

**BASIC  
DATA ENTRY  
OF  
EMPLOYER  
RECORDS AND SERVICES  
IN  
MOSES**

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# TABLE OF CONTENTS

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Add / edit an Employer Record	page 4
To View or Add an Employer Service	page 17
Employer Notes	page 28
Create a Job Order	page 38
Confidential Job Orders	page 58
Copy Job Orders	page 61
Run Job Matching	page 67
Job Seeker Recruiting / Job Fair in Events	page 77
Employer Recruiting Events	page 90
Merging / Change Employer Records	page 102
Closing an Employer Record	page 109
Employer Reports	page 113
Job Seeker Referral Process for Career Center Staff	page 123
Referral / Entered Employment Process ( <i>Unabridged</i> )	page 126
Policies	page 155
Help	page 186

# Add/Edit an Employer Record

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## Overview

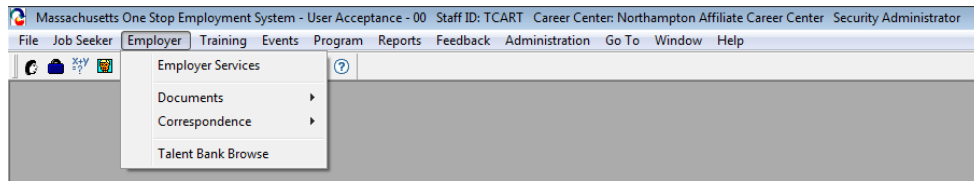
To add a new employer, you create a new data record for that employer by using the **Employer Registration** window.

The **Employer Registration** window has seven main tabs of information.

When you add a new employer, MOSES checks to see whether or not that employer is already in the database. If that employer already exists, you can update the information, if needed. If the employer does not exist, follow the steps below to enter the employer in MOSES.

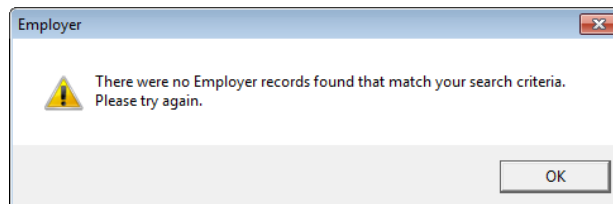
## Add / Edit an Employer Record

1. Click **Employer** on the MOSES main menu bar and select **Employer Services**. You can also click on the **Blue** briefcase icon.

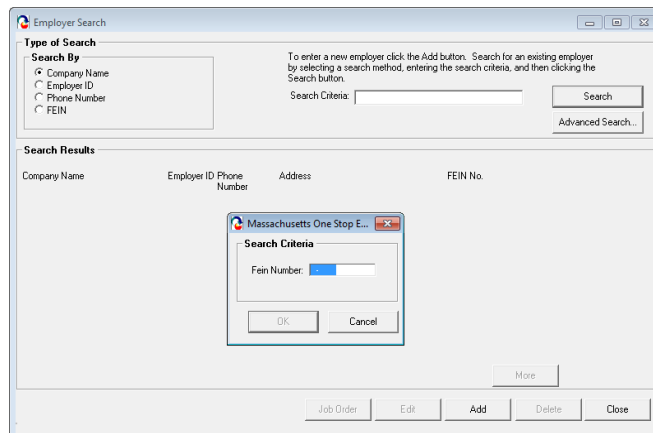


2. You can search for an Employer record four ways. **Company Name**; **Employer Id** (MOSES number for that Employer), **Phone Number** (Primary telephone number) or **FEIN** number.

Enter the criteria you wish to use. If the Employer is in MOSES the record should be displayed. If not, the following Pop up appears.



3. Click the **Add** button. The **Search Criteria** pop up window appears



If an Employer already exists with the FEIN that you have entered, MOSES displays the Employer record(s) in the Search Results window. If you still wish to add another record using that FEIN, click the **Continue to Add** button, which replaces the **Add** button used in Step 2.



Find FEIN Numbers at:

<http://corp.sec.state.ma.us/corpweb/corpsearch/CorpSearch.aspx>  
<https://eintaxid.com>

3. Enter the FEIN number for the employer and click the **OK** button. This brings up a second pop-up window.

The screenshot shows the 'Employer Search' window. In the 'Type of Search' section, 'Search By' has radio buttons for 'Company Name', 'Employer ID', 'Phone Number', and 'FEIN'. The 'FEIN' option is selected. To the right, there is a 'Search Criteria' text box and 'Search' and 'Advanced Search...' buttons. Below this is the 'Search Results' section, which is currently empty. A 'New Employer' pop-up window is centered over the search results. It has a 'Search Criteria' section with 'Phone Number' and 'Zip Code' text boxes. At the bottom of the pop-up are 'OK' and 'Cancel' buttons. At the bottom of the main window are buttons for 'Job Order', 'Edit', 'Add', 'Delete', and 'Close'. A 'More' button is also visible in the search results area.

4. Type the **Phone Number** and **Zip Code** for the employer in the appropriate fields. Both fields are required.
5. Click the **OK** button. The **Employer Registration (New)** window appears. MOSES uses the phone number and zip code you entered to populate some fields.



If an Employer already exists with the Phone Number and Zip Code that you have entered, MOSES displays the Employer record in the Search Results window. If you need to add another record for that employer, click the **Continue to Add** button, which replaces the **Add** button used in Step 2. Make sure you do not add duplicate records.

## 6. Complete the following **Company Information**, under the **General Info** tab.



You must complete all the required fields on a tab before you can select the next tab. ( ▶ = Required Fields). If the information is available, complete the Optional Fields, as well.

<u>Field Name</u>	<u>Required</u>	<u>Action</u>
<b>Name</b>	▶	Type the exact, legal name of the employer. Do not use abbreviations, unless the employer uses the abbreviation in their name.
<b>Address</b>	▶	Type the local address for this employer. Use the text box below to type additional address information for the same location.
<b>Country</b>	▶	MOSES fills the <b>Country</b> field. Use the dropdown list to select a different country, if needed.

<b><u>Field Name</u></b>	<b><u>Required</u></b>	<b><u>Action</u></b>
<b>Zip</b>	▶	MOSES fills the <b>Zip Code</b> field with the data you used in Step 4. The zip code is one of the keys to uniquely identify this employer location.
<b>City</b>	▶	MOSES fills the <b>City</b> field to match the zip code. If this does not yield the city name you expected, check the zip code for accuracy.
<b>State</b>	▶	MOSES fills the <b>State</b> field to match the zip code. If this does not yield the state name you expected, check the zip code for accuracy.
<b>Career Center</b>	▶	MOSES fills this field with your Career Center, based on the Career Center you chose when you logged into MOSES. Use the dropdown list to correct the Career Center, if needed.
<b>FEIN Number</b>	▶	MOSES fills the <b>FEIN</b> (Federal Employer Identification Number) field with the data you used in Step 3 for this employer.
<b>UI Account Number</b>		Type the UI Account Number (Unemployment Insurance) for this employer.
<b>Number of Employees</b>		Type the number of employees for this employer.
<b>Web Address</b>		Type the internet address for this employer.
<b>Doing Business As</b>		Type the commonly used name, if the employer uses another business name at this location. This is normally the name used on their signs and logos.
<b>Employer Type</b>	▶	Select the proper employer type from the dropdown list. (Most businesses will be <b>Private</b> .)
<b>Federal Contractor</b>	▶	MOSES defaults to the <b>No</b> radio button for Federal Contractor. Select the <b>Yes</b> radio button, if appropriate.



<b><u>Field Name</u></b>	<b><u>Required</u></b>	<b><u>Action</u></b>
<b>FLC</b>		Foreign Labor Certification
<b>GTF</b>		Governor's Task Force.
<b>Company Closed</b>		Check this box if the company is closed / no longer in business. A note will be required.
<b>Evacuee Friendly</b>		For companies that are proactive in hiring disaster relocatee.
<b>Primary Phone</b>	▶	MOSES fills this field with the phone number you used in Step 4. Correct the phone number, if needed. The phone number is one of the keys to uniquely identify this employer location.
<b>NAICS Code</b>	▶	The North American Industry Classification Systems (NAICS) Code.
<b>NAICS Sector</b>	▶	Select the <b>NAICS Sector</b> from the dropdown list.
<b>NAICS Subsector</b>	▶	Select the <b>NAICS Subsector</b> from the dropdown list.
<b>NAICS Industry Group</b>	▶	Select the <b>NAICS Industry Group</b> from the dropdown list.
<b>NAICS Industry</b>	▶	Select the <b>NAICS Industry</b> from the dropdown list.
<b>NAICS US Industry</b>		Select the <b>NAICS US Industry</b> from the dropdown list.
<b>Status</b>		MOSES defaults to the <b>Access Approved</b> radio button. Only staff with the proper security level can change this.
<b>Trade Names</b>		Click the <b>Add</b> button and type a trade name, if the employer is more easily recognized by a trade name.



Under Trade Names, list all the iterations by which the Employer may be known. This will facilitate locating the Employer in the database at a later time.



Employers are not specific to any career center. The Career Center field records the career center where this record was entered.



Duplicate records should be avoided. If an Employer actually hires and processes employees at more than one location, each hiring location should have its own Employer Registration.



NAICS website:  
<https://www.naics.com/search/>

## Employer Contacts Tab

The **Employer Contacts** tab is used to list individuals at a company with whom your career center works.

1. Click the **Employer Contacts** tab on the **Employer Registration** window.

Employer Registration (Mendon Twin Drive In, Inc.)

Mendon Twin Drive In, Inc. FEIN: ## #####9720 ID: 1508335 Notes

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

Name	Job Title	Phone	Extension	Email	

★ Primary Contact

Add Edit Delete

Industry Code Search Job Order OK Cancel

2. Click the **Add** button to display a blank row.

The screenshot shows a software window titled "Employer Registration (Mendon Twin Drive In, Inc.)". The window has a menu bar with options: General Info, Employer Contacts, Events, Account Representatives, Programs and Benefits, Employer Services, and Closing / Layoff. Below the menu bar, there's a header area with "Mendon Twin Drive In, Inc.", "FEIN: ##-####9720", "ID: 1508335", and a "Notes" button. The main area is divided into two panes. The top pane is titled "Contacts" and contains a table with columns: Name, Job Title, Phone, Extension, and Email. There are "Add", "Edit", and "Delete" buttons to the right of the table. The bottom pane is titled "Employer Contact" and contains a form with fields for Name, Job Title, Phone (with area code and number), Ext., Email, and a checkbox for "Primary Contact". There are "OK" and "Cancel" buttons at the bottom of the dialog box. At the very bottom of the main window, there are buttons for "Industry Code Search", "Job Order", "OK", and "Cancel".

<u><b>Field Name</b></u>	<u><b>Required</b></u>	<u><b>Action</b></u>
<b>Name</b>	▶	Type the exact, legal name of the employer. Do not use abbreviations, unless the employer uses the abbreviation in their name.
<b>Email</b>	▶	Type the local address for this employer. Use the text box below to type additional address information for the same location.
<b>Job Title</b>	▶	Type the contact person's Job Title here.
<b>Phone(s)</b>	▶	Type the local address for this employer. Use the text box below to type additional address information for the same location.
<b>Fax</b>		MOSES fills the <b>Country</b> field. Use the dropdown list to select a different country, if needed.
<b>Primary Contact</b>	▶	Select if there as a person that is a primary contact. (At least one is required.)

- Enter the information as completely as possible. **Name, email** and **Phone** are required fields.

4. Repeat Steps 8 and 9 for additional contacts. You can add as many contacts for the Employer as needed.



The Employer Contacts information on the Employer Registration window is copied to the Contact Information in the Job Order, but the reverse is not true. If you modify, delete, or add other Contact Information on the Job Order, it will not change the Employer Contacts information in the Employer Registration.

## Employer Events Tab

The **Events** tab will show all (MOSES ) events that an employer is currently registered to attend and a historical record of events that they have attended in the past.

Employer Registration (David Clark Company )

David Clark Company FEIN: RR Siz Notes

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

Current Events | Past Events

**Events**

Event Name	Career Center	Date	Time	
Veterans' Appreciation Job Fair	Worcester Career Center	11/20/2015	10:00 AM	Add
Older Worker Job Fair	Worcester Career Center	06/12/2015	01:30 PM	Delete
Veterans' Appreciation Job Fair	Worcester Career Center	11/14/2014	10:00 AM	
Mini Job Fair	Worcester Career Center	10/24/2014	02:00 PM	
News Releases	Southbridge Career Center	02/15/2007	09:00 AM	
News Releases	Southbridge Career Center	01/12/2007	01:00 PM	
News Releases	Southbridge Career Center	12/22/2006	01:00 PM	
News Releases	Southbridge Career Center	12/12/2006	09:00 AM	

Industry Code Search Job Order OK Cancel

Employer Registration (David Clark Company )

David Clark Company FEIN: RR Siz Notes

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

Current Events | Past Events

**Events**

Event Name	Career Center	Date	Time	Attended	
Manufacturing Job Fair Info Forum	Worcester Career Center	03/13/2020	03:34 PM	Yes	Delete
Specialized Manufacturing Job Fair	Worcester Career Center	03/11/2020	09:00 AM	Yes	
Veterans Annual Fall Job Fair	Worcester Career Center	11/16/2018	10:00 AM	Yes	
Veterans Annual Fall Job Fair	Worcester Career Center	11/17/2017	10:00 AM	Yes	
Veterans' Appreciation Job Fair	Worcester Career Center	11/18/2016	10:00 AM	Yes	
Older Worker Job Fair	Worcester Career Center	05/20/2016	01:30 PM	Yes	
Veterans' Appreciation Job Fair	Worcester Career Center	11/15/2013	10:00 AM	Yes	
Veterans' Appreciation Job Fair	Worcester Career Center	11/16/2012	10:00 AM	Yes	
Mini Job Fair	Worcester Career Center	04/20/2012	10:00 AM	Yes	
News Releases	Southbridge Career Center	12/20/2007	11:16 AM	Yes	
News Releases	Southbridge Career Center	11/16/2007	03:38 PM	Yes	
News Releases	Southbridge Career Center	11/02/2007	02:45 PM	Yes	

Industry Code Search Job Order OK Cancel

## Account Representatives Tab

The **Account Representative** window is used to identify this Employer's point of contact at your career center.

1. Click the **Account Representatives** tab on the **Employer Registration** window.

The screenshot shows the 'Employer Registration (Mendon Twin Drive In, Inc.)' window. The 'Account Representatives' tab is selected. The window displays the company name 'Mendon Twin Drive In, Inc.', FEIN '###-####-9720', and ID '1508335'. Below the tabs, there are fields for 'Preferred Career Center' (with a checkbox and a text input) and a table for adding representatives. The table has columns for 'Career Center', 'Staff Id', 'Last Name', 'First Name', and 'Phone'. There are 'Add' and 'Delete' buttons next to the table. A legend at the bottom left indicates that a star symbol (\*) denotes the 'Primary Contact'. At the bottom of the window are buttons for 'Industry Code Search', 'Job Order', 'OK', and 'Cancel'.

2. Click the **Add** button to display a blank row.

This screenshot shows the same 'Employer Registration' window, but now a blank row has been added to the table. The 'Career Center' column for the new row is populated with 'Northampton Affiliate C'. The 'Staff Id' column has a dropdown arrow. The 'Last Name', 'First Name', and 'Phone' columns are empty. The 'Add' button is still visible next to the new row. The rest of the window, including the company information and bottom buttons, remains the same as in the previous screenshot.

3. Click the down arrow in the **Staff Id** box and select the proper Staff Id. MOSES fills the remaining boxes.
4. Repeat Steps 2 and 3 to add more account representatives.



If the employer requests to work exclusively with your career center contacts, check the **Preferred Career Center** check box. Employers are not "owned" by any center. Checking this box simply lets staff at other centers know that this employer has a preference. MOSES will display the career center you chose when logging into MOSES as the Preferred Career Center, if no other center has already selected this option.

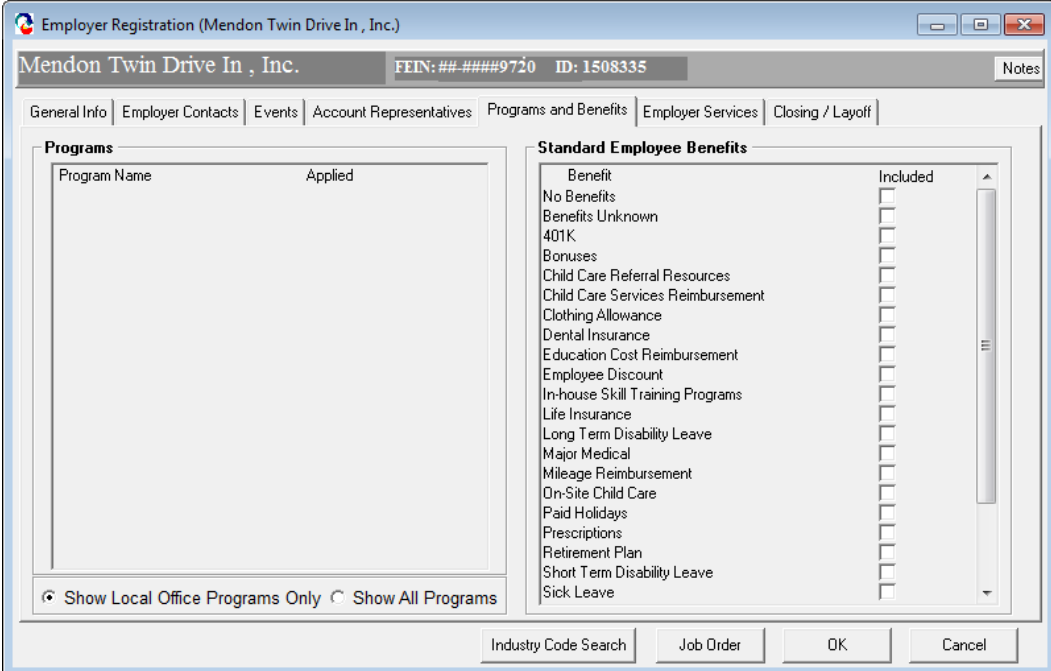
5. Click the **OK** button to save the data you have entered.



## To View or Add Programs and Benefits

The **Program and Benefits** window is used to view and/or add employer benefits.

1. Click the **Program and Benefits** tab on the **Employer Registration** window.



The screenshot shows the 'Employer Registration (Mendon Twin Drive In, Inc.)' window. The 'Programs and Benefits' tab is selected. The window displays a list of 'Standard Employee Benefits' with checkboxes for selection. The list includes:

Benefit	Included
No Benefits	<input type="checkbox"/>
Benefits Unknown	<input type="checkbox"/>
401K	<input type="checkbox"/>
Bonuses	<input type="checkbox"/>
Child Care Referral Resources	<input type="checkbox"/>
Child Care Services Reimbursement	<input type="checkbox"/>
Clothing Allowance	<input type="checkbox"/>
Dental Insurance	<input type="checkbox"/>
Education Cost Reimbursement	<input type="checkbox"/>
Employee Discount	<input type="checkbox"/>
In-house Skill Training Programs	<input type="checkbox"/>
Life Insurance	<input type="checkbox"/>
Long Term Disability Leave	<input type="checkbox"/>
Major Medical	<input type="checkbox"/>
Mileage Reimbursement	<input type="checkbox"/>
On-Site Child Care	<input type="checkbox"/>
Paid Holidays	<input type="checkbox"/>
Prescriptions	<input type="checkbox"/>
Retirement Plan	<input type="checkbox"/>
Short Term Disability Leave	<input type="checkbox"/>
Sick Leave	<input type="checkbox"/>

At the bottom of the window, there are buttons for 'Industry Code Search', 'Job Order', 'OK', and 'Cancel'. There are also radio buttons for 'Show Local Office Programs Only' and 'Show All Programs'.



Select all **Benefits** that apply for the Employer. If No Benefits or Benefits Unknown are selected, they are the only entries allowed. If Benefits are known at a later date, you must un-select No Benefits or Benefits Unknown before selecting the appropriate choices.

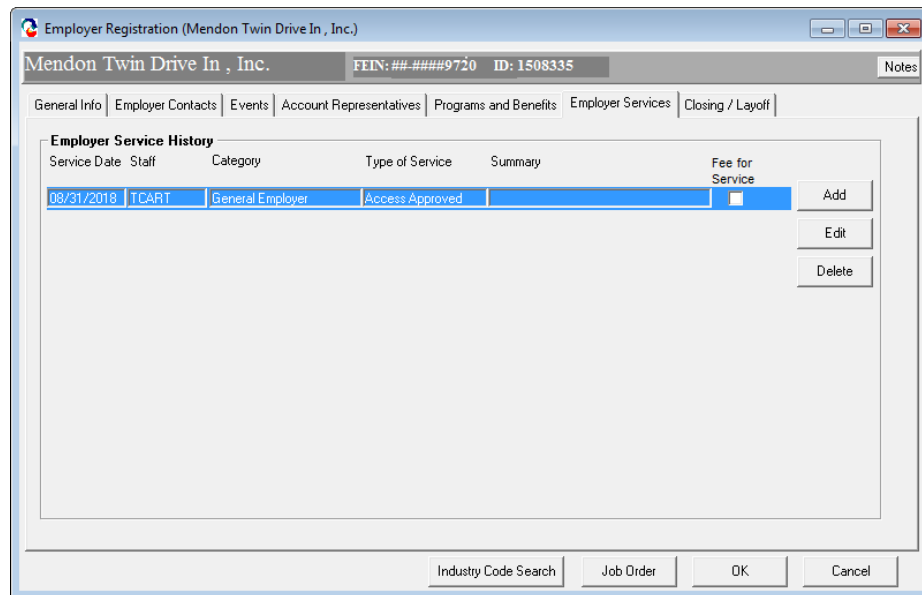


There are Career Center specific Employer programs and State Wide Employer programs. NOTE: Show Local Office programs button.

## To View or Add Employer Services

The **Employer Services** window is used to view and/or add employer services. Unlike the job seeker, where services are categorized in five separate sub tabs, all employer services are currently housed under this one tab, **Employer Services**.

1. Click the **Employer Services** tab on the **Employer Registration** window.



The screenshot shows the 'Employer Registration (Mendon Twin Drive In, Inc.)' window. The 'Employer Services' tab is selected. The window displays the company name 'Mendon Twin Drive In, Inc.', FEIN: ## ####9720, and ID: 1508335. Below the tabs, there is a table titled 'Employer Service History' with columns: Service Date, Staff, Category, Type of Service, Summary, and Fee for Service. A single row is visible with the following data: 08/31/2018, TCART, General Employer, Access Approved, and a checkbox for the fee. To the right of the table are buttons for 'Add', 'Edit', and 'Delete'. At the bottom of the window are buttons for 'Industry Code Search', 'Job Order', 'OK', and 'Cancel'.

Service Date	Staff	Category	Type of Service	Summary	Fee for Service
08/31/2018	TCART	General Employer	Access Approved		<input type="checkbox"/>

2. Click the **Add** button to record employer services. Some services will automatically post, based on action taken by the career center staff. MOSES displays the **Employer Services Details** window.

3. Type information into the following fields on the **Employer Services Details** window:

<u>Field Name</u>	<u>Required</u>	<u>Action</u>
<b>Date</b>	▶	MOSES fills <b>Date</b> with today's date. This can be backdated to record the date the service was given.
<b>Service Category</b>	▶	Select the <b>Category of Service</b> from the dropdown list.
<b>Type of Service</b>	▶	Select the <b>Type of Service</b> from the dropdown list.

<u><b>Field Name</b></u>	<u><b>Required</b></u>	<u><b>Action</b></u>
<b>Career Center</b>	▶	MOSES fills this field with the user's Career Center.
<b>Staff</b>	▶	MOSES fills this field with the Staff ID. Change this, if needed.
<b>Person Contacted</b>		Type the name of the person contacted at the employer.
<b>Fee for Service</b>		Check this box if the Employer attended an event or received a service for which the career center charged a fee. (ie. Job Fair, Room Rental, etc.)
<b>Summary</b>	▶	Type a short description of the service provided. Entering information here will help you and other staff to continue to provide good services to this Employer in the future. NOTES for Services provided to the employer MUST go in this box.

4. Click the **OK** button to save your changes and return to the **Employer Registration** window. This posts the information to your view of MOSES.
5. Click the **OK** button or the Save icon to save the service to the MOSES database.

***On the next pages are the Employer Services definitions.***

<b>CATEGORY: <u>MARKETING/OUTREACH ACTIVITIES</u></b>	
<b>Service Name</b>	<b>Service Definition</b>
<b>Business Contact</b>	Career center staff contacts a business to provide information regarding career center services and/or business follow-up. (could be one way or two way communication, either in person, via email, via phone, with an individual business – the service summary will indicate the type of communication).
<b>Distribution of Career Center Information/Mass Marketing</b>	Distribution of Career Center Information - marketing via any media; email, fax, social media, USPS.
<b>Job Development Contact</b>	Career center staff conducts 2-way contact (via email, phone, visit) with a business to identify potential job opening(s) that do not currently exist for this employer. Does not include blanket solicitation of listings. Add specific details in service summary.
<b>Join Career Center</b>	Local option used to identify a new or existing business as a member of your career center upon receipt of first service at your career center. (Is not used on OSCCAR report to determine New to Career Center or New to MOSES).
<b>Distributed Job Postings</b>	Job postings are distributed by any means; via email, social media, any mass media, and/or career resource library. This service is not used for entering a job order in MOSES or Job Quest.
<b>Room Accommodations/Rentals</b>	Provide/rent career center space to a business or groups of businesses for an event <u>unrelated</u> to career center service. For example, the chamber of commerce uses the space for a chamber meeting. (Should be entered one time and on the date that rental occurs; other contacts around this activity should use the Business Contact service).
<b>Sponsorships</b>	Business provides financial or in-kind support for career center activities. In-kind support could include donation of business staff time, equipment, space, etc.
<b>BizWorks Orientation</b>	Provide one or more businesses with a substantial overview/orientation of at least a majority of the slate of services offered by the Commonwealth's workforce system. The overview may be done in person, via conference call, or in a group presentation and must be done through direct contact with a key representative of the business.

<b>CATEGORY: BUSINESS INFORMATION AND INCENTIVES</b>	
<b>Service Name</b>	<b>Service Definition</b>
<b>Business Assessment</b>	Career center staff have <u>comprehensive meeting</u> with a company representative to assess current state of operations and discuss related needs. Note: This service should include a detailed summary of the meeting.
<b>Other Grant Information</b>	Provide in depth information via two way discussion and further assistance to a business about <u>local/regional grants or those not covered as part of other MOSES services</u> . Note: This service does not include the referral to the grant provider.
<b>Industry Partnerships</b>	Provide in depth information via two way discussion and further assistance to a business about Industry Partnerships (such as MEP). Note: Identify specific organization/ partnership in service summary.
<b>Department of Industrial Accidents (DIA)</b>	Provide in depth information via two way discussion and further assistance to a business about DIA services. Note: This service does not include the referral to the grant provider.
<b>Mass Office of Business Development</b>	Provide in depth information via two way discussion and further assistance to a business about MOBD services. Note: This service does not include the referral to the grant provider.
<b>Other Public Incentives or Business Service</b>	Provide in depth information via two way discussion and further assistance to a business about other Public Incentive or Business Service. Note: This service does not include the referral to the grant provider.
<b>Unemployment Insurance Programs Information</b>	Provide in depth information via two way discussion and further assistance to a business about Unemployment Insurance Program services.
<b>Work Opportunity Tax Credit (WOTC)</b>	Provide in depth information via two way discussion and further assistance to a business about WOTC services. Note: This service does not include the referral to the grant provider.
<b>WorkShare Information</b>	Provide in depth information via two way discussion and further assistance to a business about WorkShare Information services. Note: This service does not include the referral to the grant provider.
<b>Workforce Training Fund Program (WTFP)</b>	Provide in depth information via two way discussion and further assistance to a business about WTFP services. Note: This service does not include the referral to the grant provider.

<b>Apprenticeship</b>	Provide in depth information via two way discussion and further assistance to a business toward establishing a contract for apprenticeship opportunities. Note: This service does not include the referral to the grant provider nor the prep work.
<b>On the Job Training (OJT)</b>	Provide in depth information via two way discussion and further assistance to a business toward establishing a contract for OJT opportunities. Note: This service does not include prep work.

<b>CATEGORY: <u>LABOR MARKET INFORMATION</u></b>	
<b>Service Name</b>	<b>Service Definition</b>
<b>Job Description Assistance</b>	Provide substantial effort in editing or creating job descriptions on behalf of a business. Does not include simple edits.
<b>Industry Briefings by Businesses</b>	Business led event/activity to discuss industry trends, job openings, and labor market information with job seekers and/or career center staff.
<b>Labor Market Information</b>	Provide in depth research and analysis about the labor market (e.g. salary survey information), which includes customized information packages or presentations to a single business or to a group of businesses.

<b>CATEGORY: <u>EDUCATION AND TRAINING</u></b>	
<b>Service Name</b>	<b>Service Definition</b>
<b>Group Information Session for Businesses</b>	Bring together businesses for a broad range of workforce development related topics, such as focus groups, conferences, etc. This is a staff led event/activity.
<b>Mentoring/Job Shadowing/ School-to-Work/Internship</b>	Provide information, referral, and/or help set up one or more of these opportunities.
<b>On the Job Training (OJT) Contract Prep/Maintenance</b>	Develop On-the-Job Training (OJT) contract and/or follow up on the OJT during the contract period.
<b>Apprenticeship Contract Prep</b>	Develop Apprenticeship contract.
<b>Testing for Businesses</b>	Provide testing services to a company's workforce or to a candidate, at the company's request, who is under consideration for a position at the requesting company, such as professional development assessment, etc.
<b>Training/Support Services Fair</b>	Training vendors, community service providers, and/or support service organizations that do not have job openings attend training/support services fair to recruit for their services.
<b>Workshop/Training for Business Staff</b>	Provide skills training for the staff of businesses.
<b>Outplacement Services</b>	Interview candidates for outplacement (e.g. downsizing, transition, etc.). Offer testing, assessment, workshops, and counseling assistance. There must be an agreement with the business to provide services to their employees.



**CATEGORY: REFERRALS TO GRANTS AND INCENTIVES**

<b>Service Name</b>	<b>Service Definition</b>
<b>Other Grant Information</b>	Staff facilitates a two way connection between the business contact and the referred agency and confirms that contact between the two parties has been established (specify grant names in service summary).
<b>Mass Office of Business Development (MOBD)</b>	Staff facilitates a two way connection between the business contact and MOBD and confirm that contact between the two parties has been established.
<b>Other Public Incentives or Business Service</b>	Staff facilitates a two way connection between the business contact and awarding agency (e.g. Empowerment Zone) and confirm that contact between the two parties has been established (specify incentive name in service summary).
<b>Work Opportunity Tax Credit (WOTC)</b>	Staff facilitates a two way connection between the business contact and WOTC and confirm that contact between the two parties has been established.
<b>WorkShare</b>	Staff facilitates a two way connection between the business contact and WorkShare and confirm that contact between the two parties has been established.
<b>Workforce Training Fund Program (WTFP)</b>	Staff facilitates a two way connection between the business contact and WTFP and confirm that contact between the two parties has been established.
<b>Department of Industrial Accidents (DIA)</b>	Staff facilitates a two way connection between the business contact and DIA and confirm that contact between the two parties has been established.
<b>Apprenticeship</b>	Staff facilitates a two way connection between the business and agency and confirm that contact between the two parties has been established.

