



Job Fair / Recruitment Postings in MOSES

Background



2011



Background

A recent review of the Job Fair and Recruitment postings in JobQuest has identified a need to assure that the detailed information for these types of posted events are accurately and reliably entered in MOSES in order to provide the highest level of useful information to our customers and to assure improved consistency among our career centers.

As you may be aware, with the recent transformation of JobQuest, including recent improvements, we are providing job seekers with more options in searching for Job Fairs and Recruitments using the JobQuest website.

For example, this screen shot illustrates the posting of Job Fair information on the JobQuest main page:

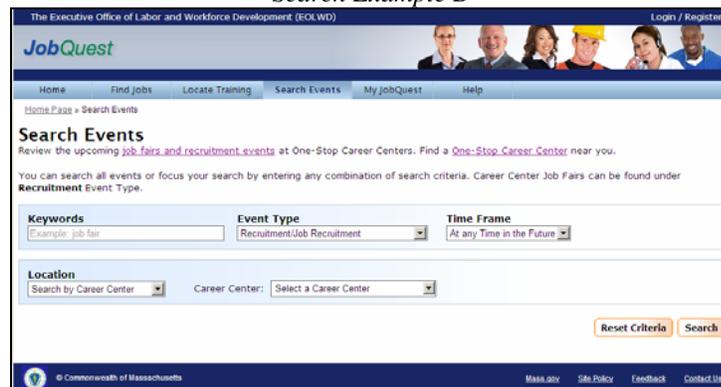
Search Example A



Another example illustrates the ability of job seekers / staff to search for Job fairs and recruitments:

Comment: What does this mean?

Search Example B



Event Search Example C

The Executive Office of Labor and Workforce Development (EOLWD)

JobQuest

Home Find Jobs Locate Training Search Events My JobQuest Help

Home Page > Search Events

Search Events

Review the upcoming [job fairs and recruitment events](#) at One-Stop Career Centers. Find a [One-Stop Career Center](#) near you.

The Official Website of the Executive Office of Labor and Workforce Development (EOLWD)

Labor and Workforce Development

Mass Gov Home State Agencies State Online Services

EOLWD Home For Workers and Unions For Claimants For Businesses For Attorneys and Insurers For Go

Home > Workers and Unions >

Upcoming Events at One-Stop Career Centers

 The Commonwealth's [One-Stop Career Centers](#) offer numerous events and workshops throughout the year to help individuals with their job search and career exploration. Upcoming events and job fairs at Career Centers are featured on this web site.

In addition to special events, Career Centers provide training in computer skills and standard office software programs as well as workshops for conducting effective job search, resume preparation, developing cover letters, interviewing techniques, job searching on the Internet and networking. You can learn about current workshop schedules by checking the web site of the [Career Center](#) near you or on [Job Quest](#).

Monday June 6 10am - 1pm	Merrimack Valley Job Fair Northern Essex Community College Merrimack Job Fair
Thursday, June 9 10:00am or 1:00pm	Wegmans Information Session West, Marlborough <i>Pre-registration is required:</i> <i>Call 508-786-0928</i> Wegmans Information Session
Tuesday, June 14, 2011 11:00 -12:00	Learn how to effectively use the Boston Business Journal in your job search? Atlantic Room Jobnet Career Center 210 South Street Boston Business Journal Event Text Version

Search for [additional events](#) on JobQuest.

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These features have increased the utilization of JobQuest with job seekers and employers.

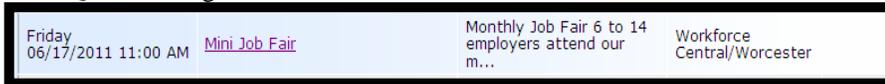
To continue to make it easier and more helpful to job seekers, inconsistencies with how these events are entered into MOSES and how it impacts their posting in JobQuest need to be addressed

This Attachment provides a number of examples of actual JobQuest postings to help illustrate the need for increased detail, accuracy and consistency. It is intended to support the recommendations offered in Attachment B with respect to “best practices” that will enhance the usefulness of these postings and improve system-wide consistency.

