



Department of
Job and Family Services

John R. Kasich, Governor
Cynthia C. Dungey, Director

Office of
Workforce Development

OhioMeansJobs.com Ohio's Workforce Case Management System (OWCMS) Instructional Documentation (JOB POSTS)

Subject: When to use OMJ & OWCMS

Date: November 14, 2013



**Workforce
System**

RE: Promote OMJ (self-service system) versus OWCMS (staff-assisted system).

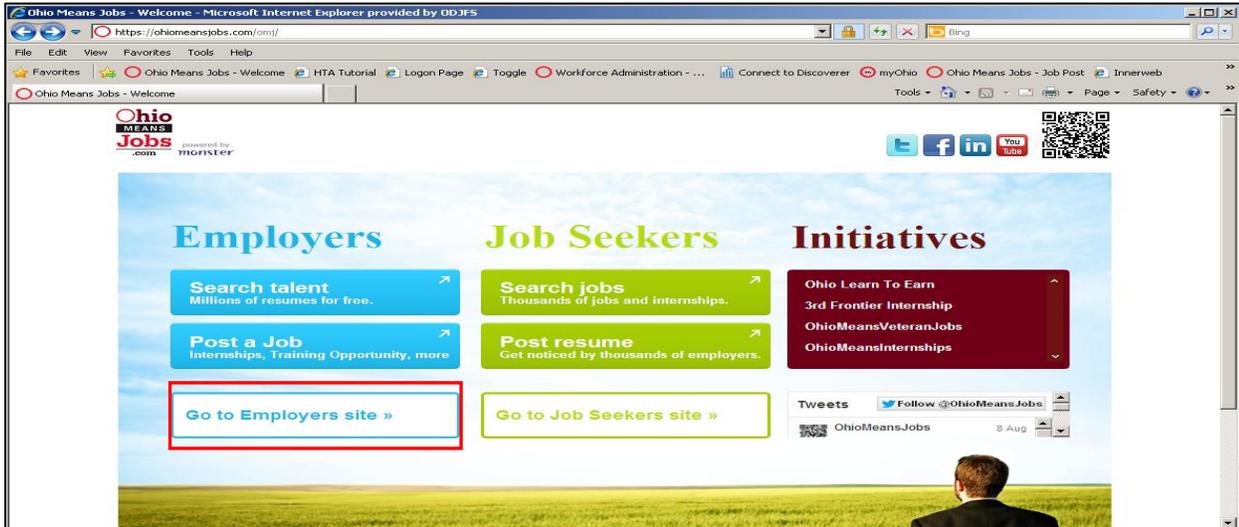
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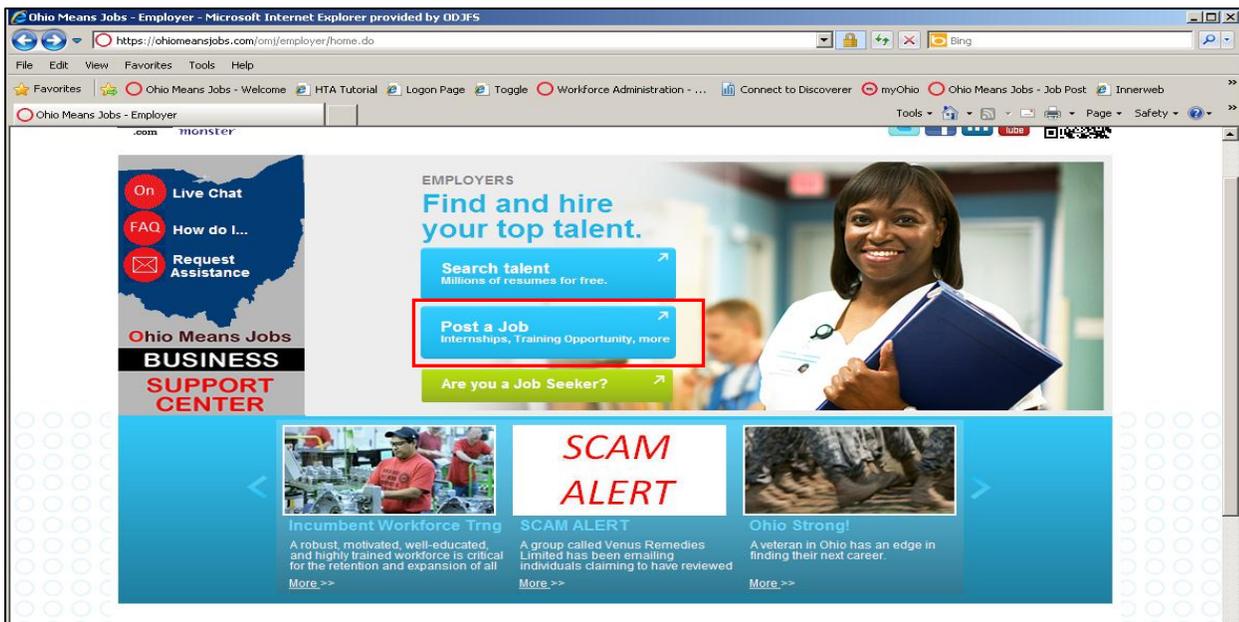
Procedure: Create a Job Post (Regular, MSFW, FLC, Internship) for an Employer (One-Stop Staff)

Note: All Jobs must be posted on OMJ, not on local systems.

1. Go to OMJ.com.
2. Click **Go to Employers site**.



3. Click **Post a Job**.



4. Complete the fields in the **General Information** section, starting with an email address.
The email address is the email address to which job post confirmations and other job post updates are sent. The email address can belong to the employer or to One-Stop staff.

Notes:

- Fields marked with an * (asterisk) are required.
-  (blue circles) and underlined text can be clicked for help with the fields.

- In the **Worksite Zip Code** field, verify the worksite zip code with the employer and be sure to update it if it is different from the company/business zip code.

| Select | City | State | County |
|-----------------------|----------|-------|----------|
| <input type="radio"/> | COLUMBUS | OH | FRANKLIN |

- Complete the fields in the **Contact Information** section.
Remember the contact information indicates to whom job seekers will make contact or send resumes regarding the employers job posts. This can include the employer's contact information or the One-Stop staff's contact information, if the One-Stop staff is working the job post on behalf of the employer.

Ohio Means Jobs - Job Post/Training Opportunity - Microsoft Internet Explorer provided by ODJFS

https://ohioMeansJobs.com/omj/employer/joborder/quick/post.do

| Select | City | State | County |
|--------|----------|-------|----------|
| ▼ | COLUMBUS | OH | FRANKLIN |

Contact Information

* Contact Name:

* Preferred Method of Direct Contact:
Choose any of the contact methods listed here:

Calls wanted E-mail wanted
 Resumes Wanted Fax Resume
 Apply In Person at Interview Site Apply Online

* Contact E-mail Address:

Quick Links
How Do I? | Job Seeker Home | On the Job Training | Employer Home | Success Stories | Ohio Here to Help | Media Center | Veterans Information | Apprenticeship Information

Home | Employer | Job Seeker | Youth | Events | Workforce Links | Contact Us | Privacy Policy | Site Index

Browser Compatibility: Mac - Firefox 8, Safari 5 and Windows - Chrome 14, Firefox 6, IE 8 & 9

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7. Click **Save**.

Ohio Means Jobs - Job Post/Training Opportunity - Microsoft Internet Explorer provided by ODJFS

https://ohioMeansJobs.com/omj/employer/joborder/quick/post.do

| Select | City | State | County |
|--------|----------|-------|----------|
| ▼ | COLUMBUS | OH | FRANKLIN |

Contact Information

* Contact Name:

* Preferred Method of Direct Contact:
Choose any of the contact methods listed here:

Calls wanted E-mail wanted
 Resumes Wanted Fax Resume
 Apply In Person at Interview Site Apply Online

* Contact E-mail Address:

Quick Links
How Do I? | Job Seeker Home | On the Job Training | Employer Home | Success Stories | Ohio Here to Help | Media Center | Veterans Information | Apprenticeship Information

Home | Employer | Job Seeker | Youth | Events | Workforce Links | Contact Us | Privacy Policy | Site Index

Browser Compatibility: Mac - Firefox 8, Safari 5 and Windows - Chrome 14, Firefox 6, IE 8 & 9

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8. To print the page, click **Print this Page**. The “confirmation email” will need to be **retained**, to allow the job post creator to update the posting or to close the posting earlier than the default close date.

