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4-2 _____ASSET JOB MATCHING FUNCTION_____

The Job Matching Function in ASSET allows a worker to see what currently open job orders on JobNet may be available for a specified customer. This process links ASSET to Wisconsin's JobNet orders through a match on the occupational coding system called O*NET.

The Job Matching function uses reads the customer's record to determine the O*NET code or codes for the customer. Because of this connection, the process relies on what the Case Manager has entered in the Manage Customer function. This was done on the Case Management tab, as shown below:

Note: When the Case Manager determines the type of jobs that a customer is looking for, one or more O*NET codes can be entered to the customer record. The worker may enter up to ten different O*NET codes, and may update this information, as the customer's job search needs change.
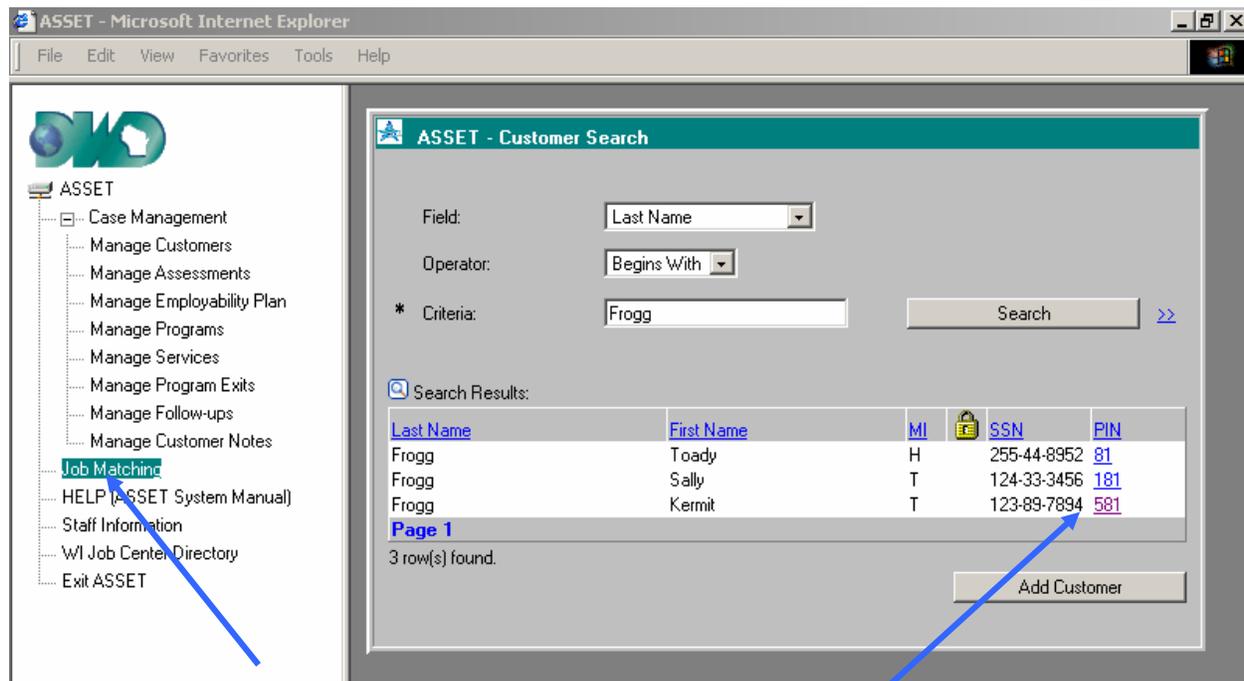
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Using the Job Matching Function:
To launch Job Matching, click on the Job Matching function on the Menu Tree.

This opens the Customer Search page, where the worker can select a Previously Searched For Customer from the list or do a search for a new customer.

Job Matching Function   &   Select a Customer

Clicking on the PIN of the customer for whom the job matching is to be done opens a page that displays the customer's O*NET code(s) from Manage Customer. If the O*NET code(s) listed for this customer are no longer applicable or are invalid, the worker must update or delete the code on the Manage Customer page. It cannot be done in the Job Matching function.

Using Job Matching:
The job matching functionality affords the worker several options to conduct a job order search using either O*NET code, geographic location of the job or both as search parameters. The combination of the two selections will present a listing of job orders.

This is what the page for job match selection looks like:

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The upper part of the page is where the O*NET parameters are entered.   The lower part of the page is where the Job Order Worksite parameter is entered.   Clicking on the selected radio buttons creates the search criteria for this customer's job matching.