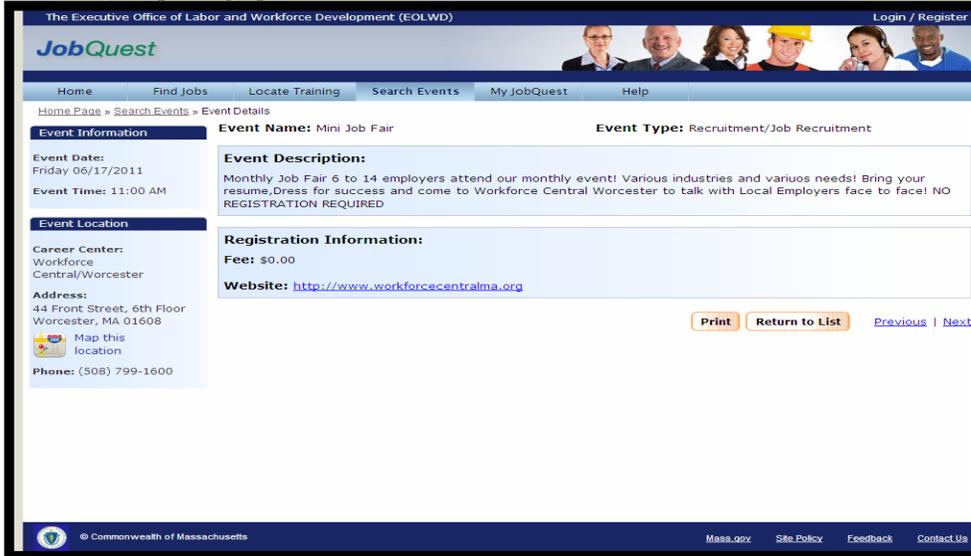
The following examples have been selected from recent JobQuest postings.

Event Example A:
(A *weak* example)

A JobQuest Posting



The JobQuest posting opened:



Questions a job seeker may ask: Who are the companies? Is this something I should attend? Maybe the job seeker is a machinist and this is a retail job fair.

Event Example B:
(Another weak example)

The JobQuest Posting:

The Executive Office of Labor and Workforce Development (EOLWD) Login / Register

JobQuest

Home Find Jobs Locate Training Search Events My JobQuest Help

Home Page » Search Events » Search Results

You Searched For

Event Type
 Recruitment/Job Recruitment

Click the above to remove the criteria from your search

Modify Search

Event Search Results

89 event(s) found | Show 20 results per page

Showing records 21 to 40 of 89 Page 2 of 5 Previous Next

Sort by clicking on Column Headings. Reverse sort order by clicking the same column heading a second time.

Event Date & Time	Event Name	Description	Center	Prerequisite
Wednesday 06/08/2011 02:30 PM	Micotech staffing	RECRUITMENT FOR MACHINE OPEATOR AND ASSEMBLERS	Attleboro Career Center	
Thursday 06/09/2011 09:00 AM	AAA Staffing	Temp Agency Recruitment	Workforce Central Southbridge	
Thursday 06/09/2011 10:00 AM	Recruitment	Job seekers attending an on-site recruitment in...	Employment & Training Resources - Marlborough	

The JobQuest posting opened:

The Executive Office of Labor and Workforce Development (EOLWD) Login / Register

JobQuest

Home Find Jobs Locate Training Search Events My JobQuest Help

Home Page » Search Events » Event Details

Event Information Event Name: Recruitment Event Type: Recruitment/Job Recruitment

Event Dates:
 Thursday 06/09/2011
 Event Time: 10:00 AM

Event Location

Career Center:
 Employment & Training Resources - Marlborough

Address:
 201 Boston Post Road West
 Suite 200
 Marlborough, MA 01752
 Map this location
 Phone: (508) 786-0928

Event Description:
 Job seekers attending an on-site recruitment involving one or two companies

Registration Information:
 Fee: \$0.00
 Website: www.etrcc.com

Print Return to List Previous Next

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Questions a job seeker may ask: Who are the companies? Again very unclear.

