

## Employer Sites

Any time you want to work with an employer site or contact, you will first need to search the database for the Employer Site to be associated with.

From the menu tree click **Employer Management** and then **Manage Sites**. The result will be the **Site Search** screen. The lower portion of the **Site Search** screen will always display the last 10 employer worksites you have worked with. You can click the hyperlinks to navigate directly to that site.



JobNet Business - Site Search

Field:

Operator:

\* Criteria:

Within:

Previously searched for Sites

Site Trade Name	Site Address & Phone	UI ROOT	Site #	Active	Corporate HQ
<a href="#">BEADWORKS</a>	2400 GRAND AVENUE WAUSAU, WI 54401 (608) 555-1312			YES	NO
<a href="#">DIXIE'S DINER</a>	3400 W RIVERSIDE ROAD MADISON, WI 53711 (608) 555-1212	3333333		YES	NO
<a href="#">CULVERS</a>	4700 FARWELL ST MC FARLAND, WI 53558	162827		YES	NO
<a href="#">LANDS' END CHILDCARE CENTER</a>	4 LANDS' END LANE DODGEVILLE, WI 53595 (608) 935-5407	636355		YES	NO
<a href="#">DIXIES CLEANING SERVICE</a>	124 2ND ST STEVENS POINT, WI 54481-1459 (715) 347-4146	813674		YES	NO
<a href="#">BEADWORKS</a>	212 LOWELL LANE MADISON, WI 53710-0123 (608) 277-5555			YES	NO

The following are the available options in the Field and Operator items.

### Field

- Site Trade Name = the "Doing Business As" Name of the company.
- EXPOE Reported Site Trade Name = Displays the site's trade name as reported by EXPOE.
- Profile Trade Name = the "Doing Business As" Name of the Company

- Profile Legal Name = the legal name of the Company; this name may be the same as the Profile Trade Name
- UI Root Number = Unemployment Insurance Account Number that is assigned to a business
- FEIN Number = unique nine-digit FEIN or Federal Tax ID Number issued to each business by the Internal Revenue Service (IRS).
- EXPOE Reported Profile Trade Name = Displays the company trade name as reported by EXPOE.

### **Operator**

- Begins With = the string of characters the Profile or Site Name begins with
- Contains = a string of characters within the Profile or Site Name
- Exact Match = the string of characters equal to the Profile or Site Name
- Sounds Like = the string of characters which sound like the Profile or Site Name

*NOTE: When UI or FEIN Number are chosen, the Operator automatically changes to "Exact Match".*

### **Criteria**

- The entry in the Criteria field should equal the string of characters (letters or numbers) on which the search should be based.

*NOTE: When the Employer Search screen is requested, the entries in the Field and Operator items will be defaulted to the entries made in the last Employer Search.*

To change a selection in either the Field or Operator fields, position the mouse pointer and click on the down arrow, then, using the mouse, position the pointer and click on the desired selection. The selection will appear in the box. After a selection is made in the Operator field, an entry must be made in the Criteria field.

**SEARCH TIP:** The "Begins With" or "Contains" searches are the most efficient search options. For best results when using these options, enter a minimum number of characters in the Criteria field. More matches may result, but there is a better chance of finding the desired Employer Name.

An Employer Search using Site Trade Name can be narrowed by selecting the County option in the Within field. To select, position the mouse pointer over the County or WDA option and click once. After this selection a Name field containing a list of county or WDA names will appear on the screen. To select a specific county or WDA, position the mouse pointer over the desired county name and click once. To initiate the search, position the mouse pointer and click on the Search button at the bottom of the screen.

*NOTE: To more quickly search the county or WDA list, enter the first letter of the county or WDA name. The list pointer will move to the first entry with this letter. For example, if a 'd' is entered using the county option, the list pointer will move to Dane County.*

The following illustrates an Employer Search for a **Site Trade Name** which **Begins With** the characters '**dixie's**' and is located in **Dane County**:

The response to the **Site Search** is shown below:

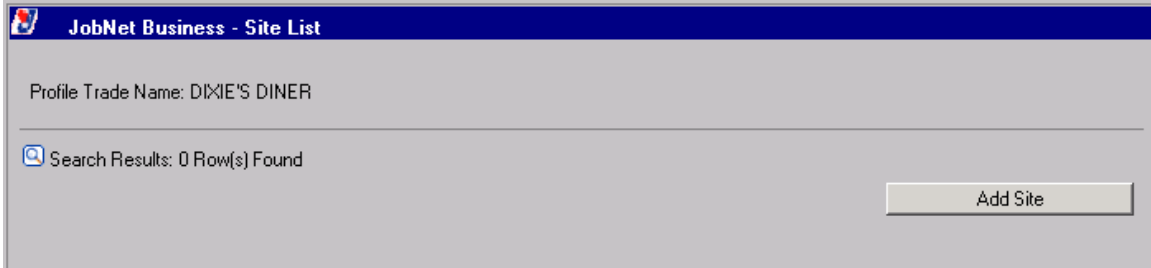
The screenshot shows the 'JobNet Business - Site Search' interface. The search criteria are: Field: Site Trade Name, Operator: Begins With, Criteria: dixie's, Within: County, and Name: Dane. The search results show two rows found:

Site Trade Name	Site Address & Phone	UI ROOT	Site #	Active	Corporate HQ
<a href="#">DIXIE'S DINER</a>	3400 W RIVERSIDE ROAD MADISON, WI 53711 (608) 555-1212	3333333		YES	NO
<a href="#">DIXIE'S WESTSIDE DINER</a>	222 W ELM ST MADISON, WI 53719 (608) 555-1215	3333333		YES	NO

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The results of this search show two matches in the Search Results box. The **Site Search** results area also displays the Address and Telephone Number, UI Root and Site numbers, as well as an indicator whether the site is active or not. The underlined names on the above search results screen are *hyperlinks* to the **Site Location** screen for those worksites. To navigate to the **Site Location** screen for any of the employers listed, position the mouse pointer and click on the desired underlined name.

If no sites exist for the employer you will get a screen like below:



## Add Site

In order to add a new site you must first perform a site search for the employer, based on either Profile Trade Name, Profile Legal Name, or EXPOE Reported Profile Trade Name. . You must do a fresh search, meaning do not choose from the previously searched for sites list.

The result will be the **Site Search** screen. Select the proper profile from the results list by clicking the hyperlinked Profile Trade Name. The result will be a **Site List** for the employer.



To add a site, click the **Add Site** button. The result will be a new **Site Location** screen for the employer, with all previously entered profile information pre-filled in for you.

## Employer Sites

At the top of **Site Location** screen are six tabs. Each tab contains data about the worksite including hiring, benefits, application instructions, and service plan. You will enter information on each of the tabs to complete the Site record. To open a tab, simply click on it.

JobNet Business - Site Location					
Location	Business Summary	Hiring Summary	Benefits	Application Instructions	Service Plan
					Save Location

If you click on a tab that has not yet been completed for the site you will be prompted to add it. See example below:

JobNet Business - Site Business Summary					
Location	Business Summary	Hiring Summary	Benefits	Application Instructions	Service Plan
No Business Summary currently exists for DIXIE'S DINER <input type="button" value="Add Business Summary"/>					

Click the **Add Business Summary** button to make this tab available for entering data.

### Site Location Tab

JobNet Business - Site Location					
Location	Business Summary	Hiring Summary	Benefits	Application Instructions	Service Plan
					Save Location
* Trade Name:	<input type="text" value="DIXIE'S DINER"/>				
Company Description:	<input type="text" value="Homestyle grub, served with a smile!"/> <small>Text Limit: 2000   Text Entered: 36</small>				
UI Account Root Number:	0003232323		Site Number:	<input type="checkbox"/> Inactive Employer	
<b>Address:</b>	<input type="checkbox"/> Do not mail to this site <input type="checkbox"/> This is the Corporate Location				
* Street Address or PO Box:	<input type="text" value="3400 W Riverside Road"/>				
* City:	<input type="text" value="Madison"/>				
* State:	WI				
* Zip Code:	53711 - <input type="text"/>				
* County:	Dane				
* Telephone:	608 555 1212				
Fax:	608 555 1313				
Web Site Address:	<input type="text" value="http://www.dixiesdiner.com"/>				
Metropolitan Statistical Area:					
Workforce Development Area:					

**EXPO Reported Information**  Do not mail to this EXPO Reported site

EXPO Reported Trade Name: DIXIE'S DINER

Street Address:

City:

State:

Zip Code: -

Telephone:

Fax:

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Created: By:

Last Updated: By:

Save Location

**Trade Name** – The Trade or “doing business as” Name of the employer is required and may be up to 35 characters in length. If the profile record was created by the EXPOE process an EXPOE202 designation will be displayed in the **Created by** field and the information in this field cannot be changed.