O*NET Options:

1   Check this option to use a new O*NET code (used only for this match and is not retained on the customer record).   Note: You may enter just the high-level O*NET job family code,

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which is the first two characters of the code. This will result in a broad spectrum of job orders that are in the job family. You may use additional digits beyond the two for job family, but the format must be correct. The format is ##-####. ##. If the job family is used, enter just two numbers, but if more numbers are entered, the format is necessary. For example, this is one possible option: 41-10, but this not: 4110.

2   Check this option for O*NET codes on the Manage Customer record. All available codes that are displayed will be displayed in the Customer's Code(s) Available box. If the worker opts to search on one of these codes at a time, click on the O*NET code on the left side to highlight it, and then click on the Select One button. That O*NET code will move to the right column of selected codes. To move all the codes from the *Available* column to the *Selected* column, use the Select All button.

The second parameter for job order search is geographic location of the job. The worker, based on the customer's access to transportation and willingness to commute or move for a job, can limit the job order search to just one county, to a number of selected counties, or to the entire state.

3   Click on this radio button for Entire State.

4   Click on this radio button for Just This Worksite – which is a dropdown of all the job order sites in JobNet. The default is based on the customer's residential county code in Manage Customer. Note that some counties have more than one worksite option in JobNet, so the default is the first one in the list for that county.

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5   Click on this radio button for a selection of sites. Find the county/worksites for search and click on the choice in the Available column. Then click on the Select One button and that selection will appear on the right side (Selected) column.

Once the O*NET and Job Order Worksite parameters are set, click on the Search button.
If there are jobs available on JobNet for the O*NET code(s) and location(s) selected, a page displays listing all the open job orders that meet the search criteria.

This is an example of the Job Order List that appears if there are open JobNet orders for the O*NET codes and Location(s) selected.   *Job Order Number* and *Job Title* show on the list.

