BASIC

DATA ENTRY

OF

EMPLOYER

RECORDS AND SERVICES

IN

MOSES

DEPARTMENT OF
CAREER SERVICES

TABLE OF CONTENTS
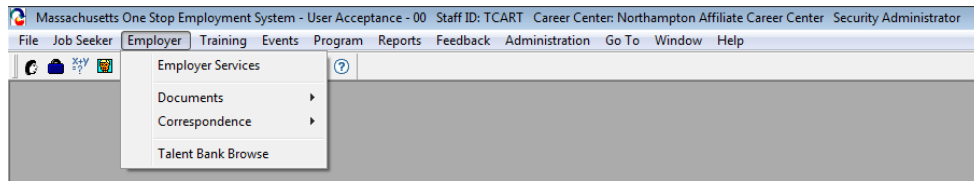
Add/Edit an Employer Record

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.
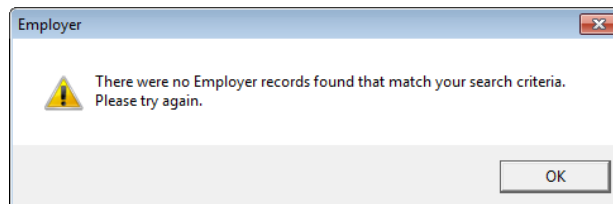
Add / Edit an Employer Record

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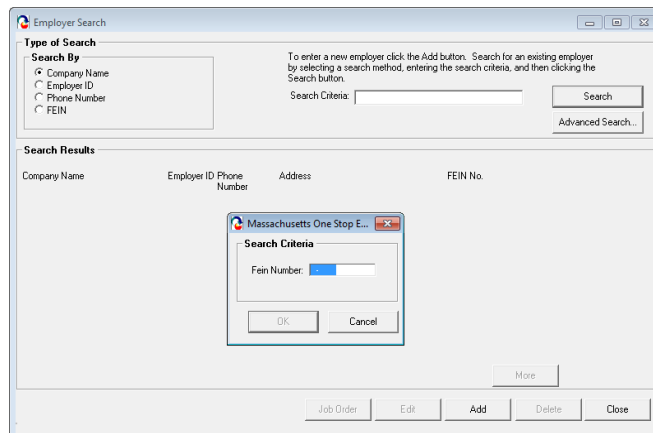

2. You can search for an Employer record four ways. **Company Name**; **Employer Id** (MOSES number for that Employer), **Phone Number** (Primary telephone number) or **FEIN** number.

    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.

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.

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

Field Name	_Required_	_Action_
Zip	▸	MOSES fills the **Zip Code** field with the data you used in Step 4. The zip code is one of the keys to uniquely identify this employer location.
City	▸	MOSES fills the **City** field to match the zip code. If this does not yield the city name you expected, check the zip code for accuracy.
State	▸	MOSES fills the **State** field to match the zip code. If this does not yield the state name you expected, check the zip code for accuracy.
Career Center	▸	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.
FEIN Number	▸	MOSES fills the **FEIN** (Federal Employer Identification Number) field with the data you used in Step 3 for this employer.
UI Account Number		Type the UI Account Number (Unemployment Insurance) for this employer.
Number of Employees		Type the number of employees for this employer.
Web Address		Type the internet address for this employer.
Doing Business As		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.
Employer Type	▸	Select the proper employer type from the dropdown list. (Most businesses will be **Private**.)
Federal Contractor	▸	MOSES defaults to the **No** radio button for Federal Contractor. Select the **Yes** radio button, if appropriate.

Field Name	_Required_	_Action_
FLC		Foreign Labor Certification
GTF		Governor's Task Force.
Company Closed		Check this box if the company is closed / no longer in business. A note will be required.
Evacuee Friendly		For companies that are proactive in hiring disaster relocatee.
Primary Phone	▸	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.
NAICS Code	▸	The North American Industry Classification Systems (NAICS) Code.
NAICS Sector	▸	Select the **NAICS Sector** from the dropdown list.
NAICS Subsector	▸	Select the **NAICS Subsector** from the dropdown list.
NAICS Industry Group	▸	Select the **NAICS Industry Group** from the dropdown list.
NAICS Industry	▸	Select the **NAICS Industry** from the dropdown list.
NAICS US Industry		Select the **NAICS US Industry** from the dropdown list.
Status		MOSES defaults to the **Access Approved** radio button. Only staff with the proper security level can change this.
Trade Names		Click the **Add** 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.

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

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

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

DEPARTMENT OF
CAREER SERVICES

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.

2020

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.

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

DEPARTMENT OF
CAREER SERVICES

2020

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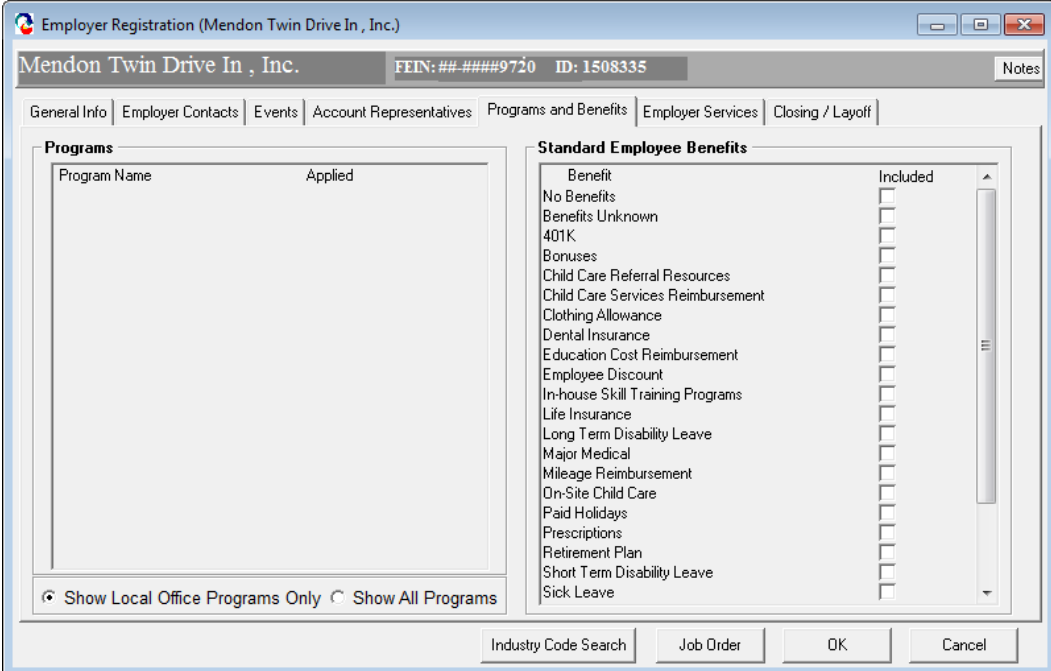
5. Click the **OK** button to save the data you have entered.

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.

