

ERS Data Collection

The purpose of this form is to collect data manually for input into the Employer Record System (ERS). Examples of when the form would be used are (1) when Job Center staff are visiting employers and collecting data that can be entered into ERS at a later time, or (2) when ERS is unavailable.

Profile Record

Company Legal Name		
Company Trade ("doing business as") Name		
Unemployment Insurance 6-digit root number	Web Address (<u>not</u> email address)	
Ownership Code <input type="checkbox"/> Private <input type="checkbox"/> International Government <input type="checkbox"/> State Government	<input type="checkbox"/> Federal Government <input type="checkbox"/> Local Government	Type of Employer <input type="checkbox"/> Profit <input type="checkbox"/> Non-Profit <input type="checkbox"/> Government
Company Description:		

Location Record

Site Trade ("doing business as") Name (if different from the Company Trade Name)				
Company Description for this Site (if different from the Profile Company Description):				
Street Address and/or PO Box				
City	State	Zip Code	Telephone Number ()	Fax Number ()
Web Site Address (not an email address)			County	
<input type="checkbox"/> This is the Corporate Location				

Business Summary Record

Auxiliary Code <input type="checkbox"/> Admin Headquarters <input type="checkbox"/> Corp/Subsid/Regl Office <input type="checkbox"/> All Functions <input type="checkbox"/> Function Not Known <input type="checkbox"/> Auxiliary Other <input type="checkbox"/> Not an Auxiliary		Number of Employees: <input type="checkbox"/> Other Admin Opertns <input type="checkbox"/> Research/Development <input type="checkbox"/> Storage
Product Service Description:		
Sales Volume		Hours of Operation
Percentage of Jobs by Broad Occupational Area		
Executive, Managerial, Admin or Professional	_____ %	Skilled Trades
Clerical or Administrative Support	_____ %	Production
Sales or Marketing	_____ %	Other
Service	_____ %	
Percentage of Jobs by Type		
Full Time Jobs	_____ %	Part Time Jobs
	_____ %	Temporary Jobs
	_____ %	_____ %
<input type="checkbox"/> This Employer Meets the Definition of Affirmative Action <input type="checkbox"/> This Employer is a Government Contractor		

Hiring Summary Record

Hiring Requirements:		
Recruitment Methods (check all that apply)		
<input type="checkbox"/> America's Job Bank <input type="checkbox"/> Billboards <input type="checkbox"/> Business/Professional Publications <input type="checkbox"/> Career/Job Fairs <input type="checkbox"/> Churches <input type="checkbox"/> Community Bulletin Boards	<input type="checkbox"/> Community/Service Organizations <input type="checkbox"/> Current Employees <input type="checkbox"/> Employment Agencies <input type="checkbox"/> Help Wanted Sign Posted at Business <input type="checkbox"/> Job Center Programs <input type="checkbox"/> JobNet	<input type="checkbox"/> Newspapers-Local <input type="checkbox"/> Newspapers-National <input type="checkbox"/> Newspapers-State <input type="checkbox"/> Other Online Listings <input type="checkbox"/> Radio/Television <input type="checkbox"/> Schools/Technical Colleges <input type="checkbox"/> Union Referral <input type="checkbox"/> Word-of-Mouth
Union Representation:		
Local Memberships:		

Program Participation Record

Check all that apply		
<input type="checkbox"/> Community Service <input type="checkbox"/> Trial Jobs <input type="checkbox"/> W-2 Transitions <input type="checkbox"/> Supported Employment <input type="checkbox"/> Job Creation	<input type="checkbox"/> Internships <input type="checkbox"/> Tax Credits <input type="checkbox"/> On-the-Job Training <input type="checkbox"/> Customized Training <input type="checkbox"/> Adult Apprenticeship	<input type="checkbox"/> Youth Apprenticeship <input type="checkbox"/> Job Shadowing-Youth <input type="checkbox"/> Mentoring <input type="checkbox"/> Job Fairs <input type="checkbox"/> Other: _____

Comments:		

Benefits Record

☐ No Benefits

Insurance

- ☐ Health Insurance
- ☐ Dental Insurance
- ☐ Life Insurance
- ☐ Disability Insurance
- ☐ Vision Insurance

Education & Training

- ☐ Paid Training
- ☐ Tuition Reimbursement

Miscellaneous Benefits

- ☐ Paid Uniforms
- ☐ Flexible Work Schedule
- ☐ Paid Meal During Work Shift

Financial

- ☐ Retirement
- ☐ 401K Plan
- ☐ Profit Sharing
- ☐ Flexible Spending Accounts (Dependent & Medical)
- ☐ Deferred Compensation

Transportation

- ☐ Subsidy
- ☐ Car/Van Pool
- ☐ Other _____

☐ Other: _____

Leave & Holidays

- ☐ Sick Leave
- ☐ Personal Leave
- ☐ Vacation
- ☐ Paid Holidays

Child Care

- ☐ Subsidy
- ☐ On-Site
- ☐ Other _____

Comments: _____

Service Plan Record

Account Representative

☐ Coordinate all Employer contacts through the Account Representative

Account Service Category: ☐ Developmental ☐ Maintenance ☐ Residual

Service Plan Current Situation:

Service Plan Objectives:

Future Service Plan:

Activity Detail Record

Activity Type

- | | | |
|--|---|--|
| <input type="checkbox"/> Agreement/Contract Negotiated | <input type="checkbox"/> Incumbent Worker Grant | <input type="checkbox"/> Recruiting Services |
| <input type="checkbox"/> Apprenticeship Job Order | <input type="checkbox"/> Informational Materials Provided | <input type="checkbox"/> Screening Services |
| <input type="checkbox"/> Contact – By Letter | <input type="checkbox"/> Job Center Presentation/Tour | <input type="checkbox"/> Seminar Attendance |
| <input type="checkbox"/> Contact – By Telephone | <input type="checkbox"/> Job Creation Services | <input type="checkbox"/> Service Plan Created |
| <input type="checkbox"/> Contact – Initial | <input type="checkbox"/> Job Fair | <input type="checkbox"/> Service Plan Updated |
| <input type="checkbox"/> Contact – Visit Employer Location | <input type="checkbox"/> Job Order | <input type="checkbox"/> Supported Employment Services |
| <input type="checkbox"/> Discussion of Job Center Programs | <input type="checkbox"/> Not Otherwise Described | <input type="checkbox"/> Targeted Job Development |
| <input type="checkbox"/> Dislocated Worker Services | <input type="checkbox"/> On-Site Interviewing | <input type="checkbox"/> Workforce Needs Assessment |

To Be Performed By

Planned Date

Performed By

Completed Date

Comments:

☐ Canceled

Date Canceled

Canceled By

Contact Detail Record

Role, Title or Business Area (choose one)

- | | | |
|--|--|---|
| <input type="checkbox"/> Recruiter
<input type="checkbox"/> Account Representative
<input type="checkbox"/> Accountant
<input type="checkbox"/> Administrative Assistant
<input type="checkbox"/> Administrative Secretary
<input type="checkbox"/> Administrator
<input type="checkbox"/> Assistant Manager
<input type="checkbox"/> Attorney-Corporation Counsel
<input type="checkbox"/> Chief Executive Officer
<input type="checkbox"/> Chief Financial Officer
<input type="checkbox"/> Chief Operating Officer
<input type="checkbox"/> Clerical Support
<input type="checkbox"/> Comptroller
<input type="checkbox"/> Coordinator-Business
<input type="checkbox"/> Coordinator-Employment
<input type="checkbox"/> Coordinator-Training
<input type="checkbox"/> Customer Relations Representative
<input type="checkbox"/> Customer Service Representative
<input type="checkbox"/> Director | <input type="checkbox"/> Director of Nursing
<input type="checkbox"/> District Administrator Educator
<input type="checkbox"/> Employer Representative
<input type="checkbox"/> Human Resource Specialist
<input type="checkbox"/> Human Resources
<input type="checkbox"/> Information Systems Project Leader
<input type="checkbox"/> Lead Worker
<input type="checkbox"/> Manager
<input type="checkbox"/> Manager-Branch
<input type="checkbox"/> Manager-Business
<input type="checkbox"/> Manager-Department
<input type="checkbox"/> Manager-General
<input type="checkbox"/> Manager-Human Resources
<input type="checkbox"/> Manager-Information Systems
<input type="checkbox"/> Manager-Maintenance
<input type="checkbox"/> Manager-Marketing
<input type="checkbox"/> Manager-Office
<input type="checkbox"/> Manager-Plant
<input type="checkbox"/> Manager-Production | <input type="checkbox"/> Manager-Sales
<input type="checkbox"/> Manager-Security
<input type="checkbox"/> Manager-Store
<input type="checkbox"/> Marketing Representative
<input type="checkbox"/> Owner-Operator
<input type="checkbox"/> Plant Superintendent
<input type="checkbox"/> President
<input type="checkbox"/> Principal
<input type="checkbox"/> Project Manager
<input type="checkbox"/> Public Relations Representative
<input type="checkbox"/> Regional Manager
<input type="checkbox"/> Secretary
<input type="checkbox"/> Staffing Specialist
<input type="checkbox"/> Superintendent
<input type="checkbox"/> Supervisor
<input type="checkbox"/> Supervisor-Production
<input type="checkbox"/> Vice President
<input type="checkbox"/> Vice President-Human Resources
<input type="checkbox"/> Vice President-Information Systems
<input type="checkbox"/> Vice President-Marketing |
|--|--|---|

Salutation ☐ Ms. ☐ Mrs. ☐ Mr. ☐ Miss ☐ Dr.

First Name	Initial	Last Name	<input type="checkbox"/> Job Order Contact
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Street Address and/or PO Box

City	State	Zip Code
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Telephone Number ()	Cell Phone Number ()	Fax Number ()
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Email	Hiring Responsibility
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Comments: