

Staff Action - Veteran's Hold

All job orders posted to Wisconsin's JobNet will be held for 24 hours to allow Veterans to view the orders at least 24 hours before they appear to general public. These orders are available to veterans immediately if they are in a Job Center or if they are logged in to JobNet 3.0.

An order can be placed on extended Veteran's priority by clicking the radio button on the **Job Order Management** tab of the job order, as shown below:

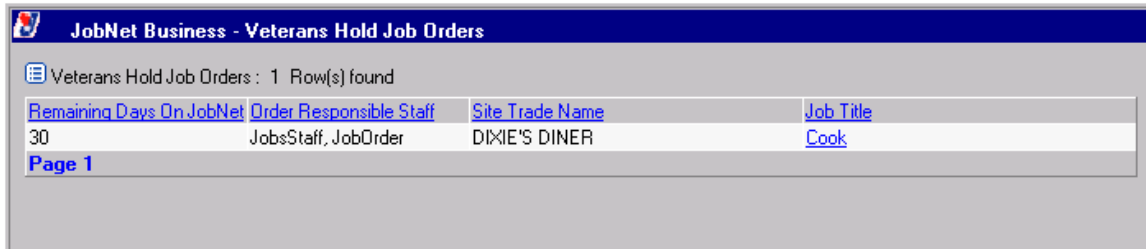
Veteran's Priority:

Normal Veterans Priority (24 hours)

Extended Veterans Priority (more than 24 hours)

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.**

To remove job orders from Extended Veterans Priority, click Release Veterans Hold from the menu tree. The result will be the statewide **Veterans Hold Job Orders** list, as shown below:



The screenshot shows a web interface titled "JobNet Business - Veterans Hold Job Orders". Below the title bar, it indicates "Veterans Hold Job Orders : 1 Row(s) found". A table with four columns is displayed: "Remaining Days On JobNet", "Order Responsible Staff", "Site Trade Name", and "Job Title". The data row shows "30", "JobsStaff, JobOrder", "DIXIE'S DINER", and "Cook". The "Job Title" cell is a hyperlink. Below the table, it says "Page 1".

Remaining Days On JobNet	Order Responsible Staff	Site Trade Name	Job Title
30	JobsStaff, JobOrder	DIXIE'S DINER	Cook

Four data elements are shown for each job order on the list. The list may also be sorted by any of the column headings.

- Remaining Days on JobNet = how many days the job order has left on JobNet.
- Order Responsible Staff = the name of the staff person responsible for the job order.
- Site Trade Name = the name of the Employer on the job order.
- Job Title = the job title on the job order. The job title is also a *hyperlink* to the job order. Click once on the title to retrieve the job order.

A job order will remain on this list until the Veterans Priority on the job order screen has been changed back to Normal Veterans Preference.

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 this list often.

[Return to Index](#)