

Mass Workforce Issuance

Workforce Issuance No. 06-64

Policy Information

To: Chief Elected Officials
Workforce Investment Board Chairs
Workforce Investment Board Directors
Title I Administrators
Career Center Directors
Title I Fiscal Officers
DCS Associate Directors
DCS Field Managers

cc: WIA State Partners

From: Susan V. Lawler, Director
Division of Career Services

Date: September 29, 2006

Subject: **Recording Jobs First Day 2006 Activity for Job Seekers and Job Orders in MOSES**

Purpose: To inform One-Stop Career Center management and staff of specific procedures for identifying Job Orders listed by Employers and Job Seekers who participate in **Jobs First Day** activities.

Background: The Governor has designated Thursday, October 5, 2006 as the fourth annual **Jobs First Day** for the Massachusetts One-Stop Career Center community. As in prior years, career center staff should be posting available job openings for all employers participating in **Jobs First Day** activities as a specific service to our business customers. Career Center Staff will also enroll Job Seekers into their Career Center Specific program for **Jobs First Day**. A program has been created for all Career Centers, labeled: "Jobs First Day – (city of Career Center)" to record a basic membership as a **Jobs First Day** participant for follow up purposes, as appropriate. This will help with reporting customers who take advantage of Career Center services after **Jobs First Day**.

Job orders listed for participating businesses in conjunction with this year's **Jobs First Day** effort should be marked as such. To clearly identify **Jobs First Day** job orders, change the type of Job Order from "Regular" to "Jobs First Day" (located three entries above "Regular"). This will assist with reporting outcomes related to Job Orders.

To facilitate the search for Job Orders created for **Jobs First Day**, use the letters “JFD” (either capital or lower case) at the beginning of the entry of the job title in the **Job Title** field (for example: JFD CNC Machinist). Leave a space between “JFD” and the first letter of the job title. Using the “JFD” identifier will result in more successful searches for these specific job orders in **Job Bank Browse** (by typing “JFD” in the **Keyword** field and selecting a location or occupational title).

Action

Required: Inform all Career Center staff working with Job Seekers or Job Orders for **Jobs First Day 2006** of the tracking options described above.

Effective: Immediately

Jobs First Day Entry for Job Seekers:

Make sure you backdate any new Job Seeker memberships in MOSES to the day prior to the Jobs First Day activity (10/04/2006).

The screenshot shows the 'Massachusetts One Stop Employment System - Production' application window. The title bar includes 'Staff ID: MCOLL' and 'Career Center: Hurley/MOSES Unit ...'. The menu bar contains 'File', 'Job Seeker', 'Employer', 'Training', 'Events', 'Program', 'Reports', 'Feedback', 'Administration', 'Go To', 'Window', and 'Help'. The toolbar includes icons for home, search, print, save, undo, redo, and help.

The main window is divided into sections:

- Type of Search:** Includes a 'Search By' section with radio buttons for 'Social Security Number' (selected), 'Last Name', and 'Job Seeker ID'. To the right, there is a 'Search Criteria' input field and 'Search' and 'Advanced Search...' buttons. A note reads: 'To enter a new Job Seeker click the Add button. Search for an existing Job Seeker by selecting a search method, entering the search criteria, and then clicking the Search button.'
- Search Results:** A table with columns for 'SSN#', 'First Name', and 'Last Name'. A 'More' button is located at the bottom right of this section.

A 'New Job Seeker' dialog box is open, showing 'Search Criteria' with 'Social Security Number' set to '789-78-9789' and 'Registration Date' set to '10/04/2006'. The dialog has 'Pseudo', 'OK', and 'Cancel' buttons.

At the bottom of the main window, there is a row of buttons: 'Eligibility', 'Eligibility Criteria', 'Match Criteria', 'Run Match', 'Trade', 'Edit', 'Add', 'Delete', and 'Close'. A mouse cursor is pointing at the 'Add' button.

Below the main window, a status bar contains the text: 'Enter the social security number of the applicant to be added.'

Remember to change the registration date to a date prior to 10/05/2006 before you click the OK button.

Jobs First Day Entry for Job Seekers:

Complete the Basic tab.

Massachusetts One Stop Employment System - Production Staff ID: MCOLL Career Center: Hurley/MOSES Unit ...

