



How to Write a Job Order

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

Creating a Job Order.

1. Click **New Order** button

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

File Edit Navigation Options Utility MO Utility Window Help

Employer - ZEBRA

Emp Query Emp Summary Emp Update Letter Worksite Learning Adv Query

UI ID: 028008 Worksite ID: 025 FEIN: 55-4433221 UI Status: 1 BUS: County: Cole
ZEBRA TEST EMPLOYER Created: 09/22/09 Updated: 01/17/13 FCJL: N Union: Size: 50
ZEBRA NAICS: 921190 OTHER GENERAL GOVERNMENT SUPPORT
123 MAIN STREET Registers: TALI...
JEFFERSON CITY MO 65101

Contact Name	Phone/Ext	Contact Group	Email
NICO GAGE	(573)526-8258	JOBS.MO.GOV	
LISA JOHNSON	(573)526-8243		
CONNIE KRONHOLM-BL	(417)887-4343	JOBS.MO.GOV	connie.kronholm@c

Job Order	Status	St Date	Job Title	Opened	Source	Open	Ref	Hire	Salary	Staff Assigned
10189998	Closed	10/25/13	Test Job Order Not real job	10/25/13	Staff-Assisted	1	0	0		EDWARD GREENS
9986149	Closed	07/29/13	test order	07/29/13	Staff-Assisted	1	0	0		JOHN HAWKINS
9895282	Closed	06/07/13	testing only	06/07/13	Staff-Assisted	1	0	0	10.00 - 13.00 H	NICO GAGE
9895286	Closed	06/07/13	2nd test only order	06/07/13	Staff-Assisted	1	0	0	11.00 - 12.00 H	NICO GAGE
9862090	Closed	05/14/13	Animal Cracker Maker	05/14/13	Staff-Assisted	1	0	0		EDWARD GREENS
9798463	Closed	03/05/13	Animal Cracker Maker	03/05/13	Staff-Assisted	1	0	0		JOHN HAWKINS
9462893	Closed	12/13/11	Animal Cracker Maker	12/13/11	Employer	1	0	0		JIM COLE
9440035	Closed	10/19/11	Basket Weaver	10/19/11	Staff-Assisted	1	0	0		EDWARD GREENS

Job Orders: Open: 0 Entry: 0 Hold: 0 Mailbox: 0 Closed: 13 Archive: 0 Total: 13

Record: 6/? <OSC>

2. System generated Job order number.
3. Job Order Date
4. **EC**-Employment Center responsible for the job order.
5. **Counselor**-Counselor responsible for the job order.
6. **EJB**-Electronic Job Board (jobs.mo.gov) Enter “**Y**” or “**N**” to indicate if the job order should or should not be posted to the EJB (jobs.mo.gov).
7. **SUPR**-Suppress status of the job order.
 - a. **A**-All Job Seekers
 - b. **Q**-Qualified Job Seekers
 - c. **N**-No one outside DWD can see employer name and referral instructions
8. **DWD**- Enter “**Y**” or “**N**” to indicate if DWD managed.

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

Job Order - ZEBRA(55-4433221)

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

10534187 | 04/30/14 | EC: JEFFERSON CITY CAR | Counselor: EDWARD GREENSLIT | EJB: Y | Supr: A | DWD: Y | Status: E | 04/30/14

Job Requirements

Salary: [] To: [] Age: [] Education: Degree: N

Hours: [] Car: N Major: []

Duration: Over 150 Days Lifting: [] Lic/Cert: []

Shfts: [] Comm: N Work: [] Dr Lic: N Lic/Cert: []

Referral Instructions /Self Assisted Contact Methods

Ref. Contact: [] Phone: [] Fax: []

Go Dir... Email Phone Fax Mail URL Ref Inst Offi... Job Order URL: []

Employer Job Site Info

ZEBRA
123 MAIN STREET
JEFFERSON CITY MC 65101

Employment Counselor Instructions

No. Open: 1
No. to Refer: 250
Referred: 0
Close Date: []

FLC: [] Clone Save Cancel

Name of staff who created the job order or Web Counselor as the name if created on line.

Record: 1/1 ... List of Valu... <OSC>

NOTE: Fields with a ♦ are required

9. **Status-** Job Order Status - (O) Open, (C) Closed, (H) Hold, (M) Mailbox, (E) Entry Mode, or (X) Archived
10. **Status Date-** Date status changed.
11. **Title-** Employers title for the job (*this is not the matching title*)
12. **Exclusive-** An exclusive job order is a job order that is staff assisted, suppressed, exclusively listed in Jobs.mo.gov and the Career Center is the sole source of referrals.
13. **SPYC-** State parks Youth Corps Job Order (*only specific staff has access to this field*).
14. **WorkReady Missouri-Training-** Enter “Y” or “N” to indicate if a WorkReady Missouri Job Order

The screenshot shows a web-based form for creating a job order. The title bar reads 'Toolbox 2 (Test) Powered by Oracle 11g - Job Order'. The main window title is 'Job Order - ZEBRA(55-4433221)'. The form is divided into several sections:

- Header:** Includes navigation tabs like 'Employer Query', 'Emp Summary', 'Job Main', 'Job Misc', 'Job Verification', 'Job Scratch Pad', 'Call In Info', and 'Job Query'. Below these are fields for Job ID (10534187), Date (04/30/14), Employer (JEFFERSON CITY CAR), and Counselor (EDWARD GREENSLIT).
- Job Details:** Fields for Title (11), Job Description, O*NET, Exclusive (12), SPYC (13), and Work Ready Missouri-Training (14).
- Job Requirements:** Fields for Salary, Hours, Duration (Over 150 Days), Shifts, and Days Off.
- Referral Instructions:** Checkboxes for 'Go Dir...', 'Email', 'Phone', 'Fax', 'Mail', 'URL', 'Ref Inst', and 'Offi...'. Includes fields for Ref. Contact, Phone, Fax, and Email.
- Employer Job Site Info:** Fields for Employer Name (ZEBRA), Address (123 MAIN STREET), and City/State/Zip (JEFFERSON CITY, MC, 65101).
- Employment Counselor Instructions:** Fields for 'No. Open' (1), 'No. to Refer' (250), 'Referred' (0), and 'Close Date'.

Buttons for 'Clone', 'Save', and 'Cancel' are visible at the bottom right. A footer note states: 'Name of staff who created the job order or Web Counselor as the name if created on line.' The status bar shows 'Record: 1/1' and '<OSC>'.

NOTE: Fields with a ♦ are required

15. **O*Net**-Double-click to bring up the O*Net Search. This is the matching title.
16. **Job Title**-Enter job title you are searching for.
17. Click **Search** button.
18. Select the job title you wish to use from the list of returns.
19. Click **Select** button

The screenshot shows the 'Toolbox 2 (Test)' application window. The main window displays a 'Job Order - ZEBRA(55-4433221)' form with various fields for employer information, job details, and requirements. A red box labeled '15' highlights the 'O*NET' field. Below the main form, an 'O*NET Search' dialog box is open, showing a search for 'landscape'. A red box labeled '16' highlights the 'Job Title' field in the search dialog. A red box labeled '17' highlights the 'Search' button. A red box labeled '18' highlights a job title 'Landscape and Groundskeeping Workers (37-30)' in the search results list. A red box labeled '19' highlights the 'Select' button next to the selected job title. The search results list includes various occupations and DOT titles, with 'Landscape and Groundskeeping Workers (37-30)' selected. The 'Description' field for the selected job title is visible on the right side of the dialog box.

NOTE: Fields with a ♦ are required

20. **O*Net** is now populated.
21. **Experience**-Enter minimum months of experience the employer requires.
22. **Job Description**-Enter description of the job. All requirements must be Bona Fide Occupational Qualifications (BFOQ). BFOQ are employment qualifications that employers are allowed to consider while making decisions about hiring and retention of employees.
23. **Salary**-If entering a salary use the drop down arrow to choose how pay is calculated. Then enter the rate of pay.
24. **Hours**-Enter work hours/schedule if you wish to.
25. **Duration**-Choose duration of the job. Default is over 150 days.

NOTE: Fields with a ♦ are required

26. **Shifts**-Indicate shift(s) the employer is hiring for. (**D**-Days, **E**-Evenings, **N**-Nights, **R**-Rotating, or **S**-Split)
27. **Comm**-Is the pay based on Commission? Enter “**Y**” or “**N**”.
28. **Work**-What is the work schedule? (**F**-Full-time, **P**-Part-time, **S**-Seasonal, **T**-Temporary, or **PRN**-Per Need Requirement)
29. **Age**-Enter legal minimum age required for the job opening.
30. **Car**-Is a vehicle required for the job? Enter “**Y**” or “**N**”.
31. **Lifting**-Enter how much weight the candidate must lift on a regular basis. (**1**-Up to 20 lbs., **2**-20-50 lbs., **3**-50-75 lbs., or **4**-75+ lbs.)
32. **Drivers License**-Enter type of license candidate must possess to apply for the job. (Class: A, B, C, E, F or N. Press F1 key for further explanation)

The screenshot shows a web-based form titled "Job Order - ZEBRA(55-4433221)". The form is divided into several sections:

- Header:** Includes job ID (10534187), date (04/30/14), employer (JEFFERSON CITY CAR), and counselor (EDWARD GREENSLIT).
- Job Description:** "Landscaper" with a detailed description: "Looking for general labors who love working outside and making things beautiful! All we ask for is that you have a great attitude a willingness to work. Prefer skills: hard worker, reliable, be able to operate a lawn mower; push or rider, weed eater, work with some chemicals. A valid Driver's license is preferred. Must be able to work outdoors in all types of weather."
- Job Requirements:**
 - Salary: Hourly, 9.00 To: 10.00
 - Hours: M-F 6-3
 - Duration: Over 150 Days
 - Shifts: (Empty)
 - Age: (Empty) - highlighted with red box 29
 - Car: N - highlighted with red box 30
 - Lifting: (Empty) - highlighted with red box 31
 - Dr Lic: N - highlighted with red box 32
- Days Off:** Sat, Sun, M., Tue, Wed, Thu, Fri - highlighted with red box 26
- Comm:** N - highlighted with red box 27
- Work:** (Empty) - highlighted with red box 28
- Referral Instructions / Self Assisted Contact Methods:** (Empty) - highlighted with red box 32
- Employer Job Site Info:** ZEBRA, 123 MAIN STREET, JEFFERSON CITY, MC 65101
- Employment Counselor Instructions:** No. Open: 1, No. to Refer: 250, Referred: 0

NOTE: Fields with a ♦ are required

33. **License Endorsements**-If commercial license is required indicate which endorsements are required. (Enter A, T, H, P, S, N. Press F1 Key for further explanation.)

34. **Days Off**-Indicate which days the candidate will have off.

35. **Degree**-Double-click to bring up list of degree types.

36. Click on the **Degree Type** you wish to use.

37. Click **Ok** button

38. **Major**-If a Major is required double-click to bring up List Of Values.

39. Click on the **Major** you wish to use.

40. Click **Ok** button

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

File Edit Navigation Options Utility MO Utility Window Help

Job Order - ZEBRA(55-4433221)

Employer Query Emp Summary Job Main Job Misc Job Verification Job S

10534187 04/30/14 EC: JEFFERSON CITY CAR Counselor: EDWARD GREENSLT

Title: Landscaper O*NET: 37-301

Looking for general labors who love working outside and making things beautiful! All we ask for is hard work. Prefer skills: hard worker, reliable, be able to operate a lawn mower; push or rider, weed whacker, license is preferred. Must be able to work outdoors in all types of weather.

Job Requirements

Salary: Hourly 9.00 To: 10.00

Hours: M-F 6-3

Duration: Over 150 Days

Shifts: D Comm: N Work: F Dr Lic: N

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

Referral Instructions /Self Assisted Contact Methods

Job Dir... Email Phone Fax Mail URL Ref Inst Offi...

Employer Job Site Info

ZEBRA
123 MAIN STREET
JEFFERSON CITY MC 65101

Employment C

No. Open: 1
No. to Refer: 250
Referred: 0
Close Date: FLC:

Driver's License Endorsements (LOV) - Enter A, T, H, P, S, N

Record: 1/1 <OSC>

Degrees

Find %

D...	Description
N	None
S	Study Area
G	High School Equivalency
H	High School Diploma
A	Associates
B	Bachelors
M	Masters
P	Doctorate

Find OK Cancel

Majors

Find %

Mechanic and Repair Technology
Military Technologies
Natural Resources and Conservation
Parks, Recreation, Leisure and Fitness Studies
Personal and Culinary Services
Philosophy and Religion
Physical Sciences
Precision Production Trades

Find OK Cancel

NOTE: Fields with a ♦ are required

41. **Lic/Cert**-If a license or certification is required double click to bring up List of Values.

