

Job Orders – General Discussion

All job orders will have a header area that will contain the job order number, status, how long the job order has left on JobNet, a staff referral count, self referral count and a count of of JobNet hits.

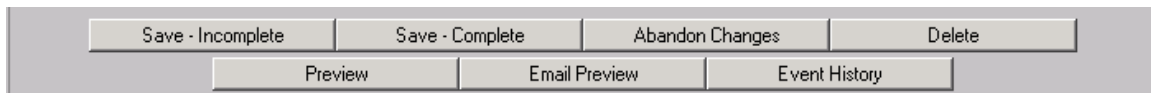


For an explanation of the counts, click the **More Information** button.

Buttons

Depending on what status a job order is in, you will see a variety of buttons, conveniently located at both the top and bottom of the screen, as shown below:

Staff Incomplete Status:



On JobNet Status:



Off JobNet May Reopen or No Reopen Status:



Save Incomplete – Saves the job order

Save Complete – Saves the job order and puts it in On JobNet status.

Abandon Changes – Removes any changes you have made since the last save.

Copy – Make a new copy of this job order.

Delete – Delete this job order.

Preview – Preview the job order as it will appear on JobNet.

Email Preview – This feature allows you to send a preview of the job order to another person for review.

Event History – Click this button to see events related to this job order.

Get Matching Job Seekers – Get a list of jobseekers who are interested in jobs in the same occupational category.

Job Order Tabs

Company Info	Description	Requirements	Pay and Benefits	Details	Job Order Management
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Click on the tabs to view/enter job order data. The instructions for entering information in each section of the job order are on the following pages:

[To Enter Company Information](#)

[To Enter Description of Job](#)

[To Enter Employer Requirements](#)

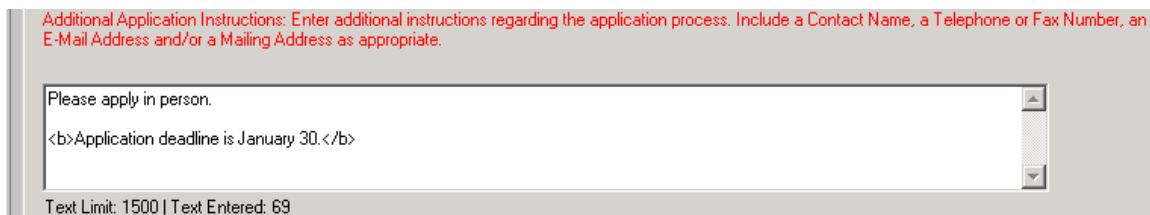
[To Enter Pay/Benefits Information](#)

[To Enter Job Details](#)

[To Enter Order Management Information](#)

Text Boxes

On some screens you will see free-text boxes as shown below:



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.

Please apply in person.
Application deadline is January 30.

Text Limit: 1500 | Text Entered: 69

There is a handy counter below each text box that displays how many characters the field can contain, and how many characters you have already entered in the field.

You can use HTML tags within these text boxes to format your text.

- To hyperlink to a website:

` My Site. `

Displays as: [My Site](#) and when clicked takes the user to a webpage in a new window.

- To bold text:
` Please apply by January 15, 2006. `
Whatever text is typed within the tags will display **bolded**.
- To underline text:
`<u> Please apply by January 15, 2006. </u>`
Whatever text is typed within the tags will display underlined.
- To italicize text:
`<i> Please apply by January 15, 2006. </i>`
Whatever text is typed within the tags will display *italicized*.

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