Event Example B: (continued)
(Another weak example)

This Event in MOSES.

The screenshot displays the 'Job Seeker Scheduled Events' application window. At the top, there is a table listing several events. The second row, 'Recruitment', is highlighted in blue. Below the table, a dialog box titled 'Schedules (577796)' is open, showing 'Event Information' for the selected event. The event name is 'Recruitment', and the description is 'Job seekers attending an on-site recruitment involving one or two companies'. The career center is 'Employment & Training Resources - Marlborough', the location is 'Workshop Room #2', and the date is '06/09/2011' at '01:00 PM'. The facilitator is 'MSCHU', and co-facilitators are 'MBURK' and 'MSES'. The number of openings is set to 25. To the right of the dialog box, there is a calendar for June 2011 and a 'Search Criteria' section with radio buttons for 'Job Seeker' (selected) and 'Employer', and a dropdown for 'Career Center' set to 'Employment & Training Resources'.

Event Name	Location	Career Center	Schedule Date	Schedule Time	Participants/ Openings
Recruitment	Workshop Room #2	Employment & Training Resources - Marlborough	06/09/2011	10:00 AM	25/25
Recruitment	Workshop Room #2	Employment & Training Resources - Marlborough	06/09/2011	01:00 PM	10/25
Career Center Seminar	Workshop Room #1	Employment & Training Resources - Marlborough	06/09/2011	02:30 PM	2/19
MS Office Level 2 Placemnt (stnd)	Resource Room	Employment & Training Resources - Marlborough	06/10/2011	09:45 AM	0/5

Schedules (577796)

Event Information

▶ Event Name: Recruitment

Event Description: Job seekers attending an on-site recruitment involving one or two companies

▶ Career Center: Employment & Training Resources - Marlborough

Location: Workshop Room #2

▶ Facilitator: MSCHU

Co-Facilitator 1: MBURK

Co-Facilitator 2: MSES

▶ Openings: 25 Calendar: Do not display on Internet

▶ Date: 06/09/2011 ▶ Time: 01:00 PM Overwrite Time

Recurring: Instances:

Search Criteria

Job Seeker/Employer:
 Job Seeker Employer

Career Center:
 Employment & Training Resources

Events:

Selected Date
 Show Selected Week
 Show Selected Month

Event Example C:
(a *stronger* example using the new guidelines)

The screenshot shows the JobQuest website interface. At the top, it says 'The Executive Office of Labor and Workforce Development (EOLWD)' and 'Login / Register'. The main navigation bar includes 'Home', 'Find Jobs', 'Locate Training', 'Search Events', 'My JobQuest', and 'Help'. The breadcrumb trail is 'Home Page > Search Events > Event Details'. The event details are as follows:

- Event Name:** Wegmans - Information Session
- Event Type:** Recruitment/Job Recruitment
- Event Date:** Thursday 09/01/2011
- Event Time:** 09:00 AM
- Event Description:** Wegmans Supermarket - Information Session
Thursday September 1, 2011 at 9:00 a.m.
Location: Newburyport Career Center
122 Equine Estates Lane
Newburyport, MA
- Prerequisites:** Candidates should dress professionally, bring resumes and references
- Registration Information:** Fee: \$0.00, Website: Not Specified
- Career Center Location:** Gloucester Fishermens Center
Address: 11-15 Parker St., 2nd Fl. Gloucester, MA 01930
Phone: (978) 283-2504

Buttons at the bottom include 'Print', 'Return to List', and 'Previous | Next'. The footer contains '© Commonwealth of Massachusetts', 'Mass.gov', 'Site Policy', 'Feedback', and 'Contact Us'.

The MOSES version of this posting:

The screenshot shows the MOSES 'Job Seeker Scheduled Events' window. It features a table of event schedules and a detailed 'Event Information' dialog box.