42. Click on the **Lic/Cert** you wish to use.

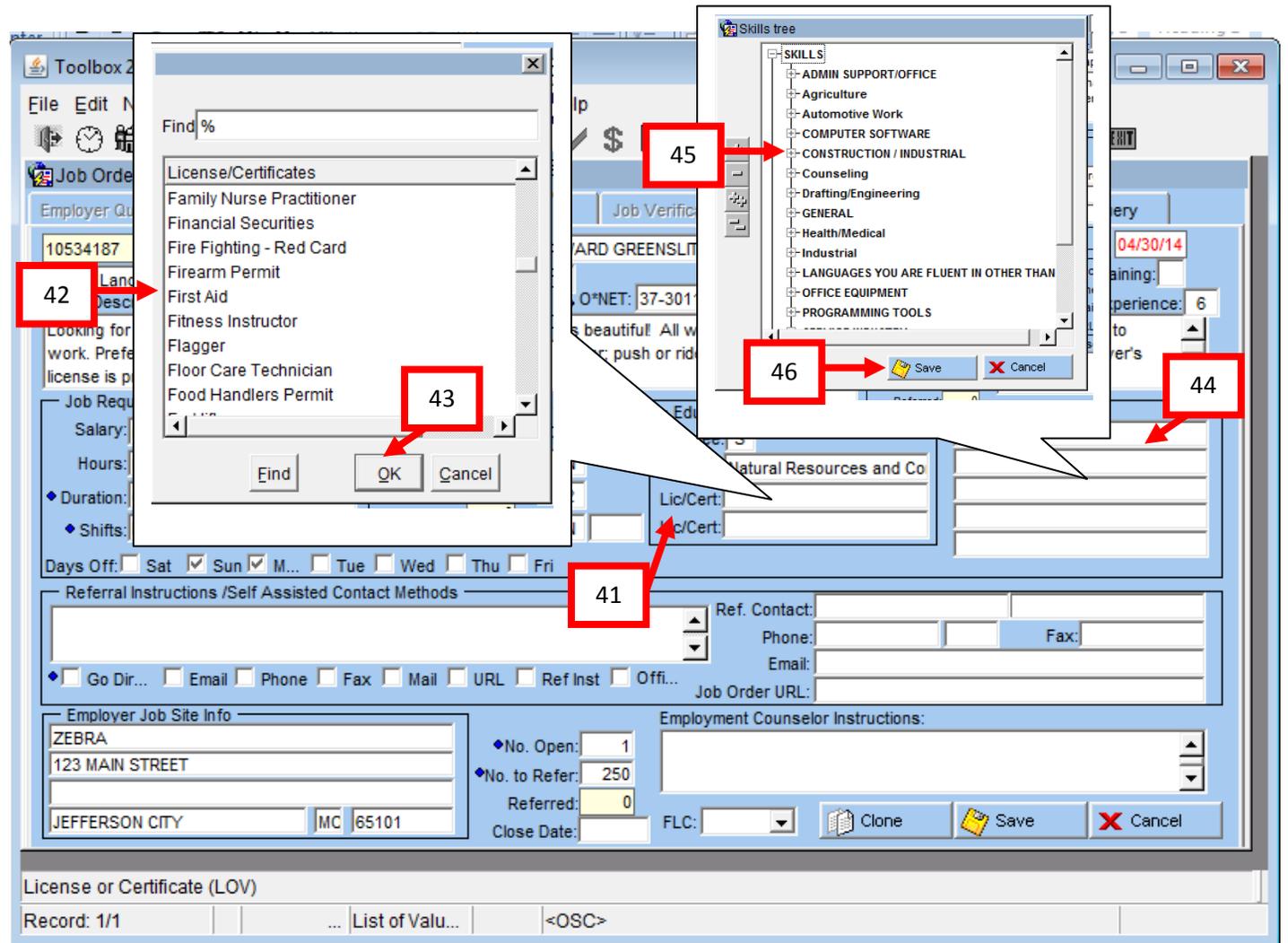
43. Click **Ok** button

Repeat steps 64-66 to add an additional **Lic/Cert**

44. **Skills**-If specific skills are required double click in the skills field to bring up a List of Values.

45. **Skills Tree**-Choose the heading of the skill set you wish to use, this will expand the options to choose from.

46. Click **Save** button



NOTE: Fields with a ♦ are required

47. **Referral Instructions/Staff Assisted Contact Methods-** Check the options(s) you wish the job seeker to use to apply for the job opening. Please **do not** duplicate the How to Apply Instructions. The free form box should only be used for referral instructions outside the norm.

48. **Go Direct-**Check this if the job seeker should apply in person. System will display the address in the **Employer Job Site Info** fields

49. **Email-**Check this if the job seeker should apply by email. System will display the email address in the **Email** field

50. **Phone-**Check this if job seeker should apply by phone. System will display the number located in the **Phone** field.

51. **Fax-Check-**If the job seeker should apply by fax. System will display the number located in the **Fax** field.

NOTE: Fields with a ♦ are required

52. **Mail**-Check this if the job seeker should apply by mail. System will display the address in the **Employer Job Site Info** fields.

53. **URL**-Check this if the job seeker should apply on a website. System will display the URL that is entered into the Job Order URL field.

54. **Ref Inst**-This should be checked if there are additional instructions to apply or instructions beyond the norm. Some examples are:

- a. Bring three professional references.
- b. Bring a copy of your driver's record.

If more than one **phone, fax, or email** to apply (enter one in the proper field and enter the other in the free form **Referral Instructions/Staff Assisted Contact Methods**)

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

File Edit Navigation Options Utility MO Utility Window Help

Job Order - ZEBRA(55-4433221)

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

10534187 04/30/14 EC: JEFFERSON CITY CAR Counselor: EDWARD GREENSLIT EJB: Y Supr: A DWD: Y Status: E 04/30/14

Title: Landscaper Exclusive: SPYC: Work Ready Missouri-Training:

Job Description: O*NET: 37-3011.00 Landscaping and Groundskeeping Workers Experience: 6

Looking for general labors who love working outside and making things beautiful! All we ask for is that you have a great attitude a willingness to work. Prefer skills: hard worker, reliable, be able to operate a lawn mower; push or rider, weed eater, work with some chemicals. A valid Driver's license is preferred. Must be able to work outdoors in all types of weather.

Job Requirements

Salary: Hourly 9.00 To: 10.00 Age: 18 Education Degree: S Skills: Reading a Tape Measure

Hours: M-F 6-3 Car: N Major: Natural Resources and Co

Duration: Over 150 Days Lifting: 2 Lic/Cert: First Aid

Shifts: D Comm: N Work: F Dr Lic: N Lic/Cert:

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

Referral Instructions /Self Assisted Contact Methods

Ref. Contact: Phone: Fax: Email: Job Order URL:

Go Dir... Email Phone Fax Mail URL Ref Inst Offi...