Note: Job Posting/Training Opportunity information can also be printed from this page.

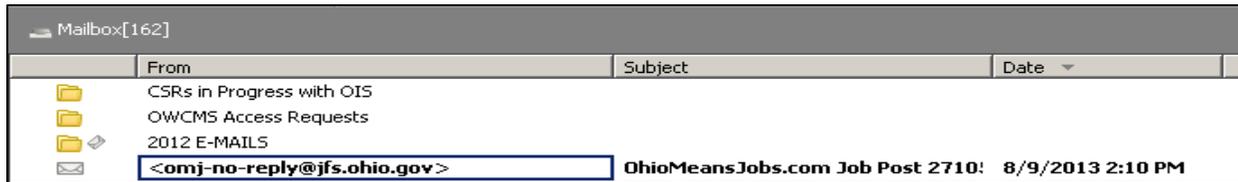
NOTE: The Job Post should display on OMJ.com within 4-6 hours.

The screenshot shows the 'Job Post/Training Opportunity Complete' page. The 'Print this Page' button is highlighted with a red box. A red arrow points from this button to a 'Print Preview screen' which displays the following information:

| General Information | |
|----------------------------------|---------------------------|
| Job Post/Training Opportunity #: | 2710580 |
| E-mail Address: | OMJ-Help-Desk@fs.ohio.gov |
| Employer Name: | ACME Manufacturing |
| Job Title: | Production Supervisor |
| Start Date: | 08/09/2013 |
| Close Date: | 09/08/2013 |
| Type of Job: | REGULAR EMPLOYMENT |
| Is this a Green Job?: | NO |

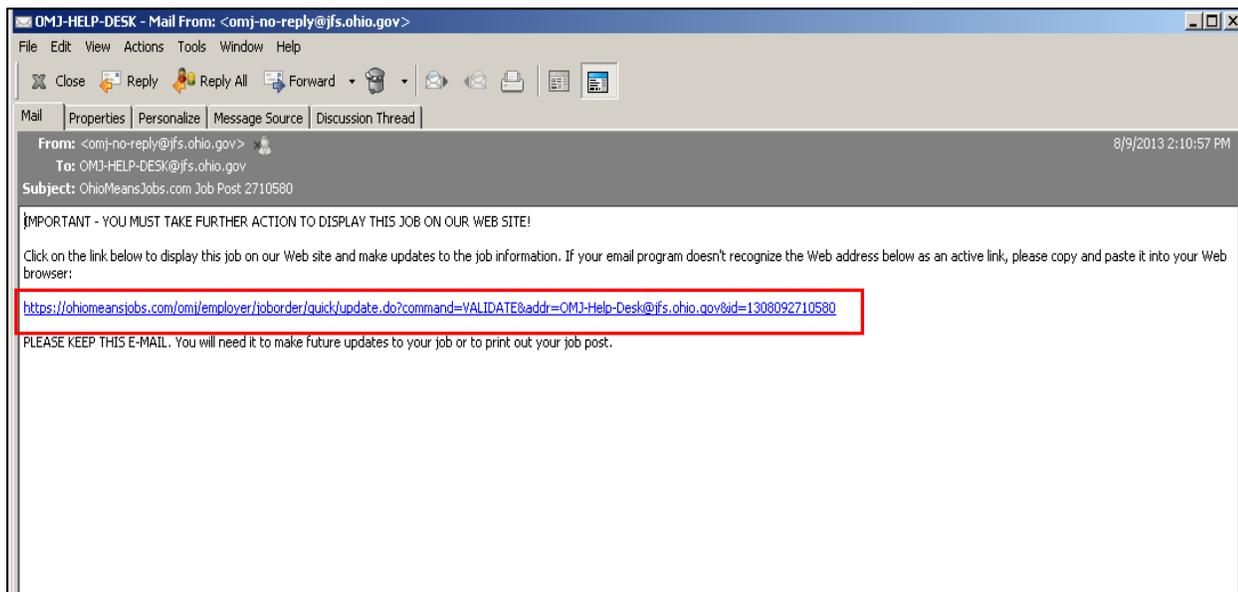
Print
Preview
screen

9. In your email inbox, open the email from email address **omj-no-reply**.



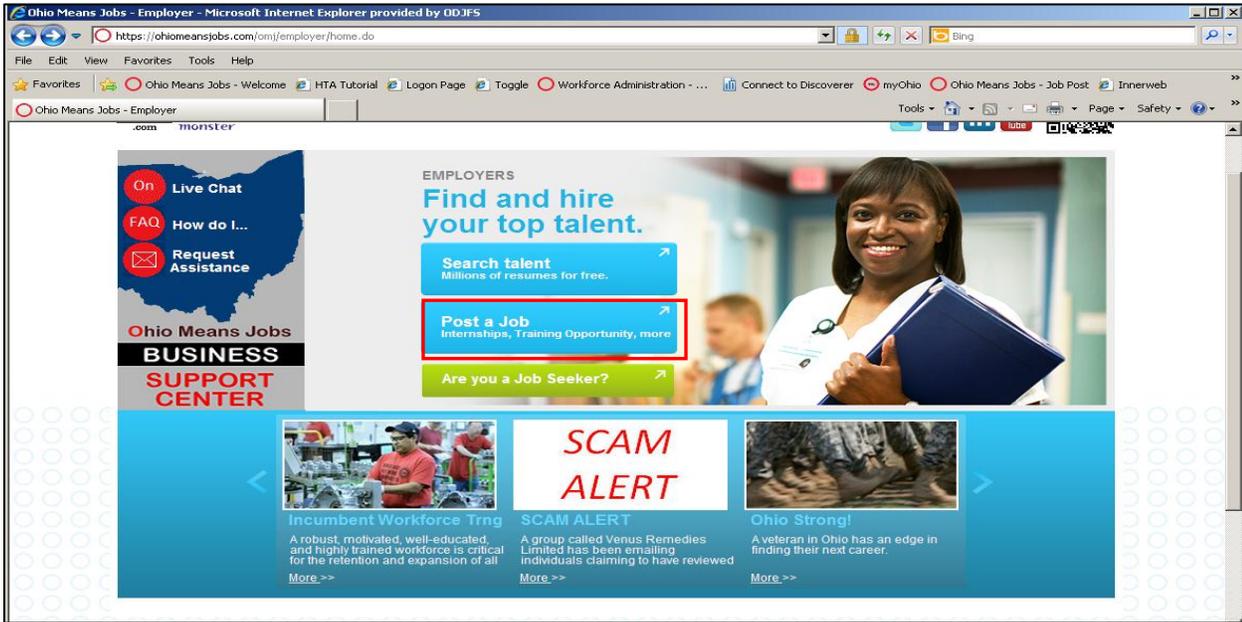
10. Click the link in the email to validate the job post. When a job post is validated, the contact person (employer or One-Stop staff) confirms he or she entered the job post and wants the job post to display on OMJ.com.

Important: If the job post was created using the employer's email address (the employer and not One-Stop staff will receive the validation email), make sure the employer understands that he or she will receive an important email that includes a link that must be clicked to validate the job post. If the job post is not validated, it will not be displayed on the OMJ website.



Procedure: Post a Confidential Job

1. From OMJ.com, select **Post a Job**.



2. In the **General Information** section:

- In the **Employer Name** field, type **Confidential**.
- In the remaining fields, type or select job post information.

aggregator, where it is available electronically to job seekers across the country.

All job postings submitted here are governed by the OhioMeansJobs.com [terms and conditions](#).

