

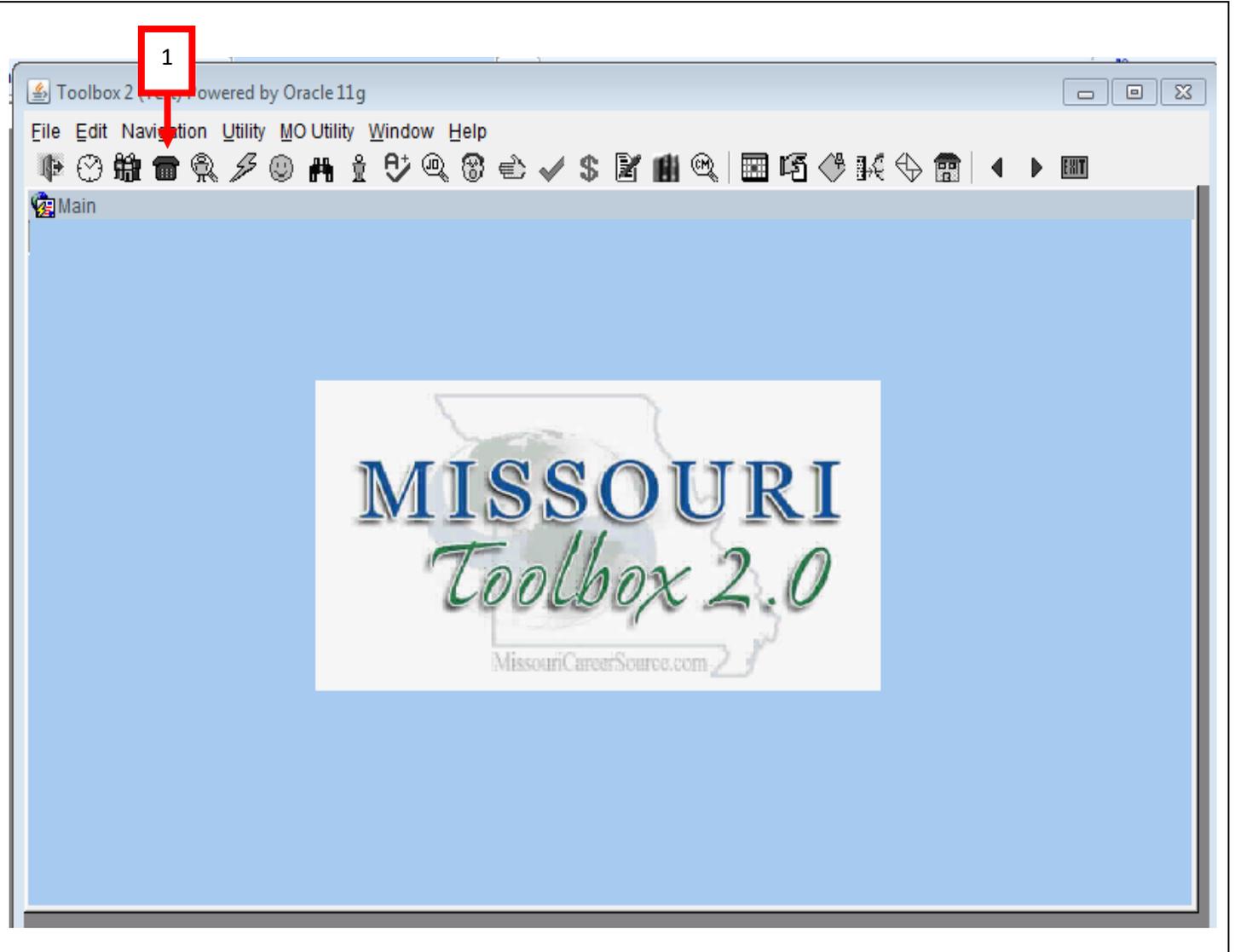


Automated Seeker Notification

This desk aid will cover how to send Automated Seeker Notifications to job seekers. Seeker notifications are **sent by e-mail only**, notifications will only be sent to those job seeker who have chosen to be contacted about job openings.

NOTE: Selecting a field then clicking the F1 Key on your computer keyboard will display field help.

1. Click **Job Order** icon



4. Click **Seeker Matching** icon

4

Toolbox 2 (Test) Powered by Oracle 11g - Job Order

File Edit Navigation Options Utility MO Utility Window Help

Job Order - BLAZE'S TOYS & MORE(55-4433221)

Employer Query Emp Summary Job Main Job Misc Job Verification Job Scratch Pad Call In Info Job Query

10571193 05/02/14 EC: JEFFERSON CITY CAR Counselor: EDWARD GREENSLIT EJB: Y Supr: Q DWD: Y Status: O 05/02/14

Title: Security
Job Description: O*NET: 33-9032.00 Security Guards Experience: 12
Must have either As degree or 12 mo exp. Must obtain class E in 60 days of hire.....

Job Requirements

Salary: Hourly 9.00 To: 10.00 Age: 21
Hours: Car: N
Duration: Over 150 Days Lifting: 1
Shifts: D Comm: N Work: F Dr Lic: F

Education Degree: A
Major:
Lic/Cert:
Lic/Cert:

Skills:
Computer Literate
Customer Service

Days Off: Sat Sun M... Tue Wed Thu Fri

Referral Instructions /Self Assisted Contact Methods

Only between 10 and 1
Ref. Contact: CATHY ALLEN
Phone: (573)751-1546 Fax:
Email:
Job Order URL:

Employer Job Site Info

BLAZE'S TOYS & MORE
NO PROVIDED
JEFFERSON CITY MC 65101

Employment Counselor Instructions:

No. Open: 1
No. to Refer: 250
Referred: 1
Close Date:
FLC:

Clone Save Cancel

5. Toolbox will populate the following fields.
- Sort Order**-Default is **Last in First Out**. This means the most recent job seeker registered in the system will be the first records returned.
 - Status**-**Active Only** is the default. This means active for employment exchange.
 - Outputs**-Default is **View List** to send a seeker notification the output must be changed to **Scratch Pad**.
 - Search Area**-Default is **Office Area**, If you wish to search by **Counties** or **Zip Code** you must change **Search Area** to Statewide.
 - Job Number**-This is the job order number for the job that staff is matching job seekers to.

The screenshot shows the 'Seeker Matching Screen' interface. The title bar reads 'Toolbox 2 (Test) Powered by Oracle 11g - Seeker Matching Screen'. The interface includes a menu bar (Navigation, Utility, Window, Help) and a toolbar. The main content area is divided into several sections:

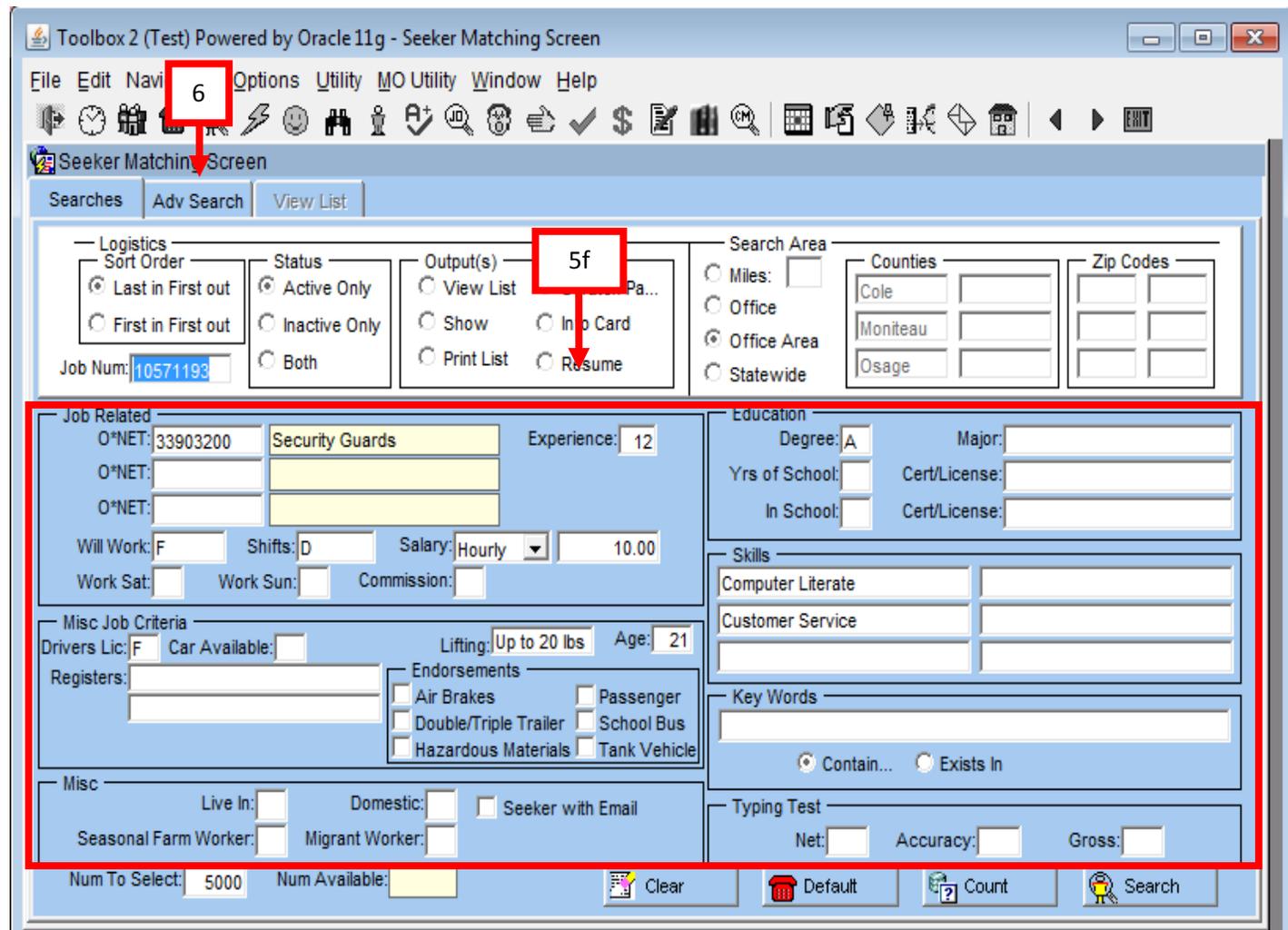
- Logistics**: Contains 'Sort Order' with radio buttons for 'Last in First out' (selected) and 'First in First out'. It also has 'Status' with radio buttons for 'Active Only' (selected), 'Inactive Only', and 'Both'. Under 'Output(s)', there are radio buttons for 'View List' (selected), 'Scratch Pa...', 'Show', 'Info Card', 'Print List', and 'Resume'.
- Search Area**: Includes radio buttons for 'Miles', 'Office', 'Office Area' (selected), and 'Statewide'. It also features 'Counties' (Cole, Moniteau, Osage) and 'Zip Codes' input fields.
- Job Related**: Contains a 'Job Num' field with the value '10571193' (callout 5e), 'NET: 33903200', 'Security Guards', 'Experience: 12', 'Will Work: F', 'Shifts: D', 'Salary: Hourly', and '10.00'.
- Misc Job Criteria**: Includes 'Drivers Lic: F', 'Car Available', 'Lifting: Up to 20 lbs', 'Age: 21', and 'Registers'.
- Misc**: Includes 'Live In', 'Domestic', 'Seeker with Email', 'Seasonal Farm Worker', 'Migrant Worker', 'Num To Select: 5000', and 'Num Available'.
- Education**: Includes 'Degree: A', 'Major', 'Yrs of School', 'Cert/License', and 'In School'.
- Skills**: Includes 'Computer Literate' and 'Customer Service'.
- Key Words**: Includes a text input field and radio buttons for 'Contain...' (selected) and 'Exists In'.
- Typing Test**: Includes 'Net', 'Accuracy', and 'Gross' input fields.