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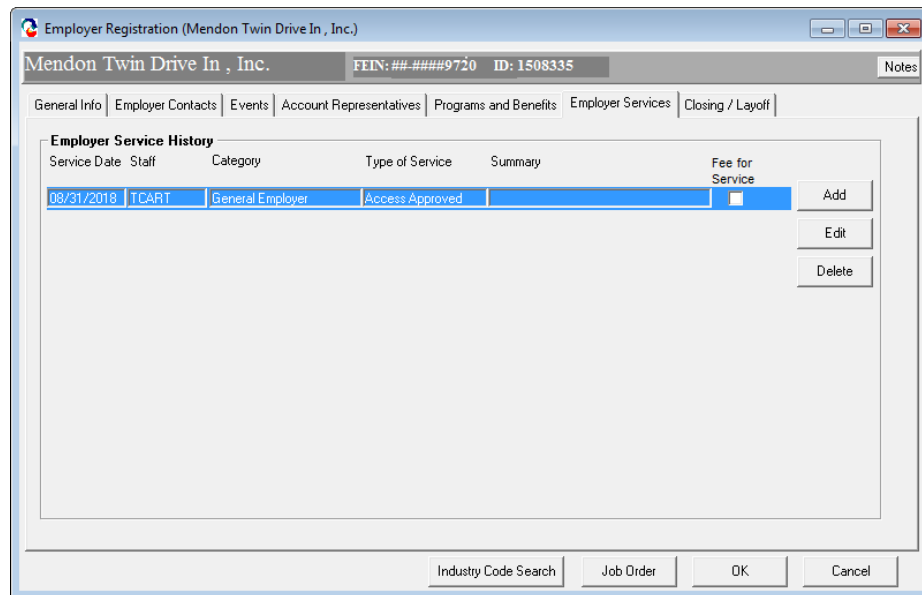
There are Career Center specific Employer programs and State Wide Employer programs. NOTE: Show Local Office programs button.

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.

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:

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

Field Name	*Required*	*Action*
Career Center	▸	MOSES fills this field with the user's Career Center.
Staff	▸	MOSES fills this field with the Staff ID. Change this, if needed.
Person Contacted		Type the name of the person contacted at the employer.
Fee for Service		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.)
Summary	▸	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.

CATEGORY: MARKETING/OUTREACH ACTIVITIES	
Service Name	**Service Definition**
Business Contact	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).
Distribution of Career Center Information/Mass Marketing	Distribution of Career Center Information - marketing via any media; email, fax, social media, USPS.
Job Development Contact	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.
Join Career Center	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).
Distributed Job Postings	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.
Room Accommodations/ Rentals	Provide/rent career center space to a business or groups of businesses for an event unrelated 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).
Sponsorships	Business provides financial or in-kind support for career center activities. In-kind support could include donation of business staff time, equipment, space, etc.
BizWorks Orientation	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.

CATEGORY: <u>BUSINESS INFORMATION AND INCENTIVES</u>	
Service Name	**Service Definition**
Business Assessment	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.
Other Grant Information	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.
Industry Partnerships	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.
Department of Industrial Accidents (DIA)	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.
Mass Office of Business Development	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.
Other Public Incentives or Business Service	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.
Unemployment Insurance Programs Information	Provide in depth information via two way discussion and further assistance to a business about Unemployment Insurance Program services.
Work Opportunity Tax Credit (WOTC)	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.
WorkShare Information	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.
Workforce Training Fund Program (WTFP)	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.

Apprenticeship	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.
On the Job Training (OJT)	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.

CATEGORY: <u>LABOR MARKET INFORMATION</u>	
Service Name	**Service Definition**
Job Description Assistance	Provide substantial effort in editing or creating job descriptions on behalf of a business. Does not include simple edits.
Industry Briefings by Businesses	<u>Business led event/activity</u> to discuss industry trends, job openings, and labor market information with job seekers and/or career center staff.
Labor Market Information	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.

CATEGORY: <u>EDUCATION AND TRAINING</u>	
Service Name	**Service Definition**
Group Information Session for Businesses	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.
Mentoring/Job Shadowing/ School-to-Work/Internship	Provide information, referral, and/or help set up one or more of these opportunities.
On the Job Training (OJT) Contract Prep/Maintenance	Develop On-the-Job Training (OJT) contract and/or follow up on the OJT during the contract period.
Apprenticeship Contract Prep	Develop Apprenticeship contract.
Testing for Businesses	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.
Training/Support Services Fair	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.
Workshop/Training for Business Staff	Provide skills training for the staff of businesses.
Outplacement Services	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**	
Service Name	**Service Definition**
Other Grant Information	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).
Mass Office of Business Development (MOBD)	Staff facilitates a two way connection between the business contact and MOBD and confirm that contact between the two parties has been established.
Other Public Incentives or Business Service	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).
Work Opportunity Tax Credit (WOTC)	Staff facilitates a two way connection between the business contact and WOTC and confirm that contact between the two parties has been established.
WorkShare	Staff facilitates a two way connection between the business contact and WorkShare and confirm that contact between the two parties has been established.
Workforce Training Fund Program (WTFP)	Staff facilitates a two way connection between the business contact and WTFP and confirm that contact between the two parties has been established.
Department of Industrial Accidents (DIA)	Staff facilitates a two way connection between the business contact and DIA and confirm that contact between the two parties has been established.
Apprenticeship	Staff facilitates a two way connection between the business and agency and confirm that contact between the two parties has been established.

CATEGORY: OUTCOMES

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

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.

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

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.

DEPARTMENT OF
CAREER SERVICES

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 <u>not</u> 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.

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 1-800-439-2370 - 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.

2

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 or 617-626-5721.

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

3

Create a Job Order

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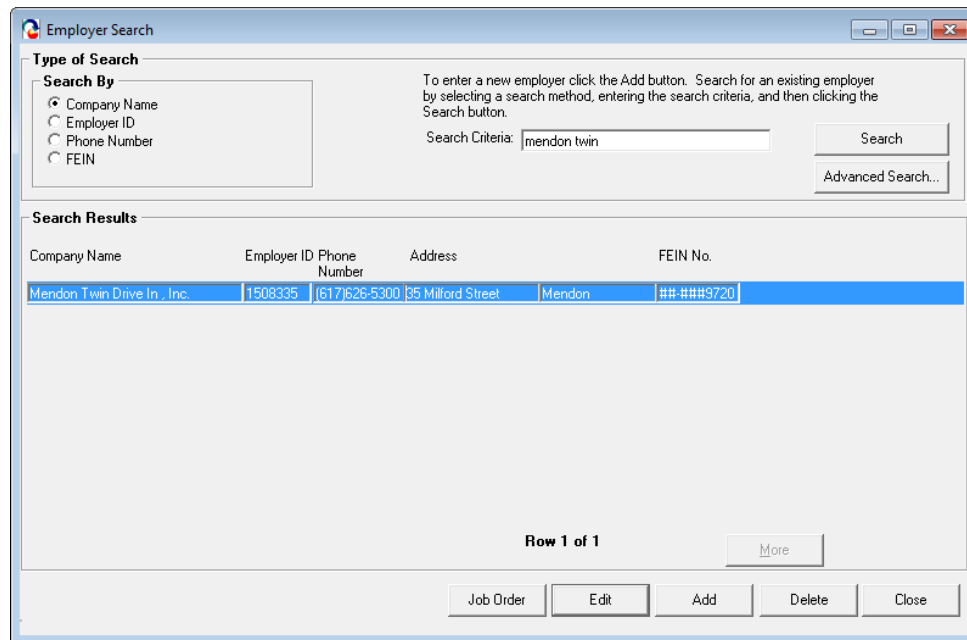
Most employers will want to specify the education level and any additional skills required for an acceptable match.

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.

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

3. 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.

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

Field Name	*Required*	*Action*
Career Center	▶	MOSES fills this field with the user's Career Center.
Assigned To	▶	MOSES fills this field with the user's Staff ID.

Field Name	Required	Action
Is job location different than the location of the employer?	▸	Click **NO** if the job location is exactly the same as the company address. Click **YES** if the job location is at a site other than the company address, which is brought forward from the Employer Membership.
Job Location Address		Fill in the street address for the job location.
Job Location Address		This is the second line for the street address. Use this only if needed. Do **NOT** enter the city, state, or zip code here.
Job Location Country	Required (▸) if Job Location different than company address.	Select the country from the dropdown list.
Job Location Zip Code	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.
Job Location City	Required (▸) if Job Location different than company address.	This field is filled if you entered a valid zip code.
Job Location State	Required (▸) if Job Location different than company address.	This field is filled if you entered a valid zip code.

Field Name	_Required_	_Action_
Restricted		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.
Confidential		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.
WWW Address		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.
Job Title	▶	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.
Job Category	▶	Select a **Job Category**, 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.
Job Status	▶	MOSES defaults to **Open** from the dropdown list. This field is used to close a job order before it automatically expires or is filled. (See **Close Date** below.)
Duration	▶	Select the duration of the employment from the dropdown list.

Field Name	_Required_	_Action_
Shift	▶	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.
Close Date	▶	Click the ⊂ icon and select a job order close date on the dropdown calendar. Click the **OK** button. Or, you can simply type the Close Date. (MOSES automatically selects a 30-day closing date.) You cannot exceed 1 year.
Current Openings	▶	Type the number of positions to be filled for this job order. The default is one.
Referrals to be Made		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.
Work Hours		Type in or click the up/down arrows to select the work hours for this job order.
Hours/Week	▶	Enter the hours per week (there is room for 1 decimal - ie: 37.5).
Typing Speed (w.p.m.)		Enter any typing speed required for the job order, if any. This field may be used for **Less Matches** in job matching.
Job Details	▶	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.

Field Name	_Required_	_Action_
Driver's License		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 **Less Matches** in job matching.
Minimum Age		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 **Less Matches** in job matching.
Public Transpor-tation		Select **YES** to show that this job is accessible by public transportation at the start and end of the shift. Select **NO** to show there is no public transportation available. The default is **UNKNOWN**. Keep this if you do not know about public transportation to this job.
Send to US.Jobs		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.
Affirmative Action		Select this check box if the job order is from an affirmative action employer.
Enterprise Zone		Select this check box if the job site is located in an enterprise zone.
Empower-ment Zone		Select this check box if the job site is located in an Empowerment zone.
Apprentices hip position	▶	Select **YES** to if this job is an Apprenticeship position. Select **NO** this job is not an Apprenticeship position.
Union Position	▶	Select **YES** to if this job is a Union position. Select **NO** this job is not a Union position If **Yes** 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.

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

Field Name	*Required*	*Action*
Lower Pay	▶	Type the minimum pay rate in dollars and cents.
Upper Pay		Type the maximum pay rate in dollars and cents.
Pay Unit		Select the Pay Unit for the **Lower Pay** and **Upper Pay** from the dropdown list.
No Designated Pay		Select this check box, if the Employer refuses to provide the pay rate. Make every effort to get a range, if possible.
Pay Details		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.

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.

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.
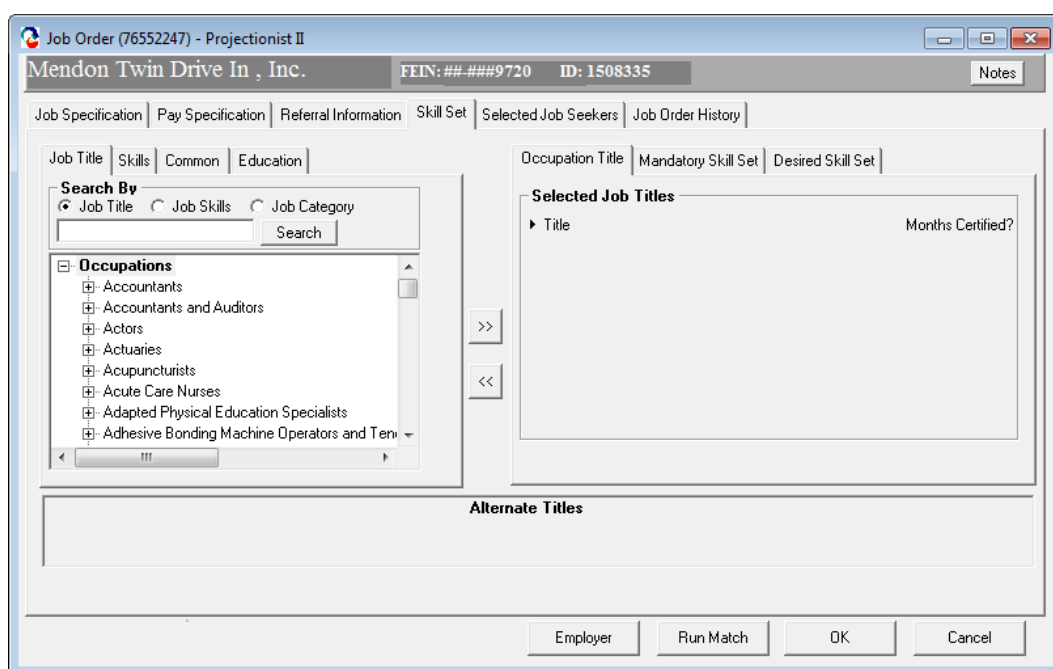
Field Name	Required	Action
Address	▶	Type the street address where the applications need to be sent. There is a second line for the street address. Use this only if needed. Do **NOT** enter the city, state, or zip code here.
Country	▶	MOSES pre-fills the country. Use the dropdown list to select a different country, if needed.
Zip Code	▶	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.
City	▶	MOSES pre-fills the city to match the zip code.
State	▶	MOSES pre-fills with the state to match the zip code. Use the dropdown list to correct the state, if needed.
Phone		Type the phone number that the Job Seeker should use to contact the company.
Extension		Type the phone extension, if any.
Fax		Type the Fax number, if any.
Email		Type the Email address.
Prefers Faxes		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.
Prefers Email		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.
Referral Instructions		Describe any referral instructions. It is also a good idea to copy this information into the Job Details field on the **Job Specification** 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.

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.

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**.

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.

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

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.

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.

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

The second step is to make the Job Order in question confidential. Do this by clicking on the "Confidential" check box on the Job Specification tab.

When the Career Center staff create a Job Order that is CONFIDENTIAL, the Referral Information tab (shown on the next page) will show the Career Center Confidential contacts.

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.

Remove identifying information from the record. Such as web address, and comments in the job order.

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.

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.

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

3. Select the Job Order you wish to copy.

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.

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

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.

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. <u>Do</u> <u>not</u> make these edits in the existing job order.

4. Click the **Edit** button.

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

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.

DEPARTMENT OF CAREER SERVICES

2020

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.

DEPARTMENT OF
CAREER SERVICES

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.

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] 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.

DEPARTMENT OF CAREER SERVICES

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**.

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 <u>descending</u> order, starting with the highest ratio of mandatory skills.

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

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.

DEPARTMENT OF
CAREER SERVICES

2020

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, *Job Specification*	Yes	Yes	Yes
Job Title (at least one)	Job Title, *Skill Set*	Yes	Occupa-tional Job Family	Yes
Experience	Job Title, *Skill Set*	Yes	No	Yes
Education Level	Education, *Skill Set*	Yes	No	Yes
Pay	Min & Max Pay, *Pay Specification*	Yes	No	Yes
Minimum Age	Other, *Job Specification*	Yes	Yes	Yes
Shift	Job Description, *Job Specification*	Yes	Yes	Yes
Duration	Job Description, *Job Specification*	Yes	No	Yes
Location	Job Location, *Job Specification*	Yes	No	Yes
Mandatory Skills	Mandatory Skill Set, *Skill Set*	Scored	Scored	Scored
	Mandatory Education and/or Language	Yes	Yes	Yes
Desired Skills	Desired Skill Set, *Skill Set*	Scored	Scored	Scored
Drivers License	Other, *Job Specification*	No	No	Yes
Typing Speed	Other, *Job Specification*	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.

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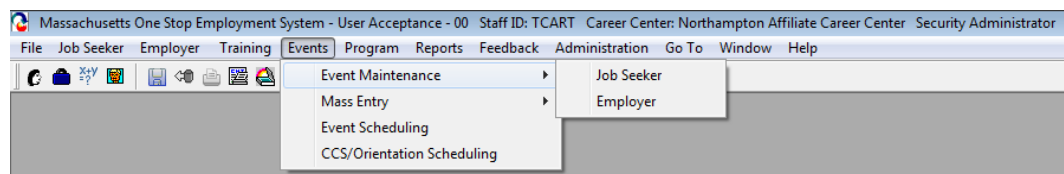
2. MOSES displays the **Job Seeker Event Search** window.

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.

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

Field Name	*Required*	*Action*
Event Description	▶	Type a FULL description of the Recruitment / 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. The time can be done in tenths of an hour increments.
Prerequisite Required	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.
Funding Restriction	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 **Funding** tab.
Career Center Lock	Optional	Check this box if you want only staff at the creating career center to be able to enroll job seekers for the event.
Fee Based	Optional	Check this box if attendees will be charged a fee to attend this job fair / recruitment event.
Cost	Optional	Type the fee that will be charged to attend this event. This box becomes visible only after the **Fee Based** box above it is checked.

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

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

Field Name	*Required*	*Action*
Selected Services		MOSES will record the services listed in this panel to the job seeker's record when she/he attends the event.
Hours (in the **Selected Services** 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.
Inactivate Event		Select **Yes** or **No**. **No** makes the event active to your Career Center and adds it to your list of available current workshops. **Yes** 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.**

Schedule a Job Fair Event

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).

DEPARTMENT OF
CAREER SERVICES

To Schedule a Job Fair Event

1. Select **Events**, then **Event Scheduling**, on the MOSES main menu bar.
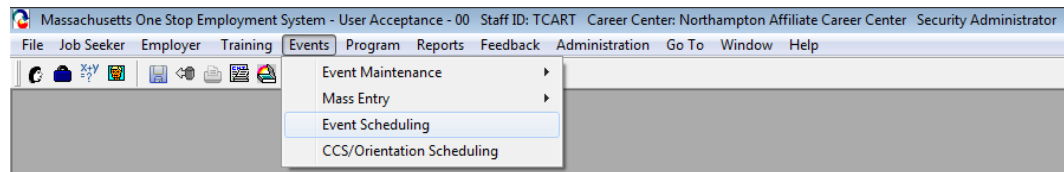
2. MOSES defaults to display the **Job Seeker Scheduled Events** window.

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.

DEPARTMENT OF CAREER SERVICES

2020

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

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

Field Name	Required	Action
Event Name	▶	Select from the dropdown list the Job fair / Recruitment **Event Name**: *(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.

Field Name	*Required*	*Action*
Career Center	▶	Select the career center organizing this occurrence of the job fair / recruitment event. MOSES displays the center that created the job fair / recruitment event.
Facilitator	▶	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 (*only staff at the center you selected are displayed*).

After selecting a **Facilitator**, you can select **Co-Facilitator**(s) as well. Note: Under Co-Facilitator you can select **Guest / Other**, MOSES allows you to data enter their names in the **Guest Notes** box. *For a Recruitment, this would be a good place to list the names of the recruiters attending the recruitment.*

Location	Optional	Select the location at your career center where the event will be held. Use OTHER for offsite / special locations.
Other Location	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.
Openings	▶	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.
Do Not Display on Internet	Optional	Type **X** in the box if you would like to select this option. The X will prohibit the event from displaying on JobQuest.

Field Name	Required	Action
Date	▸	Type the date, or click the **C** to use the calendar, for when the event will occur.
Time	▸	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.

Recurring	Optional	Select (**Daily**, **Weekly**, or **Monthly**) from the dropdown list if you want to schedule multiple occurrences of this event.
Instances	Optional	This field only becomes available if you select one of the **Recurring** 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

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

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

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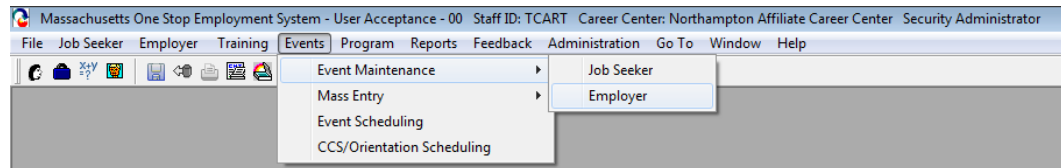
Job fair events can be attended by both job seekers and employers. However, you can only sign up job seekers for a job seeker event and employers for an employer event. For Job Fairs, you should create both an employer event and a job seeker event in MOSES, even though there is actually only one event.

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.

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

Field Name	Required	Action
Event Name	▶	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.
Event Category	▶	Select from the dropdown list: Recruitment / Job Fair
Career Center	▶	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** .

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

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

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.

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

2020

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

5. 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.

DEPARTMENT OF
CAREER SERVICES

MASSHIRE

2020

Field Name	*Required*	*Action*
Facilitator	▸	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 (*only staff at the center you selected are displayed*).
		After selecting a **Facilitator**, you can select **Co-Facilitator**(s) as well. Note: Under Co-Facilitator you can select **Guest/ Other**, MOSES allows you to data enter their names in the **Guest Notes** box. *This would be a good place to list the names of guest speakers / special attendees attending the recruitment.*
Location	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.
Other Location	Optional	If you select **Other** in the dropdown list above, you can type in the location into this field. (*Selecting Other from the dropdown menu allows you to list off-site locations / special locations at the career center.*)
Openings	▸	Type the number of employers who will be permitted to sign up for this Job Fair event.
Do Not Display on Internet	Optional	Check this box if you want this event NOT to appear on JobQuest / Job Central.
Date	▸	Type the date, or click the **C** to use the calendar, for when the event will occur.
Time	▸	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.

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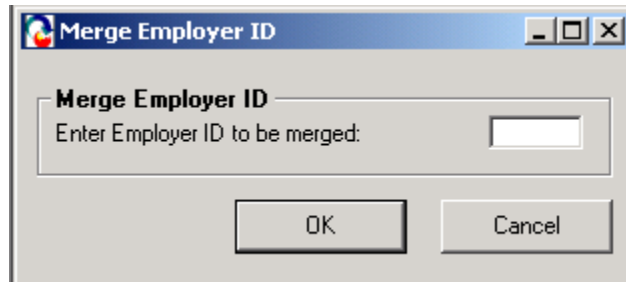
A suggestion is rather than merging employers, to "**Close**" the incorrect employer record. This inactivates the company and if incorrectly closed it can be reopened. (Closing companies is in the next section of this manual.)

To Merge Two Employer Records

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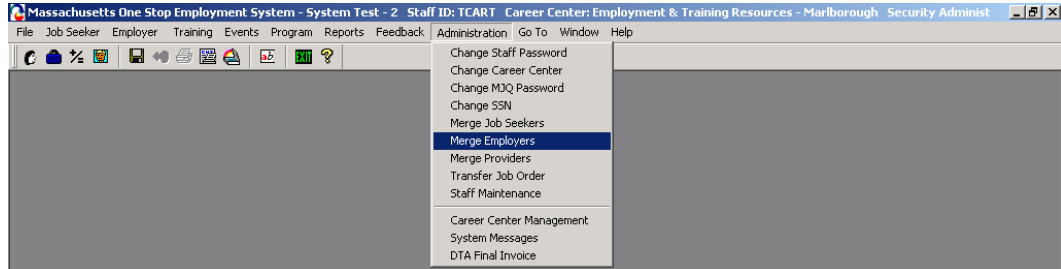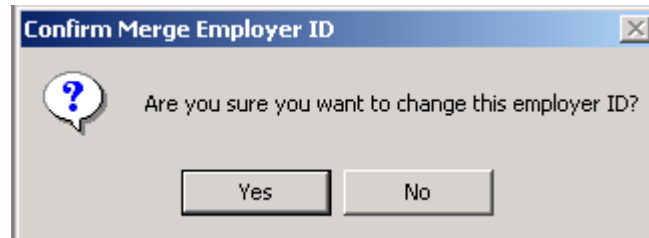

2. MOSES displays the **Merge Employer ID** window.
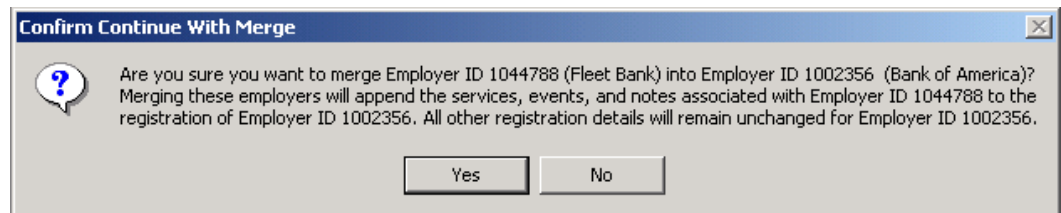

3. Type the **Employer ID** for the record you want to <u>remove</u>. Click the **OK** button.

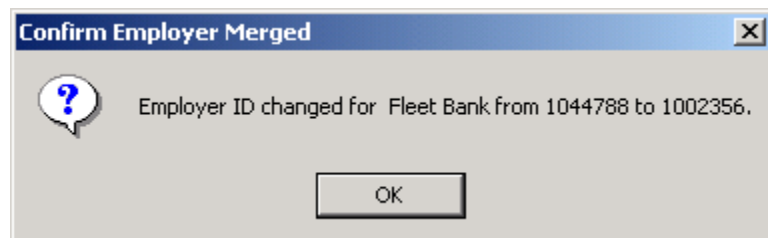4. MOSES displays the **Merge Employer ID** window with the prompt "Re-Enter Employer ID to be merged".

DEPARTMENT OF CAREER SERVICES

2020

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.
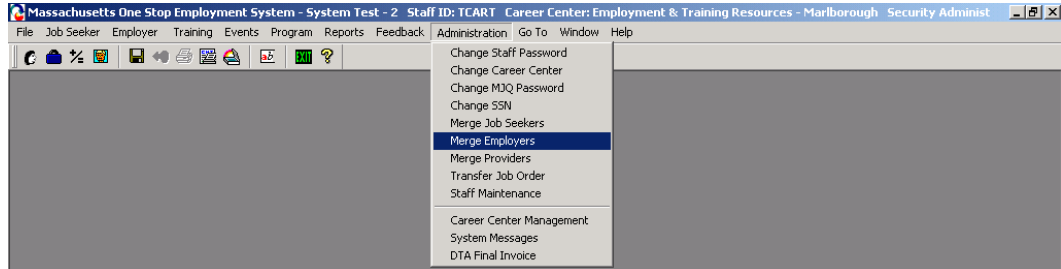

7. MOSES displays the **Merge Employer ID** window with the prompt "Enter Employer ID to keep".

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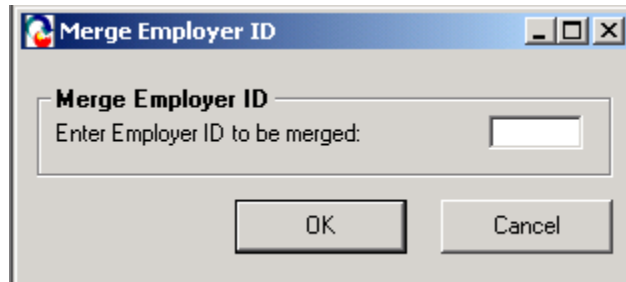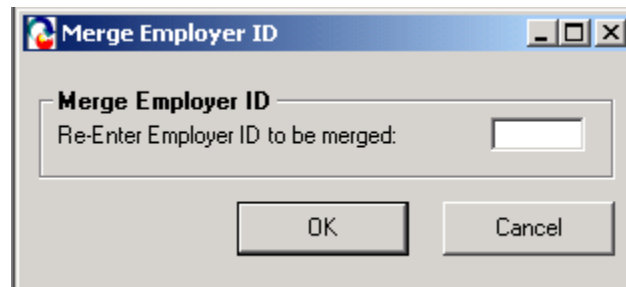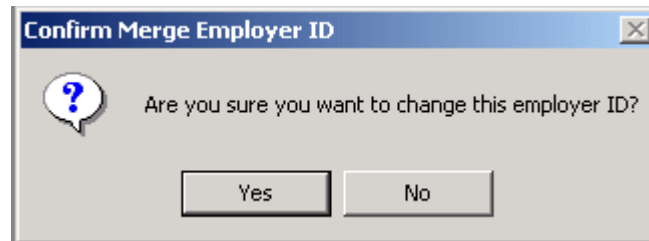
It is recommended that you document this change in the employer record in the **Notes** button / section.

To Merge Two Employer Records One a JQ

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

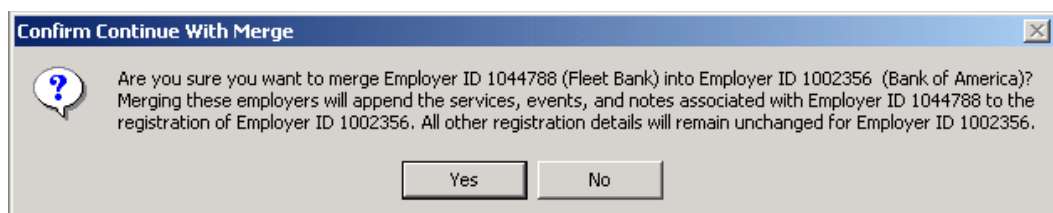2. MOSES displays the **Merge Employer ID** window.

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".
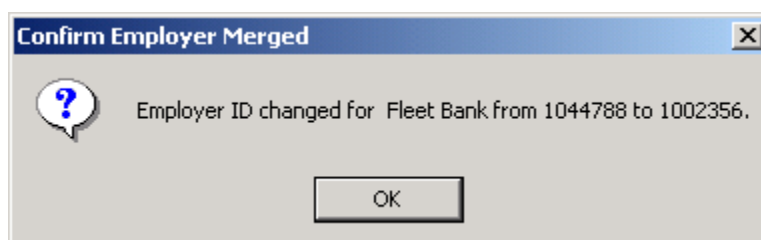
DEPARTMENT OF
CAREER SERVICES

2020

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.

Confirm Merge Employer ID

? Are you sure you want to change this employer ID?

Yes   No

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

Merge Employer ID

Merge Employer ID
Enter Employer ID to Keep: [   ]

OK   Cancel

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".

Merge Employer ID

Merge Employer ID
Re-Enter Employer ID to Keep: [   ]

OK   Cancel

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.

Confirm Continue With Merge

? Are you sure you want to merge Employer ID 1044788 (Fleet Bank) into Employer ID 1002356 (Bank of America)? Merging these employers will append the services, events, and notes associated with Employer ID 1044788 to the registration of Employer ID 1002356. All other registration details will remain unchanged for Employer ID 1002356.