General Information

Note: Job will remain on the National Job Bank vendor's website for an initial period of 30 days.

READ: To enable the ability to make future updates or to print out your job post, please provide a valid e-mail address below. (Note: A confirmation e-mail will be sent to the email address that you have provided below. Please check your SPAM mail box as this e-mail may be sent there).

* E-mail Address:

* Employer Name:

Job Title:

* Start Date: (mm/dd/yyyy)

* Close Date: (mm/dd/yyyy)

* Type of Job:

* Is this a Green Job?

Desired Skills/Duties: (maximum 4,000 chars)
Note: Desired Skills/Duties and Licenses/Certifications are required fields. You may populate information in either field; however both fields cannot be blank.

Work as part of a Assembly Team assembling products to specifications in accordance with the current production plan. Ability to communicate effectively with both management and coworkers. One year of production experience preferred. Must email resume to the Delaware One-stop

3. In the **Contact Information** section, type or select One-Stop staff contact information.

Salary: Hourly Yearly

* Education Level:

Licenses/Certifications Required:

* Work Days: Sun Mon Tues Wed Thur Fri Sat

* Work Shifts: 1st 2nd 3rd Rotating Split

* Duration: Full Time Part Time Seasonal Temporary

* Worksite Zip Code:

Note: City, State and County are automatically determined from the Zip Code

| Select | City | State | County |
|----------------------------------|----------|-------|----------|
| <input checked="" type="radio"/> | DELAWARE | OH | DELAWARE |

Contact Information

* Contact Name:

* Preferred Method of Direct Contact:
Choose any of the contact methods listed here:

Calls wanted E-mail wanted
 Resumes Wanted Fax Resume
 Apply in Person at Interview Site Apply Online

* Contact E-mail Address:

4. Click **Save**.

Salary: Hourly Yearly

* Education Level:

Licenses/Certifications Required:

* Work Days: Sun Mon Tues Wed Thur Fri Sat

* Work Shifts: 1st 2nd 3rd Rotating Split

* Duration: Full Time Part Time Seasonal Temporary

* Worksite Zip Code:

Note: City, State and County are automatically determined from the Zip Code

| Select | City | State | County |
|----------------------------------|----------|-------|----------|
| <input checked="" type="radio"/> | DELAWARE | OH | DELAWARE |

Contact Information

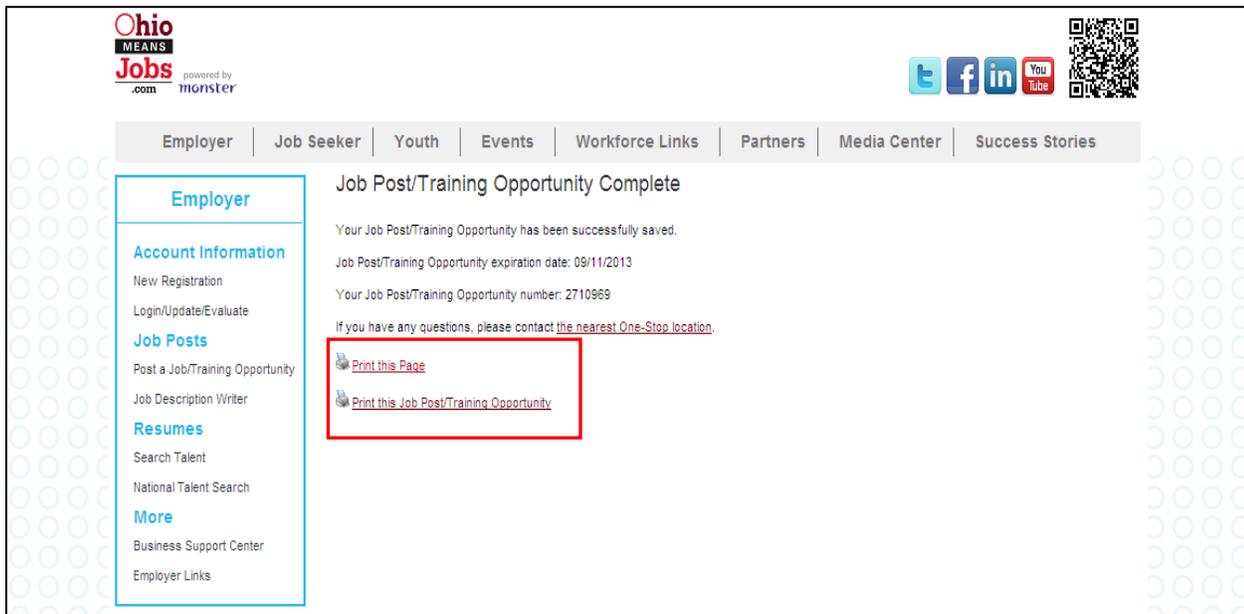
* Contact Name:

* Preferred Method of Direct Contact:
Choose any of the contact methods listed here:

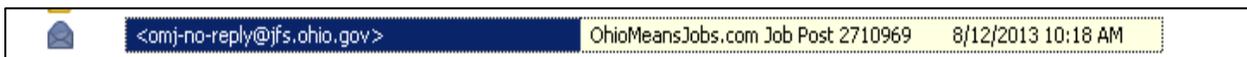
Calls wanted E-mail wanted
 Resumes Wanted Fax Resume
 Apply in Person at Interview Site Apply Online

* Contact E-mail Address:

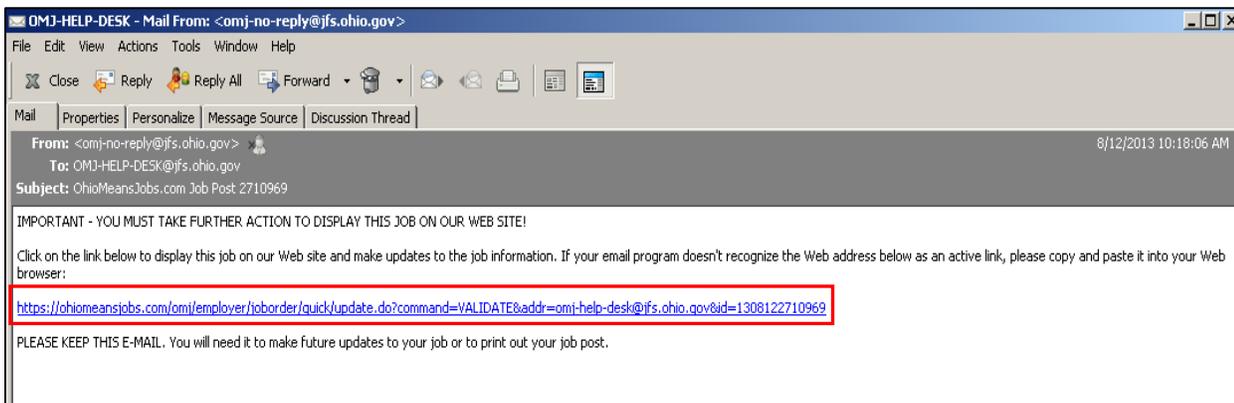
- On the **Job Post/Training Opportunity Complete** page, click **Print this Page** or **Print this Job Post/Training Opportunity**.



- In your email inbox, open the email from email address **omj-no-reply**.



