the test results by clicking the **Delete** button.

If the test given was an Aptitude/Achievement Test click the **Aptitude/Achievement Testing** link.

The screenshot shows the 'Aptitude/Achievement Testing' page for 'Chevy Chase'. It has a navigation bar and a sidebar. The main content area has the title 'Aptitude/Achievement Testing' and 'Related Links: Proficiency Testing | Other Testing'. Below this, it says 'Aptitude Test Notes for Chevy Chase' and a message: 'No Aptitude/Achievement Testing information has been entered yet.' At the bottom are 'Add Test' and 'Return' buttons.

Click the **Add Test** button.

Home Station ks22 C. Chase Logout Print

America's Job Link Alliance
JobLink 10

Return to Workload
My Cases
My Follow-Up
My Employers
My Job Orders
Client Search
Case Details
Resume
User Info Log
Activity Log
Client Merge
Client Call-In
Job Search
Employer Search
Resume Search
Group Activity

Aptitude Test

Aptitude Testing for Chevy Chase

Type of Test: Please select the test type

Date Given: 09/07/2005
(Example: MM/DD/YYYY)

Grade Level Equivalent: Please select the Grade Level Equivalent

Additional Grade Level Information: Please select the Grade Level information

Contact Person:

Notes
(1000 character max.)

Navigation:

Select the type of aptitude or achievement test from the drop down menu. The date given is today's date and editable. If testing is utilized for WIA select the Grade Level Equivalent – Below 7th Grade Level, Below 9th Grade Level, and At or Above 9th Grade Level; or Additional Grade Level Information: Not assessed and obviously below 9th Grade Level, Refused testing, could not be tested, testing not needed. Enter the name of the Contact Person.

America's Job Link Alliance
JobLink 10

Return to Workload
My Cases
My Follow-Up
My Employers
My Job Orders
Client Search
Case Details
Resume

Aptitude/Achievement Testing

Related Links: [Proficiency Testing](#) | [Other Testing](#)

Aptitude Test Notes for Chevy Chase

Type of Test	Date Given	Edit
GATB	06/18/2008	Edit

The type of test, date of the test and Edit link will display. Click on the [Edit](#) Link to view and edit testing information or delete the testing information by clicking the [Delete](#) button.

If the test was other than a proficiency test or aptitude/achievement test, click the [Other Testing](#) link.

Click the **Add Test** button.

Navigation:

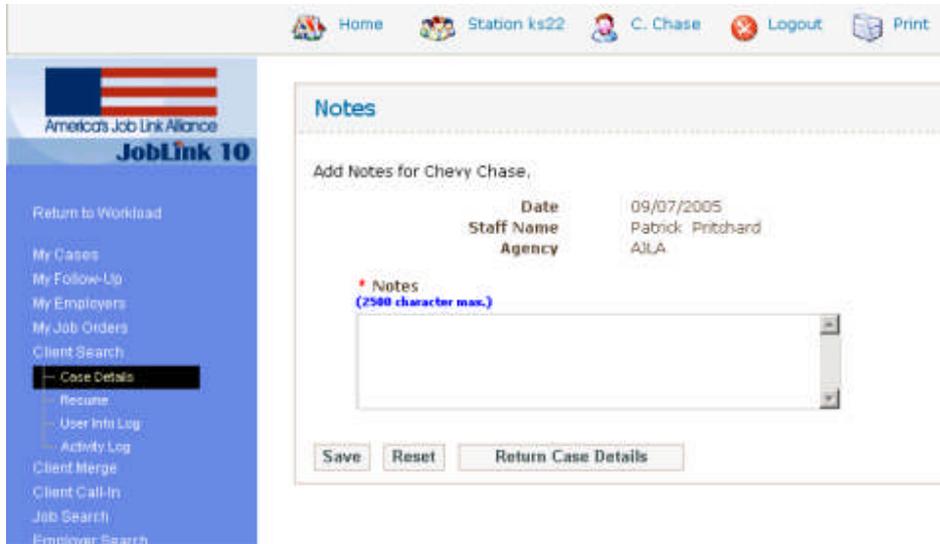
Enter the name of the test and enter notes pertaining to the testing process. The date given is today's date and editable. Enter the name of the contact person. Information about test results should be directed to the Contact Person. Click the **Save** button.

Type of Test	Date Given	Edit
Minnesota Multiphasic	06/18/2008	Edit

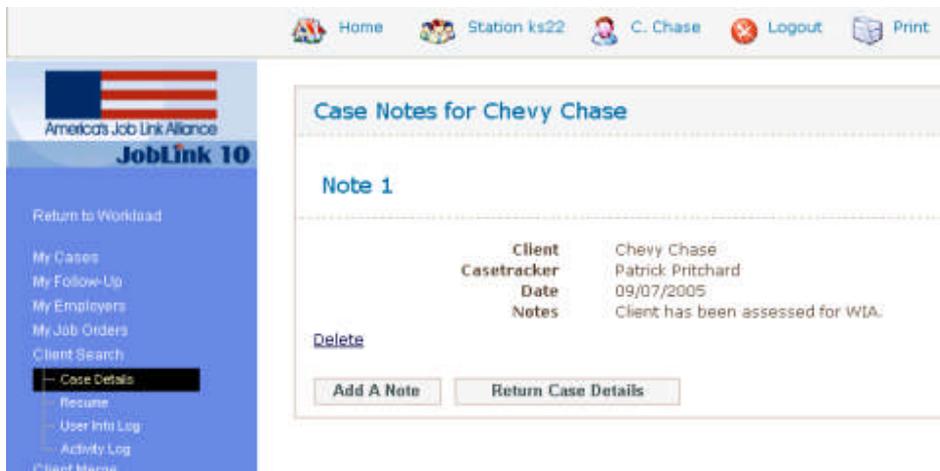
The type of test, date of the test and Edit link will display. Click on the **Edit** Link to view and edit testing information or delete the testing information by clicking the **Delete** button. Click the **Return** button.

Client Notes

Navigation: The number of notes related to the client is displayed. To add a note click Client Notes link.



The current date, staff name, and agency display. You may enter client notes. These notes will be viewable by other staff that have a ServiceLink account. Click the **Save** button.



The client name, staff name, date of note, and note is displayed. If you need to delete the note, click the **delete** link. Click the **Return to Case Details** button.

Preferred Employer List

Navigation:

The client may indicate the name of employer for whom they would like to work by conducting an employer search. Click the Preferred Employer List link then the **Continue** button..

Add Preferred Employer

In order to specify a preferred employer for Chevy Chase you must first search for and select an employer. After finding an employer in the search results, click on the employer's name to continue to the notes entry page.

Search Employer

Related Links: [Results](#)

Please complete one or more of the fields below to search for staff-assisted companies. You will be able to create and edit job orders for the companies listed in your search results. For some of the companies in the system, you may need to supply additional information in order to establish their account for use.

Company Name

FEIN

SEIN (for testing)

Zip -

Select the name of a specific employer and click the **Search** button.

Results

Related Links: [Search Employer](#)

Your search returned 3 results. Click on the company name to go to the Employer Details. If the company you are searching for is not in the results click on the "Micro202" button at the bottom of the page to view more employers.

Company Name	City	Zip	SEIN (for testing)	Status
EAGLE CREEK CORPORATION	WICHITA	342767		Approved
EEK Corporation	Lawrence	66049	666666	Approved
Middlecreek Corporation	Peabody	66866	203093	Approved

Choose the employer for whom you were searching by clicking on the employer name.

Add Preferred Employer

Add Preferred Employer for Chevy Chase. Click the save button to save changes.

Date 06/18/2008
Staff Name Patrick Pritchard
Office Kansas Department of Commerce
Employer Name EEK Corporation
Employer Address 4213 Wheat State
 Lawrence, KS 66049

O*NET-SOC

Notes
 (1500 character max.)

The staff person's name and office display. Select a specific ONET code for the type of job the job seeker wants and click the **ONET Lookup** button. Click the **Save** button.

Preferred Employer List

Employer Name	City	Date	Occupational Code and Title	Office Station Desk
EEK Corporation	Lawrence	06/18/2008	13-1071.01 Employment Interviewers	3101/ks22

The name of the employer and occupational title and code will display.

Job Search

Navigation: The Case Manager may conduct a Job Search on behalf of client by utilizing client's job objective created in the client's Work History or on line Job Link Resume. Click on the Job Search link.



The screenshot shows the JobLink 10 interface. On the left is a blue sidebar with the 'Americas Job Link Alliance' logo and 'JobLink 10' text. Below the logo are links: 'Return to Workload', 'My Cases', 'My Follow-Up', 'My Employers', 'My Job Orders', and 'Client Search'. The main content area is titled 'Objectives' and contains a text input field with the placeholder 'Select which Objective Title to search'. Below this are two rows of objective titles with corresponding 'Search' links: 'Computer Technician' and 'Registered Nurse'.

Objectives	
Select which Objective Title to search	
Computer Technician	Search
Registered Nurse	Search

Select the appropriate objective title and click the [Search](#) link to the right of the objective title. If the client has not created a job objective or entered a work history and declared a job objective, the Case Manager may want to assist the client in creating a resume and a job objective by clicking on the [Resume](#) link in the Control Panel.

The Set Search Parameters page will appear. Select the appropriate search parameters and click the [Search](#) button. Most recent 25 job orders will display (Cropped screen)



JobLink 10

Return to Worklist

- My Cases
- My Follow-Up
- My Employers
- My Job Orders
- Client Search
- Client Merge
- Client Call-in
- Job Search
 - Display Jobs
 - Modify Search**
- Employer Search
- Disability Resources
- Resume Search
- Group Activity
- Account Info
- Self Service Tracker
- Reporting
- Edit Password
- Self Referrals
- User Lookup
- WARN Listings
- Provider Search

Chew Chase Agency List

Set Search Parameters

Choose the criteria to limit your search. Then click the 'Search' button to display the results.

Classification Currently searching for Registered Nurses positions.

Keyword Match: Select one from below

Any

All

Exact

Keywords

*** Locations** You may select multiple entries by holding down the ctrl key.

- All Locations
- Search by Area
- Atchison Area
- Chanute Area
- Colby Area
- Dodge City Area
- El Dorado Area
- Emporia Area
- Garden City Area

Broaden Area?

Type of Employer Select one from below

Non-Military

Military

Federal Contractor

Hourly Salary Preferred Hourly Salary

If you enter a salary, jobs marked with salary type "Other" will not be returned.

Commercial Driver's License Select all that apply

Class A

Class B

Class C

Type of Employment No Preference

Preferred Shift No Preference

Required Education You may select multiple entries by holding down the ctrl key.

- No Preference
- No Educational Requirement
- Some High School or less
- High School Diploma or Equivalent
- Vocational Certificate or Credential
- Some College

Health Benefits No Preference

View Only Disaster Recovery Jobs

Public Transportation Accessible

Child Care Provided

View Temporary Positions Only

Local Office Select an office

Station Desk

Job Status Active

Employer Name

Zip code nnnn - nnnn

Job Search Profiles

?* Would you like to save this search? Select one from below

Yes

No

Search Name



JobLink 10

- Return to Workload
- My Cases
- My Follow-Up
- My Employers
- My Job Orders
- Client Search
- Client Merge
- Client Call-In
- Job Search
 - Display Jobs
 - Modify Search
- Employer Search
- Resume Search
- Group Activity
- Account Info
- Self Service Tracker
- Reporting
- Edit Password
- Self Referrals
- User Lookup
- New Account
- WARN Listings
- Provider Search
- Chewy Chase
- Agency List

Records 1 to 25 of 105

Sort by:	Last Updated	Title	City	Max. Sal.
----------	--------------	-------	------	-----------

Your search returned 105 potential matches.

- 1. Account Clerk/License & Records** Last Updated: 08/17/2005

City: Manhattan, KS
 Order Number: 8076384
 Basic Job Information: \$11.71 - \$11.71, Full-time
 Required Education: High School Diploma or Equivalent
 Required Experience: No Experience Requirement
 Full-time position provides clerical and bookkeeping support for the Riley County Clerk's office. Starting wage \$11.11 per hours with excellent benefits. Applications are required and can be accessed, along with a job description, at www.rileycountyks.gov/employment and clicking on the link at Current Job Listings. For more information e-mail jdean@rileycountyks.gov or phone (785) 565-6464. Equal Opportunity Employer.
- 2. Truck Mechanic** Last Updated: 07/28/2005

City: Emporia, KS
 Order Number: 8072713
 Basic Job Information: \$0.00 - \$0.00, Full-time
 Required Education: High School Diploma or Equivalent
 Required Experience: 5 Years 0 Months
 We are looking for a truck mechanic including both gasoline and diesel engine experience. Will repair trucks from brakes to engines. Must have a valid CDL drivers license. Must be at least 21 years old. Starting wage depends on experience. Shifts may vary to include weekends and nights. Applications to be completed at Emporia Workforce Center, 512 Market, Emporia, KS.
- 3. District Salesperson** Last Updated: 07/14/2005

City: Topeka, KS
 Order Number: 8046892
 Basic Job Information: \$25,000.00 - \$40,000.00, Full-time
 Required Education: High School Diploma or Equivalent
 Required Experience: No Experience Requirement
 Capper's Insurance, Inc. has an immediate opening for a full-time district salesperson. We market an extensive line of individual accident, health, life and annuity products using the foundation of a large, established, subscriber base of well-respected publications. Our existing customer base along with personal prospecting, non-subscriber sales calls and referral selling create an exceptional insurance sales career opportunity. Our professional sales employees enjoy access to a complete b...
- 4. Laboratory Technician** Last Updated: 07/09/2005

City: Lenexa, KS
 Order Number: 8076232
 Basic Job Information: \$9.00 - \$11.00, Full-time
 Required Education: High School Diploma or Equivalent
 Required Experience: No Experience Requirement
 Laboratory Technician -- Prep and Fill Department. Preparation of filling equipment and materials needed to support the final bottling of product. Filling of final product. Labeling, marking, sampling of final product to meet USDA requirements. General laboratory clean up.
- 24. Shift Manager** Last Updated: 07/07/2005

City: Emporia, KS
 Order Number: 8070071
 Basic Job Information: \$7.00 - \$7.00, Full-time
 Required Education: High School Diploma or Equivalent
 Required Experience: 0 Years 6 Months
 Will work as a Shift Manager supervising employees, cash handling, waiting on customers, getting drinks and other duties as assigned. This is a working supervisor position so employee will learn all phases of restaurant. Will work approximately 30 hours per week mostly in the evenings. (4:00pm-close). Days and hours to be arranged with employer. Employer needs someone who has flexible hours. (Apply direct).
- 25. This job order was inactivated.** Last Updated: 09/07/2005

Results pages: [1](#) [2](#) [3](#) [4](#) [5](#) | [Next >>](#)

Current Oklahoma Job Link active job orders that match the client's job objective classification will display.

Case Manager may review the jobs listed and make an appropriate Referral decision, or modify the search by clicking modify search in the Control Panel.

Job Referrals

Navigation:

The number of staff assisted Job Referrals made on behalf of the client is displayed. Click on the Job Referrals link to view the Job Referrals and result any outstanding referrals.

Job Referrals

Referrals for Chevy Chase
Click a Job Referral Title to enter referral status information.

Job	Company	Date of Referral	Date to Report	Status	Stationdesk	Office	Delete	Reprint Referral Letter
Equipment Operator	Bayer Construction Company, Inc.	04/25/2007	04/26/2007	Not Hired	ks22	State Admin		Reprint
Truck Driver	PROFESSIONAL CARGO	11/27/2007	N/A	Not entered yet	ks22	State Admin	Delete	Reprint

Return To Case Details Return To Job Search Results

(Split Screen) The job title, company name, date of referral, date to report for interview, status of Referral, Station Desk, Office, Delete, and Reprint Referral Letter link are displayed. The case manager may click on job title to update status of Referral.

Placement Outcome

Please select an outcome for this referral.

Outcome: Not Yet Placed

Do you wish to mark all other referrals tied to this job order as "Not Hired"? Please note that the joborder lists 1 opening(s) and, so far, 0 client(s) have been hired.

Stationdesk: ks22
Office: State Admin

Save and Return to Referral List Return To Job Referrals

The Placement Outcome screen is displayed. The case manager can enter the results of a Referral by clicking on the drop down menu under Outcomes and selecting Hired, Not Hired, Refused Job, Failed to Apply, or Not Qualified. The case manager has the option of marking all other Referrals "Not Hired" by indicating "Yes" to the question, "Do you wish to mark all other Referrals tied to this job order as "Not Hired"? Click the **Save and Return to Referral List** button.



Placement Outcome

Please enter the hiring information.

* Placement Date: 09/07/2005
(Example: MM/DD/YYYY)

* Placement Wage: \$0.00

?* Wage Type: Select one from below
 Hourly
 Annual

[Save and Return to Referral List](#)

[Return To Job Referrals](#)

If client is Hired, a Placement Outcome screen will appear. Today's date will appear as Placement Date and is editable. The case manager will enter placement wage, either annual or hourly; and wage type, select annual or hourly. Click the **Save and Return to Referral List** button.



Job Referrals

Referrals for Chevy Chase
Click a Job Referral Title to enter referral status information.

Job	Company	Date of Referral	Date to Report	Status	Stationdesk	Office	Delete	Reprint Referral Letter
Equipment Operator	Bayer Construction Company, Inc.	04/25/2007	04/26/2007	Not Hired	ks22	State Admin		Reprint
Truck Driver	PROFESSIONAL CARGO	11/27/2007	N/A	Hired	ks22	State Admin		Reprint

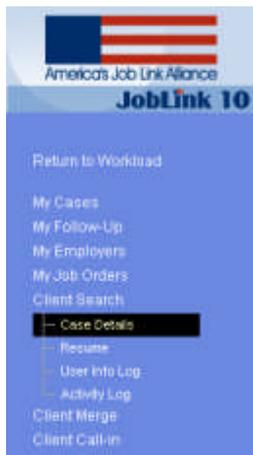
[Return To Case Details](#) [Return To Job Search Results](#)

The status of the job order will reflect the Referral result and the delete link will disappear. If Referral results have been posted, you may not delete the Referral. Click the **Return to Case Details** button.

Job Developments

Navigation:

The number of staff assisted job developments made on behalf of the client display. To view the job development information Click the Job Developments link.



Job Developments				
Job Developments for Fred Flintstone				
Company	Development Date	Interview Scheduled	Interview Date	Entered By
EEK Corporation	06/22/2006	Yes	06/23/2006	Patrick Pritchard
Barton County Community College	04/16/2007	Yes	04/17/2007	Patrick Pritchard

[Return](#)

The name of company, date of job development, whether or not an interview was scheduled, interview date, and name of the staff person who made the job development is displayed. Click the Company Name link to access the Employer Details page and click the Job Development link to view and/or edit the job development information. Click the [Return](#) button to return to the Case Details.

Job Placement

Navigation:

The Job Placement page captures information about a client's job placements. To add a job placement, click the Job Placement link.



Job Placements	
Job Placements for Chevy Chase	
Add Job Placement	Return to Case Details

Click the [Add Job Placement](#) button.

America's Job Link Alliance
JobLink 10

Return to Workload

My Cases
My Follow-Up
My Employers
My Job Orders
Client Search
Case Details
Recume
User Info Log
Activity Log
Client Merge
Client Call-In
Job Search
Employer Search
Resume Search
Group Activity
Account Info
Self Service Tracker
Reporting
Edit Password
Self Referrals
User Lookup
New Account
WARN Listings
Provider Search

Chevy Chase
Barton County Community College
Agency List

Job Placement Details for Chevy Chase

* Job Title:

* Company Name:

Job Location

Address:

City:

State:

Zip:

Phone:

Email:

Contact Information

Contact Person:

Contact Person's Job Title:

Address:

City:

State:

Zip:

Phone:

Email:

Start Wage and Date

* Start Date:
(Example: MM/DD/YYYY)

* Start Wage:

Start Wage Type: Select one from below

Hourly

Annual

Other

Start Wage Descriptor:

End Wage and Date

End Date:
(Example: MM/DD/YYYY)

End Wage:

End Wage Type: Select one from below

Hourly

Annual

Other

End Wage Descriptor:

Description and Duties of the Job:
(2000 character max.)

* Number of Hours per Week: Choose an answer entry

Explanation of Hours per Week, if Unable to Determine:

Medical Benefits
(2000 character max.)

Placement Made By:

* Casetracker:

Save Clear Cancel

Instructions for Completion:

Field Name	Valid Entries
Job Title is required	Enter the job title of the job in which the client was placed.
Company name is required	Enter the name of the company in which the client was placed.
Job Location is not required	Address, phone number and email address may be entered.
Contact Information is not required	The contact person's name, job title, address, phone number, and e-mail address may be entered.
Start Date is required	Enter the date that the job began (mm/dd/yyyy).
Start Wage is required	Enter the starting wage, i.e. 8.00 or 25000
Start Wage Type is required	Enter the type of wage hourly, annual or other.
Start Wage Descriptor	If wage type is other, enter description of wage.
End Wage and Date is not required	If job ended you may enter the ending wage information and the description of the job duties.
Hours per week are required	Select the hours worked per week from the drop down menu. If unable to determine the hours per week, explain in explanation of hours per week.
Medical Benefits are not required	You may enter any medical benefits that the client received while employed on the job.
Placement made by is not required	Select the method of placement from the drop down menu.
Casetracker	Name and station desk number of the case manager entering the placement is pre-filled and editable.
	Click the Save button.



The job title, name of the company, start date, end date (if the job has ended), office, and station desk number of the staff person entering the placement information display. Click the [Return to Case Details](#) button.

Printable Version

Navigation:

This feature allows you print a hard copy of the universal information section, the program registration and enrollment sections. Click on the Printable Version link.

See Next Page -

Print Universal Information

Universal Sections

Select all that apply

- Contact Information
- Alternate Contacts
- Demographic Information
- Eligibility
- Self-Service Services
- Partner-Provided Services
- Interagency Referrals
- Current Enrollments
- Co-Registrations
- Employment History
- Client Notes
- Job Referrals
- Job Development
- Job Placement
- EEO Notice

WIA (12/14/2006)

Program Info Select all that apply

- Wages
- Program Notes

Adult (Local Formula) Select all that apply

- Enrollment Info
- Goals and Interests
- Service and Training
- Employment Plan
- Enrollment Notes
- Needs and Barriers
- Contact Info Snapshot
- Demographics Snapshot
- Eligibility Snapshot

Dislocated Worker (Local Formula) Select all that apply

- Enrollment Info
- Goals and Interests
- Service and Training
- Employment Plan
- Enrollment Notes
- Needs and Barriers
- Contact Info Snapshot
- Demographics Snapshot
- Eligibility Snapshot

LE (12/14/2006)

Program Info Select all that apply

- Wages
- Program Notes

Job Service Select all that apply

- Enrollment Info
- Goals and Interests
- Service and Training
- Employment Plan
- Enrollment Notes
- Needs and Barriers
- Contact Info Snapshot
- Demographics Snapshot
- Eligibility Snapshot

Check the boxes of the sections that you wish to print. If you wish to print all sections, click the **Check All** button. Click the **Print Preview** button to preview the information that you wish to print. To print the page, use the print function on your browser. You may print information for each program enrollment (LE, WIA, etc.).

Online Client Release

Navigation:

This feature allows the client to grant release of their Service Link information to other agencies and providers. Click the On-Line Client Release link.

Authorization to Obtain Information

In the course of providing employment assistance, other agencies/organizations may require access to your personal information. Please review and mark all that apply:

I authorize the ServiceLink System to release and/or provide, on a need-to-know basis, that information which is reasonably necessary to accomplish the goals and objectives of my employment and training plan or self-sufficiency plan, unless the release or provision of such information is otherwise prohibited by law or regulation.

I authorize release of information, as above, to any of the ServiceLink One-Stop partner programs that are service providers as part of my employment or self-sufficiency plan. I authorize release of information, as above, to any service provider from whom I request additional services over and above those that are part of my employment or self-sufficiency plan.

I HEREBY authorize release of the following information to the Service Link One-Stop Case Management System, unless the release or provision of such information is otherwise prohibited by law or regulation:

As a condition to my authorization the Service Link System agrees to use the information obtained solely for purposes authorized by law and regulation including, but not limited to, determining eligibility for employment and training programs, developing an appropriate employment or self-sufficiency plan, and helping me achieve my occupational goals. This authorization is valid for a period of thirty-six (36) months from this date or until the date of exit from programs and services, whichever is sooner. This authorization is valid for the purpose of obtaining information for program performance reporting and participant follow-up activities related to post-exit employment and earnings, to include wage record information, and for the purpose of obtaining educational information relating to vocational certification for a period not to exceed eighteen (18) months from the date of exit from programs and services.

Social and Rehabilitation Services (SRS) may provide information regarding my participation in Economic Employment Support Programs (EES) and/or Rehabilitation Services Programs (RS).

The Department of Labor may provide information related to employer reported wage records, employer reported new hire information, and Unemployment Insurance Benefit information.

The Department of Commerce may provide information regarding my participation in Employment, Reemployment, and Training programs.

The Department of Education may provide my GED test scores and records relating to my current and past education, as maintained by local and state education programs.

The Board of Regents may provide my GED test scores and records relating to current and past education, as maintained by members of the Regents system.

Employment information maintained by current and past employers.

As authorization of approval verification you must provide your account:

* User ID

* Password

The client may read through the information and check the appropriate box to grant access by entering their user ID and password and click on the **Release Info** button. Failure to grant the release of information may disqualify the person from program participation.

Printable Client Release

Navigation:

This feature allows you to print the client release form in hard copy and have the person read and sign it verifying approval of release of the information. Click the Printable Client Release link. To print the page use the print function on your browser.

EEO

Navigation:

Provides the client information on their Equal Opportunity rights and obligations according to law and instructions on reporting Equal Opportunity complaints. You may have the client read the statement by clicking on the EEO link and/or print the statement using your print function on your browser.

Program Registrations and Enrollments

LE Program Registrations

This section of the Case Details displays information on the programs of registration of the client.

Program Registrations	
Job Service	Open - Topeka Workforce Center office S&T Plan
Workforce Investment Act	This client has never been registered in WIA.
Trade Act	The client is not eligible for TAA/NAFTA-TAA.
Reemployment Services	The client is not eligible for RES.
Unemployment Insurance	The client is not eligible for UI.
SCSEP	The client is not eligible for SCSEP.

[My Cases](#) [My Follow-up](#) [Client Search](#)

Copyright © 2001-2005 America's Job Link Alliance | Section 508 Compliant | Privacy Policy | Equal Opportunity | Browser Settings

If the client is registered in a program, the status of the registration and the office in which the person was registered will appear to the right of the program name.

Program Registrations	
Job Service	08/03/2004 - 06/30/2005 in Atchison Workforce Center office
Workforce Investment Act	The client is not eligible for WIA.
Trade Act	The client is not eligible for TAA/NAFTA-TAA.
Reemployment Services	The client is not eligible for RES.
Unemployment Insurance	The client is not eligible for UI.
SCSEP	The client is not eligible for SCSEP.

[My Cases](#) [My Follow-up](#) [Client Search](#)

Job Service registrants whose enrollment has closed will show the beginning and end dates.

Program Registrations

Job Service	Open - State Admin office S&T Plan 12/17/2003 - 09/30/2004 in Atchison Workforce Center office 12/31/2002 - 09/30/2003 in Leavenworth Workforce Development Center office 05/31/2000 - 06/30/2002 in Leavenworth Workforce Development Center office
Workforce Investment Act	The client is not eligible for WIA.
Trade Act	The client is not eligible for TAA/NAFTA-TAA.
Reemployment Services	The client is not eligible for RES.
Unemployment Insurance	12/14/2003 - 12/13/2004 (locked) in Leavenworth Workforce Development Center office
SCSEP	The client is not eligible for SCSEP.

My Cases My Follow-up Client Search

A new Job Service registration will be created with the entry of a program service or Referral. When a Job Seeker is self registering for Job Service, the auto add enrollment will check to make sure the selected office has the appropriate security rights for Job Service. Programs in which the client is not eligible will display. Enrollment start date must be at least 90 days after an exit end date for a prior enrollment.

To access Program Details click on the link under Program Registration, i.e. [Open – State Admin office](#).

Home Station ks22 E. Alexander Logout Print

America's Job Link Alliance
JobLink 10

Return to Workload

- My Cases
- My Follow-Up
- My Employers
- My Job Orders
- Client Search
 - Case Details
 - Resume
 - User Info Log
 - Activity Log
- Client Merge
- Client Call-In
- Job Search
- Employer Search
- Resume Search
- Group Activity
- Account Info
- Self Service Tracker
- Reporting
- Edit Password
- Self Referrals

LE Program Details for Eric C Alexander

Program ID	493979
Reassign Office	Current Office: State Admin Reassign the office for this particular program registration.
Wages	Enter wage information.
Outcomes	Enter outcome information.
Program Notes	There have been no notes entered for this program.
Enrollment/Eligibility Date List	View the enrollment and eligibility dates.
Printable Version	Select the program sections to print.

LE Enrollments

Job Service	09/07/2005 - Open
-------------	-----------------------------------

Return to Case Details

Navigation:

Program ID - Is a program registration identification number assigned to each client.

Reassign Office is a link provided to Directors only to change the office assignment of clients when requested by local centers and out-of-state registrants who were initially assigned to the E&T Admin office.

Wages is a link that provides wage information received from UI wage records for four quarters prior to participation and any supplemental wages reported.

The screenshot shows the JobLink 10 web application interface. At the top, there is a navigation bar with links for Home, Station ks22, E. Alexander, Logout, and Print. Below this is the JobLink 10 logo and a sidebar menu with various options like Return to Workload, My Cases, My Follow-Up, My Employers, My Job Orders, Client Search, Case Details, Resume, User Info Log, Activity Log, Client Merge, Client Call-In, Job Search, Employer Search, Resume Search, Group Activity, Account Info, Self Service Tracker, Reporting, Edit Password, Self Referrals, User Lookup, New Account, WARN Listings, and Provider Search. The main content area is titled 'Prior to Participation' and shows 'Wages for Eric C. Alexander'. It is divided into four sections: 'First Quarter Wages', 'Second Quarter Wages', 'Third Quarter Wages', and 'Fourth Quarter Wages'. Each section contains the text 'UI Wages are not present in this quarter.' and 'Supplemental wages are not present in this quarter.' At the bottom of the page, there are two buttons: 'Add' and 'Return To Program Details'.

Click the **Add** button to add supplemental wages.

Instructions for Completion:

Field Name	Valid Entries
Employed in quarter is required	Indicate the quarter reporting wages.
Employer name is required	Indicate the Employer who paid wages to the client.
Company City is required	Enter the city location of the Employer.
Company State is required	Enter the state from the drop down menu where the Employer is located.
Source of supplemental data	Indicate the source of the supplemental wage information from the drop down menu.
Total earnings for quarter is required	Enter total wage earnings for the quarter.
	Click the Save button.

Click the **Return to Program Details** button.

Outcomes - See WIA Registrations

Program Notes is a link to allow staff to enter program registration notes on the client.

Today's date, the name of the staff person entering the note and the agency are displayed. Notes entered are viewable by all staff with access to LE registrations. Click the **Save** button.

The screenshot shows the top navigation bar with links for Home, Station ks22, J. Alexander, Logout, and Print. A left sidebar contains menu items: Return to Workload, My Cases, My Follow-Up, My Employers, My Job Orders, Client Search, Case Details (highlighted), Resume, User Info Log, and Activity Log. The main content area is titled "Case Notes for Jason Alexander" and contains a "Notes" section with the text: "There are no notes entered for this enrollment. This enrollment is closed and new notes cannot be added to closed enrollments." Below the notes is a "Return Program Details" button.

If the program enrollment is closed, you may not enter program notes on a closed enrollment.

Enrollment/Eligibility Date List is a link to view the client's eligibility, enrollment, and participation dates.

The screenshot shows the "Job Service" section of the interface. It includes the "America's Job Link Alliance JobLink 10" logo and the same left sidebar as the previous screenshot. The main content area displays the following information:

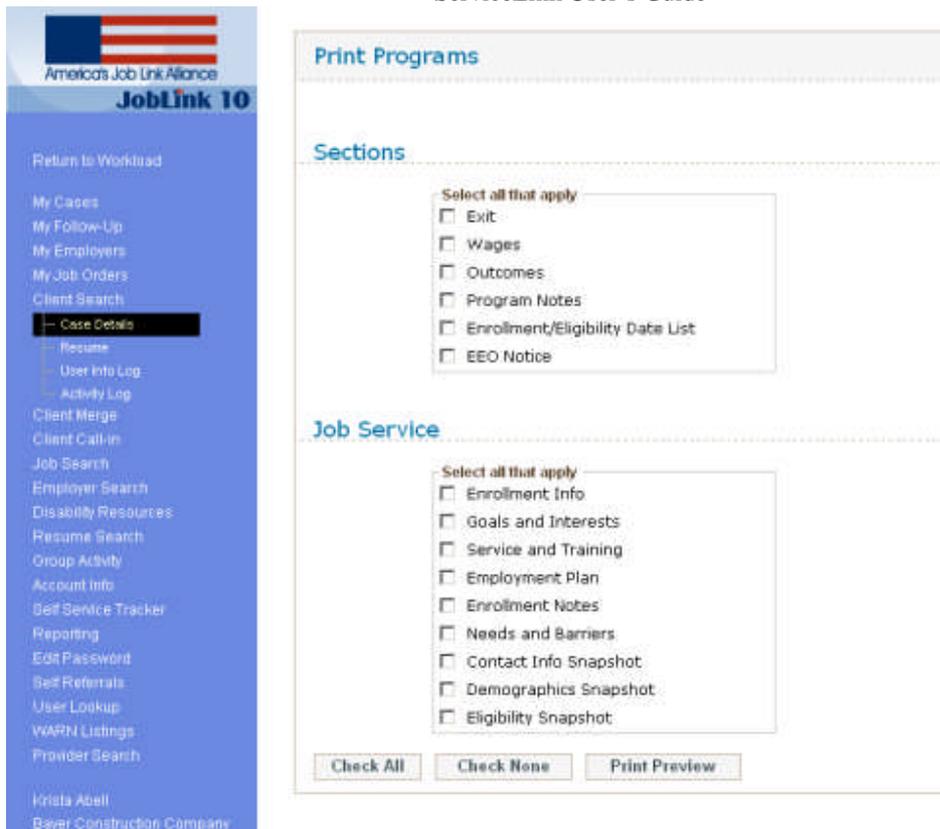
Website Registration Date: 05/10/2005
Program Enrollment Date: 06/18/2008

Enrollment	Eligibility Date	Enrollment Date	Participation Date
Job Service	05/10/2005	06/18/2008	06/18/2008

Below the table is a "Return to Program Details" button.

Click the **Return to Program Details** button.

Printable Version is a link that allows printing of program registration and enrollment information.



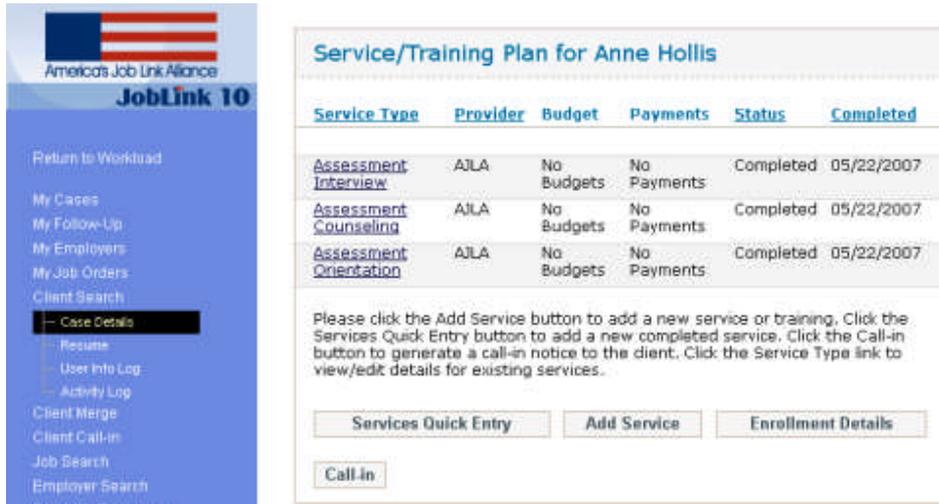
Check the boxes of the sections that you wish to print. If you wish to print all sections, click the **Check All** button. Click the **Print Preview** button to preview the information that you wish to print. To print the page, use the print function on your browser.

S&T Plan

Navigation:

You may record LE services to the client by clicking on the **S&T Plan** link under Program Registration.





The screenshot displays the ServiceLink user interface. On the left is a blue navigation menu with the 'JobLink 10' logo and the 'America's Job Link Alliance' logo. The menu items include: Return to Workload, My Cases, My Follow-Up, My Employers, My Job Orders, Client Search, Case Details (highlighted), Resume, User Info Log, Activity Log, Client Merge, Client Call-in, Job Search, and Employer Search. The main content area is titled 'Service/Training Plan for Anne Hollis' and contains a table with the following data:

Service Type	Provider	Budget	Payments	Status	Completed
Assessment Interview	AJLA	No Budgets	No Payments	Completed	05/22/2007
Assessment Counseling	AJLA	No Budgets	No Payments	Completed	05/22/2007
Assessment Orientation	AJLA	No Budgets	No Payments	Completed	05/22/2007

Below the table, there is a text instruction: 'Please click the Add Service button to add a new service or training. Click the Services Quick Entry button to add a new completed service. Click the Call-in button to generate a call-in notice to the client. Click the Service Type link to view/edit details for existing services.' At the bottom of the main content area are four buttons: 'Services Quick Entry', 'Add Service', 'Enrollment Details', and 'Call in'.

Navigation:

Previous services provided during the current registration period are listed by service type, service provider, status, and date if service completed. To add a service click the **Add Service** or the **Services Quick Entry** button.

Services Quick Entry

See next page -

Home Station ks22 C. Chase Logout Print

Services Quick Entry for Chevy Chase

Enter only **completed** services on this page. The services entered here will appear on the Service and Training Plan.

Service 1:

Service Type	<input type="text" value="Select one"/>
Date Completed	<input type="text" value="09/08/2005"/> <small>(Example: MM/DD/YYYY)</small>
Office	<input type="text" value="0 - State Admin"/>
Station Desk	<input type="text" value="ks22"/>
Staff Name	<input type="text" value="Patrick Pritchard"/>
Agency	<input type="text" value="State Admin"/>

Service 2:

Service Type	<input type="text" value="Select one"/>
Date Completed	<input type="text" value="09/08/2005"/> <small>(Example: MM/DD/YYYY)</small>
Office	<input type="text" value="0 - State Admin"/>
Station Desk	<input type="text" value="ks22"/>
Staff Name	<input type="text" value="Patrick Pritchard"/>
Agency	<input type="text" value="State Admin"/>

Service 3:

Service Type	<input type="text" value="Select one"/>
Date Completed	<input type="text" value="09/08/2005"/> <small>(Example: MM/DD/YYYY)</small>
Office	<input type="text" value="0 - State Admin"/>
Station Desk	<input type="text" value="ks22"/>
Staff Name	<input type="text" value="Patrick Pritchard"/>
Agency	<input type="text" value="State Admin"/>

Service 4:

Service Type	<input type="text" value="Select one"/>
Date Completed	<input type="text" value="09/08/2005"/> <small>(Example: MM/DD/YYYY)</small>
Office	<input type="text" value="0 - State Admin"/>
Station Desk	<input type="text" value="ks22"/>
Staff Name	<input type="text" value="Patrick Pritchard"/>
Agency	<input type="text" value="State Admin"/>

Service 5:

Service Type	<input type="text" value="Select one"/>
Date Completed	<input type="text" value="09/08/2005"/> <small>(Example: MM/DD/YYYY)</small>
Office	<input type="text" value="0 - State Admin"/>
Station Desk	<input type="text" value="ks22"/>
Staff Name	<input type="text" value="Patrick Pritchard"/>
Agency	<input type="text" value="State Admin"/>

Save Reset Return to Service and Training Plan

Select the LE service type from the drop down menu. Date completed, office, station desk number, staff person's name entering the service, and agency are pre-filled and editable. Click the **Save** button.

Add Service

Service entered into the Service and Training Plan format.

The screenshot shows the 'Service Details for Krista Abell' form in the JobLink 10 system. On the left is a navigation menu with options like 'Return to Workload', 'My Cases', 'My Follow-Up', 'My Employers', 'My Job Orders', 'Client Search', 'Case Details', 'Resume', 'User Info Log', 'Activity Log', 'Client Merge', 'Client Call-in', 'Job Search', 'Employer Search', 'Disability Resources', 'Resume Search', 'Group Activity', 'Account Info', 'Self Service Tracker', 'Reporting', 'Edit Password', 'Self Referrals', 'User Lookup', 'WARN Listings', 'Provider Search', 'Krista Abell', 'Bayer Construction Company Inc', and 'Agency List'. The main form area contains the following fields and controls:

- Search Providers:** Buttons for 'Training Providers' and 'Service Providers'.
- Service Type:** A dropdown menu with a red asterisk indicating it is required.
- O*NET-SOC:** A text input field with an 'ONET Lookup' button.
- CIP:** A text input field with a 'CIP Lookup' button.
- Status:** A dropdown menu with a red asterisk indicating it is required.
- Total Cost:** A text input field with a red asterisk indicating it is required.
- Provider Name:** A text input field.
- Provider Address1:** A text input field.
- Provider Address2:** A text input field.
- Provider City:** A text input field.
- Provider State:** A dropdown menu.
- Provider Zip:** A text input field with a format of 'nnnn - nnnn'.
- Provider Phone:** A text input field with a format of 'nnn-nnn-nnnn'.
- Provider Fax:** A text input field with a format of 'nnn-nnn-nnnn'.
- Est. Start Date:** A text input field with a format of 'mm/dd/yyyy' and an example '(Example: MM/DD/YYYY)'.
- Est. End Date:** A text input field with a format of 'mm/dd/yyyy' and an example '(Example: MM/DD/YYYY)'.
- Actual Start Date:** A text input field with a format of 'mm/dd/yyyy' and an example '(Example: MM/DD/YYYY)'.
- Actual End Date:** A text input field with a format of 'mm/dd/yyyy' and an example '(Example: MM/DD/YYYY)'.
- Office:** A dropdown menu with the value '3101 - Topeka Workforce Center'.
- Station Desk:** A text input field with the value 'ks22'.
- Buttons:** 'Add', 'Reset', and 'Return to Plan'.

Instructions for Completion:

Field Name	Valid Entries
Service Type is required	Select the type of service from the drop down menu.
O*NET-SOC is required for training services.	Lookup and enter the ONET code if you are entering a training service only.
CIP code is required for training services.	Lookup and enter the CIP code if you are entering training service only.
Status is required.	Select the status of the service from the drop down menu.
Total Cost is not required.	If there is a training cost or cost for the service enter the amount here.
Provider name, address, phone and fax number	If your office is the provider leave blank.

Field Name	Valid Entries
	If not, click the Training Provider or Service Provider button at the top of the page to find the provider contact information.
Estimated Start Date is required	You must enter an estimated start date (mm/dd/yyyy).
Estimated End Date is required	You must enter an estimated end date (mm/dd/yyyy).
Actual Start Date	If the service or training has been scheduled or completed you must enter a date (mm/dd/yyyy). Cannot be a date in the future.
Actual End Date	If the service or training has been scheduled, completed, exited without completing, or unsuccessfully completed you must enter a date (mm/dd/yyyy). Cannot be a date in the future.
Office and Station Desk Number	Are pre-filled and may be edited.
	Click the Add button.

LE Enrollments

The screenshot shows the 'LE Program Details for Eric C Alexander' page. At the top, there is a navigation bar with links for Home, Station ks22, E. Alexander, Logout, and Print. On the left, there is a vertical menu with options like Return to Workload, My Cases, My Follow-Up, My Employers, My Job Orders, Client Search, Case Details (highlighted), Resume, User Info Log, Activity Log, Client Merge, Client Call-In, Job Search, Employer Search, Resume Search, Group Activity, and Account Info. The main content area is titled 'LE Program Details for Eric C Alexander' and contains several sections: Program ID (493979), Reassign Office (Current Office: State Admin), Wages (Enter wage information), Outcomes (Enter outcome information), Program Notes (There have been no notes entered for this program), Enrollment/Eligibility Date List (View the enrollment and eligibility dates), and Printable Version (Select the program sections to print). Below these sections is a heading for 'LE Enrollments' which includes a 'Job Service' entry with the date '09/07/2005 - Open' and a red arrow pointing to it. A 'Return to Case Details' button is located at the bottom of the main content area.

Click the LE Job Service enrollment date to access the client's Enrollment Details page.

LE Job Service Enrollment Details for Krista Abell

Click on the appropriate link to add, view, or edit the information. You will be restricted to information based on your privilege level.

Enrollment ID	963879
Enrollment Info	Enrolled: 06/18/2008.
EEO Notice	None
Primary CaseTracker	Patrick Pritchard ppritchard@aiaa.net Phone: (785) 296-5034
Enrolled By:	Patrick Pritchard
Goals and Interests	No goals have been entered.
Educational Grants	No grants have been entered.
Service and Training Plan	2 services have been entered.
Schedule a Service Gap	Add a scheduled service gap so the client is not soft exited.
Employment Plan	Employment plan details for this enrollment.
Enrollment Notes	Notes have not been entered.
Needs and Barriers	No Needs And Barriers
Contact Info Snapshot	604 S. Maple St., Douglass, KS 67039, 3167460080.
Demographics Snapshot	View the clients demographics information at the time of enrollment.
Eligibility Snapshot	This client's eligibility has not been determined. Please check the Demographics Information.
Printable Version	Select the enrollment sections to print.
EEO Printable Version	Print the EEO notification.

[Return to Program Details](#)

Enrollment ID - Is the program enrollment identification number assigned to the client.

Enrollment Information

Enrollment Start date is displayed. No Exit Date can be entered for labor exchange or re-employment services. If you want to inactivate this client for Job Matching enter the date of inactivation (mm/dd/yyyy) and click the **Inactivate for Job Matching** button. If a client is 'Hired' in a Full-Time Permanent job, the client will be automatically inactivated from job matching on the date of placement.



If you wish to reactivate the client for job matching, click the **Reactivate for Job Matching** button.

EEO Notice - Displays the date the client verified that they had read the EEO statement.

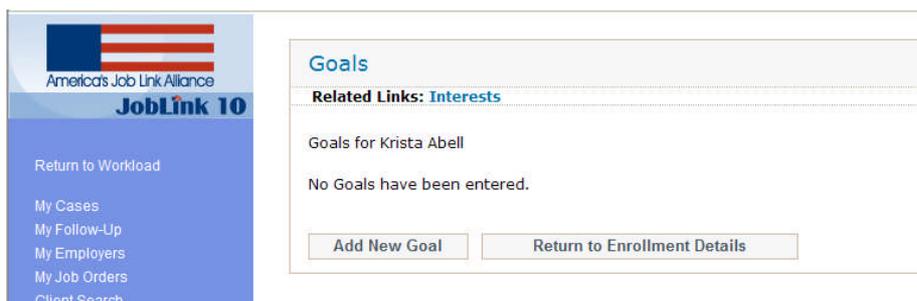
Primary Casetracker



The primary casetracker will be the staff person who registered and enrolled the client in an program. If the client self registered, you may assign a primary casetracker from the drop down menu. The case tracker's phone number and email address will display. Click the **Submit** button.

Enrolled By: Displays the name of the staff person who enrolled the client in a program, unless the client was self registered.

Goals and Interests - You may add, edit or view the client's Goals and Interests. Click on the Goals and Interest link.



Click the **Add New Goal** button.

Date Set is pre-filled with today's date and may be edited. Select Goal Type from the drop down menu. You may enter a description of the goal. You must select goal status. If the goal is not attained indicate planned date of attainment. If the goal has been attained enter the date of attainment. Click the **Save** button.

Goal Type	Date Set	Status	Date Attained
Basic Skills	06/18/2008	Set but attainment pending	Pending

Goal type, Date Set, Status, and Date Attained will display. To edit Goals, click on the Goal Type link, or you may delete the goal by clicking the **Delete Goal** button.

If you wish to enter a client's interests, click the **Interest** link.

Click the **Add Interest** button.

The screenshot shows the JobLink 10 interface. On the left is a navigation menu with options: Return to Workload, My Cases, My Follow-Up, My Employers, My Job Orders, Client Search, Case Details (highlighted), and Resume. The main content area is titled 'Interest' and shows 'Interests for Krista Abell'. There is a text input field with the label '* Description (2500 character max.)' containing the text 'Interest in arc welding.'. Below the field are two buttons: 'Save' and 'Return to Enrollment Details'.

Enter a description of the interest and click on the **Save** button.

The screenshot shows the JobLink 10 interface. On the left is a navigation menu with options: Return to Workload, My Cases, My Follow-Up, My Employers, My Job Orders, Client Search. The main content area is titled 'Interests' and shows 'Related Links: Goals'. Below that, it says 'Interests for Krista Abell' and 'Interest in arc welding.'. At the bottom are two buttons: 'Edit Interest' and 'Return to Enrollment Details'.

A description of the interest will display. To edit Interest, click on the **Edit Interest** button. Click the **Return to Enrollment Details** button.

Educational Grants - See WIA Enrollments

Service and Training Plan - See the section on LE Program Registrations – S&T Plan.

Schedule a Service Gap

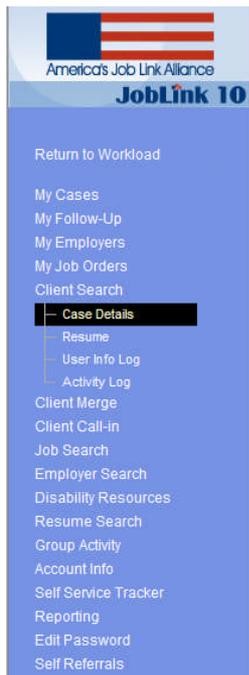
Entry of a “Gap in Service” must be done in compliance with State and Federal policy.

The screenshot shows the 'Schedule Gap in Services for Chevy Chase' form. At the top, there is a navigation bar with icons for Home, Station ks22, C. Chase, Logout, and Print. The left sidebar contains the 'JobLink 10' logo and a menu with options: Return to Workload, My Cases, My Follow-Up, My Employers, My Job Orders, Client Search, Case Details (highlighted), Resume, User Infr Log, Activity Log, Client Merge, Client Call-In, Job Search, Employer Search, and Resource Search. The main form area has the following fields: 'Gap Start Date' (mm/dd/yyyy) with a sample '(Example: MM/DD/YYYY)', 'Gap End Date' (mm/dd/yyyy) with a sample '(Example: MM/DD/YYYY)', 'Reason' (1999 character max.) with a text area, 'Office' (0 - State Admin) with a dropdown menu, and 'Station Desk' (ks22) with a text field. A 'Submit' button is located at the bottom left of the form.

If you need to schedule a gap in service for a client to prevent a soft exit enter the gap start and end dates (mm/dd/yyyy), the reason for the gap in service, and select the appropriate office from the drop down menu. The station desk number is pre-filled and can be edited. Click the **Submit** button.

The screenshot shows the 'Schedule Gap in Services' confirmation page. At the top, there is a navigation bar with icons for Home, Station ks22, C. Chase, Logout, and Print. The left sidebar contains the 'JobLink 10' logo and a menu with options: Return to Workload, My Cases, and My Follow-Up. The main form area has the title 'Schedule Gap in Services' and a message: 'You have successfully modified the service gap for this client.' Below the message is a 'Return to Enrollment Details' button.

You will see a message display indicating the gap has been scheduled successfully. The start and end dates of the scheduled gap in service will display on the enrollment details page. Click the **Return to Enrollment Details** button.



America's Job Link Alliance
JobLink 10

- Return to Workload
- My Cases
- My Follow-Up
- My Employers
- My Job Orders
- Client Search
 - Case Details**
 - Resume
 - User Info Log
 - Activity Log
- Client Merge
- Client Call-in
- Job Search
- Employer Search
- Disability Resources
- Resume Search
- Group Activity
- Account Info
- Self Service Tracker
- Reporting
- Edit Password
- Self Referrals

WIA Adult (Local Formula) Enrollment Details for Chevy Chase	
Click on the appropriate link to add, view, or edit the information. You will be restricted to information based on your privilege level.	
Enrollment ID	963512
Enrollment Info	Enrolled: 12/14/2006.
EEO Notice	None
Primary Casetracker	Patrick Pritchard ppritchard@ajla.net Phone: (785) 296-5034
Enrolled By:	Patrick Pritchard
Testing Information	View the client's information about testing related to this enrollment.
Mailing Address	Chevy Chase 1200 W 83rd Topeka ,KS 66606 7852965034
Goals and Interests	No goals have been entered.
Educational Grants	No grants have been entered.
Service and Training Plan	2 services have been entered.
Schedule a Service Gap	Closed 10/22/2007 - 10/22/2007 Add a scheduled service gap so the client is not soft exited.
Employment Plan	Employment plan details for this enrollment.
Enrollment Notes	Notes have not been entered.

If you close the Scheduled Service Gap manually prior to the scheduled end date of the gap or by the addition of a service, the Service Gap will display the start and end date of the gap with the notation of Closed.

If the client had not returned prior to the Scheduled Gap End Date and the Scheduled Service Gap is automatically closed the notation will display as Completed rather than Closed.

Employment Plan

The staff person may enter an employment plan for the client in the text box for each of the areas below. Click the **Save** button when completed.

You may print the employment plan by clicking the **Print** button, and then use the browser print button to print the page.

Home Station ks22 C. Chase Logout Print

America's Job Link Alliance
JobLink 10

- Return to Workload
- My Cases
- My Follow-Up
- My Employers
- My Job Orders
- Client Search
- Case Details**
 - Resume
 - User Info Log
 - Activity Log
- Client Merge
- Client Call-In
- Job Search
- Employer Search
- Resume Search
- Group Activity
- Account Info
- Self Service Tracker
- Reporting
- Edit Password
- Self Referrals
- User Lookup
- New Account
- WARN Listings
- Provider Search
- Chevy Chase
- Agency List

Employment Plan

Employment Plan for Chevy Chase.

Occupational Assessment and Career Research
(2500 character max.)

Justification for Employment Goal
(2500 character max.)

Justification for Vocational Goal
(2500 character max.)

Client Strengths
(2500 character max.)

Plan for Overcoming Identified Barriers
(2500 character max.)

Assistive Technology Needs for Achieving Goals
(2500 character max.)

Client Responsibilities and Agency Responsibilities
(2500 character max.)

Economic Need Statement and Planning
(2500 character max.)

Required Supportive Services During Active Participation
(2500 character max.)

Oklahoma Joblink ServiceLink User's Guide

Post Employment Needs
(2500 character max.)

Client Involvement Statement
(2500 character max.)

Client Progress Review
(2500 character max.)

Additional Notes
(2500 character max.)

Save Delete Print Clear Change Layout

You may change the layout of the employment plan by clicking on the **Change Layout** button and select those sections that you wish to view and use in the employment plan. Click the **View Sections** button. Complete the sections and click the **Save** button.