Event Name	Location	Career Center	Schedule Date	Schedule Time	Participants/ Openings
Wegmans - Information Session	Off site location	Gloucester Fishermens Ce	09/01/2011	09:00 AM	0/500

The 'Event Information' dialog box (ID: 572877) contains the following details:

- Event Name:** Wegmans - Information Session
- Event Description:** (b)Wegmans Supermarket - Information Session
Thursday September 1, 2011 at 9:00 a.m.
Location: Newburyport Career Center
122 Equine Estates Lane
- Career Center:** Gloucester Fishermens Center
- Facilitator:** MBURK
- Location:** Other
- Co-Facilitator 1:** GUEST/OTHER
- Other Location:** Off site location
- Co-Facilitator 2:**
- Guest Notes:** Mr. Wegman
- Openings:** 500
- Calendar:** Do not display on Internet
- Date:** 09/01/2011
- Time:** 09:00 AM
- Overwrite Time:**
- Recurring:** Instances:

Buttons at the bottom of the dialog are 'OK' and 'Cancel'. To the right, there is a calendar for September 2011 and search criteria for Job Seeker/Employer, Career Center, and Events.

The above examples illustrate how use of the guidelines can strengthen the posting of Employer Events in JobQuest and MOSES to make them more meaningful to the intended audience.



You Searched For

Event Type
 Recruitment/Job
 Recruitment

Click the above to remove the criteria from your search

Modify Search

Event Search Results

56 event(s) found | Show 20 results per page

Showing records 1 to 20 of 56 Page 1 of 3 Previous Next

Sort by clicking on Column Headings. Reverse sort order by clicking the same column heading a second time.

Event Date & Time	Event Name	Description	Center	Prerequisite
Wednesday 06/01/2011 10:00 AM	Medical Resources Home Health	Home Health Agency recruiting Home Health Aides...	Workforce Central Southbridge	
Wednesday 06/01/2011 10:00 AM	Employer Forum	Not Specified	Career Source, Everett	
Wednesday 06/01/2011 10:00 AM	KMART	retail positions, service desk associate, lead ...	Fall River Career Center	
Wednesday 06/01/2011 01:00 PM	Employer Forum	Not Specified	Career Source, Cambridge	
Thursday 06/02/2011 09:00 AM	Recruitment	Employer to be at BerkshireWorks for recruitment...	BarkshireWorks - Pittsfield	
Thursday 06/02/2011 09:00 AM	AAA Staffing Co	Recruiting for various positions	Workforce Central Southbridge	
Thursday 06/02/2011 01:00 PM	Reliable Temps Recruitment	Employer recruitment	Franklin/Hampshire Career Center-Northampton	
Friday 06/03/2011 08:30 AM	Specialized Workshops	Not Specified	Career Source, Cambridge	
Monday 06/06/2011 10:00 AM	Recruitment-Peat's Coffee & Tea	Peat's Coffee & Tea will host several prescreen...	Boston Career Link	
Monday 06/06/2011 04:00 PM	Job Expo	Springfield Stimulus Job Expo at Basketball Hal...	Futureworks Career Center	
Tuesday 06/07/2011 10:00 AM	Recruitment-Peat's Coffee & Tea	Peat's Coffee & Tea will host several prescreen...	Boston Career Link	
Tuesday 06/07/2011 11:30 AM	staffing source, inc. Recruitment	Employer Recruitment	Workforce Central Southbridge	
Wednesday 06/08/2011 09:00 AM	Advantage Staffing	Staffing Agency providing manufacturing and war...	Workforce Central Southbridge	
Wednesday 06/08/2011 10:00 AM	Employer Forum	Not Specified	Career Source, Everett	
Wednesday 06/08/2011 01:00 PM	Employer Forum	Not Specified	Career Source, Cambridge	
Thursday 06/09/2011 09:00 AM	AAA Staffing Co	Recruiting for various positions	Workforce Central Southbridge	
Thursday 06/09/2011 10:00 AM	Reliable Temps Recruitment	Employer recruitment	Franklin/Hampshire Career Center-Northampton	
Friday 06/10/2011 08:30 AM	Specialized Workshops	Not Specified	Career Source, Cambridge	
Friday 06/10/2011 01:00 PM	Recruitment-Sovereign Bank	Sovereign Bank hiring for full & part time tell...	Boston Career Link	✓
Tuesday 06/14/2011 11:00 AM	Information Session-UPS	UPS will host monthly information sessions at B...	Boston Career Link	