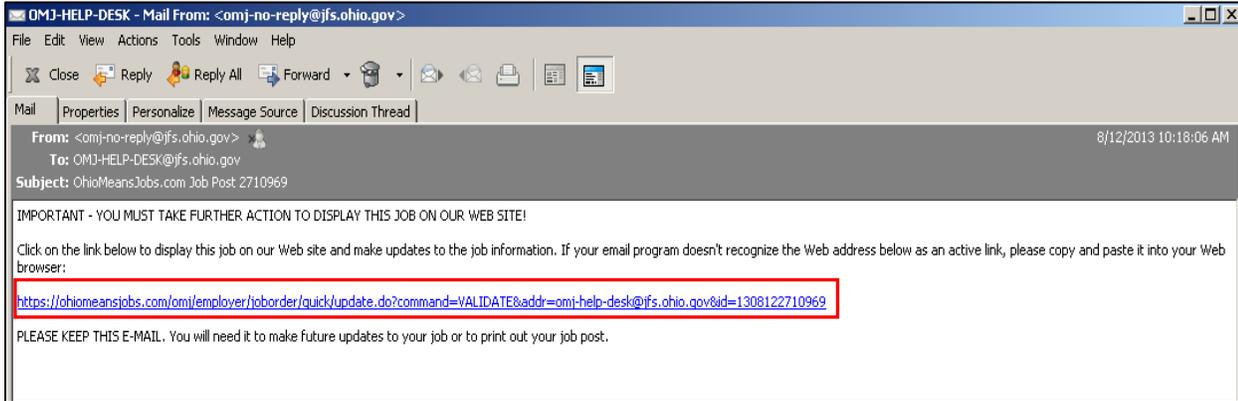
- Click the link in the email to validate the job post. When a job post is validated, the contact person (in this case, One-Stop staff) confirms he or she entered the job post and wants the job post to display on OMJ.com.



Important: DO NOT DELETE THIS EMAIL. You must click the link in the email to edit the job post or to close the job post before the default close date (30 days after the posting start date).

Procedure: Edit a Job Post

1. From your email inbox, open the job post confirmation email and click the link.



2. On the **General Information** page:
 - Update the job information as necessary.
 - Click **Save**.

Note: Notice the **Job Post/Training Opportunity Status** is set to **Open**.

General Information

* = Required Field
? = Click for Help

Note: Job will remain on the National Job Bank vendor's website for an initial period of 30 days.

READ: To enable the ability to make future updates or to print out your job post, please provide a valid e-mail address below. (Note: A confirmation e-mail will be sent to the email address that you have provided below. Please check your SPAM mail box as this e-mail may be sent there).

* E-mail Address:

* Employer Name:

* Job Title:

* Start Date:

* Close Date: (mm/dd/yyyy)

* Type of Job:

* Is this a Green Job?:

Job Post/Training Opportunity Status:

Desired Skills/Duties: (maximum 4,000 chars)
Note: Desired Skills/Duties and Licenses/Certifications are required fields. You may populate information in either field; however both fields cannot be blank.

Salary:

Contact Information

* Contact Name:

* Preferred Method of Direct Contact:
Choose any of the contact methods listed here:

Calls wanted E-mail wanted
 Resumes Wanted Fax Resume
 Apply in Person at Interview Site Apply Online

* Online Application Address:

Procedure: Prove a Job was Posted for the Required Number of Days

Scenario 1: Job Post Created by an Employer or Another One-Stop Staff Member

Use this procedure when:

- The job post was created by an employer or by other One-Stop staff.
- You do not have the confirmation email.

1. From the WCMS **What's New** page, click **OMJ Admin**.



2. On the **Login** page:

- Type your Novell ID and password in the appropriate fields.
- Click **Login**.



3. Under **User Roles**, click **OMJ Admin**.



4. Under **Employment Services**, click **Browse Job Posts**.

Workforce Systems Administration

Good Morning, MCKAYJ!

As a Workforce Professional you may access functional areas of the system to assist you in your endeavor of helping Ohioans.

User Account Maintenance

- ▶ [Reset Password / Delete User](#)
- ▶ [Maintain LDAP Accounts](#)
- ▶ [Manage User Accounts](#)

Employment Services

- ▶ [Browse Job Posts](#)
- ▶ [Job Search](#)
- ▶ [Job Search - Advanced](#)
- ▶ [Search OH Jobs by Category](#)

Workforce Systems

- ▶ [What's New Home Page](#)
- ▶ [ETPO Home Page](#)
- ▶ [Discoverer](#)
- ▶ [Ohio Business Gateway](#)

5. On the **Browse Job Posts** tab:
- Verify the **Job Post #** radio button is selected.
 - Enter the job post number in the **Search For** field.
 - Click **Search**.

Browse Job Posts

Job Post Maintenance

To start, please select the type of search you want to perform.

If you do not know the exact Job Post number, you may change the **Search by** option to select the employer's E-mail Address to bring up a list of Job Posts for that employer.

* Search by: Job Post #
 E-mail Address

* Search For:

6. In the **OMJ Job Post#** column, click on Job Number.

Browse Job Posts

Job Posting Opportunity

FEIN:
UCAN:

Job Posts

| OMJ Job Post # | Job Title | Status | Update | Uploaded? | Employer Job Post # |
|----------------|-----------|--------|--------|-----------|---------------------|
| 2706724 | Welder | OPEN | | | |

7. On the **General Information** page, view the dates in the **Start Date** and **Close Date** fields.

General Information

Note: Job will remain on the National Job Bank vendor's website for an initial period of 30 days.

READ: To enable the ability to make future updates or to print out your job post, please provide a valid e-mail address below. (Note: A confirmation e-mail will be sent to the email address that you have provided below. Please check your SPAM mail box as this e-mail may be sent there).

* E-mail Address:

* Employer Name:

* Job Title:

* Start Date:

* Close Date: (mm/dd/yyyy)

* Type of Job:

* Is this a Green Job?:

Job Post/Training Opportunity Status:

Desired Skills/Duties: (maximum 4,000 chars)
Note: Desired Skills/Duties and Licenses/Certifications are required fields. You may populate information in either field; however both fields cannot be blank.

Leitner Fabrication is a stable industry leader that offers outstanding medical benefits with NO DEDUCTIBLES, profit sharing, and a 401K. Leitner Fabrication is committed to being the employer of choice for world class operators, focusing on employee growth and development. We
Number of Characters Left =1955

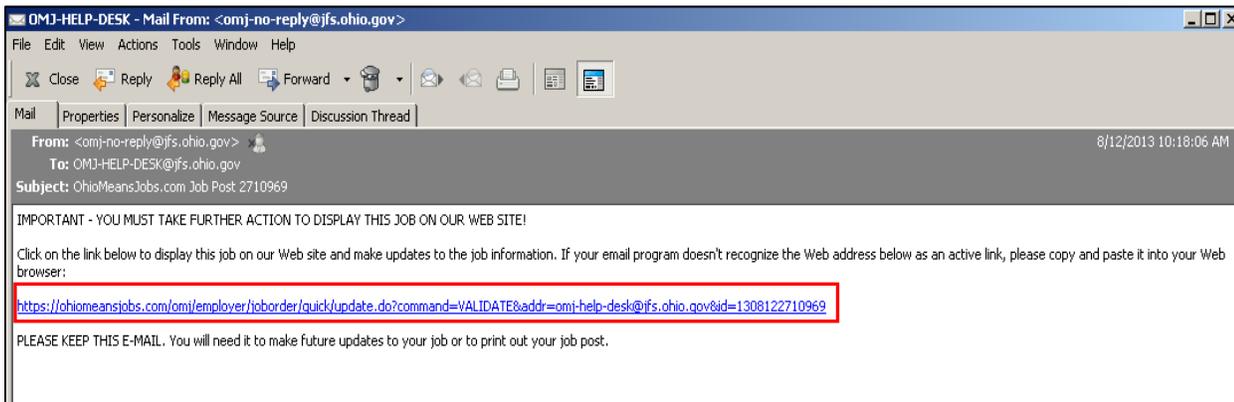
Salary:

Scenario 2: Job Post Created by One-Stop Staff

Use this procedure when:

- You are the One-Stop staff person who created the job post.
- You have the confirmation email.

1. From your email inbox, open the job post confirmation email and click the link.



2. On the **General Information** page, view the dates in the **Start Date** and **Close Date** fields.

| | |
|---|---|
| * Employer Name: | Crappy computers |
| * Job Title: | Sales Associate |
| * Start Date: | 08/13/2013 |
| * Close Date: | 09/12/2013 (mm/dd/yyyy) |
| * Job Type | REGULAR EMPLOYMENT |
| * Is this a Green Job? | NO |
| Job Post/Training Opportunity Status | OPEN CLOSED PENDING OPEN |
| Desired Skills/Duties: (maximum 4,000 chars) | the knowledgeneeded to demonstrate functionality of devices and products to customers. Prefer 12 months experience. |

Note: Desired Skills/Duties and Licenses/Certifications are required fields. You may populate information in either field; however both fields cannot be blank.

Note: A job post close date can be set for up to 90 days after the start date. If a job post must remain open for more than 90 days:

- Wait for the first 30 days to expire.
- In the **Close Date** field, type or select a close date 30 days after the current close date.

| | |
|---------------|--------------------------|
| * Start Date: | 08/13/2013 (mm/dd/yyyy) |
| * Close Date: | 09/12/2013 (mm/dd/yyyy) |

Procedure: Foreign Labor Certification (FLC) Process

1. OWD FLC Program will create Job Post in OhioMeansJobs.com
2. OWD FLC Program will send OMJ Job Post information to One-Stop Owner (Job Post Holding Office)
 - a. Send ETA790
 - b. Send Job Post number
 - c. Send Special Instructions
 - d. Send Employer Referral Information
 - e. (optional) Send qualifications & requirement
3. One-Stop works Job Post
 - a. Run a resume match in OMJ
 - b. Save resumes in Staging Folder
 - c. Review resumes to find best candidates
 - d. Contact best candidates to see if interested in being referred to job and send candidates ETA790 and other job post attachments as necessary
 - e. Save best candidates in Referral Folder
 - f. Contact employer and schedule interview(s)
4. One-Stop completes FLC Referral form and sends to OWD FLC Program
 - a. Name(s) of referred individuals
 - b. Date(s) / Time of referral appointment per individual
 - c. Address of each referral

- d. Contact phone number of each referral
 - e. Alternate phone number of each referral (optional)
 - f. Email address of each referral
5. One-Stop performs follow-up with Employer
- a. Was any referral not show up for interview?
 - b. Was any referral Hired?
 - c. Reason why no referral Hired?
6. One-Stop updates FLC Referral form if needed and sends to OWD FLC Program
7. Out-of-State FLC Job Post
- a. Follow previous step (3) above
 - b. No FLC Referral form required
 - c. No Employer follow-up required

Procedure: Close a Job Post

Scenario 1: Job Post Created by an Employer or Another One-Stop Staff Member

Use this procedure when:

- The job post was created by an employer or by other One-Stop staff.
- You do not have the confirmation email.

1. From the WCMS **What's New** page, click **OMJ Admin**.



2. On the **Login** page:
 - Type your Novell ID and password in the appropriate fields.
 - Click **Login**.



3. Under **User Roles**, click **OMJ Admin**.



4. Under **Employment Services**, click **Browse Job Posts**.



5. On the **Browse Job Posts** tab:

- Verify the **Job Post #** radio button is selected.
- Enter the job post number in the **Search For** field.
- Click **Search**.

Browse Job Posts

Job Post Maintenance

To start, please select the type of search you want to perform.

If you do not know the exact Job Post number, you may change the **Search by** option to select the employer's E-mail Address to bring up a list of Job Posts for that employer.

* Search by: Job Post #
 E-mail Address

Search For:

6. In the **Update** column, click  (paper).

Browse Job Posts

Job Posting Opportunity
FEIN:
UCAN:

Job Posts

| OMJ Job Post # | Job Title | Status | Update | Uploaded? | Employer Job Post # |
|----------------|-----------|--------|--------|-----------|---------------------|
| 2706724 | Welder | OPEN | | | |

7. On the **General Information** page:

- From the **Job Post/Training Opportunity Status** list, select **Closed**.
- Click **Save**.

General Information

Note: Job will remain on the National Job Bank vendor's website for an initial period of 30 days.

READ: To enable the ability to make future updates or to print out your job post, please provide a valid e-mail address below. (Note: A confirmation e-mail will be sent to the email address that you have provided below. Please check your SPAM mail box as this e-mail may be sent there).

* E-mail Address:

* Employer Name:

* Job Title:

* Start Date:

* Close Date: (mm/dd/yyyy)

* Type of Job:

* Is this a Green Job?:

Job Post/Training Opportunity Status:

Desired Skills/Duties:
(maximum 4,000 chars)
Note: Desired Skills/Duties and Licenses/Certifications are required fields. You may provide information in either field, however both fields cannot be blank.

Number of Characters Left = 1955

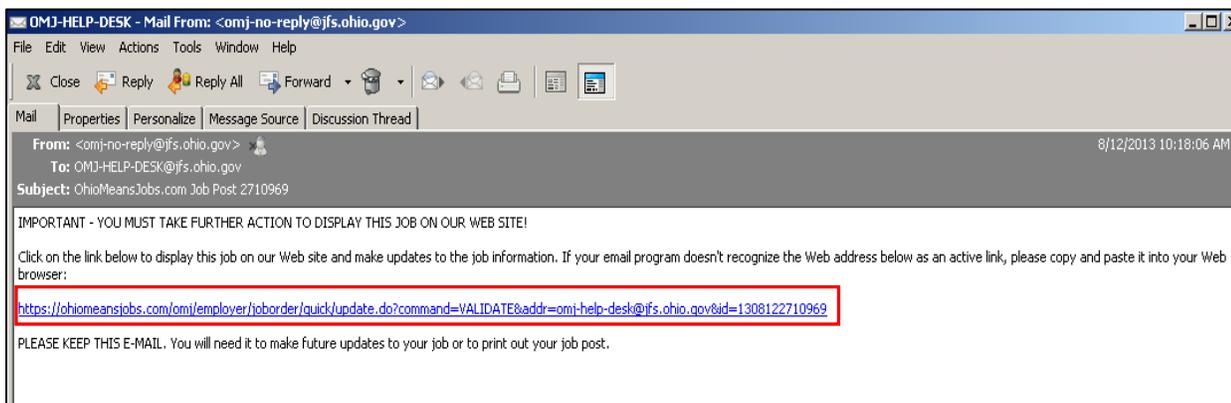
Salary:

Scenario 2: Job Post Created by One-Stop Staff

Use this procedure when:

- You are the One-Stop staff person who created the job post.
- You have the confirmation email.

1. From your email inbox, open the job post confirmation email and click the link.



2. On the **General Information** page:

- From the **Job Post/Training Opportunity Status** list, select **Closed**.
- Click **Save**.

| | |
|--|---|
| * Employer Name: | Crappy computers |
| * Job Title: | Sales Associate |
| * Start Date: | 08/13/2013 |
| * Close Date: | 09/12/2013 (mm/dd/yyyy) |
| * Job Type | REGULAR EMPLOYMENT |
| * Is this a Green Job? | NO |
| Job Post/Training Opportunity Status | <ul style="list-style-type: none"> OPEN CLOSED PENDING OPEN |
| Desired Skills/Duties: (maximum 4,000 chars) | the knowledgeneeded to demonstrate functionality of devices and products to customers. Prefer 12 months experience. |

Note: Desired Skills/Duties and Licenses/Certifications are required fields. You may populate information in either field; however both fields cannot be blank.

Procedure: Working with Duplicate Job Posts

Sometimes job posts are duplicated, but the automation of OMJ takes care of this problem. For example, an employer posts a job on Monster.com, Career Builder.com, and OMJ.com. All of these sites are scraped for Ohio jobs, so OMJ would be scraping the same posting three times. Because of the OMJ automation, only the posting from OMJ.com will display. The postings from Monster.com and CareerBuilder.com will remain in the background, invisible to users. The OMJ job posting will always be first priority; the Monster.com entry will be second.