America's Job Link Alliance
JobLink 10

Return to Workload

My Cases

My Follow-Up

My Employers

My Job Orders

Client Search

Case Details

Resume

User Info Log

Activity Log

Client Merge

Client Call-In

Job Search

Employer Search

Resume Search

Group Activity

Account Info

Self Service Tracker

Reporting

Edit Password

Self Referrals

User Lookup

Employment Plan Sections

Select the Employment Plan sections to view.

Select all that apply

- Occupational Assessment and Career Research
- Justification for Employment Goal
- Justification for Vocational Goal
- Client Strengths
- Plan for Overcoming Identified Barriers
- Assistive Technology Needs for Achieving Goals
- Client Responsibilities and Agency Responsibilities
- Economic Need Statement and Planning
- Required Supportive Services During Active Participation
- Post Employment Needs
- Client Involvement Statement
- Client Progress Review
- Additional Notes

View Sections Check All Check None

Return To Enrollment Details

Enrollment Notes

Home Station ks22 C. Chase Logout Print

America's Job Link Alliance
JobLink 10

Return to Workload
My Cases
My Follow-Up
My Employers
My Job Orders
Client Search
Case Details
Resume
User Info Log
Activity Log
Client Merge
Client Call-In
Job Search

Notes

Add Notes for Chevy Chase.

Date	09/08/2005
Staff Name	Patrick Pritchard
Agency	AJLA

* Notes
(2500 character max.)

Save Reset Return Enrollment Details

You may enter notes regarding the client's enrollment. The date, staff name and agency are pre-filled and not editable. Notes can be viewed by staff that have access to the client's program of enrollment. Click the **Save** button.

Home Station ks22 J. Alexander Logout Print

America's Job Link Alliance
JobLink 10

Return to Workload
My Cases
My Follow-Up
My Employers
My Job Orders
Client Search
Case Details
Resume
User Info Log
Activity Log

Case Notes for Jason Alexander

Notes: There are no notes entered for this enrollment. This enrollment is closed and new notes cannot be added to closed enrollments.

Return Enrollment Details

If the enrollment is closed, you may not enter enrollment notes.

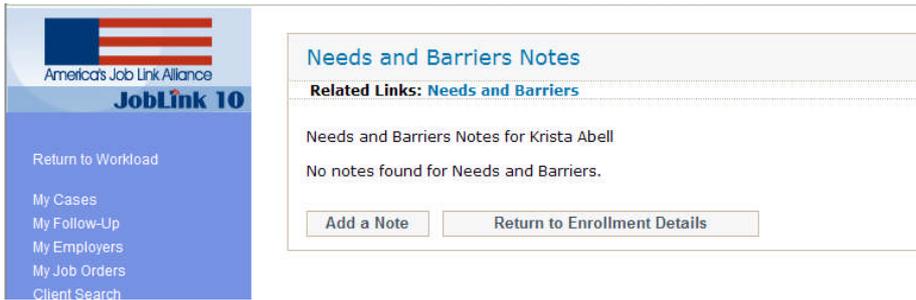
Needs and Barriers



The sidebar features the America Job Link Alliance logo at the top, followed by the JobLink 10 logo. Below the logo is a list of navigation options: Return to Workload, My Cases, My Follow-Up, My Employers, My Job Orders, Client Search, Case Details (highlighted), Resume, User Info Log, Activity Log, Client Merge, Client Call-in, Job Search, Employer Search, Disability Resources, Resume Search, Group Activity, Account Info, Self Service Tracker, Reporting, Edit Password, Self Referrals, User Lookup, WARN Listings, Provider Search, and a client profile for Krista Abell, Bayer Construction Company Inc, with an Agency List link.

Needs and Barriers	
Related Links: Needs and Barriers Notes	
Needs and Barriers for Krista Abell	
Deficient in basic literacy skills	Not entered
Limited English Language Proficiency	Not entered
LEP Primary Language	
LEP Primary Language (If Other selected above)	
School dropout	Not entered
Runaway	Not entered
Pregnant	Not entered
Parenting Teen	Not entered
Offender	Not entered
Requires additional assistance to complete an educational program	Not entered
Requires additional assistance to secure and hold employment	Not entered
Poor Work History or Prospects	Not entered
Substance Abuse	Not entered
Older Worker	Not entered
Child Care	Not entered
Transportation	Not entered
Youth who is unemployed or underemployed at registration	Not entered
Previously in the Foster Care System	Not entered
Cultural, social or geographic isolation	Not entered
Other social barriers not already indicated	Not entered
Other social barrier, if yes selected on previous question	
Return to Enrollment Details	

You may view the client's needs and barriers. You may add notes regarding needs and barriers by clicking the **Needs and Barriers Notes** link.

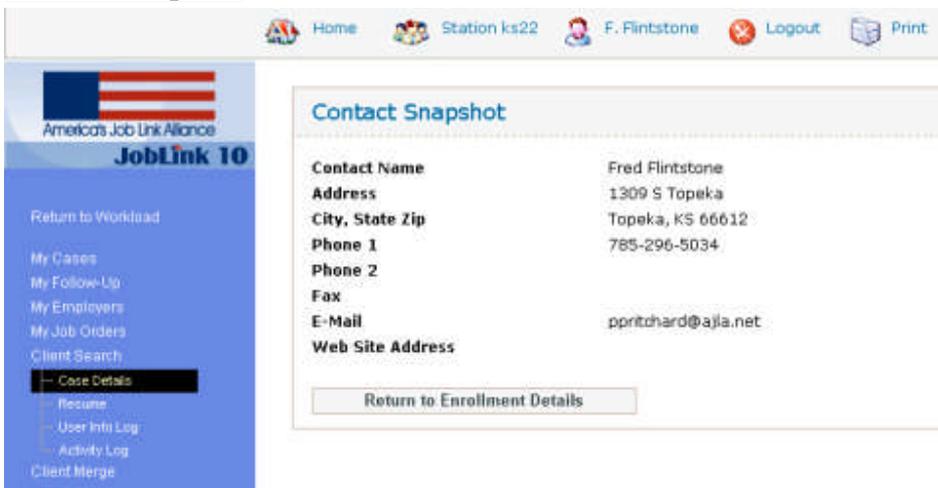


Click the **Add a Note** button.



Enter the notes regarding client's needs and barriers to employment and click the **Save** button.

Contact Snapshot



You may view the client's contact information that was entered at the time of registration and enrollment.

Demographic Snapshot - You may view the client's demographic information at the time of enrollment. Updating the snapshot could affect the client's eligibility for other programs.

Demographic Snapshot for Job Service enrollment		
WARNING: Updating the Demographic Snapshot could affect eligibility and could result in disallowed costs for previously provided services.		
Eligibility Date	05/10/2005	Edit
Area/County of Residence	Butler	
Area/County of Residence type	Not Entered	
Area/County of Service	Butler	
EES Client ID	Not Entered	
Other Agency Client ID	Not Entered	
Personal		
Social Security Number	914453913	Edit
Date of Birth	02/18/1985	
Race	White or Caucasian	
Gender	Female	
Are you a single, separated, divorced or widowed individual with primary responsibility for one or more dependents under the age 18?	No	
Number In Family		
Individual with Disability (For this question, disability means, a physical or mental impairment that substantially limits one or more of the major life activities of an individual.)	No	
Category of Disability	N/A	
Education Status	In-school, Post High School	
Highest Grade Completed	High School Graduate	
Have you served on Active Duty with the Armed Forces of the United States?	No	
Veteran Information		
Are you the spouse of any person who died on active military duty or of a military service-connected disability?	No	Edit
Are you the spouse of any member of the Armed Forces serving on active duty who at the time of this registration has been in any one or more of the following categories for more than 90 days:	N/A	
Are you the spouse of any person who has a total disability permanent in nature resulting from a military service-connected disability?	No	
Are you the spouse of a veteran who died while diagnosed with a total disability permanent in nature resulting from a military service-connected disability?	No	
Are you the spouse of a military service member of the armed forces who is receiving transitional services prior to retirement or discharge from military service?	No	
Migrant Worker		
Do you believe that you are a Seasonal Farmworker/Migrant after reading the definitions?	No	Edit
Employment Status		
Employment status	Employed	Edit
Number of weeks not employed (at time of registration) during the prior 26 weeks	N/A	
Interstate Worker	Live in A3L and looking for work in A3L.	
Citizenship		
Citizenship	U.S. Citizen	Edit
Dislocated Worker		
Have you been laid off or received a notice of layoff from your employer as a result of a reduction in the employer's workforce or received a notice of termination from your employer?	No	Edit

Have you been laid off or received a notice of layoff from your employer as a result of a permanent closing or major layoff?	No
Are you employed by an employer who has made a general announcement that the business will close within 180 days?	No
Are you employed by an employer who has made a general announcement that the business will close, without naming a specific date?	No
Were you self-employed and are now unemployed due to general economic conditions or a natural disaster in your community?	No
Are you a displaced homemaker? A displaced homemaker is an individual who was dependent on support from a family member whose support is no longer available, is unemployed or underemployed, and is having difficulty finding a job or finding a good job.	No
Are you unemployed as a result of military closures or realignments?	No
Are you unemployed due to multiple layoffs in a single local community, significantly increasing the total number of unemployed workers?	No
Are you unemployed due to emergencies or natural disasters which have been declared eligible for public assistance by the Federal Emergency Management Agency (FEMA)?	No
Statewide 15% Program ID	N/A
SCSEP	
SCSEP Information	Not Entered Add
Alternative Trade Adjustment Assistance (ATAA)	
ATAA Information	Not Entered Add
Low Income	
Receives or is a member of a family that receives cash payments under a federal, state, or local income based public assistance program	Not Entered Edit
Received an income, or is a member of a family that received a total family income for the six month period prior to application for the program involved that, in relation to family size, does not exceed the poverty line	Not entered
Received an income, or is a member of a family that received a total family income, for the six month period prior to application for the program involved that, in relation to family size, does not exceed 70 percent of the lower living standard income level (LLSIL) for an equivalent period	Not entered
Member of a household that receives, or has been determined within the six month period prior to application for the program involved to be eligible to receive, food stamps	Not entered
Homeless individual	Not entered
Currently in the Foster Child program	Not entered
Disabled and own income meets the income requirements of a participant who receives cash payments under federal, state, or local income based public assistance programs	Not entered
Disabled and own income is at the poverty line for a six month period prior to application for the program involved regardless of whether their family does not meet this income requirement	Not entered
Within the five percent of youth participants served by youth programs in a local area who do not meet the income criterion for eligible youth	Not entered
Public Assistance Information	
Supplemental Security Income (SSI)	Not entered Edit
TANF Recipient	Not entered
Number of Months on TANF/AFDC Cash Assistance	Not Entered
State or Local Welfare (General Assistance)	Not entered
Food Stamps	Not entered
Subsidized housing	Not entered
Social Security Disability (SSDI)	Not entered
Other Assistance	Not entered
Needs And Barriers	
Deficient in basic literacy skills	Not entered Edit

Limited English Language Proficiency	Not entered
LEP Primary Language	
LEP Primary Language (if other selected above)	
School dropout	Not entered
Runaway	Not entered
Pregnant	Not entered
Parenting Teen	Not entered
Offender	Not entered
Poor Work History or Prospects	Not entered
Substance Abuse	Not entered
Older Worker	Not entered
Child Care	Not entered
Transportation	Not entered
Youth who is unemployed or underemployed at registration.	Not entered
Previously in the Foster Care System.	Not entered
Cultural, social or geographic isolation	Not entered
Other social barriers not already indicated	Not entered
<input type="button" value="Return To Enrollment Details"/>	

Click the [Return to Enrollment Details](#) button.

Eligibility Snapshot - Displays information regarding the client's program eligibility at the time of current enrollment.

Printable Version

To print each item or a combination of items check the box and click the [Print Preview](#) button at the bottom of the page.

If you want to print all items, click the [Check All](#) button at the bottom of the page and click [Print Preview](#). Click on the Print function on your browser to print the information.

EEO Printable Version

 Home
  Station ks22
  C. Chase
  Logout
  Print

Enrollment Printable Equal Opportunity Statement**EQUAL OPPORTUNITY IS THE LAW**

It is against the law for this recipient of federal financial assistance to discriminate on the following basis:

- Against any individual in the United States, on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief and;
- Against any beneficiary of programs financially assisted under Title I of the Workforce Investment Act of 1998 (WIA), on the basis of the beneficiary's Citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation in any WIA Title I-financially assisted program or activity.

The recipient must not discriminate in any of the following areas:

- Deciding who will be admitted, or have access, to any WIA Title I-financially assisted program or activity;
- Providing opportunities in, or treating any person with regard to, such a program or activity; or
- Making employment decisions in the administration of, or in connection with, such a program or activity.

The following provisions apply specifically to Employment Service operations conducted by Job Service Offices

- States shall:
 - Assure that no individual be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration or in connection with any services or activities authorized under the Wagner-Peyser Act in violation of any applicable nondiscrimination law, including laws prohibiting discrimination on the basis of age, race, sex, color, religion, national origin, disability, political affiliation or belief. All complaints alleging discrimination shall be filed and processed according to the procedures in the applicable DOL nondiscrimination regulations.
 - Assure that discriminatory job orders will not be accepted, except where the stated requirement is a bona fide occupational qualification (BFOQ).
 - Assure that employers' valid affirmative action requests will be accepted and a significant number of qualified applicants from the target group(s) will be included to enable the employer to meet its affirmative action obligations.
 - Assure that employment testing programs will comply with all applicable federal regulations

WHAT TO DO IF YOU BELIEVE YOU HAVE EXPERIENCED DISCRIMINATION

If you think that you have been subjected to discrimination under a WIA Title I financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

- The recipient's Equal Opportunity Officer (or the person whom the recipient has designated for this purpose); or
- The Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210.

If you file your complaint with the recipient, you must wait either until the recipient issues a written notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210.

If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for the recipient to issue that Notice before filing a complaint with CRC. However, you must file your CRC Complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient.)

If the recipient does give you a written Notice of Final Action in your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

For Employment Service Activities

The types of complaints (Job Service related complaints) which shall be handled to resolution by the Job Service complaint system are as follows:

- Complaints against an employer about the specific job to which the applicant was referred by Job Service involving violations of the terms and conditions of the job order or employment-related law (employer-related complaint)
- Complaints about Job Service actions or omissions under JS regulations (agency-related complaints). These complaint procedures are not applicable to UI, or WIA complaints. Complaints alleging violations of UI, or WIA regulations should be handled within the procedures set forth in the respective regulations.

If you think that you have been subjected to discrimination under the above conditions, you may file a complaint within 360 days from the date of the alleged violation with either:

You may print the EEO Statement using your browser print function and have the client sign verifying that they have seen and understand the contents. Click the [Return to Enrollment Details](#) button.

WIA Registrations and Enrollments



Program Registrations	
Job Service	Open - Topeka Workforce Center office S&T Plan
Workforce Investment Act	Open - State Admin office S&T Plan
Trade Act	The client is not eligible for TAA/NAFTA-TAA.
Reemployment Services	The client is not eligible for RES.
Unemployment Insurance	The client is not eligible for UI.
SCSEP	The client is not eligible for SCSEP.

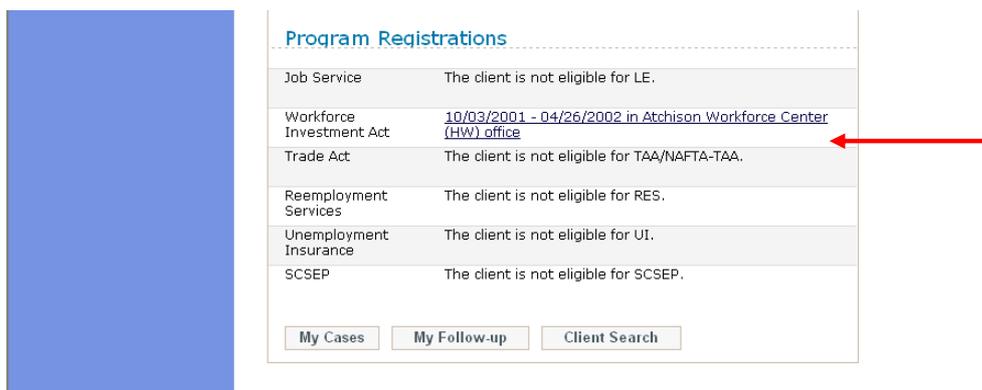
My Cases My Follow-up Client Search

If the client is registered in a WIA program, the status of the registration and the office in which the person was registered will appear to the right of the program name. Click the program registration link.



WIA Enrollments	
Adult (Local Formula)	11/20/2003 - Pending
Dislocated Worker (Local Formula)	Not eligible for Dislocated Worker (Local Formula).
Older Youth (Local Formula)	Not eligible for Older Youth (Local Formula).
Younger Youth (Local Formula)	Not eligible for Younger Youth (Local Formula).
Rapid Response	Not eligible for Rapid Response.
Rapid Response Additional Assistance	Not eligible for Rapid Response Additional Assistance.
National Emergency Grant - KS01	Not eligible for National Emergency Grant - KS01.
National Emergency Grant -	Not eligible for National Emergency Grant -

Some WIA enrollments are not considered enrolled until approved by the provider's administrative unit. The word pending will appear with the date.



Program Registrations	
Job Service	The client is not eligible for LE.
Workforce Investment Act	10/03/2001 - 04/26/2002 in Atchison Workforce Center (HW) office
Trade Act	The client is not eligible for TAA/NAFTA-TAA.
Reemployment Services	The client is not eligible for RES.
Unemployment Insurance	The client is not eligible for UI.
SCSEP	The client is not eligible for SCSEP.

My Cases My Follow-up Client Search

Registrants who have exited WIA will show the beginning and ending dates of registration.

WIA Registrants Program Details

- Client Call-in
- Job Search
- Employer Search
- Disability Resources
- Resume Search
- Group Activity
- Account Info
- Self Service Tracker
- Reporting
- Edit Password
- Self Referrals
- User Lookup
- WARN Listings
- Provider Search

- Fred Fern
- Bayer Construction Company Inc
- Agency List

WIA Enrollments

Adult (Local Formula)	02/08/2008 - Open
Dislocated Worker (Local Formula)	02/08/2008 - Open
Older Youth (Local Formula)	Not eligible for Older Youth (Local Formula).
Younger Youth (Local Formula)	Not eligible for Younger Youth (Local Formula).
Rapid Response	Not eligible for Rapid Response.
Rapid Response Additional Assistance	Not eligible for Rapid Response Additional Assistance.
National Emergency Grant - KS01	Not eligible for National Emergency Grant - KS01.
National Emergency Grant - KS02	Not eligible for National Emergency Grant - KS02.
National Emergency Grant - KS03	Not eligible for National Emergency Grant - KS03.
National Emergency Grant - KS04	Not eligible for National Emergency Grant - KS04.
National Emergency Grant - KS05	Not eligible for National Emergency Grant - KS05.
Adult (Statewide 15%)	Not eligible for Adult (Statewide 15%).
Dislocated Worker(Statewide 15%)	Not eligible for Dislocated Worker(Statewide 15%).
Incumbent Worker (Statewide 15%)	Not eligible for Incumbent Worker (Statewide 15%).
Youth (Statewide 15%)	Not eligible for Youth (Statewide 15%).

[Return to Case Details](#)

After a WIA registrant has been approved, the type of WIA program enrollment will display as Open. The programs the client is not eligible for will display as well. **Enrollment Start Dates must be at least 90 days after the exit end date from a previous enrollment.**

Denied Enrollments

Program Registrations

Job Service	08/05/2002 - 06/30/2003 in Topeka Workforce Center office
Workforce Investment Act	Heartland Works Denied - 09/08/2005 ←
Trade Act	The client is not eligible for TAA/NAFTA-TAA.
Reemployment Services	The client is not eligible for RES.
Unemployment Insurance	The client is not eligible for UI.
SCSEP	The client is not eligible for SCSEP.

[My Cases](#) [My Follow-up](#) [Client Search](#)

Under Program Registrations a program that has denied enrollments displays the Agency name, the date it was denied and the word Denied.

Home Station ks22 R. Banks Logout Print

America's Job Link Alliance
JobLink 10

Return to Workload

- My Cases
- My Follow-Up
- My Employers
- My Job Orders
- Client Search
 - Case Details**
 - Resume
 - User Info Log
 - Activity Log
- Client Merge
- Client Call-In
- Job Search
- Employer Search
- Resume Search
- Group Activity
- Account Info
- Self Service Tracker
- Reporting
- Edit Password
- Self Referrals

WIA Program Details for ROBERT R BANKS

Program ID: 490252
 Reassign Office: Current Office: Topeka Workforce Center (HW)
 Reassign the office for this particular program registration.

Exit Questions: Program Exit Date: 09/08/2005
 Wages: Enter wage information.
 Outcomes: Enter outcome information.
Denials ← View enrollment details for denied enrollments.
 Program Notes: There have been no notes entered for this program.
 Enrollment/Eligibility Date List: View the enrollment and eligibility dates.
 Printable Version: Select the program sections to print.

WIA Enrollments

Adult (Local Formula)	09/08/2005 - Denied
Dislocated Worker (Local Formula)	Not eligible for Dislocated Worker (Local Formula).
Older Youth (Local Formula)	Not eligible for Older Youth (Local Formula).
Younger Youth (Local Formula)	Not eligible for Younger Youth (Local Formula).
Rapid Response	Not eligible for Rapid Response.
Rapid Response Additional Assistance	Not eligible for Rapid Response Additional Assistance.

Click Program Details and if any enrollment is denied then there is a link called **Denials**.

Home Station ks22 R. Banks Logout Print

America's Job Link Alliance
JobLink 10

Return to Workload

- My Cases
- My Follow-Up
- My Employers
- My Job Orders
- Client Search
 - Case Details**
 - Resume
 - User Info Log
 - Activity Log
- Client Merge
- Client Call-In
- Job Search
- Employer Search
- Resume Search
- Group Activity
- Account Info
- Self Service Tracker
- Reporting
- Edit Password
- Self Referrals

Enrollment Denial Information

Staff	Enrollment	Date Denied	Reason
Patrick Pritchard	Adult	09/08/2005	Not eligible

Click **Denials** to see the staff member that denied the enrollment, the enrollment name, the date of Denial and the reason it was denied. Click the **Return** button.

Program Details

Navigation:

Program ID - Is a program registration identification number assigned to each client.

Reassign Office is a link provided to State Directors only to change the office assignment of clients when requested by local centers and out-of-state registrants who were initially assigned to the E&T Admin office.

Wages is a link that provides wage information received from UI wage records for four quarters prior to participation and any supplemental wages reported. Access to UI wages is restricted to authorized staff only.

The screenshot displays the JobLink 10 web application interface. On the left is a blue navigation sidebar with the 'America's Job Link Alliance JobLink 10' logo at the top. The sidebar contains a list of menu items: Return to Workload, My Cases, My Follow-Up, My Employers, My Job Orders, Client Search, Case Details (highlighted), Resume, User Info Log, Activity Log, Client Merge, Client Call-in, Job Search, Employer Search, Disability Resources, Resume Search, Group Activity, Account Info, Self Service Tracker, Reporting, Edit Password, Self Referrals, User Lookup, WARN Listings, Provider Search, Chevy Chase, and Agency List. The main content area on the right is titled 'Prior to Participation' and shows 'Related Links: Prior Dislocation'. Below this, it lists 'Wages for Chevy Chase' and 'Program Start Date: 12/14/2006'. The page is divided into four sections for quarterly wages: 'First Quarter Wages / Quarter Ending 09/30/2006', 'Second Quarter Wages / Quarter Ending 06/30/2006', 'Third Quarter Wages / Quarter Ending 03/31/2006', and 'Fourth Quarter Wages / Quarter Ending 12/31/2005'. Each section contains the text 'UI Wages are not present in this quarter.' and 'Supplemental wages are not present in this quarter.'. At the bottom of the page, there are two buttons: 'Add' and 'Return To Program Details'.

You may click the **Add** button at the bottom of the page to manually report wages earned and verified from a source other than UI wage records. If the client is a WIA Dislocated Worker the tab will read Prior Dislocation.

See the **LE Program Registrations** section on **Wages** for instructions on reporting supplemental wages.

Outcomes

The client must have a program exit date to post outcomes. Record educational and occupational attainment: i.e. certificate, diploma, etc. Outcome tracking pages are available for all WIA enrollments including 15%, Rapid Response, NEG, and Rapid Response Additional Assistance. The same outcome selections are available for Adult and Dislocated Worker participants. This allows tracking of outcomes for all WIA participants.

Clients who are soft exits and have a service In-Progress will have their service status reported as Exited w/o Completing.

Staff may enter Older Youth information required for the **First Quarter** by selecting the appropriate placement information from the drop down menu. Click the **Save** Button.

The screenshot shows the JobLink 10 interface. On the left is a navigation menu with options like 'Return to Workload Admin Menu', 'My Cases', 'My Follow-Up', 'My Employers', 'My Job Orders', 'Client Search', and 'Case Details'. The main content area is titled 'First Quarter after Exit' and shows 'Outcomes for George Andrew James II'. It lists 'Program Registration Date: 02/23/2005' and 'Date exited from WIA: 02/23/2006'. Below this is a section 'Outcomes For Older Youth' with a dropdown menu for 'Older Youth Placement Information' set to 'Please Select One'. At the bottom of this section are 'Save', 'Clear Changes', and 'Return to Program Details' buttons.

Staff may indicate the attainment of any recognized educational, occupational certificate, credential, diploma, or degree for the **Third Quarter** by checking “Yes”. If “Yes” enter date of attainment. Indicate the type of certificate, credential, diploma or degree from the drop down menu. If individual is an Older Youth, indicate if Older Youth was active in Third Quarter in any activities listed in the drop down menu. Click the **Save** button.



America's Job Link Alliance
JobLink 10

- Return to Workload Admin Menu
- My Cases
- My Follow-Up
- My Employers
- My Job Orders
- Client Search
- Case Details**
 - Resume
 - User Info Log
 - Activity Log
- Client Merge
- Client Call-in
- Job Search
- Employer Search
- Disability Resources
- Resume Search
- Group Activity
- Account Info
- Self Service Tracker
- Reporting
- Edit Password
- Self Referrals
- User Lookup
- WARH Listings
- Provider Search
- George James II Agency List

Third Quarter after Exit

Related Links: [First Quarter after Exit](#)

Outcomes for George Andrew James II

Program Registration Date: 02/23/2005

Date exited from WIA: 02/23/2006

Third Quarter Outcomes for Adults, Dislocated Workers, Rapid Response, Rapid Response Additional Assistance, NEG, NAFTA-TAA, TAA, Statewide 15% or Older Youth

7* Attained recognized educational, occupational certificate, credential, diploma, or degree? Yes No

Select one from below

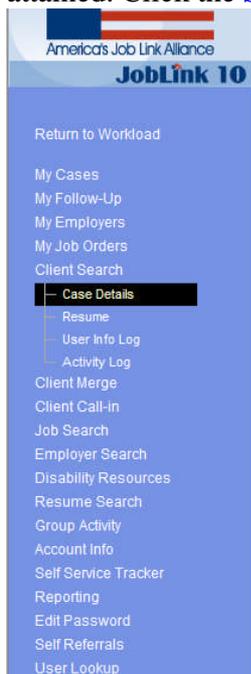
Date of Attainment (Example: MM/DD/YYYY)

* Type of recognized educational, occupational certificate, credential, diploma, or degree received

Third Quarter Outcomes For Older Youth

Was the youth active in the third quarter following the exit quarter in any of the following activities? 

Staff may enter **First Quarter** Outcome information for Younger Youth by selecting appropriate placement information from the drop down menu, or diploma or GED attainment and the date attained. Click the **Save** button.



America's Job Link Alliance
JobLink 10

- Return to Workload
- My Cases
- My Follow-Up
- My Employers
- My Job Orders
- Client Search
- Case Details**
 - Resume
 - User Info Log
 - Activity Log
- Client Merge
- Client Call-in
- Job Search
- Employer Search
- Disability Resources
- Resume Search
- Group Activity
- Account Info
- Self Service Tracker
- Reporting
- Edit Password
- Self Referrals
- User Lookup

First Quarter after Exit

Related Links: [Third Quarter after Exit](#)

Outcomes for Lindsey S Bierig

Program Registration Date: 02/02/2006

Date exited from WIA: 05/20/2006

Outcomes For Older Youth

Older Youth Placement Information 

Outcomes For Younger Youth

Younger Youth placement information 

Younger Youth Diploma or Equivalency Attainment

Younger Youth High School Diploma or GED Attainment Date (MM/DD/YYYY) (Example: MM/DD/YYYY)

Staff may indicate the younger youth attainment for the **Third Quarter** of any recognized educational, occupational certificate, credential, diploma, or degree by checking "Yes". If "Yes" enter date of attainment. Indicate the type of certificate, credential, diploma or degree from the drop down menu. Indicate if the Younger Youth was active in Third Quarter in any activities listed in the drop down menu. Click the **Save** button.

Third Quarter after Exit

Related Links: [First Quarter after Exit](#)

Outcomes for Lindsey S Bierig

Program Registration Date: 02/02/2006

Date exited from WIA: 05/20/2006

Third Quarter Youth Attainment of Degree or Certificate

?* Attained recognized educational, occupational certificate, credential, diploma, or degree? Yes No

Select one from below

Date of Attainment: (Example: MM/DD/YYYY)

* Type of recognized educational, occupational certificate, credential, diploma, or degree received:

Third Quarter Outcomes For Older Youth

Was the youth active in the third quarter following the exit quarter in any of the following activities: ⓘ

Third Quarter Outcomes For Younger Youth

Was the youth active in the third quarter following the exit quarter in any of the following activities: ⓘ

Program Notes is a link to allow staff to enter program registration notes on the client.

Notes

Add Notes for Eric Alexander.

Date	09/07/2005
Staff Name	Patrick Pritchard
Agency	AJLA

* Notes (2500 character max.)

Today's date, the name of the staff person entering the note and the agency are displayed. Notes entered are viewable by all staff with access to WIA registrations. Click the **Save** button.

Enrollment/Eligibility Date List is a link to view the client's eligibility, enrollment, and participation dates.



The screenshot displays the JobLink 10 interface. On the left is a navigation menu with options like 'Return to Workload', 'My Cases', 'My Follow-Up', 'My Employers', 'My Job Orders', 'Client Search', 'Case Details', 'Resume', 'User Info Log', 'Activity Log', and 'Client Merge'. The main content area is titled 'Workforce Investment Act' and shows 'Website Registration Date: 02/08/2006' and 'Program Enrollment Date: 02/02/2006'. Below this is a table with four columns: Enrollment, Eligibility Date, Enrollment Date, and Participation Date. The table contains two rows of data. At the bottom of the table is a button labeled 'Return to Program Details'.

Enrollment	Eligibility Date	Enrollment Date	Participation Date
Younger Youth (Local Formula)	02/02/2006	02/02/2006	02/13/2006
Youth (Statewide 15%)	02/02/2006	02/02/2006	02/13/2006

Click the **Return to Program Details** button.

Printable Version is a link that allows printing of program registration and enrollment information.

See next page:

Print Programs

Sections

Select all that apply

- Exit
- Wages
- Outcomes
- Program Notes
- Enrollment/Eligibility Date List
- EEO Notice

Younger Youth (Local Formula)

Select all that apply

- Enrollment Info
- Goals and Interests
- Service and Training
- Employment Plan
- Enrollment Notes
- Needs and Barriers
- Contact Info Snapshot
- Demographics Snapshot
- Eligibility Snapshot

Youth (Statewide 15%)

Select all that apply

- Enrollment Info
- Goals and Interests
- Service and Training
- Employment Plan
- Enrollment Notes
- Needs and Barriers
- Contact Info Snapshot
- Demographics Snapshot
- Eligibility Snapshot

Check the boxes of the sections that you wish to print. If you wish to print all sections, click the **Check All** button. Click the **Print Preview** button to preview the information that you wish to print. To print the page, use the print function on your browser.

WIA Enrollments

The screenshot displays the JobLink 10 interface. On the left is a blue navigation sidebar with the 'America's Job Link Alliance' logo and 'JobLink 10' branding. The sidebar contains a list of menu items, with 'Case Details' highlighted. The main content area is titled 'WIA Program Details for Joni Barnes' and contains a table of program information. Below this is a section titled 'WIA Enrollments' which lists various enrollment categories and their statuses. A red arrow points to the '11/05/2004 - Open' link for the 'Adult (Local Formula)' enrollment.

WIA Program Details for Joni Barnes	
Program ID	402709
<u>Reassign Office</u>	Current Office: Lawrence Workforce Center (HW) Reassign the office for this particular program registration.
<u>Wages</u>	Enter wage information.
<u>Outcomes</u>	Enter outcome information.
<u>Program Notes</u>	There have been no notes entered for this program.
<u>Enrollment/Eligibility Date List</u>	View the enrollment and eligibility dates.
<u>Printable Version</u>	Select the program sections to print.

WIA Enrollments	
Adult (Local Formula)	11/05/2004 - Open
Dislocated Worker (Local Formula)	Not eligible for Dislocated Worker (Local Formula).
Older Youth (Local Formula)	Not eligible for Older Youth (Local Formula).
Younger Youth (Local Formula)	Not eligible for Younger Youth (Local Formula).
Rapid Response	Not eligible for Rapid Response.
Rapid Response Additional Assistance	Not eligible for Rapid Response Additional Assistance.
National Emergency Grant - KS01	Not eligible for National Emergency Grant - KS01.
National Emergency Grant - KS02	Not eligible for National Emergency Grant - KS02.
National Emergency Grant - KS03	Not eligible for National Emergency Grant - KS03.
National Emergency Grant - KS04	Not eligible for National Emergency Grant - KS04.
National Emergency Grant - KS05	Not eligible for National Emergency Grant - KS05.
Adult (Statewide 15%)	Not eligible for Adult (Statewide 15%).
Dislocated Worker(Statewide 15%)	Not eligible for Dislocated Worker(Statewide 15%).
Incumbent Worker (Statewide 15%)	Not eligible for Incumbent Worker (Statewide 15%).
Youth (Statewide 15%)	Not eligible for Youth (Statewide 15%).

[Return to Case Details](#)

Click the WIA enrollment date to access the client's Enrollment Details page.



America's Job Link Alliance
JobLink 10

- Return to Workload
- Admin Menu
- My Cases
 - My Follow-Up
 - My Employers
 - My Job Orders
 - Client Search
 - Case Details**
 - Resume
 - User Info Log
 - Activity Log
- Client Merge
- Client Call-In
- Job Search
- Employer Search
- Resume Search
- Group Activity
- Account Info
- Self Service Tracker
- Reporting
- Edit Password
- Self Referrals
- User Lookup
- New Account
- WARN Listings
- Provider Search
- Fred Flintstone
- Baron County Community College
- Agency List

WIA Dislocated Worker (Local Formula) Enrollment Details for Fred Flintstone

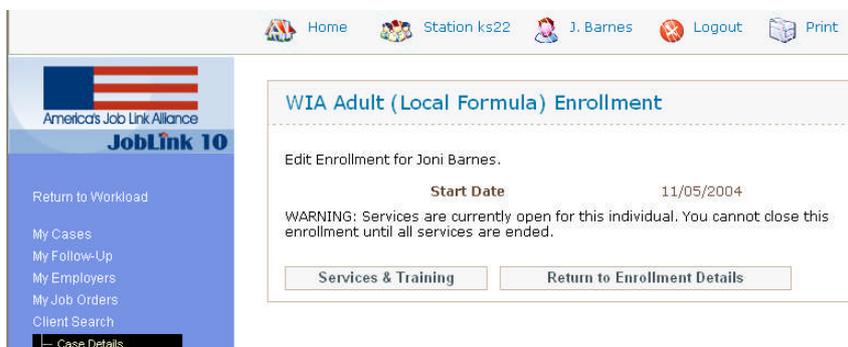
Click on the appropriate link to add, view, or edit the information. You will be restricted to information based on your privilege level.

Enrollment ID	114822
Enrollment Info	Enrolled: 03/16/2003.
EEO Notice	None
Primary Casetracker	Vicki Romig vromig@ajla.net (785) 296-2524
Enrolled By:	Patrick Pritchard
Testing Information	View the client's information about testing related to this enrollment.
Mailing Address	Fred Finrock 1309 S Topeka Topeka, KS 66612 7852965034
Goals and Interests	No goals have been entered.
Educational Grants	No grants have been entered.
Service and Training Plan	No services have been entered.
Schedule a Service Gap	Add a scheduled service gap so the client is not soft exited.
Employment Plan	Employment plan details for this enrollment.
Enrollment Notes	Notes have not been entered.
Needs and Barriers	<ul style="list-style-type: none"> Requires additional assistance to secure and hold employment
Contact Info Snapshot	1309 S Topeka Topeka, KS 66612 7852965034.
Demographics Snapshot	View the clients demographics information at the time of enrollment.
Eligibility Snapshot	WIA Adult (Local Formula), WIA Dislocated Worker (Local Formula)
Printable Version	Select the enrollment sections to print.
EEO Printable Version	Print the EEO notification.

[Return to Program Details](#)

Enrollment ID - Is the program enrollment identification number assigned to the client.

Enrollment Information



Home Station ks22 J. Barnes Logout Print

America's Job Link Alliance
JobLink 10

Return to Workload

- My Cases
- My Follow-Up
- My Employers
- My Job Orders
- Client Search
 - Case Details**

WIA Adult (Local Formula) Enrollment

Edit Enrollment for Joni Barnes.

Start Date 11/05/2004

WARNING: Services are currently open for this individual. You cannot close this enrollment until all services are ended.

[Services & Training](#) [Return to Enrollment Details](#)

Navigation:

Clients cannot be exited with an open service, and youth cannot be exited without goal attainment or non-attainment. Click the **Services & Training** button.

The screenshot shows the JobLink 10 interface. On the left is a navigation menu with options like 'Return to Workload', 'My Cases', 'My Follow-Up', 'My Employers', 'My Job Orders', 'Client Search', and 'Case Details'. The main content area is titled 'Service/Training Plan for Harris Ford' and contains a table with the following data:

Service Type	Provider	Budget	Payments	Status	Completed
General Intensive Services	AJLA	Add Budget	No Payments	In-Progress	N/A

Below the table, there is a text instruction: 'Click the Call-in button to generate a call-in notice to the client. Click the Service Type link to view/edit details for existing services.' and a 'Return to Exit' button.

Click the **Service Type** of the service that is In Progress and change the Status to Completed, enter an Actual Complete Date and click the **Save** button.

This screenshot shows the same 'Service/Training Plan for Harris Ford' page, but the status of the service has been updated. The table now shows:

Service Type	Provider	Budget	Payments	Status	Completed
General Intensive Services	AJLA	Add Budget	No Payments	Completed	02/15/2008

The 'Return to Exit' button is still present at the bottom of the table area.

Click the **Return to Exit** button.

The screenshot shows the 'WIA Adult (Local Formula) Enrollment' page. It features a form for editing enrollment for 'Kyann Isaacs'. The form includes the following fields and instructions:

- Start Date:** 04/26/2005
- Exit Date:** You may not enter an exit date for this enrollment.
- Inactivation Date for Job Matching:** A text input field with a placeholder 'mm/dd/yyyy' and an example '(Example: MM/DD/YYYY)'.

At the bottom of the form, there are two buttons: 'Inactivate for Job Matching' and 'Return'.

You may not enter an Exit Date. Exit dates are automatically generated according to Common Measures guidelines.

Navigation: To complete the Exit Questions for a client who has been exited in accordance with Common Measures you must click the [Reporting](#) link under your Control Panel, click [WIA Reports](#), and then click [Management Reports](#). Select the [WIA Recently Exited – Office](#) link, choose your time frame and click the [View](#) button. You will need to click the highlighted Participant ID number of the client to access their Case Details page and click on the closed enrollment dates under [Program Registrations](#) to access their [Program Details](#) page.

The screenshot shows the JobLink 10 interface. On the left is a navigation menu with 'Case Details' highlighted. The main content area is titled 'WIA Program Details for DEREK A GRAHAM'. It includes a table of program details and a section for 'WIA Enrollments'.

WIA Program Details for DEREK A GRAHAM	
Click on the appropriate link to add, view, or edit the information. You will be restricted to information based on your privilege level.	
Program ID	248299
Reassign Office	Current Office: ACS - Wichita Reassign the office for this particular program registration.
Exit Questions	Program Exit Date: 12/15/2005
Wages	Enter wage information.
Outcomes	Enter outcome information.
Program Notes	There have been no notes entered for this program.
Enrollment/Eligibility Date List	View the enrollment and eligibility dates.
Printable Version	Select the program sections to print.
WIA Enrollments	
Adult (Local Formula)	Not eligible for Adult (Local Formula).
Dislocated Worker (Local Formula)	11/24/2003 - 12/15/2005
Older Youth (Local Formula)	Not eligible for Older Youth (Local Formula).
Younger Youth (Local Formula)	Not eligible for Younger Youth (Local Formula).

Click the [Exit Questions](#) link.

See next page -

Exit Details

Instructions for Completion:

Field Name	Valid Entries
Other reasons for exit	If exit was due to reasons other than job placement, select a reason from the drop down menu.
Recalled by layoff Employer	If client was recalled to work for an Employer that laid them off, select “Yes”.
In-School Status	Required response for WIA Youth
Occupation Code (O*NET-SOC)	If exit is due to job placement select the occupational code for the job by clicking the O*NET Lookup button.
Entered Training Related Employment	Select the response that best describes the relationship of the training to the job placement.
Method used to determine training related employment	Indicate the method used to determine whether or not the employment is training related.
Entered non-traditional employment	If the client entered employment that has not traditionally hire the client’s gender, select “Yes”.
Employment Type	Select the type of employment from the drop down menu.
	Click the Save button.

EEO Notice - If the client has verified viewing and reading the EEO statement, the date of verification will display.

Primary Casetracker

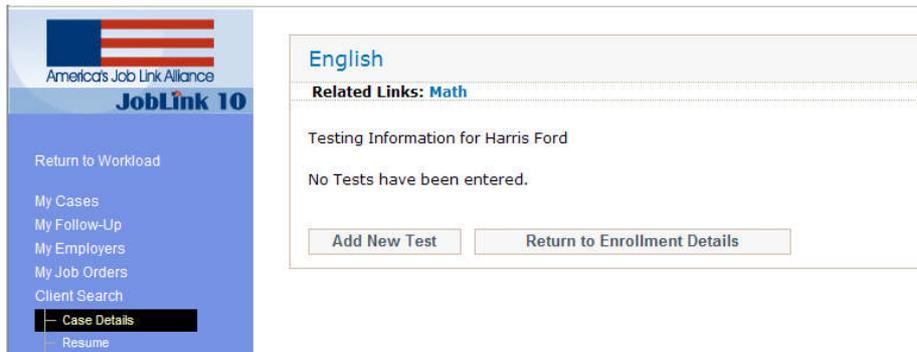


The screenshot shows the 'Primary Casetracker' form. At the top, there is a navigation bar with links for Home, Station ks22, C. Chase, Logout, and Print. The main content area has a header 'Primary Casetracker' and a dropdown menu labeled 'Primary Casetracker' with the text 'Please Select A Primary Casetracker'. Below the dropdown are two buttons: 'Submit' and 'Return'. On the left side, there is a sidebar with the 'JobLink 10' logo and navigation links: 'Return to Workload', 'My Cases', and 'My Follow-Up'.

The primary casetracker will be the staff person who registered and enrolled the client in an program. If the client self registered, you may assign a primary casetracker from the drop down menu. Click the **Submit** button.

Enrolled By displays the name of the staff person who enrolled the client in a program unless the client was self registered.

Testing Information



The screenshot shows the 'Testing Information' page. The header is 'English'. Below it, there is a 'Related Links: Math' link. The main content area says 'Testing Information for Harris Ford' and 'No Tests have been entered.' At the bottom, there are two buttons: 'Add New Test' and 'Return to Enrollment Details'. On the left side, there is a sidebar with the 'JobLink 10' logo and navigation links: 'Return to Workload', 'My Cases', 'My Follow-Up', 'My Employers', 'My Job Orders', 'Client Search', 'Case Details', and 'Resume'.

If the client has been assessed for English proficiency, the result may be recorded by clicking the **Add New Test** button. If the client has been assessed for Math skills, the results may be recorded by clicking the **Math** link.



Add English Test Information

Test Information for Harris Ford

Assessment Date: 06/18/2008
(Example: MM/DD/YYYY)

Test Type: Please select the Test Type
 If other in the previous drop down please enter the name of the test

Test Score: Raw
 Test Score: Converted
 Test Score: Grade Level

Grade Level Equivalent: Please select the Grade Level Equivalent

Additional Grade Level Information: Please select the Grade Level information

Basic Skills Deficient: Select one from below
 Yes
 No
 N/A

Contact Person: Patrick Pritchard

Testing Notes (500 character max.)

Buttons: Save, Return to List, Return to Enrollment Details, Delete

Instructions for Completion:

Field Name	Valid Entries
Assessment Date	Today's date and can be edited.
Test Type	Select the type of test from the drop down menu.
If other from previous drop down menu	Enter the name of the test if not listed in the drop down menu.
Test Score: Raw	Enter the raw score test results
Test Score: Converted	Enter the test score converted from the raw score.
Test Score: Grade Level	Enter the grade level achieved in the test score.
Grade Level Equivalent	Indicate the appropriate grade level equivalency.
Additional Grade Level Information	Indicate reason for not testing from the drop down menu.
Basic Skills Deficient	If deficient select a "Yes" response.
Testing Notes	Enter any notes on the client pertaining to the testing process.
	Click the Save button.

The screenshot shows the JobLink 10 interface. On the left is a blue sidebar with the 'America's Job Link Alliance' logo and 'JobLink 10' text. Below the logo are navigation links: 'Return to Workload', 'My Cases', 'My Follow-Up', 'My Employers', 'My Job Orders', 'Client Search', 'Case Details' (highlighted), and 'Resume'. The main content area is titled 'English' and includes a 'Related Links: Math' section. Below this is 'Testing Information for Harris Ford'. A table displays test data:

Test Type	Assessment Date Set
CASAS (Life Skills)	06/18/2008

At the bottom of the main content area are two buttons: 'Add New Test' and 'Return to Enrollment Details'.

The test type and assessment date will display. You may edit or delete the test results by clicking the test type link. You may record math test results in the same manner by clicking the **Math** link. Click the **Return to Enrollment Details** button.

Out-of School Youth Testing Information

The screenshot shows the JobLink 10 interface. On the left is a blue sidebar with the 'America's Job Link Alliance' logo and 'JobLink 10' text. Below the logo are navigation links: 'Return to Workload', 'My Cases', 'My Follow-Up', 'My Employers', 'My Job Orders', 'Client Search', 'Case Details' (highlighted), 'Resume', 'User Info Log', 'Activity Log', 'Client Merge', and 'Client Call Log'. The main content area is titled 'ABE' and includes a 'Related Links: ESL' section. Below this is 'Testing Information for Brandon Bujanda'. A table displays test data:

Type of Test	Functional Area	Date Given
--------------	-----------------	------------

At the bottom of the main content area are two buttons: 'Add New Test' and 'Return to Enrollment Details'.

You may click the **Add New Test** button to enter ABE test information or click the **ESL** tab to add new test information under English as a Second Language.



Add ABE testing information

Please add your text here

* Assessment Tool
 If other tool is selected, please enter details to the right.

* Functional Area
 If other functional area is selected, please enter details to the right.

* Date Administered
(Example: MM/DD/YYYY)

* Raw Score

* Functional Level

* Contact Person

Notes
(1000 character max.)



Add ESL testing information

Please add your text here

* Assessment Tool
 If other tool is selected, please enter details to the right.

* Functional Area
 If other functional area is selected, please enter details to the right.

* Date Administered
(Example: MM/DD/YYYY)

* Raw Score

* Functional Level

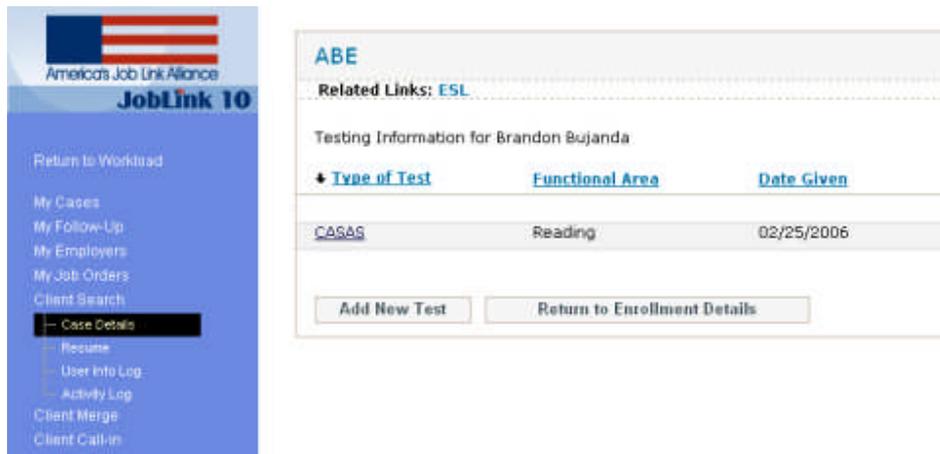
* Contact Person

Notes
(1000 character max.)

Instructions for Completion:

Field Name	Valid Entries
Assessment Tool	Select the type of test administered.
If 'Other tool' is selected	Describe testing tool in the box provided
Functional Area	Select functional area from the drop down menu (Reading, Writing, Language, etc.)
If 'Other functional area' is selected	Describe in the box provided
Date Administered	If other than today's date you may edit. The date of the

Field Name	Valid Entries
	test cannot be prior to 180 days from the enrollment start, or more than 60 days after.
Raw Score	Enter the raw test score.
Functional Level	Select the functional level from the drop down menu (Beginning ESL Literacy, Low Beginning ESL Literacy, etc.)
Contact Person	Contact person is pre-filled and may be edited.
Notes	Enter relevant notes pertaining to the test results or testing situation.
	Click the Save button.



The type of test, functional area and Date Given will display. Click on the Type of Test Name to edit information.

Mailing Address – You may edit and update the client’s mailing address by clicking the mailing address link.

Goals and Interests – See Goals and Interests under the LE Enrollments section.

Educational Grants

You may enter information on educational grants received by the client. To add information about a grant received by the client, click on the Educational Grants link.

Home Station ks22 J. Barnes Logout Print

Americas Job Link Alliance
JobLink 10

Return to Workload

- My Cases
- My Follow-Up
- My Employers
- My Job Orders
- Client Search
 - Case Details
 - Resume
 - User Info Log
 - Activity Log
- Client Merge
- Client Call-In
- Job Search
- Employer Search
- Resume Search
- Group Activity
- Account Info
- Self Service Tracker
- Reporting
- Edit Password
- Self Referrals
- User Lookup
- New Account
- WARN Listings
- Provider Search

Joni Barnes
Agency List

Educational Grants for Joni Barnes

ITA Issued

ITA Issued

ITA Begin Date:
(Example: MM/DD/YYYY)

ITA End Date:
(Example: MM/DD/YYYY)

ITA Amount:

Second ITA Amount:

Third ITA Amount:

Demand Occupation (O*Net-SOC)

Pell Grant

Pell Grant

Grant Begin Date:
(Example: MM/DD/YYYY)

Grant End Date:
(Example: MM/DD/YYYY)

Initial Grant Amount:

Second Grant Amount:

Third Grant Amount:

Other Federal Grant

Other Federal Grant

Grant Begin Date:
(Example: MM/DD/YYYY)

Grant End Date:
(Example: MM/DD/YYYY)

Initial Grant Amount:

Second Grant Amount:

Third Grant Amount:

State Aid

State Aid

Grant Begin Date:
(Example: MM/DD/YYYY)

Grant End Date:
(Example: MM/DD/YYYY)

Initial Grant Amount:

Second Grant Amount:

Third Grant Amount:

Institutional Aid

Institutional Aid

Grant Begin Date:
(Example: MM/DD/YYYY)

Grant End Date:
(Example: MM/DD/YYYY)

Initial Grant Amount:

Second Grant Amount:

Third Grant Amount:

Oklahoma Joblink
ServiceLink User's Guide



Other Financial Aid

Other Financial Aid

Grant Begin Date:
(Example: MM/DD/YYYY)

Grant End Date:
(Example: MM/DD/YYYY)

Initial Grant Amount:

Second Grant Amount:

Third Grant Amount:

Total Grant and Aid Available

Initial Grant Amount: 0.00
Second Grant Amount: 0.00
Third Grant Amount: 0.00

Training Program Cost of Attendance

Initial Amount:

Second Amount:

Third Amount:

Balance of Attendance Costs

Initial Amount: 0.00
Second Amount: 0.00
Third Amount: 0.00

Instructions for Completion:

Field Name	Valid Entries
ITA Issued	If this grant is an Individual Training Account check the box.
ITA Begin Date	Enter the beginning date of the grant.
ITA End Date	Enter the ending date of the grant.
ITA Amount	Enter the initial amount of the grant in dollars and cents (0.00)
Second ITA Amount	Enter the amount of a second ITA grant if any in dollars and cents (0.00).
Third ITA Amount	Enter the amount of a third ITA grant if any in dollars and cents (0.00).
Demand Occupation (O*NET-SOC)	Find and enter the O*NET code for the occupational training by clicking the ONET Lookup button.
Pell Grant	If the client is receiving a Pell Grant check the box.
Grant Begin Date	Enter the beginning date of the grant.
Grant End Date	Enter the ending date of the grant.
Initial Grant Amount	Enter the initial amount of the grant in dollars and cents (0.00)
Second Grant Amount	Enter the amount of a second ITA grant if any in dollars and cents (0.00).
Third Grant Amount	Enter the amount of a third ITA grant if any in dollars and cents (0.00).
Other Federal Grant	If the client is receiving a federal grant other than a Pell Grant check the box.
Grant Begin Date	Enter the beginning date of the grant.
Grant End Date	Enter the ending date of the grant.
Initial Grant Amount	Enter the initial amount of the grant in dollars and cents (0.00)
Second Grant Amount	Enter the amount of a second ITA grant if any in dollars and cents (0.00).

Field Name	Valid Entries
Third Grant Amount	Enter the amount of a third ITA grant if any in dollars and cents (0.00).
State Aid	If the client is receiving state aid check the box.
Grant Begin Date	Enter the beginning date of the grant.
Grant End Date	Enter the ending date of the grant.
Initial Grant Amount	Enter the initial amount of the grant in dollars and cents (0.00)
Second Grant Amount	Enter the amount of a second ITA grant if any in dollars and cents (0.00).
Third Grant Amount	Enter the amount of a third ITA grant if any in dollars and cents (0.00).
Institutional Aid	If the client is receiving institutional aid check the box.
Grant Begin Date	Enter the beginning date of the grant.
Grant End Date	Enter the ending date of the grant.
Initial Grant Amount	Enter the initial amount of the grant in dollars and cents (0.00)
Second Grant Amount	Enter the amount of a second ITA grant if any in dollars and cents (0.00).
Third Grant Amount	Enter the amount of a third ITA grant if any in dollars and cents (0.00).
Other Financial Aid	If the client is receiving other financial aid check the box.
Grant Begin Date	Enter the beginning date of the grant.
Grant End Date	Enter the ending date of the grant.
Initial Grant Amount	Enter the initial amount of the grant in dollars and cents (0.00)
Second Grant Amount	Enter the amount of a second ITA grant if any in dollars and cents (0.00).
Third Grant Amount	Enter the amount of a third ITA grant if any in dollars and cents (0.00).
Total Grant and Aid Available	Will display when information is saved.
Initial Grant Amount	Total grant and aid amount for each grant
Second Grant Amount	Total grant and aid amount for each grant
Third Grant Amount	Total grant and aid amount for each grant
Training Program Cost of Attendance	
Initial Grant Amount	Enter amount of program training cost of attendance from initial grant.
Second Grant Amount	Enter amount of program training cost of attendance from second grant.
Third Grant Amount	Enter amount of program training cost of attendance from third grant.
Balance of Attendance Cost	Will display when information is saved.
	Click the Save button.