**Company Description** – An informational field that is optional and may be up to 2000 characters in length. This field displays either the company description from the profile record or a description specific to the site if one has been entered.

**UI Account Root Number** – Display-only field containing the UI Account Number from the employer’s profile record.

**Inactive Employer** – This box may be checked if the employer is no longer active.

**Address** – Staff record the site’s address information including street address, PO Box, City, State, and ZIP code. This address is for staff use and will not be overwritten or updated by EXPOE.

**County** – Choose the proper worksite county from the dropdown box.

**Telephone and Fax Numbers** – Enter the telephone and Fax numbers that should be used for contacting this employer.

**Web Site Address** – Enter the URL for the employer’s website if they have one. It is not necessary to include http://, example www.thecompany.com.

**Metropolitan Statistical Area** – Display-only field, indicates if employer worksite is in a MSA.

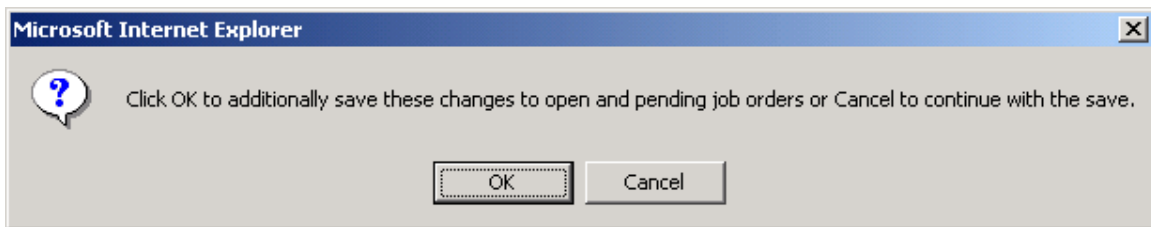
**Workforce Development Area** – Display-only field, indicates which WDA the worksite is in.

**EXPOE-Reported Trade Name and Address** – Display-only fields, contain the employer’s site location information as reported by the employer to LMI and to us by the EXPOE process.

**Created by** – Displays the date and time the site locations screen was created, and the logon ID of the staff person who created it.

**Updated by** – Display the date and time the site locations screen was updated, and the logon ID of the staff person who updated it.

Fill in all fields and click on the **Save Location** button. The following pop-up will appear:



Click either the **OK** button to save the changes to all open and pending job orders, or the **Cancel** button to save changes to only the employer profile and future job orders.

The result will be the completed Location tab. You will notice that the **Updated** and **By** have been populated with the time and date the record was last saved, as well as your staff ID.

## **Business Summary Tab**

Location	Business Summary	Hiring Summary	Benefits	Application Instructions	Service Plan
<input type="button" value="Save Business Summary"/>					
Trade Name: PLUM CRAZY WAREHOUSE					
# of Employees: <input type="text" value="500"/> As of: <input type="text" value="08"/> / <input type="text" value="01"/> / <input type="text" value="2005"/>					
Employment Size: <input type="text" value="0500 - 0999"/> As of Quarter: <input type="text" value="2nd"/> Year: <input type="text" value="2005"/>					
Product Service Description					
<input type="text" value="warehousing of plums"/>					
Text Limit: 100   Text Entered: 20					
Sales Volume					
<input type="text" value="5 billion/year"/>					
* NAICS Code:					
311421 - Fruit and Vegetable Canning					
<input type="button" value="Select NAICS ..."/>					
Hours of Operation					
<input type="text" value="24-7"/>					
Text Limit: 200   Text Entered: 4					

Trade Name – Displays the Trade Name of the site you are working with.

# of Employees – How many employees the company reported.

Employment Size – The size range in this field includes the number of employees the employer has at this site.

As of Quarter, Year – Reference the time frame for the employment size.

Product Service Description – Description of the company's products and or services.

Sales Volume – How much sales the company has yearly.

NAICS Code – The North American Industry Classification System, or NAICS, code is a uniform, industry-wide classification system designed as the index for statistical reporting of all economic activities in the United States, Canada and Mexico.

Hours of Operation – The hours the company typically operates.

