



Recording a Job Development in Toolbox

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

This desk aid will cover how to record a Job Development in Toolbox. The Code of Federal Regulations at Title 20 Part 651.10 specifies that a job development means the process of securing a job interview with a public or private employer for a specific applicant for whom the local office has no suitable opening on file.

From the customers record

1. Click on the **Options** Menu
2. Choose **Seeker Services**

The screenshot displays the Oracle 11g - Seeker application window. The 'Options' menu is open, and the 'Seeker Services' option is highlighted. A red box labeled '1' points to the 'Options' menu, and another red box labeled '2' points to the 'Seeker Services' option. The background shows a customer record form with fields for Name and Address, Personal Information, and Services Provided.

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

File Edit Navigation Options Utility MO Utility Window Help

Seeker Screen

Find Seeker Seeker

Name and Address
Last Name: JAM
Street Address: 123 MAIN
City: JEFFERSON CITY MC 65101

Phone Number
Home: (573) 9...
Work: ...

Personal Information
Date of Birth: 12/...
Gender: M

Veteran Information
Vet Status: V - P
 Recently Separated
 Served in Campaign
 Print on Summary
 Service Ended
 Spouse of Deceased ended within 36 months

Have you attended training in the past 36 months?

Seeker Status

Service	Status	Date	Last Update	Workkeys ID
Emp Exchange	Inactive	04/11/14	04/11/14	
Case Management	Inactive			
UI Ben Year Beg Dt	Inactive			

Dislocated Date: ... EB

Actual Enrollments

Date	Type of Service	Employment Counselor
09/06/12	JOBS self registration	Counselor Web
09/06/12	Self Job Search	Counselor Web

App ID: 3123638509
DCN: ...
Trainee ID#

Services Provided

Source: Counselor
 Restricted SSN Discrepancy

Web Info Save Cancel

3. Click **Drop Down Arrow**
4. Choose **Job Development**

The screenshot shows the 'Seeker Services Entry' window. The 'Service Type' dropdown is highlighted with a red box labeled '3'. The dropdown menu is open, and 'Job Development' is selected, also highlighted with a red box labeled '4'. The 'Save' button is also highlighted with a red box labeled '3'.

Date	Type of Service	Employment Counselor
05/12/14	Job Development-old	EDWARD GREENSLIT
09/06/12	JOBS self registration	Counselor Web
09/06/12	Self Job Search	Counselor Web

5. Click **Save** button
6. Click **Close** button

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

File Edit Navigation Utility MO Utility Window Help

Seeker Screen - I AM A EXAMPLE II(###-##-3143) | EDWARD GREENSLIT (573)522-3017

Find Seeker | Seeker Info | Des Job Title | Edu/Cert | Work History | Referrals | Core Enroll | Other | Scratch Pad | Svc Referral | Adv. Query

Name and Address Information
I AM A EXAMPLE II
Mailing Address: 123 MAIN
Street Address:
JEFFERSON CITY MC 65101

Phone Numbers
Home: (573)555-1212 Cell:
Work: Other:

Personal Information
Date of Birth: 12/01/1969 Age: 44
Gender: M

Veteran Information
Vet Status: V - Regular
Transition:
Served From: 08/06/1987
Served To: 01/01/2014

Seeker Services Entry
Service Type: Job Development
SSN: ***-**-3143
Name: I AM A EXAMPLE II

Save Cancel Close

Date	Type of Service	Employment Counselor
05/12/14	Job Development-old	EDWARD GREENSLIT
09/06/12	JOBS self registration	Counselor Web
09/06/12	Self Job Search	Counselor Web

7. **Job Development** service is recorded in the **Services Provided** area

8. Click **Notes** icon

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File Edit Navigation Options Utility MO Utility Window Help

Seeker Screen - I AM A EXAMPLE II(### ##-3143) | EDWARD GREENSLIT (573)522-3017

Find Seeker Seeker Info Des Job Title Edu/Cert Work History Referrals Core Enroll Other Scratch Pad Svc Referral Adv. Query

Name and Address Information

Mailing Address: 123 MAIN

Street Address:

JEFFERSON CITY MC 65101

Phone Numbers

Home: (573)555-1212 Cell: Work: Other:

Bad Address Homeless Email:

Personal Information

Date of Birth: 12/01/1969 Age: 44 Searchable Deceased Share resume

Gender: M

Veteran Information

Vet Status: V - Regular Transition:

Recently Separated Served From Served To

Served in Campaign 08/06/1987 01/30/2000

Print on Summary (Resume)

Service Ended by Disability

Spouse of Deployed Guard/Reserve or spouse deployment ended within the past year

Branch:

