

Job Order – Job Order Management Tab

This tab includes all the “housekeeping” needed for getting the job order displayed properly on JobNet.

Company Info	Description	Requirements	Pay and Benefits	Details	Job Order Management
* NAICS Code: 722110 - Full-Service Restaurants					
Select NAICS ...					
Category of Order: Regular					
* O*NET/SOC Code: [##-####.##] Link to O*NET					
Is this Employer a Federal Contractor? <input type="radio"/> Yes <input checked="" type="radio"/> No					
* JobNet Occupational Codes 1:					
JobNet Occupational Codes 2:					
Job Center: 0810-Dane County Job Center					
* Source of Job Order:					
Order Taker:		User, Test	Change ...		
Order Responsibility:					
Staff Name:		User, Test	Change ...		
Staff Telephone:		(608) 261-5839	Extension:		
Staff Fax:			Extension:		
Staff Email:					
Job Order Effective Date:		08/26/2005			
Last Contact Date:					

NAICS Code – Pre-populated from Site **Business Summary** screen. To change the NAICS Code simply click the **Select NAICS** button, a pop-up box will appear from which you can choose the appropriate code from the list.

Category of Order – Select the appropriate category from the dropdown box. Available choices are: Regular(default), Domestic, Apprenticeship, Other Subsidized Programs, Foreign Labor Certification, and Community Work Experience.

O*NET/SOC Code – Enter the O*NET code for the job title here in the proper format (##-####.##). If you need to search for the correct code simply click the ‘Link to O*NET’ link and perform a search to find the correct number.

Federal Contractor Designation – Answer this question yes/no(default) by clicking the appropriate radio button.

JobNet Occupational Code 1 – Select the appropriate code from the dropdown box. This code determines under which headings the job order will be placed on JobNet.

JobNet Occupational Code 2 – Select the appropriate code from the dropdown box. This code determines a secondary location where the job order will be placed on JobNet.

Job Center – Select the appropriate job center from the list by clicking the dropdown box and then the job center you wish to assign this order to.

Source of Job Order – Select the proper job order source by clicking the dropdown box and then the source. Available choices are: E-Mail, Employer-entered, Fax, In Person, Internet (meaning the job order was taken from employer's web site and entered by staff into JobNet Business), Mail and Telephone.

Order Taker – Defaults to staff person logged on. If you wish to designate a different order taker you can click the **Change** button. The result will be a **Staff Search** that will allow you to assign another person as order taker.

Order Responsible Staff – Defaults to staff person logged on. If you wish to designate a different order responsible staff you can click the **Change** button. The result will be a **Staff Search** that will allow you to assign another person as order responsible staff.

Job Order Effective Date – Informational field, pre-populated by the system.

Last Contact Date – Enter the date you last had contact with the employer regarding this order. Entering a new date in this field will move the job order up on the list on JobNet.

Staffing Agency - If the answer to the following question is Yes, enter the name of the employer associated with the staffing agency recruitment in the Staff Comments field.

Is this job order a recruitment for an employer by a Staffing Agency? Yes No

Private Employment Agencies (Temporary Jobs):
This position is listed by a private employment agency. The agency is the legal employer. No fee will be charged of the job applicant.

Private Employment Agencies (Direct Hires):
This position is listed by a private employment agency. The agency is not the legal employer; it is recruiting for the actual legal employer. No fee will be charged of the job applicant.

Private Employment Agencies (Employee Leasing and PEOs):
This position is listed by an employee leasing company or by a private employment agency. The company or agency is a legal co-employer with the work site company.

Staffing Agency Designation – Select the proper response. If ‘yes’ is selected, three more items will appear that deal with what type of staffing agency you are working with. You should select the radio button and/or the checkbox of the proper situation. Available choices are Private Employment Agencies (Temporary Jobs) or Private Employment Agencies (Direct Hires) and Private Employment Agencies (Employee Leasing and PEOs).

Click the **Clear Selections** button if you selected one of these in error.

Veteran's Priority:

Normal Veterans Priority (24 hours)

Extended Veterans Priority (more than 24 hours)

Staff Comments:

Text Limit: 1000 | Text Entered: 0

Veterans Priority – Choose Normal Veterans Priority of 24 hours (default), or Extended Veterans Priority by clicking the appropriate radio button. When the Veterans Preference field on a job order is updated to Extended Veterans Preference, the order is placed on hold where it will stay **until the staff person takes it off.**

Warning - It is possible for a job order to remain on hold for Veterans Preference for the entire life of the job order and never make it to JobNet. Staff should check the Veterans Hold Job Order list often.

Staff Comments – Enter any comments you have about this job order in this free-text field. Maximum 10000 characters. Watch the handy “Text Entered” counter to see how many characters you have entered.

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