File Job Seeker Employer Training Events Program Reports Feedback Administration Go To Window Help

Job Seeker Membership (New)

SSN: XXX-XX-9789 ID: Notes

Basic Full Education Work Experience Events Alerts Case Plan Services Special Programs

General Information

First Name: Job Middle Initial: F
Last Name: Seeker Gender: Male Female
Date of Birth: 09/22/1961 Military: Yes No
Release Information?: Yes No Other Eligible: Yes No

Race / Ethnicity

White Black or African American
 Hispanic or Latino American Indian or Alaskan Native
 Asian Hawaiian Native or Other Pacific Islander
 Other Information Not Available

Programs

Program Name	Apply Program Status	History
Job Match	<input type="checkbox"/>	<input type="checkbox"/>
Program Eligibility	<input type="checkbox"/>	<input type="checkbox"/>
Case Management	<input type="checkbox"/>	<input type="checkbox"/>

Worked in agriculture or food processing in the last 12 months? Yes No Career Center

Address

Address: Enter Street Address Here
Country: United States of America
Zip: 02114 City: Boston
State: Massachusetts
 Enterprise Empowerment Renewal

Address Not Available Mailing Address different
Confidential: Yes No HITG Confidential: Yes No

Contact

Home Phone: (617)626-5726 Email: moses@detma.org
Other Phone: (617)727-2039 Fax
Web Address: <http://mass.gov/dwd> Prefers Emails

Special Accommodations

You must complete the General Information, Address, and Race/Ethnicity, as well as answer the agriculture/food processing question

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

Save your changes by clicking on the diskette icon in the icon bar.

If the Job Seeker record already exists in MOSES, use the existing record.

Jobs First Day Entry for Job Seekers:

Click on the Career Center button near the bottom of the screen.

The screenshot shows the 'Job Seeker Membership (Seeker, Job)' form in a web browser. The browser title bar reads 'Massachusetts One Stop Employment System - Production Staff ID: MCOLL Career Center: Hurley/MOSES Unit ...'. The form has a menu bar with 'File', 'Job Seeker', 'Employer', 'Training', 'Events', 'Program', 'Reports', 'Feedback', 'Administration', 'Go To', 'Window', and 'Help'. The main form area is titled 'Seeker, Job' and includes the SSN 'XXX-XX-9789' and ID '11075225'. There are several tabs: 'Basic', 'Full', 'Education', 'Work Experience', 'Events', 'Alerts', 'Case Plan', 'Services', and 'Special Programs'. The 'Basic' tab is active, showing sections for 'General Information', 'Race / Ethnicity', 'Programs', 'Residence Address', 'Address', 'Contact', and 'Special Accommodations'. The 'Programs' section has a table with columns 'Program Name', 'Apply Program Status', and 'History'. The 'Career Center' button is highlighted with a red box. At the bottom of the form, there are buttons for 'Trade', 'Eligibility', 'Match Criteria', 'Run Match', 'Eligibility Criteria', 'OK', and 'Cancel'.

Program Name	Apply Program Status	History
Job Match	<input type="checkbox"/>	[icon]
Program Eligibility	<input type="checkbox"/>	[icon]
Case Management	<input type="checkbox"/>	[icon]

Jobs First Day Entry for Job Seekers:

Enter the Job Seeker into the Career Center specific program of “Jobs First Day 2006 – [city of Career Center]”. First click on the Career Center button at the bottom of the screen.

The screenshot shows a software application window titled "Job Seeker Membership (Seeker, Job)". The window contains a form for entering job seeker information. A modal dialog box titled "Career Center Specific Programs" is open, displaying a list of programs with checkboxes and "Apply" buttons. The program "Jobs First Day 2006 - Hurley MOSES" is selected, and its checkbox is checked. The background form includes sections for General Information, Race/Ethnicity, and Programs.

General Information

First Name: Job Middle Initial: F
Last Name: Seeker Gender: Male Female
Date of Birth: 09/22/1961 Military:

Release Information?: Yes No Other Eligible:

Race / Ethnicity

White Black or African American
 Hispanic or Latino American Indian or Alaska Native
 Asian Hawaiian Native or Other Pacific Islander
 Other Information Not Available

Programs

Program Name	Apply Program Status
Job Match	<input type="checkbox"/>
Program Eligibility	<input type="checkbox"/>
Case Management	<input type="checkbox"/>

