



**Resume Matching
and
Referral
Procedural Guide**

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Search Local Job Openings/OhioMeansJobs

Procedure: Log In to OhioMeansJobs.com/Search Jobs

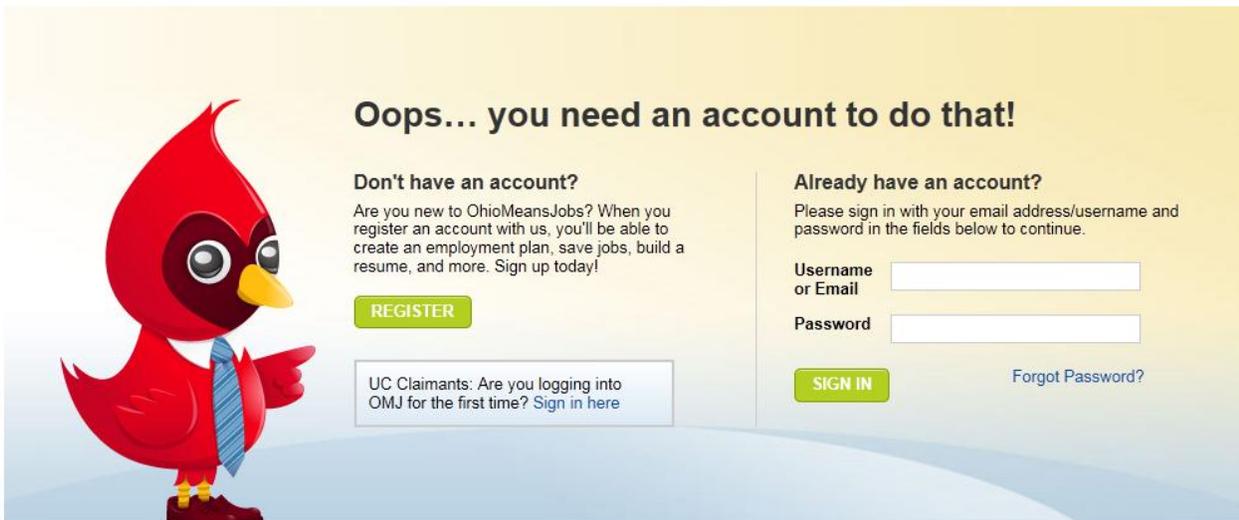
To log in to OhioMeansJobs.com and conduct a basic local job search:

1. In the OhioMeansJobs.com Home page, click on the **Backpack**.

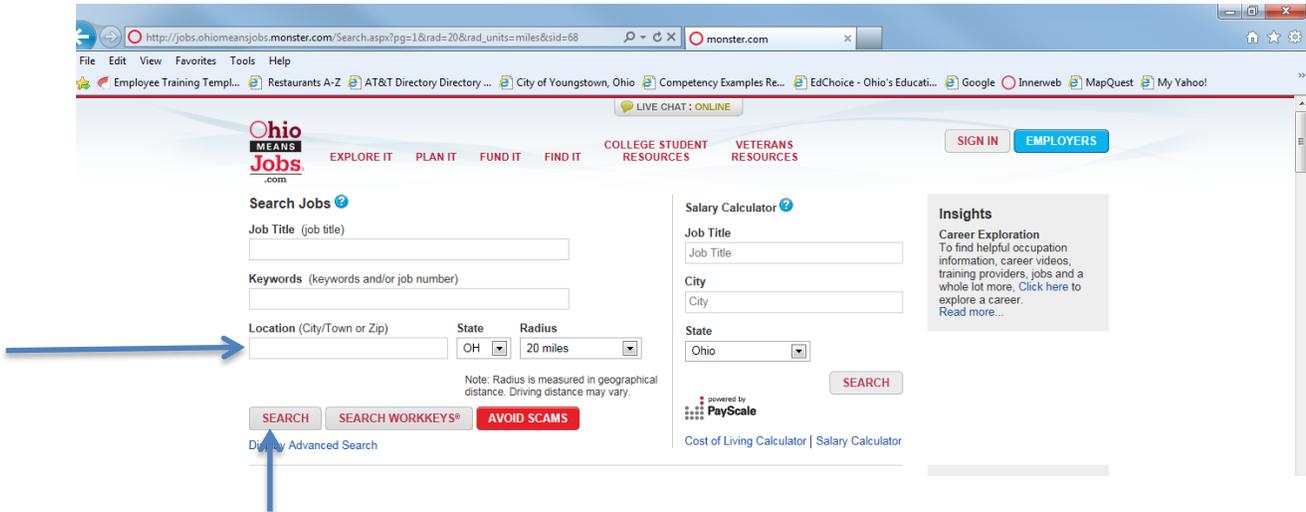


2. Enter your user name/email and Password.

Note: Login is not required to conduct a job search (Under Search Jobs, Click on Get Started); however it is required to save the job search criteria.

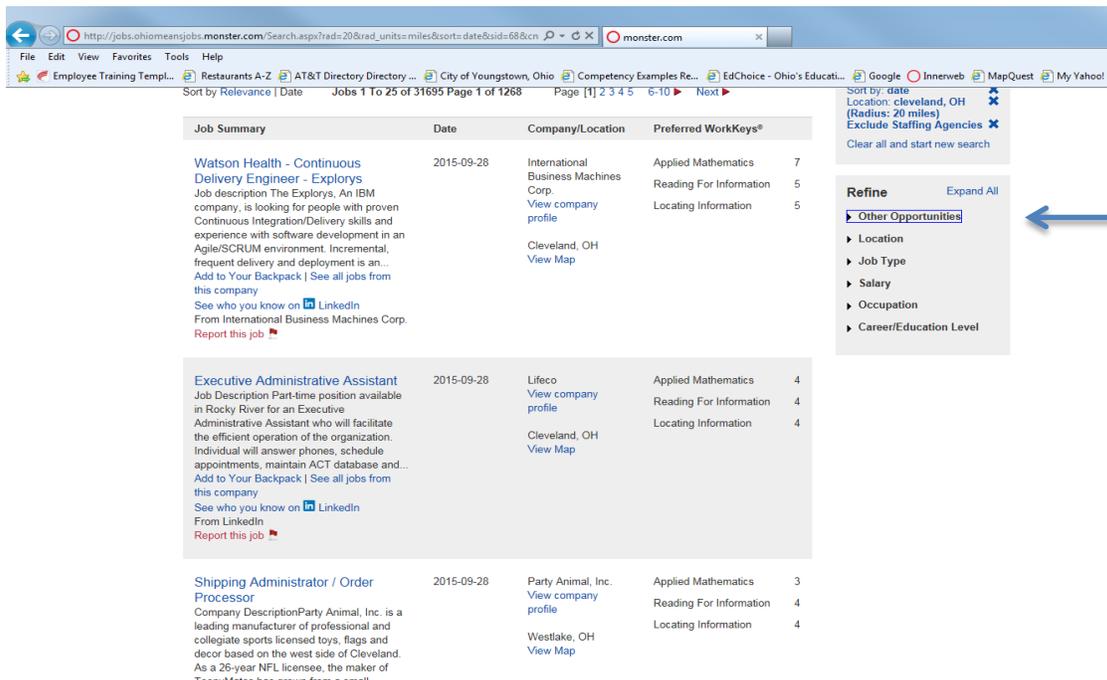


3. Search for Job posting in the local commuting area: **Enter the Location(City/Town or Zip),Radius, and Click Search**



Note: Keyword and/or Job Title can be used to narrow search results. This is the preferred method when working with a Jobseeker with specific skills and/or work history. There is also the ability to search by Workkeys®.

4. Results default to the most recently posted Job opening in the selected area. Results can be filtered and refined (i.e. **Exclude Staffing Agencies, or Full-time**)



5. **Save The Search Results.** The saved search can be set to email user the new job postings based on the selected filters daily, weekly, bi-weekly, monthly or never.

Note: If not already signed in, you will be prompted to sign in prior to saving search.

SAVE SEARCH & EMAIL ME JOBS

1] 2 3 4 5 6-10 ▶ Next ▶

Backpack ▶ Saved Searches

Saved Searches

Select the frequency of your search and give it a name.
* = Required Information

Saved Searches ?

Search Criteria

State: OH

* How often do you want to receive search results?
 Daily Weekly Bi-Weekly Monthly Never

* Saved Search Title

CANCEL SAVE SEARCH SAVE & RUN

6. Once the job search has been saved, select job openings within search criterion and begin a resume search to contact potential candidates.

Procedure: Find New Job Postings in OWCMS

Note: This is a secondary option to finding new local job postings. Job postings in OWCMS will include Job orders posted directly into the OhioMeansJobs system by employers, OhioMeansJobs Center partners and/or state staff.

New OhioMeansJobs job orders are posted for each county daily. To retrieve new OhioMeansJobs job openings (Job orders posted directly into OhioMeansJobs):

1. From the OWCMS “What’s New” page, **select “Job Order Reports”**.
2. **Note:** Previous job orders can be retrieved by selecting “JOB ORDER REPORT ARCHIVES” in the Reporting menu



3. Select the **County**. If there are any new job orders for the selected county, Job orders will populate.



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

3. The JO# (Job order number) will be used in the **“KEYWORD”** search in **OhioMeansJobs.com** to retrieve the job posting details to begin searching for potential candidates.

The screenshot shows the OhioMeansJobs.com search page. The search criteria are: Job Title (empty), Keywords (3048623), Location (empty), State (OH), and Radius (20 miles). The search results show one job listing: General Laborer 100899 at TruGreen, dated 2015-10-07. The job description includes details about TruGreen's services and location in Poland, OH. The page also features a Salary Calculator, Current filters, and a Refine section.

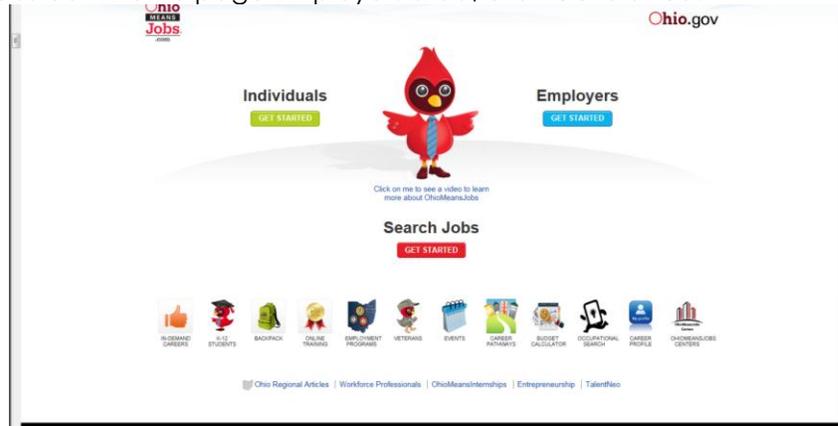
Employer Log in-Search OhioMeansJobs Resumes

Procedure: Employer log in

After you have registered, log in to OhioMeansJobs.com to search for resumes, create and share folders related to your resume searches, and case manage resumes.

To log in to OhioMeansJobs.com:

1. In the OhioMeansJobs.com Home page Employers area, click **Get Started**.

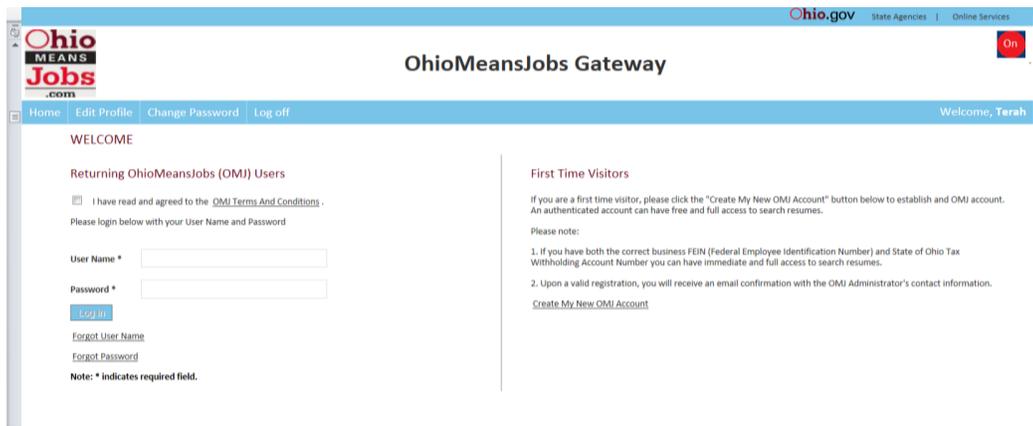


2. Click **Searching Resumes**

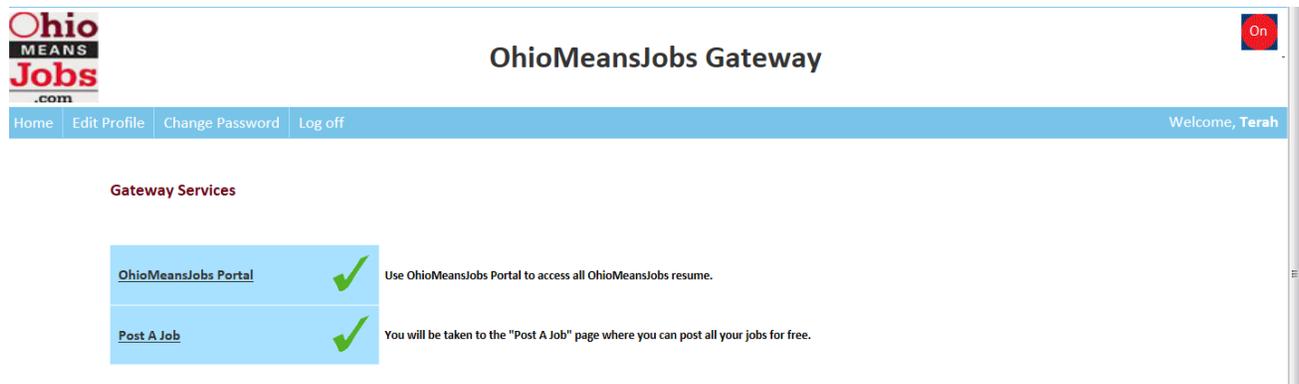


3. On the OhioMeansJobs Gateway Welcome page:

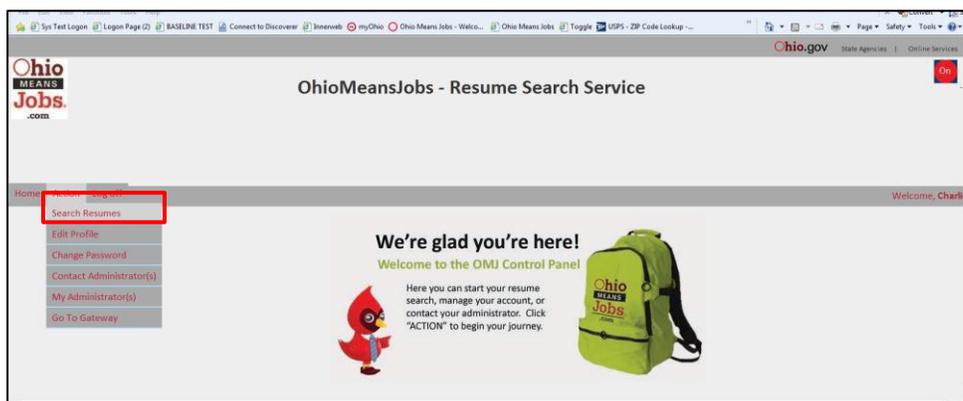
- Check the Terms and Conditions box.
- Type your OhioMeansJobs Employer user name and password in the appropriate fields
- Click **Log in**.