Procedure: Search for a Job (helping a client; tips; filters; advanced; Job title search vs Keyword search)

1. In the OMJ.com Home page **Job Seekers** section, click **Search jobs**.

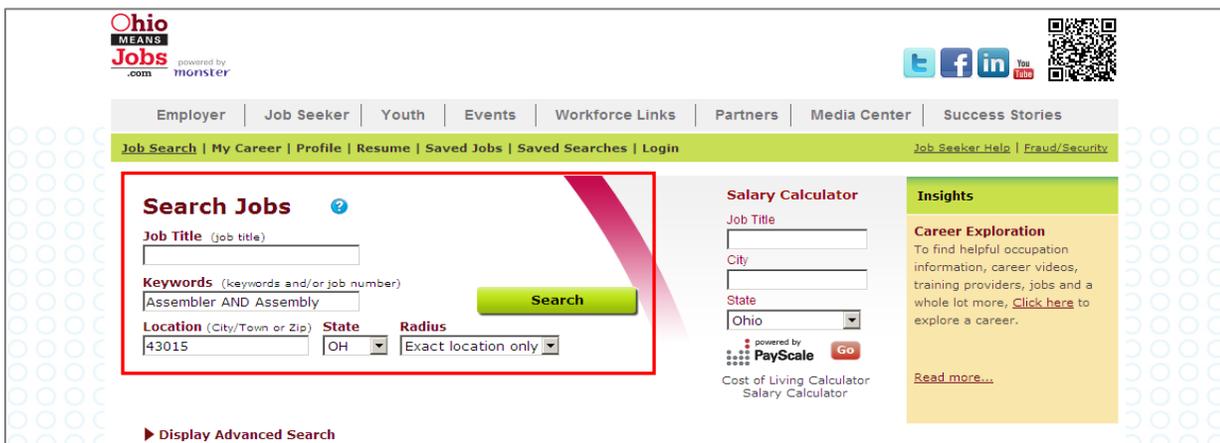


2. On the **Search Jobs** page:

- Type or select search criteria. Search criteria includes keywords, location, job post number, or job title, or even a radius from a location.
- Click **Search**.

Note: For additional job search hints:

- Click **Workforce Links**.
- From the left navigation bar under **Job Seeker**, click **Job Seeker Links**.
- From the list of options, click **Job Search Hints**.



- From the list of job search results, click the job title to view the posting.

Results 118489 jobs as of 8/11/2013
1-25 of 254 Page 1 of 11 Page: [1] 2 3 4 5 6-10 >> Next >>
Sort by Relevance | Date

Save this search and email me jobs.

Current filters
X Job Title: welder
X State: OH
[Clear all and start new search](#)

| Job Summary | Date | Company | Location |
|--|------------|---------|--|
| Welder Top Three Skills: welding, steel, mechanical ability Job Description: Welding conveyor systems and other process oriented machinery, This will be maintenance welding. They will be responsible for working with the maintenance team to fix machinery... Save See all jobs from this company From Aerotek | 2013-08-15 | Aerotek | Toledo, OH View Map |
| Welders 2711530 Dublin, Hilliard and West Columbus manufacturer seeking Welders. - Must have experience - Pay rates based upon position but range from \$11 15 per hour. Visit www.acloche.com to apply online, or call our... Save See all jobs from this company From Ohio Means Jobs | 2013-08-14 | Acloche | Dublin, OH View Map |

Refine [Expand All](#)

Other Opportunities
[Exclude Staffing Agencies](#)
[Include All - Other](#)
[Green Job Opportunities](#)
[Federal Job Opportunities](#)
[Show Corporate Sites Only](#)

Procedure: Perform an Advanced Job Search

- Click 'Display Advanced Search'. The screen will expand with search options.

Job Title (job title)
Keywords (keywords and/or job number)
Assembler AND Assembly
Location (City/Town or Zip) State Radius
43015 OH Exact location only

Search

Display Advanced Search

Results 118489 jobs as of 8/11/2013
1-13 of 13 Page 1 of 1 Page: [1]
Sort by Relevance | Date

Save this search and email me jobs.

Current filters
X Keywords: Assembler AND Assembly
X Zipcode: 43015 (Radius: Exact location only)
[Clear all and start new search](#)

| Job Summary | Date | Company | Location |
|---|------------|------------------------|--|
| Temporary Assembler PURPOSE Under direct supervision, performs one or more repetitive jobs on an assembly or sub-assembly line to produce building material components or millwork products. ESSENTIAL DUTIES AND RESPONSIBILITIES Assembles building material components... Save See all jobs from this company From ProBuild Holdings Inc. | 2013-08-11 | ProBuild Holdings Inc. | Delaware, OH View Map |
| Load Builder PURPOSE Under general supervision performs routine loading and unloading of materials within yard or work site; assembles load packages into truck for delivery to customer job sites. ESSENTIAL DUTIES AND RESPONSIBILITIES 1. Loads and unloads... Save See all jobs from this company From ProBuild Holdings Inc. | 2013-08-11 | ProBuild Holdings Inc. | Delaware, OH View Map |

Refine [Expand All](#)

Other Opportunities
[Exclude Staffing Agencies](#)
[Include All - Other](#)
[Green Job Opportunities](#)
[Federal Job Opportunities](#)
[Show Corporate Sites Only](#)

- This allows for additional search criteria to be added. When complete you can click on "Hide Advanced Search". Warning: Using the Advanced Search feature may severely limit your returns.
NOTE: You can search by Employer Name, which will list all the jobs currently listed by this employer. You can search by Education Level, search for specific degree, jobs that only require a High School diploma/GED. The Advanced Search enhances and refines your Job Search results.

Keywords (keywords and/or job number)
assembler AND Assembly **Search**

Location (City/Town or Zip) **State** **Radius**
43015 OH Exact location only

State
Ohio

powered by **PayScale** Go

Cost of Living Calculator
Salary Calculator

information, career videos,
training providers, jobs and a
whole lot more. [Click here](#)
to explore a career.

[Read more...](#)

Hide Advanced Search

Company Name
Kroger

Exclude these words

Career/Education Level
High school diploma or equivalent
- SELECT -
Less than high school
Doctoral or professional degree
Master's degree
Some college, no degree
Bachelor's degree
Associate's degree
Postsecondary nondegree award
High school diploma or equivalent

O*NET Occupations

- Producers
- Producers and Directors
- Product Safety Engineers
- Production Workers, All Other**
- Production, Planning, and Expediting Clerks
- Program Directors

Results 118489 jobs as of 8/11/2013

1-13 of 13 Page 1 of 1 Page: [1]

Sort by [Relevance](#) | [Date](#)

| Job Summary | Date | Company | Location |
|--|------------|------------------------|--|
| <p>Temporary Assembler PURPOSE Under direct supervision, performs one or more repetitive jobs on an assembly or sub-assembly line to produce building material components or millwork products. ESSENTIAL DUTIES AND RESPONSIBILITIES Assembles building material components...</p> | 2013-08-11 | ProBuild Holdings Inc. | Delaware, OH View Map |

[Save](#) | [See all jobs from this company](#) | From ProBuild Holdings

Save this search and email me jobs.

Current filters

- Keywords: **assembler AND Assembly**
- Zipcode: **43015 (Radius: Exact location only)**

[Clear all and start new search](#)

Refine [Expand All](#)

- Use the Job Search filters on the right side of the Search Results screen to filter for specific job search results. For example, use the filters to search for jobs within a specific salary range, full-time or part-time positions, or jobs in a specific city or county.