When you click on the **Educational Grants** link the total amounts of the grants and aid will display for the initial, second, and third grant.



Other Financial Aid

Other Financial Aid

Grant Begin Date:
(Example: MM/DD/YYYY)

Grant End Date:
(Example: MM/DD/YYYY)

Initial Grant Amount:

Second Grant Amount:

Third Grant Amount:

Total Grant and Aid Available

Initial Grant Amount: 0.00
Second Grant Amount: 0.00
Third Grant Amount: 0.00

Training Program Cost of Attendance

Initial Amount:

Second Amount:

Third Amount:

Balance of Attendance Costs

Initial Amount: 0.00
Second Amount: 0.00
Third Amount: 0.00

Click the [Return to Enrollment Details](#) button.

Service and Training Plan – See description under LE Enrollments

Employment Plan - See description under LE Enrollments

Enrollment Notes - See description under LE Enrollments

Needs and Barriers - See description under LE Enrollments

Contact Info Snapshot - See description under LE Enrollments

Demographics Snapshot - See description under LE Enrollments

Eligibility Snapshot – Displays the programs of eligibility for the client.

Printable Version - See description under LE Enrollments

EEO Printable Version - See description under LE Enrollments

SCSEP Enrollments

Navigation:

Client's who meet the requirements for enrollment into the SCSEP program will display the following information.

Oklahoma Joblink ServiceLink User's Guide

Job Development	No job developments have been entered.
Job Placement	No job placements have been entered.
Printable Version	Select the case sections to print.
On-line Client Release	
Printable Client Release	
EEO	
Program Registrations	
Job Service	Open - Topeka Workforce Center office S&T Plan
Workforce Investment Act	This client has never been registered in WIA.
Trade Act	The client is not eligible for TAA/NAFTA-TAA.
Reemployment Services	The client is not eligible for RES.
Unemployment Insurance	The client is not eligible for UI.
SCSEP	Open - State Admin office S&T Plan ←

Copyright © 2001-2005 America's Job Link Alliance | Section 508 Compliant | Privacy Policy | Equal Opportunity | Browser Settings

All program registrations will display the **Pending** designation until the registration is approved by a program administrator. Program Details page will display as follows.

Home
Station ks22
B. Hope
Logout
Print

JobLink 10

- Return to Workload
- My Cases
- My Follow-Up
- My Employers
- My Job Orders
- Client Search
- Case Details
- Resume
- User Info Log
- Activity Log
- Client Merge
- Client Call-In
- Job Search
- Employer Search
- Resume Search
- Group Activity
- Account Info
- Self Service Tracker
- Reporting
- Edit Password
- Self Referrals

SCSEP Program Details for Bob Hope

Click on the appropriate link to add, view, or edit the information. You will be restricted to information based on your privilege level.

Program ID	493994
Reassign Office	Current Office: State Admin Reassign the office for this particular program registration.
Wages	Enter wage information.
Outcomes	Enter outcome information.
Program Notes	There have been no notes entered for this program.
Enrollment/Eligibility Date List	View the enrollment and eligibility dates.
Printable Version	Select the program sections to print.

SCSEP Enrollments

SCSEP	10/27/2005 - Open ←
-------	-------------------------------------

Enrollment Details for SCSEP

The enrollment details page will display as follows:



SCSEP SCSEP Enrollment Details for Bob Hope	
Click on the appropriate link to add, view, or edit the information. You will be restricted to information based on your privilege level.	
Enrollment ID	499082
Enrollment Info	Enrolled: 10/27/2005.
EEO Notice	10/27/2005
Primary Casetracker	Patrick Pritchard
Enrolled By:	Patrick Pritchard
Goals and Interests	No goals have been entered.
Educational Grants	No grants have been entered.
Service and Training Plan	No services have been entered.
Community Service Assignment	Enter any Community Service Assignments
SCSEP Unsubsidized Employment	Enter any Unsubsidized Employment information
SCSEP Recertification	Last Checked: 07/21/2005. Must recertify annually
Schedule a Service Gap	Add a scheduled service gap so the client is not soft exited.
Employment Plan	Employment plan details for this enrollment.
Enrollment Notes	Notes have not been entered.
Needs and Barriers	<ul style="list-style-type: none"> • Poor Work History • Older Worker • Transportation
Contact Info Snapshot	1309 SW Topeka. Topeka,KS 66612. 7852965034. ppritchard@ajla.net.
Demographics Snapshot	View the clients demographics information at the time of enrollment.
Eligibility Snapshot	LE Job Service, WIA Adult (Local Formula), WTW WTW 30% Program, SCSEP
Printable Version	Select the enrollment sections to print.
EEO Printable Version	Print the EEO notification.
<input type="button" value="Return to Program Details"/>	

Three additional sections will display for SCSEP enrollees. The other enrollment details sections were previously explained under LE and WIA Enrollments sections of this user guide.

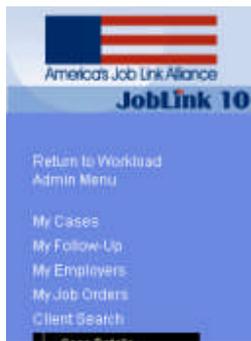
Community Service Assignment

Purpose:

An applicant does not become a participant and is not eligible to receive any SCSEP services until the applicant has been assigned to community service.

Navigation:

Click on the SCSEP Program Registration link, the SCSEP enrollment link, and then the Community Service Assignment link to enter information on the assignment. An assignment must be ended before another one can begin.



If the enrollee has a community service assignment, click the **Add New Assignment** button.



Instructions for Completion --

Field Name	Valid Entries
Host Agency	Select Host Agency from the dropdown.
Search Host Agencies	If not found, click Host Agency button to search for host agency. If Host Agency is found complete the remaining fields. If the Host Agency is still not found, follow the instructions in the following section for Adding a New Host Agency .
Date Assigned to CSA Agency	This is the date the individual was assigned to the CSA host agency. If a new applicant, this is the date the person becomes a participant in SCSEP. The enrollment start date can't be before the first assignment date.
Assignment Start Date	This is the date the individual actually started work with the host agency. This date may be after the assignment date.
Assignment End Date	This is the date the individual ended the CSA with this host agency. A new CSA cannot be entered and an individual cannot be exited if this field is blank
CSA Status	Select the client's current status from the drop down menu.
Approved break in Participation start date	Enter the start date of any approved break in participation, such as a leave of absence without pay. This may also be used to record if there is a delay of more than 3 days in reassignment between host agency assignments.
Expected end of Approved break	Enter the date the break is expected to end. (mm/dd/yyyy)
Approved break in participation end date	Enter the end date of any approved break in participation.
Reason for Approved break	Select the reason for the approved break from the drop down menu.
Reason, if other is selected above	Enter the reason for the break if Other was selected from the drop down menu.
Starting wage (hourly)	Enter the hourly wage the participant receives at the time the assignment starts. Do not update.
Hours per week	Indicate the number of hours per week to be worked.
Schedule	Indicate the participants work schedule
Date of safety consultation	Enter the date the participant received safety consultation regarding assignment. (mm/dd/yyyy)
Assignment code	Enter the code for the type of community service to which the participant is assigned.
Assignment Code, if other selected above	Enter the assignment code if other is selected from the drop down menu
Assignment Title	Enter a descriptive title of the community service position to which the participant was assigned, as determined by the host agency.
Participant's Job Code	Select the participant's job code from the drop down menu.
Workers comp code	Indicate the workers comp code if applicable
Assignment Notes	Free text field to add any notes about the assignment. Click the Add button.

You may indicate the hours paid in the assignment by quarter and program year, and/or the hours of paid training by quarter and program year.

Instructions for Completion:

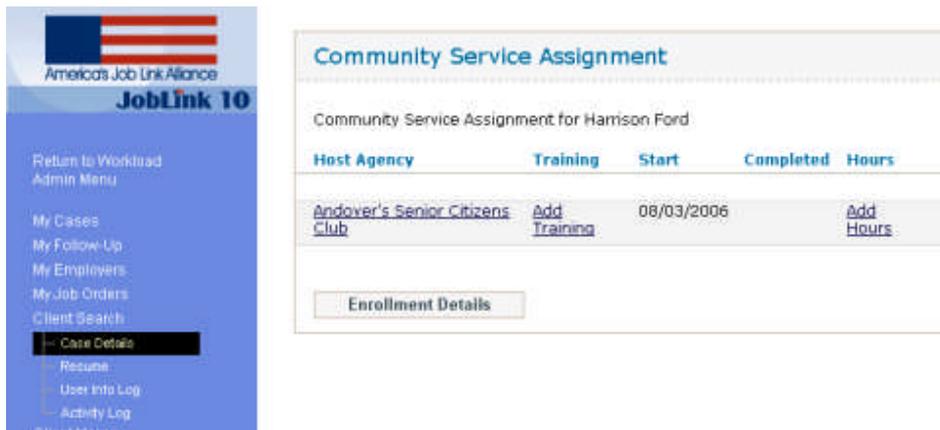
Field Name	Valid Entries
New Quarter	Select the appropriate quarter in which hours were paid.
Program Year	Select the appropriate program year.
Hours	Indicate the total number of hours paid.
New Quarter	Select the appropriate quarter in which training hours were paid.
Program Year	Select the appropriate program year.
Hours	Indicate the total number of training hours paid.
	Click the Save button if entering total hours paid, otherwise click the Return to CSA button.

After hours paid for new quarter and program have been entered, additional entries for new quarters will display the page below:

Instructions for Completion:

Field Name	Valid Entries
Total Hours Paid – Program Year	Select the program year for which hours paid are being reported
Total Hours Paid – Quarter	Select the quarter for which hours paid are being reported
Total Hours Paid - Hours	Enter the total number of hours for which the participant was paid wages. Once wages are entered, the next quarter may be reported.
Total Hours in Paid Training – Program Year	Select the program year for which hours of paid training are being reported
Total Hours in Paid Training – Quarter	Select the quarter for which hours of paid training are being reported
Total Hours in Paid Training - Hours	Enter the total number of hours of paid training that the individual received. Once entered, the next quarter may be reported.
	Click the Save button.

The name of the Host Agency, Training, Start and Completed Date will display. If you need to report Total Hours Paid, an [Add Hours](#) link will display.



If training is provided, you will to click the [Add Training](#) link.



Community Service Training

* Training Provider: Select a training Provider [dropdown]
 Search Training Providers: [button: Training Providers]

?* Training Provided In: Select one from below
 Main SCSEP Program
 Section 502(e) program
 N/A

* Training Received: Select the Training Received [dropdown]
 Training Received (If Other selected above): [text input]

Training Job Code: Select Training Job Code [dropdown]
 Worker's Comp Code: [text input]

* Training Start Date: mm/dd/yyyy (Example: MM/DD/YYYY)
 * Training End Date: mm/dd/yyyy (Example: MM/DD/YYYY)

Training Hours per Week: [text input]
 Community Service Hours per Week: [text input]

?* Wages Paid By: Select one from below
 Sub-grantee
 Employer
 N/A

Reimbursement percentage if wages paid by employer: [text input]
 Hourly wage \$: [text input]
 Total wages paid \$: [text input]
 Total paid to provider \$: [text input]

* Office: 0 - State Admin [dropdown]
 * Station Desk: ks22 [text input]
 Training Comments: [text area]

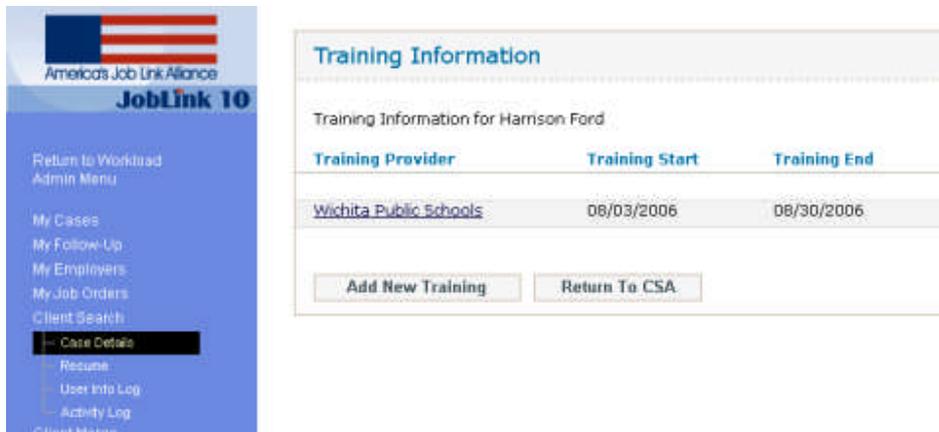
[button: Add] [button: Reset] [button: Return to List]

Instructions for Completion:

Field Name	Valid Entries
Training Provider	Select the training provider from the drop down menu. If the training provider is not listed, click the Training Providers button.
Search Training Providers	If the training provider is not listed after searching, you will need to click the Add New Provider button. (See instructions for adding a new training provider following the section on Adding a New Host Agency)
Training Provided In	Select the type of program that will provide the training.
Training Received	Identify the type of training received from the drop down menu.
Training Received (If other is selected above)	If other is selected above specify the type of training.
Training Job Code	Enter the training job code from the drop down menu.
Workers Comp Code	Enter the relevant worker's compensation code
Training Start Date	Enter the training start date. (mm/dd/yyyy)
Training End Date	Enter the training end date. (mm/dd/yyyy)
Training Hours per Week	Enter the number of hours per week spent in training.
Community Service Hours per Week	Enter the number of hours per week spent in community service work.

Field Name	Valid Entries
Wages Paid by	Indicate who will pay the wages. (Sub-Grantee or Employer)
Reimbursement percentage is wages paid by employer	If wages are reimbursed to employer indicate the percentage.
Hourly Wage	Indicate the hourly wage, i.e. 15.00
Total wages paid	Indicate the total wages paid in dollars and cents.
Total paid to provider	Indicate the total paid to provider of training.
Office	Pre-filled.
Station Desk	Pre-filled.
Training Comments	Provide any comments related to the training experience.
	Click the Add button.

Training information for the participant will display.



Click the [Return to CSA](#) button.

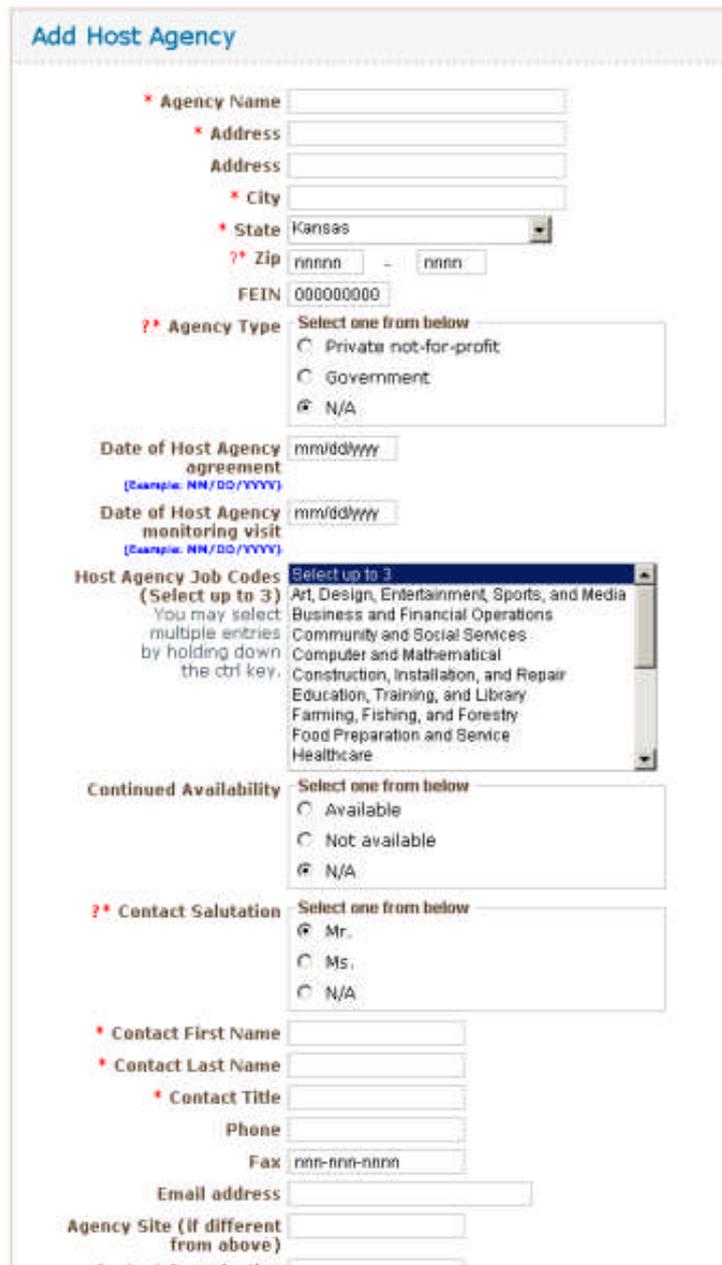
Adding a New Host Agency

First you must enter an agency name and city and click the [Search](#) button.





If the search results are negative, click the [Add New Agency](#) button.



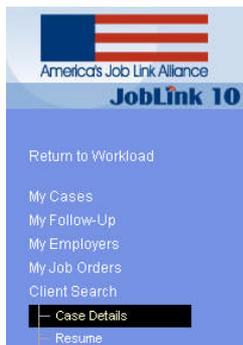
The following fields will be completed to add a new host agency.

Instructions for Completion:

Field Name	Valid Entries
Agency Name	Enter the name of the host agency
Address	Enter the address for the host agency
Address	Enter the second line address for the host agency
City	Enter the city location for the host agency
State	Enter the state location for the host agency from the dropdown
Zip	Enter the zip code for the host agency
FEIN	Enter the host agency's Federal Employer Identification Number. This will be used as the unique identifier for host agencies.
Agency type	Indicate if the host agency is a private non-profit or government entity.
Date of Host Agency Agreement	Enter the date of the host agency agreement to participate in SCSEP. (mm/dd/yyyy)
Date of Host Agency monitoring visit	Enter the date for monitoring of host agency. (mm/dd/yyyy)
Host agency job codes	Select up to 3 job codes for the host agency from list provided.
Continued Availability	Indicate if the host agency desires to continue to be a host agency.
Contact Salutation	Select the appropriate salutation for the contact person.
Contact First Name	This is the individual who will receive the customer satisfaction

Field Name	Valid Entries
	survey. Enter the individual's first name.
Contact Last Name	Enter the individual's last name.
Contact Title	Enter the title by which the contact person is known at the host agency.
Phone	Enter the phone number where the contact person may be reached.
Fax	Enter the ten digit fax number.
Email address	Enter the contact person's email address.
Agency Site (if different from above)	Enter a business address for the contact person if it is different from the host agency's mailing address above.
Contact Organization	Enter here the name of the organization at which the contact person will receive mail.
Contact Address	Enter the address for the contact person.
Contact Address 2	If needed, enter the second line address.
Contact City	Enter the city location for the contact person
State	Enter the state location for the contact person
Zip	Enter the zip code for the contact person
Supervisor Salutation	Select the appropriate salutation for the supervisor.
Supervisor First Name	Enter the individual's first name.
Supervisor Last Name	Enter the individual's last name.
Supervisor Address	Enter the address for the supervisor.
Supervisor Address 2	If needed, enter the second line address.
Supervisor City	Enter the city location for the supervisor.
Supervisor State	Enter the state location for the supervisor.
Supervisor Zip	Enter the zip code for the supervisor.
Supervisor Title	Enter the supervisor's job title.
Supervisor Phone	Enter the phone number where the supervisor may be reached.
Supervisor Fax	Enter the ten digit fax number.
Supervisor Email address	Enter the supervisor's email address.
Funding source	Select the funding source for the host agency.
Hourly rate	Enter the hourly rate of pay provided by host agency.
Hours per week	Enter the hours per week available for work.
	Click the Add button.

Adding a New Training Provider



Provider Search

Provider Name

City

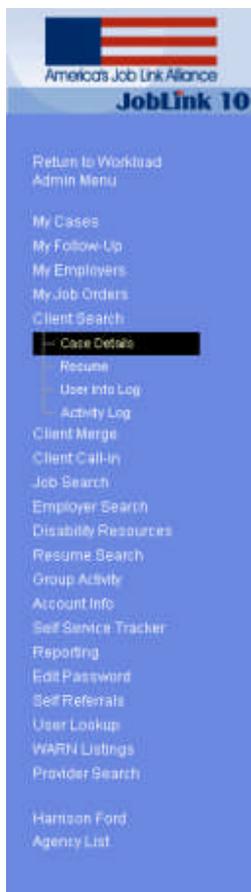
Enter the provider name and city and click the **Search** button.



Search Results

No records were found that matched your search. Please try again or add a new agency.

If no results are found, click the **Add New provider** button.



Add Provider

* Training Provider

* Address

Address

* City

* State --Other/Not Listed--

?* Zip nnnnn - nnnn

?* Continued Availability Select one from below

Available

Not Available

N/A

Contact Salutation Select one from below

Mr.

Ms.

N/A

* Contact First Name

* Contact Last Name

* Address

Address

* City

* State --Other/Not Listed--

?* Zip nnnnn - nnnn

* Contact Title

Contact Phone

Contact Fax nnn-xxx-xxxx

Contact Email

Instructions for Completion:

Field Name	Valid Entries
Training Provider	Enter the name of the provider.
Address	Enter the provider address.
Address	Enter additional address information if appropriate.
City	Enter city where provider is located.
State	Select state where provider is located from drop down menu.
Zip	Enter provider Zip code.
Continued Availability	Indicate if provider desires to continue as a training provider.

Field Name	Valid Entries
Contact Salutation	Enter training provider contact person's appropriate salutation.
Contact First Name	Enter contact person's first name.
Contact Last Name	Enter contact person's last name.
Address	Enter address of contact person
Address	Enter additional address information if appropriate.
City	Enter city where contact person is located.
State	Select contact person's state from drop down menu.
Zip	Enter contact person's Zip code.
Contact Title	Enter contact person's job title.
Contact Phone	Enter contact person's ten digit phone number.
Contact Fax	Enter contact person's ten digit fax number.
Contact Email	Enter contact person's email address.
	Click the Add button.

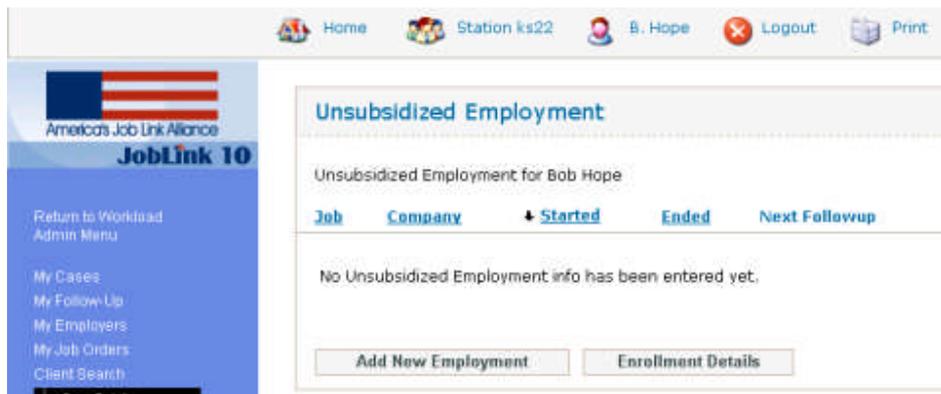
SCSEP Unsubsidized Employment

Purpose:

The unsubsidized employment form is started when the participant enters employment, either at the time of exit or within the first 90 days of exit, and continues for up to 12 months after the participant exits employment. Information will be captured about the Employer and the placement, information to facilitate the customer satisfaction survey, and information required for performance measures.

Navigation:

Click on the SCSEP Program Registration link, the SCSEP enrollment link, and then the SCSEP Unsubsidized Employment link to enter information on the employment. A new unsubsidized employment must be started for each one that the participant has during the 12-month follow up period.



If the client has entered unsubsidized employment, click the **Add New Employment** button.



JobLink 10

- Return to Workload
- My Cases
- My Follow-Up
- My Employers
- My Job Orders
- Client Search
 - Case Details
 - Resume
 - User Info Log
 - Activity Log
- Client Merge
- Client Call-in
- Job Search
- Employer Search
- Disability Resources
- Resume Search
- Account Info
- Self Service Tracker
- Reporting
- Edit Password
- Self Referrals
- User Lookup
- WARN Listings
- Provider Search
- Roy Clark
- Agency List

Unsubsidized Employment Details

Employer Information

* Company or Agency

* Mailing Address

Mailing Address 2

* City

* State

* Zip -

* Federal Employment ID Number

* Employer type

* Host Agency
 Yes
 No
 N/A

* Training Site

Employment Site

* Employer Continued Availability
 Available
 Not Available
 N/A

Employer Contact Information

Contact Salutation
 Mr.
 Ms.
 N/A

* Contact Person First Name

* Contact Person Last Name

Title

Contact Organization

Mailing Address (If different)

Mailing Address 2

City

State

Zip -

Phone

Fax

Email

Employer Supervisor Information (If different from Contact)

Oklahoma Joblink
ServiceLink User's Guide

	Supervisor Salutation <input type="radio"/> Mr. <input type="radio"/> Ms. <input checked="" type="radio"/> N/A
	Supervisor First Name <input type="text"/>
	Supervisor Last Name <input type="text"/>
	Address <input type="text"/>
	Address <input type="text"/>
	City <input type="text"/>
	State --Other/Not Listed-- <input type="text"/>
	Zip <input type="text"/> - <input type="text"/>
	Supervisor Title <input type="text"/>
	Phone <input type="text"/>
	Fax <input type="text"/>
	Email <input type="text"/>
	Placement Information
	* Job Title <input type="text"/>
	Job Code Please select one <input type="text"/>
Start Date 08/03/2006 <small>(Example: MM/DD/YYYY)</small>	
End Date mm/dd/yyyy <small>(Example: MM/DD/YYYY)</small>	
Starting Hourly Wage 0.00	
Benefits <input type="checkbox"/> Select all that apply You may select multiple entries by holding down the ctrl key. <input type="checkbox"/> Health Insurance <input type="checkbox"/> Sick Leave <input type="checkbox"/> Pension/profit sharing <input type="checkbox"/> Vacation <input type="checkbox"/> Transportation <input type="checkbox"/> Room and Board <input type="checkbox"/> Other <input type="checkbox"/> None	
Benefits (if other selected above) <input type="text"/>	
Type of employment <input type="radio"/> Full-time <input type="radio"/> Part-time <input checked="" type="radio"/> N/A	
Number of hours per week <input type="text"/>	
High growth placement Please select one of the following <input type="text"/>	
Training-related placement <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A	
Placement the result of substantial service provided to the employer by the sub-grantee <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A	
Comments <input type="text"/>	

Oklahoma Joblink
ServiceLink User's Guide

	<p>Customer Service Survey Information</p> <p>Survey #1 <input type="text"/></p> <p>Survey #1 Date <input type="text"/> <small>mm/dd/yyyy</small> <small>(Example: MM/DD/YYYY)</small></p> <p>Survey #2 <input type="text"/></p> <p>Survey #2 Date <input type="text"/> <small>mm/dd/yyyy</small> <small>(Example: MM/DD/YYYY)</small></p> <p>Survey #3 <input type="text"/></p> <p>Survey #3 Date <input type="text"/> <small>mm/dd/yyyy</small> <small>(Example: MM/DD/YYYY)</small></p> <p>Follow-Up 1 Information</p> <p>Follow-up 1 Scheduled Date <input type="text"/> <small>09/02/2006</small> <small>(Example: MM/DD/YYYY)</small></p> <p>Actual 30-day Date <input type="text"/> <small>mm/dd/yyyy</small> <small>(Example: MM/DD/YYYY)</small></p> <p>Follow-up 1 Completed Date <input type="text"/> <small>mm/dd/yyyy</small> <small>(Example: MM/DD/YYYY)</small></p> <p>Employed for 30 days <input type="text"/> <small>Select one of the following</small></p> <p>Customer Service survey delivered <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A</p>
	<p>Customer Service survey completed <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A</p> <p>90-day Date <input type="text"/> <small>11/01/2006</small> <small>(Example: MM/DD/YYYY)</small></p> <p>Has the participant received any SCSEP services within the first 90 days after exit? <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A</p> <p>Follow-Up 2 Information</p> <p>Follow-up 2 Scheduled Date <input type="text"/> <small>01/30/2007</small> <small>(Example: MM/DD/YYYY)</small></p> <p>Follow-up 2 Completed Date <input type="text"/> <small>mm/dd/yyyy</small> <small>(Example: MM/DD/YYYY)</small></p> <p>Wages first quarter after exit <input type="text"/> <small>Select one of the following</small></p> <p>Employed on the 180th day after placement <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A</p> <p>Follow-Up 3 Information</p> <p>Follow-up 3 Scheduled Date <input type="text"/> <small>07/01/2007</small> <small>(Example: MM/DD/YYYY)</small></p> <p>Follow-up 3 Completed Date <input type="text"/> <small>mm/dd/yyyy</small> <small>(Example: MM/DD/YYYY)</small></p> <p>Wages second quarter after exit <input type="text"/> <small>Please select one of the following</small></p> <p>Wages third quarter after exit <input type="text"/> <small>Please select one of the following</small></p> <p><input type="button" value="Add"/> <input type="button" value="Reset"/> <input type="button" value="Employment List"/></p>

Instructions for Completion --

Field Name	Valid Entries
Company or Agency	Enter the name of the Employer where the participant is placed.
Mailing Address	Enter the mailing address of the Employer. This is the address that will be used to mail the customer

Field Name	Valid Entries
	satisfaction surveys.
Mailing Address 2	If needed, enter the second line of the Employer mailing address.
City	Enter the city location of the Employer
State	Enter the state location of the Employer
Zip	Enter the zip code of the Employer
Federal Employment ID Number	Enter the FEIN of the Employer
Employer Type	Indicate if the Employer is a not-for-profit, for-profit, governmental entity, or if self-employed.
Host Agency	Indicate if this Employer has been a host agency in the last 12 months.
Training Site	Indicate if the Employer provided a training site for this participant under the Section 502(e) program or provided an on-the-job experience under the regular program.
Employment Site	Enter the site at which the participant is assigned.
Employer Continued Availability	Indicate if employer desires to continue to be employment and/or training site.
Contact Salutation	Select the appropriate salutation for the contact person. To be used for the customer satisfaction cover letters.
Contact Person First name	Enter the first name of the person to whom the customer satisfaction survey for the Employer will be sent.
Contact Person Last Name	Enter the contact person's last name.
Title	Enter the title by which the contact person is known.
Contact Organization	Enter the name of the organization at which the contact person will receive mail
Mailing Address (if different)	Enter the business address for the contact person
Mailing Address 2	If needed, enter the second line of the business address for the contact person
City	Enter the location city of the contact person
State	Enter the location state of the contact person
Zip	Enter the zip code of the contact person
Phone	Enter a phone number where the contact person may be reached.
Fax	Enter contact person's fax number.
Email	Enter contact person's email address.
Supervisor Salutation	Enter appropriate supervisor salutation
Supervisor First name	Enter supervisor first name
Supervisor Last Name	Enter supervisor last name
Address	Enter address of supervisor
Address	If needed, enter the second line of the business address for the supervisor
City	Enter city where supervisor is located.
State	Select supervisor state from drop down menu
Zip	Enter supervisor Zip code
Supervisor Title	Enter job title for supervisor
Phone	Enter supervisor ten digit phone number
Fax	Enter supervisor ten digit fax number
Email	Enter supervisor email address
Job Title	Enter the participant's job title as determined by the Employer.
Job Code	Select participant's job code from the drop down menu
Start Date	Enter the date the participant began work with this Employer

Field Name	Valid Entries
End Date	Enter the date on which employment with this Employer ended.
Starting Hourly Wage	Enter the hourly wage the participant received at the beginning of employment with this Employer.
Benefits	Specify all benefits the participant received at the time of employment from the list provided.
Benefits (if other selected above)	Specify additional benefits received.
Type of employment	Indicate if the job is full- or part-time
Number of hours per week	Specify the number of hours per week the participant is expected to work
High growth placement	Select from list if high growth job.
Training related placement	Indicate if the participant is performing work related to the assignment that the participant had with the host agency or to any training provided by the sub-grantee.
Placement the result of substantial service provided to the Employer by the sub-grantee	Indicate if the sub-grantee provided a substantial service to the Employer as part of the placement process and the Employer was aware of the efforts.
Comments	Use this field to record any additional information about the unsubsidized employment.
Survey #1	Enter the survey number for the first survey delivered to a qualified Employer.
Survey #1 Date	Enter the survey date for the first survey delivered to a qualified Employer.
Survey #2	Enter a second survey number if the first survey is not returned within three weeks.
Survey #2 Date	Enter a second survey date if the first survey is not returned within three weeks.
Survey #3	Enter the third survey number if necessary
Survey #3 Date	Enter the third survey date if necessary.
Follow-up 1 Scheduled Date	This date is set for 30 days after the participant started unsubsidized employment (system generated)
Actual 30-Day Date	Enter the actual date on which 30 days of employment was achieved. This date may be up to 90 days after the participant exited the program.
Follow-up 1 Completed Date	Enter the date on which the follow-up is conducted.
Employed for 30 Days	Indicate if the participant was employed for 30 days.
Customer Service Survey Delivered	Indicate whether or not a survey was provided to the Employer.
Customer Service Survey Completed	If delivered, indicate whether or not the survey was completed.
90-Day Date	System-generated date to see if any services are received within 90 days of exit.
Has the participant received any SCSEP services within the first 90 days after exit	Indicate if the participant has received any additional SCSEP services within 90 days of exit.
Follow-up 2 Scheduled Date	180 days after the participant first started unsubsidized employment (system generated)
Follow-up 2 Completed Date	Enter the date on which the follow-up is conducted by the sub-grantee.
Wages first quarter after exit	Indicate if the participant received any wages (and the source of those wages) in the first quarter after the exit quarter.
Employed on the 180th day after placement	Indicate whether the participant is employed with this Employer 180 days after the date on which the participant was first placed.

Field Name	Valid Entries
Follow-up 3 Scheduled Date	Enter the day after the end of the third quarter after the quarter in which the participant exited (system generated).
Follow-up 3 Completed Date	Enter the date on which the follow-up is conducted by the sub-grantee.
Wages second quarter after exit	Indicate if the participant received any wages (and the source of those wages) in the second quarter after the exit quarter.
Wages third quarter after exit	Indicate if the participant received any wages (and the source of those wages) in the third quarter after the exit quarter.
	Click the Add button.

The unsubsidized employment job title, company, start and end date (if appropriate), and the next follow-up date will display.

The screenshot shows the JobLink 10 web application. At the top, there is a navigation bar with icons for Home, Station ks22, B. Hope, Logout, and Print. Below this is a sidebar with the JobLink 10 logo and a menu with options: Return to Workload, Admin Menu, My Cases, My Follow-Up, My Employers, My Job Orders, Client Search, Case Details, and Resume. The main content area is titled 'Unsubsidized Employment' and shows 'Unsubsidized Employment for Bob Hope'. It contains a table with the following data:

Job	Company	Started	Ended	Next Followup
Administrative Assistant	AJLA-TS	10/27/2005	03/31/2006	11/26/2005

Below the table are two buttons: 'Add New Employment' and 'Enrollment Details'.

SCSEP Recertification

Purpose:

A recertification must be done at least every 12 months to determine continuing eligibility. Recertification is valid for 12 months.

Navigation:

Click on the SCSEP Program Registration link, the SCSEP enrollment link, and then the SCSEP Recertification link to enter the recertification information.

The screenshot shows the 'SCSEP Recertification' form. On the left is a navigation menu for 'JobLink 10' with options like 'Return to Workload Admin Menu', 'My Cases', 'My Follow-Up', 'My Employers', 'My Job Orders', 'Client Search', 'Case Details', 'Resume', 'User Info Log', 'Activity Log', 'Client Merge', 'Client Call-In', 'Job Search', 'Employer Search', 'Resume Search', 'Group Activity', 'Account Info', 'Self Service Tracker', 'Reporting', 'Edit Password', 'Self Referrals', 'User Lookup', 'New Account', 'WARN Listings', 'Provider Search', 'Bob Hope', and 'Agency List'. The main form area contains the following fields:

- Number in Family:** A text input field.
- Total Family Income last 6 months (Annualized):** A text input field with '0.00' entered.
- Participant Signature:** A radio button selection with options: Yes, No, and N/A (selected).
- Eligibility determination:** A radio button selection with options: Eligible, Ineligible, and N/A (selected).
- Reason, if ineligible:** A radio button selection with options: Income, Failed to complete application or provide required documentation, Other, and N/A (selected).
- If other, please specify:** A text input field.
- Director Signature:** A radio button selection with options: Yes, No, and N/A (selected).
- Recertification Date:** A text input field with a date format mask 'mm/dd/yyyy' and an example '(Example: MM/DD/YYYY)'. The field is currently empty.
- Recertification comments (1000 character max.):** A large text area for entering comments.

At the bottom of the form are two buttons: 'Update' and 'Enrollment Details'.

Instructions for Completion --

Field Name	Valid Entries
Number in family	Enter the number of individuals in the applicant's family.
Total Family Income last 6 months (Annualized)	Enter the six-month annualized family income.
Participant signature	Indicate if the participant has read and understands the certification and has so signed.
Eligibility determination	Indicate whether the participant remains eligible based upon the information obtained during the recertification process.
Reason, if ineligible	If the participant is ineligible, indicate the reason for ineligibility.
If other, please specify	Indicate the reason if other is selected above.
Director signature	Indicate if the authorized individual who made the eligibility determination has signed the form.
Recertification date	Record the date the eligibility determination was made based upon information obtained during the recertification process.
Recertification comments	Enter any comments regarding the recertification.

SCSEP Exits

Purpose:

This form is being used to record when an SCSEP participant ends his or her last community service assignment and is no longer being paid wages.

Navigation:

Click on the SCSEP Program Registration link, the SCSEP enrollment link, and then the Community Service Assignment link to enter information on the assignment. When all assignments are completed, click on the **Exit Client** button.



The screenshot shows the JobLink 10 interface. On the left is a navigation menu with links like 'Return to Workload Admin Menu', 'My Cases', 'My Follow-Up', 'My Employers', 'My Job Orders', and 'Client Search'. The main content area is titled 'Community Service Assignment' and shows details for 'Bob Hope'. Below the title is a table with the following data:

Host Agency	Status	Start	Completed	Hours
American Red Cross	Completed	10/27/2005	03/31/2006	Add Hours

At the bottom of the table are three buttons: 'Add New Assignment', 'Exit Client' (highlighted with a red box), and 'Enrollment Details'.

The Exit Details page will appear.

See next page -



Exit Details for Bob Hope

Update the client's contact information.
Note: You must include one of the following methods of contact:

- address (including city, state, and zip)
- phone
- fax
- email

First Name: Bob
 Middle Name
 Last Name: Hope
 Address: 1309 SW Topeka
 Address line 2
 City: Topeka
 State: Kansas
 Zip: 66612 -
 Email address: ppritchard@jella.net
 Phone: nnn-xxx-xxxx
 Alternate Phone: nnn-xxx-xxxx
 Fax: nnn-xxx-xxxx
 Exit Date: 01/03/2006
(Example: MM/DD/YYYY)

Unsubsidized placement at exit: Select an option below
 Yes, regular employment
 Yes, self-employment
 No

Other Reason for exit: Select a reason below
 Non-exit Reason For Closing Record: Please select one of the following
 Transfer Grantee Code (If Transferred selected above): Select a Grantee
 Sub-grantee Code Moved To (if selected above)
 Exit Comments
 Participant Signature: Select one from below
 Yes
 No
 N/A

Date Signed: mm/dd/yyyy
(Example: MM/DD/YYYY)

Instructions for Completion --

Field Name	Valid Entries
First Name	Enter the first name of the participant
Middle Name	Enter the middle name of the participant
Last Name	Enter the last name of the participant
Address	Enter the address of the participant, to be used for the customer satisfaction survey.
Address line 2	If needed, enter the second line of the participant's address
City	Enter the city location of the participant
State	Enter the state location of the participant
Zip	Enter the zip code of the participant
Email Address	If available, enter the email address of the participant
Phone	Enter a phone number where the participant may be reached
Alternate Phone	If possible, enter an alternate number where the

Field Name	Valid Entries
	participant may be reached or a message may be left.
Fax	Enter a fax number for the participant, if available
Exit Date	Enter the date on which the participant ceased receiving SCSEP services. This will be the last day for which the participant received wages from the project.
Unsubsidized Placement at exit	Indicate if the participant exited into full- or part-time unsubsidized employment or to engage in self-employment.
Other reason for exit	If the exit is not due to unsubsidized employment, indicate the reason for the exit.
Non-exit reason for closing record	Use this field to close your record if the applicant/participant has left your project, but has not actually exited SCSEP
Transfer Grantee Code (if Transferred selected above)	Select the Grantee to which the participant transferred if "transferred to another project" is selected above.
Sub-Grantee Code moved to (if selected above)	Record the sub-grantee to which the participant has moved when there has been a change of sub-grantee within the grantee. Obtain the sub-grantee name and code from your grantee.
Exit Comments	Use this field to record any information about the exit, including information about exits that have been reversed.
Participant Signature	Indicate if the participant signed a waiver of confidentiality.
Date Signed	If applicable, indicate the date the waiver was signed.
	Click the Save button.

Trade Adjustment Assistance – Enrollment Details – Grades and Syllabi

Purpose:

Allows the Case Manager to enter information on TAA clients enrolled in training program opportunities.



America's Job Link Alliance
JobLink 10

- Return to Workload
- Admin Menu
- My Cases
 - My Follow-Up
 - My Employers
 - My Job Orders
- Client Search
 - Case Details**
 - Resume
 - User Info Log
 - Activity Log
- Client Merge
- Client Call-In
- Job Search
- Employer Search
- Resume Search
- Group Activity
- Account Info
- Self Service Tracker
- Reporting

TAA/NAFTA-TAA TAA Enrollment Details for Lori ann Smith	
Click on the appropriate link to add, view, or edit the information. You will be restricted to information based on your privilege level.	
Enrollment ID	351337
Enrollment Info	Enrolled: 06/02/2004.
EEO Notice	None
Primary Casetracker	Christy Doherty christy_doherty@hr.state.ks.us (316) 266-8614
Enrolled By:	Christy Doherty
Testing Information	View the client's information about testing related to this enrollment.
Goals and Interests	3 goals have been entered.
Educational Grants	No grants have been entered.
Service and Training Plan	2 services have been entered.
Schedule a Service Gap	Add a scheduled service gap so the client is not soft exited.
Employment Plan	Employment plan details for this enrollment.
Grades and Syllabi	View grades and syllabi.

Navigation:

Access TAA clients Enrollment Details page and click on the [Grades and Syllabi](#) link.



America's Job Link Alliance
JobLink 10

- Return to Workload
- My Cases
 - My Follow-Up
 - My Employers
 - My Job Orders
- Client Search
 - Case Details**
 - Resume
 - User Info Log
 - Activity Log
- Client Merge

Grades	
Related Links: Syllabi	
Grades for Harrison Ford	
Semester	Start End Status Date Received
No Grades have been entered.	
<input type="button" value="Add New Grades"/>	<input type="button" value="Return to Enrollment Details"/>

To view or edit previously entered information click the appropriate link under the **Semester** column. To add new information, click the **Add New Grades** button.

Grades for Lori ann Smith

* Semester:

Semester Start Date: (Example: MM/DD/YYYY)

Semester End Date: (Example: MM/DD/YYYY)

Status:

Date Received: (Example: MM/DD/YYYY)

Notes (3000 character max.)

To enter grade information select the appropriate selection from the drop down menu. If enrolled in a course or program enter the semester start and end dates. Select the Status from the drop down menu. If *Met Requirements for a Diploma* indicate the Date Received. Enter any notes related to grade information. Click the **Add** button.

Grades

Related Links: [Syllabi](#)

Grades for Harrison Ford

Semester	Start	End	Status	Date Received
Summer 2008	05/23/2008	08/30/2008	In Progress	

To view or enter syllabi information click the **Syllabi** tab. To view information click the information link under the **Semester** column. To add new syllabi information click the **Add New Syllabi** button.

Syllabi

Related Links: [Grades](#)

Syllabi for Harrison Ford

Semester	Start	End	Status	Date Received
No Syllabi have been entered.				

Syllabi for Lori ann Smith

* Semester:

Semester Start Date: (Example: MM/DD/YYYY)

Semester End Date: (Example: MM/DD/YYYY)

Status:

Date Received: (Example: MM/DD/YYYY)

Notes (3000 character max.):

To enter syllabi information select the appropriate information from the drop down menu. If enrolled in a course or program enter the semester start and end dates. Select the Status from the drop down menu. If *Met Requirements for a Diploma* indicate Date Received. Enter any notes related to syllabi information. Click the **Add** button.

Syllabi

Related Links: [Grades](#)

Syllabi for Harrison Ford

Semester	Start	End	Status	Date Received
Fall 2008	08/30/2008	12/21/2008	Scheduled	

The appropriate information will display. Click the **Return to Enrollment Details** button to return to the Enrollment Details page.

Re-Employment Services Registration

Each state will have its own procedures for scheduling UI Clients who have been profiled and selected to receive Reemployment Services.

You may **View the RES Clients** selected for Reemployment Services by logging in to your account, click on the **Reporting** link, click on **Labor Exchange Reports**, then **WPRS Reports**, and finally **RES Call-In** and you will get a spreadsheet with the following information:

RES Call In Report -- Generated 09/09/2005						
Participant ID	Client Name	Office	Call in Date	Call in Time	Failed to Report	
73603	BRATTON, DONNA	Atchison Workforce Center	9/20/2005	1000AM		
0	BUCHANAN, LISA M	Atchison Workforce Center	9/20/2005	0900Am		
227645	BURNETT, OSCAR	Atchison Workforce Center	9/20/2005	0800AM		
0	FOLSOM, ANNA L	Atchison Workforce Center	9/20/2005	1130Am		
0	HOUSH, ANGELA R	Atchison Workforce Center	9/20/2005	1030Am		
0	RENO, JUSTIN T	Atchison Workforce Center	9/20/2005	0830Am		
68279	roland, rebecca	Atchison Workforce Center	9/20/2005	0930AM		
212560	sinclair, joan	Atchison Workforce Center	9/20/2005	1100AM		
0	MERHOFF, KYLE J	Dodge City Workforce Center	9/9/2005	0900Am		
0	DYE, PATRICIA M	El Dorado Workforce Center	8/17/2005	1030Am	Yes	
0	ROSS, NANCY R	El Dorado Workforce Center	8/24/2005	1100Am	Yes	
147307	WILLIAMS, MICHELLE	El Dorado Workforce Center	8/24/2005	0900AM	Yes	
357968	Anthony, Michael	El Dorado Workforce Center	9/7/2005	0930AM	Yes	
0	BERK, JOLYNN R	El Dorado Workforce Center	9/7/2005	1100Am	Yes	
0	KISER, DELIA J	El Dorado Workforce Center	9/7/2005	1100Am	Yes	
0	VOLKMAN, KELLY T	El Dorado Workforce Center	9/7/2005	0900Am	Yes	
102558	Bergley, Dwight	El Dorado Workforce Center	9/14/2005	1000AM		
113730	HOBSON, JEREMY	El Dorado Workforce Center	9/14/2005	1000AM		
0	HUFF, BENJAMIN J	El Dorado Workforce Center	9/14/2005	0900Am		
351530	McCanny, Kristy	El Dorado Workforce Center	9/14/2005	1030AM		
0	MOORE, ALYSHEA M	El Dorado Workforce Center	9/14/2005	0930Am		
356444	Phillips, Cathleen	El Dorado Workforce Center	9/14/2005	0930AM		
184864	Wehry, Matthew	El Dorado Workforce Center	9/14/2005	0900AM		
0	YOUNIE, DAWN M	Emporia Workforce Center	8/11/2005	0200Pm	Yes	
263014	Renfro, Sheila	Emporia Workforce Center	8/25/2005	0200PM	Yes	
186141	Scroggins, Geniffer	Emporia Workforce Center	8/25/2005	0200PM	Yes	
284230	Mitchell, Sheila	Emporia Workforce Center	9/1/2005	0200PM	Yes	
355349	Collins, Mari	Emporia Workforce Center	9/15/2005	0200PM		
356238	Hamlin, Lacie	Emporia Workforce Center	9/15/2005	0200PM		

When the RES client reports to the office, if the client's Participant ID is highlighted as a link you may click on the link to access their Case Details page.

Program Registrations

Job Service	04/13/2005 - Locked in Emporia Workforce Center office
Workforce Investment Act	The client is not eligible for WIA.
Trade Act	The client is not eligible for TAA/NAFTA-TAA.
Reemployment Services	Open - Emporia Workforce Center office S&T Plan
Unemployment Insurance	04/10/2005 - Locked in Emporia Workforce Center office
SCSEP	The client is not eligible for SCSEP.

My Cases My Follow-up Client Search

You will note that the Job Service Registration link is locked (04/07/2003 - Locked in name of office) and can be accessed for the purpose of viewing only.

No services can be added or edited. All services will need to be provided using the Reemployment Services registration link.

If the client's Participant ID is **not** highlighted, the client did not have a Job Service registration at the time the call-in was processed to Service Link. Conduct a new Client Search on the client's SSN, and insure that the N/A radio button is selected under Program Registrations.

Home Station ks22 T. Adams Logout Print

Americas Job Link Alliance
JobLink 10

Return to Workload
Admin Menu

My Cases
My Follow-Up
My Employers
My Job Orders
Client Search
Client Merge
Client Call-In
Job Search
Employer Search
Resume Search
Group Activity
Account Info
Self Service Tracker
Reporting
Edit Password
Self Referrals
New Account
User Lookup
WARN Listings
WARN Listings
Provider Search

Timothy Adams
Agency List

Client Search

Related Links: [Results](#) | [My Cases](#) | [My Follow-up](#)

Specifying a SSN or a Participant ID will cause all other values to be ignored when performing the search. You must include one of the following: First Name, Last Name, Phone Number, SSN, Participant ID or Username.

Social Security Number: 510361875

Last Name: []

First Name: []

Partial Name Match? Select one from below

- Yes, return names similar to those I have provided.
- No, return names that match exactly as I have specified.

Username: []

Phone number: []

Participant ID: []

Office: Select an office []

Migrant/Seasonal Farm Worker? Select one from below

- Yes
- No
- N/A

Veteran Type: Both Veterans and Non-Veterans []

Two additional filters for searching are provided below:

If you select "Program Registrations" in the drop down (the default), the search will return those participants based on the filters applied above who are enrolled in the program specified by the radio button selection. If you select "Program Eligible For" in the drop down, the search will return those registrants based on the filters applied above who were determined eligible for the program specified by the radio button selection within the past 7, 14, 30, 60, 90 or 180 days as determined by the "Eligibility Determined" drop down choice.

Type of Search: Program Registrations []

Programs: Select one from below

- Job Service (LE)
- Workforce Investment Act (WIA)
- Trade Act (TAA/NAFTA-TAA)
- Reemployment Services (RES)
- Unemployment Insurance (UI)
- SCSEP (SCSEP)
- Not Enrolled
- N/A

Eligibility Determined within: Select the number of days []

Search Reset

If the client's name appears, click on their name to view the Case Details page. If the client's registration is incomplete or inactive with Job Service, complete or update the Job Service registration. Once the registration is complete, the RES enrollment will open and you can proceed.

If you get no match on the client's SSN, you will be required to have either the client complete the self-service Job Service registration or complete the registration for the client. Once the registration is complete, the RES enrollment will open and you can proceed.

Note: If the RES registration fails to appear after completing the above two steps as appropriate, contact AJL Support to have the RES Enrollment manually opened.

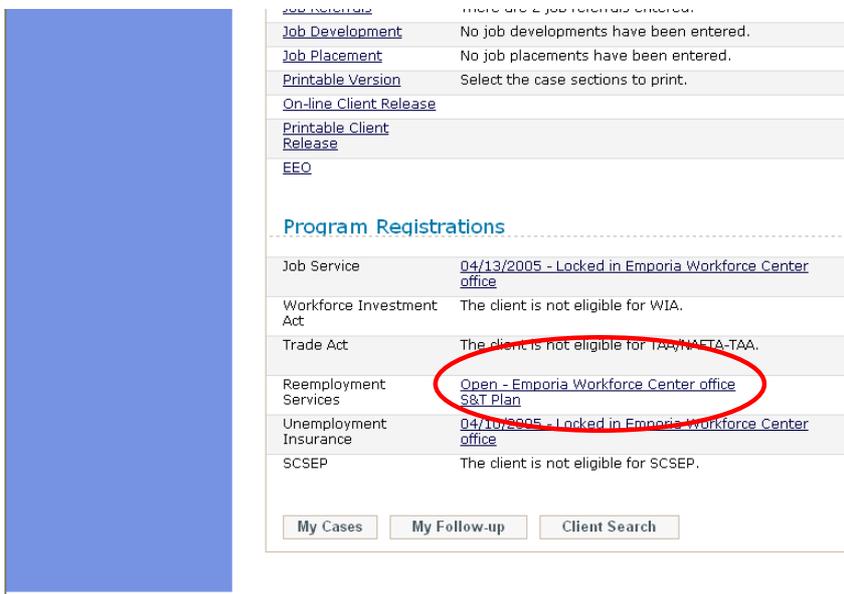
The RES Call-In Report displays all UI Claimants called in for reemployment services in the future and within the last thirty days. Claimants are removed from the report upon completion of scheduled mandatory services, or when services are waived.

Client will continue to be eligible for Reemployment Services until they are placed in employment and discontinue receiving Unemployment Insurance, are disqualified from receiving unemployment insurance, or their benefit year ends.

When the person is no longer eligible to receive Reemployment Services, or are declared exempt, the system will unlock their Job Service registration and discontinue their Reemployment Services registration.

Exemption from RES

If the client is to be exempted from RES, click on the [Open- \(Office Name\)](#) link.



The screenshot displays a web interface with a blue sidebar on the left and a main content area on the right. The main content area contains a table of program registrations. The 'Reemployment Services' row has a link 'Open - Emporia Workforce Center office S&T Plan' circled in red. Below the table are three buttons: 'My Cases', 'My Follow-up', and 'Client Search'.

