

Individuals

GET STARTED



Employers

GET STARTED

Click on me to see a video to learn
more about OhioMeansJobs

Search Jobs

GET STARTED

Resume Matching Procedures

Bureau of Workforce Services

Objectives:

- Demonstrate how to conduct a basic job search in OhioMeansJobs
- Establish a procedure for retrieving local job openings
- Use the Resume Search function to conduct a job match and referral in OhioMeansJobs
- Capture the OhioMeansJobs referrals and Job Placements in OWCMS.

Start OhioMeansJobs Demonstration

Retrieving local OhioMeansJobs job orders from OWCMS

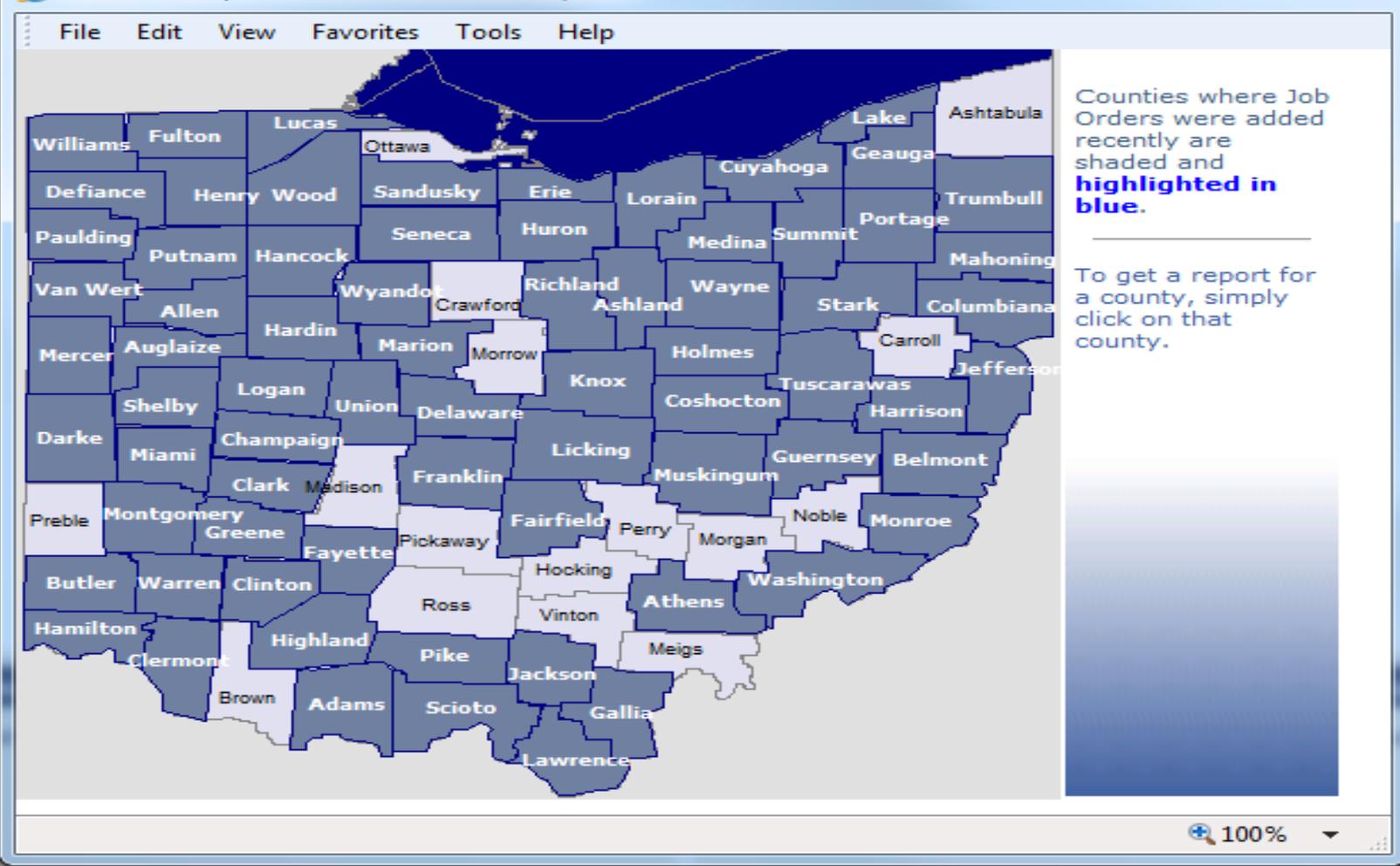
The screenshot displays the 'What's New' page of the OWCMS. At the top, a navigation bar includes 'Home', 'Deployment', 'Reporting', 'Manuals & Training', 'WIA Information', 'LE Information', and 'System Forms & Help'. A red arrow labeled '2' points to the 'Reporting' menu, which is open to show 'Job Order Reports Archive', 'Discoverer Reporting Information', 'DOL Reports', and 'Staff Assisted Reporting Info'. Below this, a red arrow labeled '1' points to the 'Job Order Reports' icon on the left sidebar, which is shaped like the state of Ohio. The main content area features two sections: 'WIA Tip of the Week' and 'LE Tip of the Week', both indicating 'There are no tips at this time.' The sidebar also contains links for 'Staff Assisted Application', 'OhioMeansJobs', 'OMJ Admin', 'Sun JVM Download', and 'Workforce Training'.

