

OWCMS - WORKING WITH LABOR EXCHANGE

COURSE DESCRIPTION

**Workshop times:**

9:00 to 4:00 - Day 1

9:00 to 2:30 - Day 2

Prerequisites*It is required that:*

- ☞ Each training participant knows how to perform his/her basic job functions, but will benefit from additional instruction on the OWCMS functionality
- ☞ Each training participant has completed the required Labor Exchange Web Based Training lessons and has basic computer skills

The Working With Labor Exchange two-day workshop is an excellent foundation for all staff and One-Stop partners who will serve both employers and seekers utilizing the Ohio Workforce Case Management System (OWCMS), formerly SCOTI Staff-Assisted, application.

This hands-on workshop covers the basics of Wagner Peyser policy, OWCMS navigation, and recording services provided to employers and seekers.

Upon successful completion of this workshop, attendees will:

- ☞ Navigate the various components of the OWCMS application and see how they all work together
- ☞ Use system resource tools (HELP and LMI menu) to research job related items and explain resources to their customers
- ☞ Understand the importance of employers to the One-Stop and be able to explain the value of One-Stop services to them
- ☞ Be able to assist employers in OWCMS by posting job orders and understanding the referral process
- ☞ Recognize how to use the various types of job orders
- ☞ Be able to resolve job order-related policy issues including minimum requirements and discriminatory requests
- ☞ Understand procedures for seekers to register in OhioMeansJobs.com Self-Service to add resumes
- ☞ Understand procedures for employers to register in OhioMeansJobs.com to have the ability to post jobs and view resumes
- ☞ Be able to conduct assessment interviews with seekers and register them into the OWCMS application
- ☞ Add appropriate job titles, record services, and add notes to seeker and employer records
- ☞ Run job matches from job orders and from seeker records to notify and refer qualified applicants
- ☞ Record job placements through referrals and through the New Job tab