

Staff Action - Pending Orders

The **Pending Job Orders** list displays all job orders entered by employers, but in need of completion by staff before they can be placed on JobNet.

Completing a job order involves:

- Taking the required actions, such as OGA coding and assigning an ONET code
- Reviewing the job order for completeness, clarity, format issues, legal issues, and compliance with the Job Order Policy and Procedures
- Sending a copy to the employer for review

To retrieve the list for your job center, click once on **Pending Job Orders** menu tree item under **Staff Action Management**. The response will be:

JobNet Business - Pending Job Orders				
For: 0810-Dane County Job Center				
Pending Employer Job Orders : 16 Row(s) found				
JD Number	Job Order Date	Job Order Title	Site Trade Name	Contact
0607808	08/12/2005	Mail Inserter Operator	API OUTSOURCING	PRIBBENDW, STACI
0607889	08/12/2005	Web Designer/Developer in Madison, WI	AE BUSINESS SOLUTIONS	BROITZMAN, JERRY
0607920	08/12/2005	Nurse Practitioner (UW/MF Req #010060)	UW MEDICAL FOUNDATION	RESOURCES, HUMAN
0607923	08/12/2005	Nurse Practitioner/ PA (UW/MF Req #10103)	UW MEDICAL FOUNDATION	RESOURCES, HUMAN
0607927	08/12/2005	Med Lab Tech (UW/MF Req. #10027)	UW MEDICAL FOUNDATION	RESOURCES, HUMAN
0607935	08/12/2005	Phlebotomist (UW/MF Req #10030)	UW MEDICAL FOUNDATION	RESOURCES, HUMAN
0607936	08/12/2005	Transcriptionist - TL (UW/MF Req #9150)	UW MEDICAL FOUNDATION	RESOURCES, HUMAN
0607939	08/12/2005	Medical Director - Reg Prim Care #10155	UW MEDICAL FOUNDATION	GUGEL, DEBORAH
0607944	08/12/2005	Compensation Analyst	UW MEDICAL FOUNDATION	GUGEL, DEBORAH
0607947	08/12/2005	Patient Financial Serv Rep (UW/MF #10152)	UW MEDICAL FOUNDATION	RESOURCES, HUMAN
0607949	08/12/2005	PPSC O.R. Technician (UW/MF Req. #9183)	UW MEDICAL FOUNDATION	GUGEL, DEBORAH
0608005	08/13/2005	Family Support Case Manager	FAMILY SUPPORT & RESOURCE CENTER	AND RESOURCE CENTER, FAMILY SUPPORT
0608014	08/14/2005	Construction worker	TRIUNE CONSTRUCTION INC.	KRIPPS, DALE
0608049	08/29/2005	plant manager	PLUM CRAZY WAREHOUSE	HELLENBRAND, PATRICK
0608086	09/23/2005	Sales Staff	BEADWORKS	JOHNSON, JOANNE
0608091	09/28/2005	Carmel Corn Maker	CARMEL CORN EXTRAORDINAIRE	JONES, SUE

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Each line entry includes a hyperlink to the Job Order, Job Order Date (meaning the date the employer saved this order Employer Complete), Job Order Title and Employer Contact Name.

The list may also be sorted by Job Order Date, Title or Site Trade Name or Employer Contact in either Ascending or Descending order. To select a sort different from Job Order Number, click once on the column heading. The response will be the list in the sort selected. Click the heading again to toggle from Ascending/Descending.

To process job orders on this list, click once on the hyperlinked **Job Order Number**. The response will be the **Job Order** screen. Once the staff person has made any necessary changes and saved the job order (either complete or incomplete), the line entry for that job order will be eliminated from the **Pending Job Orders** list. If a staff person Saves the job order Incomplete, it is added that staff person's **Incomplete Job Order** list. Saving a job order as complete posts the job to the live Jobnet. However, it will only be available to person registered as veterans for the first 24 hours.

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