1. From the “What’s New” page, select “Job Order Reports” located on the Ohio map icon.

This is daily report that will populate new job orders that posted in OhioMeansJobs the day prior.

2. To retrieve previous job orders, select “Job Order Report Archive” in the “Reporting” drop down menu.

Retrieving local OhioMeansJobs job orders from OWCMS



File Edit View Favorites Tools Help

Counties where Job Orders were added recently are shaded and **highlighted in blue.**

To get a report for a county, simply click on that county.

100%

Select your county to retrieve the recently added local job orders.
The job orders will populate for the county selected.

Retrieving local OhioMeansJobs job orders from OWCMS

New Job Order Report [Print](#)

County: MAHONING Records: 3 Date: 10/08/2015

JO #	Office	Employer	JO Source	JO Type	ONET Title	# Open.	Min Salary	Max Salary	Open Date
3048623	INTERNET	TruGreen	INTERNET	REGULAR EMPLOYMENT	Production Workers, All Other	0	7.85	7.85	10/07/2015
3048773	INTERNET	Kimco Services	INTERNET	REGULAR EMPLOYMENT	First-Line Supervisors of Housekeeping and Janitorial Workers		28000	28000	10/07/2015
3049106	INTERNET	Vibra Healthcare	INTERNET	REGULAR EMPLOYMENT	Nursing Assistants	0	7.85	7.85	10/07/2015

Use the JO# (Job order #) to view the job posting in OhioMeansJobs by typing the JO# in the Keyword search

Retrieving local OhioMeansJobs job orders from OWCMS

Ohio MEANS Jobs .com

EXPLORE IT | PLAN IT | FUND IT | FIND IT | COLLEGE STUDENT RESOURCES | VETERANS RESOURCES

Terah Leonard | BACKPACK

Search Jobs

Job Title (job title)

Keywords (keywords and/or job number)
3048623

Location (City/Town or Zip) | State: OH | Radius: 20 miles

SEARCH | SEARCH WORKKEYS® | AVOID SCAMS

Display Advanced Search

Salary Calculator

Job Title | City | State: Ohio | SEARCH

powered by **PayScale**

Cost of Living Calculator | Salary Calculator

Results 200085 jobs as of 10/4/2015

Sort by Relevance | Date | 1-1 of 1 Page 1 of 1 | Page [1] | [SAVE SEARCH & EMAIL ME JOBS](#)

Job Summary	Date	Company/Location	Preferred WorkKeys®
General Laborer 100899 3048623 TruGreen is the nation's largest and most comprehensive provider of lawn services. Headquartered in Memphis, TN, we have more than 245 branches throughout the country. Although we are national in reach and... Add to Your Backpack See all jobs from this company See who you know on LinkedIn From OhioMeansJobs Report this job	2015-10-07	TruGreen View company profile Poland, OH View Map	Applied Mathematics 4 Reading For Information 4 Locating Information 4

Current filters

Keywords: 3048623
State: OH
[Clear all and start new search](#)

Refine [Expand All](#)

▼ **Other Opportunities**

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

► **Location**

► **Job Type**

Results 200085 jobs as of 10/4/2015 | [SAVE SEARCH & EMAIL ME JOBS](#)