Yes   No

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

Confirm Employer Merged

? Employer ID changed for Fleet Bank from 1044788 to 1002356.

OK

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.

2. Open the Employer Membership.

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

4. You will be required to add a NOTE in the NOTES section.
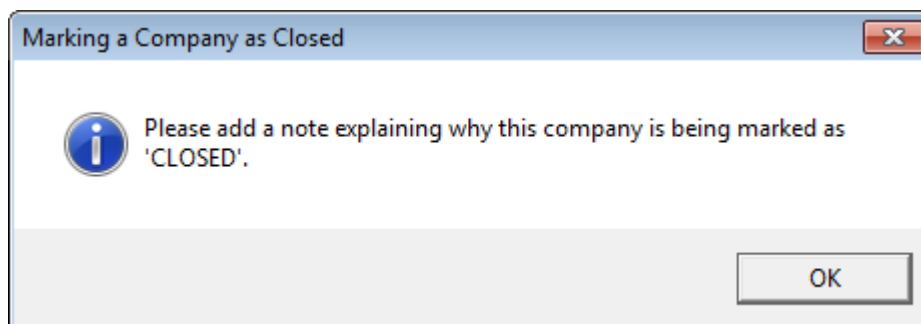
5. The employer will now be marked CLOSED.

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

(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.

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

Sample:

Job Listings for Greater Lawrence as of: 06-11-2018

JOB TITLE	JOB LOCATION	FULL-PART TIME	CLOSING / CLOSED DATE	JOB #
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.

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

Sample:

JOB TITLE	EMPLOYER	ADDRESS	CITY	STATE	PHONE	STAFF	DATE	JO_#
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 Nagog	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:

		JOB TITLE	MINIMUM PAY	JOB LOCATION	FULL-PART TIME	EDUCATION	CLOSING / CLOSED DATE	JOB #
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/Spe	ASSOCIATE NETWORK ENGINEER SPECTRU	/	Andover	Full-Time	Educ. Not Available	07/08/2018	10658994
* 1293977	Charter Communications/Spe	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

EMPLOYER	JOB TITLE	ASSIGNED TO	DATE	JO #	OPENINGS	FILLED	REFERRED	STATUS	CLOSED DATE
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.

    a. Report Name: JobReferralStatusRweport_v02
    b. Exported to PDF file
    c. Email distributed to DCS JSIV's and DCS Operations Manager
    d. USE: Individual Staff sheets are separated and given to individual staff member to follow up on customer status

Job referral activity includes:
    a. Job Developments
    b. Call-In / Pre-Referral Contact
        a. Pending
        b. Vetted / Pending Application Confirmation
    c. Job Referral – Staff (Pending)
    d. 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:
    a. Job Referral / Job Developments only
    b. Call-In / Pre-Referral Contacts only
    c. 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/ORD #	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.	Assember 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	J/ORD #	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, Sardis	9757244	Housekeeping Aide - 1st Shift	10/30/2017	Call-in/Pre-Referral Contact	Pending	Counselor, Marilda	29
12670000	Lastname, Kelsi	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

DEPARTMENT OF CAREER SERVICES

2020

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.
   a. Exported to Excel file
   b. Email distributed to Marketing BSR
   c. 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.
   a. Exported to Excel file
   b. Email distributed to Marketing BSR
   c. USE: Outreach to new employers for services

Sample:

CREATED DATE	LAST MODIFIED BY	EMP ID	EMP NAME	ADDRESS	CITY	ST	ZIP	PHONE		FEIN NUMBER	CONTACT NAME	EMAIL	CREATED BY
1473860	Beach Brand Foods, Inc	687 Lowell Street	Methuen	MA	01844-	978-423-7566	823048700	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			AJBUSER	05/11/2018	AJBUSER
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	954413488	Alicia Silva		asilva@osi-systems.com	INETEMPL	05/14/2018	CPORT
1473875	ReVision Energy	1980 Turnpike St	North Andover	MA	01845-	603-392-7128	261825324	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
7													
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.
  a. Exported to PDF file
  b. Email distributed to all BSRs
  c. 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											
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
	2				2	0	3				
495 Truck and Auto Recyclers, Inc											
495 Truck and Auto Recyclers, Inc	Mechanic/Dismantler	LCLOY	03/07/2018	10318875	1	0		Closed	04/27/2018	0 %	
	1				1	0					
99Degrees Custom, Inc											
99Degrees Custom, Inc	Sewing Machine Operator	SROCH1	08/08/2017	9396445	1	0		Closed Permanent	10/13/2017	0 %	
	1				1	0					
ARC Technologies, Inc.											
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:	325	829				997	146	680			14.6 %	0.7

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**

2020

Job Seeker Services/Employment Tab

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

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

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

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

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

Job Seeker Services/Employment Tab

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

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.

2020

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

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

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

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

DEPARTMENT OF
CAREER SERVICES

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**.

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.

DEPARTMENT OF
CAREER SERVICES

2020

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

2020

Job Seeker Services/Employment Tab

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

Job Order screen

Job Seeker record, **Employment** tab

Click **Edit**.

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

At this point the job seeker has been vetted; that is, <u>screened and met requirements for the position, resume reviewed and provided the employer's application instructions</u>, 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.**

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

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**

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**.

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:

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

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

2020

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.

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

DEPARTMENT OF
CAREER SERVICES

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.

Service Result drop menu:

 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:

Field Name	*Required*	*Action*
Employer Name	‣ 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.
Job Title	‣ 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.
Pay ($)	‣ 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. **Be sure to verify the actual starting pay.**

Field Name	Required	Action
Start Date	▸ if not referencing a job order number	Enter the date when the job seeker started work.
Expected Duration	▸ 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.
Phone Number		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.
Benefits	▸ if not referencing a job order number	Select the Benefits from the dropdown list that the job seeker will receive on this job.
Pay Unit	▸	Select the applicable Pay Unit from the dropdown list. MOSES will fill this field if you reference a job order number.
End Date		End the date when the job seeker ended work on this placement.
Hours/Week	▸ 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.
Union	▸	Indicate whether the position is a union position: Yes or No.
Apprenticeship	▸	Indicate whether the position is an apprenticeship position: Yes or No.
Incumbent Worker	▸	Indicate whether the position is an incumbent worker position: Yes or No.

Field Name	Required	Action
NAICS	▸ 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.
NAICS Sector	▸ 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.
NAICS Subsector	▸ 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.
NAICS Industry Group	▸ 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.
NAICS Industry	▸ 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.
NAICS U.S. Industry	▸ 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.
Employer Address	▸ 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.

Field Name	Required	Action
Zip	‣ 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.
City	‣ 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.
State	‣ 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.
Occupational Code	‣ if not referencing a job order number	Type the Occupational Code for the specified job. If it is not known, use the **Occupational Search** button to locate the code. MOSES will fill this field if you reference a job order number.
Training Related	‣ for some programs, otherwise optional	Indicate if the job relates to any training received.
Non-Traditional		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.
Sector Designation		Indicate that the employer is either public sector or private sector.

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

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

2020

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

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

2020

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

1. Open the **Employer** record**.**

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

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

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

4. Highlight the Job Seeker that has been hired.

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

2020

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.

The Job Order with the placement

EMPLOYER

MOSES

POLICIES

Workforce Issuance 11-47

MASSACHUSETTS WORKFORCE DEVELOPMENT SYSTEM

MassWorkforce Issuance

Workforce Issuance No. 11-47	☐ Policy ☑ Information

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

cc: WIA State Partners

From: George Moriarty, Director
Department of Career Services

Date: July 21, 2011

Subject: Posting Job Fair / Recruitment Events in MOSES and on JobQuest

Purpose: 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.