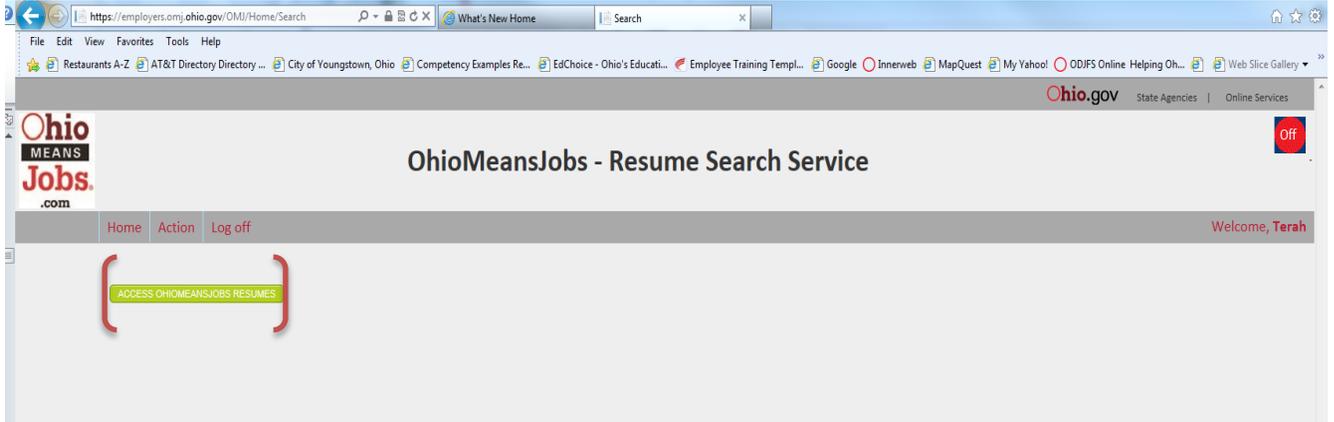
4. On the Gateway Services page, click **OhioMeansJobs Portal**.



5. On the OhioMeansJobs – Resume Search Service page, hover over the Action menu and click **Search Resumes**.



6. On the page that displays, click **Access OhioMeansJobs Resumes**.



The employer Welcome Back page displays.

Tip: Review the tutorials for more information about resume searches and folders.(Recommended)



Hello, Terah Leonard. [Sign Out](#)



Welcome back, Terah.

Search resumes and manage candidates

[Search Resumes](#)

Tutorials →

Tutorials

Please note that the following are links to generic tutorials on Monster's employer functionality and are intended to provide you with basic instruction. There are slight differences in the functionality leveraged by OhioMeansJobs.

[Resume Search Overview](#)
[Resume Search Example](#)
[Viewing Results](#)
[Viewing Actions](#)
[Saving Resume Searches](#)

[Manage folders](#)
[Manage Multiple Resumes](#)
[Understand Resume Sections](#)
[Acting on Resumes in Folders](#)
[Tips for Boolean Users](#)

Manage Candidates Better

Improved Candidate Management.

See how our redesigned interface helps you simplify common tasks and manage candidates faster.

[See What's New](#)

Candidate Folders		View/Manage
Title	Total	
Welders Test	2	

Saved Resume Searches		View/Manage
Title		
Welder 44512		

Search OhioMeansJobs Resumes

Procedure: Search for Resumes

Search Tips

Before searching for resumes, review the following search tips.

- Use "" (quotes) to find exact matches. For example, to find resumes that contain the word welder, type "welder" in the Keyword field.
- Adjust your search criteria if you get too many or too few resumes in your search results. For example, change the "Resume posted from" filter to more than 1 month (ex. 3 months) or decrease/increase the Zip Code radius.
- Click **Search Tips** next to the Resume Search page Keyword field ([step 3](#)) for more information.

To search for resumes:

1. Log in to OhioMeansJobs.com as described in [Procedure:Employer Log in](#).
2. On the Welcome Back page, click **Search Resumes**.