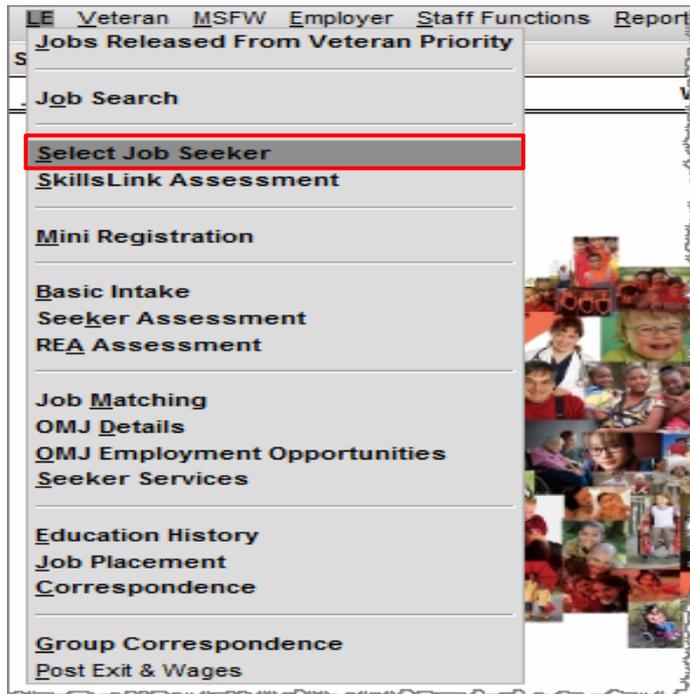
Enter the Job Order # (JO#) from the OWCMS report in the “Keywords” search in OhioMeansJobs to retrieve the details of the job posting.

OWCMS
Recording Job Referrals
Job Placements
and Services

Log in to OWCMS



From the LE menu, click on the “Select Job Seeker”



Type in Seeker's Name or SSN and select “Execute Query”

A screenshot of the 'Select Seeker' form in the software application. The form is titled 'Select Seeker' and has a version number '1.3.13' in the top right corner. It contains several input fields: 'First Name' (OWEN), 'Last Name' (CARDINAL), 'Birth Date' (with a calendar icon), 'Gender' (dropdown), 'Veteran Status', 'SSN', 'Case Management' (Yes/No radio buttons), 'Email', and 'Zip'. There are two 'Execute Query' buttons: one below the 'Case Management' field and another below the 'Zip' field. A red arrow points to the 'Execute Query' button below the 'Zip' field. Below the form is a table for 'Program Involvement' with columns: Type, Status, Status Date, Start Date, and Completion Date. At the bottom, there is a section for 'Appointments for Today' with columns: Staff Name, Phone, Extension, Time, and Type, and an 'Appointment Description' field.

Locate the Seeker to enter referral or placement information

1. Select the Seeker.

LE Veteran MSFW Employer Staff Functions Reports LMI Administrative

Select Seeker

Locate Seeker

	SSN	Seeker ID	UC Status	Veteran Status	First Name	Last Name
<input type="checkbox"/>	XXX-XX-3411	4234327	NEITHER CLAIMAN...	NON-VETERAN	OWEN	CARDINAL

2. Select the "Active" record for the Seeker.

LE Veteran MSFW Employer Staff Functions Reports LMI Administrative

Case History

Selected Customer: CARDINAL, OWEN

Locate Seeker

Case History

Select	Intake Date	Registration Date	Participation Date	Exit Date	Exit Reason	
<input type="checkbox"/>	03/28/2014	04/07/2014	03/28/2014			ACTIVE

Create New Case Cancel

Record an OhioMeansJobs Referral in OWCMS

The screenshot displays the OWCMS interface. At the top, a navigation bar includes 'LE Veteran MSFW Employer Staff Functions' and a 'NON-PARTICIPANT' status indicator. A left-hand menu lists various options, with 'OMJ Employment Opportunities' highlighted in red. The main content area shows a form for a case, including fields for 'Status Date' (04/18/2014), 'Address' (4020 E. Fifth Avenue), 'City' (COLUMBUS), 'State' (OH), and 'Zip' (43219). Other fields include 'Email Address' (Owenc@noemail.com), 'Phone' ((555) 555-2121), and 'Age at Intake' (31). A 'Delete Case' button is visible next to the status date field.