Job Development	There are no job developments entered.
Job Placement	No job placements have been entered.
Printable Version	Select the case sections to print.
On-line Client Release	
Printable Client Release	
EEO	
Program Registrations	
Job Service	04/13/2005 - Locked in Emporia Workforce Center office
Workforce Investment Act	The client is not eligible for WIA.
Trade Act	The client is not eligible for TAA/NAFTA-TAA.
Reemployment Services	Open - Emporia Workforce Center office S&T Plan
Unemployment Insurance	04/10/2005 - Locked in Emporia Workforce Center office
SCSEP	The client is not eligible for SCSEP.

Click on the RES Enrollment link.

RES Program Details for Chandra M. Allen

Click on the appropriate link to add, view, or edit the information. You will be restricted to information based on your privilege level.

Program ID	471462
Reassign Office	Current Office: Emporia Workforce Center Reassign the office for this particular program registration.
Wages	Enter wage information.
Outcomes	Enter outcome information.
Program Notes	There have been no notes entered for this program.
Enrollment/Eligibility Date List	View the enrollment and eligibility dates.
Printable Version	Select the program sections to print.

RES Enrollments

Reemployment Services (WPRS)	05/16/2005 - Open
------------------------------	-----------------------------------

[Return to Case Details](#)

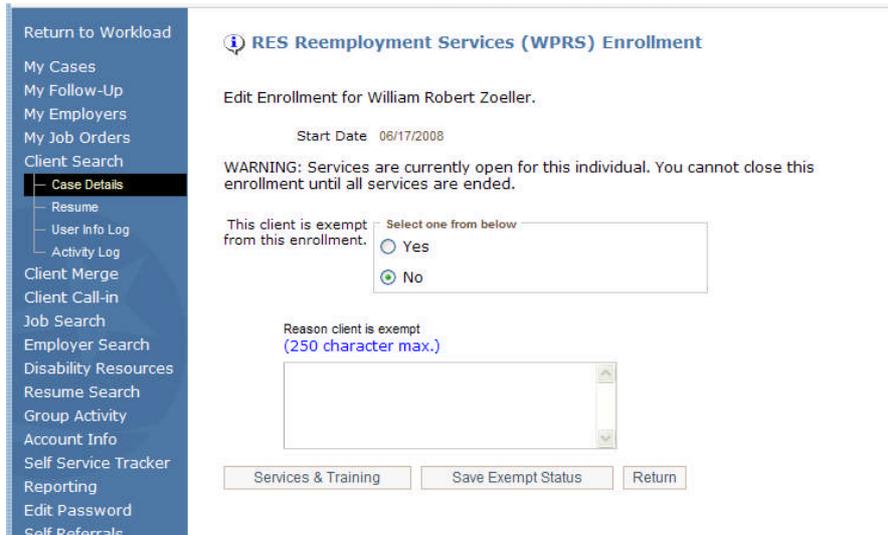
RES Reemployment Services (WPRS) Enrollment Details for Chandra M. Allen

Click on the appropriate link to add, view, or edit the information. You will be restricted to information based on your privilege level.

Enrollment ID	476435
Enrollment Info	Enrolled: 05/16/2005.
EEO Notice	None
Primary Casetracker	LuAnn Wilmore - lwilmore@kansasscommerce.com - (620) 342-3355
Enrolled By:	LuAnn Wilmore
Goals and Interests	No goals have been entered.
Educational Grants	No grants have been entered.
Service and Training Plan	11 services have been entered.
Schedule a Service Gap	Add a scheduled service gap so the client is not soft exited.
Employment Plan	Employment plan details for this enrollment.
Enrollment Notes	1 note has been entered.
Needs and Barriers	No Needs And Barriers
Contact Info Snapshot	2217 W. 23rd. Emporia, KS 66801. 6203420668. kaybkenz@cableone.net.
Demographics Snapshot	View the clients demographics information at the time of enrollment.
Eligibility Snapshot	RES Reemployment Services (WPRS)
Printable Version	Select the enrollment sections to print.
EEO Printable Version	Print the EEO notification.

[Return to Program Details](#)

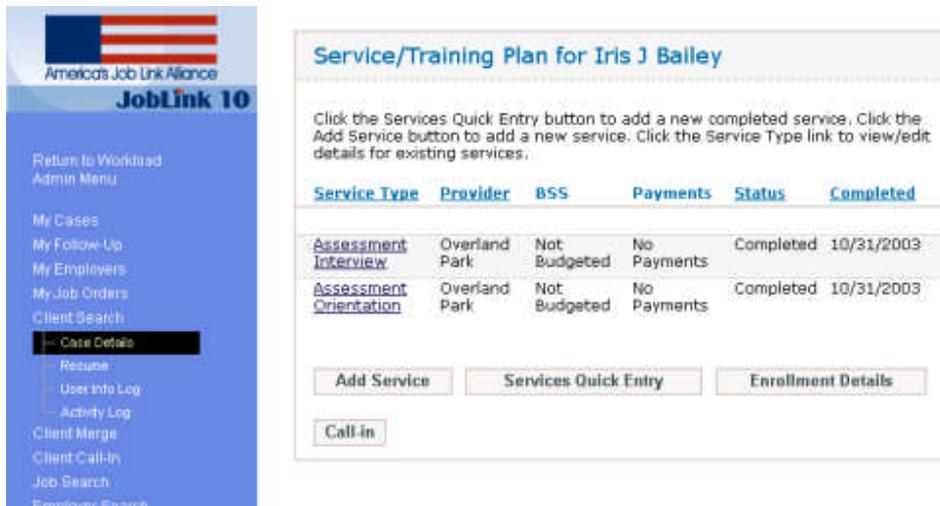
On this page, if the client is to be exempted from Reemployment Services, click on the **Enrollment Info** link.



Click “Yes” that indicates that this person should be exempted from this enrollment and enter the reason for the exemption in the text box then click the **Save Exempt Status** button.

If the client is not exempted from Reemployment Services, click on the **Service and Training Plan** link. The mandatory services of Assessment Orientation and Assessment Interview should be listed under Service Type in the Service and Training Plan.

Click on the Service Type of **Assessment Interview**.



If the service is Mandatory, “Yes” should display to the Mandatory question and the status should display as Scheduled.

Service Details for Iris J Bailey

* Service Type: Assessment Interview

O*NET-SOC: [] ONET Lookup

* Status: Completed

Mandatory? Select one from below

Yes ←

No

Total Cost: 0.00

Provider Name: Overland Park

Provider Address1: 8417 Santa Fe Drive

Provider Address2: OP

Provider City: Overland Park

Provider State: Kansas

Provider Zip: 66212 - nnnn

Follow the same procedure for the Service Type – **Assessment Orientation**.

Note: All mandatory RES services that are still in scheduled status three working days after the scheduled start date will have their status changed to “unsuccessful completion” with a date of unsuccessful completion equal to the date the status changes.

If the RES registration and enrollment has to be manually opened, you will need to click on the **S&T Plan** link to enter the services of Assessment Interview and Assessment Orientation manually. If the client is not exempt, you will need to indicate “Yes” to the mandatory question and show the status as “Completed”.

Program Registrations

Job Service	04/13/2005 - Locked in Emporia Workforce Center office
Workforce Investment Act	The client is not eligible for WIA.
Trade Act	The client is not eligible for TAA/NAFTA-TAA.
Reemployment Services	Open - Emporia Workforce Center office S&T Plan ←
Unemployment Insurance	04/10/2005 - Locked in Emporia Workforce Center office
SCSEP	The client is not eligible for SCSEP.

My Cases My Follow-up Client Search

Click the **Add Service** button.

Service/Training Plan for Kevin Kline

Please click the "Add Service" button to add a new service or training.

Buttons: Add Service, Services Quick Entry, Enrollment Details, Call-in

Select the service type as Assessment Interview. Select the status as completed and answer the Mandatory question "Yes". Enter the Estimated Start and End Dates and Actual Start and End dates as the current date and Click the **Save** button at the bottom of the page.

Service Details for Iris J Bailey

* Service Type: Assessment Interview

O*NET-SOC: [] ONET Lookup

* Status: Completed

Mandatory?: Select one from below
 Yes
 No

Total Cost: 0.00

Provider Name: Overland Park

Provider Address1: 8417 Santa Fe Drive

Provider Address2: OP

Provider City: Overland Park

Provider State: Kansas

Provider Zip: 66212 - nnnn

Follow the same procedure for the service type of Assessment Orientation.

Waived Services

Service Details for William Robert Zoeller

* Service Type: Assessment Orientation

O*NET-SOC: [] ONET Lookup

* Status: Waived

Mandatory?: Select one from below
 Yes
 No

Total Cost: 0.00

Provider Name: Junction City Workforce Center

Provider Address1: 1012 W 6th Street

Provider Address2: Suite 1A

Provider City: Junction City

Provider State: Kansas

Provider Zip: 66441 - nnnn

Provider Phone: 7857628870

Provider Fax: nnn-nnn-nnnn

Est. Start Date: 06/27/2008

Est. End Date: 06/27/2008

Actual Start Date: 06/27/2008

Actual End Date: 06/27/2008

If you are waiving a mandatory service, you must select 'Waived' from the Status drop down menu and enter the current date as the actual start and end dates for the service.

Re-scheduling Services

If an RES service must be rescheduled, access the client's Case Details page and click the **S&T Plan** link.

Program Registrations	
Job Service	04/13/2005 - Locked in Emporia Workforce Center office
Workforce Investment Act	The client is not eligible for WIA.
Trade Act	The client is not eligible for TAA/NAFTA-TAA.
Reemployment Services	Open - Emporia Workforce Center office S&T Plan
Unemployment Insurance	04/16/2005 - Locked in Emporia Workforce Center office
SCSEP	The client is not eligible for SCSEP.

My Cases My Follow-up Client Search

Select **Add Service**

Home Station ks22 I. Bailey Logout Print

America's Job Link Alliance
JobLink 10

Return to Workload Admin Menu

My Cases
My Follow-Up
My Employers
My Job Orders
Client Search
Case Details
Resume
User Info Log

Service/Training Plan for Iris J Bailey

Service Type	Provider	Budget	Payments	Status	Completed
Assessment Interview	Overland Park	No Budgets	No Payments	Completed	10/31/2003
Assessment Orientation	Overland Park	No Budgets	No Payments	Completed	10/31/2003

Please click the Add Service button to add a new service or training. Click the Service Type link to view/edit details for existing services.

Add Service Enrollment Details Call-In

Select the Service Type and select Re-scheduled from the Status drop down menu. Enter the Estimated Start and End Date for the service and click the **Add** button..

Oklahoma Joblink ServiceLink User's Guide

To indicate that this service was provided by your office, leave the Provider Name field blank. To search for a provider's contact information, click one of the Providers buttons below **before** filling out the rest of the form.

Search Providers Training Providers Service Providers

* Service Type 

O*NET-SOC

* Status 

Mandatory? Yes No

Total Cost

Provider Name

Provider Address1

Provider Address2

Provider City

Provider State

Provider Zip -

Provider Phone

Provider Fax

Est. Start Date 

Est. End Date

W. Zoeller

Chapter 2 -- SERVICE LINK – Part II

My Cases – Add A Client



Return to Workload

- My Cases
- My Follow-Up
- My Employers
- My Job Orders
- Client Search
- Case Details**
- Resume
- User Info Log
- Activity Log
- Client Merge
- Client Call-in
- Job Search
- Employer Search
- Disability Resources
- Resume Search
- Group Activity
- Account Info
- Self Service Tracker
- Reporting
- Edit Password
- Self Referrals
- User Lookup
- WARN Listings
- Provider Search

Calvin Coolidge
Agency List

Case Details for Calvin Coolidge

Click on the appropriate link to add, view, or edit the information. You will be restricted to information based on your privilege level.

Universal Information

Contact Information	Calvin Coolidge 1245 SE Shorewood Topeka, KS 66612 Phone: (785) 296-5034 Alt. Phone: (785) 424-4753 E-mail: ccoolidge@aol.com
Alternate Contacts	There are no alternate contacts entered.
Demographic Information	Participant ID: 398592 SSN: 123-54-0909 Gender: Male Race: White or Caucasian Labor Force Status: Not employed Veteran Vet Type: Other Eligible
Eligibility	LE Job Service LE Mature Worker WIA Adult (Local Formula) WIA Dislocated Worker (Local Formula) WIA Rapid Response WIA Rapid Response Additional Assistance Vets WIA Veterans' Programs SCSEP
EEO Notice	Yes
InterAgency Referrals	There is 1 InterAgency referral entered.
Staff Entered Self-Service Services	There are no self-services entered.
Participant Entered Self-Service Activity	There are 2 self-services recorded.
Partner-Provided Services	There is 1 partner-provided service entered.
Client Call In	Information about Client callins
Co-Registrations	This client has 0 co-registration(s).
Current Enrollments	Client currently has 3 open enrollment(s) in 3 program(s).
Work History	There has been 1 job entered.
Testing Information	There are 4 tests entered.
Client Notes	There is 1 note entered.
Preferred Employer List	There are 1 preferred employers entered.
Job Search	Search by Job Objective
Job Referrals	There are 2 job referrals entered.
Job Development	There is 1 job development entered.
Job Placement	There are 2 job placements entered.
Printable Version	Select the case sections to print.
On-line Client Release	
EEO	

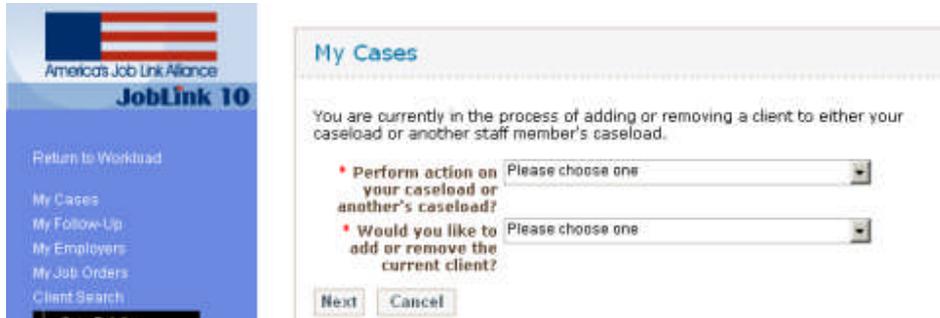
Program Registrations

Job Service	Open - Lawrence Workforce Center office S&T Plan
WIRED Grants	The client is not eligible for WG.
Workforce Investment Act	Open - State Admin office S&T Plan
Trade Act	The client is not eligible for TAA/NAFTA-TAA.
Veterans	This client has never been registered in Vets.
Reemployment Services	The client is not eligible for RES.
Unemployment Insurance	The client is not eligible for UI.
SCSEP	Open - State Admin office S&T Plan

My Cases
My Follow-up
Client Search

Navigation:

To add a client to your caseload you may click the **My Cases** button.



Instructions for Completion:

Field Name	Valid Entries
Perform action on your caseload or another's caseload?	Select My Caseload from the drop down menu.
Would you like to add or remove the current client?	Select Add from the drop down menu.
	Click the Next button.



The client will appear in your **My Cases** folder.

My Cases – Remove A Client

Navigation:

To remove a client to your caseload you may click the [My Cases](#) button.

Instructions for Completion:

Field Name	Valid Entries
Perform action on your caseload or another's caseload?	Select My Caseload from the drop down menu.
Would you like to add or remove the current client?	Select Remove from the drop down menu.
	Click the Next button.

Client Name	SSN	Veteran Status	Enrollments	City
Chase, Chev	100229999		<ul style="list-style-type: none"> Adult (Local Formula) Dislocated Worker (Local) Job Service 	Topeka
Coolidge, Calvin	123540909	Other	<ul style="list-style-type: none"> Dislocated Worker (Local) Job Service SCSEP 	Topeka
Fern, Fred	870991675		<ul style="list-style-type: none"> Adult (Local Formula) Dislocated Worker (Local) Job Service 	Topeka
Fillmore, Millard	666330000		<ul style="list-style-type: none"> Dislocated Worker (Local) Job Service 	Topeka

The client has been removed from your [My Cases](#) folder.

Navigation:

To Add the client to another case manager's caseload click the [My Cases](#) button at the bottom of the client's Case Details page.



My Cases

You are currently in the process of adding or removing a client to either your caseload or another staff member's caseload.

- Perform action on your caseload or another's caseload?
- Would you like to add or remove the current client?

Instructions for Completion:

Field Name	Valid Entries
Perform action on your caseload or another's caseload?	Select Another's Caseload from the drop down menu.
Would you like to add or remove the current client?	Select Add from the drop down menu.
	Click the Next button.



Adding Client - Staff Search

You are currently in the process of selecting another staff member.

Staff First Name

Staff Last Name

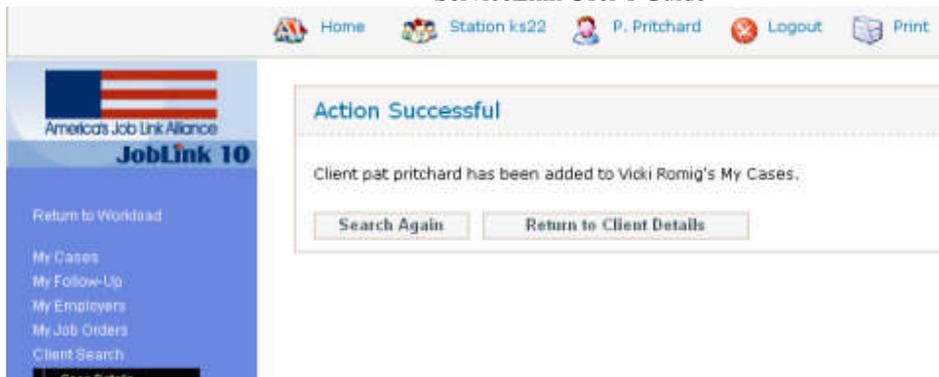
Enter the first and last name of the case manager who will have the client added to their caseload. Click the **Search** button.

Home Station ks22 P. Pritchard Logout Print

Search Results - 1 Staff Members Found

Name	Office	Station	Region	Provider
Romig, Vicki	State Admin	6022	State Admin	State Admin

The case manager's name, office, station desk number, region and provider agency will display. Click the Case Manager's name and the following message will display. Click the **Return to Client Details** button.

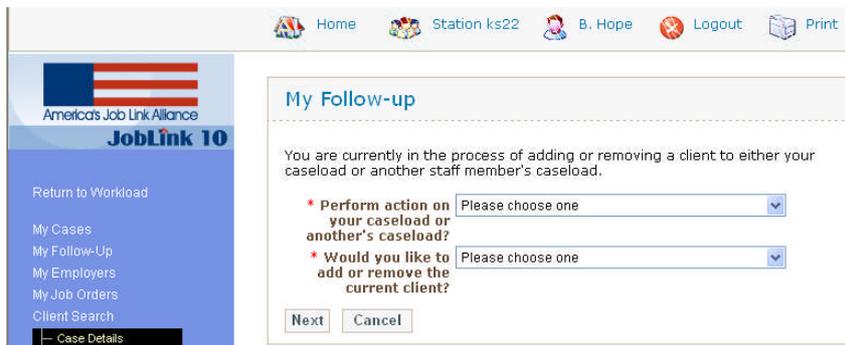


You may remove a client from another case manager's caseload by following the procedures above and selecting Remove from the drop down menu labeled "Would you like to Add or Remove the current client?"

My Follow-Up - Add A Client To Or Remove A Client From My Follow-Up

Navigation:

To add a client to or remove the client from your **My Follow-up** folder, click on the **My Follow-up** button at the bottom of the client's Case Details page.



Instructions for Completion:

Field Name	Valid Entries
Perform action on your caseload or another's caseload?	Select My Caseload from the drop down menu.
Would you like to add or remove the current client?	Select Add from the drop down menu.
	Click the Next button.

The client name, SSN, Veteran Status, Date of Birth and City will display in your **My Follow-up** folder.



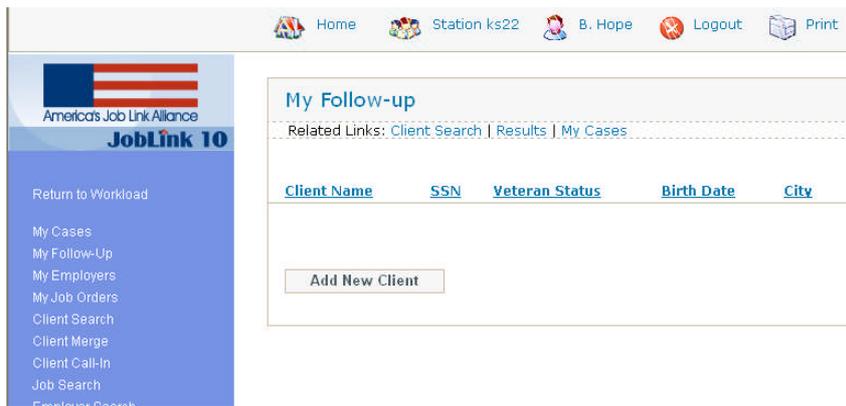
My Follow-up

Related Links: [Client Search](#) | [Results](#) | [My Cases](#)

Showing 1-4 of 4 clients found.

Client Name	SSN	Veteran Status	Enrollments	City
Ball, Lucy	222990000		<ul style="list-style-type: none"> Adult .35 	Topeka

To remove the client from you're my Follow-up folder, select Remove from the drop down menu question "Would you like to Add or Remove the current client?"



My Employers

Navigation:

Staff may place Employers who they frequently assist in their My Employers folder. Click on the **My Employers** link to access the Employer. Company name; City; date of last contact; number of job orders in active, referred or hold status; and status of the account is displayed.



Click the Company name and the company Employer details page displays.

The screenshot shows the 'Employer Details for Kennedy and Sons' page. At the top, there are navigation links: Home, Station ks22, Kennedy A.S., Logout, and Print. The left sidebar contains a menu with options like 'Return to Workload Admin Menu', 'My Cases', 'My Follow-Up', 'My Employers', 'My Job Orders', 'Client Search', 'Client Merge', 'Client Call-in', 'Job Search', 'Employer Search', and 'Employer Details' (which is highlighted). The main content area displays the following information:

- Employer Account Information:** 1309 SW Topeka, Topeka, KS 66612
- Job List:** There is currently 1 active job listed. There are currently no jobs on hold. There are currently no referred jobs listed.
- Contact Tracking:** There are currently no contact details listed.
- Job Development:** There are currently no job developments.
- EEO Auditing:** Click on EEO Auditing to review job order preparation and referral activities.
- Job Seeker Preferred Employer:** Display list of Job Seekers who have indicated a preference to work for this employer.
- Employer Notes:** There is 1 note entered.

At the bottom of the main content area, there are three buttons: 'Return To Results', 'New Search', and 'Remove My Employer'.

Click on the Job List link and the Job List page displays job orders in active, referred, and hold status.

The screenshot shows the 'Job List' page. The left sidebar menu is similar to the previous screenshot, but 'Job List' is highlighted. The main content area displays the following information:

Active (1 to 12 of 12)

Related Links: [Referred](#) | [On Hold](#) | [Inactive/Closed](#) | [Archive](#)

Company name: Barton County Community College
To edit a job order, click a Job Title link. To result referrals, click a Referrals link. Use the Hold and Close links to change the status of the order.

Job Title	Job #	Openings Filled	Referrals	Made Active	Date Updated	Resume Search	Hold	Close
Director of Athletics	8097811	0 of 1	0 of 10		02/11/2008	Search	Hold	Close
Office Assistant	8100127	0 of 1	0 of 20		02/11/2008	Search	Hold	Close
English Associate Faculty	8105052	0 of 1	0 of 10		02/11/2008	Search	Hold	Close
Public Speaking Associate Faculty	8105088	0 of 1	1 of 10		02/11/2008	Search	Hold	Close
Emergency Services Education Clinical Coordinator	8108586	0 of 1	0 of 10		02/11/2008	Search	Hold	Close
Medical Assistant Associate Faculty Part-time	8111692	0 of 1	0 of 10		02/11/2008	Search	Hold	Close

- Resume Search
- Group Activity
- Account Info
- Self Service Tracker
- Reporting
- Edit Password
- Self Referrals
- User Lookup
- WARN Listings
- Provider Search

- Fred Fern
- Barton County Community College
- Agency List

<u>Education</u>						
<u>Clinical Coordinator</u>						
<u>Medical Assistant Associate Faculty Part-time</u>	8111692	<u>0 of 1</u>	<u>0 of 10</u>	02/11/2008	Search	Hold Close
<u>Head Men's Soccer Coach</u>	8112842	<u>0 of 1</u>	<u>0 of 10</u>	02/11/2008	Search	Hold Close
<u>Head Women's Volleyball Coach</u>	8113432	<u>0 of 1</u>	<u>0 of 10</u>	02/11/2008	Search	Hold Close
<u>Bus Driver (P-T)</u>	8113688	<u>0 of 1</u>	<u>0 of 15</u>	02/11/2008	Search	Hold Close
<u>Secretary (Nursing Program)</u>	8115043	<u>0 of 1</u>	<u>0 of 15</u>	02/11/2008	Search	Hold Close
<u>Nursing Instructor</u>	8118470	<u>0 of 1</u>	<u>0 of 10</u>	02/11/2008	Search	Hold Close
<u>ABLE Facilitators</u>	8118517	<u>0 of 1</u>	<u>0 of 10</u>	02/11/2008	Search	Hold Close

Staff may edit and update the job order by clicking on the job title or positions filled link, result and make Referrals, search resumes, place job orders in Hold or Closed status, or create a new job orders from this page.

My Job Orders

Navigation:

Job orders that staff have created are placed in their My Job Orders folder. Click on the **My Job Orders** link and the job order number, job title, Employer name, Referral activity, date created, date updated, disclosure level, status, and published status display.



Return to Workload

- My Cases
- My Follow-Up
- My Employers
- My Job Orders
- Client Search
- Client Merge
- Client Call-in
- Job Search
- Employer Search

My Job Orders									
Related Links: Search Employer Results My Employers									
Job Order Number	Job Title	Employer Name	Referrals	Date Created	Date Updated	Disclosure Level	Status	Published	
8119021	Laborer	Bayer Construction Company, Inc.	1 of 20	08/24/2006	02/14/2008	Blind Ad - No Company Information	Active	Yes	

Staff may view the job order by clicking the job order number, update and edit the job order by clicking the job title, access the Employer details page by clicking the Employer name, and result and make referrals to the job by clicking the referrals link.

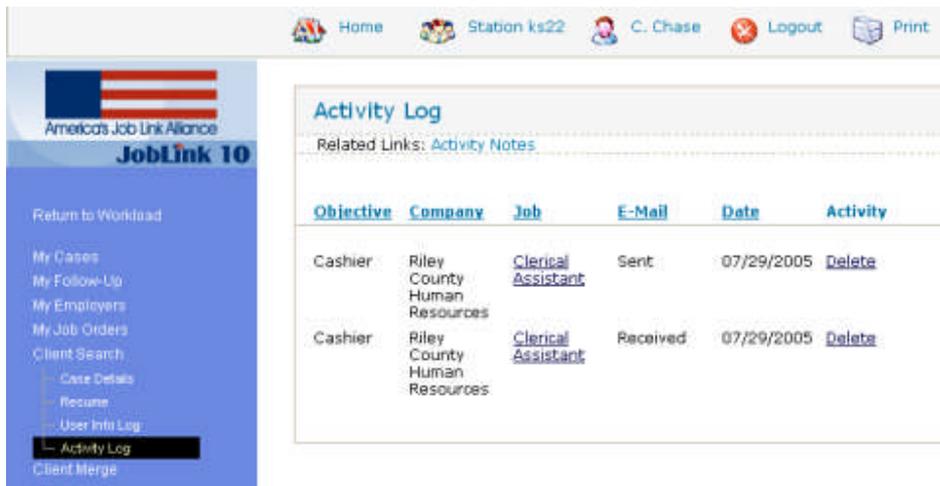
Client Search – Resumes, User Information Log, Activity Log



Resume link – staff may assist a Job Seeker to complete their JobLink resume. Instructions for completing the resume may be found in the America’s JobLink Users Guide – Self Service Section 2, pages 3-34.

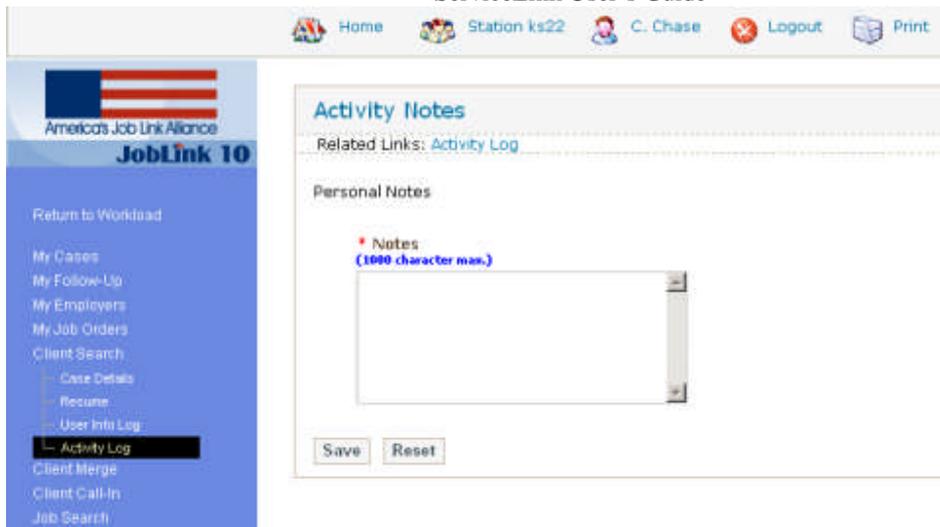
User Info Log link – provides a complete review of information contained in the client’s resume.

Activity Log link – provides a listing of Referral activity for the client.



The client’s job objective, the name of the company and job title to which the client was Referred, the date when the email was sent and received is displayed. To view the job order, click the job title link. If you wish to delete the Referral, click the [Delete](#) link.

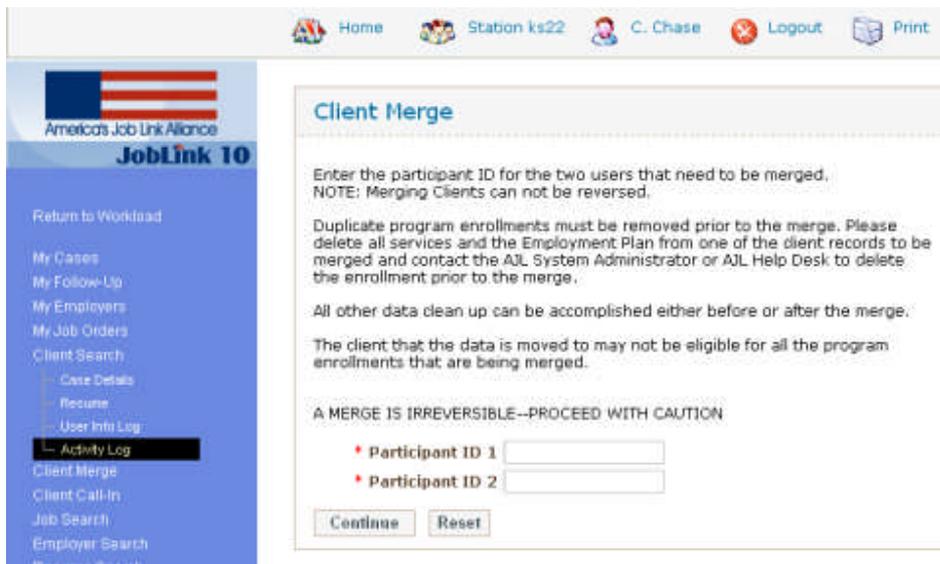
If you desire to enter notes regarding referral activity click the **Activity Notes** link. Enter your comments and click the [Save](#) button.



Client Merge ONLY performed by Oklahoma Joblink administrator.

Navigation:

Allows two client records, on the same client, to be merged. Click the **Client Merge** link.



Note: Merging Clients cannot be reversed. Duplicate program enrollments must be removed prior to merge. Please delete all services and the Employment Plan from one of the client records to be merged and contact the Oklahoma Joblink technical assistance person to delete the enrollment prior to merge. All other data clean up can be accomplished either before or after the merge. The client that the data is moved to may not be eligible for all the program enrollments that are being merged.

The following sections of the Universal Information page must be transferred when merging client records:

- Inter-Agency Referrals
- Self-Service Services
- Partner-Provided Services
- Client Call In
- Co-Registrations
- Work History
- Testing Information
- Client Notes
- Preferred Employer List
- Job Referrals
- Job Development
- Job Placement

Enter the participant ID for the two users that need to be merged. Click the **Continue** button.

Home Station ks22 C. Chase Logout Print

America's Job Link Alliance
JobLink 10

Return to Workload
Admin Menu

My Cases
My Follow-Up
My Employers
My Job Orders
Client Search
Case Details
Resume
User Info Log
Activity Log
Client Merge
Client Call-In
Job Search
Employer Search
Resume Search
Group Activity
Account Info
Self Service Tracker
Reporting
Edit Password

Merge Clients

NOTE: Merging Clients can not be reversed.

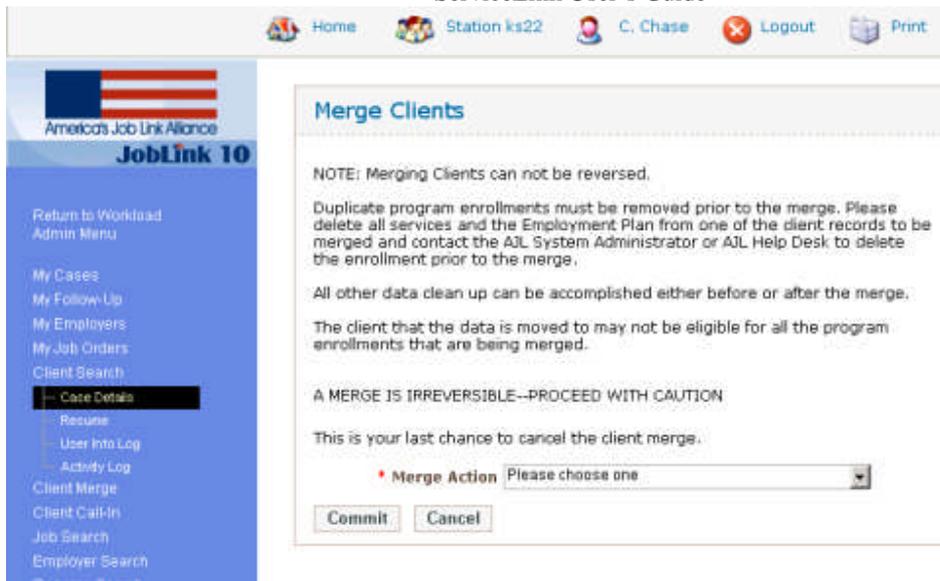
Duplicate program enrollments must be removed prior to the merge. Please delete all services and the Employment Plan from one of the client records to be merged and contact the AJL System Administrator or AJL Help Desk to delete the enrollment prior to the merge.

All other data clean up can be accomplished either before or after the merge.

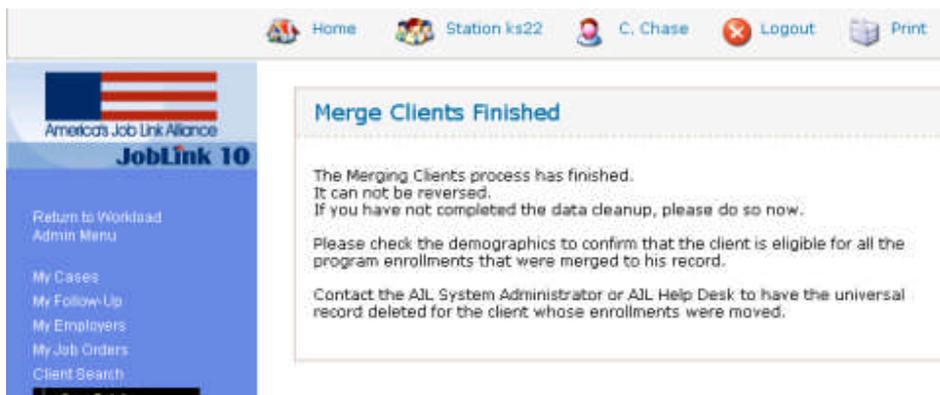
The client that the data is moved to may not be eligible for all the program enrollments that are being merged.

A MERGE IS IRREVERSIBLE--PROCEED WITH CAUTION

Client	Program	Enrollment	Dates
351699 - Chase (003009999)	Job Service	Job Service	07/21/2005
351731 - Chase (003009998)	Job Service	Job Service	11/03/2005



Select the client record that is to be merged from the drop down menu and click the **Commit** button.



After the records are merged, staff will notify the Oklahoma Joblink technical assistance staff to have the merged client record deleted through the Administrative function.

Job Search

Navigation: Allows the staff person to search for job openings by utilizing any of the following methods: Basic Search, Search By Type of Job, Search By Job Order Number, Search By Employer, Search By Saved Job Search Profiles, OJT Search, Search OJL's National Job Bank, or Search Other Job Banks. Click on the **Job Search** link under the Control Panel.

A Desktop will display with the Job Search Options. Click the **Basic Search** link.

 <ul style="list-style-type: none"> My Cases My Follow-Up My Employers My Job Orders Client Search Client Merge Client Call-in Job Search Employer Search Disability Resources Resume Search Group Activity Account Info Self Service Tracker Reporting Edit Password Self Referrals User Lookup WARN Listings Provider Search 	<h3>Job Search Options</h3>	
	<p>Basic Search</p> <p>Search JobLink jobs by keyword, area, and a variety of other criteria.</p>	<p>Search by Type of Job</p> <p>Search for jobs by type of job, using a job title such as construction worker or secretary.</p>
	<p>Job Spidering</p> <p>Search for jobs posted on other job sites from within JobLink.</p>	<p>Search By Job Order ID Number</p> <p>Use this option if you already know the ID number of the job opening.</p>
	<p>Search By WorkKeys® Scores</p> <p>Search for job openings by WorkKeys® scores requirements.</p>	<p>Saved Job Search Profiles</p> <p>Use this option if you wish to run a previously saved search.</p>
	<p>Search By Employer</p> <p>Search for employers that use AJL and view their current employment opportunities.</p>	<p>OJT Search</p> <p>Search for jobs that provide opportunities for subsidized or unsubsidized on-the-job training.</p>
	<p>Search Other Job Banks</p> <p>Search for jobs in other job banks including JobCentral, Monster, CareerBuilder, NationsJob, and others.</p>	

Basic Search

Navigation:

The Set Search Parameters page will display which will allow you to select your job search criteria. The more criteria selected the narrower the job search. If your job search results in no job openings displayed, modify your search by selecting fewer criteria.



JobLink 10

- Return to Workload
- My Cases
- My Follow-Up
- My Employers
- My Job Orders
- Client Search
- Client Merge
- Client Call-In
- Job Search
- Employer Search
- Resume Search
- Group Activity
- Account Info
- Self Service Tracker
- Reporting
- Edit Password
- Self Referrals
- New Account
- User Lookup
- WARN Listings
- Provider Search
- Agency List

Set Search Parameters

Choose the criteria to limit your search. Then click the 'Search' button to display the results.

Keyword Match: Select one from below
 Any
 All
 Exact

Keywords:

Locations: All Locations
 You may select multiple entries by holding down the ctrl key.
 Search by Area
 Atchison Area
 Chanute Area
 Colby Area
 Dodge City Area
 El Dorado Area
 Emporia Area
 Garden City Area

Broaden Area?

Type of Employer: Select one from below
 Non-Military
 Military
 Federal Contractor

Hourly Salary Preferred: Hourly Salary
 If you enter a salary, jobs marked with salary type "Other" will not be returned.

Commercial Driver's License: Select all that apply
 Class A
 Class B
 Class C

Type of Employment: No Preference

Preferred Shift: No Preference

Required Education: No Preference
 You may select multiple entries by holding down the ctrl key.
 No Educational Requirement
 Some High School or less
 High School Diploma or Equivalent
 Vocational Certificate or Credential
 Some College

Health Benefits: No Preference

View Only Disaster Recovery Jobs:

Public Transportation Accessible:

Child Care Provided:

View Temporary Positions Only:

Local Office: All Offices

Station Desk:

Job Status: Referred

Employer Name:

Zip code:

Job Search Profiles

?* Would you like to save this search? Select one from below
 Yes
 No

Search Name:

Instructions for Completion:

Field Name	Valid Entries
Keyword Match	<p>Select "Any" will match to job openings that have any part of the keywords entered.</p> <p>Select "All" will return job openings that contain all of the keywords entered.</p> <p>Select "Exact" will return the matches that have the exact keywords entered.</p>
Keyword	Enter the Job Title keyword(s)
Locations	<p>You may select more than one location.</p> <p>All Locations will display all job orders statewide including out-of-state job orders.</p> <p>Search by City Area will return job orders within commuting distance of the city selected.</p> <p>You may search multiple counties by holding down the Control Key.</p> <p>You may select a county and surrounding counties to the county selected by check the Broaden Area box.</p>
Type of Employer	Select Non-Military for civilian jobs, Military for National Guard or Reserve jobs or Federal Contractor for those Employers who are determined to be federal contractors.
Hourly Salary Preferred	<p>Indicate a minimum level for hourly salary, i.e. 8.00. Do not enter an annual salary level.</p> <p>If you enter a salary level, jobs with a salary set at 'Other' or without a salary level will not display.</p>
Commercial Drivers License	If you want to view jobs that require a specific type of commercial driver's license, select the appropriate class of license.
Type of Employment	Select the type of employment desired from the drop down menu. (Full Time, Part Time, Full or Part Time).
Preferred Shift	Select the preferred shift from the drop down menu, i.e. Day, Evening, etc.
Required Education	<p>Select the education level for the desired job.</p> <p>You may select more than one choice by holding down the Control Key.</p>
Health Benefits	<p>You may search for jobs that provide health benefits only.</p> <p>Select the type of coverage from the drop down menu.</p>
View Only Disaster Recovery Jobs	You may view only disaster recovery jobs available as the result of Hurricane Katrina.
Public Transportation Accessible	You may view only jobs that are accessible by public transportation.
Child Care Provided	You may view only jobs that provide child care services.
View Temporary Positions Only	You may select only jobs of a temporary duration.
Local Office	<p>You may view only jobs created by a specific local office.</p> <p>Select the office from the drop down menu.</p>
Station Desk	You may view only jobs created by a specific staff person by entering their station desk number.
Job Status	You may view jobs that are in referred, hold, closed within 30 days, not published, or Search Only-Never Display status from the drop down menu.
Employer Name	You may view job orders created by a specific Employer by entering the Employer's name.
ZIP Code	You may view job orders within a specific zip code by entering the five digit zip code

Field Name	Valid Entries
Job Search Profiles	You may save your selected criteria for future job searches by clicking "Yes" and entering a Job Search name.
	Click the Search button.

A page will display a listing of up to 25 job orders. You may sort the list by date last updated, Job Title, City and Maximum Salary by clicking on the appropriate link: [Last Updated](#), [Title](#), [City](#), and [Max. Salary](#).

Home
 Station ks22
 Logout
 Print

JobLink 10

- Return to Workload
- My Cases
- My Follow-Up
- My Employers
- My Job Orders
- Client Search
- Client Merge
- Client Call-In
- Job Search
- Display Jobs
- Modify Search
- Employer Search
- Resume Search
- Group Activity
- Account Info
- Self Service Tracker
- Reporting
- Edit Password
- Self Referrals
- User Lookup
- New Account
- WARN Listings
- Provider Search
- Agency List

Records 1 to 25 of 163

Sort by:	Last Updated+	Title	City	Max. Sal.
----------	---------------	-------	------	-----------

Your search returned 163 potential matches.

1. **[Teller Supervisor I](#)** Last Updated: 07/09/2005
 City: Wichita, KS
 Order Number: 8076236
 Basic Job Information: \$10.81 - \$13.76, Full-time
 Required Education: High School Diploma or Equivalent
 Required Experience: No Experience Requirement
 Duties will include monitoring teller performance and compiling teller activity statistics. Perform duties of vault teller and assist in resolving teller differences. Supervise and train teller staff. Perform teller duties as needed.
2. **[Route Driver-Medical Appointments](#)** Last Updated: 07/09/2005
 City: Medicine Lodge, KS
 Order Number: 8076275
 Basic Job Information: \$7.25 - \$10.25, Full-time
 Required Education: High School Diploma or Equivalent
 Required Experience: No Experience Requirement
 Responsible for transporting individuals with developmental disabilities to medical appointments. May work as a back up in other areas.
3. **[Production Support Clerk](#)** Last Updated: 07/09/2005
 City: Valley Center, KS
 Order Number: 8076292
 Basic Job Information: \$9.00 - \$16.10, Full-time
 Required Education: High School Diploma or Equivalent
 Required Experience: No Experience Requirement
 Support production areas by coordinating and scheduling all material functions of work-in-process and inventory while minimizing inventory investment, shop disruption and enhancing response time. Performs all duties with minimum supervision.
4. **[Newscast Photographer](#)** Last Updated: 07/09/2005
 City: Wichita, KS
 Order Number: 8076294
 Basic Job Information: \$0.00 - \$0.00, Full-time
 Required Education: High School Diploma or Equivalent
 Required Experience: 2 Years 0 Months
 Shoot and edit daily and special news video for newscasts, work with reporters in deciding the focus of assigned stories, and operate microwave live truck as assigned. Must present a professional image as a representative of the station.
5. **[Sales Account Executive](#)** Last Updated: 07/09/2005
 City: Wichita, KS
 Order Number: 8076295
 Basic Job Information: \$0.00 - \$0.00, Full-time
 Required Education: High School Diploma or Equivalent
 Required Experience: No Experience Requirement
 Responsibilities include generating local revenue by selling new and non-traditional advertising time, sales packages and sales promotions. Prospect and develop new advertising clients. Develop and maintain positive working relationships with advertisers and agencies by partnering with customers, making personal sales calls, providing quality customer service and being pro-active in dispute resolution. Valid drivers license, reliable transportation and good driving record required. Colleg...

(Partial Page is displayed.)

Oklahoma Joblink
ServiceLink User's Guide



23. **Early Childhood Instructor** Last Updated: 07/08/2005
 City: Pratt, KS
 Order Number: 8076155
 Basic Job Information: \$23,660.00 - \$32,000.00, Full-time
 Required Education: High School Diploma or Equivalent
 Required Experience: 0 Years 6 Months
 Provide assistance to children (birth to age 3) to achieve age level performance.

24. **CMM Operator** Last Updated: 07/07/2005
 City: Wichita, KS
 Order Number: 8076064
 Basic Job Information: \$0.00 - \$0.00, Full-time
 Required Education: High School Diploma or Equivalent
 Required Experience: 3 Years 0 Months
 Primary duties will be the inspection of parts and tooling utilizing the LK CMM. Additional duties include performing other quality functions as required. Minimum 3 years LK CMM Operator/Programmer experience and machine parts inspection experience working in the aircraft manufacturing industry required. Competitive wages and benefits including medical, dental, life and ST/LT disability insurance, retirement and company matching 401k plan, and tuition assistance offered.

25. **This job order was inactivated.** Last Updated: 09/21/2005

Results pages: [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) | [Next >>](#)

[Modify Search](#) [New Search](#)

If you wish to view the next page, click the page link, i.e. [2](#) [3](#) [4](#), etc. If you wish to modify your search click the **Modify Search** button or conduct a new search click the **New Search** button.

Click on a Job Title and the Gap Analysis page will display the Job Details.

Job Details Page

The Job Details page provides specific details about the job and how to apply for the job. You may click on the Job Order ID Number link [8065036](#) to edit and update the job order.

The Job Details page will indicate if the job order is staff assisted or an Employer self service job order. If the job order is staff assisted, the holding office, the current status of the job order, the disclosure level and who entered the job order will display.

- Group Activity
- Account Info
- Self Service Tracker
- Reporting
- Edit Password
- Self Referrals
- User Lookup
- WARN Listings
- Provider Search

- Account Executive Agency List

Description and Duties of Job:

This job requires a High-energy, self-starting person who is goal driven, detail-oriented and enjoys working with people. Some of the duties of an Account Executive include, participating in sales training which includes long range strategic planning, competitive positioning and advanced sales theories: Creating a relationship while working with existing accounts that need on-going personal attention to details of current contracts: Cold calling on potential clients to establish a long term partnership that includes learning about their business, sharing marketing and commercial ideas and creating promotions: and keeping up on all paperwork necessary to maintain business records.

Staff Notes:

No staff notes entered.

Job Information

Job Location	TOPEKA, KS 666145678
Type of Employment	Regular, Full-time
Shift	Day
Hours per Week	40-49
Available	Immediately
Education Required	High School Diploma or Equivalent
Experience Required	1 Year 0 Months

Other Details

Transportation	Not Accessible by Public Transit
Temporary Position	No
Travel Required	No
Relocation	No
On Job Training	Not Available
Other Benefits	None

Contact Information

Contact Name	CALL EMPLOYER
Company Name	KTPK K COUNTRY 106.9
Company Address	2121 SW CHELSEA TOPEKA, KS 666145678 View Map - Get Directions
Phone	(785) 273-1069
Fax	(785) 273-0123
Email	jallanqm@ktpk1069.com

How to Apply For This Position

This employer wants to be contacted as follows:

- By mail to:
KTPK K COUNTRY 106.9
C/O CALL EMPLOYER
2121 SW CHELSEA
TOPEKA, KS 666145678
- By email to jallanqm@ktpk1069.com.

Employers may not consider you if methods other than those listed are used.

[Make Referral](#)

Find Similar Employers

JobLink allows you to search for employers similar to the one who posted this job order. The employers returned in this search may or may not have job orders published with the JobLink system, but likely employ similar skill sets.



[Find Similar Employers](#)

Need Help?

Contact your local [Workforce Center](#).

[View Other Jobs](#)

[<< Prev](#) [Next >>](#) [Back to Results](#) [New Search](#)

If you would like to view or edit the Employer Details page, click the company name link under Contact Information [KTPK K COUNTRY 106.9](#).

- Return to Workload
- My Cases
- My Follow-Up
- My Employers
- My Job Orders
- Client Search
- Client Merge
- Client Call-in
- Job Search
- Employer Search
 - Employer Details**
 - Job List
 - Contact Tracking
 - Job Development

Employer Details for KTPK K COUNTRY 106.9

This employer is not included in my list of favorite employers. Click on the appropriate link to add, view, or edit the information.

Employer Account Information	2121 SW CHELSEA DR TOPEKA, KS 66614
Job List	There is currently 1 active job listed. There are currently no jobs on hold. There are currently no referred jobs listed.
Contact Tracking	There is currently 1 contact listed.
Job Development	There are currently no job developments.
EEO Auditing	Click on EEO Auditing to review job order preparation and referral activities.
Job Seeker Preferred Employer	Display list of Job Seekers who have indicated a preference to work for this employer.
Employer Notes	No Notes Have Been Entered

[Search](#) [Return to Job Details](#) [Add To My Employers](#)

Making a Referral

If you would like to make a Referral to this job, click the [Make Referral](#) button on the Job Details page.

- Return to Workload
- My Cases
- My Follow-Up
- My Employers
- My Job Orders
- Client Search
- Client Merge
- Client Call-in
- Job Search
- Employer Search
 - Display Jobs**
 - Modify Search
 - Employer Search
 - Resume Search
 - Group Activity
 - Account Info
 - Self Service Tracker

Make Referral

Please enter the following information about the client you wish to refer for the job Metal Fabrication.

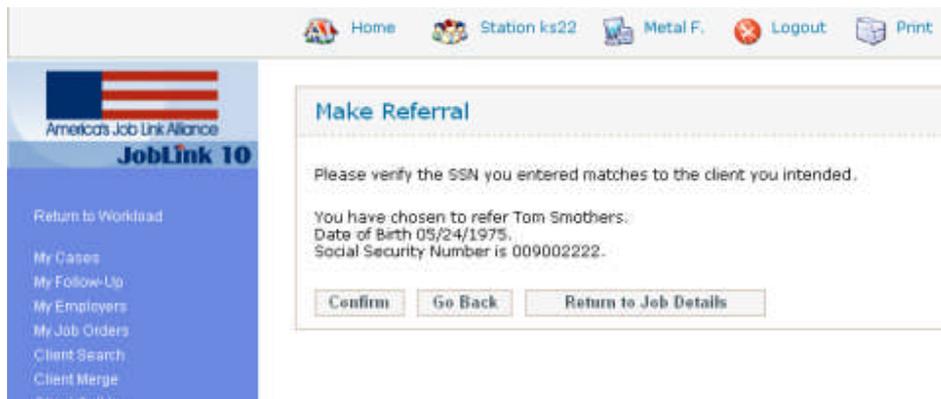
* Social Security Number
 * Date Referred
(Example: MM/DD/YYYY)
 * Date to Report
(Example: MM/DD/YYYY)
 Time to Report
 Type of Referral: Select one from below
 ONET Match
 Other Referral

Office:
 Station Desk:

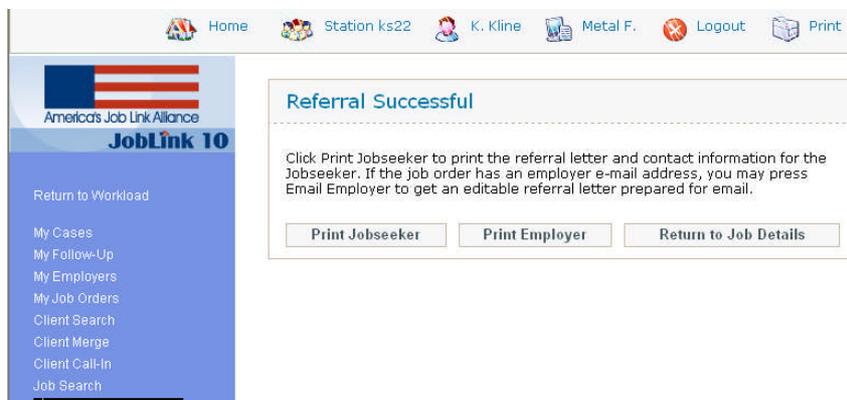
[Enter Referral](#) [Return to Job Details](#)

Enter the client's SSN. Date Referred and Date to Report are pre-filled and can be edited. You may enter the time to report. If the Referral is the result of an O*Net match; select O*NET Match. Otherwise select Other Referral. Your office and Station Desk Number are pre-filled. Client must be enrolled in a program consistent with staff person's security privileges to be referred. Click the **Enter Referral** button.

If the job seeker is a non-citizen and not authorized to work in the United States, you will get the following message:



Confirm your Referral selection by clicking the **Confirm** button.



Issued February 26, 2010

Oklahoma Joblink
ServiceLink User's Guide

You may edit and print a Letter of Referral for the Job Seeker and the Employer. Click the [Print Job Seeker](#) and [Print Employer](#) buttons respectively. If either the Job Seeker or Employer has an email address, you could have edited and sent the Referral letter by email. Click the [Return to Job Details](#) button when you have completed the Referral letters.