<b>CATEGORY: <u>OUTCOMES</u></b>	
<b>Service Name</b>	<b>Service Definition</b>
<b>Other Grant Information</b>	Staff learns through follow up that a local/regional grant was awarded to the business (specify grant names in service summary).
<b>Mass Office of Business Development (MOBD)</b>	Staff learns through follow up that an incentive/tax credit (e.g. TIF) was received from MOBD.
<b>Other Public Incentives or Business Service</b>	Staff learns through follow up that incentive award was received by the business; e.g. due to location in an Empowerment Zone (specify incentive name in service summary).
<b>Work Opportunity Tax Credit (WOTC)</b>	Staff learns through follow up that a WOTC tax credit was received by the business.
<b>WorkShare</b>	Staff learns through follow up that a Work Share agreement has been signed by the business with DUA.
<b>Workforce Training Fund Program (WTFP)</b>	Staff learns through follow up that a WTFP grant was received by the business (specify grant type in service summary).
<b>Department of Industrial Accidents (DIA)</b>	Staff learns through follow up that a DIA grant was received by the business.
<b>Apprenticeship</b>	Staff learns through follow up that an Apprenticeship agreement was signed by the business.
<b>On the Job Training (OJT)</b>	Staff learns through follow up that an OJT contract was signed by the business.

## To View a Closing / Layoff Record

The **Closing / Layoff** tab summarizes general information. From this tab the user can view Trade, Rapid Response, and National Dislocated Worker (Emergency) Grant information. Users will be able to view if an employer has been involved with Rapid Response for an investigation, closing or layoff, if an employer is Trade certified or if they have ever been a part of a National Dislocated Worker (Emergency) Grant.

1. Click the **Closing / Layoff** tab on the **Employer Registration** window.

The screenshot shows a web application window titled "Employer Registration (Mendon Twin Drive In, Inc.)". The window has a header bar with the company name "Mendon Twin Drive In, Inc.", FEIN: ## ####9720, ID: 1508335, and a Notes button. Below the header is a navigation bar with tabs: General Info, Employer Contacts, Events, Account Representatives, Programs and Benefits, Employer Services, and Closing / Layoff. The Closing / Layoff tab is selected. The main content area is divided into three sections: Rapid Response, Trade Petitions, and National Emergency Grant. The Rapid Response section has a table with columns Closing Layoff ID, Investigation Start Date, and Investigation Status, and a View button. The Trade Petitions section has a table with columns Federal Petition Number, Date Filed, and Federal Status, and a View button. The National Emergency Grant section has a table with columns Project Name, Grant Status, and Project, and a View button. At the bottom of the window are buttons for Industry Code Search, Job Order, OK, and Cancel.

Rapid Response		
Closing Layoff ID	Investigation Start Date	Investigation Status

View

Trade Petitions		
Federal Petition Number	Date Filed	Federal Status

View

National Emergency Grant		
Project Name	Grant Status	Project

View

Industry Code Search Job Order OK Cancel

## Employer Notes

One of the key principles for staff providing services is to keep accurate, up-to-date records, as required by your one-stop career center, and in conformance with appropriate program regulations. MOSES offers two places in the **Employer** record for notes.

When entering **Notes**, make sure you respect the Employers right to privacy and confidentiality. Use professional discretion.

1. Click the **Notes** button to see the notes entered. You find this button on the top right corner of the **Employer** tab.

Employer Registration (Mendon Twin Drive In, Inc.)

Mendon Twin Drive In, Inc. FEIN: ## ####9720 ID: 1508335 Notes

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

**Company Information**

▶ Name: Mendon Twin Drive In, Inc.

▶ FEIN Number: ## ####9720 UI Account #: -

Number Of Employees: 40

Web Address: [www.mendontwindrivein.com](http://www.mendontwindrivein.com)

Doing Business As: Mendon Drive In

▶ Employer Type: Private ☐ FLC ☐ GTF

▶ Federal Contractor: ☐ Yes ☒ No ☐ Company Closed

▶ Primary Phone: (617)626-5300 ☐ Evacuee Friendly

▶ Career Center: Northampton Affiliate Career Center

**Company Address** | Mailing Address

**Address**

▶ Address: 35 Milford Street

▶ Country: United States of America

▶ Zip: 01756- ▶ City: Mendon

▶ State: Massachusetts

Is the mailing address different? ☒

**Industry**

▶ NAICS Code: 512132 SIC: -

▶ NAICS Sector: Information

▶ NAICS Subsector: Motion Picture and Sound Recording Industries

▶ NAICS Ind Group: Motion Picture and Video Industries

▶ NAICS Industry: Motion Picture and Video Exhibition

NAICS US Industry: Drive-In Motion Picture Theaters

**Trade Names**

Andelman's Drive In Add

The Drive In Delete

**All Job Orders**

Total Job Orders: 1

Total Openings: 1

Total Openings Filled: 0

**Open Job Orders**

Total Job Orders: 1

Total Openings: 1

Total Openings Filled: 0

Status: ☒ Access Approve ☐ Access Denied Validated By: TCART

Created Date: 08/31/2018 Created By: TCART

Industry Code Search Job Order OK Cancel

Notes

2. This brings up the **Notes** screen, which works the same way as the regular **Notes** function in MOSES.

Employer Registration (Boston Professional Hockey Assoc. Inc.)

Employer Notes

Created Date	User ID	Confidential	Notes
05/04/2020	TCART	No	

Employer Notes Detail

Staff ID: TCART Created Date: 05/04/2020 Confidential: ☐ on: 05/04/2020

Notes



Employer Services notes should be entered in the **Summary** box on the Employer Services Details. It holds 500 characters.

General record updates can be entered in **Notes**.

Notes in the summary box may be reviewed by auditors to ensure that the note entry is consistent with the employer service being recorded.

3. Click the **Employer Services** tab to enter employer visit / contact. Click **Add** to add an Employer Service. Enter Employer visit / contact note in the **Summary** box.

The screenshot shows the 'Employer Registration (Mendon Twin Drive In, Inc.)' application. The 'Employer Services' tab is selected. The 'Employer Service History' table lists two services: one on 08/31/2018 and another on 00/00/0000. The 'Employer Services Details' dialog box is open, showing fields for Date (09/04/2018), Service Category, Career Center (Northampton Affiliat), Type of Service, Person Contacted, Staff (TCART), Next Contact Date (00/00/0000), Fee for Service, and a Summary text area. The 'Add' button is visible in the background.

Service Date	Staff	Category	Type of Service	Summary	Fee for Service
08/31/2018	TCART	General Employer	Access Approved		<input type="checkbox"/>
00/00/0000					<input type="checkbox"/>

**Employer Services Details**

**Service Details**

► Date: 09/04/2018 ► Service Category: [dropdown]  
► Career Center: Northampton Affiliat ► Type of Service: [dropdown]  
Person Contacted: [text] ► Staff: TCART [dropdown]  
Next Contact Date: 00/00/0000 ☐ Fee for Service  
Summary: [text area]

OK Cancel

## NOTES Guidelines / Best Practices for Writing Notes

Whenever possible, **Notes** should answer the Who, What, When, Where, Why, and How questions.

- Who: Notes should address whether the contact was with the Employer him/herself, or a partner, or other individual.
- What: Notes should describe the event or occurrence that you are documenting. / involved party.
- When: Notes should address the date in which the contact or event you are documenting occurred.
- Where: As applicable, Notes should include the location of the meeting or event that you are documenting.
- Why: As applicable, Notes should describe why the Employer is being contacted, or it should be implicitly obvious to the reader why the Note is being included.
- How: Notes should address whether the contact was in person, via telephone, by e-mail, social media, or another method.

The notes are easy to add, edit or view.

Staff will know that a note has been added because the **Notes** button turns bold and **blue**.



Notes should be spelled correctly. Reminder, you can write your Notes in Word, spellcheck and then copy and paste them into NOTES.



Do not abbreviate words or programs.  
If you abbreviate the program / agency / subject, then make sure that it is initially spelled out then abbreviated going forward.  
Words / shorthand should never be used.



It is strongly recommended that Emails should **not** be copied and pasted. Rather the preferred method is that the email should be summarized with the pertinent applicable information mentioned.



Notes may only be backdated 30 days.



Under the Freedom of Information act, MOSES and NOTES are considered public records. Employers and/or other interested parties can request copies of these records.  
Requests should be in writing and sent to the main office for processing.



Notes should tell the entire story.



Notes should be Factual, Observable, and / or Quotable.



Notes should be Relevant to the work we do.



Notes should be clear and concisely written.



Notes should **NOT** contain opinions, judgments or here say.





All Notes must be documented in MOSES in a timely basis



Notes can demonstrate that quality / substantial services were provided.



The purpose of Notes is to supplement information entered in MOSES, and other places



Notes should not include hearsay or information not received directly from the Employer; unless you are recording what, you accept to be factual information from a employer, and are quoting the source of information.



Record all appropriate status and/or outcome data and information garnered from Employer contact in a timely manner using Notes for documentation.



Notes should reflect Employer needs.



Notes should be written in English. If needed, it can be *additionally* written in another language as well.



Notes should reflect the provision of direct assistance for hiring candidates, and assistance leading to other services.



Notes should not reflect biases.



Don't include all information the Employer may discuss, unless it directly impacts on their ability to hire good candidates.



Make sure Notes entries into MOSES reflect the overall goal of helping the employer.



Do not include your opinions about Employer actions and behaviors.



The goal is to both provide quality services and effective documentation of these services



If the follow-up is not documented in Notes, then it gives the appearance that the business staff might not have followed-up with the Employer.



Notes should follow your local office standard practices / requirements / regulations.

# MassWorkforce Issuance

100 DCS 02.102

☒ Policy ☐ Information

**To:** Chief Elected Officials  
Workforce Board Chairs  
Workforce Board Directors  
Title I Administrators  
Career Center Directors  
Title I Fiscal Officers  
DCS Operations Managers

**cc:** WIOA State Partners

**From:** Alice Sweeney, Director  
Department of Career Services

**Date:** May 5, 2016

**Subject:** Employer Services Reporting in MOSES UPDATE

**Purpose:** To notify Local Workforce Boards, One-Stop Career Center Directors and other local workforce partners of changes in Employer Services reporting in MOSES. In order to ensure consistency of reporting Employer Services through MOSES, Career Centers and partners must ensure that data entry in MOSES adheres to the definitions as presented in this Issuance.

**Background:** MOSES Build 34.0, implemented on February 7, 2014, introduced new Employer Service categories to capture the range of services being provided to employers by the workforce system. These services and definitions were introduced in [MassWorkforce Issuance No. 14-07, Description of Changes in MOSES Version 34.0](#), dated January 27, 2014. The principal reason for the development of a revised set of Employer Services was a lack of consistency in reporting Employer Services across the workforce system. Local areas differed in the way they required staff to data enter Employer Services in MOSES. Additionally, there was a desire to accurately represent the value added services that are being provided to employers at the state and local level.

While that effort has brought more consistency in data entry and reporting, a review of reporting for FY15 and FY16 revealed the need for even better results.

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.  
TDD/TTY 1-800-439-2370 - Voice 1-800-439-0183

*See policy section in back of manual*

In order to address ongoing reporting inconsistencies, DCS convened a working group with members representing Career Centers, Workforce Boards, Business Service Representatives, Rapid Response, Quality Assurance, report writers and MOSES developers that met over the 2015-2016 winter months. The group determined the need to provide more precise definitions and data entry instruction, with the concomitant changes to MOSES, including new category names, new service names, and new categories of services.

Additionally, it was decided that several changes were needed to reflect the WIOA Business Engagement Model with its emphasis on coordinated employer services and quality referrals and hires as delivered through the MassBizWork\$, Demand 2.0, and Governor's Task Force (GTF) initiatives. These revisions are a result of an ongoing effort to further enhance, clarify, and generally make more consistent, the services tracked on MOSES for employers, and therefore result in more accurate reporting of the data. In addition to the revision to the services, the Employer section of the OSCCAR report will also be revised.

Of equal importance, was the workgroup's insistence on the need to develop and deliver a comprehensive training program that is currently scheduled for June 2016. It is hoped that a MOSES build introducing the new services can be scheduled for late June to coincide with the start of Fiscal Year 2017.

**Policy:** Data entry of Employer Services in MOSES must adhere to the definitions provided with this Issuance and any clarifications provided through the Policy Q&A (Questions and Answers).

**Service Definitions:**

Attachment A provides a list of each Employer Service and its corresponding definition, along with a comparison to the old definition. Attachment B provides a snapshot of the revised OSCCAR format for the Employer Services section. All staff should be provided with these documents for reference when entering data into MOSES.

**Notes:**

A note should be attached to a service entry providing a brief description of the service or information provided as a record of engagement with that employer to support on-going service delivery.

**OSCCAR Report:**

Employer Services are reported on the One Stop Career Center Activity Report (OSCCAR) at the category level. Beginning with the July FY2017 report (available beginning of August), the employer services section of the OSCCAR will be in the new format shown in attachment B.

**Federal Reporting:**

There is no change in federal reporting. The only Employer Services reporting on the ETA 9002 report is Job Openings and a cross tab of Job Openings by Occupation.

**Ad Hoc Reporting:**

Local areas will need to revise any special ad hoc reports developed using the old service categories.

**Training:**

A comprehensive training program has been developed for June 2016. Please refer to the MassBizWork\$ training announcements for dates, times and location.

**Action**

**Required:** All staff that record Employer Services in MOSES must be provided with this Issuance. Career Centers should plan to send staff to trainings that will be announced through a separate MassWorkforce Information Issuance. Areas are encouraged to use a train-the-trainer approach, so that as many staff as possible can be trained by colleagues who attended training.

**Effective:** Immediately

**Inquiries:** Questions related to this Issuance should be directed to Marilyn Boyle at [mboyle@detma.org](mailto:mboyle@detma.org) or 617-626-5721.

**Attachments:** A. MOSES Employer Services Definitions  
B. Employer Services in OSCCAR

# Create a Job Order

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## Overview

MOSES can be used to assist employers in finding new employees.

Job Orders describe the job title and skills for each job the employer wants to fill, along with pay, shift, and many other details.

Staff and job seekers may view Job Orders in the Job Bank.

MOSES can also do a computer match of Job Order requirements against job seeker skills and needs, to quickly identify possible candidates.

You should specify as many job titles as necessary to produce job seekers that could do the job.

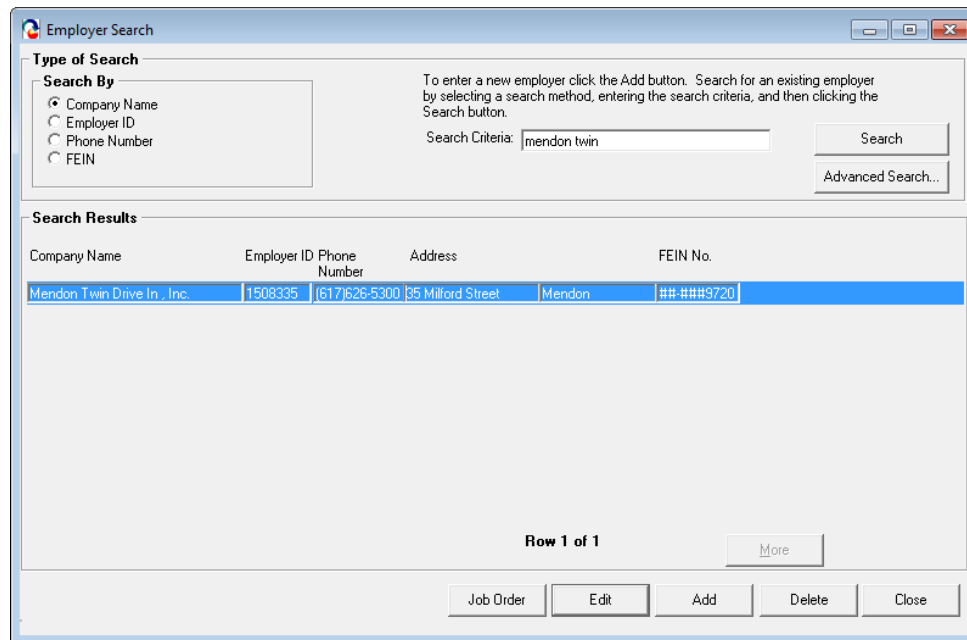
Most employers will want to specify the education level and any additional skills required for an acceptable match.



You can only post a job order for an employer who is already registered in MOSES.

## To Create a New Job Order

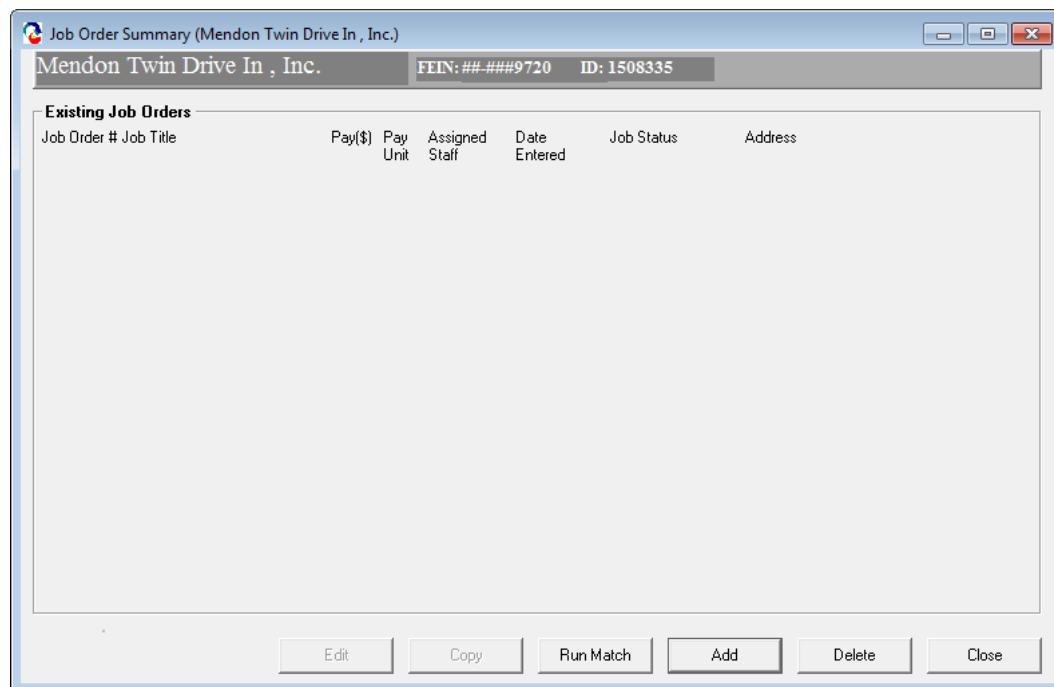
1. Search for the Employer Membership that you want.



The **Employer Search** window is shown. It has a **Type of Search** section with radio buttons for **Company Name** (selected), **Employer ID**, **Phone Number**, and **FEIN**. To the right, a text box for **Search Criteria** contains "mendon twin", with **Search** and **Advanced Search...** buttons. Below is the **Search Results** section, which contains a table with one row of results. The table has columns: **Company Name**, **Employer ID**, **Phone Number**, **Address**, and **FEIN No.**. The row shows: **Mendon Twin Drive In , Inc.**, **1508335**, **(617)626-5300**, **35 Milford Street**, **Mendon**, and **###-###-9720**. Below the table, it says **Row 1 of 1** and has a **More** button. At the bottom are buttons for **Job Order**, **Edit**, **Add**, **Delete**, and **Close**.

Company Name	Employer ID	Phone Number	Address	FEIN No.	
Mendon Twin Drive In , Inc.	1508335	(617)626-5300	35 Milford Street	Mendon	###-###-9720

Click the **Job Order** button at the bottom of the window. The **Job Order Summary** window appears.



The **Job Order Summary (Mendon Twin Drive In , Inc.)** window is shown. It has a title bar with the company name and a header bar with **FEIN: ##-###-9720** and **ID: 1508335**. Below is the **Existing Job Orders** section, which contains a table with columns: **Job Order #**, **Job Title**, **Pay(\$)**, **Pay Unit**, **Assigned Staff**, **Date Entered**, **Job Status**, and **Address**. The table is currently empty. At the bottom are buttons for **Edit**, **Copy**, **Run Match**, **Add**, **Delete**, and **Close**.

Job Order #	Job Title	Pay(\$)	Pay Unit	Assigned Staff	Date Entered	Job Status	Address
-------------	-----------	---------	----------	----------------	--------------	------------	---------

- Click the **Add** button at the bottom of the window. The **Job Order (New)** window appears.



The Job Location Zip Code is used for the matching location. This zip code **MUST** reflect where the job is located, **NOT** where the company is located. In most cases they will be the same, but if the job location is different from the company location, the zip code for the job location must be used.



You must complete all the required fields on a tab before you can select the next tab. (▶ = Required Fields) If the information is available, complete the Optional Fields, as well.


- Complete the following fields under the **Job Specification** tab.

<u>Field Name</u>	<u>Required</u>	<u>Action</u>
<b>Career Center</b>	▶	MOSES fills this field with the user's Career Center.
<b>Assigned To</b>	▶	MOSES fills this field with the user's Staff ID.



<b><u>Field Name</u></b>	<b><u>Required</u></b>	<b><u>Action</u></b>
<b>Is job location different than the location of the employer?</b>	►	Click <b>NO</b> if the job location is exactly the same as the company address.  Click <b>YES</b> if the job location is at a site other than the company address, which is brought forward from the Employer Membership.
<b>Job Location Address</b>		Fill in the street address for the job location.
<b>Job Location Address</b>		This is the second line for the street address. Use this only if needed. Do <b>NOT</b> enter the city, state, or zip code here.
<b>Job Location Country</b>	Required (►) if Job Location different than company address.	Select the country from the dropdown list.
<b>Job Location Zip Code</b>	Required (►) if Job Location different than company address.	Enter the 5 or 9 digit zip code for the job location. Tab out of this field to automatically populate the city and state fields.
<b>Job Location City</b>	Required (►) if Job Location different than company address.	This field is filled if you entered a valid zip code.
<b>Job Location State</b>	Required (►) if Job Location different than company address.	This field is filled if you entered a valid zip code.

<u><b>Field Name</b></u>	<u><b>Required</b></u>	<u><b>Action</b></u>
<b>Restricted</b>		Select this check box if the Employer wants to restrict the number of referrals made. This will bring up the required field “Referrals to be Made” under Job Description section.
<b>Confidential</b>		Select this check box if the Employer does not want self-referrals from job seekers or the Employer wants the Career Center to pre-screen applicants. (The company name will not be displayed.) Select Confidential to also ensure that the employer’s identifying information (company name, telephone number, and address) will not be printed on the job order details sheet.
<b>WWW Address</b>		Enter the company’s web address, if not brought forward from the Employer Membership. If you enter it here, it will not appear on the Employer Membership.
<b>Job Title</b>	▶	Type the job title that the employer uses to describe the position. This does not have to be the same as the Job Title selected on the Skill Set sub tab.
<b>Job Category</b>	▶	Select a <b>Job Category</b> , from the dropdown list. The dropdown list contains: ALC-Agricultural; ALC-Non-Agricultural; Governor’s Task Force; Job Development Contact (JDC); Recruitment Solutions Initiative (RSI) and regular.
<b>Job Status</b>	▶	MOSES defaults to <b>Open</b> from the dropdown list. This field is used to close a job order before it automatically expires or is filled. (See <b>Close Date</b> below.)
<b>Duration</b>	▶	Select the duration of the employment from the dropdown list.

<b><u>Field Name</u></b>	<b><u>Required</u></b>	<b><u>Action</u></b>
<b>Shift</b>	▶	Select a radio button to indicate the shift time for the job order. Only one shift can be selected per job order. If an employer is hiring for the same job but for two different shifts, each shift will require its own job order.
<b>Close Date</b>	▶	Click the  icon and select a job order close date on the dropdown calendar. Click the <b>OK</b> button. Or, you can simply type the Close Date. (MOSES automatically selects a 30-day closing date.) You cannot exceed 1 year.
<b>Current Openings</b>	▶	Type the number of positions to be filled for this job order. The default is one.
<b>Referrals to be Made</b>		If the Restricted box was selected, the Referrals to be Made field becomes available. Enter the number of referrals that the Employer will accept for this job order. MOSES pre-fills this at 15 referrals to 1 opening the first time you check the Restricted box.
<b>Work Hours</b>		Type in or click the up/down arrows to select the work hours for this job order.
<b>Hours/Week</b>	▶	Enter the hours per week (there is room for 1 decimal - ie: 37.5).
<b>Typing Speed (w.p.m.)</b>		Enter any typing speed required for the job order, if any. This field may be used for <b>Less Matches</b> in job matching.
<b>Job Details</b>	▶	Enter a complete description of the job. You may use up to 4,000 characters in this field. All the details and specifics about the job should be included here. This information helps staff make better referrals. NOTE Expand details button.

<b><u>Field Name</u></b>	<b><u>Required</u></b>	<b><u>Action</u></b>
<b>Driver's License</b>		Select the type of Driver's License from the dropdown list, if a driver's license is required for the job. Leave blank if a driver's license is not required. This field may be used for <b>Less Matches</b> in job matching.
<b>Minimum Age</b>		Enter minimum age ONLY if the law mandates it. Click the up/down arrows to select the minimum age requirement, if any. This field may be used for <b>Less Matches</b> in job matching.
<b>Public Transportation</b>		Select <b>YES</b> to show that this job is accessible by public transportation at the start and end of the shift. Select <b>NO</b> to show there is no public transportation available. The default is <b>UNKNOWN</b> . Keep this if you do not know about public transportation to this job.
<b>Send to US.Jobs</b>		MOSES pre-sets this to "Send" to automatically list the job order on US.Jobs. US.Jobs is a national job bank. You can change this if the employer asks for just local candidates.
<b>Affirmative Action</b>		Select this check box if the job order is from an affirmative action employer.
<b>Enterprise Zone</b>		Select this check box if the job site is located in an enterprise zone.
<b>Empowerment Zone</b>		Select this check box if the job site is located in an Empowerment zone.
<b>Apprenticeship position</b>	▶	Select <b>YES</b> to if this job is an Apprenticeship position. Select <b>NO</b> this job is not an Apprenticeship position.
<b>Union Position</b>	▶	Select <b>YES</b> to if this job is a Union position. Select <b>NO</b> this job is not a Union position. If <b>Yes</b> is selected, a new pop up will appear. "Will this position be filled primarily through a Union Hall?"



You must complete all the required fields on a tab before you can select the next tab. ( ▶ = Required Fields) Complete all fields as fully as possible. This helps staff make better referrals.



Typing Speed, Driver's License, and Minimum Age may be used as Matching Criteria. These are used when you click the Less Matches button.

## To Create a New Job Order (Pay Specification Tab)

1. Click the **Pay Specification** tab on the **Job Order (New)** window.

The screenshot shows the 'Job Order (New) - Projectionist' window. The 'Pay Specification' tab is active. The window title bar includes the text 'Job Order (New) - Projectionist'. The main header area displays 'Mendon Twin Drive In , Inc.' on the left, 'FEIN: ## ###9720 ID: 1508335' in the center, and a 'Notes' button on the right. Below the header is a tabbed interface with 'Job Specification', 'Pay Specification', 'Referral Information', 'Skill Set', 'Selected Job Seekers', and 'Job Order History'. The 'Pay Specification' tab contains the following elements:

- Pay Description** section:
  - Lower Pay (\$): [Text Box] .00
  - Upper Pay (\$): [Text Box] .00
  - Pay Unit: [Dropdown Menu]
  - No Designated Pay: ☐
  - Commensurate with Experience: ☐
  - Plus Commission: ☐
  - Plus Tips: ☐
  - Other: ☐
  - Pay Details: [Text Box]
- Benefits** section:
  - A list of benefits on the left: No Benefits, Benefits Unknown, 401K, Bonuses, Child Care Referral Resources, Child Care Services Reimbursement, Clothing Allowance, Dental Insurance.
  - Navigation buttons: >> and <<
  - Selected Benefits** list on the right.
- Benefit Details** section: [Text Box]

At the bottom of the window are four buttons: 'Employer', 'Run Match', 'OK', and 'Cancel'.

2. Complete the following required fields on the **Pay Specification** tab. If the information is available, complete the optional fields, as well.

<u>Field Name</u>	<u>Required</u>	<u>Action</u>
<b>Lower Pay</b>	▶	Type the minimum pay rate in dollars and cents.
<b>Upper Pay</b>		Type the maximum pay rate in dollars and cents.
<b>Pay Unit</b>		Select the Pay Unit for the <b>Lower Pay</b> and <b>Upper Pay</b> from the dropdown list.
<b>No Designated Pay</b>		Select this check box, if the Employer refuses to provide the pay rate. Make every effort to get a range, if possible.
<b>Pay Details</b>		Describe the raises/bonuses and pay based on experience details, if needed.

**Field Name      Required      Action**

**Selected Benefits**

Select the Benefit(s) in the left panel and click the >> button, or select the **Benefit(s)** and **drag and drop** the selection into the **Selected Benefits** box. Benefits indicated on the Employer record Program and Benefits tab will automatically carry over.

**Benefit Details**

Describe the Benefit Details, if needed.

3. You can also display the Pay Range for career center staff and check off No Designated Pay. The pay range will be displayed in MOSES but the salary information will not be displayed on JobQuest.

Job Order (76552247) - Projectionist II

Mendon Twin Drive In, Inc. FEIN: ##9720 ID: 1508335

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

**Pay Description**

Lower Pay (\$): 12.50 Upper Pay (\$): 27.75 Pay Unit: Hour ☒ No Designated Pay

Commensurate with Experience ☐ Pay Details:

Plus Commission ☐

Plus Tips ☐ Other ☐

**Benefits**

No Benefits  
Benefits Unknown  
401K  
Bonuses  
Child Care Referral Resources  
Child Care Services Reimbursement  
Clothing Allowance  
Dental Insurance

>> <<

**Selected Benefits**

**Benefit Details**

Employer Run Match OK Cancel

## To Create a New Job Order (Referral Information Tab)

1. Click the **Referral Information** tab on the **Job Order (New)** window. MOSES pre-fills the **Contact Information** panel from the information you entered under the **Employer Contacts** tab.

Job Order (New) - Projectionist

Mendon Twin Drive In, Inc. FEIN: ##-###9720 ID: 1508335

Notes

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

**Contact Information**

Name	Job Title	Phone	Extn	Fax	Email	Fax Recipient
Francis Coppola	President	(617) 626-5301		( ) -	fcoppola@mendondrivein.com	
John Ford	Ticket Book Manage	(617) 626-5304		( ) -	jford@mendondrivein.com	
Mel Brooks	Concessions Manage	(617) 626-5302		( ) -	mbrooks@mendondrivein.com	

Add Delete

**Referral Information (will appear on the internet)**

Employer Address Job Location Address

Name: Title: Address: Phone: ( ) - Ext: Fax: ( ) -

Country: United States of America Zip Code: City: State:

Refers Fax Refers Email

Referral Instructions for the Job Seeker (will appear on the internet)

Employer Run Match OK Cancel

2. Complete the following required fields in the **Referral Information** section. Complete the optional fields, as well. You can populate many of the fields by clicking on the mouse button next the contact person you want from the Contact Information section. This information is brought forward from the Employer Membership.