From the Basic Intake screen- Select the “LE” drop-down menu,
Select “OMJ Employment Opportunities”

Record an OhioMeansJobs Referral in OWCMS

LE Veteran MSFW Employer Staff Functions Reports LMI Administrative

OMJ Employment Opportunities

    0 Notes Found 1.3.13

Selected Customer: CARDINAL, OWEN Claimant Status:

OMJ Job Leads

Show All Job Leads 30 Filter by Status All

 Add

Job Title	Employer Name	Status	Status Date Change	Created By	Date Created	Delete
-----------	---------------	--------	--------------------	------------	--------------	--------

On the “OMJ Employment Opportunities” screen, Click “Add”.
New Fields will display in the “OhioMeansJobs (OMJ)Job leads” section

Record an OhioMeansJobs Referral in OWCMS

LE Veteran MSFW Employer Staff Functions Reports LMI Administrative

OMJ Employment Opportunities

0 Notes Found 1.3.13

Selected Customer: CARDINAL, OWEN Claimant Status:

+ Add

OMJ Job Leads

Job Title Information Technology Project Manager Status Applied/Sent Resume

Job URL itsolutions.jobpost/hr/resumes Status Date Change 04/07/2014

Employer Name ITData Solutions Stop Job Referral E mails? Yes No

Employer Phone (555) 555-1212 Wage Amount \$75,000.00 Wage Interval YEARLY Return to Jobs

Created By THOMPSON, CHARLES Created By Office 25-13 OhioMeansJobs Franklin Cr Created Date 4/7/2014

Historical Transactions

User Name	Date/Time	Job Title	Job URL	Employer Name	Change Type	Original Status	New Status
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In the fields that display:

1. Complete all the fields for which you have information.

Note: Required fields are denoted by **bold** field labels.

2. Click Save Record then

3. Return to Jobs

Record an OhioMeansJobs Referral in OWCMS

LE Veteran MSFW Employer Staff Functions Reports LMI Administrative

OMJ Employment Opportunities

    0 Notes Found 1.3.13

Selected Customer: CARDINAL, OWEN Claimant Status:

OMJ Job Leads

Show All Job Leads 30 Filter by Status All

 Add

	Job Title	Employer Name	Status	Status Date Change	Created By	Date Created	Delete
	Information Technology project	ITData Solutions	Applied/Sent Resu	4/7/2014	THOMPSON, CHAR	4/7/2014	

On the “OhioMeansJobs Job Leads” section, verify the job opportunity referral is displayed.

Recording a Job Placement from an OhioMeansJobs Opportunities Referral

LE Veteran MSFW Employer Staff Functions Reports LMI Administrative

OMJ Employment Opportunities

    0 Notes Found 1.3.13

Selected Customer: CARDINAL, OWEN Claimant Status:

OMJ Job Leads

Show All Job Leads 30 Filter by Status All

 Add

	Job Title	Employer Name	Status	Status Date Change	Created By	Date Created	Delete
<input type="checkbox"/>	Information Technology project	ITData Solutions	Applied/Sent Resu	4/7/2014	THOMPSON, CHAR	4/7/2014	

On the “OhioMeansJobs Job Leads” section, select the button next to the appropriate job lead/referral.

Recording a Job Placement from an OhioMeansJobs Opportunities Referral

LE Veteran MSFW Employer Staff Functions Reports LMI Administrative

OMJ Employment Opportunities

0 Notes Found 1.3.13

Selected Customer: CARDINAL, OWEN Claimant Status:

Add

OMJ Job Leads

Job Title Information Technology project manager

Job URL itsolutions.jobpost/hr/resumes

Employer Name ITData Solutions

Employer Phone (555) 555-1212 Wage Amount \$75,000.00 Wage Interval YEARLY

Created By THOMPSON, CHARLES Created By Office 25-13 OhioMeansJobs Franklin Co Created Date 4/7/2014

Status Applied/Sent Resume

- Applied/Sent Resume
- Hired**
- Interview
- Job Closed
- Not Interested
- Not Selected
- Refused Job Offer