Background: 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.

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.

Inquiries: Please direct all questions to Tom Cartier at tcartier@detma.org . 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 manuals 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.

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.

2

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 or 617-626-5721.

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

3

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

BerkshireWorks	For the Month Ending 3/31/2016		
	Monthly	YTD	Vitts
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	52	272	551
Business Information and Incentives (*)	12	122	135
Education and Training (*)	5	20	50
Job Fairs and Recruitments (*)	7	63	107
Labor Market Information (*)	39	212	309
Referrals to Grants and Incentives (*)	35	283	310
Outcomes	17	280	282

(*) Included in Enhanced Services

02.102 B

DEPARTMENT OF CAREER SERVICES

Field Name	Definition
Employer Services	
Total Employers Receiving Services	Distinct count of employers who had any service in any category during the report period, including #Employers Receiving Services
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 *Total Employers Receiving Services* minus the count of *New to Career Center*
Total Employers Receiving Enhanced Services	Distinct count of employers who had an enhanced" service during the report period, including #Employers Receiving Enhanced Services
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 *Total Employers Receiving Enhanced Services* minus the count of *New to Career Center*
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 *Visits* 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 Hire (service_type in 275) in the report period for the career center. The *Visits* column should be the count of those Hire's job_service no's.
Marketing/Outreach Activities	Distinct count of employers receiving one or more *Marketing/Outreach Activities* (from attached list) services during the report period in the career center. Category code = 2105
Business Information and Incentives (*)	Distinct count of employers receiving one or more *Business Information and Incentives* (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 *Education and Training* (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 *Job Fairs and Recruitments* (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 *Labor Market Information* (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 *Referrals to Grants and Incentives* (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 *Outcomes* (from attached list) services during the report period in the career center. Category code = 2112 (?? Not sure of the category code at this time)

02.103 Employer Record Creation in MOSES

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.

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

2

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. Please reference this MassWorkforce Issuance number in your inquiry.
Attachment:	A. Secretary of State New England Offices

3

02.103B

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_ENTRY
  - 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)*

DEPARTMENT OF
CAREER SERVICES

Connecticut

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

DEPARTMENT OF
CAREER SERVICES

2020

The Office of
Secretary of the State Denise W. Merrill

HOME   HELP

Business Inquiry

Business Details

Business Name: ESPN, INC.
Business ID:
Business Address: ESPN PLAZA, BRISTOL, CT 06010
Mailing Address: 500 SOUTH BUENA VISTA STREET, BURBANK, CA 91521
Date Inc/Registration: Dec 21, 1990
Annual Report Due Date: 12/28/2019

Citizenship/State Inc: Foreign/DE
Last Report Filed Year: 2018
Business Type: Stock
Business Status: Active

Principals Details

Name/Title	Business Address	Residence Address

DEPARTMENT OF CAREER SERVICES
MASSHIRE

Maine

MAINE

Department of the Secretary of State

Bureau of Corporations, Elections and Commissions

Corporate Name Search

Corporate Name Search

Search tips and tan 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

If you would like to verify the authenticity of a certified document retrieved from this website, please have your document authentication number ready (located on the lower left hand corner of the document retrieved) and go to the **Authentication Service**

To download a copy of a document previously obtained from the site, please follow link

Document Copy Retrieval Service

All standard and certified copies are available in PDF format.

If you encounter problems, visit the troubleshooting page.

Get Acrobat Reader

If you encounter technical difficulties while using these services, please contact the Webmaster. If you are unable to find the information you need through the resources provided on this web site, please contact the Bureau's Reporting and Information Section at 207-624-7752 or email or visit our Feedback page.

Corporations	UCC	Elections	Rules	Notaries	Boards & Commissions
HOME	ARCHIVES	BRV	CEC	WHAT'S NEW	DESK	KIDS PAGE

© Department of the Secretary of State

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]
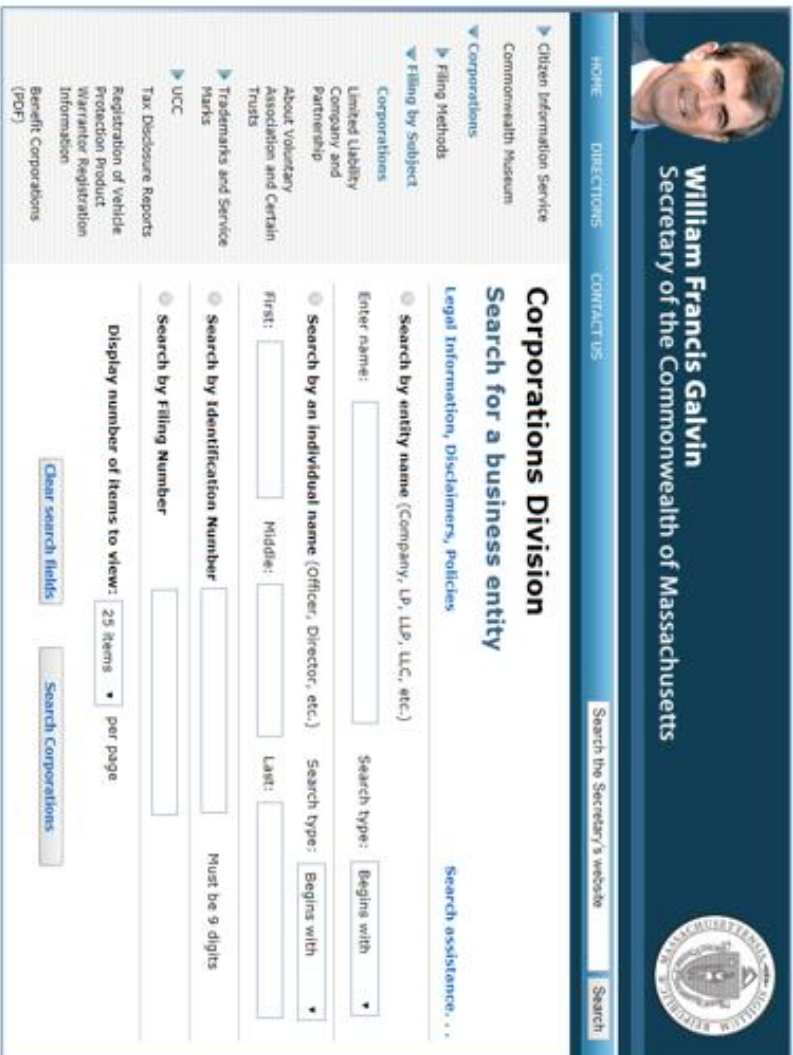
Click on a link to obtain additional information.

List of Filings — View list of filings

Obtain additional information:

Additional Addresses — Plain Copy — Certified copy

Certificate of Existence (more info) — Short Form without amendments ($30.00) — Long Form with amendments ($30.00)

Massachusetts

http://corp.sec.state.ma.us/corpweb/corpsearch/corpsearch.aspx

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.)   Search type: [Begins with ▾]

First: [   ]   Middle: [   ]   Last: [   ]

○ **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]

▼ Citizen Information Service
Commonwealth Museum

▼ **Corporations**

▶ Filing Methods

▶ Filing by Subject

Corporations
Limited Liability
Company and
Partnership

About Voluntary
Association and Certain
Trusts

▼ Trademarks and Service
Marks

▼ UCC

Tax Disclosure Reports

Registration of Vehicle
Protection Product
Warrantor Registration
Information

Benefit Corporations
(PDF)

William Francis Galvin
Secretary of the Commonwealth of Massachusetts

Search the Secretary's website | Search

HOME | DIRECTIONS | CONTACT US

Corporations Division
Business Entity Summary

Request certificate | New search

ID Number: 208058754

Summary for: EDDIE'S WHEELS, INC.