Have you attended a TAP workshop in the past 36 months? Show Me Hero Status Verified

Source: Counselor Web Partial Seeker Restricted SSN Discrepancy

Seeker Status

Emp Exchange: Active 05/29/14 Last Update 05/29/14 Workkeys ID:

Case Management: Active Next Appt: Time:

UI Ben Year Beg Dt: Inactive Next Task:

Dislocated Date: EB

Actual Enrollments Possible Enrollments

Job Contacts: WIA ADULT CORE Veteran|Local Case Management

App ID: 3123638509

DCN: Trainee ID#

Services Provided

Date	Type of Service	Employment Counselor
05/29/14	Job Development	EDWARD GREENSLIT
05/12/14	Job Development-old	EDWARD GREENSLIT
09/06/12	JOBS self registration	Counselor Web
09/06/12	Self Job Search	Counselor Web

Web Info Save Cancel

9. Click **Add** button

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

File Edit Help

Notes for Seeker - I AM A EXAMPLE II(###-##-3143) | EDWARD GREENSLIT (573)522-3017

Search Criteria

Note Category: [dropdown] Clear

Counselor: [text] Search

Date: [text] - [text]

Exclude Background Check

+ Add

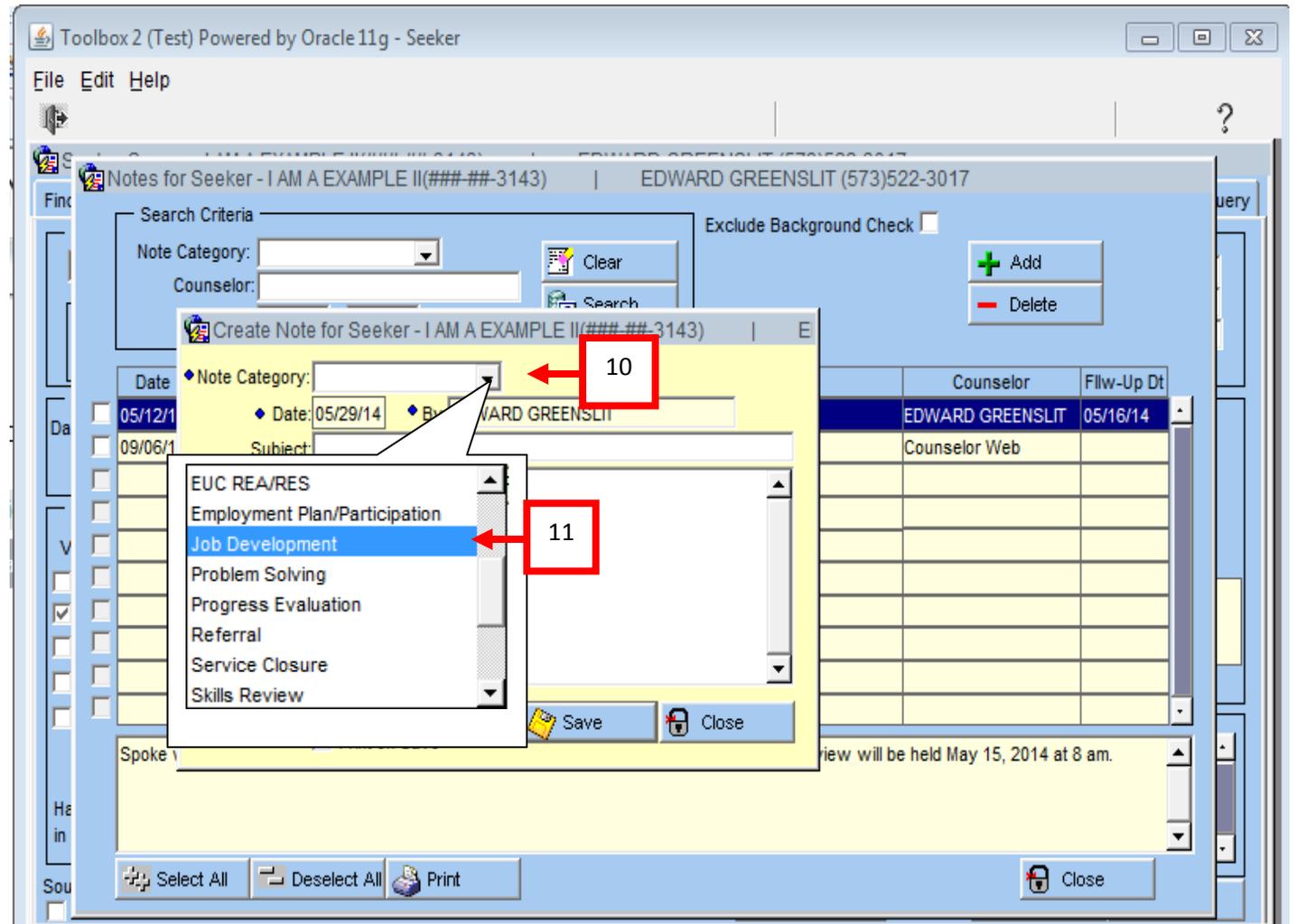
- Delete

Date	Note Category	Subject	Counselor	Filw-Up Dt
05/12/14	Job Developme	Zebra Employer	EDWARD GREENSLIT	05/16/14
09/06/12		Complaint and Grievance	Counselor Web	