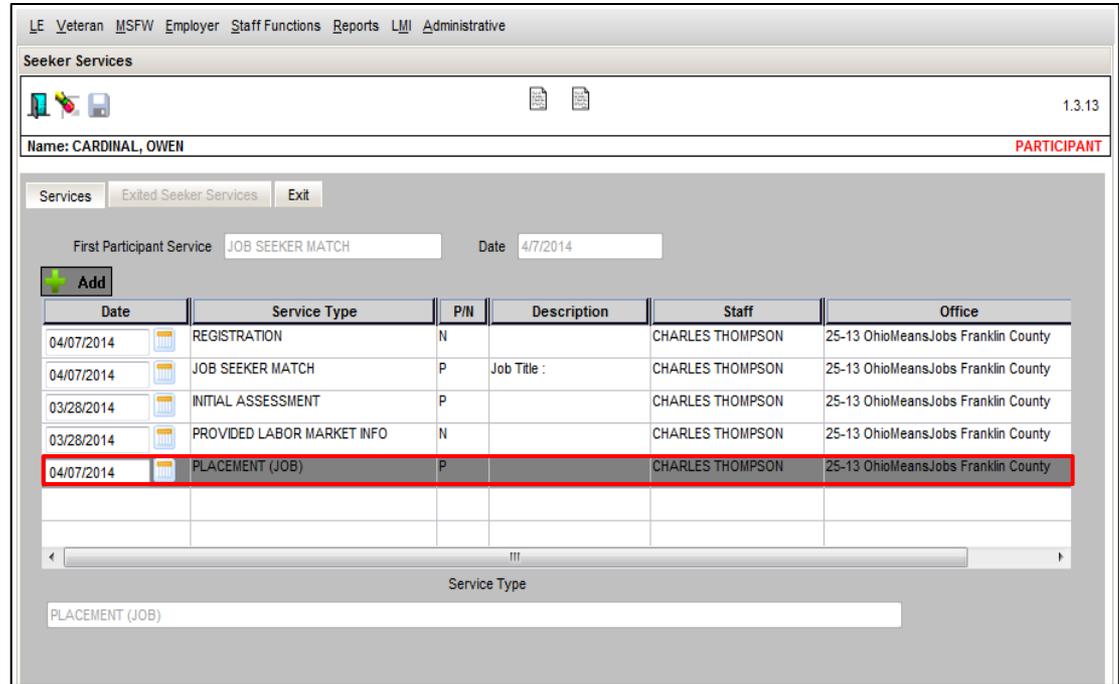
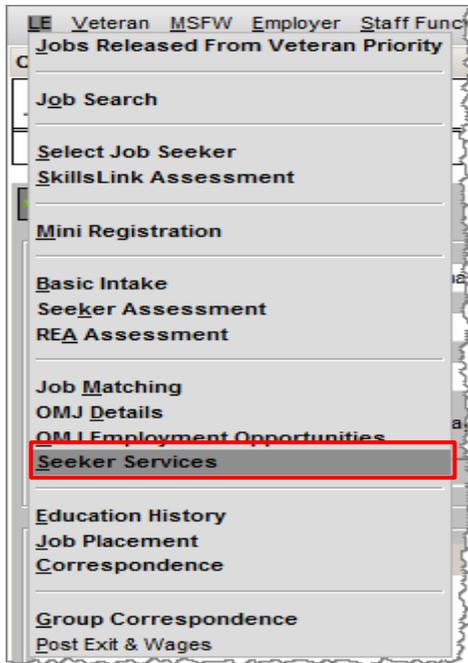
Historical Transactions

User Name	Date/Time	Job Title	Job URL	Employer Name	Change Type	Original Status	New Status
-----------	-----------	-----------	---------	---------------	-------------	-----------------	------------

In the expanded “OMJ Job Leads” section:

1. Select “Hired” from the drop-down “Status” list.
2. Click “Save Record” icon

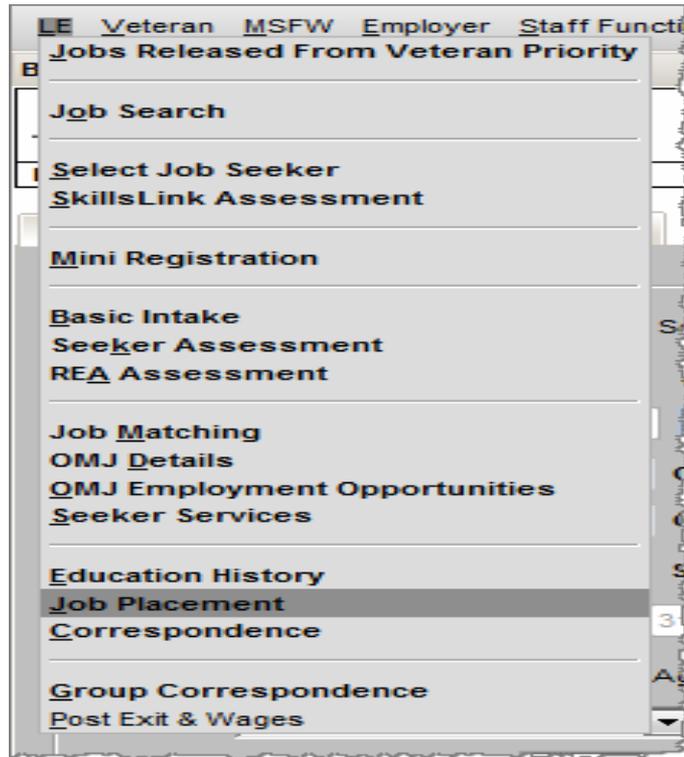
Recording a Job Placement from an OhioMeansJobs Opportunities Referral



Verify in Seeker Services that “Job Placement” has populated for Seeker

1. From the “LE” drop-down menu, Select “Seeker Services”
2. The “Placement(Job)” entry is auto populated when a job lead status is set to "Hired" from a job lead/referral on the OhioMeansJobs Opportunities screen.