Job Seeker Letter

To: Stan Hambright
Bayer Construction Company, Inc.
Rt 3
Manhattan, KS 66505

This is to introduce Chevy Chase in consideration for your job opening of Equipment Operator.

Report Date: 04/26/2007

Report Time: N/A

Referred By: Patrick Pritchard State Admin (785) 296-5034

Please notify me if this client is hired for your opening.

Thank You,

Patrick Pritchard

NOTE: Candidates using methods to apply other than those listed may not be considered by the employer.

Please use any of the following method(s) to apply for the position:

Visit www.bayer.com to apply for this position. Follow the instructions included at the site, including how to submit an application.

In Person: Address listed above.

Employer Letter

To: Contact Your Local Job Service Office
ALCOA
x
HUTCHINSON, KS 67501

This is to introduce Kevin Kline in consideration for
your job opening of Metal Fabrication.

Report Date: 09/21/2005

Referred By: Patrick Pritchard State Admin (785) 296-5034

Please notify me if this client is hired for your opening.

Thank You,

Patrick Pritchard

If the client is not interested in this job opening, you may search for Employers who hire Job Seekers with similar skill sets by clicking the [Find Similar Employers](#) button.

The screenshot shows the JobLink TO website interface. At the top, there are navigation links: Home, Station ks22, Alcoa, Metal F., Logout, and Print. Below this is the JobLink TO logo and a navigation menu on the left with options like 'Return to Workload', 'My Cases', 'My Follow-Up', 'My Employers', 'My Job Orders', 'Client Search', 'Client Merge', 'Client Call-In', 'Job Search', 'Display Companies', 'Modify Search', 'Employer Search', 'Resume Search', 'Group Activity', 'Account Info', 'Self Service Tracker', 'Reporting', 'Edit Password', 'Self Referrals', 'User Lookup', 'New Account', 'WARN Listings', and 'Provider Search'. The main content area is titled 'By Industry' and includes a 'Related Links' section with 'By Alphabet' and 'By Company Name'. A text block explains the North American Industry Classification System (NAICS). Below this, there is a form for searching by industry code (NAICS) with a dropdown menu for 'Area' and 'County'. The 'County' dropdown is open, showing a list of counties: Allen, Anderson, Atchison, Barber, Barton, Bourbon, Brown, Buchanan (MO), and Butler. There is also a checkbox for 'Surrounding Counties' and a 'Zip Code' field. 'Search' and 'Clear' buttons are at the bottom of the form.

You may select a geographic area for your search. You may select a city area, a county or multiple counties, a county and surrounding counties, or by zip code. Click the [Search](#) button.



Search Results: Companies

Showing 1-12 of 12 companies found. Click on a Company name to display more detailed information.

Company	Location	Zip	Code	Open Jobs
SOUTHWESTERN BELL INTERNET SERVICES	MANHATTAN	665030000	518111	0
SOUTHWESTERN BELL TELEPHONE	CLAY CENTER	67432	517110	0
SOUTHWESTERN BELL TELEPHONE	MANHATTAN	66502	517110	0
SOUTHWESTERN BELL TELEPHONE	MANHATTAN	66502	517110	0
SOUTHWESTERN BELL TELEPHONE	MARYSVILLE	66508	517110	0
SOUTHWESTERN BELL TELEPHONE	WASHINGTON	66968	517110	0
Student Publications Inc	Manhattan	66506	511110	0
Student Publications of KSU, I	Manhattan	665064801	511110	0
Taylor Communications, Inc.	Clay Center	67432	515112	1
The Daily Union	Junction City	66441	511110	0
The McCall Pattern Company	Manhattan	665025035	511199	0
The Onaga Herald Inc	Onaga	66521	511110	0

The Search Results page provides a company name, location, zip code, industry code and number of open jobs. If the client is interested, you may click on the company name to access company information and the specific job opening information. If you click on the code link, the industry title will display. If there is an open job, you may click on the number link under **Open Jobs** to view the job title, access the job order and contact the Employer

Search By Type of Job

You may search for a specific type of job by using a keyword(s) search; accessing the most common occupational classifications listed in JobLink; search by Job Families; or search by military code or keyword.



Keyword

Related Links: [Most Common](#) | [Job Family](#) | [Military](#) | [About](#)

Your information will not be saved until you select an occupation.

The occupation is associated with a job title, description, and code, and increases opportunities for matching job seekers and jobs. For more information about occupations and how to find one, click About in the Related Links above. Click Most Common, Job Family, or Military for different ways to find an occupation.

To find an occupation by keyword, type a keyword(s) below and click Search. For help with how to use keywords, click About in the Related Links above.

Keyword Match: Select one from below

Any

All

Exact

* Keywords

If you would like more information on searching for an occupational classification using **Keywords, Most Common, Military, or Job Family**, click the **About** tab.



About

Related Links: [Keyword](#) | [Most Common](#) | [Job Family](#) | [Military](#)

America's JobLink uses the Occupational Information Network (O*Net) classification system for job matching. O*Net is a comprehensive database of occupational titles and descriptions based on worker attributes and job characteristics.

To help you identify the best occupational classification for your job, America's JobLink uses both O*Net job titles and lay job titles. Lay job titles are those used by the general public to describe their jobs or careers.

Why do I have to select an occupation when I've already entered a Job Title?

The occupations are associated with job codes and job descriptions. They are used to match employers' job openings and job seekers' work experiences. Using a classification system results in better matches.

Will the job title I entered change?

No. The title you entered will remain the same. The title of the occupation you select to classify your job is not required to be the same as the job title you entered.

What if I cannot find an occupation I like or an occupation exactly like my job?

Select the occupation with the description that is closest to your job. Read the description to make sure you are choosing the best one. Matching job openings and job applicants is based on occupations associated with codes and descriptions, so the description is more important than the title.

How does the keyword search work?

The keyword searches for occupations based on the keyword or words entered and the type of match selected.

"Any" matches with titles that have any of the keywords and returns the most matches.

"All" matches with titles that have all of the keywords entered and returns fewer matches than "Any" but more matches than "Exact".

"Exact" matches with titles that have the exact keywords entered and returns the fewest matches.

How are Keyword, Most Common, and Job Family different?

Keyword searches both the O*Net titles and the lay titles by keyword. Keyword is the most general and allows you to find an occupation by searching with keywords related to your job.

Most Common is a list of occupations most frequently used for job openings and resumes in America's JobLink. If your job is on the Most Common list, simply select it. If it isn't, use Keyword or Job Family.

Job Family is a list of O*Net job titles by O*Net job category, not including the lay titles. The top level categories or families are broad, and become more specific as you drill down to select an occupation.

If you enter keywords and click the **Search** button; click on the **Most Common** tab, **Job Family**, or **Military** tab, an occupational title listing will display.



Most Common		
Related Links: Keyword Job Family Military About		
Title	Description	Action
Bookkeeping, Accounting, and Auditing Clerks	Description	Search
Cashiers	Description	Search
Civil Engineers	Description	Search
Computer Support Specialists	Description	Search
Computer Systems Analysts	Description	Search
Construction Laborers	Description	Search
Customer Service Representatives	Description	Search
Electrical Engineers	Description	Search
Executive Secretaries and Administrative Assistants	Description	Search
First-Line Supervisors/Managers of Office and Administrative Support Workers	Description	Search
First-Line Supervisors/Managers of Retail Sales Workers	Description	Search
Helpers--Production Workers	Description	Search
Industrial Engineers	Description	Search
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	Description	Search
Laborers and Freight, Stock, and Material Movers, Hand	Description	Search
Maintenance and Repair Workers, General	Description	Search
Managers, All Other	Description	Search
Mechanical Engineers	Description	Search
Nursing Aides, Orderlies, and Attendants	Description	Search
Office Clerks, General	Description	Search
Office and Administrative Support Workers, All Other	Description	Search
Production Workers, All Other	Description	Search
Production, Planning, and Expediting Clerks	Description	Search
Receptionists and Information Clerks	Description	Search
Registered Nurses	Description	Search
Retail Salespersons	Description	Search
Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	Description	Search
Secretaries, Except Legal, Medical, and Executive	Description	Search
Slaughterers and Meat Packers	Description	Search
Truck Drivers, Heavy and Tractor-Trailer	Description	Search
Welders, Cutters, and Welder Fitters	Description	Search

If you or the client are uncertain about the occupational title, click the [Description](#) link to view a description of the occupation.



America's Job Link Alliance
JobLink 10

- Return to Workload
- My Cases
- My Follow-Up
- My Employers
- My Job Orders
- Client Search
- Client Merge
- Client Call-in
- Job Search
- Employer Search
- Disability Resources
- Resume Search
- Group Activity
- Account Info
- Self Service Tracker
- Reporting
- Edit Password
- Self Referrals
- User Lookup
- WARN Listings
- Provider Search
- Agency List

Cashiers (41-2011.00)

O*NET Description

Receive and disburse money in establishments other than financial institutions. Usually involves use of electronic scanners, cash registers, or related equipment. Often involved in processing credit or debit card transactions and validating checks.

Related Occupations

Title	Description	Action
Combined Food Preparation and Serving Workers, Including Fast Food	Description	Search
Counter and Rental Clerks	Description	Search
Parts Salespersons	Description	Search
Billing, Cost, and Rate Clerks	Description	Search
Receptionists and Information Clerks	Description	Search
Postal Service Clerks	Description	Search

Tasks

Tasks display a list of tasks associated with your selected O*NET-SOC occupation. This information is found in the tasks data table in the O*NET database. Please note there are no tasks data for residual occupations (those O*NET-SOC codes ending with .99) otherwise known as the "all others."

- Assist customers, such as providing information and resolving their complaints.

Detailed Work Activities

Detailed Work Activities are an intermediate descriptor between Tasks and Generalized Work Activities. They provide a common language for work description in succinct, easy to understand terms that allow cross-occupational matching while preserving differentiation.

- Getting Information
- Monitor Processes, Materials, or Surroundings
- Identifying Objects, Actions, and Events
- Inspecting Equipment, Structures, or Material
- Estimating the Quantifiable Characteristics of Products, Events, or Information
- Judging the Qualities of Things, Services, or People
- Processing Information
- Evaluating Information to Determine Compliance with Standards
- Analyzing Data or Information
- Making Decisions and Solving Problems
- Thinking Creatively
- Updating and Using Relevant Knowledge
- Developing Objectives and Strategies
- Scheduling Work and Activities

Oklahoma Joblink ServiceLink User's Guide



- Handling and Moving Objects
- Controlling Machines and Processes
- Operating Vehicles, Mechanized Devices, or Equipment
- Interacting With Computers
- Drafting, Laying Out, and Specifying Technical Devices, Parts, and Equipment
- Repairing and Maintaining Mechanical Equipment
- Repairing and Maintaining Electronic Equipment
- Documenting/Recording Information
- Interpreting the Meaning of Information for Others
- Communicating with Supervisors, Peers, or Subordinates
- Communicating with Persons Outside Organization
- Establishing and Maintaining Interpersonal Relationships
- Assisting and Caring for Others
- Selling or Influencing Others
- Resolving Conflicts and Negotiating with Others
- Performing for or Working Directly with the Public
- Coordinating the Work and Activities of Others
- Developing and Building Teams
- Training and Teaching Others
- Guiding, Directing, and Motivating Subordinates
- Coaching and Developing Others
- Provide Consultation and Advice to Others
- Performing Administrative Activities
- Staffing Organizational Units
- Monitoring and Controlling Resources

If the description matches the client's interests, click the **Search** button.

If you would like to search for civilian jobs related to a military, or DOD occupational code, or keyword, click the **Military** tab and enter the military occupational code or keyword and click **Search**.

America Job Link Alliance
JobLink 10

- Return to Workload
- My Cases
- My Follow-Up
- My Employers
- My Job Orders
- Client Search
- Client Merge
- Client Call-in
- Job Search
- Employer Search
- Disability Resources
- Resume Search
- Group Activity
- Account Info
- Self Service Tracker
- Reporting
- Edit Password
- Self Referrals
- Help Links

Military

Related Links: [Keyword](#) | [Most Common](#) | [Job Family](#) | [About](#)

For more information about occupations and how to find one, click the About link.

The military occupation (MOC) search is designed to assist uniformed service members, DOD civilian employees and veterans in identifying occupation codes that are similar to their military/DOD occupation.

Please enter either the alphanumeric MOC code or any part of the MOC title in MOC Code or Keyword field and click search. Click the Keyword, Most Common, Military Occupation, or Job Family link for different ways to find an occupation.

For help with how to use keywords, click the About link.

Keyword Match: Select one from below

- Any
- All
- Exact

* MOC Code or Keyword

Select the occupational title that matches the type of job that the client desires and click the **Search** button. If the client is unsure of the occupational title click the [Description](#) link to review the description of the occupation.



America's Job Link Alliance
JobLink 10

- Return to Workload
- Admin Menu
- My Cases
- My Follow-Up
- My Employers
- My Job Orders
- Client Search
- Client Merge
- Client Call-In
- Job Search
- Employer Search
- Resume Search
- Group Activity
- Account Info
- Self Service Tracker
- Reporting
- Edit Password
- Self Referrals
- New Account
- User Lookup
- WARN Listings
- Provider Search
- Agency List

MOC titles matching "Military Police" (1 to 21 of 21)

**31A (Army - Commissioned or Warrant Officer)
Military Police**

First-Line Supervisors/Managers of Police and Detectives	Description	Search
First-Line Supervisors/Managers of Police and Detectives	Description	Search
Police and Sheriff's Patrol Officers	Description	Search
Police Patrol Officers	Description	Search
Sheriffs and Deputy Sheriffs	Description	Search
First-Line Supervisors/Managers of Police and Detectives	Description	Search
Police and Sheriff's Patrol Officers	Description	Search
Police Patrol Officers	Description	Search
Sheriffs and Deputy Sheriffs	Description	Search
Security Guards	Description	Search

**5819 (Marine Corps - Enlisted)
Military Police Investigator**

First-Line Supervisors/Managers of Police and Detectives	Description	Search
Detectives and Criminal Investigators	Description	Search
Police Detectives	Description	Search
Police Identification and Records Officers	Description	Search
Criminal Investigators and Special Agents	Description	Search
Child Support, Missing Persons, and Unemployment Insurance Fraud Investigators	Description	Search
Immigration and Customs Inspectors	Description	Search
Police and Sheriff's Patrol Officers	Description	Search
Police Patrol Officers	Description	Search
Sheriffs and Deputy Sheriffs	Description	Search

**5803 (Marine Corps - Commissioned or Warrant Officer)
Military Police Officer (I)**

First-Line Supervisors/Managers of Police and Detectives	Description	Search
--	-----------------------------	------------------------

The Set Search Parameters page will display and allow you to select additional criteria for your job search. Notice that the occupational classification chosen is listed at the top of the page. When you click the **Search** button, the listing of jobs in that occupational classification will display.

Records 1 to 2 of 2

Sort by:	Last Updated*	Title	City	Max. Sal.
Your search returned 2 potential matches. You can try to broaden your search (you are currently at level 6) to return related jobs.				
	06/30/2005	1. Clerk, Convenience Store	Manhattan, KS	
		Order Number: 8075406 Basic Job Information: \$5.50 - \$5.50, Full-time Required Education: High School Diploma or Equivalent Required Experience: No Experience Requirement Looking for responsible, self-motivated individuals to be a part of a team. Must be willing to learn with ability to work weekends. Will operate cash register, handle cash, stock and keep area clean. 7am to 3pm and 3pm to 11pm shifts available. Full and part time positions, available. Apply Direct between 8am to 5pm, Monday through Friday.		
	03/09/2005	2. Cashiers, Retail Store Workers	Topeka, KS	
		Order Number: 8060778 Basic Job Information: \$0.00 - \$0.00, Full-time or Part-time Required Education: High School Diploma or Equivalent Required Experience: No Experience Requirement Home Depot has various openings available at its Topeka location. Some positions are currently temporary, some positions are permanent. Currently seeking people for Cashier, Garden, Lot, Plumbing Sales, Flooring Sales, and Electrical Sales positions. Currently have opening on all hours, full time/part time. Pay \$7.30 to \$10.00 per hour depending on experience. If interested apply online at www.homedepot.com		

Results pages: 1

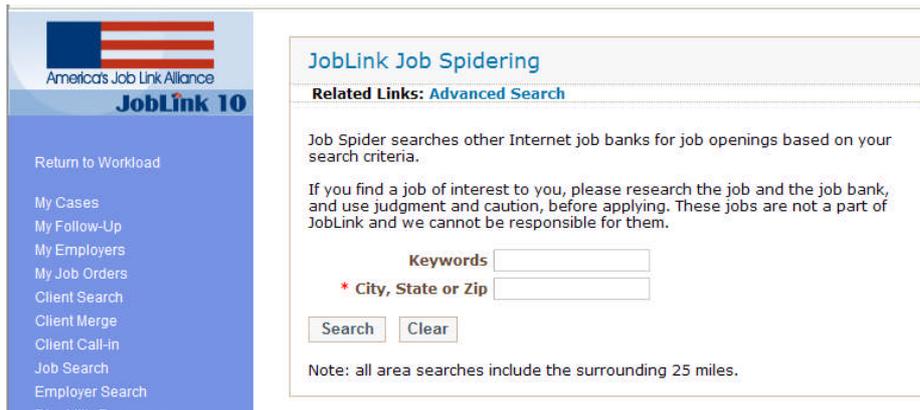
[Modify Search](#) [New Search](#)

The job titles are the Employer job titles for that occupational classification. Click on the job title to access the job details page.

Job Spidering

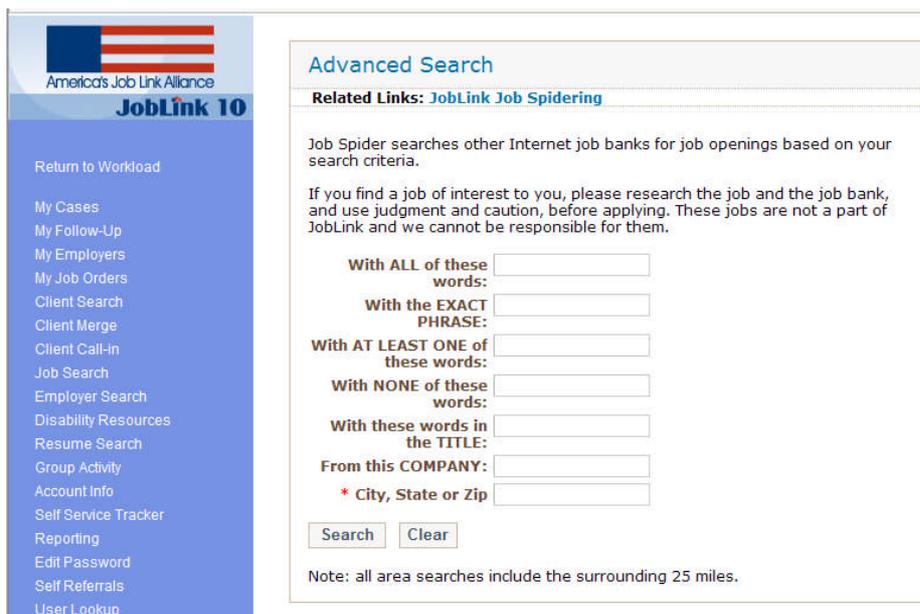
Provides users with access to job openings, on a nationwide basis, from a multitude of sources.

Navigation: This page is accessed from the Job Search Desk Top by clicking the **Job Spidering** link.



Instructions for Completion

Field Name	Valid Entries
Keywords	Enter job title keyword(s) to search.
City, State, or Zip	Enter the name of the city and state or Zip code that is the target of your search.
	Click the Search button.
Advanced Search tab	If you want to conduct an advanced search , click the Advanced Search tab



Instructions for Completion

Field Name	Valid Entries
With ALL of these words:	Will return searches on all of the words listed in all of the job information provided.
With the EXACT PHRASE:	Will return searches based on the exact order of the word phrase entered in all of the job information provided.
With AT LEAST ONE of these words	Will return searches based on any one of the words listed in all of the job information provided.
With NONE of these words	Will return searches with none of the words listed in all of the job information provided.
With these words in the TITLE	Will return searches with the words listed in the job information JOB TITLE only.
From this COMPANY	Will return searches for the company listed only.
City, State, or Zip	Enter the name of the city and state or Zip code that is the target of your search.
	Click the Search button.

JobLink Job Spidering Found 9 Matches

Sort by: [Relevance](#) [Date](#)

powered by [indeed](#)

- Staff Accountant**
 Posted: Sat, 14 Jun 2008
 City: Manhattan, KS
 Company: Meadowlark Hills
 Source: Nationjob.com
 Summary: We are currently seeking a Staff **Accountant**.
[Locate](#)
- Staff Accountant I (SG 21)**
 Posted: Thu, 19 Jun 2008
 City: Wamego, KS
 Company: Caterpillar Global Work Tools, Inc.
 Source: Nationjob.com
 The Staff **Accountant I** will be expected to be a... The Staff **Accountant** will review clerical input, advise salaried employees and entry level **accountants**...
[Locate](#)
- Cost Accountant**
 Posted: Sat, 14 Jun 2008
 City: Manhattan, KS
 Company: Florence Manufacturing
 Source: Nationjob.com
 located in Manhattan, KS, is seeking to fill a full time position for Cost **Accountant**. Maintain standard costing systems, actual vs. budget analysis, product...
[Locate](#)



Pin locations are only approximate.

(Partial Listing)

- 7. Tax/Accounting**
 Posted: Sat, 07 Jun 2008
 City: Wamego, KS
 Company: Confidential
 Source: HotJobs
 NE Kansas regional CPA firm located in Wamego Kansas is seeking a motivated **accountant**/CPA to join our team. This position offers growth potential with no...
[Locate](#)
- 8. INTERNAL REVENUE AGENT**
 Posted: Sun, 25 May 2008
 City: Louisville, KS
 Company: Internal Revenue Service
 Source: CampusCareerCenter.com
 Internal Revenue Agent position. An Internal Revenue Agent is a professional **accountant** who must meet comprehensive qualification requirements. KEY REQUIREMENTS...
[Locate](#)
- 9. Chief Financial Officer**
 Posted: Wed, 21 May 2008
 City: Manhattan, KS
 Company: Top Echelon Network
 Source: Nationjob.com
 Top Echelon Network Chief Financial Officer Job Location: Manhattan, KS Job Type: Full-Time Job Description: Chief Financial Officer- Manhattan, KS Community...
[Locate](#)

Results pages: **1**

[New Search](#)

Navigation: Click the Job Title. If you want to view the next page, click the page link ([2](#) , [3](#), etc.) Click the [New Search](#) button to conduct a search using new keyword or location information. A map will display indicating the location of each job listed.

JobLink Home
New Search
Back to Results
<< Prev

[my.indeed](#) - [sign in](#)

[jobs](#)
[salaries](#)
[trends](#)
[forums](#)

[Find Jobs](#)

[Advanced Job Search](#)
[Preferences](#)
[Tips](#)

what: job title, keywords or company where: city, state, or zip

Chief Financial Officer - [See original job posting at Nationjob.com >](#)
 Top Echelon Network - Manhattan, KS

Top Echelon Network Chief Financial Officer Job Location: Manhattan, KS Job Type: Full-Time Job Description: Chief Financial Officer- Manhattan, KS Community Known as the Little Apple, and situated in the beautiful Flint Hills Manhattan is home to approx. 50,000 people and Kansas State University Plentiful opportunities for arts, entertainment, golfing, ... [view or apply to job](#)
[From Nationjob.com](#) - 29 days ago - [save job](#) - [block](#)

- [See all Chief Financial Officer jobs](#)
- [Chief Financial Officer salaries in Manhattan, KS](#)
- [CFO forum - Manhattan, Kansas job forum](#)

Learn more about Top Echelon Network...

- [Jobs at Top Echelon Network](#)
- [Top Echelon Network Forum](#)
- Find my contacts: [Facebook](#) - [LinkedIn](#)
- Research Top Echelon Network on [Google](#)

Sponsored Job

[Chief Financial Officer](#)
 Premier Executive Recruiting - Manhattan, KS
From Premier Executive Recruiting - 21 days ago

Similar Jobs

[Chief Financial Officer](#)
 The Franklin Paterson Company - Manhattan, KS
From FPSselectJobs.com - 14 days ago

[Chief Financial Officer](#)
 Georgia Department of Human Resources - Atlanta, GA
From Georgia Department of Human Resources - 11 hours ago

[Chief Financial Officer](#)
 Smith & Howard, PC - Atlanta, GA
From Monster - 1 hour ago

[More Top Echelon Network jobs...](#)
[More Chief Financial Officer jobs...](#)

Send this job to yourself or a friend:

From my email address

Navigation: Click the job title to get specific information about the job including a description of the job and how to apply. You may view all jobs available with this company by clicking the company link; research the company by clicking the Google link; find the company contacts by clicking the links provided; research salary for typical jobs of this type by clicking the salary links provided; or Email the job to yourself or someone else. A map is provided displaying the

exact company location. Buttons at the top of the page will allow you to return to JobLink, conduct a New Search, take you back to the job list results, view the previous job listed or the next job listed.

JobLink Home New Search Back to Results << Prev Next >>

[Search Jobs](#) [My Monster](#) [Career Center](#) [Home](#) [For Employers](#)



G Franklin & Co.

Entry Level Human Resources	
Company: G. Franklin & Co., Inc.	Location: Louisville, KY 40220
Status: Full Time, Employee	Job Category: Human Resources/Recruiting
Relevant Work Experience: Less than 1 Year	Career Level: Entry Level
Education Level: Some College Coursework Completed	

 **APPLY NOW** Monster recommends using **Apply Now**. [Learn more.](#) [Save to File](#)

Job Description

Do you find yourself asking this question?

"How am I supposed to have 3 to 5 years experience if nobody will give me a chance?"

If so, look no further! [G Franklin & Company](#) is now offering positions at the entry level for sales and marketing. You have found the company that will personally train and develop the future top performers and executives in the marketing field.

We are [G Franklin and Company](#) - a marketing firm that specializes in sales and promotions for one of the nation's largest office supply companies.

Plain and simple! Using our direct marketing methods, we have continuously achieved dramatic results for clients both large and small from several industries.

The ideal candidate will possess:

- a second-to-none work ethic
- energy, excitement and the desire to have fun
- strong desire to advance and grow with the company
- an unbelievably positive business attitude

Remember, there is NO EXPERIENCE NECESSARY. We will train the right candidates. This is a perfect opportunity for a sharp individual with limited experience to get their foot in the door in the marketing field.

All openings are FULL-TIME and need to be filled IMMEDIATELY so area candidates are encouraged.

We seek only those individuals who are serious about their work and their desire to advance within the company. We work in a fast-paced, fun environment where we focus on the trainee's education and career advancement. We want those who are highly motivated and driven by the opportunity for financial and career growth. This position involves face to face sales of services to new business prospects. Growth and compensation based on personal performance.

We require:

- a fun "team player" attitude
- great communication skills
- strong work ethic

Degree and experience are an asset, but not mandatory. If you feel you have what we are looking for, email your resume to [\[Click here for email\]](#) (PLEASE NO ATTACHMENTS) or for more immediate consideration contact Jami @ (502) 493-3892.

Check us out online at www.gfranklinco.com

Contact Information

Company: G. Franklin & Co., Inc.
Contact: Jami Swing
Email: hr@gfranklinco.com
Address: Louisville, Kentucky 40220
Phone: 502-493-3892
Reference Code: KAT

APPLY NOW
[Send this Job to a Friend](#)

[Click here to see all "G. Franklin & Co., Inc." opportunities](#)

Please use caution when applying for any openings available in the search results. JobLink cannot be held responsible for any of these listings.

Search By Job Order ID Number



The Search by Job Order ID Number requires that you or the client know the correct ID number for the job opening. When you enter the Job Order ID number and click the **Search** button, the Job Details page will display.

Search By WorkKeys® Scores

WorkKeys® Search

WorkKeys® is a job skills assessment system measuring "real-world" skills that employers believe are critical to job success.

WorkKeys® enables educators to identify gaps between student skills and employment needs, which will, in turn, improve students' success in entry-level and subsequent jobs.

WorkKeys® enables businesses to reduce turnover, overtime, and waste while increasing morale through effective selection decisions and training processes.

[Learn more about ACT and the WorkKeys system.](#)

WorkKeys® assessments measure six foundational workplace skills:

- Applied Mathematics
- Applied Technology
- Listening
- Locating Information
- Reading for Information
- Writing

To find job openings where the employer has indicated minimum WorkKeys assessment scores, select the appropriate level for each assessment below and click Continue. Only scores you enter will be used in the matching process.

Applied Mathematics

Applied Technology

Listening

Locating Information

Reading for Information

Writing

You may search for job openings where the employer has indicated a desire for referrals with minimum WorkKeys assessment scores. Select the appropriate level of the client's attainment for each assessment and click the **Continue** button. Only scores that you enter will be used in the matching process.

Search By Saved Job Search Profiles

Job Search Profiles

↓ [Saved Search Name](#)

general	Search	View/Edit	Rename	Delete
Hutchinson Search	Search	View/Edit	Rename	Delete
pnth1	Search	View/Edit	Rename	Delete

If you have saved a job search profile from a previous job search, you may click on the [Search](#) link to conduct a search using the search criteria saved. If you want to view and/or edit your saved criteria, click the [View/Edit](#) link. If you want to rename your saved search, click the [Rename](#) link. If you wish to delete the saved search, click the [Delete](#) link.

Search By Employer



If you know the name of the Employer you may search by alphabet or by company name. If you are not sure of the company name, you may search by industry. Click the letter of the alphabet that matches the first letter in the Employer name, i.e. Click “B” for Barton County.



America's Job Link Alliance
JobLink 10

- [Return to Workload](#)
- [My Cases](#)
- [My Follow-Up](#)
- [My Employers](#)
- [My Job Orders](#)
- [Client Search](#)
- [Client Merge](#)
- [Client Call-in](#)
- [Job Search](#)
- [-] Display Companies**
- [Modify Search](#)
- [Employer Search](#)
- [Disability Resources](#)
- [Resume Search](#)
- [Group Activity](#)
- [Account Info](#)
- [Self Service Tracker](#)
- [Reporting](#)
- [Edit Password](#)
- [Self Referrals](#)
- [User Lookup](#)
- [WARN Listings](#)
- [Provider Search](#)
-
- [Agency List](#)

Search Results: Companies

Showing 1-25 of 53 companies found. Click on a Company name to display more detailed information.

Company	Location
Eagle Nest Enterprises	Chanute
Eagle Ridge Apartments/DRSI	Lawrence
Eagles Club	Emporia
EARTHBOUND TRADING COMPANY	Olathe
earthmovers, inc	Washington
EATON CORPORATION	HUTCHINSON
EBERT CONSTRUCTION CO INC	WAMEGO
Ebert Construction Co., Inc.	Wamego
ECCO Select	Kansas City
Econo Lodge	Manhattan
Econodge of Dodge City	Dodge City
Economical and Marketing Research	Atlanta
Economy Transportation	Wichita
EDGE OF TOWN	EL DORADO
El Botijas	Ottawa
El Dorado City of	El Dorado
El Dorado Correctional Facility	El Dorado
Electrex Inc	Hutchinson
Electrical IATC	Wichita
Electrical Staffing	New Haven
Empire Today, LLC	Junction City
EMPLOYMENT AGENCY	TOPEKA
Employment Solutions	San Juan, Texas
Emporia Fence	Emporia
Emporia Motors, Inc.	Emporia

1 | 2 | 3

Click on the company name.

The screenshot shows the JobLink 10 interface. At the top, there is a navigation bar with links for Home, Station ks22, Alcoa, Metal F., Logout, and Print. Below this is the America Job Link Alliance logo and the JobLink 10 title. A left-hand navigation menu lists various user actions such as 'Return to Workload', 'My Cases', 'My Follow-Up', 'My Employers', 'My Job Orders', 'Client Search', 'Client Merge', 'Client Call-In', 'Job Search', 'Display Companies', 'Modify Search', 'Employer Search', 'Resume Search', 'Group Activity', 'Account Info', 'Self Service Tracker', 'Reporting', 'Edit Password', 'Self Referrals', 'User Lookup', 'New Account', 'WARN Listings', 'Provider Search', 'Alcoa', 'Metal Fabrication', and 'Agency List'. The main content area is titled 'Barton County Community College' and contains three sections: 'Contact Information' with fields for Company Address (245 NE 30th Road, Great Bend KS 675309283) and Company Web Site (www.barton.cc.ks.us); 'Available Job Opportunities' which is a table of job listings; and 'Company Description' which currently shows 'Community College'.

Job Title	Job Location	Date Updated
Director of Nursing Education	Great Bend	08/04/2005
Prevention Program Coordinator	Great Bend	07/01/2005
Student Housing Assistant	Great Bend	06/27/2005
FINANCIAL AID SPECIALIST	Great Bend	06/16/2005
Coordinator of Student Housing	Great Bend	06/02/2005
Program Coordinator/Instructor	Great Bend	05/28/2005
Administrative Assistant (LWIB)	Great Bend	05/28/2005
Mathematics Instructor	Great Bend	05/20/2005

Click on the job title of the job that your or the client wishes to view, The Job Details page will display.

To search by company name, click the **By Company Name** link.

The screenshot shows the JobLink 10 interface with the search results for 'By Company Name'. The navigation bar and left-hand menu are the same as in the previous screenshot. The main content area is titled 'By Company Name' and includes 'Related Links: By Alphabet | By Industry'. Below this is a search form with two input fields: 'Company Name' and 'City', and two buttons: 'Submit' and 'Clear'.

Enter the Company name and City and click the **Submit** button.

The screenshot shows the top navigation bar with links for Home, Station ks22, Logout, and Print. On the left is the JobLink 10 logo and a sidebar menu. The main content area is titled "Search Results: Companies" and contains a table with two columns: "Company" and "Location".

Company	Location
Barton County Community College	Great Bend

Below the table is a "Search Again" button.

Click on the company name.

The screenshot shows the company details page for Barton County Community College. It includes contact information and a list of available job opportunities.

Contact Information

Company Address	245 NE 30th Road Great Bend KS 675309283
Company Web Site	www.barton.cc.ks.us

Available Job Opportunities

Job Title	Job Location	Date Updated
Student Housing Assistant	Great Bend	09/21/2005
Director of Nursing Education	Great Bend	08/04/2005
Prevention Program Coordinator	Great Bend	07/01/2005
Coordinator of Student Housing	Great Bend	06/02/2005
Program Coordinator/Instructor	Great Bend	05/28/2005
Administrative Assistant (LWIB)	Great Bend	05/28/2005

Company Description

Community College

Click on the job title to view the Job Details page.

By Industry

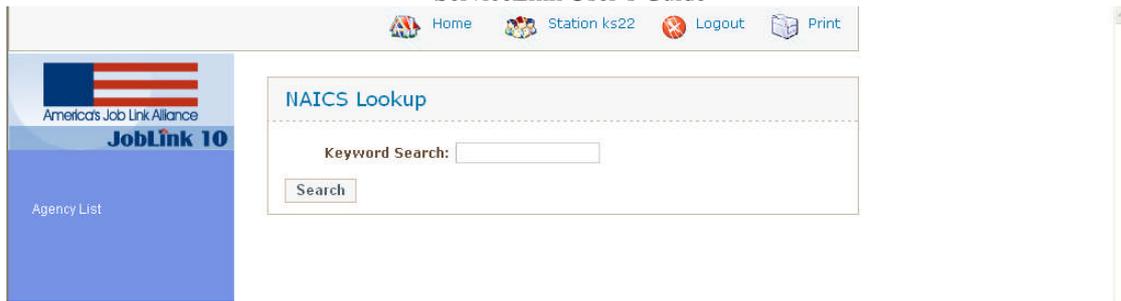
If you choose to search for Employers by industry, click on the **By Industry** link.

The screenshot shows the 'By Industry' search interface. At the top left is the 'America's Job Link Alliance JobLink 10' logo. A blue sidebar on the left contains a menu with options like 'Return to Workload', 'My Cases', 'My Follow-Up', 'My Employers', 'My Job Orders', 'Client Search', 'Client Merge', 'Client Call-In', 'Job Search', 'Display Companies', 'Modify Search', 'Employer Search', 'Resume Search', 'Group Activity', 'Account Info', 'Self Service Tracker', 'Reporting', 'Edit Password', 'Self Referrals', 'User Lookup', and 'New Account'. The main content area is titled 'By Industry' and includes 'Related Links: By Alphabet | By Company Name'. A paragraph explains that the North American Industry Classification System (NAICS) has replaced the U.S. Standard Industrial Classification (SIC) system. Below this is a form with a text input for 'Industry Code (NAICS)' and a 'NAICS Lookup' button. A note says 'Please enter one of the following.' followed by a dropdown menu for 'Area' (set to 'Please Select One') and a 'County' dropdown menu. The 'County' dropdown is open, showing a list of counties: Allen, Anderson, Atchison, Barber, Barton, Bourbon, Brown, Buchanan (MO), and Butler. A note indicates that multiple entries can be selected by holding down the Ctrl key. At the bottom of the form are checkboxes for 'Surrounding Counties' (with an 'Include' checkbox) and a 'Zip Code' input field. 'Search' and 'Clear' buttons are at the bottom.

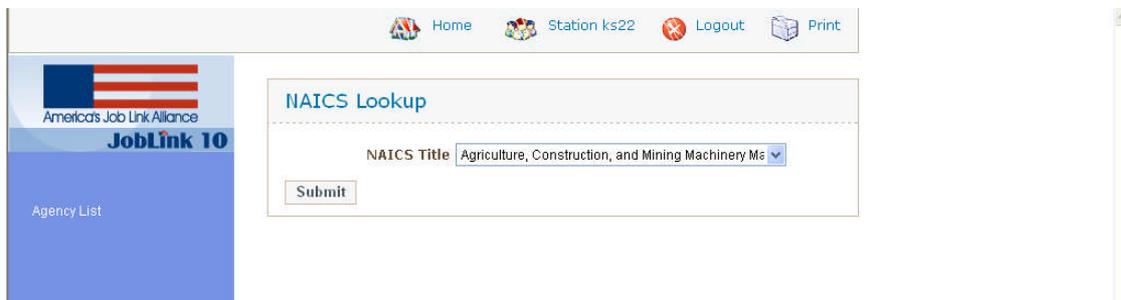
If you know the industry code you may enter it. If not, click the **NAICS Lookup** button.

The screenshot shows the 'NAICS Lookup' page. At the top right are navigation links: 'Home', 'Station ks22', 'Logout', and 'Print'. The left sidebar is blue and contains the 'America's Job Link Alliance JobLink 10' logo and an 'Agency List' link. The main content area is titled 'NAICS Lookup' and contains a paragraph explaining that NAICS codes are used to categorize employers by their industry type. It suggests searching by keyword if unfamiliar with NAICS and mentions a 'Drill-Down' search for those familiar with the hierarchy. At the bottom are two buttons: 'Keyword Search' and 'NAICS Industry Drill-Down'.

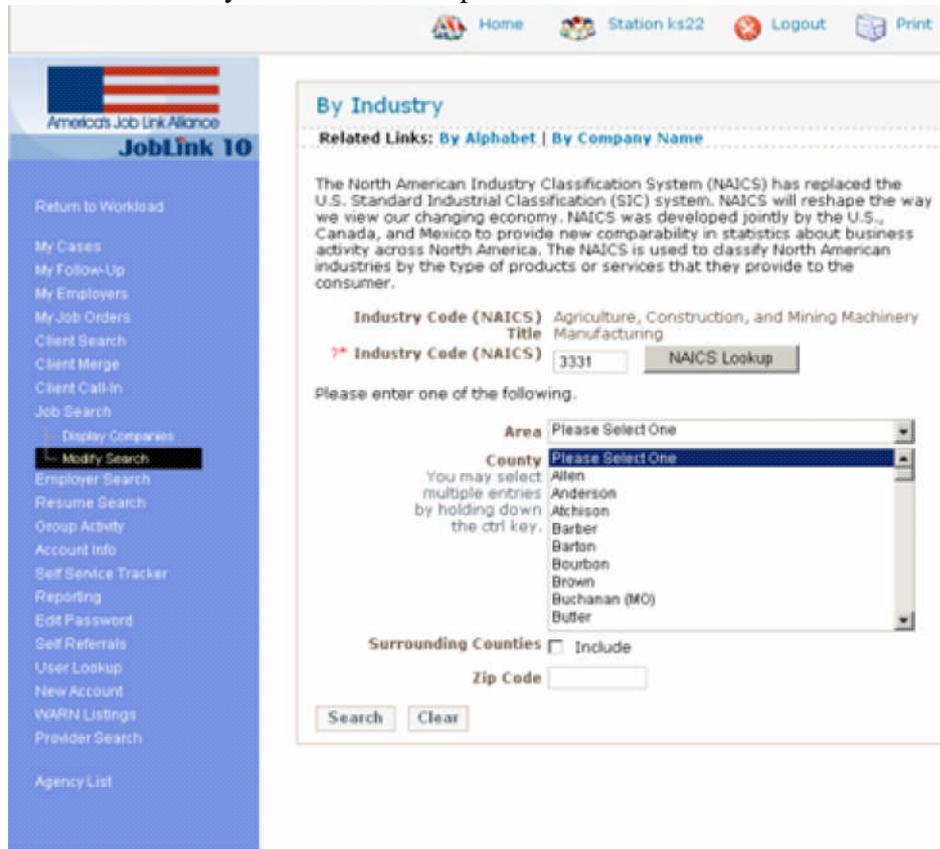
You may search by keyword if you are unfamiliar with the NAICS industry arrangement.



Enter a keyword or keywords that describe the kind of work the Employer does and click the **Search** button.

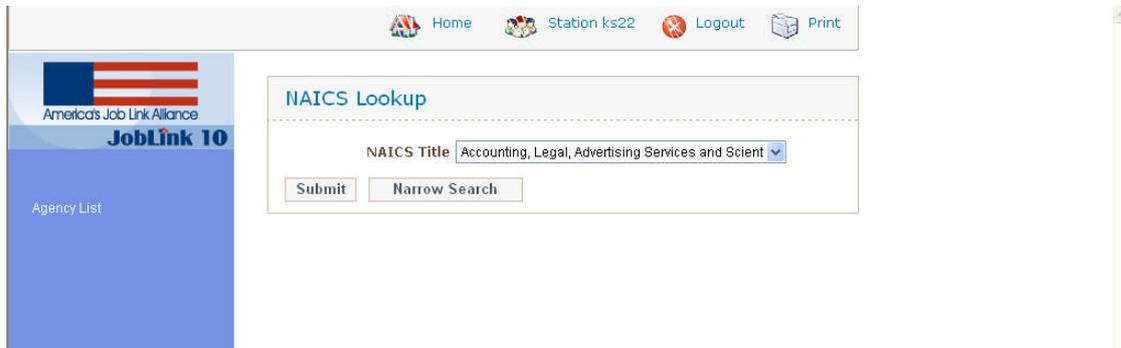


Select the industry title from the drop down and click the **Submit** button.



The NAICS industry code displays, and you are ready to search for Employers in that industry by geographic area.

If you decide to search by using the NAICS Industry Drill Down, click the **NAICS Industry Drill Down** button.

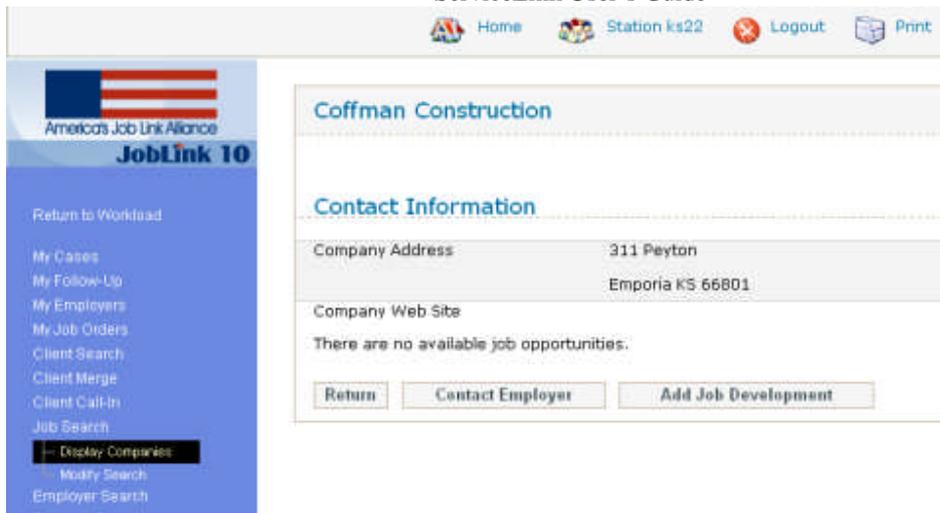


Click the **Narrow Search** button to locate the specific industry that you desire, and then click the **Submit** button.

You may search geographically by selecting a city area from the drop down menu, by selecting a county from the drop down menu or multiple counties using the keyboard control key, select a county and check the surrounding counties box, or by entering a zip code. Click the **Search** button.



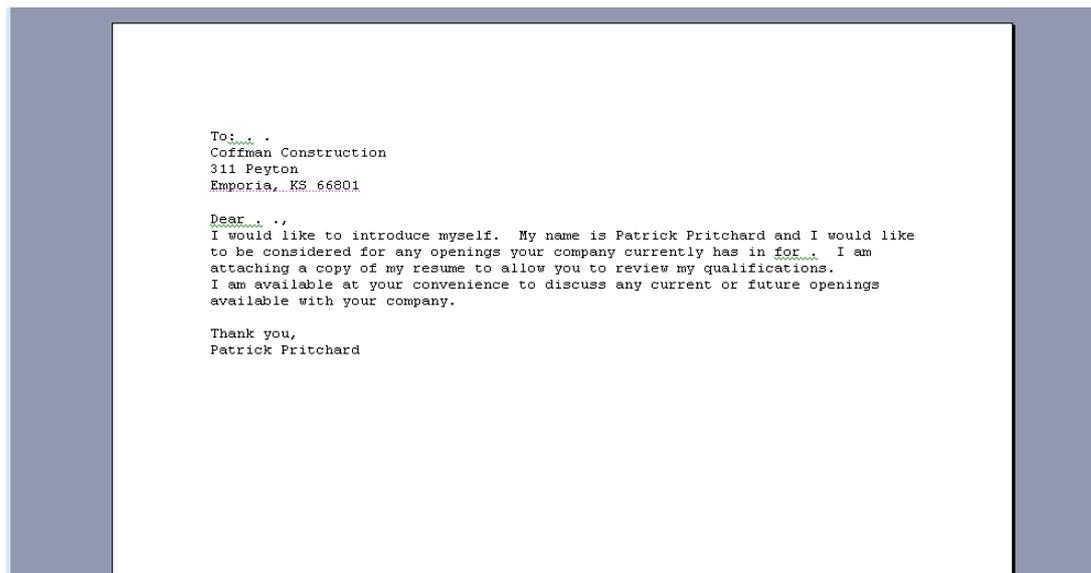
Click on the name of the company that you wish to access. You may access companies with open jobs or with no open jobs.



If the company does not have an open job but the client desires to send the company a letter of introduction, click on the **Contact Employer** button.



Click the Edit button to open a letter of introduction. You may customize the letter to introduce the client to the Employer.

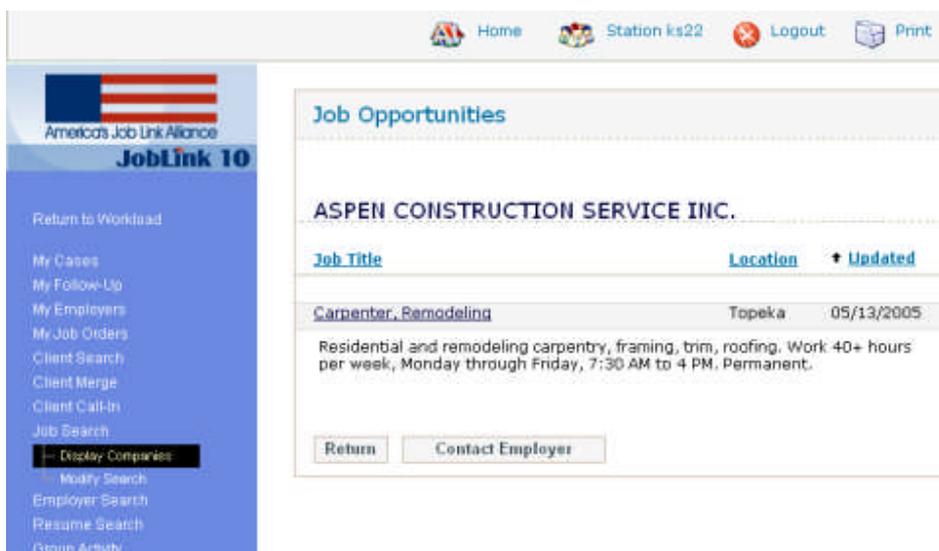


You may print the letter using your browser print function and mail it to the Employer.



If you would like to make a job development on behalf of the client you may click the **Add Job Development** button. Job Developments will be covered in the next section of the user guide dealing with Employer searches.

If the Employer that you wish to access has an open job, click on the link under **Open Jobs**, i.e. **1**.



Click on the job title to access the Job Details page information.

OJT Search

The screenshot shows the 'Job Search By Category' page. At the top, there is a navigation bar with links for Home, Station ks22, Alcoa, Prevention P.C., Logout, and Print. Below this is the 'America Job Link Alliance JobLink 10' logo. A left-hand navigation menu lists various user actions like 'Return to Workload', 'My Cases', 'My Follow-Up', 'My Employers', 'My Job Orders', 'Client Search', 'Client Merge', 'Client Call-In', 'Job Search', 'Employer Search', 'Resume Search', 'Group Activity', 'Account Info', 'Self Service Tracker', 'Reporting', 'Edit Password', 'Self Referrals', 'New Account', 'User Lookup', 'WARN Listings', 'Provider Search', 'Alcoa', 'Prevention Program Coordinator', and 'Agency List'. The main content area is titled 'Job Search By Category' and includes a 'Related Links: Results' section. Below this, there is a text instruction: 'Select a Job Category, Job Status, and Location to search jobs by category. Select On-the-Job Training, Job Status, and Location to search all job categories, including Category A, for jobs marked OJT - Yes.' The search criteria are as follows: 'Job category' is a multi-select dropdown with options B through X, where 'E - WIA On-the-Job' is selected; 'On-the-Job Training' is a radio button selection with 'No preference' selected; 'Job Status' is a radio button selection with 'Active' selected; and 'Locations' is a dropdown menu with 'All Locations' selected. A 'Submit' button and a 'Return to Job Search' button are at the bottom of the form.

Copyright © 2001-2005 America's Job Link Alliance | Section 508 Compliant | Privacy Policy | Equal Opportunity | Browser Settings

You may search for Employer job openings that offer on-the-job training. You may search by job category/job status/location; or you may search all job categories by selecting On-The-Job Training/Job Status/Location.

To search by job category, select a category; select a job status (Active, Inactive, Both Active and Inactive); and a geographic location.

The screenshot shows the JobLink 10 interface. At the top, there are navigation links: Home, Station ks22, Logout, and Print. On the left is a blue sidebar with the 'America's Job Link Alliance' logo and 'JobLink 10' text. Below the logo is a list of menu items: Return to Workload Admin Menu, My Cases, My Follow-Up, My Employers, My Job Orders, Client Search, Client Merge, Client Call-In, Job Search, Employer Search, Resume Search, Group Activity, Account Info, and Self Service Tracker. The main content area is titled 'Results' and includes a 'Related Links: Job Search By Category' section. Below this is a paragraph of instructions: 'Click on the Job Title to view the Job Details for the opening. Click on the Job Search by Category link at the top of this page to modify the search parameters or start a new search. Click Job Search on the Control Panel at the left to return to the Job Search Options and select a different type of search.' A table follows with the following data:

Number	Employer	Job Title	Category	OJT	Status	Location
8072604	Barton County Community College	Coordinator of Student Housing	E	Y	Active	Barton
8076551	Barton County Community College	Assistant Athletic Trainer	E	Y	Active	Barton

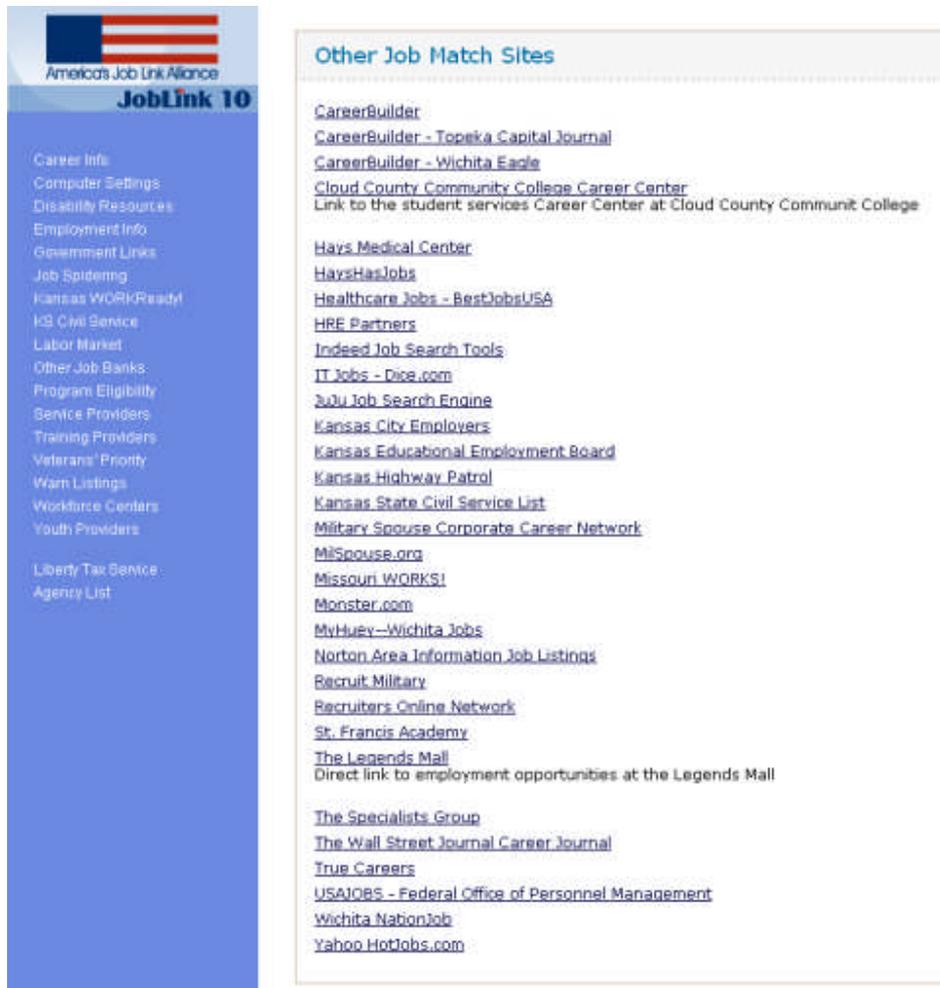
To search all job categories, select On-The-Job Training – Job Offers On-The-Job Training, Job Status (Active, Inactive, Both Active and Inactive), and a Location. Click the **Submit** button.