### Field Name    Required    Action

**Name**                      ▶    Type the name of the person that the Job Seeker should contact.

**Title**                                      Type the title of the person that the Job Seeker should contact.

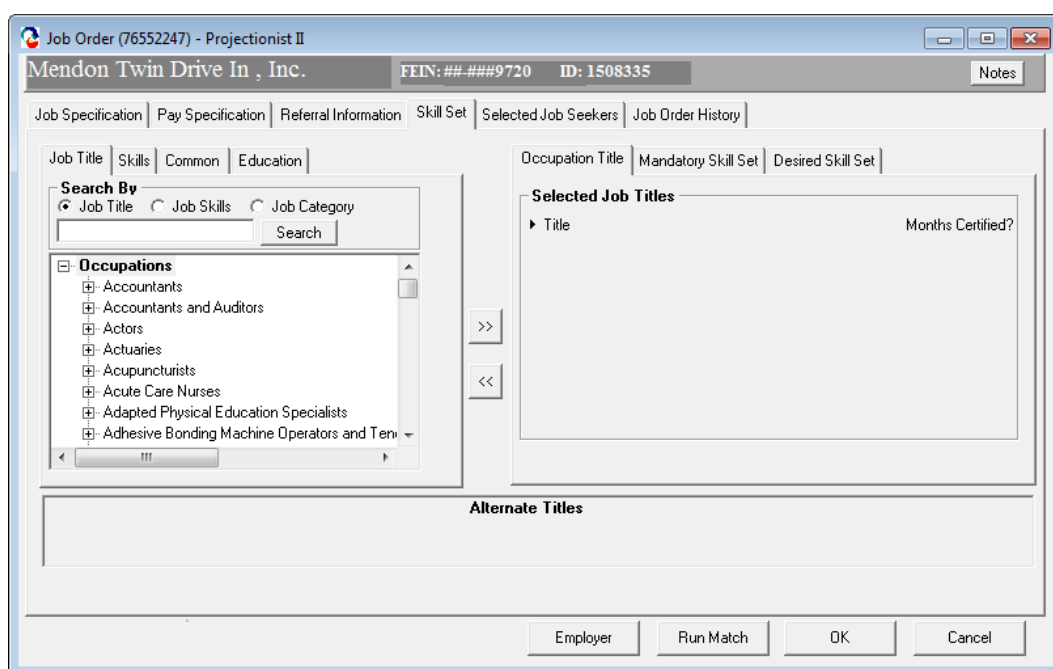


<b><u>Field Name</u></b>	<b><u>Required</u></b>	<b><u>Action</u></b>
<b>Address</b>	▶	Type the street address where the applications need to be sent. There is a second line for the street address. Use this only if needed. Do <b>NOT</b> enter the city, state, or zip code here.
<b>Country</b>	▶	MOSES pre-fills the country. Use the dropdown list to select a different country, if needed.
<b>Zip Code</b>	▶	Enter the 5 or 9 digit zip code for the job location. Tab out of this field to automatically populate the city and state fields.
<b>City</b>	▶	MOSES pre-fills the city to match the zip code.
<b>State</b>	▶	MOSES pre-fills with the state to match the zip code. Use the dropdown list to correct the state, if needed.
<b>Phone</b>		Type the phone number that the Job Seeker should use to contact the company.
<b>Extension</b>		Type the phone extension, if any.
<b>Fax</b>		Type the Fax number, if any.
<b>Email</b>		Type the Email address.
<b>Prefers Faxes</b>		Select this check box if the Employer prefers to receive a faxed job referral letter and job seeker fact sheet once a referral is made.
<b>Prefers Email</b>		Select this check box if the Employer prefers to receive an emailed job referral letter and job seeker fact sheet once a referral is made. When this box is checked, an email address becomes a required field.
<b>Referral Instructions</b>		Describe any referral instructions. It is also a good idea to copy this information into the Job Details field on the <b>Job Specification</b> tab.

## To Create a New Job Order (Skill Set Tab)

The **Skill Set** tab appears on the **Job Order (New)** window. The left side panel has four sub tabs: **Job Title**, **Skills**, **Common**, and **Education**. The right side panel has three sub tabs: **Occupation Title**, **Mandatory Skill Set**, and **Desired Skill Set**.

1. Click the **Skill Set** tab on the **Job Order (New)** window. MOSES defaults to the **Job Title** tab on the left and the **Occupation Title** tab on the right.



MOSES defaults to the **Job Title** radio button in the **Search By** field. Searching by the Job Title or Job Skills radio buttons determines the type of list displayed in the data window. For example, if you search using the job title, driver, you will get a list of different job titles associated with the word driver. When you click on the “+” sign or double-click the selection to expand the job title, a list of skills associated with the job title of driver appears.

If you had selected the Job Skills radio button and searched using the Job skill, drive, the resulting list displays a brief description of the skills associated with the different types of drivers. When you click on the “+” sign or double-click the selection, a list of job titles associated with a driver’s skills is displayed.

2. Enter a job title in the text box.

3. Click the **Search** button. A list of **Job Titles** appears in the data window.

Job Order (New) - Projectionist

Mendon Twin Drive In , Inc. FEIN: ## ###9720 ID: 1508335 Notes

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

Job Title | Skills | Common | Education

Search By  
☒ Job Title ☐ Job Skills ☐ Job Category  
projectionist Search

Occupations  
☒ Motion Picture Projectionists

Selected Job Titles

Title	Months Certified?
-------	-------------------

>> <<

Alternate Titles

Employer Run Match OK Cancel

4. Select a **Job Title** from the list.
5. Click the >> button to move the Job Title to the **Occupation Title** tab on the right side of the window, or drag and drop the Job Title. (Double clicking does not work.)



A job order requires at least one job title; the rest of the tabs are not required. Note that the more information associated with the job order the better it will be for matching job seeking customers to the job.



You may move more than one job title. For example, the employer may accept a bookkeeper with experience, in place of an accountant.

6. Enter the months of experience required for the job.
7. Check the **Certified** box if a license or certification is necessary, for example, nurses, electricians, or teachers.

8. MOSES defaults to the **Job Title** sub tab for searching. We will be searching this time using the skill sets to find job titles. Select the **Job Skills** radio button to search for a **Job Title** by using the skill sets.
9. Type a job skill in the text box. For example, if the job needed skills in sales, you would type “sell” in this box.
10. Click the **Search** button.
11. Click on the “+” sign or double-click the selection (in this case, Sell Merchandise To Public). To expand the job skill, a list of **Job Titles** associated with the job skill of “Retail Salespersons” appears. You can only move a job title over to the **Occupation Title** tab. You can only move a skill over to the other tabs.

Job Order (76552247) - Projectionist II

Mendon Twin Drive In , Inc. FEIN: ##9720 ID: 1508335

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

Job Title | Skills | Common | Education

Search By  
☐ Job Title ☒ Job Skills ☐ Job Category  
 Casino Search

Skills  
☒ Cash Chips For Casino Customers & Dealers  
☒ Change Money For Casino Patrons & Dealers  
☒ Observe casino for irregular activities such as theft  
☒ Observe casino for irregular activities such as theft  
☒ Oversee Slot Equipment & Personnel In Casino  
☒ Sort & Count Money Received From Casino Activities

Occupation Title | Mandatory Skill Set | Desired Skill Set

Selected Job Titles  
 Title Months Certified?

Alternate Titles

Employer Run Match OK Cancel

12. Click the **Skills** tab in the left side panel to bring up a list of skills associated with the job title(s) chosen for the job order.

13. Click the >> button to move the appropriate **Skills** from the left panel to the right panel. You can also drag and drop the selection, or double click the skill into the **Desired Skill Set** tab or the **Mandatory Skill Set** tab.



Only skills can be moved over to the **Mandatory Skills Set**, and **Desired Skill Set** tabs. Job titles can only be moved to the **Occupation Title** tab.



The skills placed in the **Mandatory Skill Set** tab will NOT eliminate a job seeker from consideration except in two cases. Education required, , and Language (Spanish, Cantonese, etc.), listed on the **Mandatory Skill Set** tab will eliminate a job seeker unless they have these skills listed in their Matching Criteria.



The skills placed in the **Mandatory Skill Set** and the **Desired Skill Set** tabs, will be scored as a ratio. The Job Seeker match will receive a higher ranking if they have more of the skills required by the Employer on the Job Order. Ties are then broken by the Job Seeker that matches more of the skills desired by the employer on the Job Order. This means the most qualified referrals will be at the top of the referral list.



The **Mandatory Skill Set** sub tab refers to skills and education levels the Employer feels Job Seekers must hold. Despite the name of this sub tab, it does not have to be completed to run a successful Job Match.

14. Click the **Common** sub tab. Notice that there are two additional sub tabs associated with the **Common** sub tab: **Computer Skills**, and **Languages**.

Job Order (New) - Projectionist

Mendon Twin Drive In , Inc. FEIN: ##-###9720 ID: 1508335 Notes

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

Job Title | Skills | Common | Education

Computer skills | Languages

Use Accounting Software (e.g. Peachtree, Quickbooks)  
Use Apple/Macintosh Computers  
Use Data Entry Terminal (e.g. SVT, Mainframe Compute  
Use Database Software (e.g. Oracle, Access)  
Use Desktop Publishing Software (e.g. Pagemaker)  
Use E-Mail Software (e.g. Outlook)  
Use Graphics/Drawing Software (e.g. Photoshop)  
Use Internet Browser (e.g. Netscape, Internet Explorer)  
Use Networking/LAN Software (e.g. Novell, Windows/NT)  
Use Peripheral Devices (e.g. Scanners, Printers, Tape D  
Use Personal Computers

Occupation Title | Mandatory Skill Set | Desired Skill Set

**Selected Desired Skills**

Skill Description  
Apply Stage Lighting Techniques  
Use Characteristics Of Photographic Materials  
Use Internet Browser (e.g. Netscape, Internet Explorer)

Alternate Titles

Employer Run Match OK Cancel

15. Select the computer skills that apply to the Job Order and click the >> button. You can also double click or click and drag to move each skill to the appropriate skill set sub tab, **Mandatory Skill Set**, or **Desired Skill Set**.

16. Select the **Languages** sub tab.

The screenshot shows a software window titled "Job Order (New) - Projectionist". The window has a header bar with "Mendon Twin Drive In , Inc.", "FEIN: ## ###9720", "ID: 1508335", and a "Notes" button. Below the header is a tabbed interface with "Job Specification", "Pay Specification", "Referral Information", "Skill Set", "Selected Job Seekers", and "Job Order History". The "Skill Set" tab is active, and within it, the "Languages" sub-tab is selected. The "Languages" sub-tab contains a list of languages: Afrikaans, Albanian, American Sign Language, Arabic, Armenian, Azerbaijani, Basque, Belorussian, Bengali, Breton, and Bulgarian. To the right of this list are two buttons: ">>" and "<<". Below the list is a section labeled "Alternate Titles". To the right of the "Languages" sub-tab is a section labeled "Selected Mandatory Skills" which contains a list of skills: Operate Motion Picture Projector, Operate Sound-Reproducing Equipment, Set Up & Operate Movie Projection & Sound-Reproducing Equipment, and Use E-Mail Software (e.g. Outlook). At the bottom of the window are four buttons: "Employer", "Run Match", "OK", and "Cancel".

17. Select the language(s) that apply to the Job Order and click the >> button. You can also double click, or click and drag, to move each skill to the appropriate skill set sub tab: **Mandatory Skill Set**, or **Desired Skill Set**. Remember, MOSES will eliminate a job seeker who does not match a Language Skill on the **Mandatory Skill Set** tab.

18. Click the **Education** sub tab

The screenshot shows a software window titled "Job Order (New) - Projectionist". At the top, it displays "Mendon Twin Drive In , Inc." and "FEIN: ## ###9720 ID: 1508335". Below this is a tabbed interface with "Job Specification", "Pay Specification", "Referral Information", "Skill Set", "Selected Job Seekers", and "Job Order History". The "Skill Set" tab is active, and within it, the "Education" sub-tab is selected. The "Education" sub-tab contains a list of education levels: "Information Not Available", "Less Than High School", "High School Diploma", "HiSET/GED", "Some College", "Post Secondary With High School", "Vocational Degree", "Associate Degree", "Bachelor Degree", "Master Degree", "Doctorate Degree", "Other Advanced Degree", and "Certificate of Completion for Individual with Disability". To the right of this list are two buttons: ">>" and "<<". Below the list is an "Alternate Titles" section. To the right of the "Education" sub-tab are three more sub-tabs: "Occupation Title", "Mandatory Skill Set", and "Desired Skill Set". The "Mandatory Skill Set" sub-tab is active, showing a list of skills: "Operate Motion Picture Projector", "Operate Sound-Reproducing Equipment", "Set Up & Operate Movie Projection & Sound-Reproducing Equipment", and "Use E-Mail Software (e.g. Outlook)". At the bottom of the window are four buttons: "Employer", "Run Match", "OK", and "Cancel".

19. The Education sub tab includes a simple listing of possible levels of education.

20. Select the education level requested for the Job Order and click the >> button. You can also double click, or click and drag, to move each skill to the appropriate skill set sub tab: **Mandatory Skill Set**, or **Desired Skill Set**. Remember, MOSES will eliminate a job seeker who does not match or exceed an Education level on the **Mandatory Skill Set** tab.



21. Click the **OK** button and **Yes** button to save the changes. This returns you to the **Job Order Summary** window. The Job Order you just created now appears in the **Job Order Summary** window.

Job Order Summary (Mendon Twin Drive In, Inc.)

Mendon Twin Drive In, Inc. FEIN: ##-###-9720 ID: 1508335

**Existing Job Orders**

Job Order #	Job Title	Pay(\$)	Pay Unit	Assigned Staff	Date Entered	Job Status	Address
76552245	Projectionist	.00		TCART	09/04/2018	Open	35 Millford Street, Mendon

Row 1 of 1

Edit Copy Run Match Add Delete Close

## Confidential Job Orders

When you check off the “Confidential” box on a Job Order, you indicate to the viewing public, whether they come in through the staff view of MOSES, or MJQ, that your Career Center will review the referrals and send only the appropriate ones to the employer. This section describes what you need to do to use your confidential Career Center contacts properly.

The first step you need to do on the Administration drop menu is update on the Confidential Contacts sub tab in the Career Center Management tab. This tab allows center management to designate one or more local office contacts for Job Orders designated confidential. Career Center Managers should complete this tab as completely as possible.

To create contacts for confidential Job Orders, go to:

### ***Administration > Career Center Management > Conf. Contacts (Confidential Contacts)***

This tab should be as complete as possible and should be maintained as changes occur. The Confidential Contacts list can contain anything you wish, including names, locations in the office, etc. You should complete all of the fields. Every Career Center should have at least one entry.

**Gloucester Fishermens Center**

Mgmt | Programs | Locations | Barcode Errors | Travel Voucher | Office Msgs | Staff Caseload | Case Assgmt | **Conf. Contacts**

**Confidential Job Order Contacts**

Name	Job Title	Phone	Extn	Fax	Email
Bonnie Haven	Business Service Repre	(617) 626-5501	100	(617) 727-2039	bhaven@careercenter.com
Frank Laymeoff	Business Service Repre	(617) 626-5502	102	(617) 727-2039	flaymeoff@careercenter.com
Paige Turner	Business Service Repre	(617) 626-5503	104	(617) 727-2039	pturner@careercenter.com

**Local Office Contact - Detail**

Name:  Job Title:

Address:  Zip:

City:

Phone:  Extension:  Email:

Fax:

OK

When a job order is designated CONFIDENTIAL, one of these names may be selected as the contact person - keep the list up-to-date. You do not have to use a staff name, you may use the term "STAFF" or "Bin "B", etc.

**Conf. Contacts tab – Confidential Contacts List – every Career Center should complete at least one entry.**

**When creating Confidential Job Orders, you will choose the contact information from this list. This is exactly what the public and staff will see.**

**This shows the ADD box. Complete all the fields. You can have as many contacts as you**

Job Order (New) - Cashier		FEIN: 13-5493340 ID: 1018250		Notes
<div> <div>Job Specification</div> <div>Pay Specification</div> <div>Referral Information</div> <div>Skill Set</div> <div>Selected Job Seekers</div> <div>Job Order History</div> </div>				
Company Name: F.W. Woolworths Company Address: 350 Washington St. Company Country: United States of America Company City: BOSTON Company State: MA Zip: 02108-		Is job location different than the location of the employer ? <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="checkbox"/> Restricted Job Location Address: 350 Washington St. <input checked="" type="checkbox"/> Confidential Job Location Country: United States of America Job Location Zip Code: 02108- Created Office: Job Location City: BOSTON WW Address: <a href="http://www.woolworths.com">www.woolworths.com</a> Job Location State: Massachusetts		
Career Center : Gloucester Fishermens Center Assigned To: TCART				
<b>Job Description</b>				
Job Title: Cashier Job Category: Regular Job Status: Open Duration: Full Time from 4 thru 150 Days		Shift: <input checked="" type="radio"/> First <input type="radio"/> Second <input type="radio"/> Third <input type="radio"/> Rotating <input type="radio"/> Split FLC Status: None <input type="checkbox"/> Per Diem Close Date: 08/21/2011		
		Current Openings: 1 Openings Filled: 0 Referrals Made: Work Hours: From: 09:00 AM To: 05:00 PM Hours/Week: 40.0		
<b>Other</b>				
Job Details Typing Speed: (w.p.m) returns and exchanges. They check the merchandise to be sure it is in good condition. They also check receipts to verify where and when purchases were made.		Drivers License: Min Age: Empowerment Zone <input type="checkbox"/> Affirmative Action <input type="checkbox"/> Enterprise Zone <input type="checkbox"/> Public Transportation <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Unknown		
<input type="radio"/> Yes Is this job related to funding provided by the American Recovery and Reinvestment Act (ARRA)? <input checked="" type="radio"/> No		<input type="radio"/> Yes <input checked="" type="radio"/> No Is this an Apprenticeship Position? <input type="radio"/> Yes <input checked="" type="radio"/> No Is this a Union Position? Send to JobCentral: <input checked="" type="radio"/> Send <input type="radio"/> Don't Send		
Employer		Run Match		OK
				Cancel

The information that appears on the Referral Information tab, Referral Information group box is what the public will see on the web or in the resource room. If the Job Order is confidential, enter how you will refer applicants to the employer in the Notes area of the Job Order. Click the Notes button to access this.



**Job Order (New) - Cashier**

F.W. Woolworths FEIN: 13-5493340 ID: 1018250

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

**Contact Information**

Name	Job Title	Phone	Extn	Fax	Email	Fax Recipient
Frank Woolworth	President	(617) 626-5555		( ) -	fwoolworth@woolworth.com	
Sam Walton	Manager	(617) 626-5554		( ) -	swalton@woolworth.com	

**Confidential Job Order Local Office Contacts**

<input checked="" type="checkbox"/> Bonnie Haven	Business Service Rep	6176265501	100	6177272039	bhaven@careercenter.com	
<input checked="" type="checkbox"/> Frank Laymeoff	Business Service Rep	6176265502	102	6177272039	flaymeoff@careercenter.com	

**Referral Information (will appear on the internet)**

Employer Address | Job Location Address

► Name:  ► Country: United States of America

Title:  ► Zip Code:  ► City:


► Address:  ► State:

Phone: ( ) - Ext:  Prefers Fax ☐

Fax: ( ) - Email:  Prefers Email ☐

Referral Instructions for the Job Seeker (will appear on the internet)

Employer Run Match OK Cancel

Click  and the selection will fill in the Referral Information  
Clicking the mouse button to move the info.  
Use the scroll bar to see all the entries.

**Referral Information (will appear on the internet)**

Employer Address | Job Location Address

► Name: Bonnie Haven ► Country: United States of America

Title: Business Service Representative ► Zip Code: - ► City: Anytown

► Address: 1919 Career Center Circle ► State: Massachusetts

Phone: (617) 626-5501 Ext: 100 Prefers Fax ☐

Fax: (617) 727-2039 Email: bhaven@careercenter Prefers Email ☐

Referral Instructions for the Job Seeker (will appear on the internet)

**This is what staff and the public see for Job Orders.** This information is sent to MJQ (Job Quest). If your Career Center screens the applications, make sure you have Career Center information, not specific employer information.

You still have the option of typing entries into the Referral Instructions box. Any changes you make in the Job Order, Referral Information tab will not carry back to the Career Center Administration, Conf. Contacts tab. Permanent changes need to be made in the Career Center Administration, Conf. Contacts tab.

## To Copy a Job Order

An Employer may have similar, but not identical, positions to fill. Instead of creating a new job order for each position, simply copy the existing Job Order (open or closed) and make the needed changes.



If you have more than one position to fill with exactly the same specifications, put the number of total openings to be filled on the Job Order, Job Specification tab. Do not copy this Job Order. Only copy the order if something is different, i.e., shift, hours, duration, job title, etc.



An Employer may want to reopen a closed Job Order. If this is the case, do not try to reopen this order. Simply copy the closed Job Order instead of creating a new one from the Add button.

### 1. Search for the Employer Membership you want.

The screenshot shows a web application window titled "Employer Search". It has a "Type of Search" section with radio buttons for "Company Name" (selected), "Employer ID", "Phone Number", and "FEIN". To the right, there is a text input field for "Search Criteria" containing "mendon twin", a "Search" button, and an "Advanced Search..." button. Below this is a "Search Results" section with a table. The table has five columns: "Company Name", "Employer ID", "Phone Number", "Address", and "FEIN No.". The first row is highlighted in blue and contains the following data: "Mendon Twin Drive In, Inc.", "1508335", "(617)626-5300", "35 Milford Street", "Mendon", and "###-###-9720". Below the table, it says "Row 1 of 1" and there is a "More" button. At the bottom of the window, there are five buttons: "Job Order", "Edit", "Add", "Delete", and "Close".

Company Name	Employer ID	Phone Number	Address	FEIN No.	
Mendon Twin Drive In, Inc.	1508335	(617)626-5300	35 Milford Street	Mendon	###-###-9720

2. Click the **Job Order** button to open the **Job Order Summary, Existing Job Orders Results** window.

Job Order Summary (Mendon Twin Drive In, Inc.)

Mendon Twin Drive In, Inc. FEIN: ## ###9720 ID: 1508335

**Existing Job Orders**

Job Order #	Job Title	Pay(\$)	Pay Unit	Assigned Staff	Date Entered	Job Status	Address
76552245	Projectionist	.00		TCART	09/04/2018	Open	35 Milford Street, Mendon

Row 1 of 1

Edit Copy Run Match Add Delete Close

3. Select the Job Order you wish to copy.

Job Order Summary (Mendon Twin Drive In, Inc.)

Mendon Twin Drive In, Inc. FEIN: ## ###9720 ID: 1508335

**Existing Job Orders**

Job Order #	Job Title	Pay(\$)	Pay Unit	Assigned Staff	Date Entered	Job Status	Address
76552245	Projectionist	.00		TCART	09/04/2018	Open	35 Milford Street, Mendon

Row 1 of 1

Edit Copy Run Match Add Delete Close

4. Click the **Copy** button.
5. A copy of the Job Order that you highlighted appears pre-filled with your staff id and career center in the proper fields.

6. Review the Job Order and make any necessary changes. For example, job location, shift, pay specifications, or referral information. Remember to review the **Skill Set** tab if any job matching criteria needs to be changed or updated. Editing the job title on the **Job Specification** tab does not change any of the job matching criteria on the **Skill Set** tab.



MOSES Notes will not be copied when you copy a job order. If needed, a new Note will need to be entered.

- Click the **OK** button and the **Yes** button to save changes. The **Job Order Summary** window appears with the newly created Job Order.

Job Order Summary (Mendon Twin Drive In, Inc.)

Mendon Twin Drive In, Inc. FEIN: ## ###9720 ID: 1508335

**Existing Job Orders**

Job Order #	Job Title	Pay(\$)	Pay Unit	Assigned Staff	Date Entered	Job Status	Address
76552247	Projectionist II	.00		TCART	09/04/2018	Open	35 Milford Street, Mendon
76552245	Projectionist	.00		TCART	09/04/2018	Open	35 Milford Street, Mendon

Row 1 of 2

Edit Copy Run Match Add Delete Close

- Click the **Close** button to return to the **Employer Search** window.
- Click the **Close** button to return to the **MOSES** main menu window.



## To Edit a Job Order

1. Search for the Employer Membership.
2. Click the **Job Order** button to open the **Job Order Summary** window.
3. Select the Job Order you wish to edit.



If you have a new job order that is very similar to an existing job order, you can copy the existing job order and then make the necessary edits. Do not make these edits in the existing job order.

4. Click the **Edit** button.

Job Order Summary (Mendon Twin Drive In, Inc.)

Mendon Twin Drive In, Inc. FEIN: ##-###9720 ID: 1508335

**Existing Job Orders**

Job Order #	Job Title	Pay(\$)	Pay Unit	Assigned Staff	Date Entered	Job Status	Address
76552247	Projectionist II	.00		TCART	09/04/2018	Open	35 Millford Street, Mendon
76552245	Projectionist	.00		TCART	09/04/2018	Open	35 Millford Street, Mendon

Row 1 of 2

Edit Copy Run Match Add Delete Close

5. The Job Order that you created appears.
6. Edit the Job Order as needed.

7. Click the **OK** button and the **Yes** button to save changes. This returns you to the **Job Order Summary** window.
8. Click the **Close** button to return to the **Employer Search** window.
9. Click the **Close** button to return to the MOSES main menu window.

# Run Job Matching for an Employer

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## Overview

You can match an open Job Order with a qualified Job Seeker by running a Job Order match in MOSES. Job matching finds all active Job Seekers in MOSES that match the Job Order's **Match Criteria**.

To be included in the resulting list of qualified Job Seekers, the Job Seeker:

- Must be registered as a **Full** member
- Enrolled in **Job Match** in the **Programs** area of the Job Seeker Membership's **Basic** tab
- Have completed the **Match Criteria**



When the Job Seeker is qualified for Job Matching, a green smiley face icon appears on his/her membership.



## ***To Run a Job Match for an Employer***

1. Pull up the employer you created.
2. Retrieve the Job Order list associated with that Employer.
3. Select the Job Order for which you want to find potential employees from the list in the Search Results window.

Job Order Summary (Mendon Twin Drive In , Inc.)

Mendon Twin Drive In , Inc. FEIN: ##-###-9720 ID: 1508335

**Existing Job Orders**

Job Order #	Job Title	Pay(\$)	Pay Unit	Assigned Staff	Date Entered	Job Status	Address
76552247	Projectionist II	.00		TCART	09/04/2018	Open	35 Milford Street , Mendon
76552245	Projectionist	.00		TCART	09/04/2018	Open	35 Milford Street , Mendon

Row 2 of 2

Edit Copy Run Match Add Delete Close

4. Click the **Run Match** button. A list of Job Seekers who match the Job Order specifications appears on the **Qualified Job Seeker's for Job Order** window.

Job Order Summary (Mendon Twin Drive In, Inc.)

Mendon Twin Drive In, Inc. FEIN: ##-###9720 ID: 1508335

**Existing Job Orders**

Job Order #	Job Title
76552247	Projectionist II
76552245	Projectionist

**Job Order Match**

Starting Match Procedure

50%

Millford Street, Mendon

Millford Street, Mendon

Row 2 of 2

Edit Copy Run Match Add Delete Close



If there are more than 50 matches, click the **More** button to view additional Job Seekers who match the Job Order specifications.



If there are no job matches for the Job Order, a pop up message box appears indicating that there are no job matches. You should then click the **More Matches** button. This expands the match using the Job Title Family (first 2 digits of the Occupational Title code), rather than the exact job title. This also ignores pay and job location. If the Job Order lists education and/or language in the **Mandatory Skill Set**, this is never ignored.



If there are too many job matches for the Job Order, you may click the **Less Matches** button. This runs the match using more eliminators to narrow the choices.



If there are no job matches for the Job Order, staff should review the Match Criteria to see if there are items that can be added or modified. You can do this by taking away mandatory skills from the Job Order or you can add Job Titles from the same or similar Job Title Families, change requirements regarding pay, shift, location, skills, or months of experience.




The **Ratio** fields indicate the number of skills each Job Seeker recorded on their Match Criteria over the number of the mandatory and the desired skills that the Employer requested on the job order. For example, a score of 3/4 indicates that the Job Seeker listed three of the four Employer's skills. There are two ratio columns: Mandatory and Desired.



The **Distance in Miles** field displays the distance between center Job Location Zip Code and the Job Seeker's home address zip code.



The  icon indicates that the Job Seeker is a veteran. For newly created job orders, any matching Job Seekers who are veterans will appear at the top of the list for the first 24 hours.

5. Select a Job Seeker on the **Qualified Job Seekers for Job Order** window.
6. Click the **Edit** button. You can also hit the **Enter** key or double click on the selected Job Seeker.
7. Select the appropriate action from the dropdown list in the **Action** field on the **Qualified Job Seeker's for Job Order** window.

Qualified Job Seekers For Job Order 76552245

Job Seeker ID	First Name	Last Name	Mandatory Ratio	Desired Ratio	Distance in Miles	Action	Result
11220889	John	Williams	1/4	1/3	20.75	Pending	Pending
11210273	John	Carpenter	1/4	1/3	49.72	Pending	Pending
12721228	Hans	Zimmer	0/4	1/3	36.54	Pending	Pending
12717704	John	Bary	0/4	0/3	21.02	Pending	Pending

Row 4 of 4

More Matches Fewer Matches

Driving Directions Edit View Details OK Cancel

8. Select the appropriate **Result** from the dropdown list if you know it at this time. This rarely happens. If **Referral** is the **Action** chosen, **Pending** is the only possible **Result**.

Job Seeker ID	First Name	Last Name	Mandatory Ratio	Desired Ratio	Distance in Miles	Action	Result
11220889	John	Williams	1/4	1/3	20.75	Pending	Pending
11210273	John	Carpenter	1/4	1/3	49.72	Not Referred	Employer Not Interested Job Seeker Not Interested Not Qualified Previous Referral
12721228	Hans	Zimmer	0/4	1/3	36.54	Pending	
12717704	John	Barry	0/4	0/3	21.02	Pending	

Row 2 of 4

More More Matches Fewer Matches

Driving Directions Edit View Details OK Cancel

9. Click the **OK** button to record the referral.

10. Click the **Yes** button to save changes. This returns you to the **Job Order Summary** window.



The referral is posted to the Job Seeker as an **Employment Service** and to the Job Order on the **Selected Job Seekers** tab.



If either Call-In, or Referral are chosen as the Action, this Job Seeker will not appear on the match results for this job again.



Open the job order and click the **Selected Job Seekers** tab to view a list of all referred or hired Job Seekers for a particular job order.

## ***The Match Process Elimination Sequence***

This, in order, shows how MOSES works to make the initial match between Job Seekers and Job Orders.