Employer Job Site Info

ZEBRA
123 MAIN STREET
JEFFERSON CITY MC 65101

Employment Counselor Instructions:

Skills & Tools (LOV)

Record: 2/2 ... List of Valu... <OSC>

Clone Save Cancel

NOTE: Fields with a ♦ are required

55. **Off**-Check this if the job seeker should apply by going to a Missouri Career Center. When this box is checked there must be instructions entered into the Employment **Counselor Instructions** field

56. **Ref Contact**-Contact name for referrals.

57. **Phone**-Enter employer's phone number. This is displayed as How to Apply instructions when **Phone** check box is checked.

58. **Fax**- Enter employer's Fax number. This is displayed as How to Apply instructions when **Fax** check box is checked.

59. **Email**- Enter employer's Email address. This is displayed as How to Apply instructions when **Email** check box is checked.

The screenshot shows a web-based application window titled 'Toolbox 2 (Test) Powered by Oracle 11g - Job Order'. The main content area is for 'Job Order - ZEBRA(55-4433221)'. The interface includes a menu bar (File, Edit, Navigation, Options, Utility, MO Utility, Window, Help) and a toolbar with various icons. The job details section shows: Job ID: 10534187, Date: 04/30/14, Location: JEFFERSON CITY CAR, Counselor: EDWARD GREENSLIT, EJB: Y, Supr: A, DWD: Y, Status: E, and End Date: 04/30/14. The job title is 'Landscaper' and the job description is 'Looking for general labors who love working outside and making things beautiful...'. The 'Job Requirements' section includes salary (Hourly, 9.00 to 10.00), hours (M-F 6-3), duration (Over 150 Days), and shifts (D). The 'Education' section shows a degree in 'Natural Resources and Co' with a license in 'First Aid'. The 'Skills' section lists 'Reading a Tape Measure'. The 'Referral Instructions /Self Assisted Contact Methods' section shows 'Apply between 11am and 1pm' and checkboxes for 'Go Dir...', 'Email', 'Phone', 'Fax', 'Mail', 'URL', 'Ref Inst', and 'Offi...'. The 'Employer Job Site Info' section shows 'ZEBRA', '123 MAIN STREET', and 'JEFFERSON CITY MC 65101'. The 'Counselor Instructions' field is highlighted with a red box and the number 59. The 'Ref Contact' field is highlighted with a red box and the number 57. The 'Phone' field is highlighted with a red box and the number 58. The 'Fax' field is highlighted with a red box and the number 58. The 'Employer Job Site Info' field is highlighted with a red box and the number 55. The 'Skills' field is highlighted with a red box and the number 56. The 'Referral Instructions /Self Assisted Contact Methods' section has a red box with the number 57 pointing to the 'Ref Contact' field. The 'Phone' field has a red box with the number 58 pointing to it. The 'Fax' field has a red box with the number 58 pointing to it. The 'Employer Job Site Info' field has a red box with the number 55 pointing to it. The 'Skills' field has a red box with the number 56 pointing to it. The 'Counselor Instructions' field has a red box with the number 59 pointing to it. The bottom of the window shows a status bar with 'Record: 1/1' and '<OSC>'. A note at the bottom of the page states 'NOTE: Fields with a ♦ are required'.

NOTE: Fields with a ♦ are required

60. **Job Order URL-** Enter employer's URL address. This is displayed as How to Apply instructions when **URL** check box is checked.

61. **Employer Job Site Info-**This is populated off the Information on where the worksite is located. It is critically important that the zip code entered here is the zip code of where the job is actually located. The system uses the worksite zip code to center the search area for job seekers.

62. **No. Openings-**Enter number of opening positions the employer has for this type of job. Must have at least 1.

63. **No. to Refer-**Enter number of job seekers that may obtain the employers How to Apply Information.

64. **Referred-**Total number of job seekers that have been referred.

The screenshot shows the 'Job Order - ZEBRA(55-4433221)' window. The interface includes a menu bar (File, Edit, Navigation, Options, Utility, MO Utility, Window, Help) and a toolbar. The main content area is divided into several sections:

- Job Order Header:** 10534187, 04/30/14, EC: JEFFERSON CITY CAR, Counselor: EDWARD GREENSLIT, EJB: Y, Supr: A, DWD: Y, Status: E, 04/30/14.
- Job Details:** Title: Landscaper, Job Description: Looking for general labors who love working outside and making things beautiful... Experience: 6.
- Job Requirements:** Salary: Hourly, 9.00 To: 10.00, Hours: M-F 6-3, Duration: Over 150 Days, Shifs: D, Comm: N, Work: F, Age: 18, Car: N, Lifting: 2, Dr Lic: N.
- Education:** Degree: S, Major: Natural Resources and Co, Lic/Cert: First Aid.
- Skills:** Reading a Tape Measure.
- Employer Job Site Info:** ZEBRA, 123 MAIN STREET, JEFFERSON CITY, MC 65101. Fields 62, 63, and 64 are highlighted with red boxes and arrows.
- Employment Counselor Instructions:** No. Open: 1, No. to Refer: 250, Referred: 0. Fields 60 and 61 are highlighted with red boxes and arrows.