Site - Percentage of Jobs by Broad Occupational Area			
Executive, Managerial, Admin or Professional:	<input type="text"/>	Clerical or Administrative Support:	<input type="text"/> %
Sales or Marketing:	<input type="text"/>	Service:	<input type="text"/> %
Skilled Trades:	<input type="text"/>	Production:	100 %
Other:	<input type="text"/>		

Site - Percentage of Jobs by Type			
Full Time Jobs:	60	Part Time Jobs:	20
Temporary Jobs:	20		

Federal Contractor?  Yes  No

Staffing Agency?  Yes  No

Community Development Zone?  Yes  No

Enterprise Development Zone?  Yes  No

Created:	8/22/2005 2:16:42 PM	By: WIEXT\USER1JOBSSTAFFADMIN
Last Updated:		By:

Site Percentage of Jobs by Broad Occupational Area – Indicates percentage of jobs in each occupational category.

Site Percentage of Jobs by Type – Indicates percentage of jobs by type (full-time, part-time, temporary).

Federal Contractor – Indicates if employer has a contract with the Federal Government and is required to take affirmative action to employ and advance in employment qualified disabled and Vietnam era veterans and to list the majority of their jobs with the Job Center or Job Service Office.

Staffing Agency – Indicates if employer is a staffing agency.

Community Development Zone – Tax credit program available in some Wisconsin counties for new businesses, businesses relocating to Wisconsin, and expanding businesses. Managed by the Wisconsin Department of Commerce

Enterprise Development Zone – The Enterprise Development Zone Program provides tax incentives to new or expanding businesses whose projects will affect distressed areas. Managed by the Wisconsin Department of Commerce.

Created by – Displays the date and time the **Business Summary** screen was created, and the logon ID of the staff person who created

Last Updated by – Display the date and time the **Business Summary** screen was updated, and the logon ID of the staff person who updated it.

Complete all selections and click the **Save Business Summary** button. The result will be a completed **Business Summary Tab**.

## Hiring Summary Tab

The screenshot shows a web application window titled "JobNet Business - Site Hiring Summary". The window has a navigation bar with tabs: "Location", "Business Summary", "Hiring Summary" (which is active), "Benefits", "Application Instructions", and "Service Plan". Below the navigation bar is a "Save Hiring Summary" button. The main content area contains the following fields and controls:

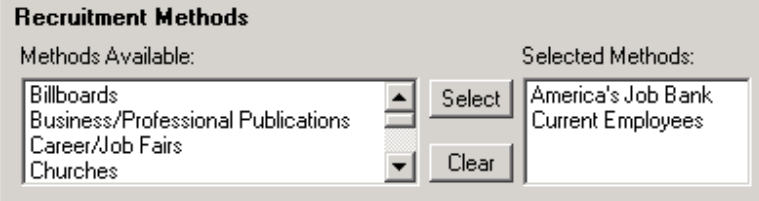
- Trade Name:** DIXIE'S DINER
- Hiring Requirements:** A text field containing "Must have some food service or cashiering experience." with a text limit of 500 and 53 characters entered.
- Recruitment Methods:** A section with "Methods Available" (Billboards, Business/Professional Publications, Career/Job Fairs, Churches) and "Selected Methods" (America's Job Bank, Current Employees). It includes "Select" and "Clear" buttons.
- Union Representation:** A text field containing "Not represented by a labor union," with a text limit of 200 and 33 characters entered.
- Footer:** Fields for "Created:" and "Last Updated:" on the left, and "By:" on the right. A "Save Hiring Summary" button is located at the bottom right.

**Trade Name** – Display-only field, contains Trade or “doing business as” Name of the employer staff are entering the Hiring Summary for.

**Hiring Requirements** – Text field, staff may enter specific hiring requirements of the employer. A maximum of 500 characters may be entered.

**Recruitment Methods** – Staff selects which methods the employer uses to recruit jobseekers. Click appropriate methods from the

**Methods Available** side and then click the **Select** button to move them to **Selected Methods**. Click the **Clear** button at any time to move items out of the **Selected Methods**.



The screenshot shows a window titled "Recruitment Methods". It is divided into two main sections: "Methods Available:" and "Selected Methods:". The "Methods Available:" section contains a list box with the following items: "Billboards", "Business/Professional Publications", "Career/Job Fairs", and "Churches". To the right of this list box are two buttons: "Select" and "Clear". The "Selected Methods:" section contains a list box with the following items: "America's Job Bank" and "Current Employees".

**Union Representation** – Text field, staff may enter information relative to union representation for the employer. A maximum of 200 characters may be entered in this field.

**Created by** – Displays the date and time the **Hiring Summary** screen was created, and the logon ID of the staff person who created it.

**Updated by** – Display the date and time the **Hiring Summary** screen was updated, and the logon ID of the staff person who updated it.

Complete all selections and click the **Save Hiring Summary** button. The result will be a completed **Hiring Summary Tab**.

## **Benefits Tab**



Location	Business Summary	Hiring Summary	<b>Benefits</b>	Application Instructions	Service Plan
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Save Benefits

Trade Name: DIXIE'S DINER

\* Benefits:

No Benefits Offered (No other boxes can be checked)

**Insurance:**  Check All

- Health Insurance
- Dental Insurance
- Life Insurance
- Disability Insurance
- Vision Insurance
- Domestic Partner Coverage

**Retirement & Financial:**  Check All

- Retirement
- 401k Plan
- Profit Sharing
- Flexible Spending Accounts (Dependent & Medical)
- Deferred Compensation

**Leave & Holidays:**  Check All

- Sick Leave
- Personal Leave
- Vacation
- Paid Holidays

**Education & Training:**  Check All

- Paid Training
- Tuition Reimbursement

**Transportation:**  Check All

- Transportation - Subsidy
- Transportation - Car/Van Pooling
- Transportation - Other

**Child Care:**  Check All

- Child Care - Subsidy
- Child Care - On-Site
- Child Care - Other

**Miscellaneous Benefits:**  Check All

- Paid Uniforms
- Flexible Work Schedule
- Paid Meal During Shift Work

Other Benefits

Description:

Benefit Comments:

Benefits

Created:  
Last Updated

By:  
By:

Save Benefits

**Trade Name** – Display-only field, contains Trade or “doing business as” Name of the employer staff are entering the Benefits tab for.

**Benefits** – Click the checkbox next to all benefits offered by the employer. Clicking the **Check All** checkbox will select all benefits in the category. Clicking it a second time will remove all selected benefits in this category.

If no benefits are offered by the employer, click the **No Benefits Offered** checkbox. Once the check box is checked, no benefits may be selected unless it is unchecked.

**Other Benefits** – Text field, employer Benefits not offered in the above may be detailed here.

**Benefits Comments** – Text field, staff may comment about employer benefits here. If the employer has added comments?...

**Created by** – Displays the date and time the **Benefits** screen was created, and the logon ID of the staff person who created it.

**Updated by** – Display the date and time the **Benefits** screen was updated, and the logon ID of the staff person who updated it.

Make all necessary selections and click on **Save Benefits**. The result will be a completed **Benefits** tab.

## **Application Instructions Tab**

JobNet Business - Site Application Instructions

Location Business Summary Hiring Summary Benefits **Application Instructions** Service Plan

Save Application Instructions

Trade Name: DIXIE'S DINER

**\* Application Instructions:**  
How should applicants apply for this job? Check all that are applicable.

Apply In Person  Fax a Resume

Mail a Resume  5011 Work Application

E-Mail a Resume  Call For Appointment

Apply Online  Other

Additional Application Instructions: Enter additional instructions regarding the application process. Include a Contact Name, a Telephone or Fax Number, an E-Mail Address and/or a Mailing Address as appropriate.

Ask for Dixie Jones. Please bring a current resume with at least 3 references.

Text Limit: 1500 | Text Entered: 79

Created: 8/8/2005 9:25:41 AM By: WIEXTACC\JOBSSTAFF\JOBORDER  
Last Updated By:

Save Application Instructions

**Trade Name** – Display-only field, contains Trade or “doing business as” Name of the employer staff are entering the Application Instructions for.

**Application Instructions** – Staff will choose from available options. This field is either pre-filled with the instructions chosen for the profile record, or if the employer has chosen instructions specific to this site record they will appear.

**Additional Application Instructions** – Text field, maximum 1500 characters can be entered in this field. This field is either pre-filled with the instructions chosen for the profile record, or if the employer has chosen instructions specific to this site record they will appear. If Additional Application Instructions are to be entered then **Other** option must be selected.

**Created by** – Displays the date and time the **Application Instructions** screen was created, and the logon ID of the staff person who created it.