- **Job Match Status.** This means that the Job Seeker must have Job Match selected as a program, must have completed the **Match Criteria**, and must have no alerts.
- **Skills / Common / Education.** The Job Seeker must match those education and language skills listed on the **Mandatory Skill Set** sub tab on the Job Order.
- **Job Titles.** The Job Seeker must match at least one Job Title listed on the Job Order.
- **Pay.** The Job Order pay must be equal to or greater than the Job Seeker's desired pay level.
- **Location.** One of the Job Seeker's desired locations must match the Job Order location.
- **Shift.** One of the Job Seeker's desired shifts must match the Job Order shift.
- **Duration.** One of the Job Seeker's desired durations must match the Job Order duration.
- **Age.** The Job Seeker's age must equal or exceed the minimum age required on the Job Order.



## Match Levels

MOSES will conduct a search of the Job Seeker database and return a list of possible matches.

Clicking the **More Matches** or the **Less Matches** buttons may further modify the search.

This means that MOSES will conduct a new search that will return all the Job Seekers that meet the loosened or tightened requirements.

If the **More Matches** button is clicked, the search criteria will use very few eliminators. Only minimum age, shift, mandatory education, and mandatory language requirements are used as eliminators. In addition, the Occupation Job Family is used instead of an exact match on Job Title. This may yield more match possibilities.

If the **Less Matches** button is clicked, the search criteria will use more eliminators to reduce the number of matches. In this case, the Job Seeker must match at least one of the Job Order's Job Titles and equal or exceed its listed months of experience. In addition, the Job Seeker must equal or exceed mandatory education level, minimum age, pay, drivers license requirement, and typing speed. The Job Seeker must meet any mandatory language requirement, shift, duration, and job location.











If you clicked on **More Matches** from the initial results, clicking on **Less Matches** brings you back to the initial results. Click once more on **Less Matches** to tighten the matching requirements. The reverse is also true. If you clicked on **Less Matches** from the initial results, clicking on **More Matches** brings you back to the initial results. Click once more on **More Matches** to loosen the matching requirements.

In all cases the Mandatory Skills and the Desired Skills are scored and used to rank the job order. One column displays the ratio for mandatory skills. The second column lists the ratio for desired skills.

Both use a ratio of how many skills the Job Seeker has over how many skills were listed on the job order. A score of 2/7 means that the person has two out of seven skills. Results are displayed in descending order, starting with the highest ratio of mandatory skills.

Qualified Job Seekers For Job Order 76552245


Job Seeker ID	First Name	Last Name	Mandatory Ratio	Desired Ratio	Distance in Miles	Action	Result		
11220889	John	Williams	1/4	1/3	20.75	Pending	Pending		
11210273	John	Carpenter	1/4	1/3	49.72	Pending	Pending		
12721228	Hans	Zimmer	0/4	1/3	36.54	Pending	Pending		
12717704	John	Barry	0/4	0/3	21.02	Pending	Pending		

Row 4 of 4

More More Matches Fewer Matches

Driving Directions Edit View Details OK Cancel



The  icon indicates that the Job Seeker is a veteran. For newly created job orders, any matching Job Seekers who are veterans will appear at the top of the list for the first 24 hours. Its.

This chart explains the requirements used for the different levels of Job Match, when you are matching Job Seekers to Job Orders.

Criteria Used	Location on Job Order	Run Match	More Matches	Less Matches
Job Order Open	Job Order Status, <i>Job Specification</i>	Yes	Yes	Yes
Job Title (at least one)	Job Title, <i>Skill Set</i>	Yes	Occupational Job Family	Yes
Experience	Job Title, <i>Skill Set</i>	Yes	No	Yes
Education Level	Education, <i>Skill Set</i>	Yes	No	Yes
Pay	Min & Max Pay, <i>Pay Specification</i>	Yes	No	Yes
Minimum Age	Other, <i>Job Specification</i>	Yes	Yes	Yes
Shift	Job Description, <i>Job Specification</i>	Yes	Yes	Yes
Duration	Job Description, <i>Job Specification</i>	Yes	No	Yes
Location	Job Location, <i>Job Specification</i>	Yes	No	Yes
Mandatory Skills	Mandatory Skill Set, <i>Skill Set</i>	Scored	Scored	Scored
	Mandatory Education and/or Language	Yes	Yes	Yes
Desired Skills	Desired Skill Set, <i>Skill Set</i>	Scored	Scored	Scored
Drivers License	Other, <i>Job Specification</i>	No	No	Yes
Typing Speed	Other, <i>Job Specification</i>	No	No	Yes

## To View Where the Job Referral Is Recorded in the Job Order

This section shows where the referral is recorded on the **Selected Job Seekers** tab of the Job Order.



You can also record the referral directly on the **Selected Job Seekers** tab in the Job Order window. Select **Add**, then enter the Social Security Number OR the Job Seeker Id of the Job Seeker being referred. Then tab out of the field.

1. Find the Employer that listed the Job Order.
2. Click the **Job Order** button on the Employer Membership.
3. Select the Job Order you want to view. Either double click on the selected Job Order, hit the **Enter** key, or click the Edit button to open the Job Order.
4. Click the **Selected Job Seekers** tab. MOSES displays the names of all Job Seekers referred to the Job Order.

Service Date	Staff Id	Service Type	Service Result	Name	Social Security Number	Applicant ID	Applicant Phone
09/04/18	TCART	Job Referral - Staff	Pending	Zimmer, Hans	###-##-9929	12721228	508-491-8968
09/04/18	TCART	Job Referral - Staff	Pending - Appli	Williams, John	###-##-6439	11220889	774-300-1290

5. Click the **OK** button to exit.

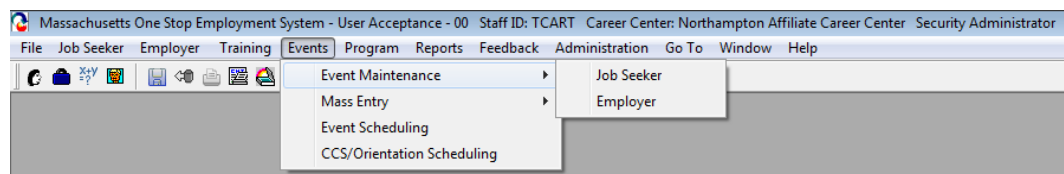
# Create a New Job Seeker Recruitment or Job Fair Event

## Overview

Job Seeker Recruitment(s) / Job Fair Event(s) can be scheduled using MOSES. Job Fair events can be created for both job seekers and employers. However, only job seekers can be signed up for a job seeker event and only employers for an employer event.

## To Create a New Job Fair Event

1. Select **Events**, then **Event Maintenance**, then **Job Seeker** on the MOSES main menu bar.




2. MOSES displays the **Job Seeker Event Search** window.

A screenshot of the 'Job Seeker Event Search' window. The window has a title bar and a menu bar. Below the menu bar, there is a 'Type of Search' section with radio buttons for 'Event Name', 'Career Center', and 'Event Category'. To the right of this section is a text box for 'Search Criteria' and a 'Search' button. Below the search section is a 'Search Results' section with a table. The table has columns: Event Id, Name, Category, Career Center, Duration, and Description. At the bottom of the window are buttons for 'Edit', 'Add', 'Delete', and 'Close'. There is also a 'More' button at the bottom right of the search results area.

3. Click the **Add** button to create a new event. MOSES displays the **New** event registration window.

4. Type information into the following fields on the **Event Details** tab of the **New** event window.

<u>Field Name</u>	<u>Required</u>	<u>Action</u>
<b>Event Name</b>	▶	Type the name of the Recruitment / Job Fair event.
<b>Event Category</b>	▶	Select from the dropdown list:  <b>Recruitment / Job Fair</b>  <i>(this should be used for Job Fairs and recruitments.)</i>
<b>Career Center</b>	▶	MOSES displays your career center but you can change it.

<b><u>Field Name</u></b>	<b><u>Required</u></b>	<b><u>Action</u></b>
<b>Event Description</b>	►	Type a FULL description of the Recruitment / Job Fair event.  <u>(Add the event location for off-site events to the description, this will then be reflected in JobQuest.)</u>
<b>Duration</b>	Optional	Input the amount of time for this Job fair / Recruitment event in this field. The time can be done in tenths of an hour increments.
<b>Prerequisite Required</b>	Optional	Check this box if attendees must meet certain requirements in order to attend the event.   Although MOSES does not check for prerequisites in the Job Seekers record, this field alerts staff to check the prerequisites of the event before signing up participants.
<b>Funding Restriction</b>	Optional	Check this box if the funding source for this event restricts attendance to only job seekers participating in specific programs. Checking this box enables the <b>Funding</b> tab.
<b>Career Center Lock</b>	Optional	Check this box if you want only staff at the creating career center to be able to enroll job seekers for the event.
<b>Fee Based</b>	Optional	Check this box if attendees will be charged a fee to attend this job fair / recruitment event.
<b>Cost</b>	Optional	Type the fee that will be charged to attend this event. This box becomes visible only after the <b>Fee Based</b> box above it is checked.

5. Select a **Service Type** from the dropdown list.

<b><u>Field Name</u></b>	<b><u>Required</u></b>	<b><u>Action</u></b>
<b>Service Type</b>	Optional	<p>From drop menu the recommended Service Type(s) used should be:</p> <p><b>Job Search</b></p> <p><i>And / Or</i></p> <p><b>Career Planning</b></p> <p><i>And / Or</i></p> <p><b>Orientation</b></p>
<b>Associated Services</b>	Optional	<p>Under the Service type the recommended <b>Job Search Associated Services</b> to select are:</p> <p><b>Job Fair Employer Interview(s)</b></p> <p>Under the Service type the recommended <b>Career Planning Associated Services</b> to select are:</p> <p><b>Career Fair</b></p> <p>Under the Service type the recommended <b>Orientation Associated Services</b> to select are:</p> <p><b>Career Center Services / Events / Programs</b></p> <p>For Job fairs / Recruitments events.</p>



<u><b>Field Name</b></u>	<u><b>Required</b></u>	<u><b>Action</b></u>
<b>Selected Services</b>		MOSES will record the services listed in this panel to the job seeker's record when she/he attends the event.
<b>Hours</b> (in the <b>Selected Services</b> panel)		Use the up/down arrows to select a number of hour(s) of service that will be given for attending the event to a job seeker.
<b>Inactivate Event</b>		Select <b>Yes</b> or <b>No</b> . <b>No</b> makes the event active to your Career Center and adds it to your list of available current workshops. <b>Yes</b> makes the event inactive and you will not be able to schedule this event.

6. Click the **OK** button to return to the **save the event**.

**Event Creation (122089)**

Event Details | Funding

**Event Information**

Event Name: Really Big Job Fair  
 Event Category: Recruitment/Job Fairs  
 Career Center: Northampton Affiliate Career Ce  
 Duration: 8.0  
 Fee Based: ☐  
 Prerequisite Required: ☐  
 Career Center Lock: ☐ Funding Restriction: ☐  
 Event Description: Really Big Job Fair

**Service Type**

**Associated Services**

**Selected Services**

Service	Hours
Career Center Services/Events/Programs	1.0
Career Fair	2.0
Job Fair	2.0

Inactivate Event: ☐ Yes ☒ No

OK Cancel

**Job Seeker Event Search**

**Type of Search**

Search By:

- ☐ Event Name
- ☒ Career Center
- ☐ Event Category

To enter an event click the Add button. Search for an existing event by selecting a search method, entering the search criteria, and then clicking the Search button.

Search Criteria: Northampton Affiliate Career Center Search

**Search Results**

Event Id	Name	Category	Career Center	Duration	Description
117829	Interview Skills	Workshops	Northampton Affiliate Career Center	1.5	Learn how to prepare, what
117830	LinkedIn Overview	Workshops	Northampton Affiliate Career Center	1.5	Participants will be given an
120529	MGM Springfield Recruiting	Bundled Services	Northampton Affiliate Career Center	1.5	MGM to meet with interestec
119011	NORTHAMPTON Senior Center Jo	Bundled Services	Northampton Affiliate Career Center	1.0	Job Fair at the Senior center
118590	Outsmart the Scammers	Workshops	Northampton Affiliate Career Center	1.5	Learn about 4 common frau
120591	RMV	Bundled Services	Northampton Affiliate Career Center	0.0	Prescreening for RMV CSR
122089	Really Big Job Fair	Recruitment/Job F	Northampton Affiliate Career Center	8.0	Really Big Job Fair
117996	Resume Overview	Workshops	Northampton Affiliate Career Center	1.5	Learn about what informatio
118854	SKILLSMART	Bundled Services	Northampton Affiliate Career Center	2.0	Assistance to create a profile
122013	Specialized Recruitment	Bundled Services	Northampton Affiliate Career Center	1.0	Recruiting for Equipment Mo
119631	Tips for Buying a Used Car	Workshops	Northampton Affiliate Career Center	1.0	Educate yourself before buyi

Row 12 of 20

More

Edit Add Delete Close

## Schedule a Job Fair Event

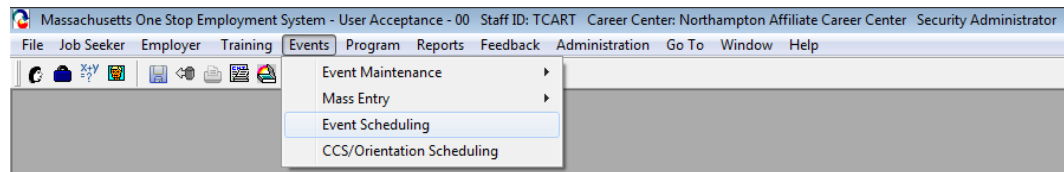
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### *Overview*

Once a job seeker Job Fair / Recruitment event has been created, it can be scheduled in MOSES and will subsequently be displayed on Massachusetts JobQuest (if requested).

## To Schedule a Job Fair Event

1. Select **Events**, then **Event Scheduling**, on the MOSES main menu bar.



2. MOSES defaults to display the **Job Seeker Scheduled Events** window.



The title of this window changes depending upon whether you select **Job Seeker** or **Employer** in the **Search Criteria** panel on the window. MOSES displays the job seeker version as the default.

A screenshot of the 'Search Criteria' panel. It contains a label 'Job Seeker/Employer:' followed by two radio buttons. The 'Job Seeker' radio button is selected, and the 'Employer' radio button is unselected.A screenshot of the 'Job Seeker Scheduled Events' window. The window has a title bar with standard window controls. Below the title bar is a section labeled 'Event Schedule' containing a table with columns: 'Event Name', 'Location', 'Career Center', 'Schedule Date', 'Schedule Time', and 'Participants/ Openings'. The table is currently empty. To the right of the table is a 'Search Criteria' panel. This panel includes a 'Job Seeker/Employer:' section with 'Job Seeker' selected, a 'Career Center:' dropdown menu showing 'Northampton Affiliate Car', and an 'Events:' dropdown menu. Below these are three buttons: 'Selected Date', 'Show Selected Week', and 'Show Selected Month'. At the bottom of the window are five buttons: 'Participants', 'Edit', 'Add Event Schedules', 'Delete', and 'Close'.

- Click the **Add Event Schedules** button to schedule the event. MOSES displays the **New** event schedule window.

The screenshot shows the 'Job Seeker Scheduled Events' window with the 'New' event schedule form open. The form has several sections: 'Event Information' with a dropdown for 'Event Name' and a text area for 'Event Description'; 'Career Center' with a dropdown for 'Career Center' and a text area for 'Location'; 'Facilitator' with a dropdown for 'Facilitator' and text areas for 'Co-Facilitator 1' and 'Co-Facilitator 2'; 'Openings' with checkboxes for 'Calendar' and 'Do not display on Internet'; 'Date' with a date picker and 'Time' with a time picker; 'Recurring' with a dropdown and 'Instances' with a text area. At the bottom of the form are 'OK' and 'Cancel' buttons. To the right of the form is a calendar widget showing December 2018. Below the calendar are buttons for 'Selected Date', 'Show Selected Week', and 'Show Selected Month'. At the bottom of the window are buttons for 'Participants', 'Edit', 'Add Event Schedules', 'Delete', and 'Close'.

- Type information into the following fields on the **New Job Fair / Recruitment** event schedule window.


<u>Field Name</u>	<u>Required</u>	<u>Action</u>
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<b>Event Name</b>	►	Select from the dropdown list the Job fair / Recruitment <b>Event Name</b> :
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*(This should be the Job Fair or Recruitment event you have created.)*



MOSES displays only events that have already been created and are not inactive. Since you selected the **Job Seeker** radio button, MOSES displays only job seeker events in the dropdown list.

<u><b>Field Name</b></u>	<u><b>Required</b></u>	<u><b>Action</b></u>
<b>Career Center</b>	►	Select the career center organizing this occurrence of the job fair / recruitment event. MOSES displays the center that created the job fair / recruitment event.
<b>Facilitator</b>	►	Select the Staff ID of the person responsible for facilitating this occurrence of the event. MOSES displays your ID as the default. You can change it by using the dropdown list ( <i>only staff at the center you selected are displayed</i> ).
<div>  <p>After selecting a <b>Facilitator</b>, you can select <b>Co-Facilitator(s)</b> as well. Note: Under Co-Facilitator you can select <b>Guest / Other</b>, MOSES allows you to data enter their names in the <b>Guest Notes</b> box. <i>For a Recruitment, this would be a good place to list the names of the recruiters attending the recruitment.</i></p> </div>		
<b>Location</b>	Optional	Select the location at your career center where the event will be held. Use OTHER for offsite / special locations.
<b>Other Location</b>	Optional	If the location is not shown in the dropdown list, you can type the location into this field. You can add an off site address / location here.
<b>Openings</b>	►	Type the estimated number of people who you think will attend this Job Fair event. For an employer Recruitment, enter the number of interview slots the company's recruiter would like.
<b>Do Not Display on Internet</b>	Optional	Type <b>X</b> in the box if you would like to select this option. The X will prohibit the event from displaying on JobQuest.

<u>Field Name</u>	<u>Required</u>	<u>Action</u>
<b>Date</b>	►	Type the date, or click the <b>C</b> to use the calendar, for when the event will occur.
<b>Time</b>	►	Type the time, or use the small up/down arrows, for when the event will occur.



The duration of the event was preset in the event registration window. It is possible to schedule overlapping events. MOSES does not identify conflicts.

<b>Recurring</b>	Optional	Select ( <b>Daily</b> , <b>Weekly</b> , or <b>Monthly</b> ) from the dropdown list if you want to schedule multiple occurrences of this event.
------------------	----------	--

<b>Instances</b>	Optional	This field only becomes available if you select one of the <b>Recurring</b> options. Type the number of future occurrences of this event that you want to schedule.
------------------	----------	---



If you selected **Daily**, you can only schedule up to 31 recurring events.  
 If you selected **Weekly**, you can only schedule up to 52 recurring events.  
 If you selected **Monthly**, you can only schedule up to 12 recurring events.



You set the date and time when you schedule the event. If you edit the event after it is created, MOSES will not allow you to change the date. If it is necessary to reschedule the date, you should create a new occurrence of the event. Then notify those who have signed up for the original occurrence date that they should attend the event at the new date and time.



Note: you can edit / change the time of the event by clicking on the **Overwrite Time** button. This will make the time field editable.

Overwrite Time

- Click the **OK** button to save your entries and return to the **Job Seeker Scheduled Events** window.

**New**

**Event Information**

▶ Event Name: Really Big Job Fair

Event Description: Really Big Job Fair

▶ Career Center: Northampton Affiliate Career Center

Location: Other

▶ Other Location: The Hotel Northampton Ballroom

▶ Facilitator: DROSS3

Co-Facilitator 1:

Co-Facilitator 2:

▶ Openings: 900 Calendar: ☐ Do not display on Internet ☐

▶ Date: 12/25/2018 ▶ Time: 08:00 AM

Recurring: Instances:

OK Cancel

**Job Seeker Scheduled Events**

**Event Schedule**

Event Name	Location	Career Center	Schedule Date	Schedule Time	Participants/ Openings
Really Big Job Fair	The Hotel Northampton	Northampton Affiliate Career Center	12/25/2018	08:00 AM	0/900
Resume Overview	Emily Dickinson Room	Northampton Affiliate Career Center	12/25/2018	09:00 AM	0/20

Row 2 of 2

Participants Edit Add Event Schedules Delete Close

Decemb 2018

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**Search Criteria**

Job Seeker/Employer:  
☒ Job Seeker ☐ Employer

Career Center:  
 Northampton Affiliate Career Center

Events:

Selected Date  
 Show Selected Week  
 Show Selected Month





Note: A full Event description (and, if off-site, an address listed) will help job seekers decide if this is an event they should attend. In addition, by using Other as the location, allows the career center to designate an off-site location and details.



Do Not Display on the Internet, if checked off, will not post the event on JobQuest.



The Calendar box does nothing.



Remember under Facilitators you can select Guest/Other and insert the names in the Guest Notes box.

# Create a New Employer Recruitment Event

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## *Overview*

Employer Events can be scheduled in MOSES for companies to register to attend. Attendees (employers in this case) are expected to sign up in advance.



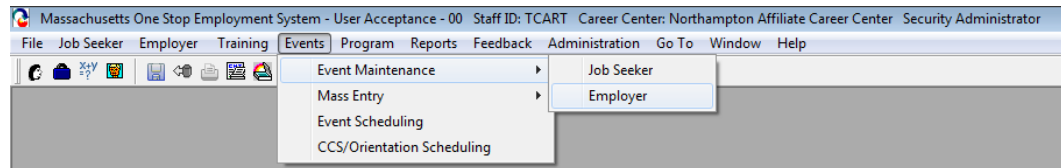
Job fair events can be attended by both job seekers and employers. However, you can only sign up job seekers for a job seeker event and employers for an employer event. For Job Fairs, you should create both an employer event and a job seeker event in MOSES, even though there is actually only one event.



This is an excellent way to record which companies attended a Job Fair.

## To Create a New Employer Job Fair / Recruitment Event

1. Select **Events**, then **Event Maintenance**, then **Employer** on the MOSES main menu bar.



2. MOSES displays the **Employer Event Search** window.

A screenshot of the 'Employer Event Search' window. The window has a title bar with standard Windows controls. Inside, there's a 'Type of Search' section with a 'Search By' dropdown menu showing 'Event Name' selected. Below it are radio buttons for 'Event Name', 'Career Center', and 'Event Category'. To the right of the dropdown is a text box for 'Search Criteria' and a 'Search' button. Below this is a 'Search Results' section with a table header: 'Event Id', 'Name', 'Category', 'Career Center', 'Duration', and 'Description'. The table body is empty. At the bottom right of the table is a 'More' button. At the very bottom of the window are four buttons: 'Edit', 'Add', 'Delete', and 'Close'.

- Click the **Add** button to create a new event. MOSES displays the **New** event registration window.

- Type information into the following fields on the **Event Details** tab of the **New** event window

<u>Field Name</u>	<u>Required</u>	<u>Action</u>
-------------------	-----------------	---------------

<b>Event Name</b>	►	Type the name of the Job Fair event.
-------------------	---	--------------------------------------



Watch for spelling errors, extra spaces, and variations of a name such as using "The". These become part of the name and may make it difficult to find this event record at a later time.

<b>Event Category</b>	►	Select from the dropdown list:
-----------------------	---	--------------------------------

Recruitment / Job Fair

<b>Career Center</b>	►	MOSES displays your career center, but you can change it.
----------------------	---	---

**Field Name****Required****Action**

This is the career center that is creating the event. Staff at any career center can sign up any employer to attend, unless you lock the event with the check box on this window.

**Event Description**

Type a detailed description of the job fair event.

(Add the event location for off-site events to the description, this will then be reflected in JobQuest.)

**Duration**

Optional

Input the amount of time for this Job fair / Recruitment event in this field.

**Prerequisite Required**

Optional

Check this box if companies / employers must meet certain requirements in order to attend.

**Career Center Lock**

Optional

Check this box if you want only staff at the creating career center to be able to sign up employers for the Job Fair event.

**Fee Based**

Optional

Check this box if employers will be charged a fee to attend this Job Fair event.

**Cost**

Optional

Type the fee that will be charged to attend this Job Fair event. *This box becomes visible only after the **Fee Based** box above it is checked.*

**Service Type**

Optional

Recommended Service Categories to use are:

**Job Fairs and Recruitments**

.

<b><u>Field Name</u></b>	<b><u>Required</u></b>	<b><u>Action</u></b>
<b>Associated Services</b>	Optional	<p>Use the arrow buttons to move one or more services from the <b>Associated Services</b> panel on the left to the <b>Selected Services</b> panel on the right.</p> <p>The recommended <b>Associated Services</b> in the <b>Job Fairs and Recruitments</b> Service Type to use are:</p> <p><b>Job Fairs and Recruitments:</b>  Individual Screening  Job Fair  Recruitment  Specialized Recruitments</p>
<b>Selected Services</b>		<p>MOSES will record the services listed here in this panel to the employer's record when the employer attends the event.</p>

5. Click the **OK** button to return to the **Employer Event Search** window.

Event Id	Name	Category	Career Center	Duration	Description
122090	Big Job Fair	Recruitment/Job F	Northampton Affiliate Career Center	9.0	Really Big Job Fair



If you want to edit an existing Job Fair event, first search for the event. Then select the event in the **Search Results** list and click **Edit** to display the **Event Registration** window.

## Schedule an Employer Event

---

### *Overview*

Once an employer Job Fair / Recruitment event has been created in MOSES, it can be scheduled.

This places the event on both the MOSES calendar and JobQuest for a specific date and time.

You can schedule more than one occurrence of a Job Fair event.

You can schedule recurring events, for example weekly or monthly job fairs of the employer event at the same location and time.

You can describe the location (such as a conference room name) for this occurrence of the event.

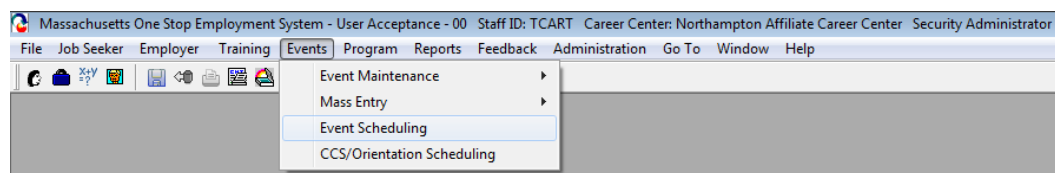
You can specify the number of employers who will be allowed to sign up for this occurrence of the event.

Once the event is scheduled, employers can sign up to attend the event in MOSES.



## To Schedule an Employer Event

1. Select **Events**, then **Event Scheduling**, on the MOSES main menu bar.



2. MOSES displays the **Job Seeker Scheduled Events** window.



The title of this window changes depending upon whether you select **Job Seeker** or **Employer** in the **Search Criteria** panel on the window. MOSES displays the job seeker version as the default.

A screenshot of the 'Job Seeker Scheduled Events' window. The window title is 'Job Seeker Scheduled Events'. It features a table of events with columns: Event Name, Location, Career Center, Schedule Date, Schedule Time, and Participants/ Openings. The table lists several events, including 'LinkedIn Overview', 'MGM Springfield Recruiting', 'Resume Overview', 'VA On-Site Veterans Workshop', 'Career Center Seminar', 'WIOA Information Session', 'Interview Skills', and 'Writing Effective Cover Letters'. To the right of the table is a 'Search Criteria' panel with radio buttons for 'Job Seeker' (selected) and 'Employer', a dropdown for 'Career Center' (set to 'Northampton Affiliate Care'), and a dropdown for 'Events'. Below the search criteria are buttons for 'Selected Date', 'Show Selected Week', and 'Show Selected Month'. At the bottom of the window are buttons for 'Participants', 'Edit', 'Add Event Schedules', 'Delete', and 'Close'. The status bar at the bottom indicates 'Row 1 of 8'.

3. Select the **Employer** radio button.

A close-up of the 'Search Criteria' panel. It shows the 'Job Seeker/Employer:' section with two radio buttons: 'Job Seeker' and 'Employer'. The 'Employer' radio button is selected.

- Click the **Add Event** button to schedule the event. MOSES displays the **New** event schedule window.

- Type information into the following fields on the **New** event schedule window.

**Field Name**

**Required**

**Action**

**Event Name**



Select the **Event Name** from the dropdown list.




MOSES displays only events that have already been created. Since you had selected the **Employer** radio button on the previous window, MOSES displays only employer events in the dropdown list. Only active employer events show up.

**Career Center**



Select the career center organizing this occurrence of the event. MOSES displays the center that created the event, but you can change it by using the dropdown list.

<u><b>Field Name</b></u>	<u><b>Required</b></u>	<u><b>Action</b></u>
<b>Facilitator</b>	►	Select the Staff ID of the person responsible for facilitating this occurrence of the event. MOSES displays your ID as the default. You can change it by using the dropdown list ( <i>only staff at the center you selected are displayed</i> ).
		 <p>After selecting a <b>Facilitator</b>, you can select <b>Co-Facilitator(s)</b> as well. Note: Under Co-Facilitator you can select <b>Guest/ Other</b>, MOSES allows you to data enter their names in the <b>Guest Notes</b> box. <i>This would be a good place to list the names of guest speakers / special attendees attending the recruitment.</i></p>
<b>Location</b>	Optional	Select the location at your career center where the event will be held or select Other to list off-site locations / special locations at the career center.
<b>Other Location</b>	Optional	If you select <b>Other</b> in the dropdown list above, you can type in the location into this field. ( <i>Selecting Other from the dropdown menu allows you to list off-site locations / special locations at the career center.</i> )
<b>Openings</b>	►	Type the number of employers who will be permitted to sign up for this Job Fair event.
<b>Do Not Display on Internet</b>	Optional	Check this box if you want this event NOT to appear on JobQuest / Job Central.
<b>Date</b>	►	Type the date, or click the <b>C</b> to use the calendar, for when the event will occur.
<b>Time</b>	►	Type the time, or use the small up/down arrows, for when the event will occur.

**Field Name**

**Required**

**Action**



The duration of the Job Fair event was preset in the event registration window. It is possible to schedule overlapping events. MOSES does not identify scheduling conflicts.

**Recurring**

Optional

Select (**Daily**, **Weekly**, or **Monthly**) from the dropdown list if you want to schedule multiple occurrences of this Job Fair event.

**Instances**

Optional

This field becomes available if you select one of the Recurring options. Type the number of future occurrences of this Job Fair event that you want to schedule.



If you selected **Daily**, you can only schedule up to 31 recurring events.

If you selected **Weekly**, you can only schedule up to 52 recurring events.

If you selected **Monthly**, you can only schedule up to 12 recurring events.



You set the date and time when you schedule the Job Fair event. If you later edit this Job Fair event, MOSES will not allow you to change the date. If it is necessary to reschedule, you should create a new occurrence of the event. Notify those who have signed up for the original occurrence that they should attend the new occurrence instead of the original.



Note: you can edit / change the time of the Job Fair event by clicking on the **Overwrite Time** button. This will make the time field editable.

