

Job Order - Details Tab

This tab contains information on the work site this job order pertains to.

Work Site

Company Info	Description	Requirements	Pay and Benefits	Details	Job Order Management											
<p>* Work Site:</p> <p>This job will be performed in one or more work sites. Determine Work Site by selecting the County or part of a County in which the work will be done. Multiple work sites may be chosen. To select from the Work Site Choices box, highlight a Work Site Name and CLICK on the Select button. To remove a Work Site from the Selected Work Sites box, highlight and CLICK on the Clear button.</p> <p>Only selected counties are broken out into smaller areas. If the work will be done in more than one area in one of these counties, select all of the choices available for that county which apply.</p> <p>Worksites Available:</p> <table border="1"><tr><td>Adams County</td><td>▲</td></tr><tr><td>Ashland County</td><td>▬</td></tr><tr><td>Barron County</td><td>▬</td></tr><tr><td>Bayfield County</td><td>▼</td></tr></table> <p>Select Clear</p> <p>Worksites Selected:</p> <table border="1"><tr><td> </td></tr></table> <p>Additional Work Site Information (If applicable):</p> <table border="1"><tr><td> </td></tr></table> <p>Text Limit: 200 Text Entered: 0</p> <p>Public Transportation to Work Site:</p> <p>Is public transportation to the above Work Site(s) available? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Public Transportation Description:</p> <table border="1"><tr><td> </td></tr></table> <p>Text Limit: 100 Text Entered: 0</p>						Adams County	▲	Ashland County	▬	Barron County	▬	Bayfield County	▼			
Adams County	▲															
Ashland County	▬															
Barron County	▬															
Bayfield County	▼															

Worksites Available – Select a worksite(s) where this job will be performed by clicking on the items in the listbox and then clicking the **Select** button. You can select more than one work site at a time by using the shift/control buttons to highlight them and then clicking on the **Select** button.

The screenshot shows a software window with a title bar. Inside, there is a section titled "Worksites Available:" followed by a list box containing four items: "Rock County - North", "Rock County - South", "Rusk County", and "Sauk County - Lake Delton/Wisconsin Dells Area". The "Rock County - North" item is highlighted in blue. Below the list box are two buttons: "Select" and "Clear". Underneath these buttons is a section titled "Worksites Selected:" followed by a text box containing the text "Dane County - Metropolitan Madison".

Additional Worksite Information – Add any comments about the worksite in this free-text field. Maximum of 200 characters may be entered, watch the handy “Text Entered” counter to see how many characters you have entered.

Public Transportation to Work Site – Indicates whether or not public transportation exists to and from this work site. Click the appropriate radio button.

Public Transportation Description – Add any comments about public transportation to this site in this free-text field. Maximum of 100 characters may be entered, watch the handy “Text Entered” counter to see how many characters you have entered.

Workweek:

Duration of the Job: 1-3 Days 4-150 Days Over 150 Days

* Usual Hours Per Week: Minimum: Maximum:

Additional Hours Information:

Text Limit: 200 | Text Entered: 0

* Work Day(s) (Check all that apply. If Non-Standard Explain checked, enter a description in the space provided.):

Monday Tuesday Wednesday Thursday

Friday Saturday Sunday Monday-Friday

Weekends only

Non-Standard Explain:

* Shift(s) of Job (Check all that apply. If Other Non-Standard Explain checked, enter a description in the space provided.):

First Mornings

Second Afternoons

Third Evenings

Rotating Weekend

Non-Standard Explain:

Is this an Apprenticeship Position? Yes No

Workweek – Select from the dropdown box. Choices are: Full Time, Full Time Temporary, Part Time, Part Time Temporary, Full Time/Part Time, and Full Time/Part Time Temporary.

Duration of the Job – Make a selection by clicking the appropriate radio button. Choices are 1-3 Days, 4-150 Days, or Over 150 Days.

Usual Hours Per Week – Enter minimum or maximum hours.

Additional Hours Information – Enter additional information about expected work hours in this free-text field. Maximum of 200 characters may be entered, watch the handy “Text Entered” counter to see how many characters you have entered.

Work Day(s) – Make selection by clicking the appropriate checkbox. Available choices are: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday, Monday-Friday, Weekends Only, and Non-Standard. If Non-Standard is selected you must enter an explanation in the free-text ‘Explain’ field.

Shifts of Job - Make selection by clicking the appropriate checkbox. Available choices are: First, Second, Third, Rotating, Mornings,

Afternoons, Evenings, Weekend, and Non-Standard. If Non-Standard is selected you must enter an explanation in the free-text 'Explain' field.

Apprenticeship Position - Indicate whether or not this is an apprenticeship position. Click the appropriate radio button.

Application Instructions -

Application Instructions:

Does the Employer wish to be identified with this job order on JobNet? Yes No

* How should applicants apply for this job? Check all that are applicable.

<input type="checkbox"/> Apply In Person	<input type="checkbox"/> Fax a Resume
<input type="checkbox"/> Mail a Resume	<input type="checkbox"/> 5011 Work Application
<input type="checkbox"/> E-Mail a Resume	<input type="checkbox"/> Call For Appointment
<input type="checkbox"/> Apply Online	<input type="checkbox"/> 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.

Text Limit: 1500 | Text Entered: 0

Job Order Removal Date:

Job Orders will be automatically removed from JobNet after 30 days. A different date may be entered in the box for an earlier or later removal date. The date entered may not be greater than 90 days from the Job Order Effective Date.

* When should this job be removed from JobNet?: / /

Suppression Indicator – Answer the question “Does the Employer wish to be identified with this job order on JobNet?” by clicking the appropriate radio button. If ‘yes’ is selected the job order will be suppressed, meaning the employer name and information will not be available to jobseekers.

How should applicants apply for this job? – Click the appropriate checkbox(s). Available choices are: Apply in Person, Mail a Resume, E-Mail a Resume, Apply Online, Fax a Resume, 5011 Work Application, Call for Appointment, and Other. If ‘Other’ is selected you must enter an explanation in the free-text ‘Additional Application Instructions’ field. Maximum of 1500 characters may be entered, watch the handy “Text Entered” counter to see how many characters you have entered.

Job Order Removal Date - Enter the date job order should be removed from JobNet. Job Orders will be automatically removed from JobNet after 30 days. A different date may be entered in the box for an earlier or later removal date. The date entered may not be greater than 90 days from the Job Order Effective Date. To have the system

automatically enter a date that is 90 days from today's date, click the **Set Days to 90 Days Out** button.

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