**Updated by** – Display the date and time the **Application Instructions** screen was updated, and the logon ID of the staff person who updated it.

Fill in all fields and click the **Save Application Instructions** button. The result will be a completed **Application Instructions Tab**.

## Service Plan Tab

Location	Business Summary	Hiring Summary	Benefits	Application Instructions	Service Plan
					Save Service Plan
Trade Name: DIXIE'S DINER					
Select Staff...					
Selected Staff List 0 Row(s) found					
* <a href="#">Staff Name</a> <a href="#">City</a> <a href="#">Agency</a>					
Page 1					
Check All		Uncheck All		Remove Staff From Selected List	
* Primary Contact: <input type="text"/>					
Do Not Contact This Company <input type="checkbox"/>					
* <b>Interests</b>					
<b>Recruitment Assistance:</b> <input type="checkbox"/> Check All					
<input type="checkbox"/> Apprenticeship - Adult					
<input type="checkbox"/> Apprenticeship - Youth					
<input type="checkbox"/> Job Development					
<input type="checkbox"/> Job Fairs					
<input type="checkbox"/> Job Orders					
<input type="checkbox"/> On-site Interviewing					
<input type="checkbox"/> Screening Services					

Trade Name – Displays the Trade Name of the site you are working with.

**Select Staff** button - Click the **Select Staff** button. You will first perform a Staff Search to assign yourself or another staff person to the Service Plan for this employer.

JobNet Business - Staff Search			
Field	Criteria		
Last Name	* powell		
Search			
Search Results: 1 Row(s) Found			
<a href="#">Staff Name</a>	<a href="#">Primary Working City</a>	<a href="#">Agency</a>	<a href="#">Logon ID</a>
Powell, Rebecca	Madison	Statewide - Update	POWELRE
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Click the Staff Name hyperlink to insert appropriate staff in the Selected Staff List as below:

Selected Staff List 1 Row(s) found

* <a href="#">Staff Name</a>	<a href="#">City</a>	<a href="#">Agency</a>	
Powell, Rebecca	Madison	Statewide - Update	<input type="checkbox"/>

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Check All Uncheck All Remove Staff From Selected List

\* Primary Contact: Powell, Rebecca

Do Not Contact This Company

**Primary Contact** – When multiple Contacts are listed on the Selected Staff List and there are Contacts from more than one County or Workforce Development Area, the Primary Contact should be someone from the Job Center serving the County where the employer is located, unless there is an exceptional or extenuating reason not to do so.

**Do Not Contact This Company** – If the company does not wish to be contacted, click this checkbox. A free-text explanation field will appear, where you should enter the name of the person who advised you of this and the date it happened.

Do Not Contact This Company

Do Not Contact Explanation:

**Interests** – Check all items the employer is interested in. Check all buttons are there for you to quickly select all the items in the section. To deselect an item once you have checked it, simply click the checkbox again.

**\* Interests**

**Recruitment Assistance:**  Check All

- Apprenticeship - Adult
- Apprenticeship - Youth
- Job Development
- Job Fairs
- Job Orders
- On-site Interviewing
- Screening Services

**Subsidized Employment:**  Check All

- On-the-Job Training
- Supported Employment
- W-2 Related Work Programs

**Business Services:**  Check All

- Job Center Business Events (Business After Five, Business Lunches/Breakfasts, etc)
- Customized Training
- Incumbent Worker Training
- Internships
- Labor Law Clinics/Seminars/Workshops
- Mentoring
- Tax Credits
- Workforce Needs Assessment
- Labor Market Information

Other Interests – If the employer has interests that do not appear in this section, click the Other Interests checkbox. Enter a description in the free-text field.

Other Interests

Description:

Created: \_\_\_\_\_ By: \_\_\_\_\_

Last Updated: \_\_\_\_\_ By: \_\_\_\_\_

**Created by** – Displays the date and time the **Service Plan** screen was created, and the logon ID of the staff person who created it.

**Updated by** – Display the date and time the **Service Plan** screen was updated, and the logon ID of the staff person who updated it.

Once you have entered all applicable Service Plan information click the **Save Service Plan** button.

*NOTE: If the employer has made changes to the company record, you will have to review the changes before you will be allowed to add any new screens. In this case the **Save Reviewed** button is active but the **Add** button is not. Simply locate the employer's highlighted changes and click **Save Reviewed** on that tab. When you go back to the tab you wish to add, it should now be enabled.*

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