Worked in agriculture or food processing in the last 12 months? Yes No

Trade Eligibility

Career Center Specific Programs

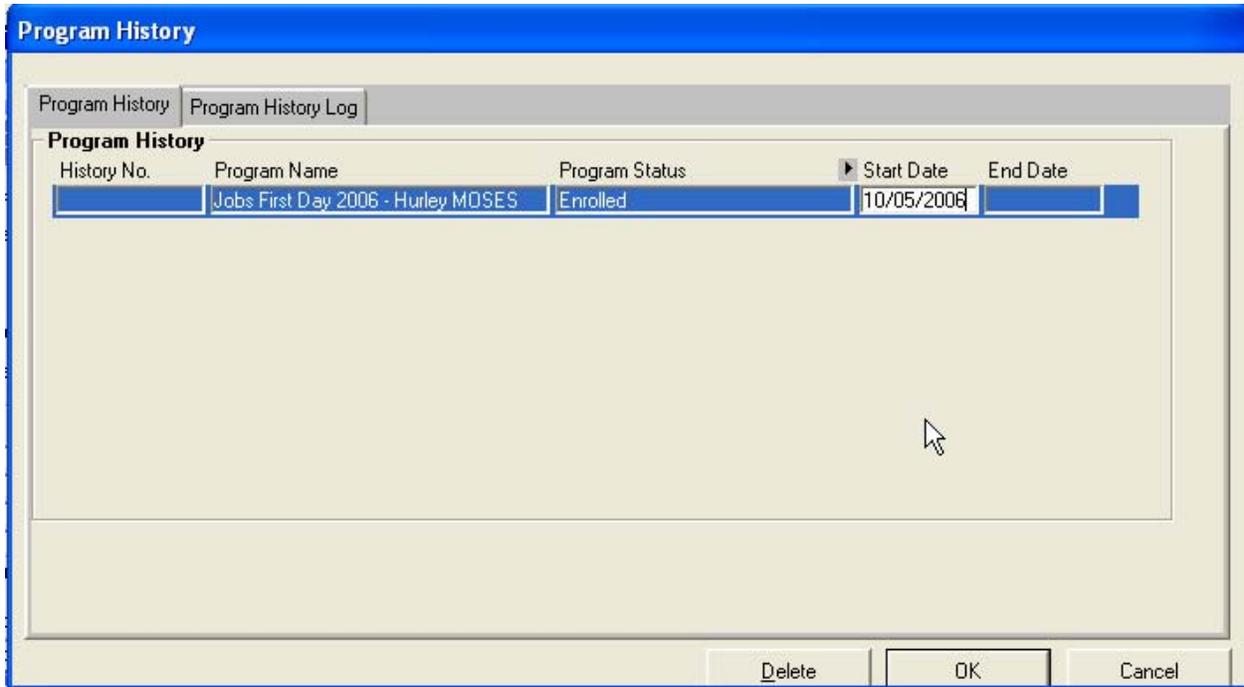
Program Name	Apply
Letting People Work	<input type="checkbox"/>
Skill Start	<input type="checkbox"/>
Pathways for MCAS Success - Boston	<input type="checkbox"/>
Reemployment Assessment Grant	<input type="checkbox"/>
Jobs First Day 2006 - Hurley MOSES	<input checked="" type="checkbox"/>
Entrepreneurial Training	<input type="checkbox"/>
JSJR Referral - Initial Assessment	<input type="checkbox"/>
JSJR Enrollment	<input type="checkbox"/>

OK Cancel

Click to Apply the Program

Jobs First Day Entry for Job Seekers:

In cases where program enrollments are entered after 10/05/2006, please remember to backdate the program enrollment date to 10/05/2006 by clicking on the yellow folder icon for this program.



The screenshot shows a software window titled "Program History". It has two tabs: "Program History" (selected) and "Program History Log". Below the tabs is a table with the following columns: "History No.", "Program Name", "Program Status", "Start Date", and "End Date". The table contains one row of data:

History No.	Program Name	Program Status	Start Date	End Date
	Jobs First Day 2006 - Hurley MOSES	Enrolled	10/05/2006	

At the bottom of the window are three buttons: "Delete", "OK", and "Cancel". A mouse cursor is visible over the table area.

Save your work.

Jobs First Day Entry for Job Seekers:

Notice that the text on the Career Center button and the Program Name turn green when the Job Seeker is enrolled.