Overwrite Time

6. Click the **OK** button to save your entries and return to the **Employer Scheduled Events** window.

The screenshot shows a 'New' window for creating an event. The window has a title bar with 'New' and a close button. The main area is titled 'Event Information' and contains several fields and checkboxes. The 'Event Name' dropdown is set to 'Big Job Fair'. The 'Event Description' text box contains 'Really Big Job Fair'. The 'Career Center' dropdown is set to 'Northampton Affiliate Career Center'. The 'Location' dropdown is set to 'Other'. The 'Other Location' text box contains 'The Hotel Northampton , The Calvin Coolidge Ballroom'. The 'Facilitator' dropdown is set to 'ESMIT'. The 'Co-Facilitator 1' and 'Co-Facilitator 2' dropdowns are empty. The 'Openings' field is set to '80'. The 'Calendar' checkbox is unchecked. The 'Do not display on Internet' checkbox is unchecked. The 'Date' field is set to '00/00/0000' with a calendar icon. The 'Time' field is set to '08:00 AM' with a time picker icon. The 'Recurring' dropdown is empty. The 'Instances' field is empty. At the bottom right, there are 'OK' and 'Cancel' buttons.

Event Information	
▶ Event Name:	Big Job Fair
Event Description:	Really Big Job Fair
▶ Career Center:	Northampton Affiliate Career Center
Location:	Other
▶ Other Location:	The Hotel Northampton , The Calvin Coolidge Ballroom
▶ Facilitator:	ESMIT
Co-Facilitator 1:	
Co-Facilitator 2:	
▶ Openings:	80
Calendar:	<input type="checkbox"/>
Do not display on Internet:	<input type="checkbox"/>
▶ Date:	00/00/0000
▶ Time:	08:00 AM
Recurring:	
Instances:	

# Merge/Change Employer Records

---

## Overview

MOSES uses the EMPLOYER ID to uniquely identify each employer member.

You may discover that two membership records have been created for the same employer, each with a different EMPLOYER ID.

Since it is possible that services have been recorded against both records, you would not want to delete the services from either record. Instead, you merge the **Services**, **Job Orders**, **Notes** and **Events** from both into the record that contains the most complete or current membership information. The other record is deleted.

You can only merge records if you have a **Security Profile** that allows you to **Delete/Merge Employer**.



Be sure to merge into the record that has the most recent and correct information.



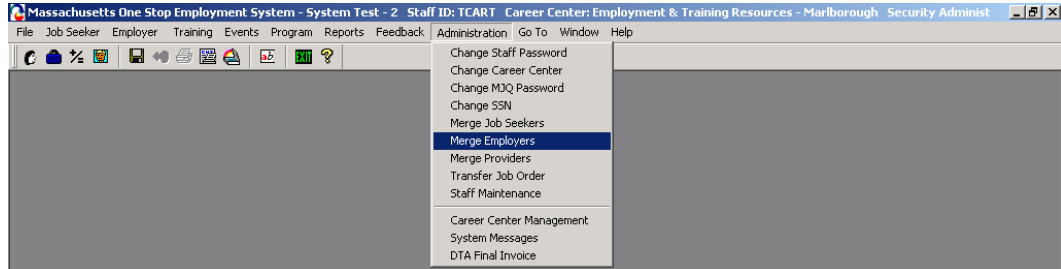
Once employers are merged this can not be undone. It is a permanent deletion of the merged company.



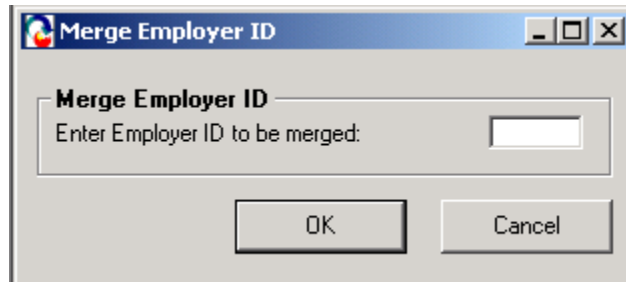
A suggestion is rather than merging employers, to “**Close**” the incorrect employer record. This inactivates the company and if incorrectly closed it can be reopened. (Closing companies is in the next section of this manual.)

## *To Merge Two Employer Records*

1. Select **Administration**, then **Merge Employers** on the MOSES main menu bar.



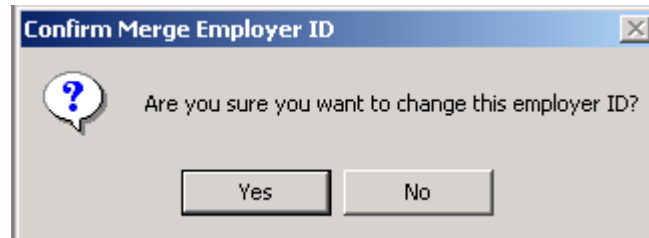
2. MOSES displays the **Merge Employer ID** window.



3. Type the **Employer ID** for the record you want to remove. Click the **OK** button.
4. MOSES displays the **Merge Employer ID** window with the prompt "Re-Enter Employer ID to be merged".



5. Type the **Employer ID** again for the record you want to remove. Click the **OK** button.
6. MOSES displays the **Confirm Continue With Merge** window. Click the **Yes** button.



7. MOSES displays the **Merge Employer ID** window with the prompt "Enter Employer ID to keep".



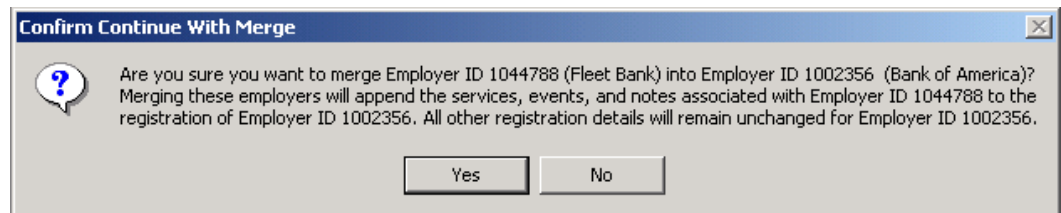
8. Type the **Employer ID** for the record you want to keep. Click the **OK** button.
9. MOSES displays the **Merge Employer ID** window with the prompt "Re-enter Employer ID to keep".



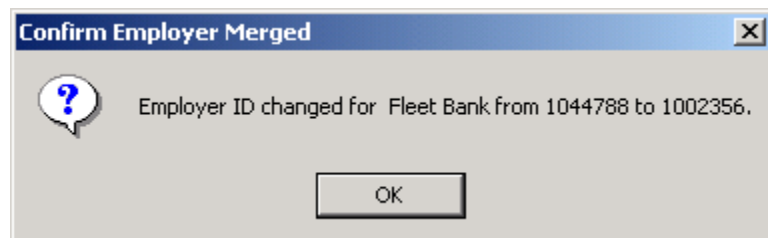
10. Type the **Employer ID** again for the record you want to keep. Click the **OK** button.



11. MOSES displays the **Confirm Continue With Merge** window. Click the **Yes** button.



12. MOSES displays the **Confirm Employer Merged** window.



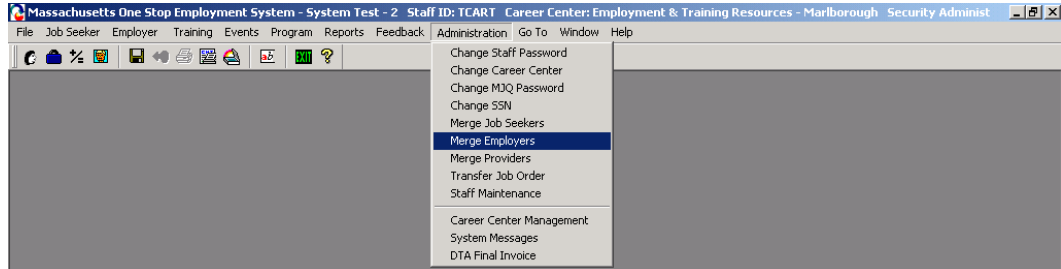
There will be no record in the Employer file showing that it was merged.



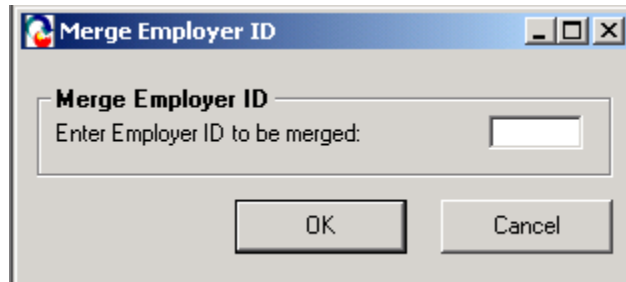
It is recommended that you document this change in the employer record in the **Notes** button / section.

## *To Merge Two Employer Records One a JQ*

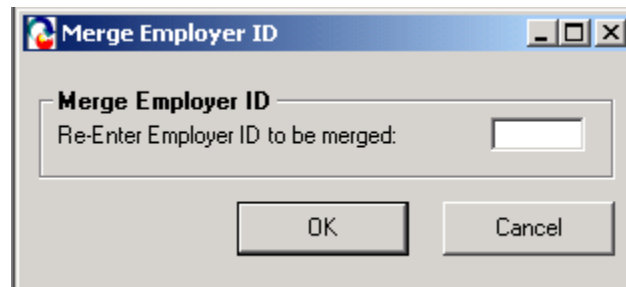
1. Select **Administration**, then **Merge Employers** on the MOSES main menu bar.



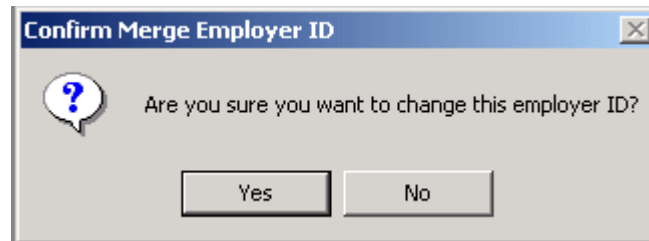
2. MOSES displays the **Merge Employer ID** window.



3. Type the **Employer ID** for the record you want to remove. Click the **OK** button.
4. MOSES displays the **Merge Employer ID** window with the prompt "Re-Enter Employer ID to be merged".



5. Type the **Employer ID** again for the record you want to remove. Click the **OK** button.
6. MOSES displays the **Confirm Continue With Merge** window. Click the **Yes** button.



7. MOSES displays the **Merge Employer ID** window with the prompt "Enter Employer ID to keep".



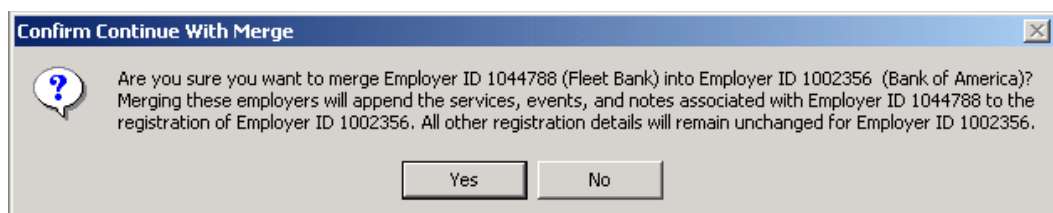
8. Type the **Employer ID** for the record you want to keep. Click the **OK** button.

9. MOSES displays the **Merge Employer ID** window with the prompt "Re-enter Employer ID to keep".

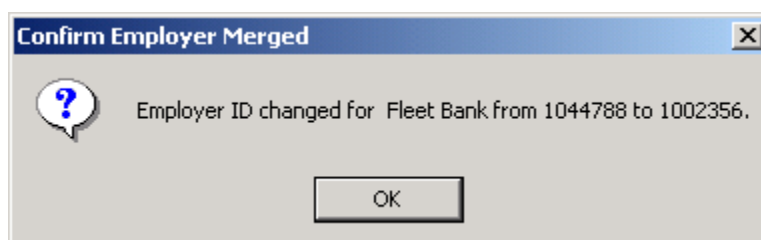


10. Type the **Employer ID** again for the record you want to keep. Click the **OK** button.

11. MOSES displays the **Confirm Continue With Merge** window. Click the **Yes** button.



12. MOSES displays the **Confirm Employer Merged** window.



There will be no record in the Employer file showing that it was merged.



It is recommended that you document this change in the employer record in the **Notes** button / section.

# To Close an Employer Record

## To Close an Employer Record

- 1. Search for the Employer Membership that you want.

Employer Search

Type of Search

Search By

☒ Company Name

☐ Employer ID

☐ Phone Number

☐ FEIN

To enter a new employer click the Add button. Search for an existing employer by selecting a search method, entering the search criteria, and then clicking the Search button.

Search Criteria:

Search

Advanced Search...

Search Results

Company Name	Employer ID	Phone Number	Address	FEIN No.	
Mendon Twin Drive In, Inc.	1508335	617626-5300	85 Milford Street	Mendon	##-###9720

Row 1 of 1

More

Job Order

Edit

Add

Delete

Close

## 2. Open the Employer Membership.

Employer Registration (Mendon Twin Drive In, Inc.)

Mendon Twin Drive In, Inc. FEIN: ##-###9720 ID: 1508335

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

**Company Information**

Name: Mendon Twin Drive In, Inc.

FEIN Number: ##-###9720 UI Account #: -

Number Of Employees: 40

Web Address: www.mendontwindrivein.com

Doing Business As: Mendon Drive In

Employer Type: Private ☐ FLC ☐ GTF

Federal Contractor: ☐ Yes ☒ No ☐ Company Closed

Primary Phone: (617)626-5300 ☐ Evacuee Friendly

Career Center: Northampton Affiliate Career Center

**Address**

Address: 35 Milford Street

Country: United States of America

Zip: 01756- City: Mendon

State: Massachusetts

Is the mailing address different? ☒

**Trade Names**

Andelman's Drive In

The Drive In

Add

Delete

**All Job Orders**

Total Job Orders: 3

Total Openings: 3

Total Openings Filled: 0

**Open Job Orders**

Total Job Orders: 3

Total Openings: 3

Total Openings Filled: 0

Status

☒ Access Approve ☐ Access Denied

Validated By: TCART

Created Date: 08/31/2018 Created By: TCART

Industry Code Search Job Order OK Cancel

## 3. Check off the **Company Closed** box

Employer Registration (Mendon Twin Drive In, Inc.)

Mendon Twin Drive In, Inc. FEIN: ##-###9720 ID: 1508335

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

**Company Information**

Name: Mendon Twin Drive In, Inc.

FEIN Number: ##-###9720 UI Account #: -

Number Of Employees: 40

Web Address: www.mendontwindrivein.com

Doing Business As: Mendon Drive In

Employer Type: Private ☐ FLC ☐ GTF

Federal Contractor: ☐ Yes ☒ No ☒ **Company Closed**

Primary Phone: (617)626-5300 ☐ Evacuee Friendly

Career Center: Northampton Affiliate Career Center

**Address**

Address: 35 Milford Street

Country: United States of America

Zip: 01756- City: Mendon

State: Massachusetts

Is the mailing address different? ☒

**Trade Names**

Andelman's Drive In

The Drive In

Add

Delete

**All Job Orders**

Total Job Orders: 3

Total Openings: 3

Total Openings Filled: 0

**Open Job Orders**

Total Job Orders: 3

Total Openings: 3

Total Openings Filled: 0

Status

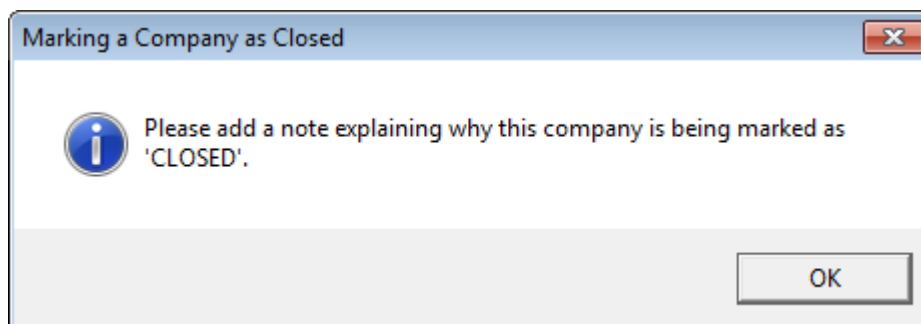
☒ Access Approve ☐ Access Denied

Validated By: TCART

Created Date: 08/31/2018 Created By: TCART

Industry Code Search Job Order OK Cancel

4. You will be required to add a NOTE in the NOTES section.



5. The employer will now be marked CLOSED.

Employer Registration (Mendon Twin Drive In, Inc.)

Mendon Twin Drive In, Inc. FEIN: ## ####9720 ID: 1508335 **CLOSED** Notes

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

**Company Information**

Name: Mendon Twin Drive In, Inc.

FEIN Number: ## ####9720 UI Account #: .

Number Of Employees: 40

Web Address: www.mendontwindrivein.com

Doing Business As: Mendon Drive In

Employer Type: Private ☐ FLC ☐ GTF

Federal Contractor: ☐ Yes ☒ No ☒ Company Close

Primary Phone: (617)626-5300 ☐ Evacuee Friendly

Career Center: Northampton Affiliate Career Center

**Industry**

NAICS Code: 512132 SIC: .

NAICS Sector: Information

NAICS Subsector: Motion Picture and Sound Recording Industries

NAICS Ind Group: Motion Picture and Video Industries

NAICS Industry: Motion Picture and Video Exhibition

NAICS US Industry: Drive-In Motion Picture Theaters

**Address**

Address: 35 Milford Street

Country: United States of America

Zip: 01756 City: Mendon

State: Massachusetts

Is the mailing address different? ☒

**Trade Names**

Andelman's Drive In Add

The Drive In Delete

**All Job Orders**

Total Job Orders: 3

Total Openings: 3

Total Openings Filled: 0

**Open Job Orders**

Total Job Orders: 3

Total Openings: 3

Total Openings Filled: 0

Status: ☒ Access Approve ☐ Access Denied Validated By: TCART

Created Date: 08/31/2018 Created By: TCART

Industry Code Search Job Order OK Cancel



This is a viable option rather than MERGING the company records.



A company record can be re-opened / un-CLOSED. Simply uncheck the Company Closed box. (A Note will be again required.)



A typical Note may be for closing:  
"Duplicate record" or  
that the company in fact did close.



# Employer Reports

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*(Courtesy Eric Nelson)*

## REPORTS

**Purpose: Summary of best practices**

### 1. **One-Stop Career Center Activity Report (OSCCAR):**

The OSCCAR report is a monthly report of all Career Center Services. The OSCCAR is typically posted to MOSES during the week following the last day of each month.

Access to the report is through MOSES:

- Select "Reports" Tab drop-down menu;
- Select "OSCCAR"
- Select "Career Center Level" (if multiple offices under one career center) or "Local Office Level" (if data is needed for just one local office) from the list
- Select "Report Date" from the list and press the "Criteria" button
- Select Career Center (or Local Office) and move to the right (Selected Values window)
- Select "Preview"

## 2. **Crystal Reports**

Crystal Reports are tools to assist BSRs and Managers in determining service needs, provide information, update records, etc.

Below is a list of common reports associated with the BSR team and the frequency they are provided.

Please note the reports below are a sample list for one career center, other career centers may use different versions or create their own specific reports.

<b>FREQUENCY</b>	<b>REPORT NAME (COMMON NAME)</b>	<b>PRIMARY USER</b>
Weekly	Hot Jobs Report	Public
	Lawrence Area Open Job Order Report	Job Seeker Staff
	Open Job Order Report (INETSELF)	Job Seeker Staff
Bi-Weekly	Closing Job Order Report	BSRs
	Job Order Referral Report	BSRs
	Staff Pending Referral Report	Job Seeker Staff
Monthly	Job Seeker Email Report	BSRs
	New Employer Report	BSRs
	Job Order Report with Fill and Referral Rates	BSRs
Ad Hoc	Job Seeker Work History (SOC Code) Report	Any

The Crystal Reports below are those used by the BSR Team and/or Management. Reports are listed by frequency and title:

## **WEEKLY**

### ***Hot Jobs:***

Run on Mondays (or first day of the week) before opening.

This report lists all new job postings (within the past X weeks) from VWCC, CC Lowell, Career Source (Woburn), & NSCC

- Exported to RTF and PDF files
- Email distributed to Hot Jobs List (external)
- Email distributed to Resource Room Supervisors for paper positing & IT for posting on website
- 5 copies printed, single sided with 3-hole punch, 3 copies to RR books, 2 spares on staff desk in RR
- USE: Customer report available to job seekers and staff

Sample:

Job Listings for Greater Lawrence as of: 06-11-2018				
<u>JOB TITLE</u>	<u>JOB LOCATION</u>	<u>FULL-PART TIME</u>	<u>CLOSING / CLOSED DATE</u>	<u>JOB #</u>
2ND PRESS OPERATOR	Methuen	Full-Time	06/30/2018	10498529
7-D BUS DRIVER	Haverhill	Part-Time	07/27/2018	10458270
ACCOUNT MANAGER/CUSTOMER SUPPORT	Andover	Full-Time	06/29/2018	10405502
ACCOUNTS RECEIVABLE CLERK	Lawrence	Full-Time	07/27/2018	10607893
* ACTIVITIES AIDE TO CNA	Tewksbury	Part-Time	07/04/2018	10641335
ACTIVITIES ASSISTANT	Lawrence	Full-Time	06/29/2018	10418448
ASSEMBLER C - ALL SHIFTS	Andover	Full-Time	07/27/2018	10505094
* ASSEMBLER	Acton	Full-Time	07/07/2018	10653488
ASSEMBLER	Tewksbury	Full-Time	07/31/2018	9810812
* ASSEMBLERS OF PRINTERS	Chelmsford	Full-Time	07/27/2018	10658708
ASSISTANT COMPTROLLER	Lowell	Full-Time	06/16/2018	10568686
ASSISTANT MANAGER	Dracut	Full-Time	06/15/2018	10405477
* AUTO BODY/PAINTER TECHNICIAN	Billerica	Full-Time	07/04/2018	10641486
AWAKE OVERNIGHT STAFF	Merrimac	Full-Time	06/29/2018	10488085
BANQUET SERVER	Lawrence	Part-Time	06/30/2018	10627018
BI-LINGUAL RECEPTIONIST	Lowell	Full-Time	06/24/2018	10607922
BILLING COORDINATOR - PT	Salem	Full-Time	06/16/2018	10568672
BULK FOLDER	Lawrence	Full-Time	06/29/2018	10367367
BUS OPERATOR - 1ST SHIFT	Haverhill	Full-Time	06/30/2018	10438517
BUS OPERATOR - 2ND SHIFT	Haverhill	Full-Time	06/30/2018	10438515
CDL A DRIVERS-BOOM OPERATORS	Tyngsboro	Full-Time	06/14/2018	10557507
CDL-A DRIVER	New Hampshire	Full-Time	07/27/2018	10125099
CDL-B DRIVER	New Hampshire	Full-Time	07/27/2018	10125105

**Lawrence Area Open Job Order Report:**

Run on Mondays (or first day of the week) before opening.

Similar to Hot Jobs, but includes company names, addresses, phone numbers, etc.

- Exported to Excel and PDF files
- Email distributed to VWCC Staff
- USE: Job Seeker Staff-only report

Sample:

<u>JOB TITLE</u>	<u>EMPLOYER</u>	<u>ADDRESS</u>	<u>CITY</u>	<u>STATE</u>	<u>PHONE</u>	<u>STAFF</u>	<u>DATE</u>	<u>JO #</u>
Laborer Temp Part Time	City Of Lawrence	City Hall 200 Common Street	Lawrence	MA	9786203000	CMASA	06/08/2018	10,658,815
Assemblers of printers	Impress Systems	7C Stuart Road	Chelmsford	MA	9784412022	MSEGO	06/08/2018	10,658,708
CNA or CHHA	Home Care Connection Network	Address Not Available	Amesbury	MA	9786606916	SROCH1	06/07/2018	10,653,669
Lubrizol Recruitment	Lubrizol Advanced Materials	207 Lowell St	Wilmington	MA	9786425000	ENELS	06/07/2018	10,653,580
CoWorx Recruitment	Coworx Staffing Services LLC	Address unknown	Lawrence	MA	9787749190	ENELS	06/07/2018	10,653,554
Purchasing Clerk	Geartronics Industries	100 Chelmsford Road	North Billerica	MA	9786636566	EFOX1	06/07/2018	10,653,496
assembler	John Galt Staffing	Address Not Available	Village Of North Andover	MA	7812739995	EFOX1	06/07/2018	10,653,488
Delivery Technician	Enos Home Medical	24 Rogers Road	Haverhill	MA	5087420732	LCLOY	06/07/2018	10,653,487
Production Supervisor	Raytheon	50 Apple Hill Drive	Tewksbury	MA	7816086040	EFOX1	06/07/2018	10,653,448
Job Recruitment - Laborers (local area)	Reed Realty Group	Address Not Available	Lawrence	MA	5037053995	LCLOY	06/07/2018	10,653,343
City Carrier	United States Postal Service	76 Main Street	North Reading	MA	9786644141	TMARK	06/06/2018	10,648,455
Janitor	Raytheon	50 Apple Hill Drive	Tewksbury	MA	7816086040	EFOX1	06/06/2018	10,648,217
Graphic Production Technician	Advance Reproductions Corporation	100 Flagship Drive	North Andover	MA	9786852911	ENELS	06/06/2018	10,648,107
LFP Rosa Inspector	Charm Sciences, Inc.	659 Andover Street	Lawrence	MA	9786879200	ENELS	06/06/2018	10,648,044

**Open Job Order Report (INETEMPL):**

Run on Mondays (or first day of the week) before opening.

This report lists INETEMPL (internet Employer) job orders posted by an employer in Job Quest.

This report has a date function and is run 5 weeks previous to current date.

- a. Exported to Excel and PDF files
- b. Email distributed to VWCC Staff
- c. USE: Job Seeker Staff-only report

Sample:

		<u>JOB TITLE</u>	<u>MINIMUM PAY</u>	<u>JOB LOCATION</u>	<u>FULL-PART TIME</u>	<u>EDUCATION</u>	<u>CLOSING / CLOSED DATE</u>	<u>JOB #</u>
Amesbury	1							
* 1439815	Creative Circle, LLC	FRONT END DEVELOPER - 16823	/	Amesbury	Full-Time	Educ. Not Available	07/06/2018	10648430
Andover	50							
* 1299176	Advantage Resource Staffing	CATEGORY SPECIALIST - INDIRECT PROCURE	/	Andover	Full-Time	Educ. Not Available	09/05/2018	10653311
* 1299176	Advantage Resource Staffing	PROCUREMENT COMMODITY LEADER	/	Andover	Full-Time	Educ. Not Available	09/06/2018	10658671
* 1288713	Amazon Corporate LLC	HARDWARE DEVELOPMENT ENGINEER - AMA	/	Andover	Full-Time	Educ. Not Available	09/02/2018	10641555
* 1288713	Amazon Corporate LLC	HARDWARE DEVELOPMENT ENGINEER - MEC	/	Andover	Full-Time	Educ. Not Available	09/02/2018	10641557
* 1288713	Amazon Corporate LLC	PROTOTYPE LAB TECHNICIAN (BLINK)	/	Andover	Full-Time	Educ. Not Available	09/02/2018	10641556
* 1288713	Amazon Corporate LLC	SOFTWARE DEVELOPMENT ENGINEER IN TES	/	Andover	Full-Time	Educ. Not Available	09/04/2018	10648686
* 1306241	Bright Horizons	ASSOCIATE TEACHER	/	Andover	Full-Time	Educ. Not Available	07/06/2018	10648457
* 1293977	Charter Communications/Spr	ASSOCIATE NETWORK ENGINEER SPECTRU	/	Andover	Full-Time	Educ. Not Available	07/08/2018	10658994
* 1293977	Charter Communications/Spr	SR. MANAGER, SALES OPERATIONS - NAVISIT	/	Andover	Full-Time	Educ. Not Available	07/07/2018	10653765

## **BI-WEEKLY**

### ***Closing Job Order Report.***

Run on Monday, every other week.

This report lists job orders posted by VWCC BSRs with closing date (reverse chronological order)

- a. Exported to PDF file
- b. Email distributed to VWCC BSRs
- c. USE: Follow up report for BSR's to contact company regarding extension, closure and/or hires

Sample:

LAWRENCE CLOSING JOB ORDER REPORT									
6/4/2018									
<u>EMPLOYER</u>	<u>JOB TITLE</u>	<u>ASSIGNED TO</u>	<u>DATE</u>	<u>JO #</u>	<u>OPENINGS</u>	<u>FILLED</u>	<u>REFERRED</u>	<u>STATUS</u>	<u>CLOSED DATE</u>
Courtyard by Marriott - Andover	Server	CMASA	05/04/2018	10,516,079	1	0		Open	06/03/2018
MicroTech Staffing	Job Fair - Manufacturing Positions	ENELS	05/07/2018	10,527,830	1	0		Open	06/06/2018
Masis Staffing Solutions	Job Fair - Manufacturing Positions	ENELS	05/07/2018	10,527,825	1	0		Open	06/06/2018
United Personnel	Job Fair - Multiple Positions	ENELS	05/09/2018	10,533,555	1	0		Open	06/08/2018
Raytheon-A	Electrician Class A	ENELS	05/09/2018	10,533,307	1	0		Open	06/08/2018
Dianne's Fine Desserts	Maintenance Mechanic	ENELS	04/03/2018	10,405,291	1	0		Open	06/08/2018
ProServices Inc	Production Operator	ENELS	04/05/2018	10,413,786	1	0		Open	06/08/2018
ProServices Inc	Production Operator	ENELS	04/05/2018	10,413,787	1	0		Open	06/08/2018
Alliance HealthCare Services	Healthcare Coordinators	LCLOY	02/26/2018	10,287,213	1	0	1	Open	06/08/2018
Alliance HealthCare Services	Patient Services Associate	SROCH1	03/22/2018	10,363,133	1	0	1	Open	06/08/2018
Children's Friend and Family Service	Outpatient and Inpatient Therapists	SROCH1	03/22/2018	10,363,178	1	0		Open	06/08/2018
Prime Time Sports	Customer Service Representative	CMASA	05/11/2018	10,541,968	1	0		Open	06/10/2018

### **Staff Pending Referral Report:**

Run on Monday, every other week.

This report lists all job referral activity by career center (HAV or LAW) and staff ID.

- Report Name: JobReferralStatusRwreport\_v02
- Exported to PDF file
- Email distributed to DCS JSIV's and DCS Operations Manager
- USE: Individual Staff sheets are separated and given to individual staff member to follow up on customer status

Job referral activity includes:

- Job Developments
- Call-In / Pre-Referral Contact
  - Pending
  - Vetted / Pending Application Confirmation
- Job Referral – Staff (Pending)
- Job Referral – Staff (Interviewed)

This report has a date function and is normally run 1-3 years previous to the current date.