Refine [Collapse All](#)

Other Opportunities

- [Exclude Staffing Agencies](#)
- [Include All - Other](#)
- [Green Job Opportunities](#)
- [Federal Job Opportunities](#)
- [Show Corporate Sites Only](#)

Location

- [Columbus \(185\)](#)
- [Cincinnati \(145\)](#)
- [Cleveland \(91\)](#)
- [Dayton \(74\)](#)
- [Toledo \(55\)](#)
- [Akron \(36\)](#)
- [Springfield \(36\)](#)
- [Westchester \(31\)](#)
- [Lima \(28\)](#)

Job Type

- [Permanent \(1,545\)](#)
- [Full-Time \(1,061\)](#)
- [Part-Time \(662\)](#)
- [Temporary \(286\)](#)
- [Contract \(197\)](#)
- [Internship/Co-op \(4\)](#)
- [Training Opportunities](#)

Salary

- [Entry Level Jobs \(less than \\$30K\) \(1,342\)](#)
- [Middle Income Jobs \(\\$30K-\\$49K\) \(387\)](#)
- [Upper Middle Income Jobs \(\\$50K-\\$79K\) \(80\)](#)
- [High Income Jobs \(\\$80K-\\$99K\) \(12\)](#)
- [Six Figure Jobs \(more than \\$100K\) \(7\)](#)

Occupation

- [Cashiers \(356\)](#)
- [Bookkeeping, Accounting, and Auditing Clerks \(242\)](#)
- [Office Clerks, General \(133\)](#)
- [Retail Salespersons \(122\)](#)
- [Stock Clerks, Sales Floor \(89\)](#)
- [Maintenance and Repair Workers, General \(80\)](#)
- [Shipping, Receiving, and Traffic Clerks \(78\)](#)
- [Stock Clerks- Stockroom, Warehouse, or Storage Yard \(61\)](#)
- [First-Line Supervisors of Retail Sales Workers \(53\)](#)

Salary

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- [Maintenance and Repair Workers, General \(80\)](#)
- [Shipping, Receiving, and Traffic Clerks \(78\)](#)
- [Stock Clerks- Stockroom, Warehouse, or Storage Yard \(61\)](#)
- [First-Line Supervisors of Retail Sales Workers \(53\)](#)
- [Hotel, Motel, and Resort Desk Clerks \(52\)](#)

Career/Education Level

- [High school diploma or equivalent \(1,020\)](#)
- [Less than high school \(676\)](#)
- [Bachelor's degree \(52\)](#)
- [Postsecondary nondegree award \(44\)](#)
- [Associate's degree \(21\)](#)
- [Doctoral or professional degree \(11\)](#)
- [Master's degree \(4\)](#)

Procedure: Inform an Individual about a SCAM Job Post

If you find a SCAM job, IMMEDIATELY notify the OMJ Help Desk. When you notify the OMJ Help Desk, please provide the following information:

- Screen capture of the Job Post
- Job site
- Job title

Maxim Healthcare

Contact: Patrick Stewart
Phone: 443-860-5571
Fax: 855-804-2431



[Return to Search Results](#)
[Display all jobs by Maxim Healthcare](#)
[Employer Description](#)
[Print this Job](#)

Job Location

Geographic Location: Akron, Ohio

To Apply

Apply Now



Save Job as Favorite

Registered Nurse Case Manager

Job Code: d94e12feb3eb92226e38946c8f91e67c

Maxim Staffing Solutions is currently seeking experienced Registered Nurse Case Managers in the Akron/Canton area for full time opportunities. At least 1 year of prior Case Management experience is required and previous Disease Management is strongly preferred. Please contact Patrick Stewart at your earliest convenience at 443-860-5571 to schedule an interview.

Responsibilities include:

Perform and coordinate the initial assessments and ongoing reassessments of the patient's status.

Document patient case information within a database system.

Perform chart review/audits monthly or as needed.

Participate in monthly case conferences by providing information pertinent to patient's needs/goals.

Partner with the Program Director in development and review of the patient's individualized coordination of care plan.

Ensure that the patient's medical needs are addressed; consult with the patients physicians as needed, coordinating plans of treatment, and advocating for the patient when necessary.

Promote understanding of the medical factors affecting the targeted population.

Identify and assist patient in accessing entitlements, resources, information, and referrals for psychosocial needs.

Participate in Quality Assurance and Utilization review activities, as directed.

Empower patients in decision making for care planning.

Maintain accurate and timely patient information, which readily accessible for review and meet all requirements; assist in data collection for reporting/funding sources.

Foster intra-facility and inter-facility working relationships to help accomplish goals. Act as a liaison between primary care providers, specialist, and/or patient.

Advocate on behalf of patient regarding accessibility of services.

Follow State/Country mandated guidelines for the nurse case management programs.

Participate in outreach activities to the entire target population, as directed.

Procedure: Find Jobs for My County / Area that an Employer Posted Without My Knowledge

Option #1: Contact a Wanted License Administrator from the list below. These individuals have access to a tool titled 'WANTED', to provide data like this for you

Wanted Analytics License Administrators, as of 2/10/12

| | | |
|----------------------|--|-----------------------|
| Leign Samargia-Pflug | lsamargia@mctaworkforce.org | Youngstown (Mahoning) |
| Sherry Marshall | SMarshall@cincinnatiachamber.com | Cinci (Hamilton) |
| Alice Stephens | astephens@eswork.com | Canton (Stark) |
| Roy Landreth | rlandreth@cowic.org | Cols (Franklin) |
| tbd | Nicole.chmielewski@ula-ohio.org | Cleve (Cuyahoga) |
| Kathey Hodges | hodgek@odifs.state.oh.us | Akron (Summit) |
| tbd | plantl@odifs.state.oh.us | Dayton (Montgomery) |
| Michael Veh | mveh@co.lucas.oh.us | Toledo (Lucas) |
| Michelle Carver | Michelle.Carver@jfs.ohio.gov | RR Region 1 |
| Dona Ferraro | Dona.Ferraro@jfs.ohio.gov | RR Region 2 |
| Hollie Musolino | Hollie.Musolino@jfs.ohio.gov | RR Region 3 |
| Stephanie Pride | Stephanie.Pride@jfs.ohio.gov | RR Region 4 |
| Matt Kysor | Matt.Kysor@jfs.ohio.gov | RR Region 5 |
| Dawn Stanley | Dawn.Stanley@jfs.ohio.gov | RR Region 6 |
| Tiffany Harper | Tiffany.Harper@jfs.ohio.gov | RR Region 7 |

Option #2: Use OMJ below . . .

1. From the OMJ.com Home page **Quick Links** section (located at the bottom of the page), click **Search by Industry**.



2. On the **Browse Jobs** page, view the various options by which you can search for jobs. Options include location, job categories, industries, and frequently used keywords.

| | | | |
|---|--|---|--------------------------------|
| Browse Jobs | | | |
| Jobs by Location: | | | |
| Akron | Dayton | Mansfield | Steubenville |
| Ashland | Dublin | Marion | Tiffin |
| Athens | East Liverpool | Marietta | Toledo |
| Batavia | Fairfield | Mason | Van Wert |
| Blue Ash | Findlay | Milford | Warren |
| Bucyrus | Fremont | Monroe | West Chester |
| Canton | Hamilton | Newark | Wooster |
| Chillicothe | Huntington | Portsmouth | Wheeling |
| Cincinnati | Lancaster | Sandusky | Youngstown |
| Cleveland | Lima | Springfield | Zanesville |
| Columbus | | | |
| Jobs by Category: | | | |
| Accounting/Finance | Healthcare | Non-Profit/Volunteering | |
| Administrative | Computer/Internet | Pharmaceutical/Bio-tech | |
| Arts/Entertainment/Publishing | Hospitality/Travel | Real Estate | |
| Banking/Loans | Human Resources | Restaurant/Food Service | |
| Construction/Facilities | Insurance | Retail | |
| Customer Service | Law Enforcement/Security | Sales | |
| Education/Training | Legal | Telecommunications | |
| Engineering/Architecture | Manufacturing/Mechanical | Transportation/Logistics | |
| Government/Military | Marketing/Advertising/PR | Upper Management/Consulting | |
| Jobs by Industry: | | | |
| Administrative Support | Food Processing | Professional, Scientific and Technical Services | |
| Aerospace and Defense | Healthcare and Social Assistance | Public Administration | |
| Agriculture | Hospitality and Food Services | Publishing | |
| Automobile Manufacturing | Tele. Data | Real Estate | |
| Bioscience | Iron and Steel Manufacturing | Research and Development | |
| Construction | Information Technology | Retail Trade | |
| Education, Training Services | Legal | Rubber, Plastic Manufacturing | |
| Energy | Logistics | Tourism | |
| Film, Photography | Manufacturing | Transportation and Warehousing | |
| Finance, Insurance | Oil, Gas, Shale | Wholesale Trade | |
| Jobs by Keyword: | | | |
| Customer Service | Sales | Receptionist | Healthcare |
| Warehouse | Driver | Manager | Finance |
| Administrative Assistant | Manufacturing | Part Time | Government |
| Maintenance | PLN | Clerical | Insurance |
| Accounting | Human Resources | Construction | Transportation |

- Click the appropriate link. For example, to search for all jobs located in Columbus, click **Columbus** under **Jobs by Location**. All jobs posted for Columbus display.