The exact name of the Domestic Profit Corporation: EDDIE'S WHEELS, INC.

Entity type: Domestic Profit Corporation

Identification Number: 208058754

Date of Organization in Massachusetts: 01-01-2007

Last date certain:

Current Fiscal Month/Day: 12/31

The location of the Principal Office:

Address: 140 STATE STREET

City or town, State, Zip code, Country: SHELBURNE FALLS,   MA   01370   USA

The name and address of the Registered Agent:

Name: LESLIE M GRINNELL

Address: 138 STATE STREET

City or town, State, Zip code, Country: SHELBURNE FALLS,   MA   01370   USA

The Officers and Directors of the Corporation:

Title	Individual Name	Address

DEPARTMENT OF
CAREER SERVICES

2020

New Hampshire

https://quickstart.sos.nh.gov/online/Account/LandingPage

DEPARTMENT OF
CAREER SERVICES

**NEW HAMPSHIRE
DEPARTMENT OF STATE**

**SECRETARY OF STATE
WILLIAM M. GARDNER**

Back to Home

Business Information

Business Details

Business Name: NINNILEE DOLLS, LLC
Business Type: Domestic Limited Liability Company
Management Style: Manager Managed
Business Creation Date: 01/21/2015
Date of Formation in Jurisdiction: 01/21/2015
Citizenship / State of Formation: Domestic/New Hampshire
Principal Office Address: 339 Daniel Webster Hwy, Meredith, NH 03253, USA

Duration: Perpetual
Business Email: accounting@ninnilee.com
Jurisdiction Email: NONE

Business ID: 735290
Business Status: Good Standing

Name in State of Formation: Not available
Mailing Address: 339 Daniel Webster Hwy, Meredith, NH 03253, USA

Last Annual Report Year: 2019
Next Report Year: 2020

Phone #: 603-236-7709
Fiscal Year End Date: NONE

Principal Purpose

	NAICS Code	NAICS Subcode
1.	OTHER / Retail sales and for all other lawful purposes.	

Page 1 of 1, records 1 to 1 of 1

Principals Information

New York

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 7.0 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, §130. 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, searches of records of assumed names used by corporations, limited liability companies and limited partnerships must be made by a written, faxed 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 (518) 473-2492, Monday - Friday, 9:00 a.m. - 12:00 p.m. and 1:00 pm - 4:00 pm.

Search Criteria

Entity Name *

Name Type *   Active Only ▼

Search Type *   Begins With ▼

Captcha *

16069

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.

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 #: 225887

Initial DOS Filing Date: JULY 16, 1968

County: NEW YORK

Jurisdiction: NEW YORK

Entity Type: DOMESTIC NOT-FOR-PROFIT CORPORATION

Current Entity Status: ACTIVE

Selected Entity Address Information

DOS Process (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 nonprofessional corporations except the chief executive officer, if provided, which would be listed above. Professional corporations must include the name(s) and address(es) of the initial 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, 1968	Actual	CARNEGIE HALL INSTITUTE OF ADVANCED MUSICAL STUDIES, INC.

A Fictitious name must be used when the Actual name of a foreign entity is unavailable 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.

DEPARTMENT OF CAREER SERVICES

Rhode Island

http://business.sos.ri.gov/CorpWeb/CorpSearch/CorpSearch.aspx

2020

Rhode Island Department of State
Nellie M. Gorbea
Secretary of State

HOME BUSINESS PORTAL ELECTIONS CIVICS AND EDUCATION

Entity Summary

ID Number: 000006636

Summary for: **DEL'S LEMONADE & REFRESHMENTS, INC.**

Request certificate New search

The exact name of the Domestic Profit Corporation: DEL'S LEMONADE & REFRESHMENTS, INC.

Entity type: Domestic Profit Corporation

Identification Number: 000006636

Date of Incorporation in Rhode Island: 06-29-1960 Effective Date: 06-29-1960

The location of the Principal Office:

Address: 1250 OAKLAWN AVENUE

City or Town, State, Zip, Country: CRANSTON, RI 02920 USA

Agent Resigned: N Address Maintained: V

The name and address of the Registered Agent:

Name: RICHARD R. BERETTA, JR.

Address: ONE CITIZENS PLAZA, 8TH FLOOR

City or Town, State, Zip, Country: PROVIDENCE, RI 02903 USA

The Officers and Directors of the Corporation:

Title	Individual Name	Address

Vermont

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MY MOSES ID IS:

_____

MY _INITIAL_ LOG IN PASSWORD IS:

password

ENTER THE LAST 4 NUMBERS OF YOUR SOCIAL SECURITY NUMBER
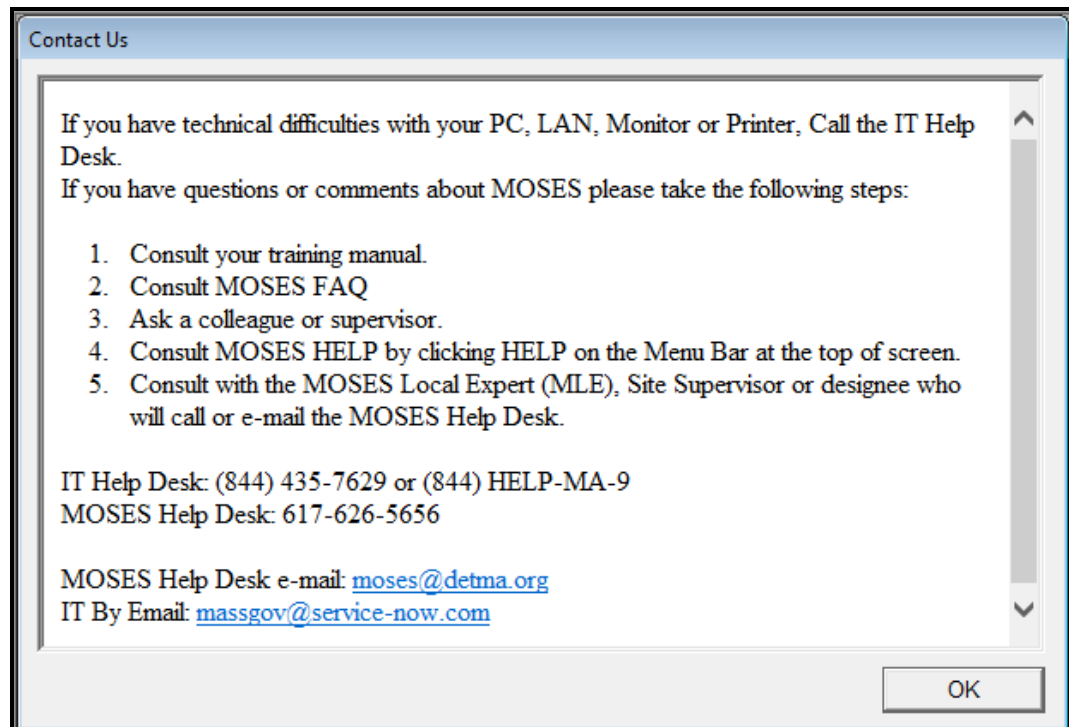
My Amazon WorkSpace (*AWS*) Log in is:

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My _initial_ **AWS** Log in password is:

_____

My **AWS** Registration Code is:

_____

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2. Consult MOSES FAQ
3. Ask a colleague or supervisor.
4. Consult MOSES HELP by clicking HELP on the Menu Bar at the top of screen.
5. Consult with the MOSES Local Expert (MLE), Site Supervisor or designee who will call or e-mail the MOSES Help Desk.

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