This report also has the ability to run by service group:

- Job Referral / Job Developments only
- Call-In / Pre-Referral Contacts only
- Combined (both)

Sample:

JOB REFERRAL STATUS REPORT Combined Report sorted by Days Since Referral For Service Since: 04/28/2017								
APP ID	JOB SEEKER NAME	J/JORD #	EMPLOYER	JOB TITLE	REF DATE	SVC TYPE	SVC RESULT	DAYS SINCE
ValleyWorks - Career Center of Lawrence Counselorname, Lynn								
12690000	Lastname, Jacqueline	9882816	United States Postal Service	Recruitment - City Carrier Assistants	11/28/2017	Call-In/Pre-Referral Contact	Pending	0
10060000	Lastname, William		Securitas Security Services		11/22/2017	Job Development Referral	Pending	6
12460000	Lastname, Ian	9810765	Raytheon-Andover	Assembler C - All Shifts	11/09/2017	Call-In/Pre-Referral Contact	Pending	19
12520000	Lastname, Jonathan	9807217	Coworx	Medical Device Assembler	11/07/2017	Job Referral - Staff	Pending	21
12520000	Lastname, Jonathan	9537514	Coworx Staffing Services	Medical Device Assemblers	11/07/2017	Job Referral - Staff	Pending	21
12120000	Lastname, Nicolas	9757244	Anna Jaques Hospital	Housekeeping Aide - 1st Shift	10/30/2017	Call-In/Pre-Referral Contact	Pending	29
12680000	Lastname, Nariel	9698034	New Balance Athletics, Inc.	Assembler II	10/26/2017	Job Referral - Staff	Pending	33
12680000	Lastname, Ramon	9737195	Home Health Foundation	Homemaker	10/25/2017	Job Referral - Staff	Pending	34
10190000	Lastname, Andres	9684312	Raytheon-Andover	Assembler C 2nd shift	10/24/2017	Call-In/Pre-Referral Contact	Vetted/Pending App	35
12630000	Lastname, Daniel	9655340	UFP Technologies, Inc.	Shipper/Receiver	10/19/2017	Call-In/Pre-Referral Contact	Pending	40

### Job Order Referral Report:

Similar to the Staff Pending Referral Report, except this report is organized by Company Name and Job Order.

BSRs will use this report externally to follow up on referrals with a business contact and internally to track progress of referrals to their job orders.

Sample:

JOB ORDER STATUS REPORT Combined Report sorted by Days Since Referral For Job Orders Entered Since: 04/28/2017									
APP ID	JOB SEEKER NAME	JORD #	JOB TITLE	REF DATE	SVC TYPE	SVC RESULT	REF STAFF	DAYS SINCE	
ValleyWorks - Career Center of Lawrence Nelson, Eric									
Anna Jaques Hospital									
12670000	Lastname, Anne-Marie	9757244	Housekeeping Aide - 1st Shift	11/15/2017	Call-In/Pre-Referral Contact	Pending	Counselor, Marco	13	
12540000	Lastname, Maria	9757244	Housekeeping Aide - 1st Shift	10/30/2017	Call-In/Pre-Referral Contact	Pending	Counselor, Marilda	29	
12120000	Lastname, Nicolas	9757244	Housekeeping Aide - 1st Shift	10/30/2017	Call-In/Pre-Referral Contact	Pending	Counselor, Lynne	29	
12660000	Lastname, Sards	9757244	Housekeeping Aide - 1st Shift	10/30/2017	Call-In/Pre-Referral Contact	Pending	Counselor, Marilda	29	
12670000	Lastname, Kelsa	9757244	Housekeeping Aide - 1st Shift	10/30/2017	Call-In/Pre-Referral Contact	Pending	Counselor, Marilda	29	
12680000	Lastname, Valeria	9757244	Housekeeping Aide - 1st Shift	10/30/2017	Call-In/Pre-Referral Contact	Pending	Counselor, Marilda	29	
Applied Graphics									
12680000	Lastname, Maximo	9487944	Industrial Spray Painter	09/27/2017	Job Referral - Staff	Hired	Counselor, Lynne	62	
12350000	Lastname, Kevin	9250605	Non-CDL Delivery Driver	07/10/2017	Job Referral - Staff	Hired	Counselor, Anthony	141	
ARC Technologies, Inc.									
12640000	Lastname, Jaime	9396248	CNC Operator / Set Up Person	10/05/2017	Job Referral - Staff	Pending	Counselor, Elizabeth	54	
Berkshire Manufactured Products									
12660000	Lastname, Janet	8996134	Press Operator	06/15/2017	Job Referral - Staff	Hired	Counselor, Lynne	166	
12360000	Lastname, Isabell	8996134	Press Operator	06/15/2017	Job Referral - Staff	Hired	Counselor, Grace	166	



## **MONTHLY**

### ***Job Seeker Email Report:***

Run on the first work day of every month for the previous month.

This report lists all job seeker email addresses from MOSES memberships created during the previous month with a career center service entry.

- Exported to Excel file
- Email distributed to Marketing BSR
- USE: Email addresses are added to Constant Contact database for marketing services

Sample:

	A	B	C	D	E	F
1	APP ID	FIRST NAME	FIRST NAME	E-mail	SERVICE DATE	USER ID
2	11111111	Lastname	Firstname	myemail@email.com	05/17/2018	LCLOY
3	22222222	Myname	Firstname	emailaddress@email.com	05/17/2018	CMASA

### ***New Employer Report:***

Run on the first work day of every month for the previous month.

This report includes all new employer records created in MOSES during the previous month in the career center WDA.

- Exported to Excel file
- Email distributed to Marketing BSR
- USE: Outreach to new employers for services

Sample:

A	B	C	D	E	F	G	H	I	J	K	L	M
CREATED DATE	LAST MODIFIED BY	EMP ID	EMP NAME	ADDRESS	CITY	ST	ZIP	PHONE	FEIN NUMBER	CONTACT NAME	EMAIL	CREATED BY
1473660	Beach Brand Foods, Inc	687 Lowell Street	Methuen	MA	01844	978-423-7566	023048700	Dany Bouraphael	dany@nhbeachpizza.com	CMASA	05/03/2018	CMASA
1475501	Elder Services of the Merrimack Valley I	280 Merrimack St.	Lawrence	MA	01843	978-946-1331	042545136	Mark Batchelder	mbatchelder@esmv.org	INETEMPL	05/07/2018	SBURK
1476272	NorthEast Electrical Distributors	Not Listed	Lawrence	OT	01840	999-999-9999		NorthEast Electrical Distributors		ABUSER	05/11/2018	ABUSER
1481175	NxStage Medical	350 Merrimack St.	Lawrence	MA	01843	978-687-4889	043454702	Nichole Hunt	nhunt@nxstage.com	INETEMPL	05/22/2018	SBURK
1477496	Rapiscan Systems, Inc.	23 Frontage Road	Andover	MA	01810	310-349-2609	054413488	Alicia Silva	asilva@rsi-systems.com	INETEMPL	05/14/2018	CPORT
1473875	ReVision Energy	1980 Turnpike St	North Andover	MA	01845	603-392-7128	261826324	Astrid Blanco	ablanco@revisionenergy.com	INETEMPL	05/03/2018	CPORT
1473883	Union Specialties, Inc.	3 Malcolm Hoyt Drive	Newbury Port	MA	01950	978-465-1717	042074787	Joe Marshall	joemarshall@unionspecialtiesinc.com	INETEMPL	05/03/2018	SBURK

Page -1 of 1 F:\Reports\BSR Reports\Monthly Employer List by Zip Code\Employer List (By Zip Code and Created Date).rpt

### ***Job Order Report with Fill and Referral Rates:***

Run on the first work day of every month for the FY-to-date.

This report lists all job orders posted by career center staff and shows number of referrals and hires for each.

Roll-up includes Total Fill Rate and Referral Rate.

- Exported to PDF file
- Email distributed to all BSRs
- USE: Allows BSRs to analyze status of current and historical job orders

### ***Sample:***

LAWRENCE HAVERHILL JOB ORDER REPORT FY18 (By Employer)												
5/1/2018												
EMPLOYER	JOB TITLE	STAFF	DATE	JO #	OPENINGS	FILLED	REFERRED	STATUS	CLOSED DATE	FILL RATE	REF RATE	
3 Decor LLC	Multiple positions- Job Fair	SROCH1	07/26/2017	9325037	1	0	1	Closed Permanent	08/18/2017	0 %	1.0	
3 Decor LLC	Calender Heat Press Operator	SROCH1	12/06/2017	9954979	1	0	2	Closed Permanent	02/09/2018	0 %	2.0	
	<u>2</u>				<u>2</u>	<u>0</u>	<u>3</u>					
495 Truck and Auto Recyclers, Inc.	Mechanic/Dismantler	LCLOY	03/07/2018	10318875	1	0		Closed	04/27/2018	0 %		
	<u>1</u>				<u>1</u>	<u>0</u>						
99Degrees Custom, Inc.	Sewing Machine Operator	SROCH1	08/08/2017	9396445	1	0		Closed Permanent	10/13/2017	0 %		
	<u>1</u>				<u>1</u>	<u>0</u>						
ARC Technologies, Inc.	CNC Operator / Set Up Person	ENELS	08/08/2017	9396248	1	0	1	Closed Permanent	10/14/2017	0 %	1.0	
ARC Technologies, Inc.	Production Techs - Advanced Materials	ENELS	01/10/2018	10119233	1	0		Closed Permanent	03/09/2018	0 %		
ARC Technologies, Inc.	Composites Technician	ENELS	01/10/2018	10119229	1	0	1	Closed Permanent	03/09/2018	0 %	1.0	
ARC Technologies, Inc.	CNC Operator / Set Up Person	ENELS	01/10/2018	10119237	1	0		Closed	03/09/2018	0 %		
ARC Technologies, Inc.	Production Technicians - Core Products	ENELS	08/22/2017	9460728	1	0	1	Closed Permanent	10/21/2017	0 %	1.0	
ARC Technologies, Inc.	Painter Technician	ENELS	08/11/2017	9411001	1	0		Closed Permanent	10/08/2017	0 %		

LAWRENCE HAVERHILL JOB ORDER REPORT FY18 (By Employer)												
5/1/2018												
EMPLOYER	JOB TITLE	STAFF	DATE	JO #	OPENINGS	FILLED	REFERRED	STATUS	CLOSED DATE	FILL RATE	REF RATE	
Grand Total:	<u>325</u>	<u>829</u>			<u>997</u>	<u>146</u>	<u>680</u>			<u>14.6 %</u>	<u>0.7</u>	

### ***AD HOC***

#### ***SOC Report: (Report Name:***

#### ***Job\_Seeker\_WorkHistory\_Occupation\_v03)***

Available as needed, this report locates job seekers by employment history SOC Code.

This report will show a job seeker's start and end dates for a broad or specific SOC code within a radius from desired location.

# Job Seeker Referral process for Staff

## Call-In/Pre-Referral Contact Service

A job seeker must be vetted before being referred to a business for a position, and, since confirmation of an employer application completion is required prior to adding the **Job Referral – Staff/Pending** service, it is important for career center staff to have the ability to track job seekers that have been vetted, but have not yet confirmed their application for the position.

At the point at which a job seeker has been vetted; that is, screened and met requirements for the position, resume reviewed and provided the employer's application instructions, staff may enter the new service of **Call-in/ Pre-Referral Contact** with service result **Vetted/Pending Application Confirmation**.

Using this approach, staff will easily be able to see which of their caseload have been referred to the position after being vetted, but still await the application completion confirmation. Use of this new tracking feature is intended as an option for career center staff to maintain their referral caseload.

## Job Order –Selected Job Seekers Tab

Service: **Call-in/Pre-Referral Contact, Vetted/Pending Application Confirmation**

Job Order (7555059) - Seasonal Drivers

UPS FEIN: 13-1426500 ID: 1007344 Notes

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

**Selected Job Seekers**

Service Date	Staff Id	Service Type	Service Result	Name	Social Security Number	Applicant ID	Applicant Phone
09/09/16	MMEIB	Call-In /Pre-Ref	Pending	test .ENIZ	###-##-4641	11565705	993-555-1111

Failed To Respond  
Not Qualified  
Pending  
Refused Referral  
**Vetted / Pending Application Confirmation**

Add  
Filter  
Go to Job Seeker

Employer Run Match OK Cancel

## Job Seeker Services/Employment Tab

After the Call-in – Vetted service added. **Note that it is blue bold.**

Job Seeker Membership (test, ENIZ)

test, ENIZ SSN: [redacted]

Basic | Full | Education | Work Experience | Events | Alerts | Case Plan/Youth ISS | Services | Special Programs | Survey

General | Employment | Administrative | Testing | Course/Activity | Youth Goals

**Services**

Service Date	Staff ID	Service Type	Service Result	Employer Name	Job Start Date	Job Order Number	Phone	Add	Edit
09/09/2016	MMEIB	Call-In/ Pre Referral	<b>Vetted/ Pending</b>	UPS		7555060	(508) 790-2749		

Once confirmation of the application is received / sent to the employer, staff may change the Call-In Service Type to **Job Referral – Staff**

Job Order (7555059) - Seasonal Drivers

UPS FEIN: 13-1426500 ID: 1007344

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

**Selected Job Seekers**

Service Date	Staff Id	Service Type	Service Result	Name	Social Security Number	Applicant ID	Applicant Phone	Add	Filter	Go to Job Seeker
09/09/16	MMEIB	Call-In/ Pre-Ref	Vetted/ A	test, ENIZ	###-##-4641	11565705	999-555-1111			

Call-In/ Pre-Referral Contact  
Job Referral - Staff  
Not Referred

The service result will default to **Pending**.

**NOTE** This means that you have confirmed that the application was submitted to the employer.

Job Order (7555059) - Seasonal Drivers

UPS FEIN: 13-1426500 ID: 1007344

Notes

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

**Selected Job Seekers**

Service Date	Staff Id	Service Type	Service Result	Name	Social Security Number	Applicant ID	Applicant Phone
09/13/16		Job Referral - Staff	Pending	TEST, SURLY	999-21-3237	11565705	-

Add  
 Filter  
 Go to Job Seeker

Did Not Contact Employer  
 Did Not Report To Interview  
 Did Not Report To Work  
 Filled Other  
 Hired  
 Information Not Available  
 Interviewed  
 Job Seeker Not Interested  
 Not Hired  
 Not Qualified  
 Pending  
 Refused Job

Employer Run Match OK Cancel

This will result in the following two (2) services.

Job Order (7555059) - Seasonal Drivers

UPS FEIN: 13-1426500 ID: 1007344

Notes

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

**Selected Job Seekers**

Service Date	Staff Id	Service Type	Service Result	Name	Social Security Number	Applicant ID	Applicant Phone
09/09/16	MMEIB	Job Referral - Staff	Pending	test, ENIZ	###-###-4641	11565705	999-555-1111
09/09/16	MMEIB	Call-In/ Pre-Referral	Job Referral - Staff	test, ENIZ	###-###-4641	11565705	999-555-1111

Add  
 Filter  
 Go to Job Seeker

## Job Seeker Services/Employment Tab

View of Job Seeker Services/Employment tab. **Note both services are blue bold.**

Job Seeker Membership (test, ENIZ)

test, ENIZ SSN: [REDACTED]

Basic | Full | Education | Work Experience | Events | Alerts | Case Plan/Youth ISS | Services | Special Programs | Survey

General | Employment | Administrative | Testing | Course/Activity | Youth Goals

**Services**

Service Date	Staff ID	Service Type	Service Result	Employer Name	Job Start Date	Job Order Number	Phone
09/09/2016	MMEIB	Job Referral - Staff	<b>Pending - Applicant</b>	UPS		7555059	(508) 790-2749
09/09/2016	MMEIB	Call-In/ Pre-Referral	<b>Job Referral - Staff</b>	UPS		7555059	(508) 790-2749

Add  
 Edit  
 Delete

# **JOB SEEKER REFERRAL PROCESS DATA ENTRY IN MOSES**

UNABRIDGED

# JOB SEEKER REFERRAL IN JOB ORDER PROCESS FOR STAFF

A job seeker must be vetted before being referred to a business for a position, and, since confirmation of an employer application completion is required prior to adding the **Job Referral – Staff/Pending** service, it is important for career center staff to have the ability to track job seekers that have been vetted, but have not yet confirmed their application for the position.

To put Job Seeker referrals directly into the Job Order follow the data entry process below.

## 1. Search for the Employer Membership.

Employer Registration (Recruiting Solutions International)

Recruiting Solutions International FEIN: ###3214 ID: 1635009 Notes

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

**Company Information**

▶ Name: Recruiting Solutions International

▶ FEIN Number: ###3214 UI Account #: -

▶ Number Of Employees: 200

▶ Web Address: www.RSI.com

▶ Doing Business As: RSI

▶ Employer Type: Private ☐ FLC ☐ GTF

▶ Federal Contractor: ☐ Yes ☒ No ☐ Company Closed

▶ Primary Phone: (617)523-4463 ☐ Evacuee Friendly

▶ Career Center: Northampton Affiliate Career Center

**Address**

▶ Address: 106 Cambridge Street

▶ Country: United States of America

▶ Zip: 02114 City: Boston

▶ State: Massachusetts

Is the mailing address different? ☐

**Industry**

▶ NAICS Code: 541612 SIC: -

▶ NAICS Sector: Professional, Scientific, and Technical Services

▶ NAICS Subsector: Professional, Scientific, and Technical Services

▶ NAICS Ind Group: Management, Scientific, and Technical Consulting Services

▶ NAICS Industry: Management Consulting Services

▶ NAICS US Industry: Human Resources Consulting Services

**Trade Names**

R.S.I. Add Delete

**Status**

◉ Access Approve ☐ Access Denied Validated By: TCART

Created Date: 01/29/2020 Created By: TCART

**All Job Orders**

Total Job Orders: 3

Total Openings: 3

Total Openings Filled: 0

**Open Job Orders**

Total Job Orders: 3

Total Openings: 3

Total Openings Filled: 0

Industry Code Search Job Order OK Cancel

Click on the **Job Order** button on the bottom of the screen. Select the Job Order you wish to edit.

**Job Order Summary (Recruiting Solutions International)**

Recruiting Solutions International FEIN: ## 3214 ID: 1635009

Job Order #	Job Title	Pay(\$)	Pay Unit	Assigned Staff	Date Entered	Job Status	Address
13126011	Call Center Representative	12.75	Hour	TCART	01/30/2020	Open	106 Cambridge Street, Boston
13126010	Call Center Manager	12.75	Hour	TCART	01/30/2020	Open	106 Cambridge Street, Boston
13126009	Call Center Representative	12.75	Hour	TCART	01/30/2020	Open	106 Cambridge Street, Boston

Row 1 of 3

Edit Cgpy Run Match Add Delete Close

3. Select the Job Order you wish to edit. Open the Job Order.

**Job Order (13126011) - Call Center Representative**

Recruiting Solutions International FEIN: ## 3214 ID: 1635009

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

Company Name: Recruiting Solutions International Is job location different than the location of the employer? ☐ Yes ☒ No ☐ Restricted

Company Address: 106 Cambridge Street Job Location Address: 106 Cambridge Street ☐ Confidential

Company Country: United States of America Job Location Country: United States of America Created By: TCART

Company City: Boston Job Location City: Boston Created Date: 1/30/2020 10:12

Company State: MA Zip: 02114 Job Location Zip Code: 02114 Created Office: Northampton Affiliate Career Cer

Career Center: Northampton Affiliate Career Cer Job Location State: Massachusetts

Assigned To: TCART

**Job Description**

Job Title: Call Center Representative Shift: ☒ First ☐ Second ☐ Third

Job Category: Recruitment Solutions ☐ Rotating ☐ Split

Job Status: Open FLC Status: None ☐ Per Diem

Duration: Full Time greater than 150 Days Close Date: 12/25/2020

Original Number of Openings: 1

Openings: 1 Openings Filled: 0

Referrals Made: 0

Work Hours: From: 09:00 AM To: 05:00 PM

Hours/Week: 40.0

**Other**

Job Details: Typing Speed: (w.p.m) Drivers License: Min Age: Empowerment Zone

☐ Affirmative Action ☐ Enterprise Zone

☐ Public Transportation

☐ Yes ☐ No ☒ Unknown

Send to US Jobs

☒ Send ☐ Don't Send

Employer Run Match OK Cancel



Click on the **Selected Job Seekers** tab.

Job Order (13126011) - Call Center Representative

Recruiting Solutions International FEIN: ## ###3214 ID: 1635009 Notes

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

**Selected Job Seekers**

Service Date	Staff Id	Service Type	Service Result	Name	Social Security Number	Applicant ID	Applicant Phone
--------------	----------	--------------	----------------	------	------------------------	--------------	-----------------

Add  
Filter  
Go to Job Seeker

Employer Run Match OK Cancel

4. Click on the **Add** button.

Job Order (13126011) - Call Center Representative

Recruiting Solutions International FEIN: ## ###3214 ID: 1635009 Notes

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

**Selected Job Seekers**

Service Date	Staff Id	Service Type	Service Result	Name	Social Security Number	Applicant ID	Applicant Phone
--------------	----------	--------------	----------------	------	------------------------	--------------	-----------------

Add  
Filter  
Go to Job Seeker

Employer Run Match OK Cancel

**Selected Job Seeker Detail**

Enter the SSN or ID of the Job Seeker being Referred.

☒ Job Seeker ID:

☐ Social Security Number:

OK Cancel

5. Enter the Job Seeker ID or Social Security number of the Job Seeker being referred.

6. Select the Action desired. **Job Referral – Staff** or **Call-In/Pre-Referral**.



**Job Referral – Staff** is used when the Job Seeker has satisfied the application requirements and has applied for the job. This candidate is fully vetted by career center/agency staff.



**Call-In/Pre-Referral** is used when the Job Seeker has been notified of the job posting and is considering it. But has not satisfied the application process and/or been vetted completely.

7. Below is an example of a **Job Referral – Pending**.

Job Order (13126011) - Call Center Representative

Recruiting Solutions International    FEIN: ## ###3214    ID: 1635009    Notes

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

**Selected Job Seekers**

Service Date	Staff Id	Service Type	Service Result	Name	Social Security Number	Applicant ID	Applicant Phone
01/30/20		Job Referral - Staff	Pending	Miranda ,Lin-Manuel	###-###-5136	12164500	-

Row 1 of 1

Employer   Run Match   OK   Cancel

Add  
Filter  
Go to Job Seeker



NOTE: The referral can be backdated up to the staffs back dating MOSES rights.

8. Below is an example of a **Call-In/Pre-Referral** entry.

**Selected Job Seeker Detail**

Enter the SSN or ID of the Job Seeker being Referred.

☒ Job Seeker ID: 12861474

☐ Social Security Number: - -

Action: Call-in/Pre-Refere

Date:

Call-in/Pre-Referral

Job Referral - Staff

Cancel

**Job Order (13126011) - Call Center Representative**

Recruiting Solutions International FEIN: ###-###-3214 ID: 1635009

Notes

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

**Selected Job Seekers**

Service Date	Staff Id	Service Type	Service Result	Name	Social Security Number	Applicant ID	Applicant Phone
01/30/20		Job Referral - Staff	Pending - Appli	Miranda_Lin-Manuel	###-###-5136	12164500	- -
01/30/20		Call-in/Pre-Refere	Pending	O'Furniture_Patty	###-###-9442	12861474	- -

Row 2 of 2

Add

Filter

Go to Job Seeker

Employer Run Match OK Cancel

# JOB SEEKER REFERRAL PROCESS IN THE JOB SEEKER RECORD FOR STAFF

## Call-In/Pre-Referral Contact Service

A job seeker must be vetted before being referred to a business for a position, and, since confirmation of an employer application completion is required prior to adding the **Job Referral – Staff/Pending** service, it is important for career center staff to have the ability to track job seekers that have been vetted, but have not yet confirmed their application for the position.

At the point at which a job seeker has been vetted; that is, screened and met the requirements for the position, resume reviewed and provided the employer's application instructions given to the job seeker, staff may **enter** the new service of **Call-in/ Pre-Referral Contact** with service result **Vetted/Pending Application Confirmation**.

Using this approach, staff will easily be able to see which of their caseload have been referred to the position after being vetted, but still are awaiting the application completion confirmation.

## Job Order –Selected Job Seekers Tab

Service Type:  
**Call-In/Pre-Referral**

Service Result:  
**Vetted/Pending Application Confirmation**

Job Order (13126011) - Call Center Representative

Recruiting Solutions International FEIN: ###-###-3214 ID: 1635009

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

**Selected Job Seekers**

Service Date	Staff Id	Service Type	Service Result	Name	Social Security Number	Applicant ID	Applicant Phone	
01/30/20	TCART	Job Referral - Staff	Pending - Appli	Miranda ,Lin-Manuel	###-###-5136	12164500	108-807-9823	Add
01/30/20	TCART	Call-in/Pre-Ref	Pending	D,Furniture ,Patty	###-###-9442	12861474	307-472-7760	Filter
			Failed To Respond					Go to Job Seeker
			Not Qualified					
			Pending					
			Refused Referral					
			Vetted/Pending Application C					

Row 2 of 2

Employer Run Match OK Cancel

Job Order (13126011) - Call Center Representative

Recruiting Solutions International FEIN: ###-###-3214 ID: 1635009

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

**Selected Job Seekers**

Service Date	Staff Id	Service Type	Service Result	Name	Social Security Number	Applicant ID	Applicant Phone	
01/30/20	TCART	Job Referral - Staff	Pending - Appli	Miranda ,Lin-Manuel	###-###-5136	12164500	108-807-9823	Add
01/30/20	TCART	Call-in/Pre-Ref	Vetted/Pending	D,Furniture ,Patty	###-###-9442	12861474	307-472-7760	Filter
								Go to Job Seeker

Row 2 of 2

Employer Run Match OK Cancel

## Job Seeker Services/Employment Tab

After the **Call-in – Vetted** service is added.  
**Note that it is blue bold.**

### Job Order screen

Job Order (13126011) - Call Center Representative

Recruiting Solutions International FIIN: ## ###3214 ID: 1635009 Notes

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

**Selected Job Seekers**

Service Date	Staff Id	Service Type	Service Result	Name	Social Security Number	Applicant ID	Applicant Phone	
01/30/20	TCART	Job Referral - Staff	Pending - Appl	Miranda ,Lin-Manuel	###-###-5136	12164500	108-807-9823	Add
01/30/20	TCART	Call-in/Pre-Referral	Vetted/Pending	O'Furniture ,Patty	###-###-9442	12861474	307-472-7760	Filter
01/30/20	TCART	<b>Call-in/Pre-Ref</b>	<b>Pending</b>	<b>Beach ,Sandy</b>	<b>###-###-5014</b>	12534766	- - -	Go to Job Seeker

Row 3 of 3

Employer Run Match OK Cancel

## Job Seeker record, Employment tab

Job Seeker Membership (Beach, Sandy)

Beach, Sandy SSN: XXX-XX-5014 ID: 12534766

Basic | Full | Education | Work History | Events | Alerts | Career Plan/Youth ISS | Services | Special Programs | Survey

General | Employment | Administrative | Testing | Course/Activity | Youth Goals

**Services**

Service Date	Staff ID	Service Type	Service Result	Employer Name	Job Start Date	Job Order Number	Phone	
01/30/2020	TCART	Call-in/Pre-Referral Co	Pending	Recruiting Solutions Inter		13126011	(617) 523-4463	Add Edit Delete Follow Up Upgrade Verify Select

Row 1 of 1

Trade | Eligibility | Match Criteria | Run Match | Eligibility Criteria | OK | Cancel

Click **Edit**.

Job Seeker Membership (Beach, Sandy)

Beach, Sandy SSN: XXX-XX-5014 ID: 12534766

Basic | Full | Education | Work History | Events | Alerts | Career Plan/Youth ISS | Services | Special Programs | Survey

General | Employment | Administrative | Testing | Course/Activity | Youth Goals

**Services**

Service Date	Staff ID	Service Type	Service Result	Employer Name	Job Start Date	Job Order Number	Phone	
01/30/2020	TCART	Call-in/Pre-Referral Co	Pending	Recruiting Solutions Inter		13126011	(617) 523-4463	Add Edit Delete

**Employment Services Detail**

**Services Provided**

▶ Service Date: 01/30/2020 Last Update Date: 01/30/2020  
 ▶ Career Center: Northampton Affiliate Career Center ▶ Staff ID: TCART  
 Description:  
 ▶ Service Type: Call-in/Pre-Referral Contact ▶ Service Result: Pending  
 ▶ Job Order No: 13126011

Note: Blue/Bold Service Details are Federal/OSCCAR Reportable Services  
 Employment and Follow-Up Services are additionally reported on OSCCAR

OK Cancel



## Employment Services Detail the Service Result can be updated.



At this point the job seeker has been vetted; that is, screened and met requirements for the position, resume reviewed and provided the employer's application instructions, staff may **enter** the new **Service Type** of **Call-in/Pre-Referral Contact** with a **Service Result: Vetted/Pending Application Confirmation**. **NOTE: this is a Blue Service.**

**Employment Services Detail**

Services Provided

Service Date: 01/30/2020 Last Update Date: 01/30/2020

Career Center: Northampton Affiliate Career Center Staff ID: TCART

Description:

Service Type: Call-in/Pre-Referral Contact Service Result: Pending

Job Order No: 13126011

Note: Blue/Bold Service Details are Federal/OSSCAR Reportable Services  
Employment and Follow-Up Services are additionally reported on OSCAR

**Job Seeker Membership (Beach, Sandy)**

Beach, Sandy SSN: XXX-XX-5014 ID: 12534766

Basic Full Education Work History Events Alerts Career Plan/Youth ISS Services Special Programs Survey

General Employment Administrative Testing Course/Activity Youth Goals

Service Date	Staff ID	Service Type	Service Result	Employer Name	Job Start Date	Job Order Number	Phone
01/30/2020	TCART	Call-in/Pre-Referral Co	Vetted/Pending	Recruiting Solutions Inter		13126011	(617) 523-4463

Row 1 of 1

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

The **Job Order** it will look like this:

Service Date	Staff Id	Service Type	Service Result	Name	Social Security Number	Applicant ID	Applicant Phone
01/30/20	TCART	Job Referral - Staff	Pending - Appli	Miranda ,Lin-Manuel	###-##-5136	12164500	108-807-9823
01/30/20	TCART	Call-in/Pre-Referral	Vetted/Pendin	OFurniture ,Patty	###-##-9442	12861474	307-472-7760
01/30/20	TCART	Call-in/Pre-Ref	Vetted/Pe	Beach, Sandy	###-##-5014	12534766	854-254-8605

Row 3 of 3

Buttons: Employer, Run Match, OK, Cancel

Once confirmation of the application is received/sent to the employer, staff may change the **Call-In/Pre-Referral Contact** Service Type to **Job Referral – Staff**

Service Date	Staff Id	Service Type	Service Result	Name	Social Security Number	Applicant ID	Applicant Phone
01/30/20	TCART	Job Referral - Staff	Pending - Appli	Miranda ,Lin-Manuel	###-##-5136	12164500	108-807-9823
01/30/20	TCART	Call-in/Pre-Referral	Vetted/Pendin	OFurniture ,Patty	###-##-9442	12861474	307-472-7760
01/30/20	TCART	Call-in/Pre-Ref	Vetted/Pe	Beach, Sandy	###-##-5014	12534766	854-254-8605

Row 3 of 3

Buttons: Employer, Run Match, OK, Cancel



NOTE: there is another Service Type: Not Referred. To be used when needed.

Once changed, you will see two **Service Type** entries in the **Job Order** for the same Job Seeker. One is the **Call-In/Pre-Referral** Service Type. The second Service Type will be the **Job Referral- Staff**.

Service Date	Staff Id	Service Type	Service Result	Name	Social Security Number	Applicant ID	Applicant Phone
01/30/20	TCART	Job Referral - Staff	Pending - Appli	Miranda ,Lin-Manuel	###-##-5136	12164500	108-807-9823
01/30/20	TCART	Job Referral - Staff	Pending	Beach ,Sandy	###-##-5014	12534766	854-254-8605
01/30/20	TCART	Call-in/Pre-Referral	Job Referral - S	Beach ,Sandy	###-##-5014	12534766	854-254-8605
01/30/20	TCART	Call-in/Pre-Referral	Vetted/Pendin	O'Furniture ,Patty	###-##-9442	12861474	307-472-7760

The service result will default to **Pending**.