Procedure: Display a List of Jobs on the Job Board

Scenario 1 - Just a list of Jobs

- From OMJ, select Job Post, and enter your search criteria.
- From the results print the screen that displays a small synopsis of each job
- Individuals can read these and if interested can go search for the specific job for more details

Scenario 2 - Print complete Job Posting

- From OMJ, select Job Post, and enter your search criteria.
- From the results print the of screen that displays a small synopsis each job, click on the underlined Job Title to see the entire job post details
- Screen print the entire job details page to display on job board

Procedure: Link Jobs Posted on OMJ to Your Local Website

1. Perform a search on OMJ.com.

2. On the search results page, copy the URL from the top of the screen.

http://ohiomeansjobs.monster.com/Search.aspx?cnme=grove%20city&rad=1&sid=688&pg=1&rad_units=miles

3. Paste the URL and use it as a link on your web site.

Procedure: Index a Web Site to OMJ

Periodically, employers want their job posts scraped from their websites and the job posts displayed on OMJ. For this to occur, each job post on the employer web site must contain a unique URL.

Unique URLs are web addresses that are different from other web addresses. For example, on jobmonkey.com, each job post has a unique URL, as shown in the following examples.

<http://www.jobmonkeyjobs.com/career/1901504/Roofing-Foreman-Ohio-Sandusky>

<http://www.jobmonkeyjobs.com/career/1891586/Automotive-Tooling-Engineer-Ohio-Toledo>

The URLs for each job posting differ after the *career/* portion, making them unique.

On many corporate websites, the differences may be harder to see, as shown in the following examples.



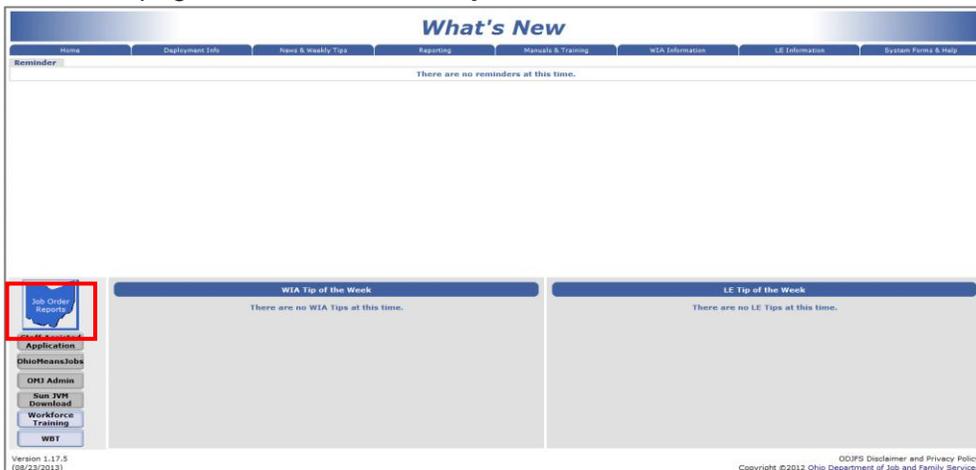
The URLs for each job posting differ in the *jobID* and *siteid* portions, making them unique.

After you have determined that the Employer / Provider has unique URLs, then contact the OMJ Help Desk (my email) and provide the details. OMJ Help Desk will process the request from there to work with Monster to get this employer's job postings added to OMJ automatically, on a regular basis.

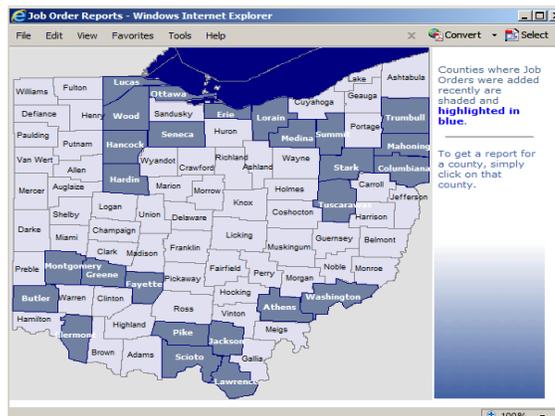
Procedure: New Job Posting report

To view new job postings by county, refer to the Job Order report.

1. In Internet Explorer or other browser, go to <https://owcms.ohio.gov/whatsnew/home.do>.
2. On the **What's New** page, click **Job Order Reports**.



3. On the map window, click the county for which you want to view new job orders.



View or print job order information for the selected county.

New Job Order Report - Windows Internet Explorer

New Job Order Report

County: WOOD Records: 1 Date: 09/20/2013

| JO # | Office | Employer | JO Source | JO Type | ONET Title | # Open | Min Salary | Max Salary |
|----------|-----------------------------------|------------------------|-----------|-----------------------|------------|--------|------------|------------|
| OH565599 | 5-2 THE WORK STATION - ATHENS CTY | ELK VALLEY ENTERPRISES | SCOTI | STATISTICAL PLACEMENT | Bartenders | 1 | | |

When you are finished, close the window.

NOTE: Currently, this report only contains the OWCMS Staff Assisted Job Postings. In process, is to update this report to include the OMJ Job Posts (January / February 2014).

Procedure: BUSINESS SUPPORT CENTER for Employers



The screenshot shows the main navigation area of the OhioMeansJobs.com website. It is divided into three columns: **Employers** (blue), **Job Seekers** (green), and **Initiatives** (maroon). Under **Employers**, there are buttons for 'Search talent' (Millions of resumes for free.), 'Post a Job' (Internships, Training Opportunity, more), and 'Go to Employers site'. Under **Job Seekers**, there are buttons for 'Search jobs' (Thousands of jobs and internships.), 'Post resume' (Get noticed by thousands of employers.), and 'Go to Job Seekers site'. Under **Initiatives**, there is a 'Ohio Learn To Earn' section for the '3rd Frontier Internship' and a 'Tweets' section showing a tweet from @OhioMeansJobs: 'Great Morning Ohio!'. A small link at the bottom reads 'Link to Employer page on OhioMeansJobs.com'.

Click on the 'Go to Employers site' . . .

The screenshot shows the 'BUSINESS SUPPORT CENTER' page for employers. On the left, there is a sidebar with 'On Live Chat', 'FAQ How do I...', and 'Request Assistance'. The main content area is titled 'EMPLOYERS Find and hire your top talent.' and features buttons for 'Search talent', 'Post a Job', and 'Are you a Job Seeker?'. Below this is a 'SCAM ALERT' section with a 'More >>' link. To the right of the scam alert is a 'Ohio Strong!' section with a 'More >>' link. The background of the main content area shows a smiling woman in a white lab coat holding a blue folder.

BSC is located on the Employer Home Page.

- LIVE CHAT (On or OFF): When ON, our staff is available to Chat
- How Do I (documents located under Quik Links too
- Request Assistance: Online form to be completed with what you need assistance with

Business Support Center

How can we be of assistance? (Select at least one)  (* = Required Fields)

Posting a Job

Finding Talent

Registration/Access Help

Customized Training

Other

Employer Information (* = Required Fields)

* First Name

* Last Name

* Company Name

* Zip Code

Employer Preferred Method of Contact (Select at least one)

Email Phone

Other Communication Preferences

- ▶ Call 1-888-385-2588 (Available Monday thru Friday, 8:00 AM - 4:00 PM)
- ▶ Email us at employerassistance@ifs.ohio.gov
- ▶ **Mailing Address:**
Office of Workforce Development
OhioMeansJobs Help Desk
P.O.Box 1618
Columbus, OH 43216-1618