Spoke with Joe Employer about interviewing Mr. Example for a job as a security guard. Interview will be held May 15, 2014 at 8 am.

Select All Deselect All Print Close

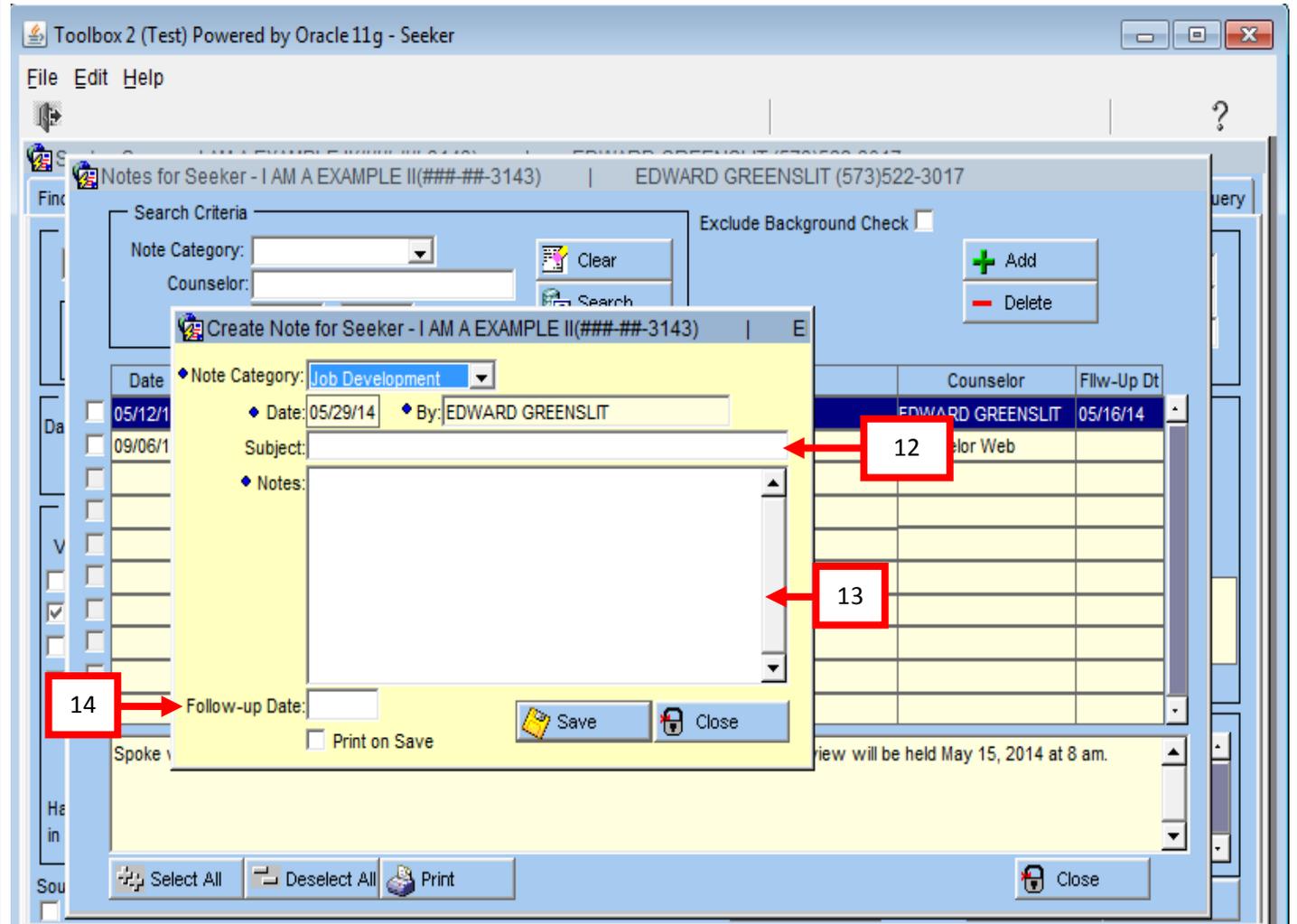
10. Click **drop down arrow**
11. Choose **Job Development** from the list