Showing records 1 to 20 of 56 Page 1 of 3 Previous Next

Modify Search

Employer Event Example A:
(an *incomplete* example)

A recent Employer Job Fair / Recruitment posting:

Wednesday 06/08/2011 10:00 AM	Employer Forum	Not Specified	Career Source, Everett
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The screenshot shows the JobQuest for Employers website interface. At the top, it says "The Executive Office of Labor and Workforce Development (EOLWD)" and "Login / Register". The main header is "JobQuest for Employers". Below that is a navigation menu with "Home", "Post Jobs", "Find Candidates", "Search Events", "My JobQuest", and "Help". The breadcrumb trail is "JobQuest for Employers > Search Events > Event Details".

The event details are displayed in a two-column layout:

- Event Information:**
 - Event Name: Employer Forum
 - Event Type: Recruitment/Job Recruitment
 - Event Date: Wednesday 06/08/2011
 - Event Time: 10:00 AM
- Event Location:**
 - Career Center: Career Source, Everett
 - Address: 1935 Revere Beach Parkway, Everett, MA 02149
 - Phone: (617) 389-8025
 - Map this location (with a map icon)
- Event Description:**
 - Not Specified
- Registration Information:**
 - Fee: \$0.00
 - Website: yourcareersource.com

At the bottom right of the event details, there are buttons for "Print", "Return to List", "Previous", and "Next". The footer contains the Massachusetts state seal, "© Commonwealth of Massachusetts", and links for "Mass.gov", "Site Policy", "Feedback", and "Contact Us".

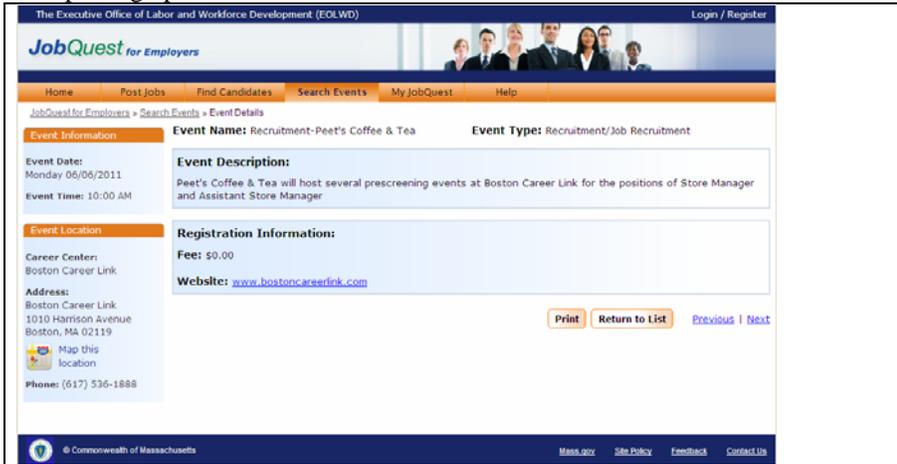
Would a prospective employer understand what this means?

Employer Event Example B:
(an *incomplete* example)

As another example of a possibly confusing posting of an “Employer Event”:



The posting opened:



If I am another employer searching for employer Job Fair / Recruitment events in the area, would this mean anything to me? Why would Pete's Coffee want other employers to attend (or view) a notice of its employee recruitment?

The MOSES version of the posting