Recording a Job Placement without an OhioMeansJobs referral



A Job Placement can be entered if a job referral was made that did not originate from OhioMeansJobs.

- A. Local Job Fairs
- B. On-site recruitments
- C. Local Job Board posting, etc.

Recording a Job Placement without an OhioMeansJobs referral

The screenshot shows the 'Job Placement' screen for participant 'CARDINAL, OWEN'. The 'New Job' tab is highlighted with a red box. The 'Job Seeker' section contains fields for Name (OWEN, CARDINAL) and Status (ACTIVE). Below is a 'Referrals' table with columns for Notif, Interface JO#, Employer Name, Ref Date, and Referral Results. A 'NO HIRE' button is at the bottom.

Notif	Interface JO#	Employer Name	Ref Date	Referral Results
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The screenshot shows the 'Job Placement' screen for participant 'CARDINAL, OWEN' with the 'New Job' tab selected. A red arrow points to the 'Search' button in the 'Employer Data' section. The 'Job Seeker' section shows Name (OWEN, CARDINAL) and Status (ACTIVE). The 'Employer Data' section includes fields for Name (with a 'Search' button), Employer Name (ITData Solutions), Address, City, County, State, Zip, Phone, and Fax. The 'Employment Data' section includes Hire Date (04/07/2014), Employment Start Date (04/07/2014), Starting Wages, Salary Interval, Employment Type, and Hours Per Week. There is also a 'Wage Details' button and a 'Benefits' table with 'Add' and 'Delete' buttons. At the bottom, there are checkboxes for 'Non Traditional Employment', 'Training Related', and 'Recalled by Layoff Employer'.

1. On the Job Placement screen, click the New Job tab.

2. On the New Job tab, click Search

This will navigate to the "Locate Employer" Screen

Recording a Job Placement without an OhioMeansJobs referral



Employer not found.

Locate Employer

Employer Name

City County Zip

FEIN UCAN

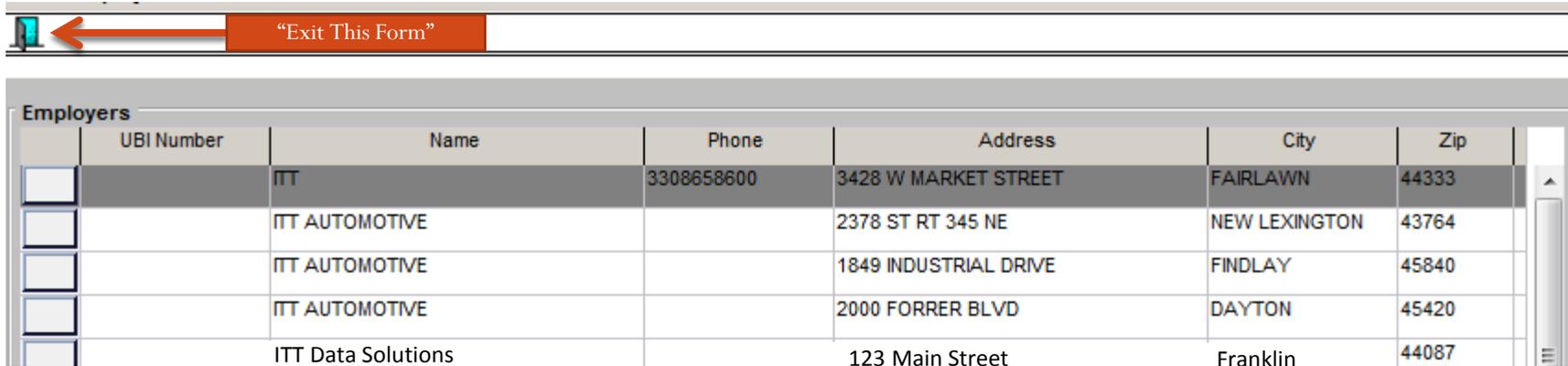
On the Select Employer Screen

Type the employer name or other identifying information.

Tip: Use the wildcard character (%) to broaden your search.