The screenshot shows the JobLink 10 interface with a different search result. The sidebar and navigation are identical to the previous screenshot. The 'Results' section contains the same instructions. The table below shows ten job openings:

Number	Employer	Job Title	Category	OJT	Status	Location
8072447	Barton County Community College	Administrative Assistant (LWTR)	A	Y	Active	Barton
8072604	Barton County Community College	Coordinator of Student Housing	E	Y	Active	Barton
8075602	Barton County Community College	Prevention Program Coordinator	A	Y	Active	Barton
8076551	Barton County Community College	Assistant Athletic Trainer	E	Y	Active	Barton
8065044	Becker Tire	Sales Route Driver/Class A CDL	A	Y	Active	Barton
8062561	Kansas Army National Guard	Mechanic	A	Y	Active	Barton
8070648	Kwik Shop	Store Manager	A	Y	Active	Barton
8076317	Myers Furniture	Delivery person	A	Y	Active	Russell
8067966	SRS Personnel (Central Office)	Pharmacist In Charge	A	Y	Active	Pawnee
8074100	Unicel/Rural Cellular Corporation	Associate Account Executive	A	Y	Active	Barton

The results will display the job order ID number, Employer name, job title, category, OJT, status, and location. Click on the Job Title to view the Job Details page.

Search Other Job Banks



The screenshot displays the JobLink 10 website interface. On the left is a blue navigation menu with the 'America's Job Link Alliance' logo and 'JobLink 10' branding. The menu lists various services such as 'Career Info', 'Computer Settings', 'Disability Resources', 'Employment Info', 'Government Links', 'Job Spiderng', 'Kansas WORK-Ready!', 'KS Civil Service', 'Labor Market', 'Other Job Banks', 'Program Eligibility', 'Service Providers', 'Training Providers', 'Veterans' Priority', 'Warm Listings', 'Workforce Centers', 'Youth Providers', 'Liberty Tax Service', and 'Agency List'. The main content area is titled 'Other Job Match Sites' and contains a list of external job search links, including CareerBuilder, Hays Medical Center, HaysHasJobs, Healthcare Jobs - BestJobsUSA, HRE Partners, Indeed Job Search Tools, IT Jobs - Dice.com, JuJu Job Search Engine, Kansas City Employers, Kansas Educational Employment Board, Kansas Highway Patrol, Kansas State Civil Service List, Military Spouse Corporate Career Network, MiSpouse.org, Missouri WORKS!, Monster.com, MyHuev - Wichita Jobs, Norton Area Information Job Listings, Recruit Military, Recruiters Online Network, St. Francis Academy, The Legends Mall, The Specialists Group, The Wall Street Journal Career Journal, True Careers, USAJOBS - Federal Office of Personnel Management, Wichita NationJob, and Yahoo HotJobs.com.

You may search other job banks by clicking on the appropriate link.

Employer Search

Navigation:

The Employer Search function will allow the staff person to locate Employers who have a staff assisted Employer account in ServiceLink, or to create an Employer account for new Employers in the system. Staff may enter job orders on behalf of Employers; update and manage Employer accounts and job orders; make Employer Contacts, Job Developments and Job Referrals to active Employer job orders, or generate an EEO reports for compliance reviews.

Home Station ks22 Barton C.C.C. Student H.A. Logout Print

America Job Link Alliance
JobLink 10

Return to Workload

My Cases
My Follow-Up
My Employers
My Job Orders
Client Search
Client Merge
Client Call-In
Job Search
Employer Search
Resume Search
Group Activity
Account Info

Search Employer

Related Links: [Results](#) | [My Employers](#) | [My Job Orders](#)

Please complete one or more of the fields below to search for staff-assisted companies. You will be able to create and edit job orders for the companies listed in your search results. For some of the companies in the system, you may need to supply additional information in order to establish their account for use.

Company Name
FEIN
SEIN
Zip

To conduct a search for an Employer the staff person may search by Company Name, Federal Tax ID Number, State Employment Tax ID Number, or ZIP Code. Click the **Search** button.



America's Job Link Alliance
JobLink 10

- Return to Workload
- My Cases
- My Follow-Up
- My Employers
- My Job Orders
- Client Search
- Client Merge
- Client Call-in
- Job Search
- Employer Search
- Disability Resources
- Resume Search
- Group Activity
- Account Info
- Self Service Tracker
- Reporting
- Edit Password
- Self Referrals
- User Lookup
- WARN Listings
- Provider Search
- Liberty Tax Service Agency List

Results

Related Links: [Search Employer](#) | [My Employers](#) | [My Job Orders](#)

Your search returned 12 results. Click on the company name to go to the Employer Details. If the company you are searching for is not in the results click on the "Micro202" button at the bottom of the page to view more employers.

Company Name	City	Zip	SEIN (for testing)	Status
DILLONS	COLBY	67701	002599	Approved
Dillons	Derby	67037	561320	Approved
Dillons - Arkansas City	Arkansas City	67005	002599	Approved
Dillons - Winfield	Winfield	67156	002599	Approved
DILLONS DISTRIBUTION CENTER	GOODARD	67052	002599	Approved
Dillons East	Manhattan	66502	002599	Approved
Dillons Store	Wellington	67152	002599	Approved
Dillons Store # 27	Salina	67401	002599	Approved
Dillons Store #46(West)	Manhattan	66502	002599	Approved
Dillons-California	Topeka	66605	002599	Approved
Dillons-Rochester	Topeka	66618	002599	Approved
Dillons-Urish	Topeka	66614	002599	Approved

If the company name displays, click the link.

The Employer Details page will display.



Home Station ks22 Kennedy A.S. Logout Print

America's Job Link Alliance
JobLink 10

- Return to Workload
- Admin Menu
- My Cases
- My Follow-Up
- My Employers
- My Job Orders
- Client Search
- Client Merge
- Client Call-in
- Job Search
- Employer Search
- Employer Details**
- Job List
- Contact Tracking
- Job Development
- Resume Search

Employer Details for Kennedy and Sons

This employer has been included in my list of favorite employers. Click on the appropriate link to add, view, or edit the information.

Employer Account Information	1309 SW Topeka Topeka, KS 66612
Job List	There is currently 1 active job listed. There are currently no jobs on hold. There are currently no referred jobs listed.
Contact Tracking	There are currently no contact details listed.
Job Development	There are currently no job developments.
EEO Auditing	Click on EEO Auditing to review job order preparation and referral activities.
Job Seeker Preferred Employer	Display list of Job Seekers who have indicated a preference to work for this employer.
Employer Notes	There is 1 note entered.

If you desire to view and/or edit the Employer account information, click the [Employer Account Information](#) link.



Edit Employer Account Information

* Company or Agency: Barton County Community College

Company Description (1000 character max.)
Community College

* Address: 245 NE 30th Road
Address line 2:

* City: Great Bend
* State: Kansas
?* Zip: 67530 - nnnn

Company website: www.barton.cc.ks.us

* Number of Current Employees: 100 - 499
FEIN: 480720175
SEIN (for testing): 278278

?* Federal Contractor: Select one from below
 Yes
 No
 N/A

* Ownership: State Government

* Contact First Name: Nancy
Contact Middle Name:
* Contact Last Name: Carroll
Contact Job Title: Human Resources

?* Phone: 6207829237 Ext. *
Fax: 6207861167
Email address:

Save Reset Return

Edit or Add the items that need to be updated and click the **Save** button.

If you desire to access the Employer's job order file, click the **Job List** link on the Employer Details page



Active (1 to 1 of 1)

Related Links: [Referred](#) | [On Hold](#) | [Inactive/Closed](#) | [Archive](#)

Company name: Dillons-Rochester
To edit a job order, click a Job Title link. To result referrals, click a Referrals link. Use the Hold and Close links to change the status of the order.

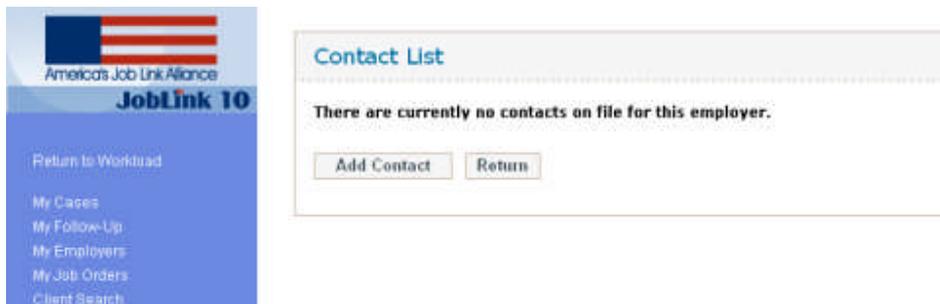
Job Title	Job #	Openings Filled	Referrals	Made Active	Date Updated	Resume Search	Hold	Close
Part Time Evening Customer Service Cashier	8063246	0 of 2	20 of 30		02/14/2008	Search	Hold	Close

Create Job Order Employer Details

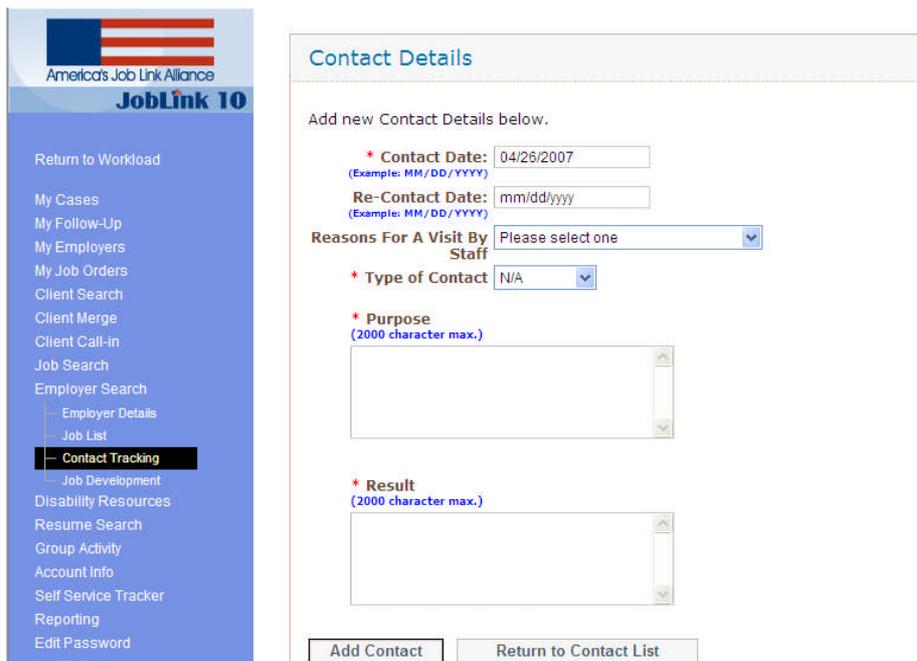
You may access the Job Details page by clicking on the Job Title. You may edit the job order information by clicking on the Positions Filled link [0 of 1](#). You may result Referrals or make additional Referrals to the job order by clicking on the Referrals link [0 of 10](#). You may search client resumes by clicking on the [Search](#) link under Resume Search. You may place the job order in Hold or Close status by clicking the [Hold](#) or [Close](#) link. If the job order is viewable by the public a 'Yes' response will display. If the job order is not viewable by the public, you will need to click the [No](#) link to make the job order viewable by the public. You may sort the listing of job orders by clicking the [Job Title](#), [Job Order Number](#), and [Date Updated](#) links at the top of the page. Specific information on navigating the Employer Details – Job List page will be covered under **Creating and Managing Job Orders** section of this Guide.

Employer Contact Tracking

If you want to record a contact with the Employer, you may click the [Contact Tracking](#) link on the Employer Details page.



To enter an Employer contact, click the [Add Contact](#) button.



Instructions for Completion:

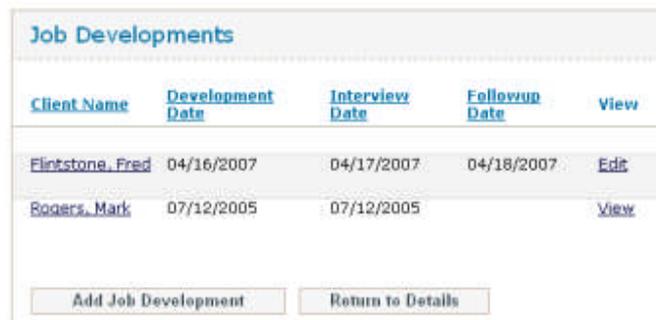
Field Name	Valid Entries
Contact Date	Today's date pre-filled. Can be edited.
Re-Contact Date	If scheduled to re-contact the Employer enter the (mm/dd/yyyy).
Reason for visit by staff	Select the reason for the visit.
Type of Contact	Select from drop down menu (Telephone, Mail, Email, Fax, In Person)
Purpose	Enter a brief description of the purpose for the visit.
Results	Enter a brief description of the results of the visit.
	Click the Add Contact button.



If you entered the contact, an [Edit](#) link will display under the View column that will allow you to view and edit the content of your contact.

Entering Job Developments

If you want to conduct and enter a job development on behalf of a client, click the [Job Development](#) link on the Employer Details page.



Previous job development entries will display with the client name, date the job development was made, follow-up date, and an [Edit](#) link to edit and update the contact information. If you did not create the Job Development you may only view the job development information. Click the [Add Job Development](#) button to enter a new job development contact.

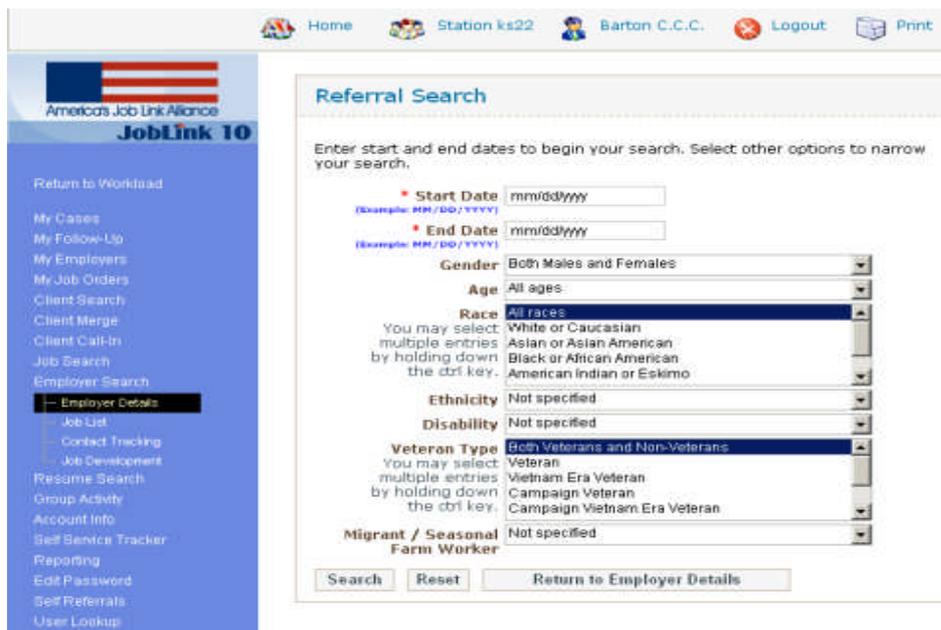
Instructions for Completion:

Field Name	Valid Entries
Client Social Security Number	If you have a client in context the client's SSN will automatically display. Otherwise enter the client's Social Security Number
Funding Source	Select the program funding source from the drop down menu
Occupational Code	Select an occupational code for the job development by clicking on the ONET Lookup button.
Job Development Date	Today's date is pre-filled and may be edited.
Contact Name, email address and phone number	The name of the company is pre-filled and not editable. The contact name, email address and phone number are pre-filled and can be edited.
Method of Contact	Select the Method of Contact from the drop down menu. (Telephone, Visit, Email, Mail)
Interview Scheduled	Indicate 'Yes' if an interview has been scheduled for the client.

Field Name	Valid Entries
Interview Date	Enter the date of the interview if scheduled (mm/dd/yyyy).
Interview Time	Enter the time for the interview if scheduled.
Follow-up Required	Indicate 'Yes' if a follow-up with the Employer is required.
Follow-up Date	Enter the date for the follow-up if scheduled. (mm/dd/yyyy)
Staff Name, Home Office, and Station Desk Number	Information is pre-filled and can be edited.
	Click the Add button

Accessing an EEO Audit Report

If you need to create an EEO Auditing report for the Office of Federal Contract Compliance or a similar agency to provide information on Employer Referral and placement activity, click the [EEO Auditing](#) link.



You must enter a Start and End Date that reflects the period of time covered in the audit and select the client types required for the review/search (Gender, Age, Race, Ethnicity, Disability, Veteran Type, and/or Migrant/Seasonal Farm Worker). Click the [Search](#) button.

Issued February 26, 2010

Oklahoma Joblink
ServiceLink User's Guide

A1 Joborder Referrals Summary for Interstate Brands Corporation from 02/01/2005 to 09/22/2005 -- Generated 09/23/2005

1	A	B	C	D	E	F	G	H
2	Joborder Referrals Summary for Interstate Brands Corporation from 02/01/2005 to 09/22/2005 -- Generated 09/23/2005							
3	Joborder ID	Job Title	Referral Matches	Total Referrals	Joborder Creation Date	Joborder Close Date		
4	8061522	Data Entry Clerk	31	31	02/03/2005	05/10/2005		
5	8061556	Order Desk Clerk	16	16	02/04/2005	05/10/2005		
6	8062632	Bakery Worker / Production / Shipping / Sanitation	352	352	02/16/2005	05/10/2005		
7	8064984	OTR Mechanic	3	3	03/14/2005	06/16/2005		
8	8065072	Transport Driver	10	10	03/15/2005	06/08/2005		
9	8065212	Maintenance Engineer	34	34	03/16/2005	06/16/2005		
10	8065980	Data Entry	77	77	03/23/2005	06/16/2005		
11	8068090	Bakery Worker / Production / Shipping / Sanitation	353	353	04/18/2005	06/15/2005		
12	8070498	Engineer Supervisor	11	11	05/10/2005			
13	8070830	Shag Driver	7	7	05/12/2005	06/16/2005		
14	8072338	Computer Room Clerk/PT	23	23	05/26/2005			
15	8072713	Truck Mechanic	3	3	06/02/2005			
16	8073311	Transport Driver	2	2	06/08/2005			
17	8073969	Bakery Outlet Clerk P/T	14	14	06/14/2005			
18	8074099	Bakery Worker / Production / Shipping / Sanitation	52	52	06/15/2005			
19	8075624	Office Position	19	19	06/30/2005			
20	*Note: Order creation date is between the report start and end dates.							
21								
22								
23								
24								
25								
26								
27								
28								
29								

A report will display indicating each job order created during the time period specified. Click on the Referral Matches numerical links i.e. [16](#) to access a list of clients who match the client types selected.

Joborder Referrals Listing for Engineer Supervisor position from 02/01/2005 to 09/22/2005 -- Generated 09/23/2005

1	A	B	C	D	E	F	G	H	I
2	SSN	Name	Date Referred	Referral Results	Gender	Age	Race	Ethnic Group	Disability
3	970617257	B, Nick	06/28/2005		Male	24	White or Caucasian	Not Ethnic Hispanic or Latino	Not Specified
4	979134314	F, David	05/20/2005		Male	57	White or Caucasian	Not Ethnic Hispanic or Latino	Not Specified
5	381634381	F, Jose	05/11/2005		Male	29	Other	Ethnic Hispanic or Latino	Not Disabled
6	979238235	F, Nathan	05/17/2005		Male	22	White or Caucasian	Not Ethnic Hispanic or Latino	Not Disabled
7	978535741	G, Jennifer	05/13/2005		Female	35	White or Caucasian	Not Ethnic Hispanic or Latino	Not Specified
8	971330672	G, Ray	05/16/2005		Male	35	White or Caucasian	Not Ethnic Hispanic or Latino	Not Disabled
9	979334391	H, Kevin	06/09/2005		Male	30	White or Caucasian	Not Ethnic Hispanic or Latino	Not Disabled
10	746933830	J, Eugene	05/13/2005		Male	41	Black or African American	Not Ethnic Hispanic or Latino	Not Specified
11	971121643	M, Wes	05/13/2005		Male	55	White or Caucasian	Not Ethnic Hispanic or Latino	Not Specified
12	986340111	N, Daniel	05/24/2005		Male	50	Not Specified	Not Ethnic Hispanic or Latino	Not Disabled
13	133978149	T, Curtis	05/16/2005		Male	39	White or Caucasian	Not Ethnic Hispanic or Latino	Not Disabled
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
31									
32									
33									
34									
35									
36									
37									
38									
39									
40									
41									
42									
43									
44									
45									
46									
47									
48									
49									
50									
51									
52									
53									
54									
55									
56									
57									
58									
59									
60									
61									
62									
63									
64									
65									
66									
67									
68									
69									
70									
71									
72									
73									
74									
75									
76									
77									
78									
79									
80									
81									
82									
83									
84									
85									
86									
87									
88									
89									
90									
91									
92									
93									
94									
95									
96									
97									
98									
99									
100									

Clients who referred to the job will be listed by client type.

Job Seeker Preferred Employer

Employers and staff may access a listing of clients who have indicated a desire to work for a particular Employer.

The screenshot shows the JobLink 10 interface. At the top, there is a navigation bar with icons for Home, Station ks22, K. Hendrix, Barton C.C.C., Logout, and Print. Below this is a sidebar with the JobLink 10 logo and a menu of options: Return to Workload Admin Menu, My Cases, My Follow-Up, My Employers, My Job Orders, Client Search, Client Merge, Client Call-In, and Job Search. The main content area is titled "Jobseekers Desiring Employment with Barton County Community College". It contains a paragraph of instructions: "Click job seeker name below to view case details. Click O*NET Code to view list of job orders from the employer that match the O*NET Code entered in the preferred employer record." Below this is a table with the following data:

Job Seeker Name	SSN	City	Date of Preference	Occupational Code	Office Station Desk
Andy Ald	452-28-0458	Lawrence	09/27/2005	35-2021.00	0/2812

At the bottom of the table area, there is a button labeled "Return To Employer Details".

The name, SSN, City, Date of Preference, and Occupational Code display for the Job Seeker.

Employer Notes

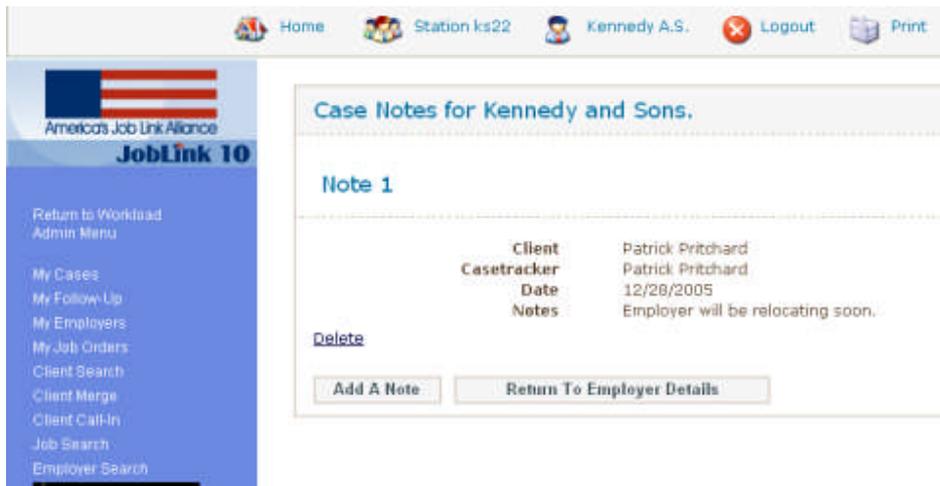
Staff may enter general notes regarding information on the Employer that may not qualify as an Employer contact by clicking the [Employer Notes](#) link.

The screenshot shows the JobLink 10 interface with the "Notes" form. The sidebar is the same as in the previous screenshot. The main content area is titled "Notes" and contains the text "Add Notes for Kennedy and Sons." Below this is a table with the following data:

Date	Staff Name	Agency
12/28/2005	Patrick Pritchard	AJLA

Below the table is a text box for entering notes, with a label "Notes (2500 character max.)". At the bottom of the form, there are three buttons: "Save", "Reset", and "Return To Employer Details".

Enter your notes in the text box and click the **Save** button.



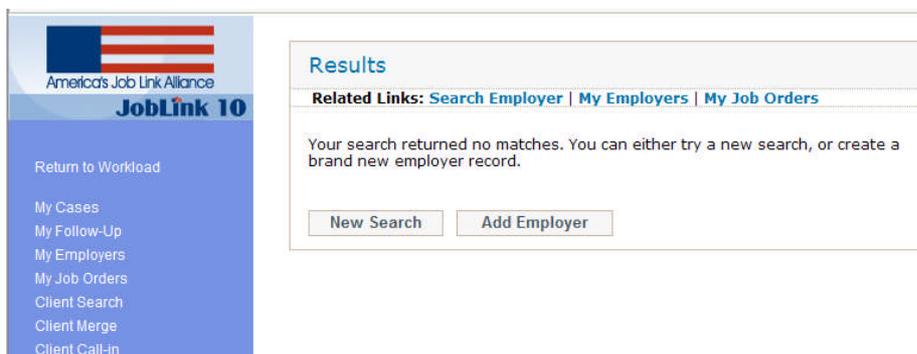
Casetracker name will display as well as the date the note was entered and the text of the note. Only the casetracker who generated the note will have a [Delete](#) link to delete the note. Click the [Add A Note](#) button to add additional notes.

Employer Search is Negative

If the **Employer Search** indicates that the Employer does not have an account, you will need to conduct an additional search for the Employer account.



Click the [Search Micro 202](#) button to search for the Employer.



If the Employer name does not display, you will need to create an Employer account by clicking the **Add Employer** button.



Add Employer

The employer account you selected is not yet complete. Please fill out the required information below in order to begin managing this employer's job orders.

* User Name ?

* Password ?

* Confirm Password

Email address ?

* Security Question

* Answer ?

* Company or Agency

Company Description
(1000 character max.)

* Address

Address line 2

* City

* State

?* Zip -

Company website

* Number of Current Employees

FEIN ?

SEIN (for testing) ?

?* Federal Contractor

Yes

No

N/A

* Ownership

* Contact First Name

Contact Middle Name

* Contact Last Name

Contact Job Title

?* Phone Ext.

Fax

Instructions for Completion:

Field Name	Valid Entries
User Name is required	Enter a six to twenty character user name for the Employer
Password is required	Enter an eight to twenty character password and include letters, numbers and characters such as: !@#%&^, etc.
Confirm Password	Re-enter the password
Email Address	Enter the Employer's e-mail address. An E-mail address is required if the Employers wishes to receive client resumes by email or place a blind ad job order.
Select a question is required	Select a question to be answered from the drop down menu.
Answer to selected question is required	Select an answer to the question to be provided by the user if they forget or lose their user name and/or password.
Company Name is required	Enter the name of the Employer.
Company description	Enter a description of the company's purpose including the product or service provided.
Address is required	Enter the address of the company.
City	Enter the City location for the company.
State	Select the State location from the drop down menu.
ZIP Code	Enter the ZIP code for the company location.
Company website	If the company has a web site, enter the web site address.
Number of Current Employees	Select the number of current employees employed by the employer at this time from the drop down menu.
Federal Employment ID number	Enter the nine digit Employer Federal Employment Identification number, if known. Needed to verify Employer status.
SEIN	Enter the six digit Employer State Employment Insurance Tax number if known. Needed to verify Employer status.
Federal Contractor is required.	Answer "Yes" if Employer has federal contracts in excess \$100,000.
Ownership is required.	Select appropriate response from drop down menu. Individual applies to spot jobs, short term jobs in which the Employer may not have a Federal Employment ID number or a State Unemployment Tax ID number.
Contact First, Middle and Last Name. First and Last Name are required.	Enter the First and Last Name of the Contact Person for this account.
Contact Job Title	Enter the job title for the contact person.
Phone Number is required	Enter the ten digit telephone number of the contact person.
Fax Number	Enter the ten digit fax number for the contact person.
	Click the Add Employer button.

Home Station ks22 Kennedy A.S. Logout Print

Americas Job Link Alliance
JobLink 10

Return to Workload
Admin Menu

My Cases
My Follow-Up
My Employers
My Job Orders
Client Search
Client Merge
Client Call-In
Job Search
Employer Search
Employer Details
Job List
Contact Tracking
Job Development
Resume Search

Employer Details for Kennedy and Sons

This employer has been included in my list of favorite employers. Click on the appropriate link to add, view, or edit the information.

Employer Account Information	1309 SW Topeka Topeka, KS 66612
Job List	There is currently 1 active job listed. There are currently no jobs on hold. There are currently no referred jobs listed.
Contact Tracking	There are currently no contact details listed.
Job Development	There are currently no job developments.
EEO Auditing	Click on EEO Auditing to review job order preparation and referral activities.
Job Seeker Preferred Employer	Display list of Job Seekers who have indicated a preference to work for this employer.
Employer Notes	There is 1 note entered.

Return To Results New Search Remove My Employer

The Employer details page will appear. The staff person may edit or update the Employer contact information by clicking on [Employer Account Information](#) link.

Creating and Managing Job Orders

To create an Employer job order, click on the [Job List](#) link.

Americas Job Link Alliance
JobLink 10

Return to Workload

My Cases
My Follow-Up
My Employers
My Job Orders
Client Search
Client Merge
Client Call-in
Job Search
Employer Search

Active

Related Links: [Referred](#) | [On Hold](#) | [Inactive/Closed](#) | [Archive](#)

Company name: Mac's Place
To edit a job order, click a Job Title link. To result referrals, click a Referrals link. Use the Hold and Close links to change the status of the order.

You currently have no active job orders.

Create Job Order Employer Details

Click the [Create Job Order](#) button.

Job Details

The **Job Details Page** will appear.



Return to Workroad

- My Cases
- My Follow-Up
- My Employers
- My Job Orders
- Client Search
- Client Merge
- Client Callin
- Job Search
- Employer Search
 - Employer Details
 - Job List
 - Job Details**
 - Job Description
 - Benefits
 - Taxts
 - Workkeys
 - View Job Order
- Disability Resources
- Resume Search
- Group Activity
- Account Info
- Self Service Tracker
- Reporting
- Edit Password
- Self Referrals
- User Lookup
- WARN Listings
- Provider Search

Barton County Community College
Agency List

Job Details

Job Order Information

Pre-fill with information from one of your most recent job orders.

* Job Title

* Preferred Education Level

* Low Salary

* High Salary

Salary Type
 Annual
 Hourly
 Other

If other is selected as the salary type, please enter details to the right.

Company Description (3000 character max.)

* Company Address !

Company Address2

* Company City

* Company State

?* Company Zip -

JobLink will display this job order in the county associated with the company zip code for job search purposes. If the job opening is not located in the county associated with the company zip code, you may select a different county as the county in which to display the job order. You may also select up to four additional counties in which to display your job order for job search purposes.

Primary County for Job Order Display:

Additional County 2:

Additional County 3:

Additional County 4:

Additional County 5:

Company Web Site

Contact Information

Contact Name

Contact Title

* Contact Address !

Contact Address2

* Contact City

* Contact State

?* Contact Zip -

?* Contact Phone Ext.

Contact Fax Ext.

Contact E-Mail

Internal Information

?* Is this an Affirmative Action Job Order?
 Yes
 No

* Number of Positions

Disaster Recovery Job Order?
 Yes
 No

If yes, please select disaster.

Oklahoma Joblink
ServiceLink User's Guide



Notes to Yourself
(3000 character max.)

* Disclosure Level: Please Select a Level

* Holding Office: 3101 - Topeka Workforce Center

Reply and Expiration Options

* Number of Referrals Requested: []

* Job Category: Please Select A Category

Web Address for Applying On-line: []

If you have selected "Blind Ad - No Company Information" as the Disclosure Level, you must include an email address or Web Address for Applying On-Line. If you select any of the other method to receive information from applicants seen below, the related employer information will also be displayed to those viewing your job order.

How would you like to receive information from applicants?

Select all that apply

E-mail
 Fax
 Mail
 In Person
 Through recruiter
 Phone Contact

If you checked E-Mail, which format do you prefer for attachments?

Select one from below

Text Only
 Word Doc
 No Attachments

* This job order should automatically expire in how many days? 90

Absolute Expiration Date (Example: MM/DD/YYYY) mm/dd/yyyy

?* Allow Job Seekers to self refer to this job opening?

Select one from below

Yes
 No
 NA

Index this job on JOBcentral http://www.jobcentral.com/?

Select one from below

Yes
 No

Continue Reset

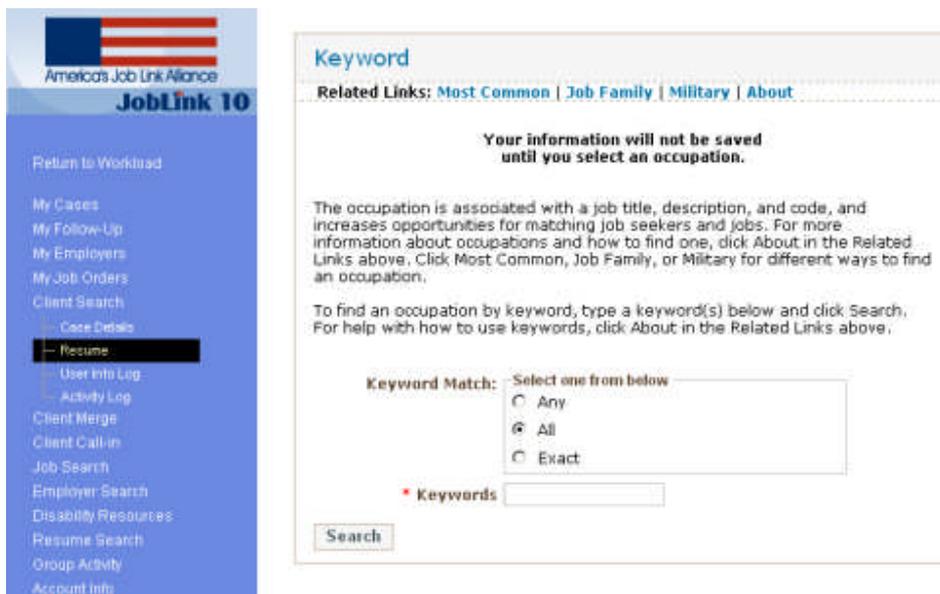
Instructions for Completion:

Field Name	Valid Entries
Job Title is required	Enter the Employer job title.
Preferred Education Level is required	Select the appropriate education level from the drop down menu.
Low and High Salary is required	Enter minimum salary i.e. 7.00, if annual salary enter 20000. Enter maximum salary Employer will pay.
Salary Type is required	Indicate Hourly, Annual or Other. If other, explain specifics in text box.
Company Description	Pre-filled from account information.
Company address, city, state and ZIP Code	Pre-filled from account information.
Primary county for Job Order display	Pre-filled based on company's ZIP code.
Additional County 2-5	Employer may select four additional counties from the drop down menu for job order to display. Staff should exercise judgment based on type of job, salary and distance of a commute.
Company Website	Pre-filled from account information.

Field Name	Valid Entries
Contact person's name, title, address, city, state, ZIP Code, phone number, fax number and email address. Required.	Pre-filled from account information. You may edit if contact information is different.
Is this an affirmative action job order? Answer is required.	If this is a job opening related to an affirmative action agreement, indicate "Yes".
Number of Positions is required	Enter the number of positions to be filled.
Disaster Recovery Job Order	If this is a job order to recruit workers for disaster recovery from Hurricane Katrina or Rita, select "Yes".
Notes to yourself	If you wish to make any notes related to the job order, you may enter them here. The notes will not display on the job order.
Disclosure Level	Indicate from the drop down menu the level of disclosure the Employer chooses for the release of their contact information. Search Only- No Display will not display any job order information on JobLink, but will allow the Employer to search resumes. Blind Ad - No Company Identification suppresses the company identifying information address, phone number, etc. contact is made by e-mail or web site address. All Information displays complete job order information in Job Link.
Holding Office	Staff must designate an order holding office. Once established, the order holding office cannot be edited. Staff from other offices may not edit the number of positions or number of Referrals requested on the job order.
Number of Referrals Requested	Indicate the maximum number of Employers that the Employer would like to receive.
Job Category	Select the appropriate job category from the drop down menu.
How would you like to receive information from applicants?	Indicate how the Employer would like to receive information about applicants. Employer may select more than one method of contact. Job Seekers will only see the Contact Method that the Employer selected. Staff will always see all the contact information.
If you checked email which format do you prefer for attachments?	Indicate the format in which the Employer would like attachments.
This job order should expire in how many days?	Indicate the number of days that the Employer wants the job order listed.
Absolute expiration date	If the Employer would like to set an absolute expiration date for the job order, indicate the date (mm/dd/yyyy), but may not exceed 365 days. The date must be the current date plus one day.
Allow Job Seekers to self refer to this job order?	If employers would like to have the job seeker self refer to the job order select "Yes". N/A is not an acceptable response.
Index this job on Job Central	If the Employer would like to send this job order to

Field Name	Valid Entries
(http://www.jobcentral.com)	America's Job Exchange indicate "Yes". Do not send agriculture related job orders until the job order has been cleared by the Monitor Advocate.
State Option – Send this job to State Educational Institutions?	If you want to send this job to a state educational institution, select the appropriate state institution(s). Click the Continue button.

Coding the Job Order



You must select an occupational classification for the job order.

Find and select the occupational classification (O*NET-SOC) that best describes the job being posted. The search can be done using keywords by entering any word or combination of words under **Keyword**. The user can select from a list of the most commonly selected occupational titles by clicking the **Most Common** tab or use **Job Family** to select from lists that narrow the choices from job families to specific occupations. The user may search for civilian occupational titles that relate to a military occupation code or keyword(s) by clicking the **Military** tab.

Instructions for Completion:

Priority	Field Name	Valid Entries	Length
	Keyword Search	Click the Tab	N/A
	Most Common	Click the Tab	N/A
	Job Family	Click the Tab	N/A
	Military Search	Click the Tab	N/A
	About	Click the Tab if you want to learn more about occupational classification searches.	N/A
Required	Keyword Match	Select Any, All, or Exact. Any – if any one of the keywords appear in the job description;	N/A

Priority	Field Name	Valid Entries	Length
		All – each keyword must be found in the job description but sequence does not matter; Exact – the keywords must be found in the job description exactly as entered in this field.	
	Keywords	Any word or combination of words that could be used in the title for an occupation.	N/A

Keyword listings

The screenshot shows the JobLink 10 interface. On the left is a navigation menu with options like 'Admin Menu', 'My Home', 'Active Jobs', and 'Inactive Jobs'. The main content area is titled 'Search Results (1 to 20 of 20)'. It contains two sections: 'Unique Matches' and a table of results. The 'Unique Matches' section lists 'Mold Maker' and 'Mold Maker \ N.S.' with 'View' links. The table below lists various mold-making occupations with 'Description' and 'Create Job Order' links.

Title	Description	Action
Apprentice, Mold Maker	Description	Create Job Order
Dental Mold Maker	Description	Create Job Order
Helper, Mold Maker	Description	Create Job Order
Mannequin Mold Maker	Description	Create Job Order
Mannequin-Mold Maker	Description	Create Job Order
Model and Mold Maker	Description	Create Job Order
Model-and-Mold Maker	Description	Create Job Order
Model-and-Mold Maker, Plaster	Description	Create Job Order
Mold Maker I	Description	Create Job Order
Mold Maker II	Description	Create Job Order
Mold Maker, Die-Casting and Plastic Molding	Description	Create Job Order

This screen allows the user to select from classifications that contain the keywords. Some occupations have more than one code associated with a keyword. On those listings, clicking the [View](#) link will show a list of occupations. Other matches are individual. For those occupations, the user can examine the description to assure that the classification is accurate then click on [Create Job Order](#) to continue.

Most Common Listings



Most Common		
Related Links: Keyword Job Family Military About		
Title	Description	Action
Bookkeeping, Accounting, and Auditing Clerks	Description	Create Job Order
Cashiers	Description	Create Job Order
Civil Engineers	Description	Create Job Order
Computer Support Specialists	Description	Create Job Order
Computer Systems Analysts	Description	Create Job Order
Construction Laborers	Description	Create Job Order
Customer Service Representatives	Description	Create Job Order
Electrical Engineers	Description	Create Job Order
Executive Secretaries and Administrative Assistants	Description	Create Job Order
First-Line Supervisors/Managers of Office and Administrative Support Workers	Description	Create Job Order
First-Line Supervisors/Managers of Retail Sales Workers	Description	Create Job Order
Helpers--Production Workers	Description	Create Job Order
Industrial Engineers	Description	Create Job Order
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	Description	Create Job Order
Laborers and Freight, Stock, and Material Movers, Hand	Description	Create Job Order
Maintenance and Repair Workers, General	Description	Create Job Order
Managers, All Other	Description	Create Job Order
Mechanical Engineers	Description	Create Job Order
Nursing Aides, Orderlies, and Attendants	Description	Create Job Order
Office Clerks, General	Description	Create Job Order
Office and Administrative Support Workers, All Other	Description	Create Job Order
Production Workers, All Other	Description	Create Job Order
Production, Planning, and Expediting Clerks	Description	Create Job Order
Receptionists and Information Clerks	Description	Create Job Order
Registered Nurses	Description	Create Job Order
Retail Salespersons	Description	Create Job Order
Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	Description	Create Job Order
Secretaries, Except Legal, Medical, and Executive	Description	Create Job Order
Slaughterers and Meat Packers	Description	Create Job Order
Truck Drivers, Heavy and Tractor-Trailer	Description	Create Job Order
Welders, Cutters, and Welder Fitters	Description	Create Job Order

Follow the same procedures as described in the Keyword search. Click on the [Description](#) link to view a description of the job title or click the [Create Job Order](#) link if you believe the job title to be accurate.

Job Family Listing

The screenshot displays the JobLink 10 web application interface. On the left is a blue navigation sidebar with the 'America's Job Link Alliance JobLink 10' logo at the top. The sidebar contains a list of menu items, with 'Job Details' highlighted in black. The main content area is titled 'Job Family' and includes a sub-header 'Related Links: [Keyword](#) | [Most Common](#) | [Military](#) | [About](#)'. A warning message states: 'Your information will not be saved until you select an occupation.' Below this, there is explanatory text about job families and a section titled 'Top Level Job Families' which lists 20 job families as bullet points: Management, Business and Financial Operations, Computer and Mathematical, Architecture and Engineering, Life, Physical, and Social Sciences, Community and Social Services, Legal, Education, Training, and Library, Arts, Design, Entertainment, Sports, and Media, Healthcare Practitioners and Technical, Healthcare Support, Protective Service, Food Preparation and Serving Related, Building and Grounds Cleaning and Maintenance, Personal Care and Service, Sales and Related, Office and Administrative Support, Farming, Fishing, and Forestry, Construction and Extraction, Installation, Maintenance, and Repair, Production, Transportation and Material Moving, and Military Specific.

Select a job family most related to the job title of the job order.

Home Station ks22 Kennedy A.S. Accountant Logout Print

America's Job Link Alliance
JobLink 10

Return to Workload Admin Menu

- My Cases
- My Follow-Up
- My Employers
- My Job Orders
- Client Search
- Client Merge
- Client Call-In
- Job Search
- Employer Search
 - Employer Details
 - Job Details**
 - Job Classification
 - Job Description
 - Benefits
 - Talents
 - View Job Order
- Resume Search
- Group Activity
- Account Info

Computer & Mathematical Job Family

When linked, you can click on the occupation name for more specific job types.

Family	Description	Action
<u>Mathematical</u>		
Computer Hardware Engineers	Description	Create Job Order
Computer Operators	Description	Create Job Order
Computer Programmers	Description	Create Job Order
Computer Security Specialists	Description	Create Job Order
Computer Software Engineers, Applications	Description	Create Job Order
Computer Software Engineers, Systems Software	Description	Create Job Order
Computer Specialists, not listed separately	Description	Create Job Order
Computer Support Specialists	Description	Create Job Order
Computer Systems Analysts	Description	Create Job Order
Computer and Information Scientists, Research	Description	Create Job Order

Follow the same procedures indicated in the Keyword and Most Common listings to find the appropriate occupational code.

Military Search

America's Job Link Alliance
JobLink 10

Return to Workload

- My Cases
- My Follow-Up
- My Employers
- My Job Orders
- Client Search
- Client Merge
- Client Call-in
- Job Search
- Employer Search
- Disability Resources
- Resume Search
- Group Activity
- Account Info
- Self Service Tracker
- Reporting
- Edit Password
- Self Referrals
- User Logout

Military

Related Links: [Keyword](#) | [Most Common](#) | [Job Family](#) | [About](#)

For more information about occupations and how to find one, click the About link.

The military occupation (MOC) search is designed to assist uniformed service members, DOD civilian employees and veterans in identifying occupation codes that are similar to their military/DOD occupation.

Please enter either the alphanumeric MOC code or any part of the MOC title in MOC Code or Keyword field and click search. Click the Keyword, Most Common, Military Occupation, or Job Family link for different ways to find an occupation.

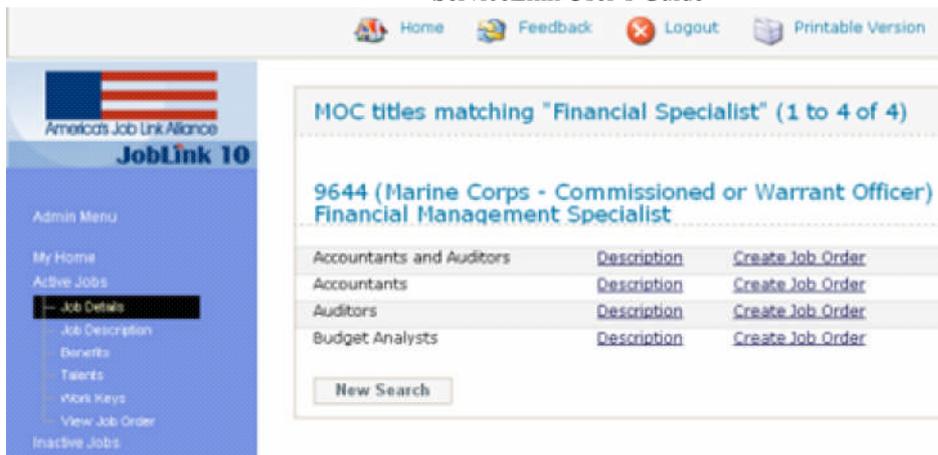
For help with how to use keywords, click the About link.

Keyword Match: Select one from below

Any
 All
 Exact

* MOC Code or Keyword

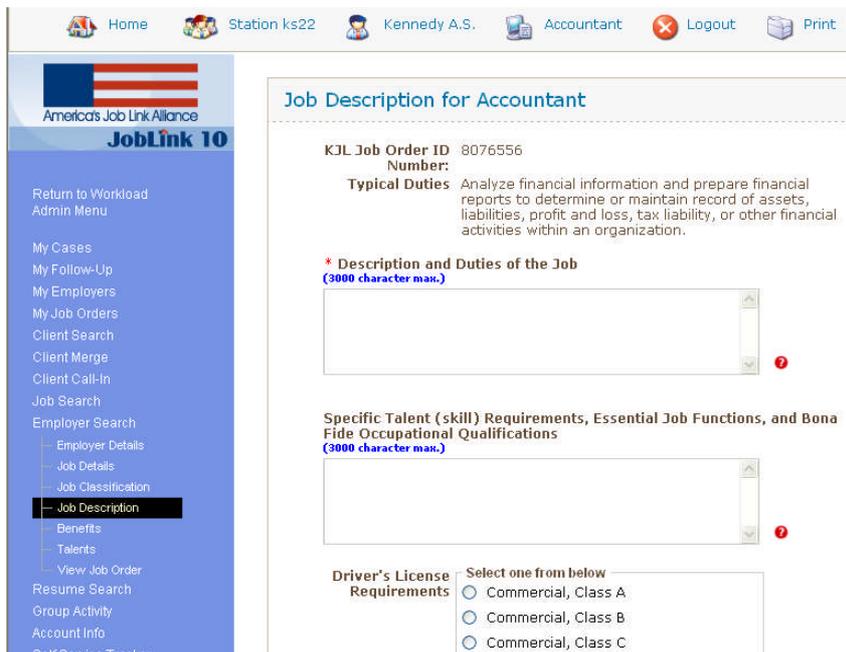
Enter a military occupational code or keyword(s) and click the **Search** button.



Select the occupational classification and click the [Create Job Order](#) link. If the user is unsure of the occupational title, click the [Description](#) link to view the description of the occupational title.

Job Description Page

The **Job Description** page will appear.



Oklahoma Joblink
ServiceLink User's Guide

- Self Service Tracker
- Reporting
- Edit Password
- Self Referrals
- User Lookup
- New Account
- WARN Listings
- Provider Search
- Kennedy And Sons
Accountant
- Agency List

None
 N/A

Required Years of Experience

Required Months of Experience

Commission/Tips Select one from below
 Yes
 No
 N/A

* Select Shifts Select all that apply
 Day
 Evening
 Night
 Rotating
 Split
 No Preference

Day Shift Start Time
 Day Shift End Time
 Evening Shift Start Time
 Evening Shift End Time
 Night Shift Start Time
 Night Shift End Time

Other Shift Schedules
 (3000 character max.)

* Employment Type

* Number of Hours per Week

Explanation of Hours per Week, if Other Options

Available Starting

Travel Required? Select one from below
 Yes
 No
 N/A

Accessible by Public Transportation? Select one from below
 Yes
 No
 N/A

Relocation Required? Select one from below
 Yes
 No
 N/A

On-The-Job-Training? Select one from below
 Yes
 No
 N/A

Instructions for Completion:

Field Name	Valid Entries
KJL Job Order ID Number	Pre-filled Job Order Number
Typical Duties	Brief description of the occupation pre-filled from occupational classification search.
Description and Duties of the Job is required	Enter a brief description of the job duties in the Employer's own words.
Specific Talent (skill) Requirements	Enter any specific talents or skills that are required to

Field Name	Valid Entries
	perform the job.
Driver's License Requirements	If the job requires a commercial driver's license, indicate what type.
Required Years and Months of Experience	Enter the number of months and years of experience that the job requires.
Commission/Tips	If a commission or tips may be earned, select "Yes".
Select Shifts is required	Select the type of shift or shifts that the employee will be required to work.
Day, Evening and Night Shift Times	You may enter the time frame of the shifts selected.
Other Shift Schedules	If the job involves other shift schedules, enter the information here.
Employment Type is required	Select the type of employment full or part time; temporary or permanent for the job from the drop down menu.
Number of Hours per Week is required	Select the appropriate range for the number of hour the employee is required to work. If Other, explain in the box provided.
Available Starting	Indicate the date the employee will be expected to start the job.
Travel Required	Indicate if travel is required to perform the job.
Accessible by Public Transportation	Indicate if the location of the job is accessible by public transportation.
Relocation Required	Indicate if the employee must be willing to relocate to perform the job.
On-The-Job Training	Indicate if the Employer provides on-the-job training.
	Click the Save/Continue button

Job Benefits Page

The **Benefits** page will display.



Benefits for Accountant

KJL Job Order ID Number: 8076556

Medical Plan: None

Medical Coverage: None

Dental Plan: None

Dental Coverage: None

Child Care: Select one from below
 Yes
 No

Other Benefits: Select all that apply
 Life Insurance
 Paid Vacation
 Retirement Plan
 Disability
 Incentive Pay
 Tuition Reimbursement
 Car Pooling
 Company Vehicle
 401K

Miscellaneous Benefits (3000 character max.)

Save/Continue Reset Return to Job List

Instructions for Completion:

Field Name	Valid Entries
KJL Job Order ID Number	Pre-filled
Medical Plan	Select the type of medical plan from the drop down menu.
Medical Coverage	Select the coverage from the drop down menu.
Dental Plan	Select the type of dental plan from the drop down menu.
Dental Coverage	Select the coverage from the drop down menu.
Child Care	Indicate "Yes", if child care is provided.
Other Benefits	Check the other benefits provided.
Miscellaneous Benefits	Describe any other benefits provided.
	Click the Save/Continue button.

Talents Page

The **Talents** page will display.

Listed below are the skills commonly associated with the classification chosen for this job order. The Employer may choose which skills they would like to associate with this job order. The Employer may also click on the associate other talents to your job order link to add other talents. Skills chosen will be compared to skills the Job Seeker has chosen in their resume when the Employer job order matches a specific Job Seeker resume.

Home Station ks22 Kennedy A.S. Accountant Logout Print

Americas Job Link Alliance
JobLink 10

Return to Workload
Admin Menu

My Cases
My Follow-Up
My Employers
My Job Orders
Client Search
Client Merge
Client Call-In
Job Search
Employer Search
Employer Details
Job Details
Job Classification
Job Description
Benefits
Talents
View Job Order
Resume Search
Group Activity
Account Info
Self Service Tracker
Reporting
Edit Password
Self Referrals
User Lookup
New Account
WARN Listings
Provider Search
Kennedy And Sons
Accountant
Agency List

Talents for Accountant

Listed below are the skills commonly associated with the classification you chose (Accountants) for this job order. Choose which skills you would like to associate with this job order below. You may also [associate other talents to your job order](#). Please note that only 20 talents display per page. If you do not wish to enter information on your talents (skills) at this time, or you do not wish to fully complete this section at this time; you may click on View Job Order under the Control Panel at any time and skip this section.

KJL Job Order ID 8076556
Number:

Talents Listing

1. Adapt accounting and record keeping functions to current technology of computerized accounting systems
Select one from below
 Yes
 No
2. Advise clients in areas such as compensation, employee health care benefits, the design of accounting and data processing systems
Select one from below
 Yes
 No
3. Advise management about issues such as resource utilization, tax strategies, and the assumptions underlying budget forecasts
Select one from below
 Yes
 No
4. Analyze budgets
Select one from below
 Yes
 No
5. Analyze business operations trends costs revenues financial commitments and obligations to project future revenues and expenses or to provide advice
Select one from below
 Yes
 No
6. Analyze business operations, trends, costs, revenues, financial commitments to project future revenues and expenses or to provide advice
Select one from below
 Yes
 No
7. Analyze records of financial transactions to determine accuracy of entries
Select one from below
 Yes
 No
8. Appraise real property and equipment
Select one from below
 Yes
 No

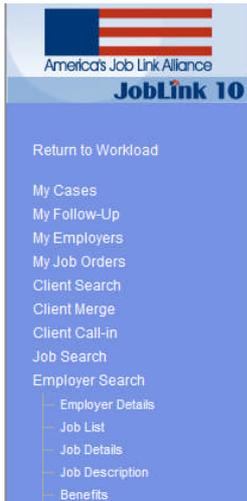
Oklahoma Joblink
ServiceLink User's Guide



9. Appraise real property and equipment recording information such as the property's description, value, and location	Select one from below <input type="radio"/> Yes <input checked="" type="radio"/> No
10. Assign entries to proper accounts	Select one from below <input type="radio"/> Yes <input checked="" type="radio"/> No
11. Compute taxes owed	Select one from below <input type="radio"/> Yes <input checked="" type="radio"/> No
12. Develop budgets	Select one from below <input type="radio"/> Yes <input checked="" type="radio"/> No
13. Develop budgets preparing periodic reports that compare budgeted costs to actual costs	Select one from below <input type="radio"/> Yes <input checked="" type="radio"/> No
14. Develop record keeping and accounting systems making use of current computer technology	Select one from below <input type="radio"/> Yes <input checked="" type="radio"/> No
15. Direct activities of workers performing accounting and bookkeeping tasks	Select one from below <input type="radio"/> Yes <input checked="" type="radio"/> No
16. Document budgeting, cost, general, property, and tax accounting systems	Select one from below <input type="radio"/> Yes <input checked="" type="radio"/> No
17. Document record keeping and accounting systems making use of current computer technology	Select one from below <input type="radio"/> Yes <input checked="" type="radio"/> No
18. Ensure compliance with tax payment, reporting, and other tax requirements	Select one from below <input type="radio"/> Yes <input checked="" type="radio"/> No
19. Establish table of accounts	Select one from below <input type="radio"/> Yes <input checked="" type="radio"/> No
20. Establish tables of accounts, and assign entries to proper accounts	Select one from below <input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="button" value="Save/Continue"/> <input type="button" value="Reset"/>	

Select the talents associated with the job by checking “Yes” to the talents identified. Click the Save/Continue button.