The screenshot displays the 'Job Seeker Membership (Seeker, Job)' application window. The main window has a title bar with the text 'Job Seeker Membership (Seeker, Job)' and standard window controls. Below the title bar, the window is divided into several sections. The top section contains the name 'Seeker, Job' and the SSN 'XXX-XX-9789 ID: 11075225'. Below this, there are tabs for 'Basic', 'Full', 'Education', 'Work Experience', 'Events', 'Alerts', 'Case Plan', 'Services', and 'Special Programs'. The 'Basic' tab is selected, showing 'General Information' with fields for First Name (Job), Middle Initial (F), Last Name (Seeker), Gender (Male), Date of Birth (09/22/1961), Military (No), and Release Information (No). Below this is the 'Race / Ethnicity' section with checkboxes for White, Hispanic or Latino (checked), Asian, Other, Black or African American, American Indian or Alaskan Native, Hawaiian Native or Other Pacific Islander, and Information Not Available. The 'Programs' section has a table with columns for Program Name, Apply Program Status, and History. The 'Apply Program Status' column has a dropdown menu with 'Program Eligibility' selected. At the bottom of the main window, there is a 'Career Center' button that is highlighted in green. A dialog box titled 'Career Center Specific Programs' is open over the main window. It has a title bar with a close button. The dialog box contains a table with columns for Program Name and Apply. The 'Apply' column has a dropdown menu with 'Apply' selected. The table lists several programs: 'Letting People Work', 'Skill Start', 'Pathways for MCAS Success - Boston', 'Reemployment Assessment Grant', 'Jobs First Day 2006 - Hurley MOSES' (highlighted in green), 'Entrepreneurial Training', 'JSJR Referral - Initial Assessment', and 'JSJR Enrollment'. At the bottom of the dialog box, there are 'OK' and 'Cancel' buttons.

Program Name	Apply
Letting People Work	<input type="checkbox"/>
Skill Start	<input type="checkbox"/>
Pathways for MCAS Success - Boston	<input type="checkbox"/>
Reemployment Assessment Grant	<input type="checkbox"/>
Jobs First Day 2006 - Hurley MOSES	<input checked="" type="checkbox"/>
Entrepreneurial Training	<input type="checkbox"/>
JSJR Referral - Initial Assessment	<input type="checkbox"/>
JSJR Enrollment	<input type="checkbox"/>

Make sure the services provided to the Job Seeker on **Jobs First Day** are recorded and saved.

Jobs First Day Entry for Job Seekers:

Remember to click off the Apply button for the Jobs First Day Career Center-specific program after 10/05/2006.

The screenshot shows a software window titled "Job Seeker Membership (Seeker, Job)" with a sub-header "Seeker, Job" and "SSN: XXX-XX-9789 ID: 11075225". The window has several tabs: Basic, Full, Education, Work Experience, Events, Alerts, Case Plan, Services, and Special Programs. The "Basic" tab is active, showing fields for "General Information" (First Name: Job, Middle Initial: F, Last Name: Seeker, Gender: Male, Date of Birth: 09/22/1961, Military: No, Release Information: No, Other Eligible: No) and "Race / Ethnicity" (Hispanic or Latino is checked). A "Programs" section lists "Job Match", "Program Eligibility", and "Case Management". A "Career Center" button is visible at the bottom right of the main window.

An overlay dialog box titled "Career Center Specific Programs" is open, listing several programs with checkboxes and "Apply" buttons:

Program Name	Apply
Letting People Work	<input type="checkbox"/> [Apply]
Skill Start	<input type="checkbox"/> [Apply]
Pathways for MCAS Success - Boston	<input type="checkbox"/> [Apply]
Reemployment Assessment Grant	<input type="checkbox"/> [Apply]
Jobs First Day 2006 - Hurley MOSES	<input checked="" type="checkbox"/> [Apply]
Entrepreneurial Training	<input type="checkbox"/> [Apply]
JSJR Referral - Initial Assessment	<input type="checkbox"/> [Apply]
JSJR Enrollment	<input type="checkbox"/> [Apply]

The "Jobs First Day 2006 - Hurley MOSES" row is highlighted in blue, and a mouse cursor is pointing at the checked checkbox. The dialog box has "OK" and "Cancel" buttons at the bottom.

When you save the record, the Career Center button reflects whether or not the Job Seeker is enrolled in any other Career Center-specific programs. The Program Name turns red when the Job Seeker is exited.

The Job Seeker side of entering Jobs First Day activity is completed.

Jobs First Day Entry for Job Orders:

When creating a new employer, you first enter the FEIN (Federal Employer Identification Number). Then you complete the main phone number and zip code. After either step, review any search results to make sure you are not duplicating existing records in MOSES.

Once those steps are complete, you must enter the Name, Employer Type, Street Address, and NAICS (North American Industrial Classification System) code for the Employer. Other information in the record will help you manage that Employer record more easily, but is not actually necessary for entering new Employer records.