The screenshot shows the OhioMeansJobs.com user interface. At the top left is the logo for OhioMeansJobs.com, powered by Monster. At the top right, there is a user greeting: "Hello, Terah Leonard. Sign Out". Below the logo is a navigation bar with links for Home, Candidates, Reports, and Business Support Center. The main content area starts with a "Welcome back, Terah." message. Below this is a section titled "Search resumes and manage candidates" with a green "Search Resumes" button highlighted by a red box. To the right of this section is a "Manage Candidates Better" sidebar with a section for "Improved Candidate Management" and a "See What's New" link. Below the search section is a "Tutorials" section with a list of links: Resume Search Overview, Resume Search Example, Viewing Results, Viewing Actions, Saving Resume Searches, Manage folders, Manage Multiple Resumes, Understand Resume Sections, Acting on Resumes in Folders, and Tips for Boolean Users. At the bottom, there are two summary tables: "Candidate Folders" and "Saved Resume Searches".

Candidate Folders		View/Manage
Title	Total	
Welders Test	2	

Saved Resume Searches		View/Manage
Title		
Welder 44512		

- On the Resume Search page:
 - Enter the appropriate search criteria
 - Click **Search**

Top Section
Basic Search

Search Tips

Advanced search- Additional Filters

Middle section

Bottom section

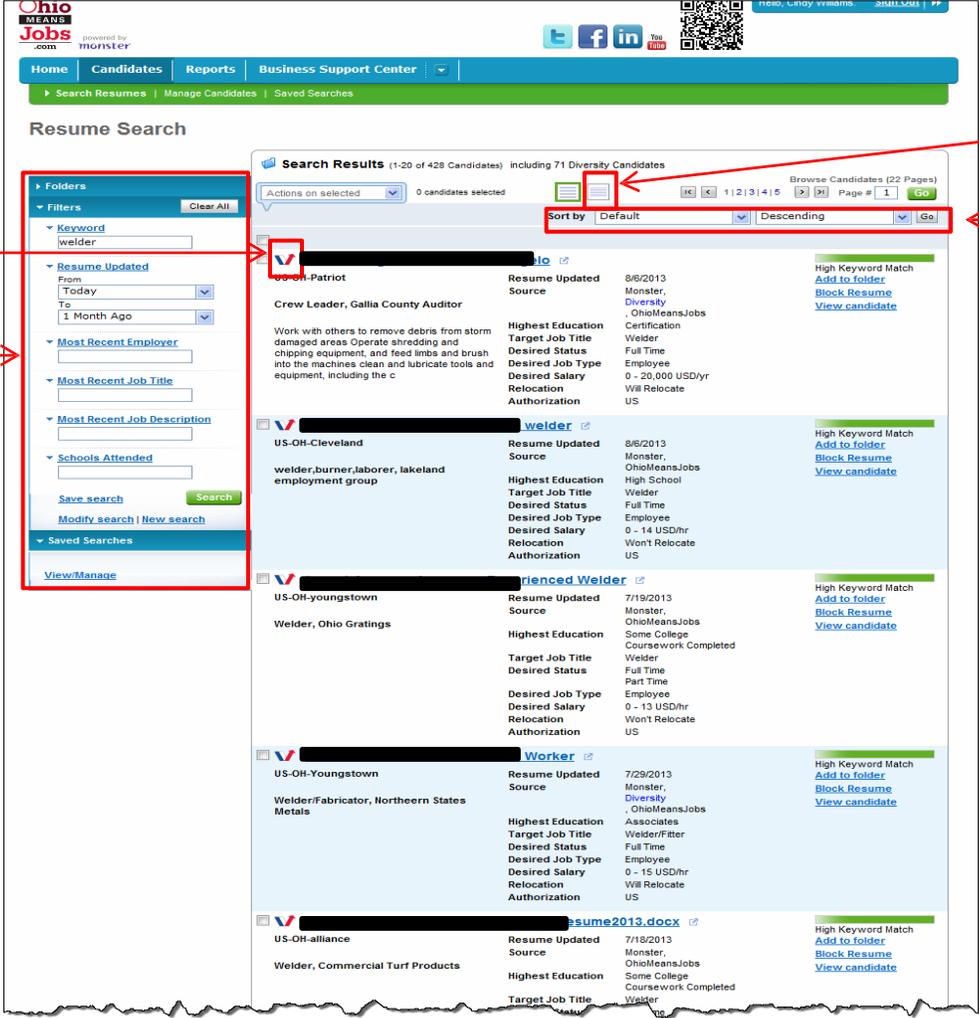
Search button

- Enter Search criteria based on the qualification requirements of the job opening.