The Work Keys page will display. If the Employer participates in the Work Keys program have them enter the appropriate score requirements for job.



WorkKeys for Bartender

AJL Job Order ID 8123820
Number:

The standard score range provided by ACT, Inc. is listed in the dropdown for each WorkKeys® Area.

I certify that the scores selected below were provided by an ACT training facilitator after the completion of a Job Profile for this occupation.

Applied Mathematics

Applied Technology

Listening

Locating Information

Reading for Information

Writing

Click the Save/Continue button.

View Job Order Page

The **View Job Order** page will display.



Job Order Information

After you have reviewed your job order and are satisfied that the job order is accurate and complete, click on the Activate Job Order Button. This will enable your job order to be viewed when jobseekers are searching for jobs.

Job Details

Job Classification	Bartenders
	Mix and serve drinks to patrons, directly or through waitstaff.
Job Title	Bartender
Organization	Macs Place
Company Description	Bar and Grill
Address1	23300 W 45th
Address2	
City, State Zip	Lawrence, KS 66047
Company's website	Not Entered
AJL Job Order ID Number	8123820
Entered by	Patrick Pritchard (ks22) from State Admin (0)
Published by	Patrick Pritchard (ks22) from State Admin (0)
Holding Office	Topeka Workforce Center (3101)
Created	June 20, 2008
Last Updated	June 20, 2008
Index this job on JOBcentral?	No

[See Referrals](#)
[User Lookup](#)
[WARN Listings](#)
[Provider Search](#)

[Chew Chase](#)
[Maco Place](#)
[Bartender](#)
[Agency List](#)

Contact Information

Name	Mac Jamison
Title	Owner
Address	23300 W 45th
Address 2	
City, State Zip	Lawrence, KS 66047
Phone	(785) 841-3471
Fax	
E-Mail	macs@yahoo.com
Preferred Contact Methods	
	Mail
	In Person

Job Information

Job Description	Mix and serve drinks to patrons, directly or through waitstaff.
Misc. Requirements	Not Listed
Available	Immediately
Education	High School Diploma or Equivalent.
Years Experience	3 Years 0 Months
Salary Range	\$20.00 to \$22.00
Type of Employment	Full-time Regular
Number of Referrals Requested	8
Job Category	A
Work Shifts	
	Evening
	Night
Hours Per Week	40-49
Commission/Tips	Yes
Travel Required	No
On-the-job-Training	No
Accessible by Public	No
Relocation Required	No

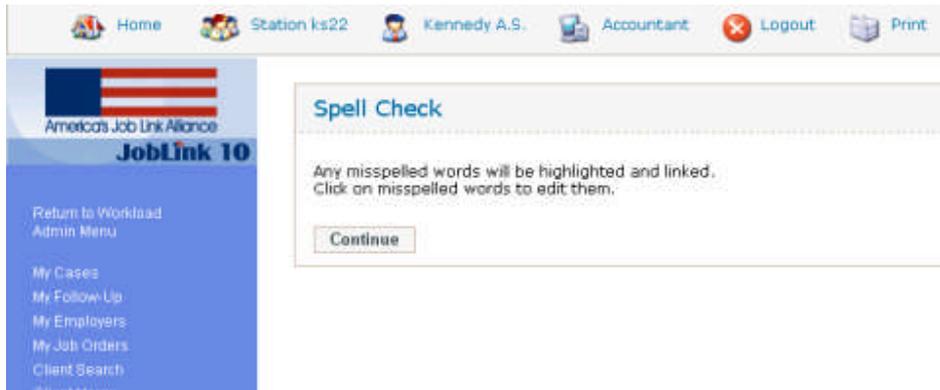
Benefits

Medical Plan	None
Dental Plan	None
Life Insurance	No
Disabilities Benefits	No
Tuition Reimb.	No
Paid Vacation	No
Child Care	No
Car Pooling	No
Retirement Plan	No
Incentive Pay	No
Company Vehicle	No
401K	No
Other	None Listed

You may activate the spell check function by clicking the **Activate Spell Check** function, or you may proceed to publish the job order on JobLink by clicking the **Make Job Order Active** button.

Spell Check the Job Order

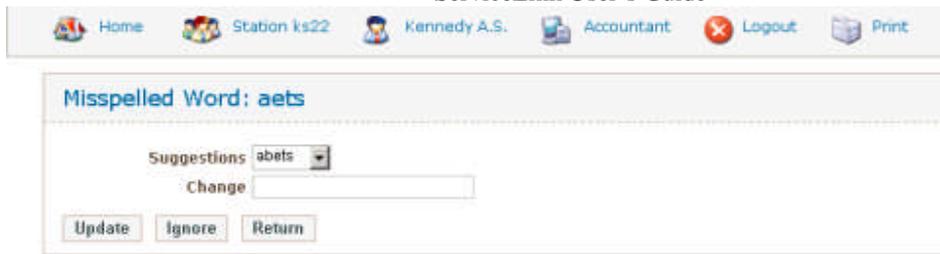
If you activate the spell check the **Spell Check** page will display.



Click the **Continue** button.

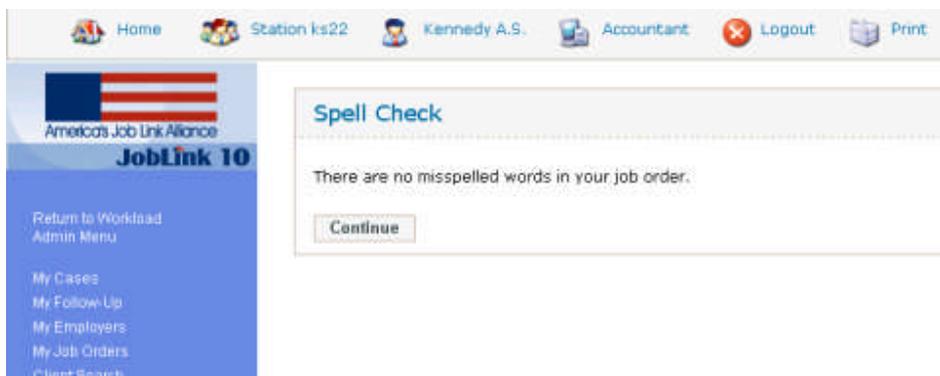
<u>Job Information</u>	
Job Description	Analyze financial information and prepare financial reports to determine or maintain record of asets , liabilities, profit and loss, tx liability, or other financial activities within an organization. AAA memeber .
Misc. Requirements	Not Listed
Available	Immediately
Education	Bachelors Degree
Years Experience	3 Years 6 Months
Salary Range	\$35,000.00 to \$45,000.00
Type of Employment	Full-time Regular
Number of Referrals Requested	5
Job Category	A
Work Shifts	Day
Hours Per Week	Other Options
Commission/Tips	No
Travel Required	Yes
On-the-job-Training	No
Accessible by Public	Yes
Relocation Required	No

Misspelled words will be highlighted in **red**. Click the highlighted word.



Select the correct work from the Suggestions drop down menu and click the **Update** button. If the correct word does not appear from the drop down menu, look up the correct word spelling and enter it in the Change box. Click the **Update** button.

If you do not believe that the word highlighted is misspelled, click the **Ignore** button. A message will display indicating that there are no misspelled words on the job order.



Click the **Continue** button.



The **Job List** page will display with the new job order. **NOTE:** If this is a new Employer account, the job order will not display in JobLink until the Employer account is approved.

Utilizing the Job List Page

Job Title

Navigation:

You may edit the job order by clicking on the job order title and make the appropriate changes, then click on the **Save** button. You may sort the job orders on the Job List page alphabetically by clicking the [Job Title](#) link.

Job Order Number

Navigation:

You may sort the job orders on the Job List page numerically by clicking the [Job Order Number](#) link.

Openings Filled

Navigation:

Reflects the number of positions filled compared to the number of positions available. You may click on the openings filled link [0 of 1](#) and change the number of positions to be filled or the number of Referrals to be made and click on the **Save/Continue** button.

Resulting Referrals

Navigation:

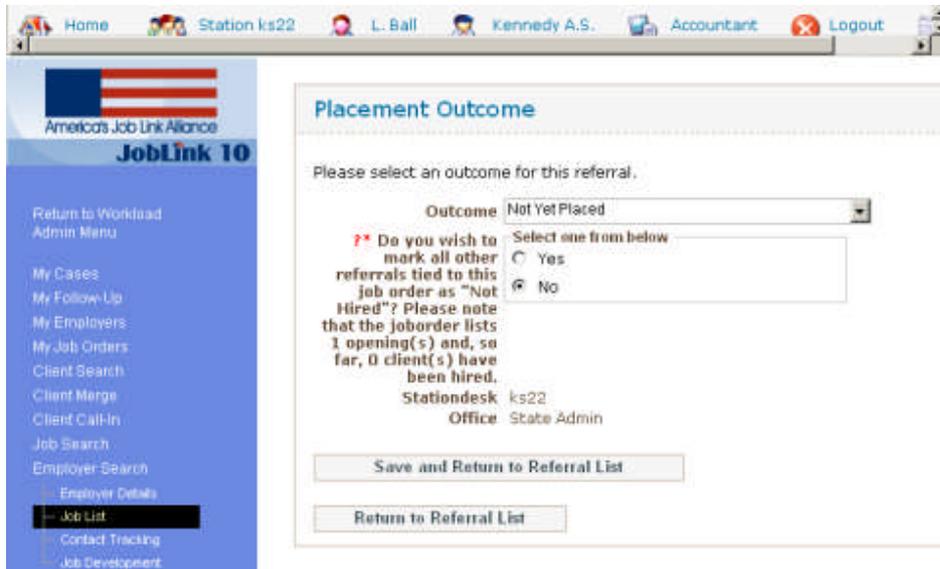
Reflects the number of Referrals made compared to the number of Referrals requested. You may access the [Referred Clients](#) page by clicking on the client's referred link [4 of 10](#) to result Referrals or make a Referral to the job order.

Referred Clients

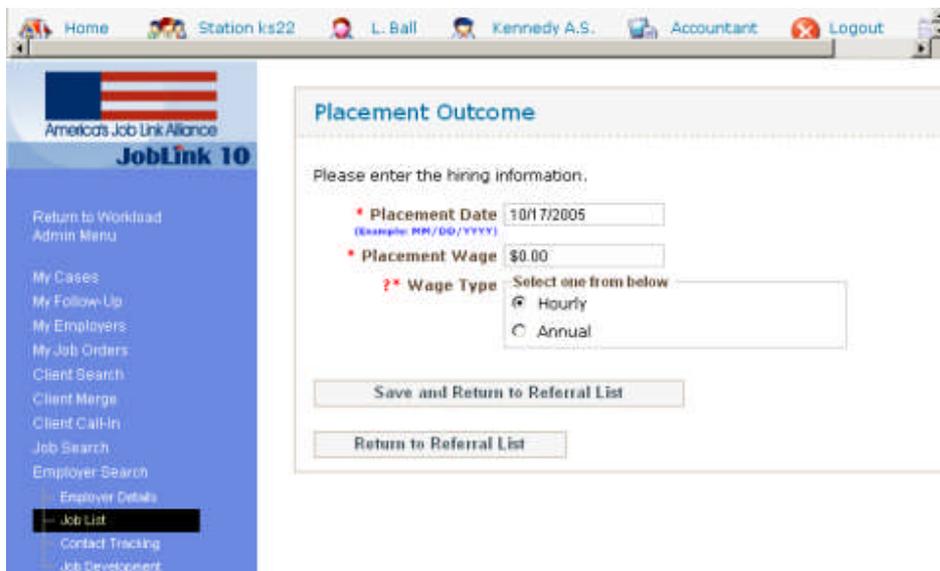
Company name: Bayer Construction Company, Inc.
Click on a client name to view the client's Case Details. Click on an Outcome link to add or edit referral results. Click a Reprint link to reprint a referral letter.

Client Name	SSN	Date of Referral	Outcome	Placement Date	Wage	Station Desk	Office	Referral Letter
Chase, Chevy	100229999	04/25/2007	Not Yet Placed	-	-	ks22	0	Reprint
Fillmore, Millard	666330000	04/25/2007	Not Yet Placed	-	-	ks22	0	Reprint
renard, michael	061348482	05/17/2006	Not Yet Placed	-	-	0434	3701	Reprint

The list of clients referred may be sorted by [Client Name](#), [SSN](#), and [Date of Referral](#) by clicking on those links. If you click on the name of the client, the [Client's Case Details](#) page will appear. If you click on the [Outcome](#) link, the [Placement Outcome](#) page will appear.



Select the appropriate outcome from the drop down menu. If you desire to mark all other Referrals listed as "Not Hired", answer "Yes". Click the [Save and Return to Referral List](#) button.



If you selected "Hired" as the Outcome, you must enter the placement wage in dollars and cents (8.00) if hourly or in dollars (25000) if annual. The placement date is pre-filled with today's date and may be edited. Click the [Save and Return to Referral List](#) button.

Referred Clients

Company name: Interstate Brands Corporation This job is on hold. No referrals can be made while on hold.
Click on a client name to view the client's Case Details. Click on an Outcome link to add or edit referral results. Click a Reprint link to reprint a referral letter.

Client Name	SSN	Date of Referral	Outcome	Placement Date	Wage	Station Desk	Office	Referral Letter
Nichols, Tony	979530495	04/28/2006	Hired	06/20/2008	\$15.00	0447	3500	Reprint
Nielsen, Darrel	979937517	05/10/2006	Not Yet Placed	-	-	0441	3500	Reprint
Ramirez, Wilfredo	372129252	04/27/2006	Not Yet Placed	-	-	0449	3500	Reprint

The Referred Clients page will display with the Outcome, Placement Date and Placement Wage displayed if the result was "Hired".

If you would like to result multiple outcomes, click the **Enter Multiple Outcomes** button.

Placement Outcome

Please select outcomes for these referrals:

Client Name	Date of Referral	Outcome	Station Desk	Office
Ball, Lucy	10/17/2005	<input type="text" value="Hired"/>	ks22	State Admin
Chase, Chevy	10/17/2005	<input type="text" value="Not Yet Placed"/>	ks22	State Admin
Flinstone, Fred	10/17/2005	<input type="text" value="Not Yet Placed"/>	LV99	State Admin
Hope, Bob	10/17/2005	<input type="text" value="Not Yet Placed"/>	LV99	State Admin

The Placement Outcomes page will display and allow you to result multiple outcomes for Referrals from the drop down menu beside each Referral. Click the **Submit** button.

On Hold

If the number of positions filled equals the number of hires the job order will automatically be place in On Hold status.

The job order will remain in On Hold status until all Referrals have been resulted.

Referred Status

If the number of Referrals made equal the number of Referrals requested for the job order, the job order will automatically move to Referred Status.

No additional Referrals other than veteran clients can be made unless the number of Referrals requested is increased.

Clients who are veterans may be referred to a job order in referred status; however the number of Referral requested will be automatically increased to keep the job order in referred status. Once all the Referral has been resulted, the job order may be moved to Inactive/Closed Status.

Inactive/Closed Orders

When all Referrals to the job order have been resulted, the job order will move to Inactive/Closed status.

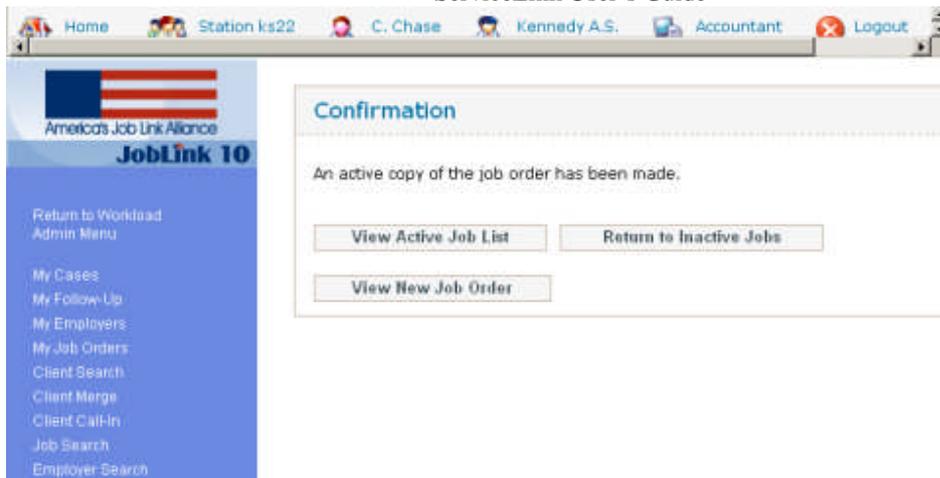
Inactive/Closed (1 to 14 of 14)
 Related Links: [Active](#) | [Referred](#) | [On Hold](#) | [Archive](#)

Company name: Bayer Construction Company, Inc.
 Click a Job Title link to view the details of the job order. Click a link in the Referrals column to edit referral results. Click a Make Copy link to make a new copy of an inactive job order.

Job Title	Job #	Openings Filled	Referrals	Made Active	Date Inactive	Make Copy
Accounts Receivable Clerk	8045438	1 of 1	3 of 10	07/13/2004	06/14/2005	Make Copy
Truck Drivers	8046309	0 of 0	2 of 10	07/22/2004	10/26/2004	Make Copy
Equipment Operator	8046317	0 of 0	0 of 10	07/22/2004	10/26/2004	Make Copy
Lowboy Driver	8051370	0 of 0	0 of 10	No	12/30/2004	Make Copy
Equipment Operator	8058664	0 of 0	5 of 8	12/30/2004	07/20/2005	Make Copy
Laborer	8058665	0 of 0	3 of 10	12/30/2004	06/14/2005	Make Copy
Lowboy Driver	8069341	0 of 0	0 of 6	04/28/2005	06/14/2005	Make Copy
Fleet Mechanic	8069342	0 of 0	1 of 10	04/28/2005	06/14/2005	Make Copy
Laborers	8076918	0 of 0	4 of 10	07/14/2005	10/07/2005	Make Copy
Equipment Operator	8077517	0 of 0	0 of 10	07/20/2005	10/07/2005	Make Copy
Accounts Payable Clerk	8108823	0 of 0	1 of 10	04/11/2006	05/25/2006	Make Copy
Scale Operator	8113220	0 of 0	0 of 10	05/02/2006	05/25/2006	Make Copy
Truck Drivers	8113221	1 of 1	1 of 10	05/02/2006	01/18/2008	Make Copy
Receptionist	8119052	1 of 1	1 of 5	No	01/18/2008	Make Copy

[Create Job Order](#) [Employer Details](#)

The job order may be reviewed by clicking the Job Title. Placement Information may be reviewed by clicking the Openings Filled [1 of 1](#) link. Referral information may be reviewed by clicking the Referral Information [3 of 10](#) link. You may edit the placement outcome on any Referral made. You may create a new job order from the closed job order by clicking the [Create](#) link.



If you wish to edit the job order and make changes to the job order information, click the **View New Job Order** button. If you wish to move the job order directly to the Active Job List you may click the **View Active Job List** button.



You may edit the job order by clicking the job title. In order to allow the job order to be viewed by the public, you will need to click the **No** link under the Make Active column.

After you have reviewed the job order, click the **Make Job Order Active** button to allow the public to view the job order on JobLink.

To make a Referral on a job order on the **Job List** page, access the **Referred Clients** page and click on the Make Referral button.

Referred Clients

Company name: Bayer Construction Company, Inc.
Click on a client name to view the client's Case Details. Click on an Outcome link to add or edit referral results. Click a Reprint link to reprint a referral letter.

Client Name	SSN	Date of Referral	Outcome	Placement Date	Wage	Station Desk	Office	Referral Letter
Chase, Chevy	100229999	04/25/2007	Not Yet Placed	-	-	ks22	0	Reprint
Fillmore, Millard	666330000	04/25/2007	Not Yet Placed	-	-	ks22	0	Reprint
renard, michael	061348482	05/17/2006	Not Yet Placed	-	-	0434	3701	Reprint

Buttons: [Make Referral](#) [Return To Job List](#) [Enter Multiple Outcomes](#)

The [Make Referral](#) page will display.

Make Referral

Please enter the following information about the client you wish to refer for the job Accountant.

* Social Security Number: 003009999

* Date Referred (Example: MM/DD/YYYY): 10/17/2005

* Date to Report (Example: MM/DD/YYYY): 10/17/2005

Time to Report: []

Type of Referral: Select one from below
 ONET Match
 Other Referral

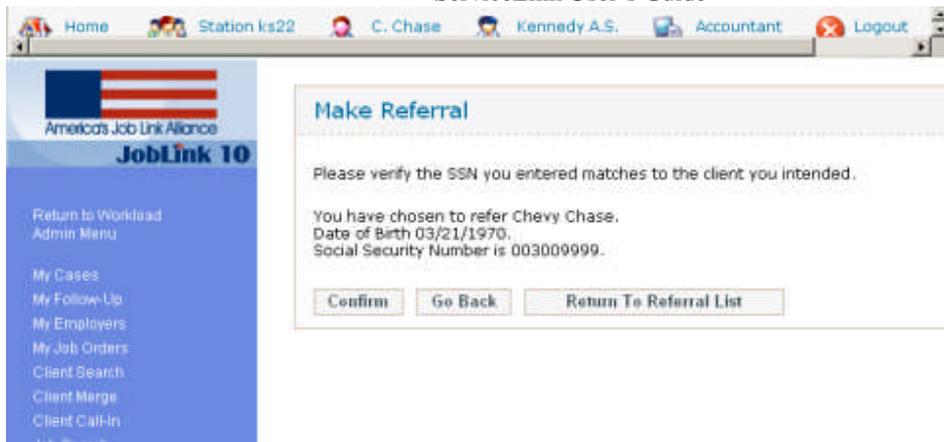
Office: 0 - State Admin

Station Desk: ks22

Buttons: [Enter Referral](#) [Return To Referral List](#)

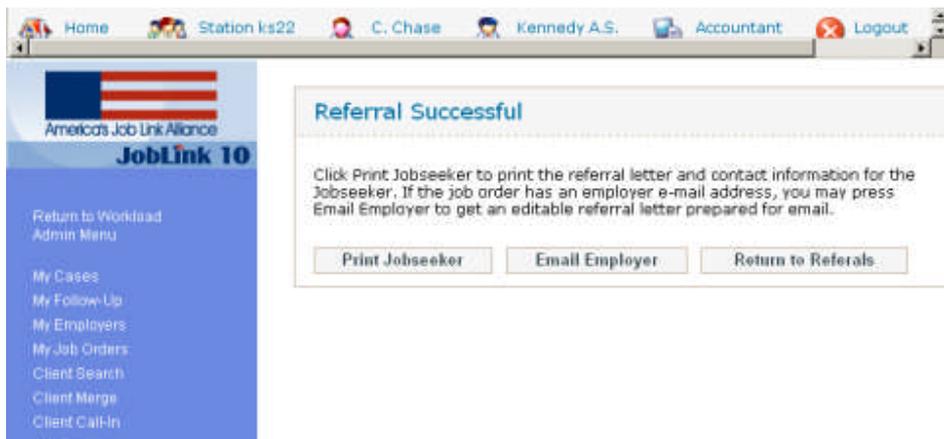
Instructions for Completion:

Field Name	Valid Entries
Social Security Number is required	Enter the client's SSN.
Date Referred is required	Pre-filled and can be edited.
Date to Report is required	Pre-filled and can be edited.
Time to Report	Enter the time to report for interview.
Type of Referral	Check if the Referral was made using O*NET Match, or other than an O*NET match.
Office	Pre-filled and can be edited.
Station Desk	Pre-filled and can be edited.
	Click the Enter Referral button.

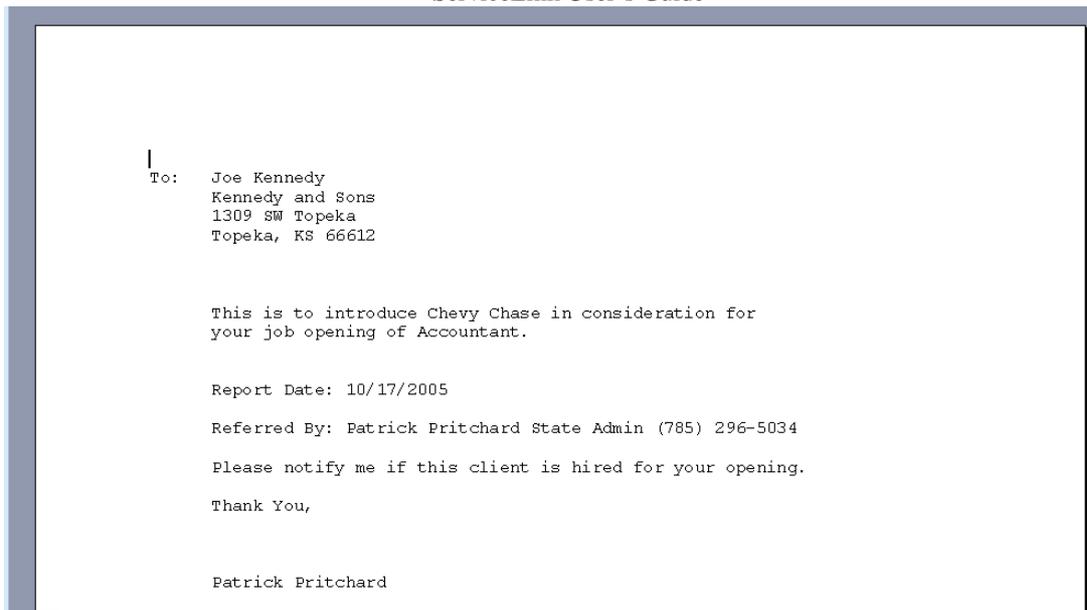


If the client listed is the client that you intended to refer to the job order, click the **Confirm** button. If not, click the **Go Back** button. If you decide not to make a Referral, click the **Return to Referral List** button.

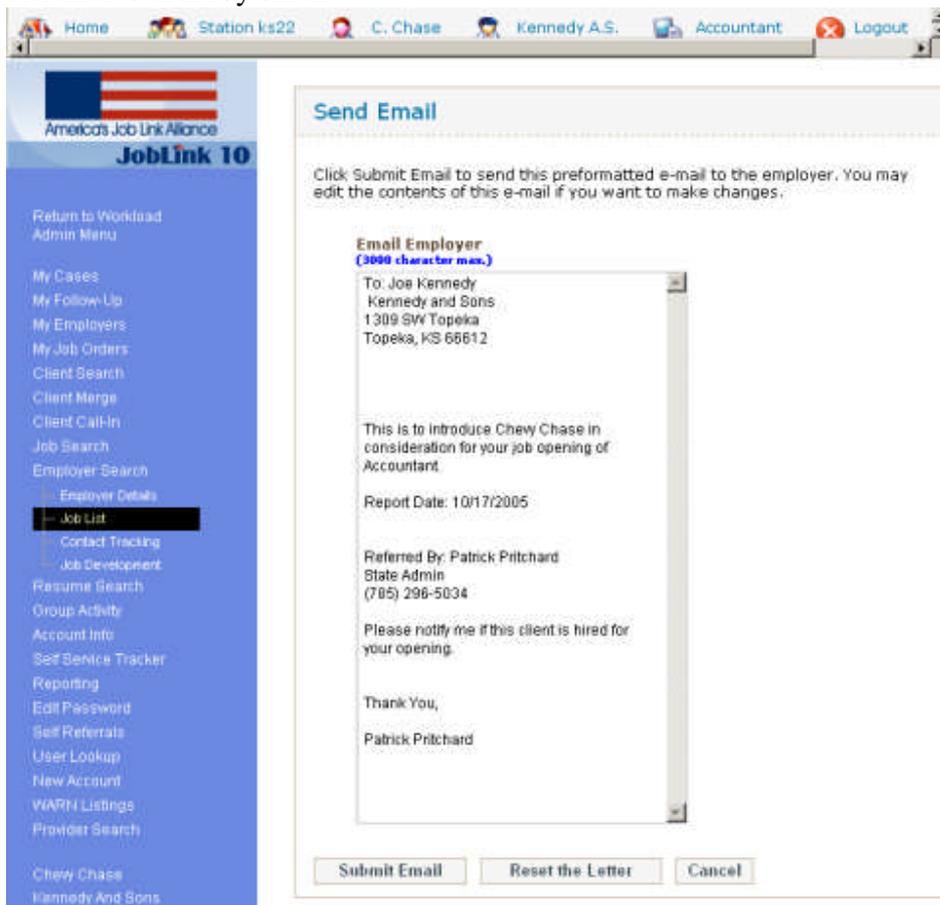
If you clicked the **Confirm** button, you will see a Referral successful message display.



If the Job Seeker and/or Employer do not have an email address, you may print and mail or give a letter of Referral to them. The letter is a Word document and may be edited.



If the Job Seeker and/or Employer do have an email address, you may edit and send a letter of Referral to them by email.



Click the **Submit Email** button.

Referred Clients

Company name: Bayer Construction Company, Inc.
Click on a client name to view the client's Case Details. Click on an Outcome link to add or edit referral results. Click a Reprint link to reprint a referral letter.

Client Name	SSN	Date of Referral	Outcome	Placement Date	Wage	Station Desk	Office	Referral Letter
Chase, Chevy	100229999	04/25/2007	Not Yet Placed	-	-	ks22	0	Reprint
Fillmore, Millard	666330000	04/25/2007	Not Yet Placed	-	-	ks22	0	Reprint
renard, michael	061348482	05/17/2006	Not Yet Placed	-	-	0434	3701	Reprint

Buttons: [Make Referral](#) | [Return To Job List](#) | [Enter Multiple Outcomes](#)

The Referral will display on the [Referred Clients](#) page. Click the [Return to Job List](#) button.

Active (1 to 5 of 5)

Related Links: [Referred](#) | [On Hold](#) | [Inactive/Closed](#) | [Archive](#)

Company name: Bayer Construction Company, Inc.
To edit a job order, click a Job Title link. To result referrals, click a Referrals link. Use the Hold and Close links to change the status of the order.

Job Title	Job #	Openings Filled	Referrals	Made Active	Date Updated	Resume Search	Hold	Close
Equipment Operator	8103220	0 of 1	3 of 15	03/09/2006	07/31/2007	Search	Hold	Close
Laborers	8103221	0 of 1	10 of 15	03/09/2006	07/31/2007	Search	Hold	Close
Truck Drivers	8113221	0 of 1	1 of 10	05/02/2006	07/31/2007	Search	Hold	Close
Laborer	8119021	0 of 1	0 of 10	08/24/2006	07/31/2007	Search	Hold	Close
Receptionist	8119052	0 of 1	0 of 5	No	07/02/2007	Search	Hold	Close

Buttons: [Create Job Order](#) | [Employer Details](#)

Made Active

Indicates the date the job order was published on JobLink. A 'No' would indicate the job order has not been published on JobLink.

Date Updated

Navigation:

You may sort the job orders on the [Job List](#) page by the date the job order was updated by clicking the [Date Updated](#) link.

Resume Search

Navigation:

Allows search of resumes for Job Seekers, who have the same job objective classification as the Employer's job order. Click the [Search](#) link. You may select the search criteria and click the [Show Candidates](#) button to search for Job Seeker resumes. How to conduct a resume search will be discussed in the [Resume Search](#) section of this User's Guide.

Placing Job Orders on Hold

Navigation:

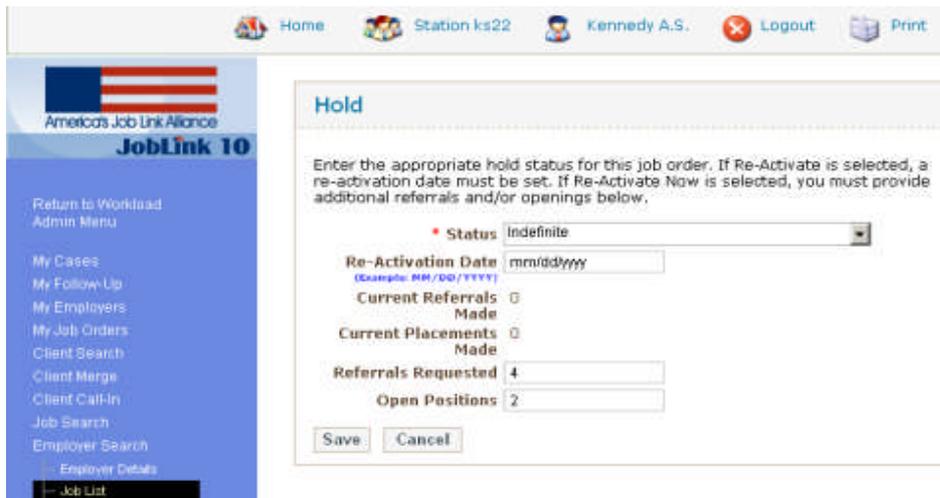
If you wish to manually place the job order in hold, click the [Hold](#) link.

You may choose [Reactivate](#) or [Indefinite](#) from the drop down menu. If you choose [Reactivate](#), you must enter a [Re-Activation Date](#) (mm/dd/yyyy). Click the [Save](#) button.

Job Title	Job #	Openings Filled	Referrals	Made Active	Date Updated	Reactive Date	Close
Truck Drivers	8113221	0 of 1	1 of 10	05/02/2006	01/18/2008	Indefinite	Close

The job order is moved to [Hold](#) status and may be viewed by clicking the [On Hold](#) tab at the top of the page.

If you wish to re-activate the job order at any time, click the [On Hold](#) tab; then click the [Indefinite](#) link.



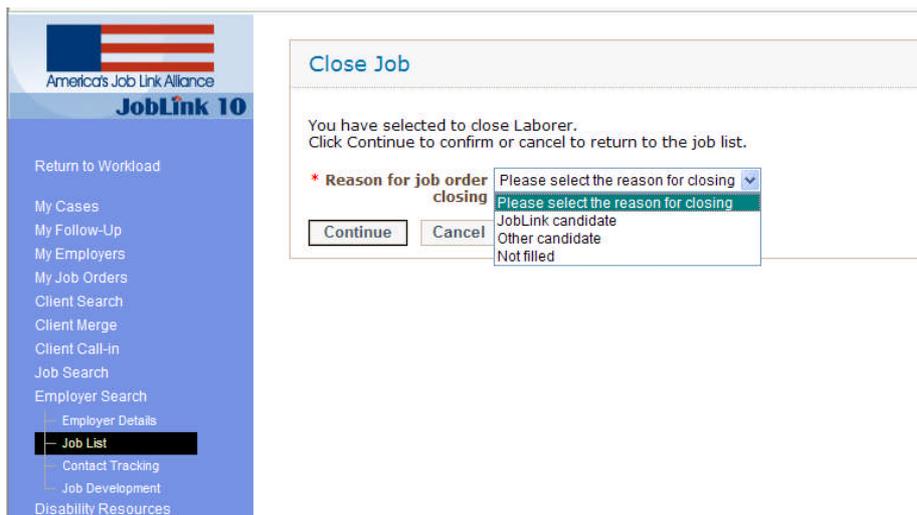
Navigation:

Then select Reactive Now from the drop down menu. If current Referrals made equal Referrals requested and you want the job order to be active, you will need to increase the Referrals requested by one. If current placements made equal Open positions and you want to job order to be active, you will need to increase the Open Positions by one. Click the [Save](#) button. The job order will appear as Active.

Placing Job Orders in Inactive/Closed

Navigation:

You cannot place a job order in [Inactive/Closed](#) status unless all the Referrals have been resulted. If Referrals have been resulted, click the [Close](#) link, and select reason for job order closing from the drop down menu.



Click the [Continue](#) button and the job order will appear in the [Inactive/Closed](#) list.



Inactive/Closed (1 to 15 of 15)

Related Links: [Active](#) | [Referred](#) | [On Hold](#) | [Archive](#)

Company name: Bayer Construction Company, Inc.
Click a Job Title link to view the details of the job order. Click a link in the Referrals column to edit referral results. Click a Make Copy link to make a new copy of an inactive job order.

Job Title	Job #	Openings Filled	Referrals	Made Active	Date Inactive	Make Copy
Accounts Receivable Clerk	8045438	1 of 1	3 of 10	07/13/2004	06/14/2005	Make Copy
Truck Drivers	8046309	0 of 0	2 of 10	07/22/2004	10/26/2004	Make Copy
Equipment Operator	8046317	0 of 0	0 of 10	07/22/2004	10/26/2004	Make Copy
Lowboy Driver	8051370	0 of 0	0 of 10	No	12/30/2004	Make Copy
Equipment Operator	8058664	0 of 0	5 of 8	12/30/2004	07/20/2005	Make Copy
Laborer	8058665	0 of 0	3 of 10	12/30/2004	06/14/2005	Make Copy
Lowboy Driver	8069341	0 of 0	0 of 6	04/28/2005	06/14/2005	Make Copy
Fleet Mechanic	8069342	0 of 0	1 of 10	04/28/2005	06/14/2005	Make Copy
Laborers	8076918	0 of 0	4 of 10	07/14/2005	10/07/2005	Make Copy
Equipment Operator	8077517	0 of 0	0 of 10	07/20/2005	10/07/2005	Make Copy
Accounts Payable Clerk	8108823	0 of 0	1 of 10	04/11/2006	05/25/2006	Make Copy
Scale Operator	8113220	0 of 0	0 of 10	05/02/2006	05/25/2006	Make Copy
Truck Drivers	8113221	1 of 1	1 of 10	05/02/2006	01/18/2008	Make Copy
Laborer	8119021	0 of 0	1 of 20	08/24/2006	06/20/2008	Make Copy
Receptionist	8119052	1 of 1	1 of 5	No	01/18/2008	Make Copy

At the top of the Inactive/Closed page the [Active](#), [Referred](#), [On Hold](#) and [Archive](#) tabs will display.

Active tab – provides the list of all Active job orders for the Employer.

Referred tab – provides a list of all job orders in Referred Status for the Employer.

On Hold tab – provides a list of all job orders in Hold Status for the Employer.

Archive tab – provides a list of all job orders that have been in Inactive/Closed status for more than one year without any activity.

Resume Searches

The staff person may search resumes to find suitable Job Seekers to refer to Employer job openings for which the Job Seeker may qualify. There are six search options.



JobLink 10

- Admin Menu
- My Cases
- My Follow-Up
- My Employers
- My Job Orders
- Client Search
- Client Merge
- Client Call-in
- Job Search
- Employer Search
- Disability Resources
- Resume Search
- Group Activity
- Account Info

JobLink Resume Search

<p>Search All Resumes</p> <p>Find resumes by area, experience, keyword, and several other search criteria.</p>	<p>Search By Type of Job</p> <p>Search for applicants who have indicated that they have work experience in a certain occupation or are actively seeking work in that particular occupation.</p>
<p>Search For WorkReady! Job Seekers</p> <p>View the total number of job seekers who have been awarded a AJL WorkReady! Certificate.</p>	<p>Search By WorkKeys® Scores</p> <p>View the total number of job seekers who have specified WorkKeys scores.</p>
<p>Search CareerTech Resumes</p> <p>Search for applicants who have completed a CareerTech program or course of instruction.</p>	<p>Saved Resume Search Profiles</p> <p>Use this option if you wish to run a previously saved search.</p>

Search All Resumes



JobLink 10

- Return to Workload
- My Cases
- My Follow-Up
- My Employers
- My Job Orders
- Client Search
- Client Merge
- Client Call-in
- Job Search
- Employer Search
- Disability Resources
- Resume Search
 - Display Resumes
 - Modify Parameters**
- Group Activity
- Account Info
- Self Service Tracker
- Reporting
- Edit Password
- Self Referrals
- User Lookup
- WARN Listings
- Provider Search
- Agency List

Set Search Parameters

Choose your search criteria and click the Show Candidates button to display results.

Keyword Match: Select one from below

Any
 All
 Exact

Keywords

Locations
 You may select multiple entries by holding down the ctrl key.

All Locations
 Search by Area
 Atchison Area
 Chanute Area
 Colby Area
 Dodge City Area
 El Dorado Area
 Emporia Area
 Garden City Area

Broaden Area?

Veteran Type: Both Veterans and Non-Veterans

JobLink User Type: All Active Resumes

Years Experience Required 0

Commercial Driver's License - Select all that apply

Class A
 Class B
 Class C

Type of Employment No Preference

Preferred Shift No Preference

Required Education No Preference

No Educational Requirement
 Some High School or less
 High School Diploma or Equivalent
 Vocational Certificate or Credential
 Some College

Oklahoma Joblink
ServiceLink User's Guide



Exclude Candidates Desiring Temporary Work

Exclude Candidates Willing To Relocate

Travel Required

Jobseekers Dislocated by the Greensburg Tornado Disaster

Jobseekers Dislocated by the Southeast Kansas Floods

Resume Search Profiles

?* Would you like to save this search? Yes No

Select one from below

Search Name

Show Candidates Clear

Instructions for Completion:

Field Name	Valid Entries
Keyword Match	Enter keyword(s) that describe the job objective occupational title desired for the search. You may search for a match with “Any” of the keyword(s); “All” of the keyword(s) entered in any order; or the “Exact” order of keyword(s) entered.
Location is required	Select the City area or County from the drop down menu in which you want to conduct the search. You may broaden your search to surrounding counties by checking the Broaden box.
Veteran type	You may search for specific types of veteran resumes by selecting a veteran type from the drop down menu.
JobLink User Type	You may choose a specific JobLink user type for your search from the drop down menu (All Active Resumes: Active Registrants, etc.)
Years Experience Required	Enter the number of years of experience required, if you want to search for candidates with a specific number of years of experience.
Commercial Drivers License	You may search for candidates with a specific type of commercial drivers license, by checking the appropriate box.
Type of Employment	You may search for candidates who want a certain type of employment by selecting the type from the drop down menu.
Preferred Shift	You may search for candidates who want to work a certain type of work shift by selecting the appropriate shift from the drop down menu.
Required Education	You may search for candidates who possess a certain education level by selecting the appropriate level from the list. Multiple selections can be made by holding down the ctrl key.
Exclude candidates desiring Temporary Work	You may exclude candidates who desire temporary work from the search by checking the box.
Exclude candidates willing to relocate	You may exclude candidates who indicate a willingness to relocate.
Travel Required	You may search for candidates who will be willing to travel

Field Name	Valid Entries
	on the job by checking the box.
Job Seekers dislocated by Katrina	You may search for candidates who were dislocated due to Hurricane Katrina by checking the box.
Job Seekers dislocated by Rita	You may search for candidates who were dislocated due to Hurricane Rita by checking the box.
Would you like to save this search?	You may save the search criteria selected for future searches by answering "Yes" to the question and naming your search.
	Click the Show Candidates button.

Job Seeker resumes that match the search criteria will display. Job Objective listing may be sorted by Objective title, Date Created, Last Updated, and Education.



- 41. [Supply Operation Clerk](#) Last Updated: 03/16/2005 Created: 12/14/2004
 City: Wamego
 Experience: 2.50
 Education: High School Diploma or Equivalent
 Responsible for thousands of dollars of repair parts and equipment. Issued & Received shipments by all modes of transportation. Conducted 100% Inventories of parts and equipment on hand. Maintained logs...
- 42. [Managing Information Systems](#) Last Updated: 02/28/2005 Created: 02/28/2005
 City: Wamego
 Experience: 5.48
 Education: High School Diploma or Equivalent

Page is split for demonstration purposes.

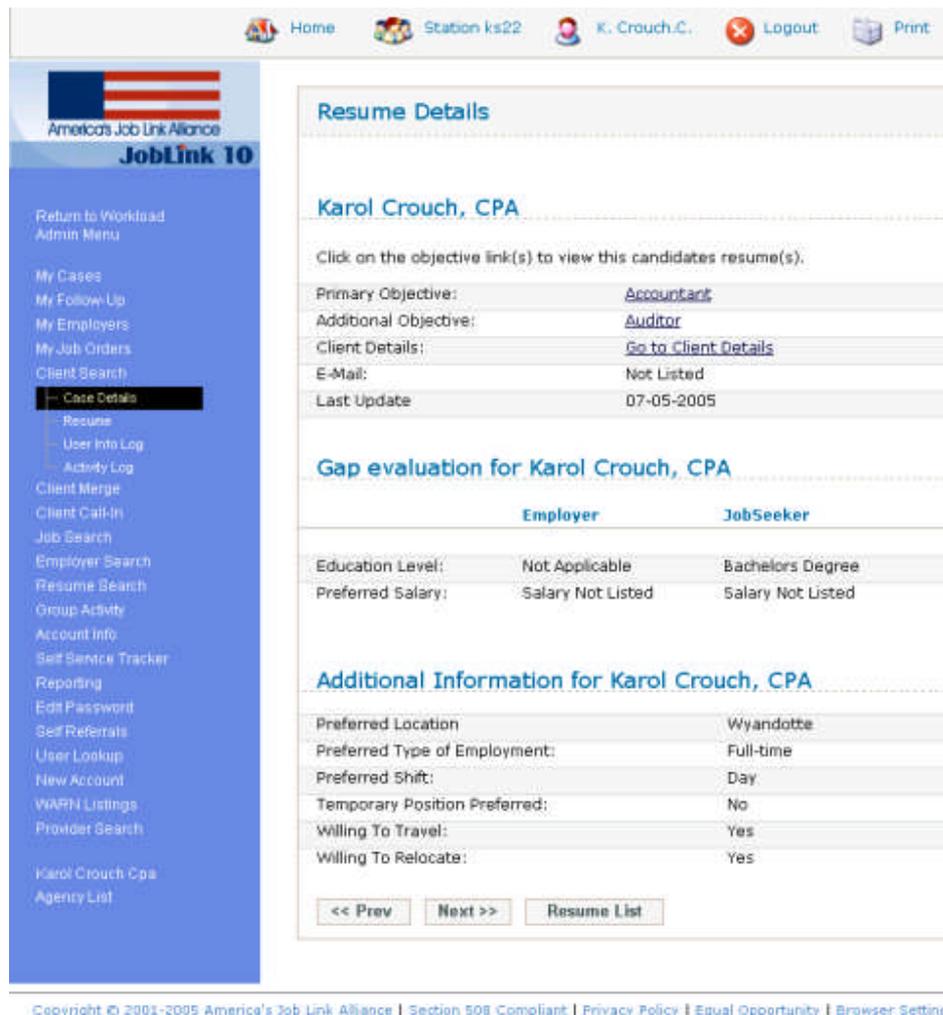


- 12. [medical field](#) Last Updated: 07/06/2005 Created: 07/06/2005
 City: Topeka
 Experience: 0.00
 Education: High School Diploma or Equivalent
 Highly motivated, dependable, ability to initiate appropriate action, follow instructions and carry out tasks in an efficient manner. Proficient in patient care. Team player with effective interper...
- 13. [sales](#) Last Updated: 07/05/2005 Created: 07/05/2005
 City: topeka
 Experience: 0.00
 Education: High School Diploma or Equivalent
 I am good at selling.
- 14. [Lead Teacher](#) Last Updated: 07/02/2005 Created: 07/02/2005
 City: topeka
 Experience: 4.12
 Education: High School Diploma or Equivalent
 Responsible for the care of children, providing a safe enviroment, supervision of large and small group activities, communicated daily with parents regarding each child's progress
- 27. [Preschool Teacher](#) Last Updated: 07/08/2005 Created: 07/08/2005
 City: Andover
 Experience: 5.50
 Education: N/A
 Preschool teacher
- 28. [Radio and Electrical Assembler](#) Last Updated: 07/08/2005 Created: 07/08/2005
 City: Douglass
 Experience: 1.00
 Education: N/A
 Assemble electrical and aviaonics systems for aircraft
- 29. [office assistant](#) Last Updated: 07/07/2005 Created: 07/07/2005
 City: manion
 Experience: 4.17
 Education: Some College
 can run switchboard. can type. some computer skills

Job candidates who are receiving unemployment compensation are identified with a  symbol. Job candidates who are enrolled in re-employment services are identified with a  symbol. Job candidates who are veterans are identified with a  symbol.

Navigation:

To access resume information, click the objective title. Results display only one resume per client. To view additional resume objectives access the gap analysis page.



Copyright © 2001-2005 America's Job Link Alliance | Section 508 Compliant | Privacy Policy | Equal Opportunity | Browser Settings

Navigation:

Click the Primary Objective title to display the client's resume. Additional resumes may be accessed by clicking the client's Additional Objective title. To access the client's Case Details page click the Go to Client Details link.

If you have a specific job order in context, you may review the gap evaluation between Employer education and salary requirements and Job Seeker education and preferred salary requirements. If talents (skills) were identified on the job order and client resume, you may review a comparison between Employer talent requirements and Job Seeker identified talents.

Search by Type of Job

The screenshot shows the JobLink 10 interface. On the left is a blue navigation menu with the following items: Return to Workload, My Cases, My Follow-Up, My Employers, My Job Orders, Client Search (with sub-items Case Details, Resume, User Info Log, Activity Log), Client Merge, Client Call-in, Job Search, Employer Search, Disability Resources, Resume Search, Group Activity, and Account Info. The 'Resume' item is highlighted with a black bar. The main content area has a header with the American Job Link Alliance logo and the text 'JobLink 10'. Below the header, there are 'Related Links' for 'Most Common', 'Job Family', 'Military', and 'About'. A warning message states: 'Your information will not be saved until you select an occupation.' Below this, there is explanatory text about occupational classification and a 'Keyword Match' section with radio buttons for 'Any', 'All' (which is selected), and 'Exact'. At the bottom, there is a 'Keywords' input field and a 'Search' button.

Navigation:

You may search for resumes by occupational classification using [Keyword\(s\)](#); search the [Most Common](#) occupational classifications listing in JobLink; search by [Job Family](#); or conduct a [Military Search](#) by military occupational codes or keywords to find related civilian O*NET occupational classifications. To learn more about the O*NET Occupational Classification system, click the [About](#) link. The keyword search allows you to search for “Any” of the keywords that you have listed that appear in the occupational title or description; or you may search for “All” of the keywords in any order that appear in the occupational title or description; or you may search for the “Exact” keywords in exact order that appear in the occupational title or description.

Each method of search will allow you to click the [Description](#) link to review a full description of the occupational classification or the [Search](#) link to display resumes that match the occupational classification selection.



Return to Workload

- My Cases
- My Follow-Up
- My Employers
- My Job Orders
- Client Search
- Client Merge
- Client Call-in
- Job Search
- Employer Search
- Disability Resources
- Resume Search
- Group Activity
- Account Info
- Self Service Tracker
- Reporting
- Edit Password
- Self Referrals
- User Lookup
- WARN Listings
- Provider Search

Most Common		
Related Links: Keyword Job Family Military About		
Title	Description	Action
Bookkeeping, Accounting, and Auditing Clerks	Description	Search
Cashiers	Description	Search
Civil Engineers	Description	Search
Computer Support Specialists	Description	Search
Computer Systems Analysts	Description	Search
Construction Laborers	Description	Search
Customer Service Representatives	Description	Search
Electrical Engineers	Description	Search
Executive Secretaries and Administrative Assistants	Description	Search
First-Line Supervisors/Managers of Office and Administrative Support Workers	Description	Search
First-Line Supervisors/Managers of Retail Sales Workers	Description	Search
Helpers--Production Workers	Description	Search
Industrial Engineers	Description	Search
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	Description	Search
Laborers and Freight, Stock, and Material Movers, Hand	Description	Search
Maintenance and Repair Workers, General	Description	Search
Managers, All Other	Description	Search

Search For WorkReady! Job Seekers

Provide you with a search for jobseekers who have participated in the WorkKeys Job Skills assessment programs.

Accessed from the Resume Search screen by clicking the *Search For WorkReady! Job Seekers* link.



Return to Workload

- My Cases
- My Follow-Up
- My Employers
- My Job Orders
- Client Search
- Client Merge
- Client Call-in
- Job Search
- Employer Search
- Disability Resources
- Resume Search
- Group Activity
- Account Info
- Self Service Tracker
- Reporting
- Edit Password
- Self Referrals
- User Lookup
- WARN Listings
- Provider Search

AJL WorkReady!

The AJL WorkReady! Job Skills Assessment System is based on "real work" skill levels measured by three WorkKeys® assessments - Reading for Information, Applied Mathematics and Locating Information. These skills are critical for continued success in any occupation. Certificates are awarded to all job seekers who complete the three assessments using the following criteria. [Learn more about ACT and the WorkKeys system.](#)

Gold Certificate: Job seekers who have score at least a 5 on each assessment.

Silver Certificate: Job seekers who have score at least a 4 on each assessment.

Bronze Certificate: Job seekers who have score at least a 3 on each assessment.

In order to select the best candidates for your positions, selection tools such as interviews and applications reviews (e.g., years of experience, employment history, education degree verifications and work samples) should be used in addition to WorkKeys® assessment scores.

To find the total number of AJL WorkReady! job seekers in your area or the state, please select one of the certificate types below and click Continue

WorkReady! Level Select one from below

Gold Certificate
 Silver Certificate
 Bronze Certificate

Job Skills assessed are Reading for Information, Applied Mathematics, and Locating Information.

Type of Certificate	Assessment Levels
Gold	Score at least 5 on each assessment.
Silver	Score at least 4 on each assessment.
Bronze	Score at least 3 on each assessment.

You may search for WorkReady Job Seeker resumes who have earned a gold, silver or bronze certificate.

Search By WorkKeys® Scores

Provide you with a search for jobseekers who have participated in the WorkKeys Job Skills assessment programs.

Access from the Resume Search screen, by clicking the Search By WorkKeys® Scores link.

WorkKeys® Search

WorkKeys® is a job skills assessment system measuring "real-world" skills that employers believe are critical to job success.

WorkKeys® enables educators to identify gaps between student skills and employment needs, which will, in turn, improve students' success in entry-level and subsequent jobs.

WorkKeys® enables businesses to reduce turnover, overtime, and waste while increasing morale through effective selection decisions and training processes.

In order to select the best candidates for your positions, selection tools such as interviews and applications reviews (e.g., years of experience, employment history, education degree verifications and work samples) should be used in addition to WorkKeys® assessment scores.