NOTE This means that you have confirmed that the application was submitted to the employer.

The **Service Result** drop menu:

Service Date	Staff Id	Service Type	Service Result	Name	Social Security Number	Applicant ID	Applicant Phone
01/30/20	TCART	Job Referral - Staff	Pending - Appl	Miranda, Lin-Manuel	###-##-5136	12164500	108-807-9823
01/30/20	TCART	Job Referral - Staff	Pending	Beach, Sandy	###-##-5014	12534766	854-254-8605
01/30/20	TCART	Call-in/Pre-Referral	Did Not Contact Employer		###-##-5014	12534766	854-254-8605
01/30/20	TCART	Call-in/Pre-Referral	Did Not Report To Interview		###-##-9442	12861474	307-472-7760

This is how it will look in the **Job Seeker – Employment Services** tab.



Note both **Service Results** are in **blue**.

Service Date	Staff ID	Service Type	Service Result	Employer Name	Job Start Date	Job Order Number	Phone
01/30/2020	TCART	Call-in/Pre-Referral Co	Job Referral - St	Recruiting Solutions Inter		13126011	(617) 523-4463
01/30/2020	TCART	Job Referral - Staff	Pending - Applic	Recruiting Solutions Inter		13126011	(617) 523-4463
01/30/2020	TCART						

# RECAP

## **OUTREACH TO CUSTOMER REGARDING A JOB ORDER**

### **POSSIBLE CONTACT METHODS:**

1. Staff locates a MOSES job order that is suitable for a customer
2. Staff reviews a job match and outreaches to a customer(s) regarding a MOSES job order
3. A job seeker in the resource room asks about a MOSES job order

**SERVICE TYPE: CALL-IN/PRE-REFERRAL**

**SERVICE RESULT: PENDING**

---

## **INCOMPLETE VETTING OF A JOB SEEKER FOR A JOB ORDER**

1. Staff Member meets with a customer and finds a suitable MOSES job order (also could be a phone discussion)
2. Staff Member has a discussion regarding the qualifications for the position
3. Staff Member reviews the resume and determines the customer is a good fit
4. Staff Member informs the customer how to apply for the position (per the employer's instructions)
5. But customer has not yet completed the application

**SERVICE TYPE: CALL-IN/PRE-REFERRAL**

**SERVICE RESULT: VETTED/PENDING APPLICATION CONFIRMATION**

---

## **FULL VETTING OF A JOB SEEKER FOR A JOB ORDER**

1. Staff Member meets with a customer and finds a suitable MOSES job order (also could be a phone discussion)
2. Staff Member has a discussion regarding the qualifications for the position
3. Staff Member reviews the resume and determines the customer is a good fit
4. Staff Member informs the customer how to apply for the position (per the employer's instructions)
5. Customer completes the application process

**SERVICE TYPE: JOB REFERRAL- STAFF**

**SERVICE RESULT: PENDING - APPLICATION CONFIRMED**

---

# ENTERED EMPLOYMENT IN MOSES

*To record that a Job Seeker started employment in the Job Seeker record*

1. Open the **Job Seeker Membership** window for the job seeker.

The screenshot shows the 'Job Seeker Membership (Beach, Sandy)' window. The top bar displays the name 'Beach, Sandy' and the SSN 'XXX-XX-5014 ID: 12534766'. The 'Basic' tab is selected, showing fields for 'General Information' (First Name: Sandy, Last Name: Beach, Date of Birth: 01/01/1987, Sex: Female, Military: No, Release Information: No, Other Eligible: No), 'Ethnicity' (Hispanic or Latino: No, Race: White), and 'Programs' (Last Reportable Service Date: 01/30/2020, Job Match: Complete - On, Program Eligibility: No, Career Planning: No). The 'Residence Address' tab is also visible, showing '1200 Commonwealth Ave', 'Chestnut Hill', 'Massachusetts', '02467-1070'. The 'Contact' section shows 'Primary Phone: (617)626-8745' and 'Email: sbeach@gmail.com'. The 'Special Accommodations' section is empty. The bottom buttons include 'Trade', 'Eligibility', 'Match Criteria', 'Run Match', 'Eligibility Criteria', 'OK', and 'Cancel'.

2. Click the **Services** tab – **Employment** sub tab.

The screenshot shows the 'Job Seeker Membership (Beach, Sandy)' window with the 'Services' tab selected. The 'Employment' sub-tab is active, displaying a table of services. The table has columns for 'Service Date', 'Staff ID', 'Service Type', 'Service Result', 'Employer Name', 'Job Start Date', 'Job Order Number', and 'Phone'. Two rows are visible: one for '01/30/2020' with 'TCART' staff, 'Call-in/Pre-Referral Co' service type, 'Job Referral - St' result, 'Recruiting Solutions Inter' employer, '13126011' job start date, '13126011' job order number, and '(617) 523-4463' phone. The second row is for '01/30/2020' with 'TCART' staff, 'Job Referral - Staff' service type, 'Pending - Applic' result, 'Recruiting Solutions Inter' employer, and the same job start date, job order number, and phone. The bottom buttons include 'Trade', 'Eligibility', 'Match Criteria', 'Run Match', 'Eligibility Criteria', 'OK', and 'Cancel'.

Service Date	Staff ID	Service Type	Service Result	Employer Name	Job Start Date	Job Order Number	Phone
01/30/2020	TCART	Call-in/Pre-Referral Co	Job Referral - St	Recruiting Solutions Inter	13126011	13126011	(617) 523-4463
01/30/2020	TCART	Job Referral - Staff	Pending - Applic	Recruiting Solutions Inter	13126011	13126011	(617) 523-4463

3. Select the **Job Referral – Staff** on the **Services** list that led to the placement. Then click the **Edit** button.

4. Select **Hired** from the **Service Result** dropdown list.

Job Seeker Membership (Beach, Sandy)

Beach, Sandy SSN: XXX-XX-5014 ID: 12534766

Basic Full Education Work History Events Alerts Career Plan/Youth ISS Services Special Programs Survey

General Employment Administrative Testing Course/Activity Youth Goals

**Services**

Service Date	Staff ID	Service Type	Service Result	Employer Name	Job Start Date	Job Order Number	Phone	
01/30/2020	TCART	Call-in/Pre-Referral Co	<b>Job Referral - St</b>	Recruiting Solutions Inter		13126011	(617) 523-4463	Add
01/30/2020	TCART	Job Referral - Staff	<b>Pending - Applic</b>	Recruiting Solutions Inter		13126011	(617) 523-4463	Edit

**Employment Services Detail**

Services Provided

Service Date: 01/30/2020 Last Update Date: 01/30/2020

Career Center: Northampton Affiliate Career Center Staff ID: TCART

Description:

Service Type: Job Referral - Staff Service Result: Pending - Application Confirmed

Job Order No: 13126011 Employer ID:

Note: Blue/Bold Service Details are Federal/OSCCAR Reportable Services  
Employment and Follow-Up Services are additionally reported on OSCCAR

Did Not Contact Employer  
Did Not Report To Interview  
Did Not Report To Work  
Filled Other  
Hired  
Information Not Available  
Interviewed

**Service Result** drop menu:

Did Not Contact Employer  
Did Not Report To Interview  
Did Not Report To Work  
Filled Other  
Hired  
Information Not Available  
Interviewed  
Job Seeker Not Interested  
Not Hired  
Not Qualified  
Pending - Application Confirmed  
Refused Job



The **Service Result** is to select **Hired** as the service result of the **Job Referral-Staff**.

5. Type information into the following fields on the **Employment Services Detail** window:

**Employment Services Detail**

**Services Provided**

Service Date: 01/30/2020 Last Update Date: 01/30/2020

Career Center: Northampton Affiliate Career Center Staff ID: TCART

Description:

Service Type: Job Referral - Staff Service Result: Hired

Job Order No: 13126011 Employer ID: 1635009

**Employment Details**

Employer: Recruiting Solutions International Phone: (617)-523-4463 Union: Yes No

Job Title: Call Center Representative Benefits: Pay Unit: Hour Apprenticeship: Yes No

Pay (\$): 12.75 Incumbent Worker: Yes No

Start Date: 00/00/0000 Offer Date: 00/00/0000 End Date: 00/00/0000

Duration: Full Time, Over 150 Days Hours/Week: 40.00

**Additional Information**

NAICS: 541612 SIC: Sector: Professional, Scientific, and Technical Service

Subsector: Professional, Scientific, and Technical Service

Industry Group: Management, Scientific, and Technical Cons

Industry: Management Consulting Services

US Industry: Human Resources Consulting Services

Employer Address: 106 Cambridge Street

City: Boston State: Massachusetts Zip: 02114

Training Related: Non-Traditional: Yes No Verified: Yes No

UI System Employer: Yes No Sector: Public Private

Verification Details:

Occupational Search:

Occupational Code: 41904100

Telemarketers:

How did Job Seeker learn about this job?:

Note: Blue/Bold Service Details are Federal/OSCCAR Reportable Services  
Employment and Follow-Up Services are additionally reported on OSCCAR

Industry Code Search OK Cancel

<b><u>Field Name</u></b>	<b><u>Required</u></b>	<b><u>Action</u></b>
<b>Employer Name</b>	► if not referencing a job order number	Type the name of the employer who has hired this job seeker. MOSES will fill this field if you reference a job order number.
<b>Job Title</b>	► if not referencing a job order number	Type the job title for the newly hired job seeker. MOSES will fill this field if you reference a job order number.
<b>Pay (\$)</b>	► if not referencing a job order number	Type how much the job pays for the newly hired job seeker. MOSES will fill this field if you reference a job order number. <b>Be sure to verify the actual starting pay.</b>



<b><u>Field Name</u></b>	<b><u>Required</u></b>	<b><u>Action</u></b>
<b>Start Date</b>	▶ if not referencing a job order number	Enter the date when the job seeker started work.
<b>Expected Duration</b>	▶ if not referencing a job order number	Select the proper length for this job. MOSES will fill this field if you reference a job order number.
<b>Phone Number</b>		Type the telephone number of the employer who has hired this job seeker. MOSES will fill this field if you reference a job order number.
<b>Benefits</b>	▶ if not referencing a job order number	Select the Benefits from the dropdown list that the job seeker will receive on this job.
<b>Pay Unit</b>	▶	Select the applicable Pay Unit from the dropdown list. MOSES will fill this field if you reference a job order number.
<b>End Date</b>		End the date when the job seeker ended work on this placement.
<b>Hours/Week</b>	▶ if not referencing a job order number	Type the number of hours per week that the job seeker is working. MOSES will fill this field if you reference a job order number.
<b>Union</b>	▶	Indicate whether the position is a union position: Yes or No.
<b>Apprenticeship</b>	▶	Indicate whether the position is an apprenticeship position: Yes or No.
<b>Incumbent Worker</b>	▶	Indicate whether the position is an incumbent worker position: Yes or No.

<b><u>Field Name</u></b>	<b><u>Required</u></b>	<b><u>Action</u></b>
<b>NAICS</b>	▶ if not referencing a job order number	Type the North American Industry Classification System number for the employer hiring the job seeker. If you do not know the NAICS number, use the fields below to select an appropriate number. MOSES will fill this field if you reference a job order number.
<b>NAICS Sector</b>	▶ if not referencing a job order number	Select the appropriate NAICS Sector from the dropdown list. MOSES will fill this field if you reference a job order number.
<b>NAICS Subsector</b>	▶ if not referencing a job order number	Select the appropriate NAICS Subsector from the dropdown list. MOSES will fill this field if you reference a job order number.
<b>NAICS Industry Group</b>	▶ if not referencing a job order number	Select the appropriate NAICS Industry Group from the dropdown list. MOSES will fill this field if you reference a job order number.
<b>NAICS Industry</b>	▶ if not referencing a job order number	Select the appropriate NAICS Industry from the dropdown list. MOSES will fill this field if you reference a job order number.
<b>NAICS U.S. Industry</b>	▶ if not referencing a job order number	Select the appropriate NAICS U.S. Industry from the dropdown list. (If available.) MOSES will fill this field if you reference a job order number.
<b>Employer Address</b>	▶ if not referencing a job order number	Type the address where the job seeker will be working. MOSES will fill this field if you reference a job order number.
(blank line)		You can use this field for additional address information such as a Suite Number. MOSES will fill this field if you reference a job order number.

<b><u>Field Name</u></b>	<b><u>Required</u></b>	<b><u>Action</u></b>
<b>Zip</b>	▶ if not referencing a job order number	Type the zip code where the job seeker will be working. MOSES will fill this field if you reference a job order number.
<b>City</b>	▶ if not referencing a job order number	Type the city where the job seeker will be working. MOSES will fill this field if you reference a job order number.
<b>State</b>	▶ if not referencing a job order number	Type the state where the job seeker will be working. MOSES will fill this field if you reference a job order number.
<b>Occupational Code</b>	▶ if not referencing a job order number	Type the Occupational Code for the specified job. If it is not known, use the <b>Occupational Search</b> button to locate the code. MOSES will fill this field if you reference a job order number.
<b>Training Related</b>	▶ for some programs, otherwise optional	Indicate if the job relates to any training received.
<b>Non-Traditional</b>		MOSES pre-fills this field based upon the Occupational Code you selected above and the job seeker's gender. Non-traditional relates to whether a male or female job seeker has been placed in a "non-traditional" job. For example, a male job seeker has been placed in a job that traditionally has less than 25% of its employee population as male, or a female job seeker has been placed in a job that traditionally has less than 25% of its employee population as female.
<b>Sector Designation</b>		Indicate that the employer is either public sector or private sector.

<b><u>Field Name</u></b>	<b><u>Required</u></b>	<b><u>Action</u></b>
<b>UI System Employer</b>	► for Some programs, otherwise optional	Indicate if employees can collect Unemployment Insurance benefits, if qualified. (Almost all employers are UI employers.)
<b>Verified</b>	► for Some programs, otherwise optional	Indicate whether or not staff has verified the job placement information.
<b>Verification Details</b>		Enter who verified the job and how it was done.
<b>How did the Job Seeker learn about this job?</b>		Select the appropriate resource from the dropdown list.

6. Click the **OK** button to return to the **Employment** sub tab.

Job Seeker Membership (Beach, Sandy)

Beach, Sandy SSN: XXX-XX-5014 ID: 12534766

Basic | Full | Education | Work History | Events | Alerts | Career Plan/Youth ISS | Services | Special Programs | Survey

General | Employment | Administrative | Testing | Course/Activity | Youth Goals

**Services**

Service Date	Staff ID	Service Type	Service Result	Employer Name	Job Start Date	Job Order Number	Phone
01/30/2020	TCART	Call-in/Pre-Referral Co	Job Referral - St	Recruiting Solutions Inter		13126011	(617) 523-4463
01/30/2020	TCART	Job Referral - Staff	Hired	Recruiting Solutions Inter	01/31/2020	13126011	(617) 523-4463

Row 2 of 2

Trade | Eligibility | Match Criteria | Run Match | Eligibility Criteria | OK | Cancel

7. Click the **OK** button and the **Yes** button to save changes.

This is how the entered employment will look in the Job Order.

Job Order (13126011) - Call Center Representative

Recruiting Solutions International FEIN: ## ###3214 ID: 1635009

Notes

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

**Selected Job Seekers**

Service Date	Staff Id	Service Type	Service Result	Name	Social Security Number	Applicant ID	Applicant Phone
01/30/20	TCART	Job Referral - Staff	Hired	Beach, Sandy	###-##-5014	12534766	617-626-8745
01/30/20	TCART	Job Referral - Staff	Pending - Appli	Miranda, Lin-Manuel	###-##-5136	12164500	108-807-9823
01/30/20	TCART	Call-in/Pre-Referral	Vetted/Pending	Furniture, Patty	###-##-9442	12861474	617-626-5585
01/30/20	TCART	Call-in/Pre-Referral	Job Referral - S	Beach, Sandy	###-##-5014	12534766	617-626-8745

Row 1 of 4

Employer Run Match OK Cancel

# TO RECORD THAT A JOB SEEKER STARTED EMPLOYMENT IN THE JOB ORDER

1. Open the **Employer** record.

Employer Registration (Recruiting Solutions International)

Recruiting Solutions International FEIN: ##-###3214 ID: 1635009

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

**Company Information**

Name: Recruiting Solutions International

FEIN Number: ##-###3214 UI Account #: -

Number Of Employees: 200

Web Address: www.RSI.com

Doing Business As: RSI

Employer Type: Private ☐ FLC ☐ GTF

Federal Contractor: ☐ Yes ☒ No ☐ Company Closed

Primary Phone: (617)523-4463 ☐ Evacuee Friendly

Career Center: Northampton Affiliate Career Center

Company Address | Mailing Address

Address: 106 Cambridge Street

Country: United States of America

Zip: 02114- City: Boston

State: Massachusetts

Is the mailing address different? ☐

**Trade Names**

R.S.I. Add Delete

**Industry**

NAICS Code: 541612 SIC:

NAICS Sector: Professional, Scientific, and Technical Services

NAICS Subsector: Professional, Scientific, and Technical Services

NAICS Ind Group: Management, Scientific, and Technical Consulting Services

NAICS Industry: Management Consulting Services

NAICS US Industry: Human Resources Consulting Services

Status

Access Approve ☒ Access Denied ☐ Validated By: TCART

Created Date: 01/29/2020 Created By: TCART

**All Job Orders**

Total Job Orders: 3

Total Openings: 3

Total Openings: 1

Filled:

**Open Job Orders**

Total Job Orders: 2

Total Openings: 2

Total Openings: 0

Filled:

Industry Code Search Job Order OK Cancel

2. Click the **Job Order** button.

Job Order Summary (Recruiting Solutions International)

Recruiting Solutions International FEIN: ##-###3214 ID: 1635009

**Existing Job Orders**

Job Order #	Job Title	Pay(\$)	Pay Unit	Assigned Staff	Date Entered	Job Status	Address
13126011	Call Center Representative	12.75	Hour	TCART	01/30/2020	Fully Placed	106 Cambridge Street, Boston
13126010	Call Center Manager	12.75	Hour	TCART	01/30/2020	Open	106 Cambridge Street, Boston
13126009	Call Center Representative	12.75	Hour	TCART	01/30/2020	Open	106 Cambridge Street, Boston

Row 1 of 3

Edit Copy Run Match Add Delete Close

Select the **Job Order** that has the placement. Then click the **Edit** button.

Job Order (13126011) - Call Center Representative

Recruiting Solutions International FEIN: ##-###3214 ID: 1635009

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

Company Name: Recruiting Solutions International Is job location different than the location of the employer? ☒ Yes ☐ No ☐ Restricted  
 Company Address: 106 Cambridge Street Job Location Address: 106 Cambridge Street ☐ Confidential  
 Company Country: United States of America Job Location Country: United States of America Created By: TCART  
 Company City: Boston Job Location Zip Code: 02114 Created Date: 1/30/2020 10:12  
 Company State: MA Zip: 02114 Job Location City: Boston Created Office: Northampton Affiliate Career Cer  
 Career Center: Northampton Affiliate Career Cer Job Location State: Massachusetts WWW Address: www.RSI.com  
 Assigned To: TCART

**Job Description**

Job Title: Call Center Representative Shift: ☒ First ☐ Second ☐ Third  
 Job Category: Recruitment Solutions ☐ Rotating ☐ Split  
 Job Status: Fully Placed FLC Status: None ☐ Per Diem  
 Duration: Full Time greater than 150 Days Close Date: 12/25/2020  
 Original Number of Openings: 1  
 Openings: 1 Openings Filled: 1  
 Referrals Made: 2  
 Work Hours: From: 09:00 AM To: 05:00 PM  
 Hours/Week: 40.0

**Other**

Job Details Typing Speed: (w.p.m) Drivers License: Min Age: Empowerment Zone  
 We are seeking energetic and reliable professionals to join our team as Call Center Representatives. The  
 successful candidates will be responsible for answering incoming customer calls, utilizing company policies to  
 solve customer issues and directing calls to the managerial team when necessary. Our Call Center  
 Affirmative Action ☐ Enterprise Zone  
 Public Transportation: ☐ Yes ☐ No ☒ Unknown  
 Send to US Jobs: ☒ Send ☐ Don't Send  
☐ Yes ☒ No Is this an Apprenticeship Position? ☐ Yes ☒ No Is this a Union Position?

Employer Run Match OK Cancel

3. Go to the **Selected Job Seekers** sub tab.

Job Order (13126011) - Call Center Representative

Recruiting Solutions International FEIN: ##-###3214 ID: 1635009

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

**Selected Job Seekers**

Service Date	Staff Id	Service Type	Service Result	Name	Social Security Number	Applicant ID	Applicant Phone
01/30/20	TCART	Job Referral - Staff	Hired	Beach, Sandy	###-##-5014	12534766	617-626-8745
01/30/20	TCART	Job Referral - Staff	Pending	Miranda, Lin-Manuel	###-##-5136	12164500	108-807-9823
01/30/20	TCART	Call-in/Pre-Referral	Velvet/Pending	O'Furniture, Patty	###-##-9442	12861474	617-626-5585
01/30/20	TCART	Call-in/Pre-Referral	Job Referral - S	Beach, Sandy	###-##-5014	12534766	617-626-8745

Row 2 of 4

Employer Run Match OK Cancel

4. Highlight the Job Seeker that has been hired.

Service Date	Staff Id	Service Type	Service Result	Name	Social Security Number	Applicant ID	Applicant Phone
01/30/20	TCART	Job Referral - Staff	Hired	Beach ,Sandy	###-###-5014	12534766	617-626-8745
01/30/20	TCART	Job Referral - Staff	Pending	Miranda_Lin-Manuel	###-###-5136	12164500	108-807-9823
01/30/20	TCART	Call-in/Pre-Referral	Vetted/Pending	Furniture ,Patty	###-###-9442	12861474	617-626-5585
01/30/20	TCART	Call-in/Pre-Referral	Job Referral - S	Beach ,Sandy	###-###-5014	12534766	617-626-8745

Row 2 of 4

5. Click on the **Pending** drop menu of the **Service Result** column.

Service Date	Staff Id	Service Type	Service Result	Name	Social Security Number	Applicant ID	Applicant Phone
01/30/20	TCART	Job Referral - Staff	Hired	Beach ,Sandy	###-###-5014	12534766	617-626-8745
01/30/20	TCART	Job Referral - Staff	Pending	Miranda_Lin-Manuel	###-###-5136	12164500	108-807-9823
01/30/20	TCART	Call-in/Pre-Referral	Did Not Contact Employer	Furniture ,Patty	###-###-9442	12861474	617-626-5585
01/30/20	TCART	Call-in/Pre-Referral	Did Not Report To Interview		###-###-5014	12534766	617-626-8745

Row 2 of 4





The **Service Result** is to select **Hired** as the service result of the **Job Referral-Staff** in the Job Order.

6. Enter the information in the **Employment Services Detail** screen.

Job Order (13126011) - Call Center Representative

Recruiting Solutions International FEIN: ###-###-3214 ID: 1635009

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

**Selected Job Seekers**

Service Date	Staff Id	Service Type	Service Result	Name	Social Security Number	Applicant ID	Applicant Phone
01/30/20	TCART	Job Referral - Staff	Hired	Beach, Sandy	###-###-5014	12534766	617-626-8745
01/30/20	TCART	Job Referral - Staff	Hired	Miranda, Lin-Manuel	###-###-5136	12164500	108-807-9823
01/30/20	TCART	Call-in/Pre-Referral	Vetted/Pending	O'Furniture, Patty	###-###-9442	12861474	617-626-5585
01/30/20	TCART	Call-in/Pre-Referral	Job Referral - S	Beach, Sandy	###-###-5014	12534766	617-626-8745

**Employment Services Detail**

**Services Provided**

Service Date: 01/30/2020 Last Update Date: 01/30/2020 DTA Office:   
Career Center: Northampton Affiliate Career Center Staff ID: TCART  
Description:   
Service Type: Job Referral - Staff Service Result: Hired  
Job Order No: 13126011 Employer ID: 1635009

**Employment Details**

Employer Name: Recruiting Solutions International Phone Number: (617) 523-4463 Union:   
Job Title: Call Center Representative Benefits:   
Pay: \$12.75 Pay Unit: Hour Apprenticeship:   
Start Date: 00/00/0000 End Date: 00/00/0000 Incumbent Worker:   
Duration: FT, over 150 Days Hours/Week: 0.0

**Additional Information**

NAICS Code: 541612 SIC:   
NAICS Sector: Professional, Scientific, and Technical Service  
NAICS Subsector: Professional, Scientific, and Technical Service  
NAICS Industry Group: Management, Scientific, and Technical Cons  
NAICS Industry: Management Consulting Services  
NAICS US Industry: Human Resources Consulting Services  
Employer Address: 106 Cambridge Street  
Zip: 02114 City: Boston  
State: Massachusetts

Training Related:   
Non-Traditional:   
Sector:   
UI System Employer:   
Verified:   
Verification Details:   
Occupation Search:   
Occupation Code: 41904100  
Telemarketers

Industry Code Search OK Cancel

The Job Order with the placement

Job Order (13126011) - Call Center Representative

Recruiting Solutions InternationalFEIN: ## ###3214ID: 1635009Notes

Job SpecificationPay SpecificationReferral InformationSkill SetSelected Job SeekersJob Order History

Selected Job Seekers

Service Date	Staff Id	Service Type	Service Result	Name	Social Security Number	Applicant ID	Applicant Phone	
01/30/20	TCART	Job Referral - Staff	Hired	Beach ,Sandy	###-##-5014	12534766	617-626-8745	Add
01/30/20	TCART	Job Referral - Staff	Hired	Miranda ,Lin-Manuel	###-##-5136	12164500	108-807-9823	Filter
01/30/20	TCART	Call-in/Pre-Ref	Veltd/Pe	O'Furniture ,Patty	###-##-9442	12861474	617-626-5585	Go to Job Seeker
01/30/20	TCART	Call-in/Pre-Referral	Job Referral - S	Beach ,Sandy	###-##-5014	12534766	617-626-8745	

Row 3 of 4

EmployerRun MatchOKCancel

# **EMPLOYER MOSES POLICIES**

MA 88ACHUSETTS WORKFORCE DEVELOPMENT SYSTEM	
Mass Workforce Issuance	
Workforce Issuance No. 11-47	
<input type="checkbox"/> Policy <input checked="" type="checkbox"/> Information	
<b>To:</b>	Chief Elected Officials Workforce Investment Board Chairs Workforce Investment Board Directors Title I Administrators Career Center Directors Title I Fiscal Officers DCS Regional Managers
<b>cc:</b>	WIA State Partners
<b>From:</b>	George Moriarty, Director Department of Career Services
<b>Date:</b>	July 21, 2011
<b>Subject:</b>	<b>Posting Job Fair / Recruitment Events in MOSES and on JobQuest</b>
<b>Purpose:</b>	To provide Local Workforce Investment Boards, One-Stop Career Center Operators and other local workforce investment partners with recommended guidance with regard to data entry for posting Job Fairs and Recruitment event information in MOSES and on JobQuest.
<b>Background:</b>	<p>A recent review of the Job Fair and Recruitment postings in JobQuest has demonstrated that job seekers and employers are making increased use of the Job Fair / Career Fair and Recruitment entries in JobQuest. This review also identified a need to ensure that the detailed information for these events is entered as accurately as possible in order to both provide the highest level of customer service and to promote consistency across the One-Stop Career Center system. The attached MOSES guidelines are intended to address these needs.</p> <p>Instruction on "Event Creation" was only taught to system Managers as part of the formal training sessions conducted in June 2000 when MOSES was initially introduced. As Event Creation has not been part of the Basic MOSES training curriculum since 2000, local areas should identify current staff who will be given "Event Creation" rights in MOSES and assure that they are knowledgeable of these guidelines. The attached documents will provide background and instruction to said staff with regard to the proper creation of a Job Fair / Recruitment "event" in MOSES.</p>
<b>Inquiries:</b>	Please direct all questions to Tom Cartier at <a href="mailto:tcartier@detma.org">tcartier@detma.org</a> . Also, indicate Issuance number and description.

**Job Fairs & Recruitments**

*Recommended Guidelines*

**For posting  
in  
MOSES & JobQuest**

**MOSES Data Entry Manual**

Please see Workforce Issuance 11-47 B on

<https://www.mass.gov/doc/moses-guide-job-fair-recruitment-guidelines/download>

*(this is a large 30+ page document)*

*Use this manual's section on events for guidance (pages 77 to 101).*

## 02.102 Employer Services Reporting



MASSACHUSETTS WORKFORCE DEVELOPMENT SYSTEM

# MassWorkforce Issuance

100 DCS 02.102

☒ Policy ☐ Information

**To:** Chief Elected Officials  
Workforce Board Chairs  
Workforce Board Directors  
Title I Administrators  
Career Center Directors  
Title I Fiscal Officers  
DCS Operations Managers

**cc:** WIOA State Partners

**From:** Alice Sweeney, Director  
Department of Career Services

**Date:** May 5, 2016

**Subject:** Employer Services Reporting in MOSES UPDATE

**Purpose:** To notify Local Workforce Boards, One-Stop Career Center Directors and other local workforce partners of changes in Employer Services reporting in MOSES. In order to ensure consistency of reporting Employer Services through MOSES, Career Centers and partners must ensure that data entry in MOSES adheres to the definitions as presented in this Issuance.

**Background:** MOSES Build 34.0, implemented on February 7, 2014, introduced new Employer Service categories to capture the range of services being provided to employers by the workforce system. These services and definitions were introduced in [MassWorkforce Issuance No. 14-07, Description of Changes in MOSES Version 34.0](#), dated January 27, 2014. The principal reason for the development of a revised set of Employer Services was a lack of consistency in reporting Employer Services across the workforce system. Local areas differed in the way they required staff to data enter Employer Services in MOSES. Additionally, there was a desire to accurately represent the value added services that are being provided to employers at the state and local level.

While that effort has brought more consistency in data entry and reporting, a review of reporting for FY15 and FY16 revealed the need for even better results.

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.  
TDD/TTY 1-800-429-3270 - Voice 1-800-429-0182



DEPARTMENT OF  
CAREER SERVICES

In order to address ongoing reporting inconsistencies, DCS convened a working group with members representing Career Centers, Workforce Boards, Business Service Representatives, Rapid Response, Quality Assurance, report writers and MOSES developers that met over the 2015-2016 winter months. The group determined the need to provide more precise definitions and data entry instruction, with the concomitant changes to MOSES, including new category names, new service names, and new categories of services.

Additionally, it was decided that several changes were needed to reflect the WIOA Business Engagement Model with its emphasis on coordinated employer services and quality referrals and hires as delivered through the MassBizWork\$, Demand 2.0, and Governor's Task Force (GTF) initiatives. These revisions are a result of an ongoing effort to further enhance, clarify, and generally make more consistent, the services tracked on MOSES for employers, and therefore result in more accurate reporting of the data. In addition to the revision to the services, the Employer section of the OSCCAR report will also be revised.