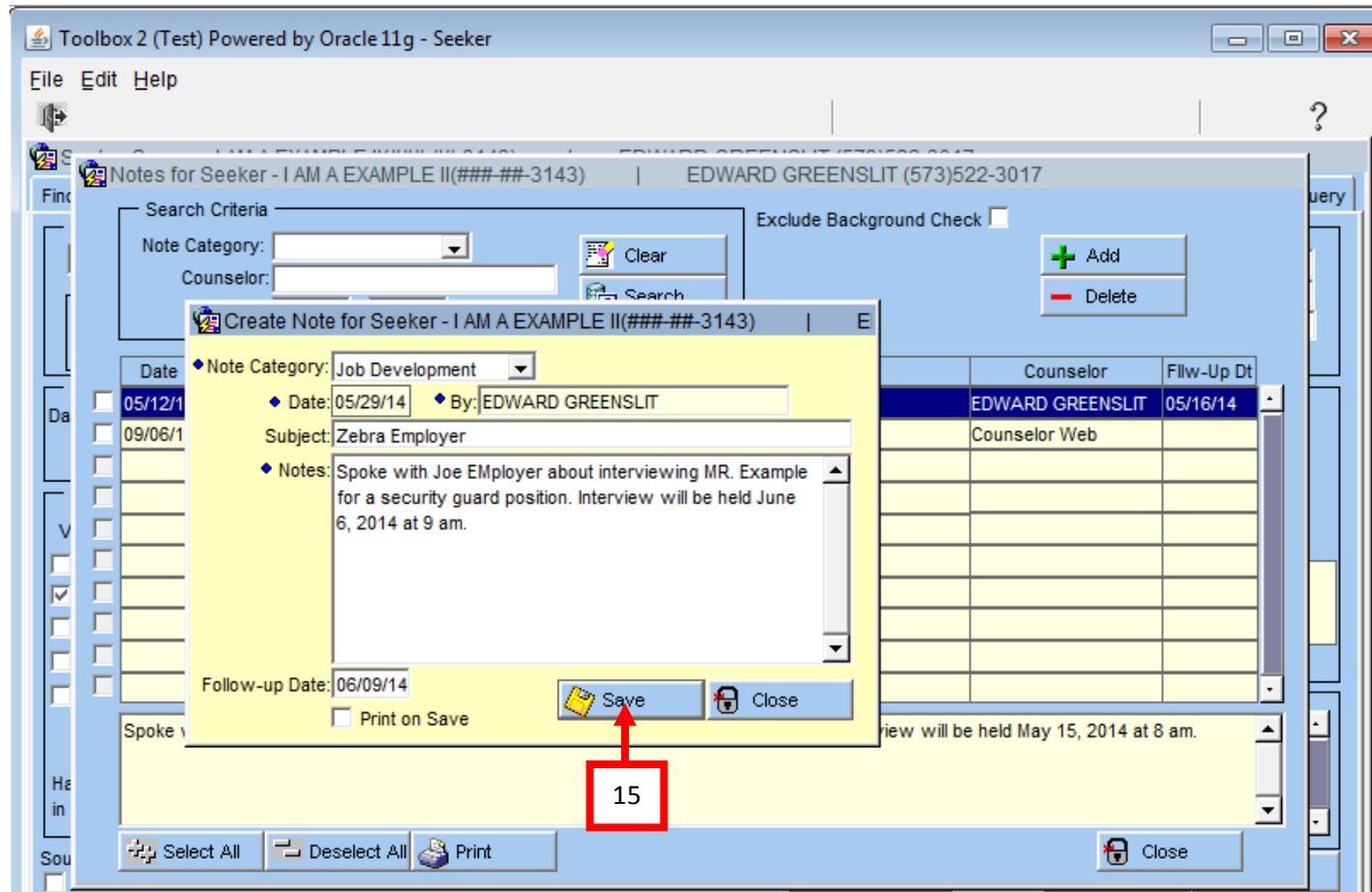
12. **Subject**-Enter name of the Employer.

13. **Notes**- Enter the note; there is no policy on what should be entered for the note. However it would be a good practice to enter who at the company you spoke with, as well as their decision to interview the job seeker and date/time of the interview

14. **Follow-Up Date**-It would be a good idea to enter a Follow-up Date to determine if the customer was hired. Completing this field will place a task on your scheduler.



15. Click **Save** button



16. Note is now displayed
17. Click **Save** button
18. Click **Close** button
19. This completes adding a **Job Development Service**