[Learn more about ACT and the WorkKeys system.](#)

WorkKeys® assessments measure six foundational workplace skills:

- Applied Mathematics
- Applied Technology
- Listening
- Locating Information
- Reading for Information
- Writing

To find the total number of job seekers in your area or the state who have completed any or all of the assessments, select the appropriate level for each assessment below and click Continue. Only scores you enter will be used in the matching process.

Applied Mathematics

Applied Technology

Listening

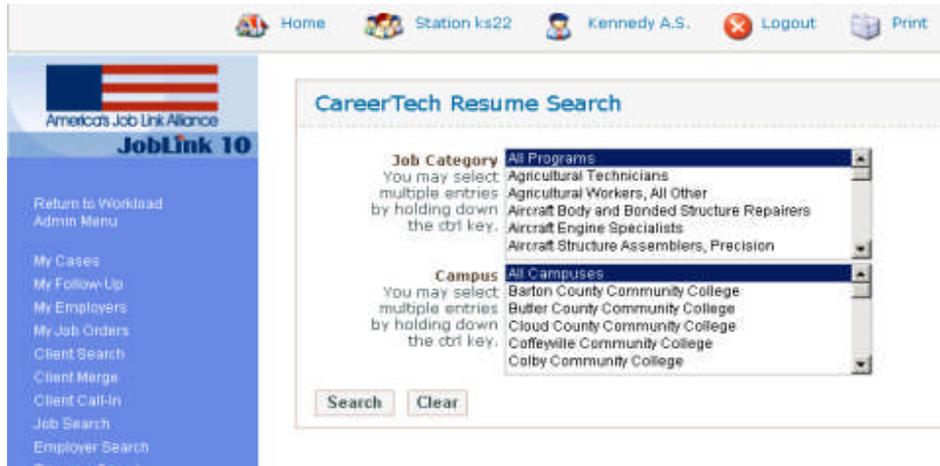
Locating Information

Reading for Information

Writing

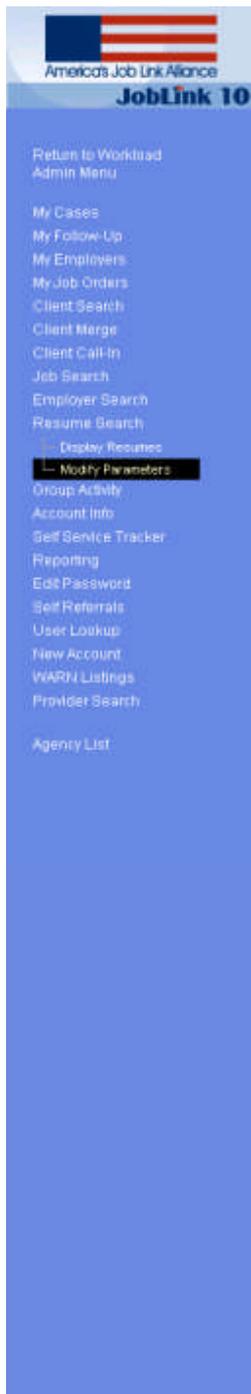
You may find job seekers who have completed any or all of the assessments. Select the appropriate level of assessment desired and click the **Continue** Button. Only scores you enter will be used in the matching process.

Search CareerTech Resumes



Navigation:

You may search for resumes of Job Seekers who have completed a technical or vocational training program or course. Select the job category and/or campus desired from the drop down menu. You may select multiple job categories and campuses by holding down the ctrl key. Select your search parameters.



Set Search Parameters

Choose your search criteria and click the Show Candidates button to display results.

Keyword Match: Select one from below
 Any
 All
 Exact

Keywords:

Locations: You may select multiple entries by holding down the ctrl key.
All Locations
-- Search by Area
Alchison Area
Chanute Area
Colby Area
Dodge City Area
El Dorado Area
Emporia Area
Garden City Area

Broaden Area?

Veteran Type: Both Veterans and Non-Veterans

JobLink User Type: All Active Resumes

Years Experience Required: 0

Commercial Driver's License: Select all that apply
 Class A
 Class B
 Class C

Type of Employment: No Preference

Preferred Shift: No Preference

Required Education: You may select multiple entries by holding down the ctrl key.
No Preference
No Educational Requirement
Some High School or less
High School Diploma or Equivalent
Vocational Certificate or Credential
Some College

Exclude Candidates Desiring Temporary Work:

Exclude Candidates Willing To Relocate:

Travel Required:

Jobseekers Dislocated by the Greensburg Tornado Disaster:

Jobseekers Dislocated by the Southeast Kansas Floods:

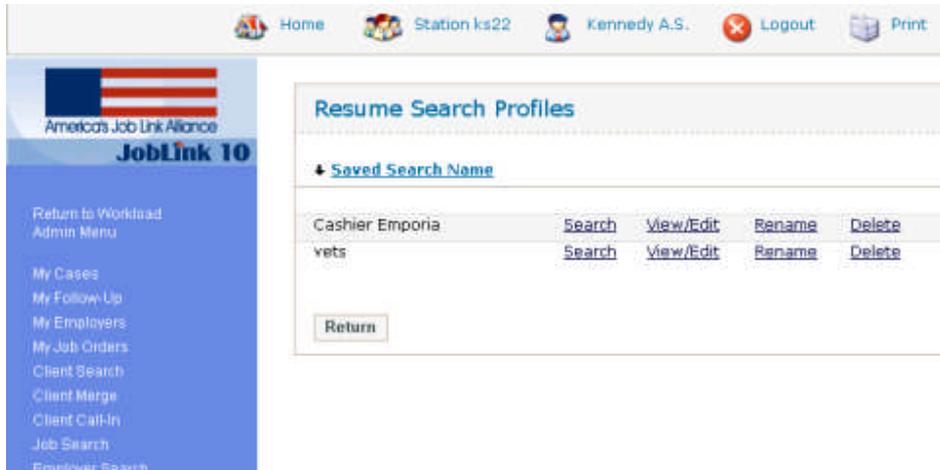
Resume Search Profiles

Would you like to save this search? Select one from below
 Yes
 No

Search Name:

Click the **Show Candidates** button. The resume listing will display. Candidates will be identified with the *career-tech* symbol.

Saved Resume Search Profiles



Navigation:

If you have saved a previous resume search, select the name of the search that you assigned and the resumes that match the profile will appear. Click the View/Edit link to view or edit the profile. Click the Rename link to rename the profile. Click the Delete link to delete the profile.

Group Activity

You may schedule clients for group activity, view scheduled group activities, or update the status of the client for group activity.



Recurring Group Activity Admin

The screenshot shows the 'Recurring Activities for State Admin' page. At the top, there are navigation links: Home, Station LV99, Logout, and Print. The left sidebar contains the 'JobLink 10' logo and an 'Admin Menu' with options: My Cases, My Follow-Up, My Employers, My Job Orders, Client Search, and Client Merge. The main content area has a table with the following data:

Activity	Activity Time	End Date	Recurs	Delete
Job Readiness	07:00 PM - 08:30 PM	12/31/2005	Monthly (Tu)	Clients Scheduled

Below the table are two buttons: 'Add Group Activity' and 'Return To Menu'.

Navigation:

You may view scheduled group activity. The name of the activity, time, date activity ends, frequency that activity recurs, and if clients are scheduled displays.

To schedule a new group activity click the **Add Group Activity** button.

The screenshot shows the 'Group Activity' form. At the top, there are navigation links: Home, Station LV99, Logout, and Print. The left sidebar contains the 'JobLink 10' logo and an 'Admin Menu' with options: My Cases, My Follow-Up, My Employers, My Job Orders, Client Search, Client Merge, Client Call-In, and Job Search. The main content area shows the 'Office: State Admin' and a 'Funding' dropdown menu with the text 'Please select the funding source'. Below the dropdown is a 'Recurring Period' section with radio buttons for 'Daily', 'Weekly', 'Monthly', and 'N/A'. The 'N/A' option is selected. At the bottom are 'Continue' and 'Cancel' buttons.

Select the funding source from the drop down menu and identify the recurring period. Click the **Continue** button.

The screenshot shows the 'Monthly Group Activity' form. At the top, there are navigation links: Home, Station LV99, Logout, and Print. The left sidebar contains the 'JobLink 10' logo and an 'Admin Menu' with various options like 'My Cases', 'My Follow-Up', 'My Employers', etc. The main form area has the following fields:

- Service Type:** A dropdown menu with the text 'Please select the Service Type'.
- Station Desk:** A text box containing 'LV99'.
- Notes:** A large text area with a '(1000 character max.)' label.
- Start Time:** A time selection box showing '--:-- AM'.
- End Time:** A time selection box showing '--:-- AM'.
- Every:** A dropdown menu showing '1st'.
- days:** A list of days from Sunday to Saturday. A note says 'You may select multiple entries by holding down the ctrl key.'
- of every:** A dropdown menu showing '1 month'.
- Start Date:** A date field with the format 'mm/dd/yyyy' and an example '(Example: MM/DD/YYYY)'.
- End Date:** A date field with the format 'mm/dd/yyyy' and an example '(Example: MM/DD/YYYY)'.
- Maximum Attendance:** A text box.

At the bottom of the form are 'Continue' and 'Cancel' buttons. Below the form, there is a footer with copyright information: 'Copyright © 2001-2005 America's Job Link Alliance | Section 508 Compliant | Privacy Policy | Equal Opportunity | Browser Settings'.

Instructions for Completion:

Field Name	Valid Entries
Service Type is required	Select the type of service for scheduled group activity from the drop down menu.
Station Desk is required	Pre-filled for the staff person scheduling the group activity.
Notes	Enter any notes regarding the group activity.
Start time is required	Enter the time the activity is to begin in hours and minutes.
End time is required	Enter the time the activity is to end in hours and minutes.
Every is required	Select the day interval of time the activity is scheduled from the drop down menu.
Days is required	Select the day(s) of the week the group activity is scheduled to occur. You may select multiple entries by holding the ctrl key.
Of Every is required	Select the month interval of time the activity is scheduled from the drop down menu.
Start Date is required	Enter the date the group activity is to begin (mm/dd/yyyy).
End Date is required	Enter the date the group activity is to end (mm/dd/yyyy).
Maximum Attendance is required	Enter the maximum number of clients that can be scheduled for the group activity.
	Click the Continue button.

The complete schedule for the group activity displays from start to end date. If any scheduled dates for the group activity fall on a holiday or should not otherwise be scheduled uncheck the box. Click the **Continue** button.

Group Activity

You have scheduled Job Search Workshop, with a max attendance of 15, to recur every second (Wednesday) of every month. Following is the list of dates you have scheduled. Please remove the checkbox from any dates that clients should not be scheduled on.

- 11/09/2005 - 01:00 PM to 04:00 PM
- 12/14/2005 - 01:00 PM to 04:00 PM
- 01/11/2006 - 01:00 PM to 04:00 PM
- 02/08/2006 - 01:00 PM to 04:00 PM
- 03/08/2006 - 01:00 PM to 04:00 PM
- 04/12/2006 - 01:00 PM to 04:00 PM

The information on the scheduled group activity displays. If you need to edit or update the scheduled group activity, click the Activity name link, or if you want to delete the activity click the [Delete](#) link.

Recurring Activities for State Admin

Activity	Activity Time	End Date	Recurs	Delete
Job Search Workshop	01:00 PM - 04:00 PM	04/12/2006	Monthly (W)	Delete
Job Readiness	07:00 PM - 08:30 PM	12/31/2005	Monthly (Tu)	Clients Scheduled

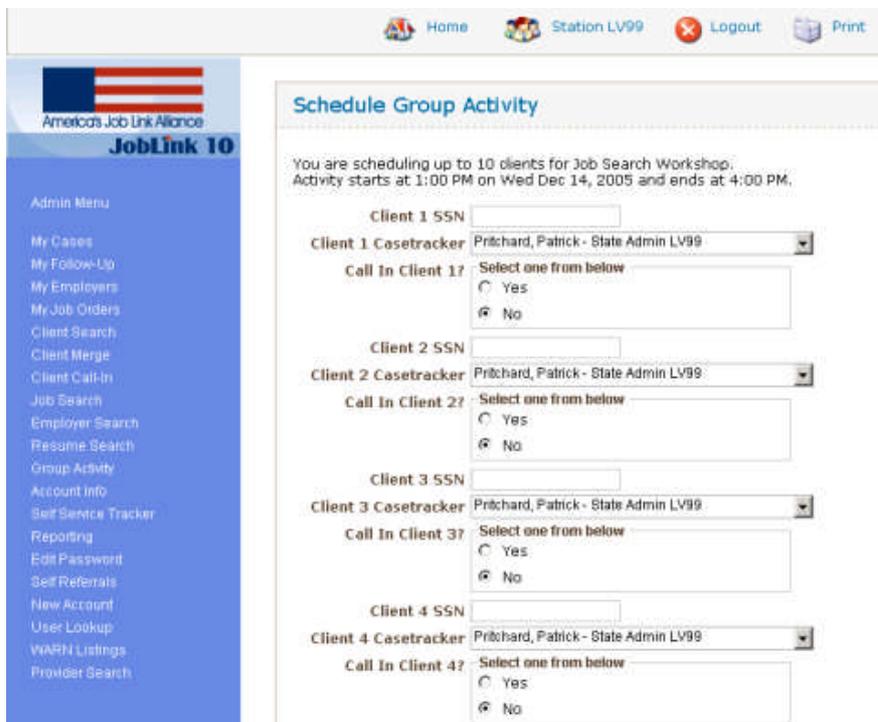
Schedule Clients

Recurring Activities

Office	Activity	Date	Activity Time	Scheduled
State Admin	Job Readiness	11/01/2005	7:00 PM - 8:30 PM	0 of 30
State Admin	Job Search Workshop	11/09/2005	1:00 PM - 4:00 PM	0 of 15
State Admin	Job Readiness	12/06/2005	7:00 PM - 8:30 PM	0 of 30
State Admin	Job Search Workshop	12/14/2005	1:00 PM - 4:00 PM	0 of 15

You may schedule clients for your group activity by clicking the link under **Scheduled 0 of 15**.

The **Schedule Group Activity** page will display.



Home Station LV99 Logout Print

Americas Job Link Alliance
JobLink 10

Admin Menu
My Cases
My Follow-Up
My Employers
My Job Orders
Client Search
Client Merge
Client Call-In
Job Search
Employer Search
Resume Search
Group Activity
Account Info
Self Service Tracker
Reporting
Edit Password
Self Referrals
New Account
User Lookup
WARN Listings
Provider Search

Schedule Group Activity

You are scheduling up to 10 clients for Job Search Workshop.
Activity starts at 1:00 PM on Wed Dec 14, 2005 and ends at 4:00 PM.

Client 1 SSN

Client 1 Casetracker Pritchard, Patrick - State Admin LV99

Call In Client 1? Select one from below
 Yes
 No

Client 2 SSN

Client 2 Casetracker Pritchard, Patrick - State Admin LV99

Call In Client 2? Select one from below
 Yes
 No

Client 3 SSN

Client 3 Casetracker Pritchard, Patrick - State Admin LV99

Call In Client 3? Select one from below
 Yes
 No

Client 4 SSN

Client 4 Casetracker Pritchard, Patrick - State Admin LV99

Call In Client 4? Select one from below
 Yes
 No

Oklahoma Joblink
ServiceLink User's Guide

The screenshot shows a web form for scheduling clients. It contains ten identical sections, one for each client (Client 5 through Client 10). Each section includes:

- A text input field for the client's SSN.
- A dropdown menu for the casetracker, with 'Pritchard, Patrick - State Admin LV99' selected.
- A radio button selection for 'Call In Client', with 'No' selected.

At the bottom of the form are two buttons: 'Schedule' and 'Cancel'.

Copyright © 2001-2005 America's Job Link Alliance | Section 508 Compliant | Privacy Policy | Equal Opportunity | Browser Settings

Instructions for Completion:

Field Name	Valid Entries
Client SSN	Enter the client SSN for the clients to be scheduled. Up to 10 clients can be scheduled at a time.
Client Casetracker	Name of the client casetracker is pre-filled.
Call in Client	If you want to notify the client by a call in notice of the scheduled group activity, answer "Yes".
	Click the Schedule button.

If all clients have a program enrollment, you may click the **Schedule All** button.
A scheduled service will be recorded on each client's Service and Training Plan.
If the client does not have program registration, you must register the client prior to scheduling them for a group activity.

Client Check

All of the clients are currently registered and enrolled in the appropriate enrollment. Click Schedule All to finish scheduling these clients for Job Search Workshop.

The following clients are enrolled in the appropriate enrollment.

222990000 Lucy Ball is enrolled in the appropriate enrollment. 499046
999441111 Lex Luther is enrolled in the appropriate enrollment. 499069
888116666 Julia Roberts is enrolled in the appropriate enrollment. 499053

You have the following options.

Schedule All - will schedule all the clients above. It will add the service as well.

Cancel - Cancel the scheduling process and return to the list of Activities.

A message will display indicating that the clients have been successfully scheduled.

Scheduled Clients

You have successfully scheduled the clients. Please finish by selecting the method to be used to call in the clients.

Click the **Continue to Callin** button to initiate the call in process.

Delivery Method

* Callin Method for Lucy Ball

* Callin Method for Julia Roberts

* Callin Method for Lex Luther

Select the method of callin from the drop down menu and click the **Continue** button.
If the method of callin is a letter or email, you may edit the letter or email with the variables indicated and the body of the letter/email. Click the **Continue** button.

Callin Letter

This is the letter/email that is sent to clients to inform them of a callin for some service.
You can use the following variables in the form letter:
[ajk_servicename] - Name of the Service
[ajl_starttime] - Service Start Time
[ajl_endtime] - Service end time
[ajl_servicedate] - Service date
[ajl_firstname] - Clients first name
[ajl_lastname] - Clients last name

Edit the letter below, then click Continue to send the emails and print the letters.

Letter
(3000 character max.)

10/21/2005
Dear [ajl_firstname] [ajl_lastname]:

Thank you for choosing Kansas JobLink and the Kansas Workforce Centers as resources for your job search!

I am pleased to inform you that you have been selected and scheduled to participate in the following center-sponsored job-search activity, designed to enhance your employment opportunities:

Job Search Workshop
12/14/2005
From 1:00 PM until 4:00 PM

Please report to the Workforce Center on 12/14/2005 at 1:00 PM. Since this time and date have been reserved for you, please call in advance if you are unable to participate.

We look forward to seeing you!

Sincerely,

[ajl_stafffirstname] [ajl_stafflastname]
[ajl_officename]
[ajl_officeaddress]
[ajl_officecity], [ajl_officestate] [ajl_officezip]
[ajl_officephone]

Copyright © 2001-2005 America's Job Link Alliance | Section 508 Compliant | Privacy Policy | Equal Opportunity | Browser Settings

Click the **View to Print** button to view the letter to be printed.

Home Station LV99 Logout Print

Print Letters

Click View To Print to view the callin letters. When you are finished printing, click your back button to come back to this page. Then click Return to List.

Issued February 26, 2010

Oklahoma Joblink
ServiceLink User's Guide

10/21/2005

Dear Lucy Ball:

Thank you for choosing Kansas [JobLink](#) and the [Kansas Workforce Centers](#) as resources for your job search!

I am pleased to inform you that you have been selected and scheduled to participate in the following center-sponsored job-search activity, designed to enhance your employment opportunities:

Job Search Workshop

12/14/2005

From 1:00 PM until 4:00 PM

Please report to the Workforce Center on 12/14/2005 at 1:00 PM.

Since this time and date have been reserved for you, please call in advance if you are unable to participate.

We look forward to seeing you!

Sincerely,

State Admin

1309 SW Topeka

Topeka, KS 66612

7852960295

10/21/2005

Dear Julia Roberts:

Thank you for choosing Kansas [JobLink](#) and the [Kansas Workforce Centers](#) as resources for your job search!

I am pleased to inform you that you have been selected and scheduled to participate in the following center-sponsored job-search activity, designed to enhance your employment opportunities:

Job Search Workshop

12/14/2005

From 1:00 PM until 4:00 PM

Please report to the Workforce Center on 12/14/2005 at 1:00 PM.

Since this time and date have been reserved for you, please call in advance if you are unable to participate.

We look forward to seeing you!

Sincerely,

State Admin

1309 SW Topeka

Topeka, KS 66612

7852960295

10/21/2005

Dear Lex Luther:

Thank you for choosing Kansas [JobLink](#) and the [Kansas Workforce Centers](#) as resources for your job search!

I am pleased to inform you that you have been selected and scheduled to participate in the following center-sponsored job-search activity, designed to enhance your employment opportunities:

Job Search Workshop

12/14/2005

From 1:00 PM until 4:00 PM

Please report to the Workforce Center on 12/14/2005 at 1:00 PM.

Since this time and date have been reserved for you, please call in advance if you are unable to participate.

We look forward to seeing you!

You may print the letters using your Print function on the browser.
Click the browser Back button. The Recurring Activity will display showing the scheduled activity.

The screenshot shows the JobLink 10 web application interface. On the left is a blue sidebar menu with the following items: Admin Menu, My Cases, My Follow-Up, My Employers, My Job Orders, Client Search, Client Merge, Client Call-In, Job Search, Employer Search, Resume Search, and Group Activity. The main content area is titled 'Recurring Activities' and contains a table with the following data:

Office	Activity	Date	Activity Time	Scheduled
State Admin	Job Readiness	11/01/2005	7:00 PM - 8:30 PM	0 of 30
State Admin	Job Search Workshop	11/09/2005	1:00 PM - 4:00 PM	0 of 15
State Admin	Job Readiness	12/06/2005	7:00 PM - 8:30 PM	0 of 30
State Admin	Job Search Workshop	12/14/2005	1:00 PM - 4:00 PM	3 of 15

At the bottom of the table are two buttons: 'Search Activities' and 'Return To Menu'.

Update Client Status

Home Station LV99 Logout Print

America's Job Link Alliance
JobLink 10

Admin Menu
My Cases
My Follow-Up
My Employers
My Job Orders
Client Search
Client Merge
Client Call-In
Job Search
Employer Search
Resume Search
Group Activity

Scheduled Status Services

Click a Client Status number to edit the status of the service

Activity	Date	Client Status
Job Readiness	10/04/2005 07:00 PM	1
Job Search Workshop	12/14/2005 01:00 PM	3

Return To Menu

To update scheduled service status, click the **Client Status** link 3.

America's Job Link Alliance
JobLink 10

Admin Menu
My Cases
My Follow-Up
My Employers
My Job Orders
Client Search
Client Merge
Client Call-In
Job Search
Employer Search
Resume Search
Group Activity
Account Info
Self Service Tracker

Job Search Workshop

The date of service was 12/14/2005 at 1:00 PM

222990000 - Lucy Ball
* Status: Scheduled
* Casetracker: Pritchard, Patrick - State Admin LV99

999441111 - Lex Luther
* Status: Scheduled
* Casetracker: Pritchard, Patrick - State Admin LV99

888116666 - Julia Roberts
* Status: Scheduled
* Casetracker: Pritchard, Patrick - State Admin LV99

Update Return

Select the status of the service provided through Group Activity and click the **Update** button. The status of the service will be updated on the client's Service and Training Plan.

Account Information

JobLink 10
America's Job Link Alliance

Account Info
Client Search
Disability Resources
Edit Password
Employer Search
Fiscal
Job Search
My Cases
My Employers
My Followup
My Job Orders
New Account
Pending
Provider Search
Reporting
Resume Search
Security
Self Referrals
User Lookup
WARN Listings
Workload

Millard Fillmore
Bayer Construction Company
Inc

Contact Information

Edit State Director Information for Patrick Pritchard.

* Security Question: What is your mother's maiden name?
* Answer: Severns
* Company or Agency: AJLA
* County of Your Service: Shawnee
* Office: Select an office
* Address: 1430 SW Topeka Blvd
* City: Topeka
* State: Kansas
* Zip: 66612 - nnnn
* First Name: Patrick
Middle Name:
* Last Name: Pritchard
Job Title: Supervisor
* Phone: 7852965034 Ext. *
Alternate Phone: nnn-xxx-xxxx Ext. *
Fax: nnn-xxx-xxxx
* Email address: ppritchard@ajla.net
Stationdesk/ Rep Number: ks22

View Security Form Save Clear Changes

Staff may edit their contact information for their staff ServiceLink account.

Self Service Tracker

JobLink 10
America's Job Link Alliance

Home Station DV73 Logout

Self Service Tracker

Enter the number of clients served today or another day. Multiple entries for a day will be incremented by the selected number.

* Date of Customer Visit or Date of Service: 10/22/2005
(Example: MM/DD/YYYY)
* Select the number of customers served on this date (1-99): 0

Office: Lawrence Workforce Center **Case Manager:** Larry Franco

Select the number of customers that received each service below. The number of customers entered cannot exceed the total number of customers served. Leaving all services set to 0 will increment the above customer count only when selecting 'Update Daily Totals' but will increment all services by the customer count when selecting 'Update All Services Using Number of Customers Served'.

Career Center Services: 0
Career Guidance: 0
Eligibility Determination: 0
Establishing Financial Aid Eligibility Assistance: 0

Copyright © 2001-2005 America's Job Link Alliance | Section 508 Compliant | Privacy Policy | Equal Opportunity | Browser 1

Navigation:

The Self-Service Tracker screen allows offices to track the number of customers accessing resources for self-service in Career Centers, Resource Rooms and One-Stop Centers. The self-service tracking screen will list all self-service services available in an office. This will be a customized office specific screen that can only be changed by case trackers and office supervisors assigned to the office, or regional directors and above, with authority over the office. The screen will capture tracked services daily using the following process.

Instructions for Completion:

Field Name	Valid Entries
Date of Customer Visit or Date of Service is required.	Pre-filled with today's date. Date can be edited as a previous date but cannot be a date in the future.
Select the number of customers served on this date (1-99) and required	Select the appropriate number of customers served from the drop down menu for the date entered.
List of Services available	A numeric drop-down is provided with a range of 0-99 to indicate the number of self-service customers served. Each service will have a numeric drop-down with an available range of 0-99. Case trackers will select the customers and services to be entered using the available drop-downs.

Field Name	Valid Entries
	The number entered cannot exceed the number of customers served that is entered for that date.
Update Daily Totals button	When this button is clicked, the daily totals will increment the totals for customers and each service by the number selected.
Update All Services Using Number of Customers Served button.	Leave the numbers for each of the services listed set at "0" and the count of all services will be updated by the number entered for the customers served on this date.

All customer totals and service totals are recorded as distinct transactions by entering the User ID. Multiple entries by the same User ID or single entries by different User IDs for the same day are added together to provide a total count of customers and services provided.

Reporting

Home Station ks22 Logout Print

Reporting Main Menu

- Labor Market Reports**
Job Link Reports, Labor Market Information, and Real Time Labor Market Information.
- TAA Reports**
Management and Performance reports for TAA activities.
- Case Manager Reports**
Report 8 for client enrollments and activities, Automated Call-in Report.
- Provider Reports**
WIA Performance reports for Eligible Training Providers and Eligible Youth Providers.
- Miscellaneous Reports**
Other reports.
- WIA Reports**
Management and Performance reports for WIA activities.
- Labor Exchange Reports**
Management and Performance reports for Labor Exchange activities including MSFW, VETS, WPRS and RES.
- EEO Reports**
Equal Employment Opportunity reports.
- Self Service Reports**
One-Stop and System Self Service Reports.

Copyright © 2001-2005 America's Job Link Alliance | Section 508 Compliant | Privacy Policy | Equal Opportunity | Browser Settings

You may access the following reports from the Reporting Desktop.

Labor Market Reports

JobLink Statistical Reports

Real Time Labor Market (LMI) Reports – Hiring and Salary Trends, Job Seeker and Employer Characteristics, Labor Surplus and Shortages, Average Wage Information, and Current Labor Market Availability.

Labor Market Information (LMI) Reports –High Growth and Best Paying Occupations with a link to OJL's Career InfoNet.

Job Link Reports – JobLink Statistical Reports on Job Seeker Registration by Occupational Code and NAICS Sector.

Trade Adjustment Act Reports

Job Service Activity – TAA/NAFTA (Statewide, Local Area/WIB, County and Office) Reports, Management Reports (TAA Exit Warning, Grades and Syllabi, No Participation, and Recently Exited Reports)

Case Manager Reports

Automated Call-In Report

Report 8 – Local Area/WIB

Report 8 – Office

Report 8 – Case Manager

WIA Reports

Management Reports – Aged Pending Client Report, Recently Exited by Office, Statewide and Local Area/WIB) Exit Warning (Statewide, Local Area/WIB, and Office), No Participation (Statewide, Local Area/WIB), WIA Youth 5 Percent Report (Statewide), WIA Youth Elements Report (Statewide, Local Area/WIB, and Office).

Performance Reports – Dislocated Worker Quarterly Totals, WIA Annual Report (Statewide, Local Area/WIB, Office), WIA Quarterly Report (Statewide, Local Area/WIB, and Office), NEG Project Quarterly Report (Statewide, Local Area/WIB, County and Office).

Labor Exchange Reports

Employer Reports – Employer Activity Report (Statewide, Local Area/WIB, Office)

Activity Reports – Claimant/Non-Claimant Activity Report (Statewide, Local Area/WIB, Office), Closed Job Order Report, Job Service Activity Report (Statewide, Local Area/WIB, Office), Referral and Placement Report (Statewide, Local Area/WIB, Office), Self Registered Job Service Report (Statewide, Local Area/WIB, County, Office), Staff Assisted Service Count Report by Office, and Job Development by Occupation/Industry Report (Statewide, Local Area/WIB, Office).

Veterans Reports – Non-Veterans Served by Veteran Representatives (Statewide and Office), Veteran Case Management Last Service (Statewide, Local Area/WIB, and Office), Veterans Last Service Report (Statewide, Local Area/WIB, Office).

WPRS – Re-employment Service Call In Report by Office, Re-employment Service Quarterly Report (Statewide, Local Area/WIB, County, Office), Re-employment Service Services Report (Statewide, Office).

Performance Reports – ETA 9002 Series and VETS 200 Series Reports; MIC – Migrant Indicators of Compliance Report.

Management Reports – Job Service Exit Warning, Recently Exited, and No Participation (Statewide, Local Area/WIB, and Office)

EEO Reports

EEO Annual Program by Race and Gender –Statewide
EEO PY Report (Statewide, Local Area/WIB, and County)

Self Service Reports

Anonymous Self Service Tracker Report (Statewide, Local Area/WIB, and Office)
Self Service What Are You Doing (Statewide, Local Area/WIB, and Office)

Provider Reports

ETP Reports (Statewide and LocalArea/WIB)
ETP Youth Reports (Statewide and LocalArea/WIB)

Miscellaneous Reports

Client Contact Report – Report of Clients scheduled for contact by office and staff person.
Security Access Level Report – provides listing of all ServiceLink account users and their access level and security privileges.
Special Events Report – Report of clients served who were impacted by Hurricane Katrina and Rita.
Outreach Report – Report of outreach activity by Statewide, Local Area/WIB, and County.

Edit Password

You may change your ServiceLink account password by entering your current password, enter your new password, repeat entry of the new password, and click the **Continue** button.

Self-Referrals

Client Name	Client SSN	↓ Veteran	Job Title	Refer Date	Status
Jennings, Lance	163928987	Veteran	Customer Service Supervisor	07/09/2005	Approve/Deny
Kennett, Walt	974118863	Veteran	Customer Service Supervisor	07/08/2005	Approve/Deny
Kennett, Walt	974118863	Veteran	Associate Manager	07/08/2005	Approve/Deny
Kenyon, Danielle	123615388	Veteran	DRIVER	07/08/2005	Approve/Deny
Slothrop, Tyrone	979986117	Veteran	Adiuster	08/18/2005	Approve/Deny
Beckham, April	970688049		Transportation Secretary	07/07/2005	Approve/Deny
Beckham, April	970688049		SECRETARIES, EXCEPT LEGAL	07/07/2005	Approve/Deny

Navigation:

You may approve or deny client Self-Referrals. Click on the client name to view the client's resume. Click the job order title to compare the client's resume qualifications to the Employer job order requirements. Client must be enrolled in a program consistent with staff person's security privileges to be referred.

Click the [Approve/Deny](#) link.

The screenshot shows the 'Make Referral' interface. On the left is a navigation menu with options like 'Return to Workload', 'My Cases', 'My Follow-Up', 'My Employers', 'My Job Orders', 'Client Search', 'Client Merge', 'Client Call-in', 'Job Search', 'Employer Search', 'Disability Resources', 'Resume Search', and 'Group Activity'. The main form area is titled 'Make Referral' and contains the following fields: 'Social Security Number' with the value 974528463; 'Date to Report' with a text input field and a placeholder 'mm/dd/yyyy' and an example '(Example: MM/DD/YYYY)'; 'Time to Report' with a text input field; 'Office' with a dropdown menu showing 'State Admin'; and 'Station Desk' with a text input field containing 'ks22'. At the bottom of the form are three buttons: 'Deny Referral', 'Approve Referral', and 'Return To Self Referral List'.

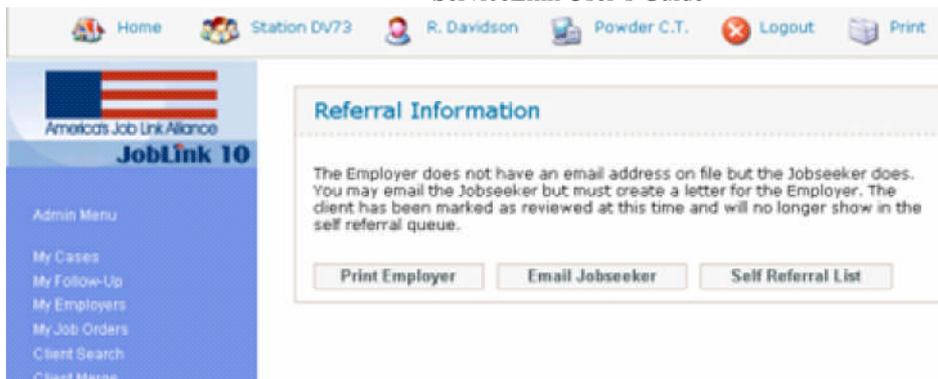
Navigation:

The Date to Report is pre-filled with today's date and may be edited. You may enter the Time to Report. Click the [Approve Referral](#) button to approve the Referral, or click the [Deny Referral](#) button to deny the Referral.

The screenshot shows a 'Submission Errors' message box. The message text reads: '• This job order has been placed in closed status. This self referral cannot be approved. You will need to edit the denial letter to indicate the job order has been closed.' Below the message is a button labeled 'Try Again'. The left navigation menu is partially visible, showing 'Admin Menu', 'My Cases', 'My Follow-Up', 'My Employers', and 'My Job Orders'.

Navigation:

If the job order is in referred, hold, or closed status, a message will display with instructions on approving or denying the Referral. Referrals to job orders in referred or hold status may be approved with permission of the Employer. Closed job orders will require you to edit the deny Referral letter.



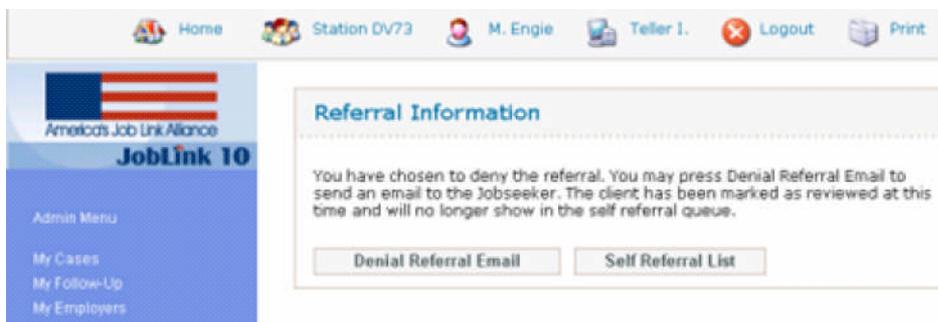
Navigation:

If the job seeker is a non-citizen not eligible to work in the United States, you will get the following message:



Navigation:

If the Employer or Job Seeker has an email address on file, you may click the **Email Job Seeker** or **Email Employer** button. Edit the email and click the **Submit Email** button. If there is no email address on file, you may click the **Print Employer** or **Print Job Seeker** button to view and edit a Referral letter, then print the letter using your browser Print function.



Navigation:

If you click the **Deny Referral** button, you may edit the email or letter to the Job Seeker and click **Submit Email** or **Print Job Seeker** button.

Duplicate Referrals cannot occur, regardless of the type or timing of the Referral. Staff who attempts to approve a Self-Referral when the Referral has already been made and posted to the job order will see a message that the Referral is a duplicate.

User Lookup

The screenshot shows the 'User Lookup' page. At the top, there are navigation links: Home, Station LV99, Logout, and Print. Below this is the 'America's Job Link Alliance JobLink 10' logo. On the left is an 'Admin Menu' with options: My Cases, My Follow-Up, My Employers, My Job Orders, Client Search, Client Merge, Client Call-In, Job Search, and Employer Search. The main content area is titled 'User Lookup' and has sub-links for 'Results' and 'Details'. A message states: 'Specifying an SSN will cause all other values to be ignored when performing the search. You must include one of the following: SSN, Last Name, or Username.' Below this are four input fields: 'Social Security Number', 'First Name', 'Last Name', and 'Username'. At the bottom of the form are 'Search' and 'Reset' buttons.

Navigation:

If the client cannot remember their user name or password, enter their SSN or First and Last Name and click the **Search** button.

The screenshot shows the 'Results' page. It has sub-links for 'User Lookup' and 'Details'. A message states: 'Showing 1-50 of 97 users found. Click on a username to display more detailed information.' Below this is a table with the following data:

Last Name	First Name	Middle Name	SSN	Username
Pritchard	Michael	J	979043657	Irishdude5
Pritchard	Vrenda	L	977241232	silvrbullet
Pritchard	Michael			mipritchard
pritchard	sean	m	979646503	pritchard2
Pritchard	Patrick		978037359	ppritch2
pritchard	justin	michael		pancake

The User name will display. Click the user name link [Irishdude5](#).

The client's user name and password will display as well as the password question and answer. You should ask the client their password question and insure that you are provided the correct answer before providing the user name and password to the client.



Details

Related Links: [User Lookup](#) | [Results](#)

Detailed jobseeker or client information. This case manager belongs to the same office as the client and has been given write access to this program.

Once the client has obtained their password, please instruct them to update the on-line Authorization to Obtain Information to reflect that they have authorized the Service Link System to release and/or provide, on a need-to-know basis, that information which is reasonably necessary to accomplish the goals and objectives of my employment and training plan or self-sufficiency plan, unless the release or provision of such information is otherwise prohibited by law or regulation. The client may do this by clicking the **Register with Job Service (Staff Assisted Services)** link on the Job Seekers Home Page after they have logged into AJL.

Last Name	First Name	Middle Name	SSN	Username	Password	Question	Hint
pritchard	pat		888888835	hppritchard	molly123	What is your mother's maiden name?	Severns

[Back to Results](#)

WARN Listings

Copyright © 2001-2005 America's Job Link Alliance | Section 508 Compliant | [Privacy Policy](#) | [Equal Opportunity](#) | [Browser Settings](#)

Navigation:

Staff may access information on WARN and Non-WARN Employer lay off activity by Company Name, City, ZIP Code, and Local Workforce Area for a specified time period.

Instructions for Completion:

Field Name	Valid Entries
Company Name	Enter the name of the company if known.

Field Name	Valid Entries
City	Enter the name of the City desired in your search.
ZIP Code	Enter the five or nine digit ZIP code desired in your search.
LWIB Area	Select the Local Workforce Area desired in your search from the drop down menu.
Start Date	Enter the start date of your search time period (mm/dd/yyyy)
End Date	Enter the end date of your search time period (mm/dd/yyyy).
Type of Lay Off	Indicate the type of lay off for your search by checking WARN or Non-WARN.
	Click the Search button.

Lay off information for the specific company or a list of companies for the location and time period selected will display. Click on the company name.

The screenshot shows the JobLink 10 interface. At the top, there is a navigation bar with icons for Home, Station LV99, Logout, and Print. On the left side, there is a blue sidebar menu with the following items: Admin Menu, My Cases, My Follow-Up, My Employers, My Job Orders, Client Search, Client Merge, Client Call-In, Job Search, and Employer Search. The main content area is titled "Layoff Company Search (1 to 3 of 3)" and displays the following information:

3 total WARN notices. 229 total employees laid off.

Employer	City	Zip	LWIB Area	Notice Date
Ace Electrical Acquisitions, LLC	Columbus	66725	5	07/27/2004
Rhodes Grocery, Inc.	Parsons	67357	5	12/27/2004
Rhodes Grocery, Inc.	Chanute	66720	5	01/08/2005

Complete lay off information for the company selected will display for viewing.



Americas Job Link Alliance
JobLink 10

- Return to Workload
- My Cases
- My Follow-Up
- My Employers
- My Job Orders
- Client Search
- Client Merge
- Client Call-in
- Job Search
- Employer Search
- Disability Resources
- Resume Search
- Group Activity
- Account Info
- Self Service Tracker
- Reporting
- Edit Password
- Self Referrals
- User Lookup
- WARN Listings
- Provider Search
- Rex Bartley
- Payphone Technicians
- Agency List

WARN Information	
WARN Listing Properties	
Year	2006
Month	April
Company name	The Boeing Company
Business type	Aircraft Manufacturing
Street address	po box 7730
City	Wichita
State	KS
Zip code	67277
County	Sedgwick
Phone number	316-526-0015
Contact person	Gregg K LeMaster
Contact title	Human Resources
Type of layoff	Mass Layoff
Permanent layoff	Yes
Number of employees currently	313
Number of employees affected	313
Type of jobs affected	Military Aircraft side - Engineering, Technical, Machinists, Warehouse
Date of notice	04/18/2006
Initial impact date	06/20/2006
Union affiliation	Professional Engineering Employees Association represents 124 employees
Union contact person	Bob Brewer
Union contact street address	949 South Glendale, Suite 300
Union contact city	Wichita
Union contact state	KS

Provider Search

 Home
  Station ks22
  Logout
  Print



Americas Job Link Alliance
JobLink 10

- Return to Workload
- My Cases
- My Follow-Up
- My Employers
- My Job Orders
- Client Search
- Client Merge
- Client Call-In
- Job Search
- Employer Search
- Resume Search
- Group Activity
- Account Info
- Self Service Tracker
- Reporting
- Edit Password
- Self Referrals
- New Account
- User Lookup
- WARN Listings
- Provider Search

Providers Listing

<p>Training Providers</p> <p>Search for educational and training providers in your area, to obtain that degree or certificate you've been thinking about.</p>	<p>Service Providers</p> <p>Search for organizations in your area that provide the following services: health care, day care, transportation, etc.</p>
<p>WIA Youth Services Providers</p> <p>Search for WIA Youth Services Providers.</p>	

Service Providers

Navigation:

This page is accessed by clicking the “Service Providers” link.

Instructions for Completion:

Field Name	Valid Entries
Business Associations Resources	Allows user to search for area business associations.
Child Care and Youth Resources	Allows user to search for area child care.
Community Assistance Resources	Allows user to search for area social services.
Educational Resources	Allows user to search for educational resources.
Employment Placement Resources	Allows user to search for area job placement services.
Financial Resources	Allows user to search for area financial services.
Government Resources	Allows user to search for area governmental services.
Health Care Resources	Allows user to search for area health care companies and health services.
Housing Resources	Allows user to search for public and private housing and residential care resources.
Labor Organizations	Allows user to search for area labor organizations.
Legal Resources	Allows user to search for area legal services.
Professional Organizations	Allows user to search for area and community professional organization services.
Transportation Resources	Allows user to search for area transportation resources.

Instructions for Completion:

Field Name	Valid Entries
Business Association, Child Care and Youth, Educational, Employment Placement, Financial, Government, Health Care, Housing, Labor Organizations, Legal, Professional Organizations, Social Assistance, and Transportation Resources	Each service can be searched by geographical area.
Geographic Region	Select a geographic region to search.

Instructions for Completion:

Field Name	Valid Entries
Resource name	Click on the name of the organization to get contact information.
	Click the Add New Service Provider button if a new service provider needs to be added.
	Click the Back to Search button to conduct another search or click on the name of another service provider category from the Control Panel.

The screenshot shows the 'Service Provider Record' page. At the top, there are navigation links for Home, Feedback, and Printable Version. The left sidebar contains a list of resource categories under the 'JobLink 10' logo. The main content area displays the following information:

- Service Provider Name:** AUGUSTA CHAMBER OF COMMERCE
- Primary Contact:** Don Leakey, Executive Director
- Address:** 112 EAST 6TH, AUGUSTA, KS 67010
- Phone Number:** 316-775-6339 **Ext:**
- Fax Number:**
- E-mail:**
- Industry Group:**
- NAICS:** 813910
- Size:**

Below the information, there are links for 'View Map', 'Get Directions', 'Similar Companies', and 'Change Request'. A 'Back To Search' button is located at the bottom of the record.

Instructions for Completion:

Field Name	Valid Entries
Service Provider Information	Service Provider contact information displays.
View Map	View a map of the service provider's location.
Get Directions	Get directions to the service provider's location.
Similar Companies	Search for similar organizations that provide the service.
Change Request	Edit and update the contact information for the service provider.
	Click the Back to Search button to conduct another search.

The screenshot shows the 'Change Request' form. At the top, there are navigation links for Home, Feedback, and Printable Version. The left sidebar contains a list of resource categories under the 'JobLink 10' logo. The main content area displays the following text:

In order to process change requests, we must have your name, phone number and e-mail address for verifications purposes. Change requests will not be posted until we have verified your information.

The form includes three required fields:

- Name:** [Text input field]
- Phone Number:** [Text input field with mask nnn-xxx-xxxx]
- Email Address:** [Text input field]

A 'Continue' button is located at the bottom of the form.

You must provide this information to add a new service provider or change service provider contact information.

Instructions for Completion:

Field Name	Valid Entries
Name	Enter your first and last name
Phone Number	Enter your business phone number.
Email Address	Enter your business email address.
	Click the Continue button.

Add a New Service Provider

Instructions for Completion:

Field Name	Valid Entries
Name of the company/organization	Enter the full name of the company or organization.
Name, Title, and Email address of the primary contact person	Enter the first and last name, Job Title and Email address of the primary contact person.
Street Address, City, State and ZIP Code	Enter the street address and city, select the State from the drop down menu and enter the ZIP Code for the company/organization.
Area	Select the correct Workforce Area from the drop down menu.
Phone Number	Enter the company/organization phone number.
Fax Number	Enter the company/organization fax number, if any.
Web Site Address	Enter the company/organization web site address, if any.
Industry Code is Required	Select the NAICS Industry code from the drop down menu.
Size	Select the number of company/organization employees

Field Name	Valid Entries
	from the drop down menu.
Provider Description	Give a brief description of the services provided by the company/organization.
	Click the Save button. The information will be placed in an Administrative queue for approval. Once approved the service provider will display in the designated service category and geographic location.

Change Requests

The screenshot shows the 'Service Provider Record' form. On the left is a navigation menu for 'JobLink 10' with categories like Business Association Resources, Child Care and Youth Resources, etc. The main form contains the following fields:

- * Name: CHAMBER OF COMMERCE
- Primary Contact: [text box]
- Title: [text box]
- Email: [text box]
- * Street Address: 201 E CENTRAL
- * City: EL DORADO
- * State: Kansas
- * ZIP: 67042 - nnnn
- * Area: Butler
- * Phone Number: 316-321-3150 Ext. *
- Fax Number: nnn-xxx-xxxx
- Web Site Address: [text box]
- * Industry: 813910 - Business Associations
- Size: [dropdown menu]
- Provider Description: (1000 character max.) [text area]

Buttons: Save, Cancel

Instructions for Completion:

Field Name	Valid Entries
Service Provider Record	You may edit and update all of the information on the Service Provider Record.
	Click the Save button. The information will be placed in an Administrative queue for approval. Once approved the changes to the service provider information will display.

Training Providers

Purpose:

Provide users with information about workforce training providers.

Navigation:

This page is accessed by clicking the “Training Providers” link.

Instructions for Completion:

Field Name	Valid Entries
Training Type	Enter the type of training the user is interested in attending from the drop down menu.
School Name	Enter the name of the school the user may be interested in attending.
School Type	Enter the type of school that the user is interested in attending from the drop down menu.
Location	Enter the location of school that the user is interested in attending from the drop down menu.
ZIP Code	Enter the ZIP Code of the school the user is interested in attending.
Program Name Contains	Enter all or part of the program name that the user is interested in attending.
CIP Code *	Enter a CIP code to search by CIP code. * (For Workforce staff only)
Local Area	Select a local area to search for training providers within that area from the drop down menu.
Services Provided	Select “WIA Approved” to search for WIA approved training providers.
Search	Click to start search.
Reset	Click to erase all fields.

* Classification of Instructional Program (CIP)

The screenshot displays the 'Search Results' section of the ServiceLink website. At the top, there are navigation links for Home, Feedback, and Printable Version. The left sidebar contains a menu with items like Career Info, Computer Settings, and Employment Info. The main content area shows a search result for 'Wichita State University' located in Wichita, Sedgwick County, which is a 'College/University (Four Year)'. A 'New Search' button is positioned below the search results table. The footer contains copyright information for America's Job Link Alliance from 2001-2005, along with links for Section 508 Compliance, Privacy Policy, Equal Opportunity, and Browser Settings.

Instructions for Completion:

Field Name	Valid Entries
(Training Provider Name)	Click the link for more information about that training provider
New Search	Click to return to search page to start a new search.

The screenshot shows the JobLink 10 interface. On the left is a blue sidebar menu with the following items: Return to Workload, My Cases, My Follow-Up, My Employers, My Job Orders, Client Search, Client Merge, Client Call-in, Job Search, Employer Search, Disability Resources, Resume Search, Group Activity, Account Info, Self Service Tracker, Reporting, Edit Password, Self Referrals, User Lookup, WARN Listings, Provider Search, and Agency List. The main content area is titled 'Details' and contains the following information:

Related Links: [More Info](#) | [Programs](#)

Provider Name: Newman University
Address: 3100 McCormick Ave., Wichita, KS 67213
County: Sedgwick
Phone Number: (316) 942-4291
Fax Number: (316) 942-4483
Basic Provider Type: College/University (Four Year)
Web Site Address: www.newmanu.edu
Contact Person: [Michelle Ruder](#)
WIA Approved: Yes
Services Provided: Accredited Financial Aid
Last Updated: May 26, 2006
Accredited by: North Central Association of Colleges and Schools
Approved by:
Registered with:
Licensed by:
Does your institution have a tuition refund policy? Yes
Federal Grants: Pell, FSEOG
State Grants: Comprehensive; Minority; Teacher; Nursing;
Scholarships: Academic; Church; Need; Community Svc; Alumni;
Training/Education Institution Grants: Family Grant
[View Map - Get Directions](#)

At the bottom of the details section is a button labeled 'Return To Search'.

Instructions for Completion:

Field Name	Valid Entries
Details	Lists contact and basic information for the training provider.
More Info	Provides more information about type of training provider.
Programs	Displays the training programs that the training provider offers. Program names are links to more information concerning that specific program.

Navigation:

This page is accessed by clicking the **Programs** link and then the **Program Name** link. (See previous page).

The screenshot shows the JobLink 10 interface. On the left is a blue sidebar menu with the following items: Return to Workload, My Cases, My Follow-Up, My Employers, My Job Orders, Client Search, Client Merge, Client Call-in, Job Search, Employer Search, Disability Resources, Resume Search, Group Activity, Account Info, Self Service Tracker, Reporting, Edit Password, Self Referrals, User Lookup, WARN Listings, Provider Search, and Agency List. The main content area is titled 'Details' and contains the following information:

Related Links: [Cost Items](#) | [Demand Occupation](#)

Program Name: Business Management
[Similar Program in Area](#)

Description: Business Management is an innovative, accelerated degree completion program preparing the student for the business world. The student can manage an organization or any numerous positions with the scope of the degree.

Hours: 124

Entrance Requirements: GEO or High School Diploma, interview, testing

Completion: Baccalaureate Degree

School: Newman University ([Details](#))

Address: 3100 McCormick Ave.
Wichita, KS 67213

Phone Number: (316) 942-4291

Fax Number: (316) 942-4483

WIA Approved Program: No

Curriculum Competency Based: Yes

Total Credit/Curriculum Hours: 124

Total Number of Training Weeks: 0

Training Location(s): Newman University

Type of Attainment: Baccalaureate Degree

Type of financial aid offered or have access to: Pell Grants, Stafford Loans, PLUS Loans, Funding

Refund Policy: according to school policy

[View Map - Get Directions - Add to Training Plan](#)

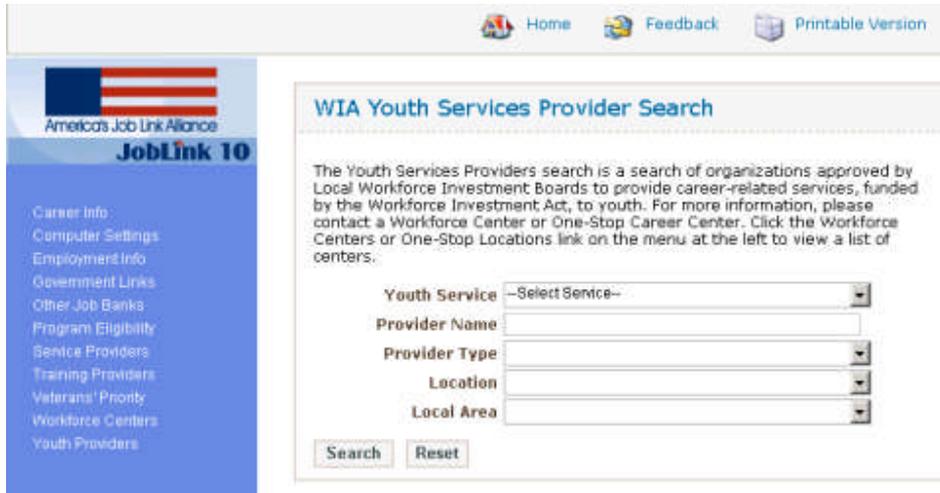
At the bottom of the details page are two buttons: [Return To Search](#) and [Return To Provider Details](#).

Instructions for Completion:

Field Name	Valid Entries
Details	Lists contact and basic information for the offered program.
Similar Program In Area	Searches for similar programs in same area.
View Map-Get Directions	Click to view map of training provider location or get driving directions to training provider.
Return to Search	Click to search again.
Return to Provider Details	Click to return to training provider details page.
Cost Items	Details of costs associated with the offered program.
Demand Occupation	Details on demand occupations associated with the offered program.

WIA Youth Service Providers

Purpose: Provide the user with information of services available from youth service providers.



Instructions for Completion:

Field Name	Valid Entries
Youth Service	Select the type of youth services desired from the drop down menu.
Provider Name	Enter the name of the service provider if known.
Provider Type	Select the type of provider from the drop down menu.
Location	Select the geographic location of the provider from the drop down menu.
Local Area	Select the local workforce area in which the provider resides from the drop down menu.
	Click the Search button. (Information will not be available until provide by the local areas.)