Of equal importance, was the workgroup's insistence on the need to develop and deliver a comprehensive training program that is currently scheduled for June 2016. It is hoped that a MOSES build introducing the new services can be scheduled for late June to coincide with the start of Fiscal Year 2017.

**Policy:**

Data entry of Employer Services in MOSES must adhere to the definitions provided with this Issuance and any clarifications provided through the Policy Q&A (Questions and Answers).

**Service Definitions:**

Attachment A provides a list of each Employer Service and its corresponding definition, along with a comparison to the old definition. Attachment B provides a snapshot of the revised OSCCAR format for the Employer Services section. All staff should be provided with these documents for reference when entering data into MOSES.

**Notes:**

A note should be attached to a service entry providing a brief description of the service or information provided as a record of engagement with that employer to support on-going service delivery.

**OSCCAR Report:**

Employer Services are reported on the One Stop Career Center Activity Report (OSCCAR) at the category level. Beginning with the July FY2017 report (available beginning of August), the employer services section of the OSCCAR will be in the new format shown in attachment B.



**Federal Reporting:**

There is no change in federal reporting. The only Employer Services reporting on the ETA 9002 report is Job Openings and a cross tab of Job Openings by Occupation.

**Ad Hoc Reporting:**

Local areas will need to revise any special ad hoc reports developed using the old service categories.

**Training:**

A comprehensive training program has been developed for June 2016. Please refer to the MassBizWork\$ training announcements for dates, times and location.

**Action**

**Required:** All staff that record Employer Services in MOSES must be provided with this Issuance. Career Centers should plan to send staff to trainings that will be announced through a separate MassWorkforce Information Issuance. Areas are encouraged to use a train-the-trainer approach, so that as many staff as possible can be trained by colleagues who attended training.

**Effective:** Immediately

**Inquiries:** Questions related to this Issuance should be directed to Marilyn Boyle at [mboyle@detma.org](mailto:mboyle@detma.org) or 617-626-5721.

**Attachments:** A. MOSES Employer Services Definitions  
B. Employer Services in OSCCAR

**02.102 B**

ATTACHMENT B: EMPLOYER SERVICES SECTION OF OSCAR – CHANGES EFFECTIVE IN FISCAL YEAR 2017

For the Month Ending 3/31/2016

BerkshireWorks	Monthly	YTD	Watts
Employer Services			
Total Employers Receiving Services	72	349	832
New to Career Center	19	67	
Repeat	53	282	
Total Employers Receiving Enhanced Services		310	
New to Career Center		54	
Repeat		256	
Employers Listing Job Orders	72	321	1181
Employers Receiving Job Seeker Referrals (*)	37	276	414
Employers Who Hired a Job Seeker Referral	19	169	230
Marketing/Outreach Activities			
Business Information and Incentives (*)	52	272	551
Education and Training (*)	12	122	135
Job Fairs and Recruitments (*)	5	20	50
Labor Market Information (*)	7	63	107
Referrals to Grants and Incentives (*)	39	212	309
Outcomes	35	283	310
	17	280	282




(\*) Included in Enhanced Services

3

Field Name	Definition
<b>Employer Services</b>	
Total Employers Receiving Services	Distinct count of employers who had any service in any category during the report period, including #Employers Listing Job Orders and #Employers Receiving Referrals
New to Career Center	Distinct count of employers who received their first service in this Career Center during the report period
Repeat	The count of <b>Total Employers Receiving Services</b> minus the count of <b>New to Career Center</b>
Total Employers Receiving Enhanced Services	Distinct count of employers who had an "enhanced" service during the report period, including #Employers Listing Job Orders and #Employers Receiving Referrals
New to Career Center	Distinct count of employers who received their first "enhanced" service in this Career Center during the report period
Repeat	The count of <b>Total Employers Receiving Enhanced Services</b> minus the count of <b>New to Career Center</b>
Employers Listing Job Orders (*)	Distinct count of employers with one or more job order records posted in the report period for the career center
Employers Receiving Referrals (*)	Distinct count of employers with one or more staff or development referrals (service_type in (449,451)) in the report period for the career center. The <b>Visit</b> column should be the count of those referrals job service no's.
Employers Who Hired a Job Seeker Referral	Distinct count of employers with one or more <b>Hire</b> (service_type in 275) in the report period for the career center. The <b>Visit</b> column should be the count of those Hire's job service no's.
Marketing/Outreach Activities	Distinct count of employers receiving one or more <b>Marketing/Outreach Activities</b> (from attached list) services during the report period in the career center. Category code = 2106
Business Information and Incentives (*)	Distinct count of employers receiving one or more <b>Business Information and Incentives</b> (from attached list) services during the report period in the career center. Category code = 2107
Education and Training (*)	Distinct count of employers receiving one or more <b>Education and Training</b> (from attached list) services during the report period in the career center. Category code = 2108
Job Fairs and Recruitments (*)	Distinct count of employers receiving one or more <b>Job Fairs and Recruitments</b> (from attached list) services during the report period in the career center. Category code = 2109
Labor Market Information (*)	Distinct count of employers receiving one or more <b>Labor Market Information</b> (from attached list) services during the report period in the career center. Category code = 2110
Referrals to Grants and Incentives (*)	Distinct count of employers receiving one or more <b>Referrals to Grants and Incentives</b> (from attached list) services during the report period in the career center. Category code = 2111 (?? Not sure of the category code at this time)
Outcomes	Distinct count of employers receiving one or more <b>Outcomes</b> (from attached list) services during the report period in the career center. Category code = 2112 (?? Not sure of the category code at this time)

April 2010

## 02.103 Employer Record Creation in MOSES



# Workforce Issuance

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**100 DCS 02.103**

☒ Policy ☐ Information

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**To:** Chief Elected Officials  
MassHire Workforce Board Chairs  
MassHire Workforce Board Directors  
Title I Administrators  
MassHire Career Center Directors  
Title I Fiscal Officers  
MDCS Operations Managers

**cc:** WIOA State Partners

**From:** Alice Sweeney, Director  
MassHire Department of Career Services

**Date:** August 15, 2019

**Subject:** Employer Record Creation in MOSES

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**Purpose:** To provide guidance and uniform standard data entry procedures to staff of the MassHire Workforce Boards, MassHire Career Center and other workforce partners for creating Employer Records in MOSES.

This revision clarifies the following:

- Use of pseudo/fictitious employer ID numbers shall cease from this point forward, and as a best practice, career centers should conduct due diligence to make corrections to any existing Employer Record with a pseudo or fictitious ID number. However, at this time, MDCS is not requiring that all old records are corrected.
- The employer certificate of good standing is a requirement for employer eligibility for specific programs/incentives in MA. Those programs ensure that the certificate of good standing is in place for participating employers.

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TDD/TTY 1-800-429-2270 - Voice 1-800-429-0188



**Background:** The Massachusetts One-Stop Employment System (MOSES) database houses the Executive Office of Labor and Workforce Development (EOLWD) MassHire Department of Career Services (MDCS) records for Employers, Jobseekers and Training Providers. As the MOSES database is utilized across the MassHire workforce development system for tracking services, activities and programs, as well as Federal and Local reporting, it is important that records be as current and accurate as possible.

**Policy:** It is expected that the Federal Employer Identification Number (FEIN) be used to create the Employer Record in MOSES. It is mandatory that MOSES records for employers who are registered/enrolled/participating in the programs listed below are created using the employer's Federal Employer ID Number (FEIN).

The FEIN for the following programs is required:

- Trade
- Rapid Response
- On The Job Training
- Apprenticeships
- National Dislocated Worker Grants
- Veterans
- Migrant Farm Worker Employers
- Partner Agency Affiliates
- Any other designated employer

On the rare occasion that a "general" employer (i.e. an employer not included in a designated program) does not know or have their FEIN and is not in a program requiring it, there are two acceptable alternatives.

1. The Secretary of State Corporate databases (attachment A) may be used to obtain the company's Secretary of State registration number. The Secretary of State registration number is an approved alternative to the Federal Employer ID Number and may be used to create the Employer record in MOSES for a "general" employer. NOTE: employers are required to be registered in their state at the Secretary of State's Office.
2. Another acceptable alternative registration number that may be used to create the MOSES Employer Record for an employer designated as a "general" employer is the employer's Unemployment Insurance ID number.

If the company designated as a "general" employer eventually participates in a program that requires an FEIN, a new employer record must be created with the Federal Employer ID Number and the Secretary of State or Unemployment

Insurance ID-created record must be closed or merged with the FEIN-created record.

**Use of pseudo or fictitious employer ID numbers is not allowed.** Use of any pseudo number (e.g. 99-9999999, 12-3456789 or any variation) will be considered a violation of this policy.

As a best practice, career centers should conduct due diligence to make corrections to any existing Employer Record with a pseudo or fictitious ID number. However, at this time, MDCS is not requiring that all old records are corrected. The expectation is that from this point forward the practice of using pseudo/fictitious employer ID numbers shall cease.

In addition, employers should be in "Good Standing" when providing services. "Good Standing" refers to the fact that individuals, corporations, and other organizations have filed their tax returns and paid tax bills. A Certificate of Good Standing-Tax Compliance or a Corporate Tax Lien Waiver is obtained through the Massachusetts Department of Revenue.

The Certificate of Good Standing is a requirement for employer eligibility for specific programs/incentives in MA. Those programs ensure that the certificate of good standing is in place for participating employers.

**Action**

**Required:** MassHire Workforce Boards, MassHire Career Center Operators, and workforce partners must ensure that all appropriate staff are cognizant of this MOSES data entry requirement.

**Effective:** Immediately

**Inquiries:** Please email all questions to [PolicyQA@detma.org](mailto:PolicyQA@detma.org). Please reference this MassWorkforce Issuance number in your inquiry.

**Attachment:** A. Secretary of State New England Offices

**Secretary of States**

**Corporate Databases**

**New England**

**Directory**

## Secretary of State Websites

- Connecticut – <https://www.concord-sots.ct.gov/CONCORD/online?sn=PublicInquiry&eid=9740>
  - 7 digit Secretary of State EIN – add “0”s to reach 9 digits
- Maine – <https://icrs.informe.org/nei-sos-icrs/ICRS?MainPage=x>
  - 8 digit Secretary of State EIN – add “0”s to end to reach 9 digits
    - (Good Standing Status listed)
- Massachusetts – <http://corp.sec.state.ma.us/corpweb/CorpSearch/CorpSearch.aspx>
  - 9 digit Secretary of State EIN
- New Hampshire – <https://quickstart.sos.nh.gov/online/Account/LandingPage>
  - 5 or 6 digit Secretary of State EIN – add “0”s to end to reach 9 digits
    - (Good Standing Status listed)
    - (Includes partial NAICS code)
- New York – [https://appext20.dos.ny.gov/corp\\_public/CORPSEARCH.ENTITY\\_SEARCH\\_ENTITY](https://appext20.dos.ny.gov/corp_public/CORPSEARCH.ENTITY_SEARCH_ENTITY)
  - 9 digit Secretary of State EIN
- Rhode Island – <http://business.sos.ri.gov/CorpWeb/CorpSearch/CorpSearch.aspx>
  - 9 digit Secretary of State EIN
- Vermont – <https://www.vtsosonline.com/online/BusinessInquire/?isStartUpAction=False>
  - 7 digit Secretary of State EIN – add “0”s to reach 9 digits
    - (Includes partial NAICS code)



## Connecticut

<https://www.concord-sots.ct.gov/CONCORD/online?sn=PublicInquiry&eid=9740>

**Connecticut Business Registry Search**

Connecticut Business Registry Search

Search by Type:

Search by Business ID:

Search by Firm Number:

**Search**

The word search can be done on Business names using the optional symbols \* (wildcard), \$ (starts with), and % (ends with). All businesses with this name starting with \$ will be displayed.


Number of Results per page:

Please note that business entities identified prior to November 1977 may not be included in search results. If you have a request to help about such entities, please call us at 860-255-8888. The Office of the Secretary of the State has partnered with the Connecticut Open Contributor to provide more comprehensive searching and downloading of the data contained in the Connecticut Business Registry. This information is available at [ctbusinessregistry.com](http://ctbusinessregistry.com)



## Maine

<https://icrs.informe.org/nei-sos-icrs/1CRS?MainPage=x>

**MAINE**  
Department of the Secretary of State  
Bureau of Corporations, Elections and Commissions

**Corporate Name Search**

[Search tips and key to abbreviations](#)

**Search results are limited to only 100 records returned. Please be sure to refine your search to narrow your results.**

Keyword from name to be searched:

Charter number:

[Click Here to Search](#)

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[Corporations](#) [DOC](#) [Elections](#) [Rules](#) [Notaries](#) [Boards & Commissions](#)  
[HOME](#) [ARCHIVES](#) [RHW](#) [CEO](#) [WHAT'S NEW](#) [DECS](#) [MOS PAGE](#)

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**MAINE**  
 Department of the Secretary of State  
 Bureau of Corporations, Elections and Commissions

[Corporate Name Search](#)

### Information Summary

[Subscriber Activity Report](#)

This record contains information from the CEC database and is accurate as of: Fri Jun 07 2019 09:48:09. Please print or save for your records.

Legal Name	Charter Number	Filing Type	Status
BARNACLE BILLY'S, INC.	19680018 D	BUSINESS CORPORATION	GOOD STANDING
Filing Date	Expiration Date	Jurisdiction	
06/28/1968	N/A	MAINE	
Other Names	(A=Assumed ; F=Former)		
NONE			
Clerk/Registered Agent			
CHARLES L. NICKERSON P.O. BOX 232 SANFORD, ME 04073			

[Back to previous screen](#)
[New Search](#)

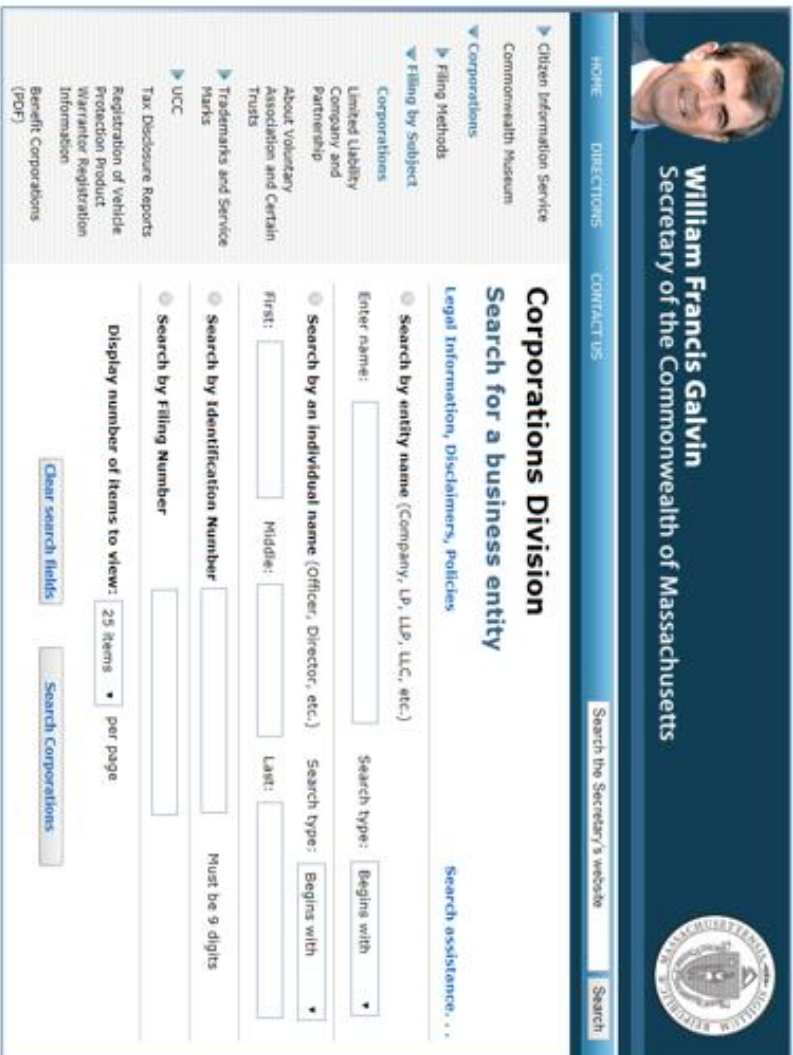
Click on a link to obtain additional information.

List of Filings  
 Obtain additional information:  
 Additional Addresses  
 Certificate of Existence [\(more info\)](#)

[View list of filings](#)  
[Plain Copy](#)  
[Short Form without amendments](#) (\$30.00)  
[Certified copy Long Form with amendments](#) (\$30.00)

## Massachusetts

<http://corp.sec.state.ma.us/corpweb/corpsearch/corpsearch.aspx>



The screenshot shows the homepage of the Massachusetts Corporations Division. At the top, there is a header with a photo of William Francis Galvin, Secretary of the Commonwealth of Massachusetts, and the state seal. Below the header is a navigation bar with links: HOME, DIRECTIONS, CONTACT US, and a search box labeled "Search the Secretary's website" with a "Search" button. The main content area is titled "Corporations Division" and "Search for a business entity". It includes a "Legal Information, Disclaimers, Policies" link and a "Search assistance..." link. The search section has three main options: "Search by entity name (Company, LP, LLP, LLC, etc.)", "Search by an individual name (Officer, Director, etc.)", and "Search by Identification Number". Each option has input fields for first, middle, and last names, and a search type dropdown menu. The "Search by Identification Number" option has a field for the number and a "Must be 9 digits" note. At the bottom, there is a "Display number of items to view:" dropdown set to "25 items" and a "per page" label. There are also "Clear search fields" and "Search Corporations" buttons.

William Francis Galvin  
Secretary of the Commonwealth of Massachusetts

HOME DIRECTIONS CONTACT US Search the Secretary's website Search

### Corporations Division

#### Search for a business entity

Legal Information, Disclaimers, Policies Search assistance...

Search by entity name (Company, LP, LLP, LLC, etc.)  
Enter name: Search type: Begins with

Search by an individual name (Officer, Director, etc.)  
First: Middle: Last: Search type: Begins with

Search by Identification Number  
Must be 9 digits

Search by Filing Number

Display number of items to view: 25 items per page

Clear search fields Search Corporations



**William Francis Galvin**  
Secretary of the Commonwealth of Massachusetts



[HOME](#)
[DIRECTIONS](#)
[CONTACT US](#)

## Corporations Division

### Business Entity Summary

**ID Number:** 208058754

**Summary for:** EDDIE'S WHEELS, INC.

<b>The exact name of the Domestic Profit Corporation:</b>	EDDIE'S WHEELS, INC.
<b>Entity Type:</b>	Domestic Profit Corporation
<b>Identification Number:</b>	208058754
<b>Date of Organization in Massachusetts:</b>	01-01-2007 <input type="button" value="Last date certain:"/>
<b>Current Fiscal Month/Day:</b>	12/31
<b>The location of the Principal Office:</b>	
<b>Address:</b>	140 STATE STREET
<b>City or town, State, Zip code, Country:</b>	SHELBURNE FALLS, MA 01370 USA
<b>The name and address of the Registered Agent:</b>	
<b>Name:</b>	LESLIE M GRINNELL
<b>Address:</b>	138 STATE STREET
<b>City or town, State, Zip code, Country:</b>	SHELBURNE FALLS, MA 01370 USA
<b>The Officers and Directors of the Corporation:</b>	
<b>Title</b>	<b>Individual Name</b> <b>Address</b>

## New Hampshire

<https://quickstart.sos.nh.gov/online/Account/LandingPage>

NEW HAMPSHIRE  
DEPARTMENT OF STATE

SECRETARY OF STATE  
WILLIAM M. GARDNER

login Create Account

☒ One Click Annual Report filing no login required ☒ Verify certificate ☒ Search for Business Name

Start your business  
with New Hampshire

SEARCH FOR A BUSINESS NAME

Enter a Business Name  Search

Advanced search options Verify Certificate Links

Create a New Business File Annual Report Update a Business Admin Services File UCC Forms

I



**NEW HAMPSHIRE**  
DEPARTMENT OF STATE

**SECRETARY OF STATE**  
WILLIAM M. GARDNER

**Business Information**

**Business Details:**

<p>Business Name: <b>ATFIELD'S DONUTS, LLC</b></p> <p>Business Type: <b>Domestic Limited Liability Company</b></p> <p>Management Style: <b>Manager Managed</b></p> <p>Business Creation Date: <b>04/29/2015</b></p> <p>Date of Formation in Jurisdiction: <b>04/29/2015</b></p> <p>Principal Office Address: <b>209 Daniel Webster Hwy, Meredith, NH, 03253, USA</b></p> <p>Country: <b>USA</b></p> <p>State of Formation: <b>Domestic/State: New Hampshire</b></p>	<p>Business ID: <b>732296</b></p> <p>Business Status: <b>Good Standing</b></p> <p>Name in State of Formation: <b>Not Available</b></p> <p>Rating Address: <b>209 Daniel Webster Hwy, Meredith, NH, 03253, USA</b></p> <p>Last Annual Report Year: <b>2019</b></p> <p>Next Report Year: <b>2020</b></p> <p>Phone #: <b>802-218-7798</b></p> <p>Fiscal Year End Date: <b>12/31</b></p>
---	--

**Principal Purpose**

S. No	NAICS Code
1	07200 / Retail sales and/or other food purposes.


Page 1 of 1, seconds 15.4 of 1

**Principal's Information**



## New York

[https://appext20.dos.ny.gov/corp\\_public/CORPSEARCH.ENTITY\\_SEARCH\\_ENTRY](https://appext20.dos.ny.gov/corp_public/CORPSEARCH.ENTITY_SEARCH_ENTRY)



Services    News    Government    Local

Department of State  
Division of Corporations  
Search Our Corporation and Business Entity Database

The information contained in this database is current through May 13, 2019.

The Corporation and Business Entity Database includes business and not-for-profit corporations, limited partnerships, limited liability companies and limited liability partnerships, as well as other miscellaneous businesses. This information is best viewed with Netscape Navigator 3.0 and above or Internet Explorer 6.0 and above. Please note that the database does not include corporate or other business entity assumed names filed pursuant to General Business Law, §110. Assumed name filings are filed and maintained by the Division of Corporations for corporations, limited liability companies and limited partnerships. Although maintained by the Division of Corporations, records of records of assumed names used by corporations, limited liability companies and limited partnerships must be made by a written, dated or e-mail request to the Division. All other entities such as general partnerships, sole proprietorships and limited liability partnerships file an assumed name certificate directly with the county clerk in each county in which the entity conducts or transacts business.

Every effort has been made to ensure that the information contained on this site is up to date and accurate. As the Department relies upon information provided to it, the information's completeness or accuracy cannot be guaranteed. If you have any questions about performing a search or the results you receive, please contact the NYS Department of State, Division of Corporations at (516) 473-2192, Monday - Friday, 9:00 a.m. - 12:00 p.m. and 1:00 pm - 4:00 pm.

Search Criteria

Entity Name \*

Member Type \*    Active Only ▼

Search Type \*    Begins With ▼

Captcha \*    1608g

The items marked with \* are required.

Search the Database

To search the database do the following:

1. Enter the Corporation or Business Entity Name being searched for.

2. Select a Name Type.

3. Select a Search Type.

4. Enter the numbers from the image into the CAPTCHA field.

5. Tab to Search the Database and press the enter key or click Search the Database.



Services News Government Local

## NYS Department of State Division of Corporations Entity Information

The information contained in this database is current through May 13, 2019.

### Selected Entity Name: CARNEGIE HALL INSTITUTE OF ADVANCED MUSICAL STUDIES, INC.

#### Selected Entity Status Information

Current Entity Name: CARNEGIE HALL INSTITUTE OF ADVANCED MUSICAL STUDIES, INC.

DOS ID #: 215187

Initial DOS Filing Date: JULY 16, 1988

County: NEW YORK

Jurisdiction: NEW YORK

Entity Type: DOMESTIC NOT-FOR-PROFIT CORPORATION

Current Entity Status: ACTIVE

#### Selected Entity Address Information

DOS Present (Address to which DOS will mail process if accepted on behalf of the entity)

NONE

Registered Agent

NONE

This office does not record information regarding the names and addresses of officers, shareholders or directors of incorporated corporations except the (brief) executive officers, if provided, which would be listed above. Professional corporations must include the name(s) and address(es) of the named officers, directors, and shareholders in the initial certificate of incorporation, however this information is not recorded and only available by [viewing the certificate](#).

#### Stock Information

# of Shares	Type of Stock	\$ Value per Share
No Information Available		

\*Stock information is applicable to domestic business corporations.

#### Name History


Filing Date	Name Type	Entity Name
JUL 16, 1988	Actual	CARNEGIE HALL INSTITUTE OF ADVANCED MUSICAL STUDIES, INC.

A. Entities name must be used when the Actual name of a foreign entity is used rather for use in New York State. The entity must use the fictitious name when conducting its activities or business in New York State.

NOTE: New York State does not issue organizational identification numbers.

## Rhode Island

<http://business.sos.ri.gov/CorpWeb/CorpSearch/CorpSearch.aspx>



**Noelle M. Gortola**  
Secretary of State

[HOME](#) [BUSINESS PORTAL](#) [ELECTIONS](#) [CIVICS AND EDUCATION](#)

### Search for an entity

[Search assistance...](#)

☐ Search by entity name (Corp., LP, LLC, Non-resident Landlord)

Enter name:

Search type:  Begins with

☐ Search by an individual name (Officer, Director, etc.)

First:  Middle:  Last:

Search type:  Begins with

☐ Search by Identification Number

Must be 9 digits

☐ Search by Filing Number

Must be 12 digits

☐ Search by Agent

Search type:  Begins with

☐ Search by a Business Address


☐ Search by a Purpose

☐ Search by NAICS code [Help](#)

Must be 2 to 6 digit code

Displaying number of items to view:  25 items  per page

[Legal Information, Disclaimers, notices](#)



Republic of Massachusetts  
**Noelle M. Gortea**  
 Secretary of State

[HOME](#)
[BUSINESS PORTAL](#)
[ELECTIONS](#)
[CIVICS AND EDUCATION](#)

### Entity Summary

**ID Number:** 000006036
 [Request certificate](#)
[New search](#)

**Summary for:** DEL'S LEMONADE & REFRESHMENTS, INC.

<b>The exact name of the Domestic Profit Corporation:</b> DEL'S LEMONADE & REFRESHMENTS, INC.	
<b>Entity type:</b> Domestic Profit Corporation	
<b>Identification Number:</b> 000006036	
<b>Date of Incorporation in Rhode Island:</b> 06-29-1960	<b>Effective Date:</b> 06-29-1960
<b>The location of the principal office:</b>	
<b>Address:</b> 1260 OAKLAND AVENUE CITY or Town, State, Zip, Country: COASTON, RI 02920 USA	
<b>Agent Designated:</b> N	<b>Address Maintained:</b> Y
<b>The name and address of the Registered Agent:</b>	
<b>Name:</b> RICHARD R. BRETTE, JR. <b>Address:</b> ONE CITIZENS PLAZA, 8TH FLOOR CITY or Town, State, Zip, Country: PROVIDENCE, RI 02903 USA	
<b>The Officers and Directors of the Corporation:</b>	
<b>Title</b>	<b>Infected Name</b>
<b>Address</b>	

<https://www.vtsosonline.com/online/BusinessInquire>



VERMONT  
Department of State

OPERATIONS DIVISION

Jill CONDOS  
Assistant Secretary of State

Back

Business Information

Business Details

Business Name: DOS LOCAL NON-PROFIT CENTER

Business Type: Trade Name

Expiration Date: 01/14/2023

Date of Incorporation / Registration Date: 11/15/2017

MISC Code: 71 Arts, Entertainment and Recreation

Principal Office Business Address: 103 PARKS ROAD ST JOSEPHSBURY VT 05875 USA

City/State: Conant/VT

Business ID: 010679

Business Status: Active

Next Renewal Period Begins: 11/14/2023

MISC's web code: 110/040000

Principal Office Mailing Address: PO BOX 4075 ST JOSEPHSBURY VT 05875 USA

Back

Registered Agent Information

Name: R. Kenneth Blum, Jr. Esq.

Physical Address: Blum & Blum 601 Elm Street 2nd Floor BURLINGTON VT 05401 USA

Mailing Address: Blum & Blum PO Box 1078 BURLINGTON VT 05402 USA

Agent Type: Individual Person

Back

Entity Name (Owned By)

Name: TRUST OF DOS LOCAL NON-PROFIT

Title: CORPORATION OWNER

Address: 103 PARKS RD, Saint Josephsbury VT 05875 USA

Find History

Save History

Return to Search



**MY MOSES ID IS:**

---

MY INITIAL LOG IN PASSWORD IS:

*password*

ENTER THE LAST 4 NUMBERS OF  
YOUR SOCIAL SECURITY NUMBER



## My Amazon WorkSpace (AWS) Log in is:

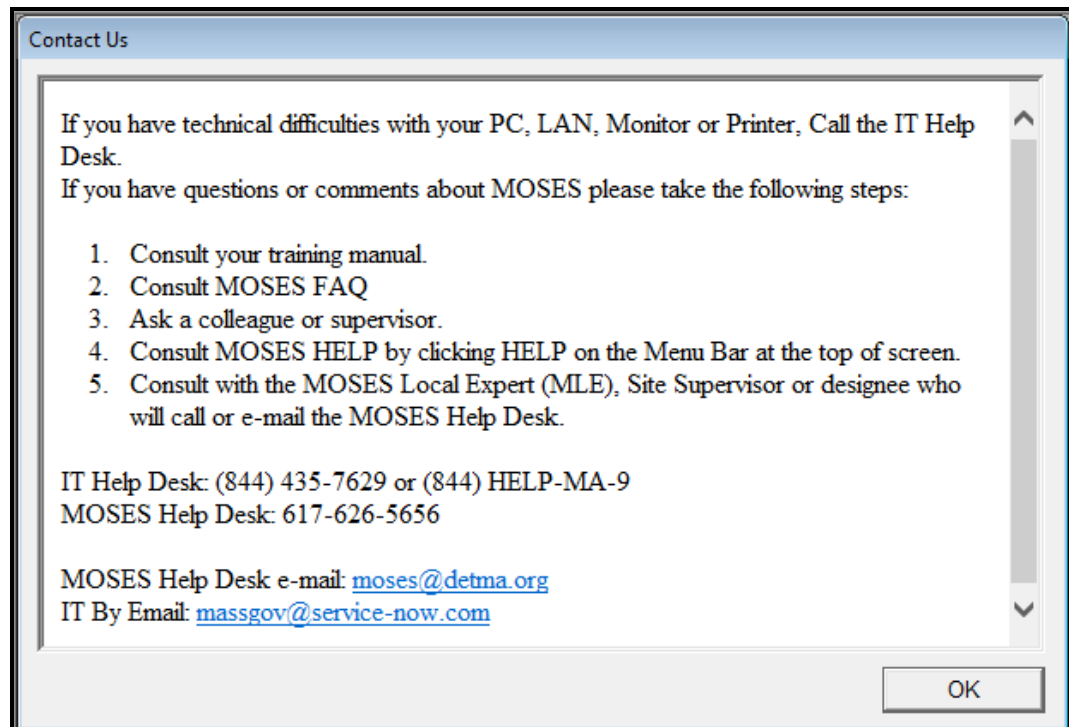
---

My initial **AWS** Log in password is:

---

My **AWS** Registration Code is:

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# MassHire Department Of Career Services