Test Test Employer for Jobs First Day FEIN: 04-8974561 ID: 1124866

General Info | Employer Contacts | Events | Account Representatives | Programs and Benefits | Employer Services | Closing / Layoff

Company Information

Name: Test Test Employer for Jobs First Day

FEIN Number: 04-8974561 UI Account #: -

Number Of Employees:

Web Address:

Doing Business As: Street Name of Business

Employer Type: Private

Federal Contractor: Yes No

Primary Phone: (617)626-5726

Career Center: Hurley/MOSES Unit

Company Address | Mailing Address

Address

Address: Enter Street Address here

Country: United States of America

Zip: 02114- City: Boston

State: Massachusetts

Is the mailing address different?

Industry

NAICS Code: 561310 SIC:

NAICS Sector: Administrative and Support and Waste Management and R

NAICS Subsector: Administrative and Support Services

NAICS Ind Group: Employment Services

NAICS Industry: Employment Placement Agencies

NAICS US Industry: Employment Placement Agencies

Trade Names

JFD

Other trade names to make search easy

Add

Delete

All Job Orders **Open Job Orders**

Total Job Orders: 0 Total Job Orders:

Total Openings: Total Openings:

Total Openings Filled: Total Openings Filled:

Status: Access Approve Access Denied Created Date: 9/22/2006 13:40:2 Validated By: MCOLL

Created By: MCOLL

Industry Code Search Job Order OK Cancel

Enter the Company Name.

The more information on the Employer Contact tab and the Programs and Benefits tab, the more steps you save when entering the Job Order, especially on the Pay Specification and Referral Information tabs.

Save your work.

Jobs First Day Entry for Job Orders:

Create a Job Order for any jobs listed as a result of **Jobs First Day**. You can copy an existing job order or enter a new Job Order. Instructions that follow show how to enter a new Job Order.

Test Test Employer for Jobs First Day FEIN: 04-8974561 ID: 1124866

Job Specification | Pay Specification | Referral Information | Skill Set | Selected Job Seekers | Job Order History

Company Name: Test Test Employer for Jobs First Day Is job location different than the location of the employer? Yes No Restricted
Company Address: Enter Street Address here Job Location Address: Enter Street Address here Confidential
Company Country: United States of America Job Location Country: United States of America
Company City: Boston Job Location City: Boston WWW Address:
Company State: MA Zip: 02114 Job Location Zip Code: 02114 Created Office:
Career Center: Hurley/MOSES Unit Job Location State: Massachusetts

Assigned To: MCOLL

Job Description

Job Title: JFD Enter Name of Job Shift: First Second Third
 Rotating Split Current Openings: 5 Openings Filled: 0
Job Category: Jobs First Day Referrals to be Made: 75 Referrals Made:
Job Status: Katrina Work Hours: From: 00:00 AM To: 00:00 AM
Duration: Paid School to Work Hours/Week: 0.0
Other: Regular
Job Details Type: SMOCTA
Static
Subsidized OJT
Training Other Youth
Training Work Experience
Unpaid School to Work
Unsubsidized OJT
WOTC Preferred

Close Date: 10/22/2006

Drivers License: Min Age: Empowerment Zone
Affirmative Action Enterprise Zone
Public Transportation: Yes No Unknown
Send to AJB: Send Don't Send

Employer Run Match OK Cancel

Select the job category appropriate for the current job order.

Make sure you change the Job Category to “Jobs First Day”, located three lines above the default category of “Regular”.

Jobs First Day Entry for Job Orders:

Enter the information about the job.

You must complete the first four tabs of the Job Order: Job Specification, Pay Specification, Referral Information, and Skill Set. The more complete the information, the better the referral process becomes.

On the Job Specification tab, Job Details, location of job, Job Title, Job Category, Duration, and hours per week must be completed. If you are making one job order cover a multitude job types and numbers, do not send this job to AJB (America's Job Bank).

While wage and benefit information is not strictly required, the more information you enter, the more easy it will be to make a referral. Referral information is required. Either make the Job Order Confidential on the Job Specification tab, or use generic information from Employer Contacts.

If you are filling many jobs with one Job Order, make sure you choose all the major occupations represented. Do this on the Skill Set tab.

If you are copying an existing job order, make sure you make the key changes (JFD in the Job Title field and "Jobs First Day" as the Job Category) for Jobs First Day. Make any adjustments on the hours, pay, description, referral information, and skill sets needed.

Let's work together to make this Jobs First Day successful for all involved: the Business Community, the Job Seekers, and the Career Centers.