Click Execute Query

Recording a Job Placement without an OhioMeansJobs referral



The screenshot shows a software interface with a table of employers. At the top, there is a navigation bar with a blue door icon and a red button labeled "Exit This Form" with a left-pointing arrow. Below the navigation bar is a table titled "Employers" with the following columns: UBI Number, Name, Phone, Address, City, and Zip. The table contains five rows of data. The first row is highlighted in grey. To the right of the table is a vertical scrollbar.

UBI Number	Name	Phone	Address	City	Zip
	ITT	3308658600	3428 W MARKET STREET	FAIRLAWN	44333
	ITT AUTOMOTIVE		2378 ST RT 345 NE	NEW LEXINGTON	43764
	ITT AUTOMOTIVE		1849 INDUSTRIAL DRIVE	FINDLAY	45840
	ITT AUTOMOTIVE		2000 FORRER BLVD	DAYTON	45420
	ITT Data Solutions		123 Main Street	Franklin	44087

If Results are found, select button next the appropriate employer

If no results are found, Click the “Exit this Form” open door icon.

Return to the New Job tab, manually complete as much information about the employer as the seeker can provide.

Recording a Job Placement without an OhioMeansJobs referral

The screenshot displays the 'Job Placement' software interface. The main window shows a form for recording a job placement for a participant named 'CARDINAL, OWEN'. The form includes sections for 'Job Seeker', 'Employer Data', and 'Employment Data'. A 'Wage Details' dialog box is open in the foreground, allowing the user to enter wage information. The dialog box contains the following fields:

Field	Value	Unit
Per	YEARLY	
Base Salary	\$75,000.00	Per YEAR
Tips		Per YEAR
Commissions		Per YEAR
Other		Per YEAR

The dialog box also includes 'OK' and 'Cancel' buttons. The background form shows the following information:

- Participant:** CARDINAL, OWEN
- Job Seeker:** Name: OWEN, CARDINAL; Status: ACTIVE
- Employer Data:** Name: I7DATA SOLUTIONS; Address: 123 Main Street; City: COLUMBUS; County: FRANKLIN; State: OH; Zip: 43000; Phone: (555) 555-1236
- Employment Data:** Hire Date: 04/07/2014; Employment Start Date: 04/07/2014; Starting Wages: [blank]; Employment Type: PRIVATE SECTOR EMPLOYMENT - FOR PROFIT; Hours Per Week: 40
- Job Title:** [blank]

To enter wage information:

1. Click "Wage Details"

2. On the Wage Details dialog box, complete the fields as necessary.

3. Click "OK"

Complete the fields with the information you have available and
4. Save the Record.

Recording a Job Placement without an OhioMeansJobs referral

Job Placement

0 Notes Found 1.3.13

Name: CARDINAL, OWEN Participant

Record(s) saved.

Seeker Referrals New Job Summary

Job Seeker

Name: OWEN CARDINAL

Status: ACTIVE Phone: (555) 555-1232 Ext: Alternative Ext:

Placement History

Placem..	Job Order#	Employment Start..	Employer Name	Wages At Pla..	Per	Hours Per Week	Delete
		4/7/2014	ITData Solutions	\$75,000.00	YEAR	40	

Job Placement

0 Notes Found 1.3.13

Name: CARDINAL, OWEN Participant

Seeker Referrals New Job Summary

Job Seeker

Name: OWEN CARDINAL

Status: ACTIVE Phone: (555) 555-1232 Ext: Alternative Ext:

Placement History

Placem..	Job Order#	Employment Start..	Emplo
		4/7/2014	ITData Solutions

Job Seeker Name: OWEN CARDINAL

Employer Name: ITData Solutions

Employment Start Date: 04/07/2014 Placement Date: 04/07/2014 Starting Wages: \$75,000.00 Salary Interval: YEAR

Employment Type: PRIVATE SECTOR EMPLOYMENT - FOR PROFIT Hours Per Week: 40 Wage Details

Job Obtained by What Means?: WORKSOURCE CENTER SERVICES

Job Title: Plan, initiate, and manage information technology (IT) projects. Lead and guide the v

Benefits:

- HEALTH INSURANCE
- VACATION
- 401K
- SICK LEAVE

Non Traditional Employment Flag: Training Related Flag: Recalled by Layoff Employer:

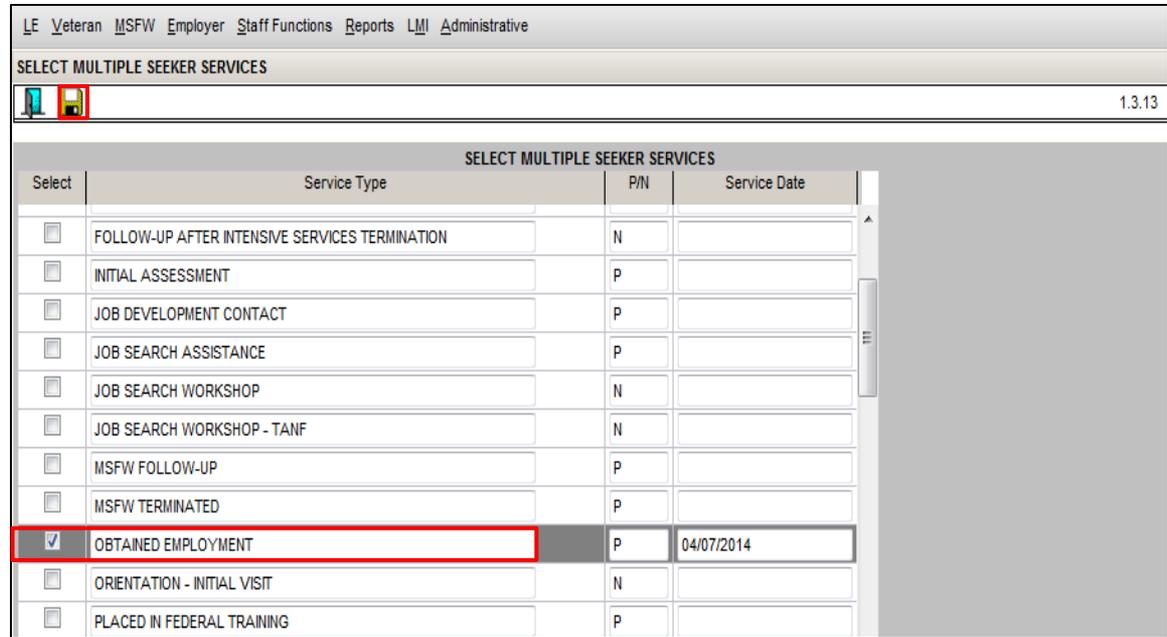
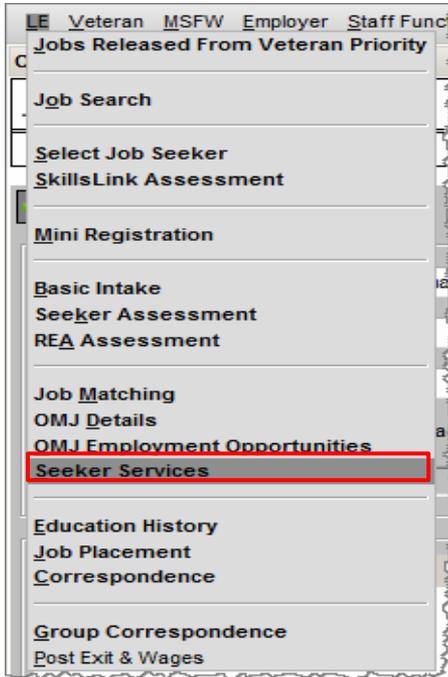
Return

1. Click the Summary tab in the “Placement History” Section
Verify the Job information displays
2. To view placement information, Click “Placement Details”

Entering Seeker Services

1. Document all services provided during the job referral/placement process
 - Resume assistance
 - Referral to Workshop
 - Registration assistance, etc.
2. A Placement and Referral service will auto-generate when OhioMeansJobs job leads/referrals are entered into OWCMS on the “OMJ Employment Opportunities” tab and a “Hired ”entry is entered.
3. A manual “Obtained Employment” entry must be entered in OWCMS when a Job Placement is entered and did not originate from OhioMeansJobs.

Entering Seeker Services



1. From the LE menu, select Seeker Services

2. On the Seeker Services screen, click Add.

This will navigate to the Multiple Seeker Services dialog box

3. Click the “Select “box next to the “Obtained Employment” service type to capture manual placement

4. Save Record

Follow up

- **Resume Matching and Referrals are intended to be an individualized service**
- **Provide the potential candidate with appropriate services in order for them to be job ready**
- **Verify job candidate has an “Active” OWCMS record.**
- **Document Services in OWCMS Seeker Services and Notes**

Questions???

Thank you participating in this Training tutorial.

Refer to your Resume Matching Guide for step by step instructions of the information covered in this webinar.