Callouts 5a, 5b, 5c, and 5d point to the 'Navigation', 'Utility', 'Window', and 'Help' menu items, respectively.

- f. Job Order Requirements are populated by the system. These are the requirements set within the selected job order.

NOTE: You can add additional requirements or you can remove requirements depending on your need. This does not change the job order itself.

- 6. Click **Adv Search** tab- Skip to step 9 if you are not seeking veterans only, or are searching only for individuals within a specific program.



7. **Special Programs**-Check which Special Programs you are searching for.
8. **Veterans**-Check which Veteran group(s) you are searching for.
9. Click **Search** button

Toolbox 2 (Test) Powered by Oracle 11g - Seeker Matching Screen

File Edit Navigation Options Utility MO Utility Window Help

Seeker Matching Screen

Searches Adv Search View List

Logistics

Sort Order

Last in First out

First in First out

Status

Active Only

Inactive Only

Both

Output(s)

View List

Scratch Pa...

Show

Info Card

Print List

Resume

Job Num: 10571193

Search Area

Miles: []

Office

Office

Statewide

Counties

Cole []

Moniteau []

Osage []

Zip Codes

[] []

[] []

[] []

Demographics

Special Programs

Case Managed

Displaced Homemaker

Dislocated Worker

Show Not Searchable

Homeless

Veterans

Special Disabl...