Buttons at the bottom include Clone, Save, and Cancel. The status bar shows 'Record: 1/1' and '<OSC>'.

NOTE: Fields with a ♦ are required

65. **Close Date**- Enter date the job order should close. If left blank job order will close in 90 days.

66. **Employment Counselor Instructions**-If the **Off** check box is checked there must be instructions for Career Center staff to follow entered into this field.

67. **FLC**-Used by designated staff only.

68. Click **Save** button

69. Click **Job Misc** tab

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

File Edit Navigation Options Utility MO Utility W 69 Help

Job Order - ZEBRA(55-4433221)

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

10534187 04/30/14 EC: JEFFERSON CITY CAR Counselor: EDWARD GREENSLIT EJB: Y Supr: A DWD: Y Status: E 04/30/14

Title: Landscaper Exclusive: SPYC: Work Ready Missouri-Training:

Job Description: O*NET: 37-3011.00 Landscaping and Groundskeeping Workers Experience: 6

Looking for general labors who love working outside and making things beautiful! All we ask for is that you have a great attitude a willingness to work. Prefer skills: hard worker, reliable, be able to operate a lawn mower; push or rider, weed eater, work with some chemicals. A valid Driver's license is preferred. Must be able to work outdoors in all types of weather.

Job Requirements

Salary: Hourly 9.00 To: 10.00 Age: 18 Education Degree: S Skills: Reading a Tape Measure

Hours: M-F 6-3 Car: N Major: Natural Resources and Co

Duration: Over 150 Days Lifting: 2 Lic/Cert: First Aid

Shifts: D Comm: N Work: F Dr Lic: N Lic/Cert:

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

Referral Instructions /Self Assisted Contact Methods

Apply between 11am and 1pm Ref Contact: PHIL YOUNG

Phone: (573)526-9797 Fax:

Email: philip.young@ded.mo.gov

Go Dir... Email Phone Fax Mail URL Ref Inst Offi...

Employer Job Site Info

ZEBRA

123 MAIN STREET

JEFFERSON CITY MC 65

No. Open: 1

No. to Refer: 250

Referred: 0

Close Date:

FLC:

66 68 67 65

Employment Counselor Instructions:

Save Cancel

Employer contact's first name.

Record: 1/1 ... List of Valu... <OSC>

NOTE: Fields with a ♦ are required

70. The following fields are populated from the **Job Main** tab or is system generated:

- a. JO Number
- b. Job Order Date
- c. Employer
- d. Assigned To
- e. Title
- f. ONet
- g. Status
- h. Status Date
- i. Openings
- j. # to Refer
- k. Update Date
- l. Entry Date
- m. Updated By
- n. Entered By
- o. Referral Contact

The screenshot displays the 'Job Main' tab of a software application. The interface includes a menu bar (File, Edit, Navigation, Options, Utility, MO Utility, Window, Help) and a toolbar. The main content area is divided into several sections:

- General Information:** Contains fields for JO Number (10534187), Job Order Date (04/30/14), Employer (ZEBRA), Assigned To (EDWARD GREENSLIT), Title (Landscaper), Status (E), and Status Date (04/30/14).
- Other Job Requirements:** Includes fields for # to Refer (250), Scr Pads, Hires (0), Referred (0), Searches (0), Update Date (04/30/14), Updated By (EDWARD GREENSLIT), Entry Date (04/30/14), and Entered By (EDWARD GREENSLIT).
- Referral Contact:** Contains fields for Name (PHIL YOUNG), Phone ((573)526-9797), Fax, and Email (phillip.young@ded.mo.gov).
- Employer contact for DWD:** Contains fields for Name, Phone, Fax, Email, and Comment.
- Job Benefits:** A section with multiple empty rows.

Red boxes and arrows point to specific fields, labeled 70A through 70O. Fields 70A through 70O correspond to the list items a through o. Fields 70J, 70L, 70M, and 70N have a blue diamond icon next to them, indicating they are required fields.

NOTE: Fields with a  are required

71. **FCJL**-Federal Contractor Job Listing. Defaults to “N” if job is **FCJL** change to “Y”
72. **OJT**-On the Job Training. Defaults to “N” if job is **OJT** change to “Y”
73. **Live In**- Defaults to “N” if job required candidate to **Live In** change to “Y”
74. **Pub Trans**- Enter “Y” or “N” to indicate if public transportation is available.
75. **Register**-If this job order is tied to a register double-click to bring up the List Of Values.
76. Locate the Register title you wish to use
77. Click **Ok** button

The screenshot shows the 'Job Order - ZEBRA(55-4433221)' application window. The window title is 'Toolbox 2 (Test) Powered by Oracle 11g - Job Order'. The application has a menu bar (File, Edit, Navigation, Options, Utility, MO Utility, Window, Help) and a toolbar. The main window displays job details for 'ZEBRA' with title 'Landscaper' and status 'E' as of '04/30/14'. The 'Other Job Requirements' section includes fields for FCJL, OJT, Live In, and Pub Trans, all currently set to 'N'. A 'Registers' dialog box is open, showing a list of registers with 'MHWS COLUMBIA' selected. The 'OK' button in the dialog box is highlighted with a red box and arrow. Red boxes and arrows also point to the FCJL, OJT, Live In, and Pub Trans fields in the main window.