To view any specific job order, click on the Job Order Number link (underlined). This opens a new browser window that launches JobNet. The page that displays is the complete job order as it appears on JobNet. This session is imposed on top of the ASSET session, as shown on the next page:
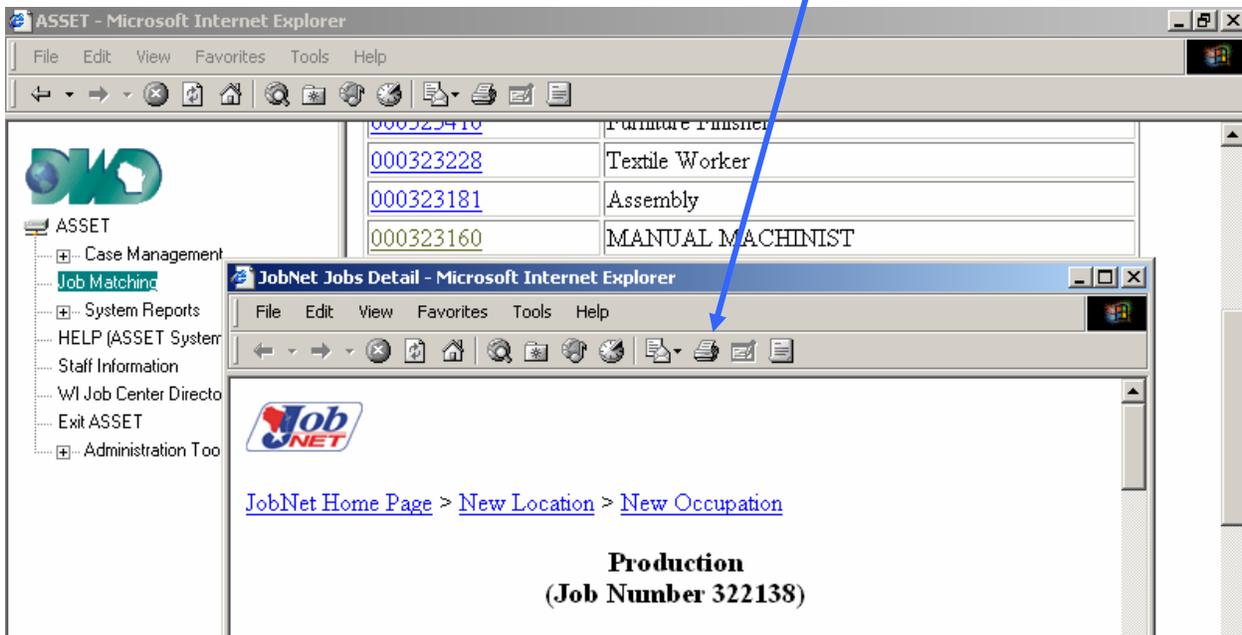
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The Case Manager may print the Job Order by clicking on the *print* button in the JobNet browser window. The Case Manager may repeat this process for any job order listed.
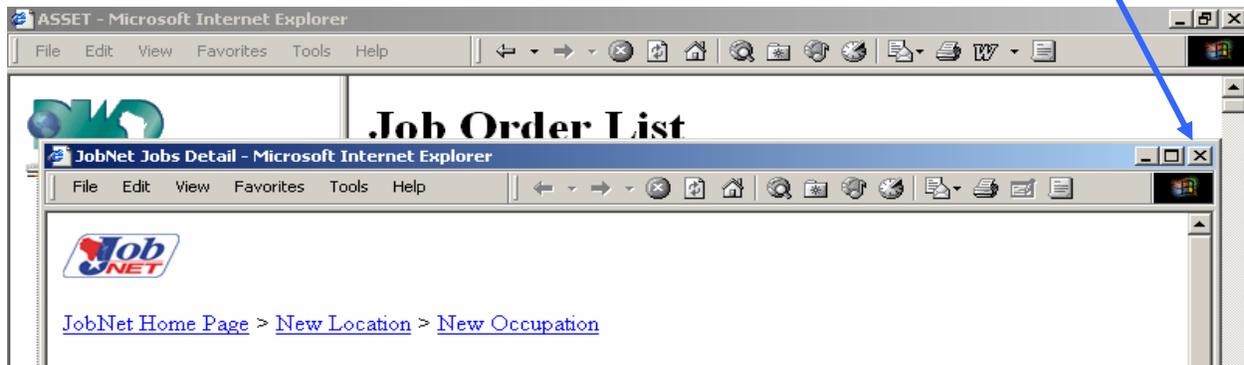
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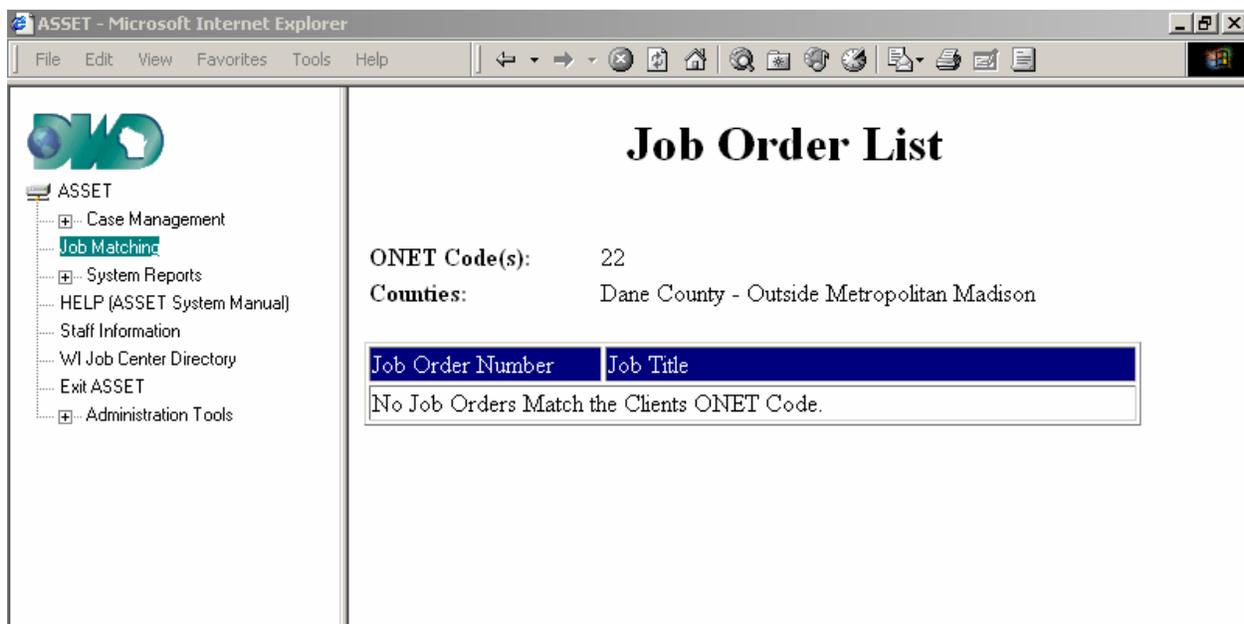## ASSET FUNCTIONALITY

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To close the job order, click on the X (close) button on the ***JobNet browser session***. The user is returned to the ASSET session.

If there are no current job openings on JobNet with this O*NET code for the location(s) selected, the following page displays:

After completing Job Matching, any referrals to an open job order should be documented by the Case Manager, in ASSET, under Manage Services.   The worker may directly navigate to Manage Services (Case Management Function), and select this same customer for reporting

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the Job Referral as a Core Staff Assisted Service. If multiple job referrals are provided, each Job Order Number should be recorded.

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