Disabled

Other Eligible

Reservist

Regular

TSM

Campaign Badge

[] Separated

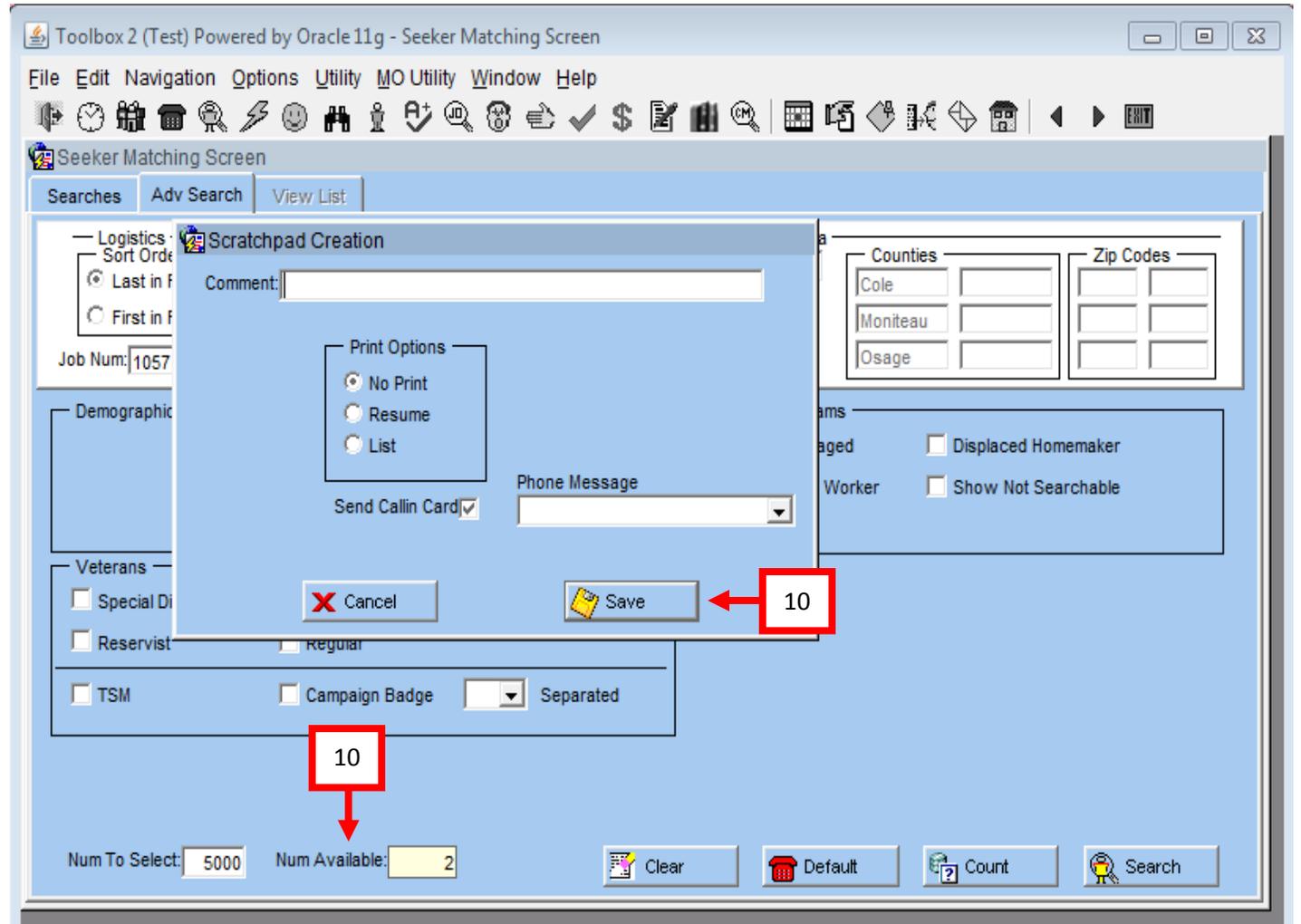
Num To Select: 5000 Num Available: []

Clear Default Count Search

10. **Num Available**-This displays the number of job seekers who match the criteria set in the job order.

11. .Click **Save** button

NOTE: If the **Num Available** is small like in this example, you can work with the employer to determine if they are willing to loosen their qualifications to widen the pool of job seekers available. If the number is too large, it may be necessary to work with the employer to tighten up their requirements to reduce the pool of applicants.



12. This completes the **Automated Seeker Notification** process

Toolbox 2 (Test) Powered by Oracle 11g - Seeker Matching Screen

File Edit Navigation Options Utility MO Utility Window Help

Seeker Matching Screen

Searches Adv Search View List

Logistics

Sort Order

Last in First out

First in First out

Status

Active Only

Inactive Only

Both

Output(s)

View List

Scratch Pa...

Show

Info Card

Print List

Resume

Job Num: 10571193

Search Area

Miles: []

Office

Office Area

Statewide

Counties

Cole [] []

Moniteau [] []

Osage [] []

Zip Codes

[] []

[] []

[] []

Demographics

Veterans

Special Disabl...

Disabled

Other Eligible

Reservist

Regular

TSM

Campaign Badge

[] Separated

Special Programs

Case Managed

Displaced Homemaker

Dislocated Worker

Show Not Searchable

Homeless

Num To Select: 5000 Num Available: []

Clear Default Count Search