NOTE: Fields with a ♦ are required

78. **Auto Rem**-If a Register is being used should a seeker automatically be removed from the register list. Default is “N” change to “Y” if the seeker should be removed when referred.

79. **Employer Tracking #**-If the employer has an internal unique Employer Tracking # enter it here

80. **Suppress Employer Name on Web**-Check this box if the employer does not want their name to be posted to the published job order.

81. **Green Job**-If the Onet title used is listed as a Missouri Green Job title change the “N” to a “Y” The **MERIC Green Job Listing** can be found at http://www.missourieconomy.org/pdfs/green_occupations.pdf

NOTE: Fields with a ♦ are required

82. **Criminal background check required-** Enter “Y” or “N” to indicate if background check is required. If “Y” you will be required to send the employer Notice #2 for Employers Regarding Job Postings Containing Criminal Record Exclusions.

83. **Net-**Enter net typing speed

84. **Gross-**Enter gross typing speed

85. **Accuracy-**Enter accuracy of typing

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

File Edit Navigation Options Utility MO Utility Window Help

Job Order - ZEBRA(55-4433221)

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

10534187 04/30/14 Employer: ZEBRA Title: Landscaper Status: E 04/30/14
Assign To: EDWARD GREENSLIT ONet: 37-3011.00 Landscaping and Groundskeeping Workers

General Information

Openings: 1 # to Refer: 250 Scr Pads: 0 Update Date: 04/30/14 Updated By: EDWARD GREENSLIT
Hires: 0 Referred: 0 Searches: 0 Entry Date: 04/30/14 Entered By: EDWARD GREENSLIT

Other Job Requirements

FCJL: N OJT: N Live In: N Pub Trans:
Register: **84** Typing Net: **83**
Auto Rem: N Employer Tracking #: Gross: **85**
 Suppress Employer Name on Web Accuracy:
Green Job: N Criminal background check required **82**

Referral Contact

Name: PHIL YOUNG
Phone: (573)526-9797 Fax:
Email: phillip.young@ded.mo.gov
Comment:

Employer contact for DWD

Name:
Phone: Fax:
Email:
Comment:

Job Benefits:

Save Cancel

Number of positions that are available.

Record: 1/1 <OSC>

NOTE: Fields with a  are required

86. Employer Contact for DWD-

Complete this section if there is a Secondary contact for the job order.

87. Name-Enter name of the contact person.

88. Phone-Enter employer's phone number.

89. Fax- Enter employer's Fax number.

90. Email- Enter employer's Email address.

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

File Edit Navigation Options Utility MO Utility Window Help

Job Order - ZEBRA(55-4433221)

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

10534187 04/30/14 Employer: ZEBRA Title: Landscaper Status: E 04/30/14

Assign To: EDWARD GREENSLIT ONet: 37-3011.00 Landscaping and Groundskeeping Workers

General Information

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Other Job Requirements

FCJL: N OJT: N Live In: N Pub Trans:

Register:

Auto Rem: N Employer Tracking #:

Suppress Employer Name on Web

Green Job: N Criminal background check required

Typing

Net:

Gross:

Accuracy:

Referral Contact

PHIL YOUNG

86 (573)526-9797 87

Email: phillip.young@ded.mo.gov

Comment:

Employer contact for DWD

Name:

88 Phone: Fax: 89

Email: 90

Comment:

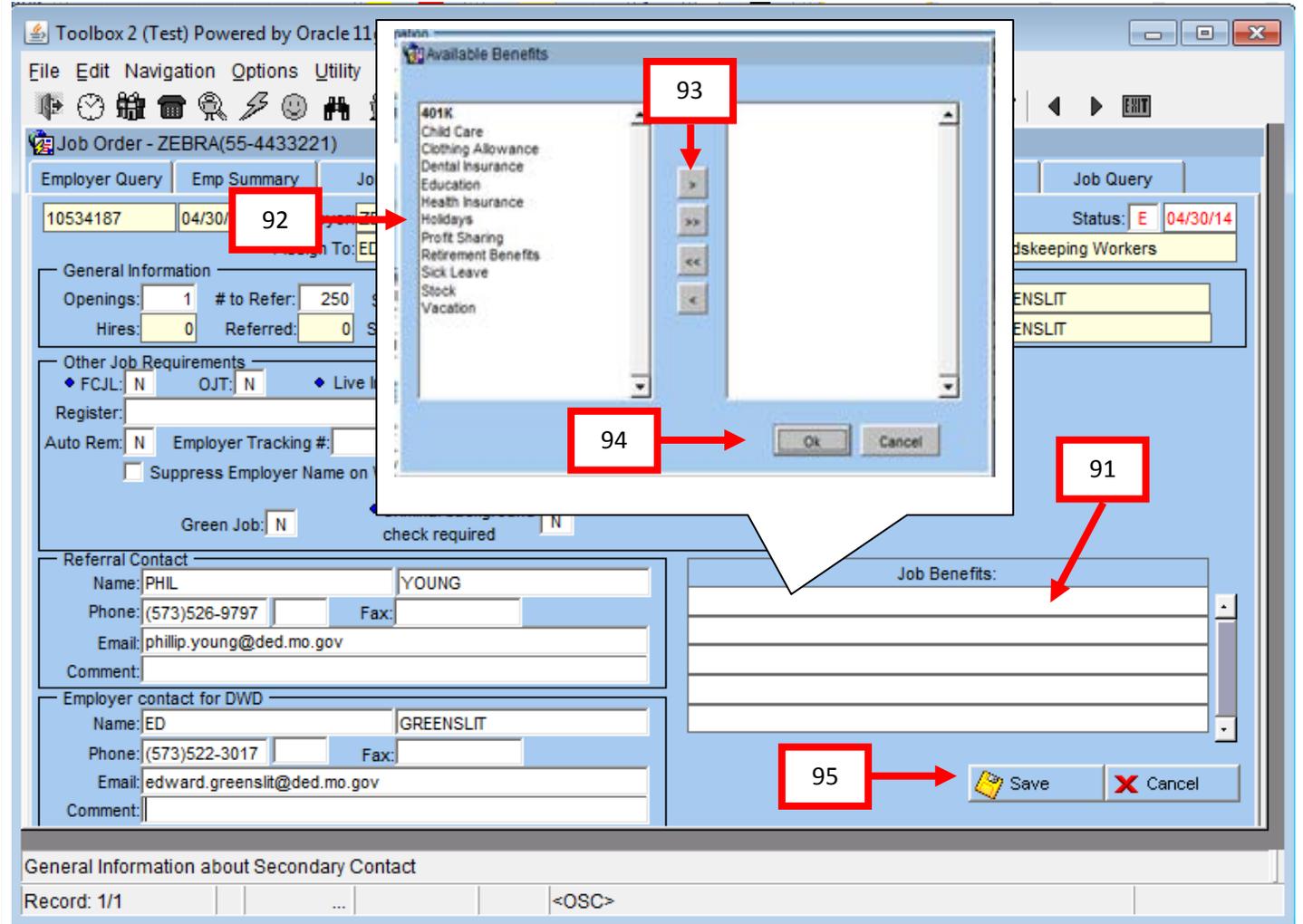
Job Benefits:

Save Cancel

Y or N - Is a background check required?

Record: 1/1 ... List of Valu... <OSC>

- 91. **Job Benefits**-Double-click to bring up list of available benefits.
- 92. Click on the benefit offered by the employer.
- 93. Click the > button to move the benefit selected to the right side of the screen.
- 94. Click **Ok** button
- 95. Click **Save** button



96. After Save a pop up will appear asking “Do you want to Set Job Order to Open Status?”

97. Click Yes button

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

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Job Order - ZEBRA(55-4433221)

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Other Job Requirements

FCJL: N OJT: N Live In: N Pub Trans: Typing Net:

Register: Auto Rem: N Employer Tracking #: Suppress Green Job: N

Change Status? Do you want to Set Job Order to 'Open' Status?

Yes No Cancel

Referral Contact

Name: PHIL YOUNG

Phone: (573)526-9797 Fax: Email: phillip.young@ded.mo.gov

Comment:

Employer contact for DWD

Name: ED GREENSLIT

Phone: (573)522-3017 Fax: Email: edward.greenslit@ded.mo.gov

Comment:

Job Benefits:

Retirement Benefits

Sick Leave

Holidays

Save Cancel

Double-Click in this field to access list of benefits available to the seeker for this job.

Record: 4/4 ... List of Valu... <OSC>

98. Status field is now [O]pen

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

File Edit Navigation Options Utility MO Utility Window Help

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Register: []

Auto Rem: N Employer Tracking #: []

Typing

Net: []

Gross: []

Accuracy: []

Green Job: N Criminal background check required N

Referral Contact

Name: PHIL YOUNG

Phone: (573)526-9797 Fax: []

Email: phillip.young@ded.mo.gov

Comment: []

Employer contact for DWD

Name: []

Phone: [] Fax: []

Email: []

Comment: []

Job Benefits:

Holidays

Retirement Benefits

Sick Leave

Vacation

Save Cancel

Double-Click in this field to access list of benefits available to the seeker for this job.

Record: 1/4 ... List of Valu... <OSC>