Note: A Basic Search will yield a large quantity of results. Using the Advanced Search filters will narrow results based on specific job posting requirements and is the best way to get the proper candidate for the job order user is currently working.

5. On the Search Results page, view a list of resumes that match your search criteria.

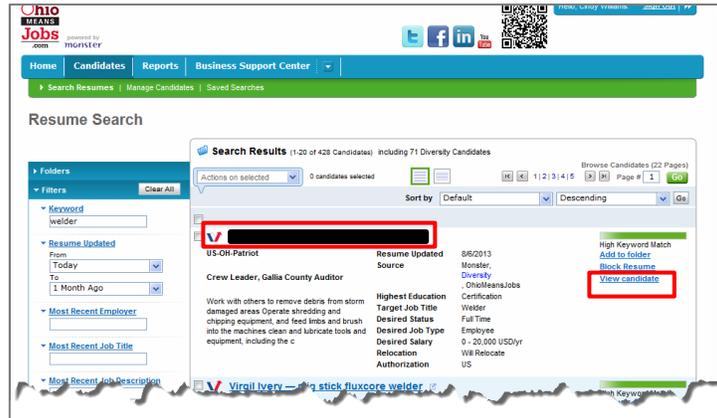
- Search results are ranked by *relevance*, or the degree with which the resume matches the search criteria. Veteran resumes () that meet the search criteria display first; i.e. Vet High, Non-Veteran High, Vet Medium, etc., resumes follow.
- Tips:
 - Use the menu on the left side of the page to view or select folders, filters for the search results, or saved searches.
 - To view only a brief summary of the resumes that match your search criteria, click the **Brief View** button ().
 - To change the sort order of the search results, select the appropriate values from the Sort by lists and click **Go**.



The screenshot shows the OhioMeansJobs search results page. The left sidebar contains a 'Menu' with sections for 'Folders', 'Filters', 'Resume Updated', 'Most Recent Employer', 'Most Recent Job Title', 'Most Recent Job Description', 'Schools Attended', and 'Saved Searches'. The main content area displays a list of search results for the keyword 'welder'. Each result includes a 'Veteran Icon' (a blue 'V' in a square), a job title, a brief description, and a list of details such as 'Resume Updated', 'Source', 'Highest Education', 'Target Job Title', 'Desired Status', 'Desired Job Type', 'Desired Salary', 'Relocation', and 'Authorization'. Annotations with red arrows point to the 'Veteran Icon', the 'Menu', the 'Brief View Button' (a document icon), and the 'Sort by List' dropdown menu.

Job Title	Resume Updated	Source	Highest Education	Target Job Title	Desired Status	Desired Job Type	Desired Salary	Relocation	Authorization
Crew Leader, Gallia County Auditor	8/6/2013	Monster, Diversity, OhioMeansJobs	Certification	Welder	Full Time	Employee	0 - 20,000 USD/yr	Will Relocate	US
welder, burner, laborer, lakeland employment group	8/6/2013	Monster, OhioMeansJobs	High School	Welder	Full Time	Employee	0 - 14 USD/hr	Won't Relocate	US
Welder, Ohio Gratings	7/19/2013	Monster, OhioMeansJobs	Some College Coursework Completed	Welder	Full Time	Part Time	Employee	0 - 13 USD/hr	Won't Relocate
Welder/Fabricator, Northern States Metals	7/29/2013	Monster, Diversity, OhioMeansJobs	Associates	Welder/Fitter	Full Time	Employee	0 - 15 USD/hr	Will Relocate	US
Welder, Commercial Turf Products	7/18/2013	Monster, OhioMeansJobs	Some College Coursework Completed	Welder	Full Time	Employee	0 - 15 USD/hr	Will Relocate	US

6. To view a resume, click a resume title or click **View candidate**.

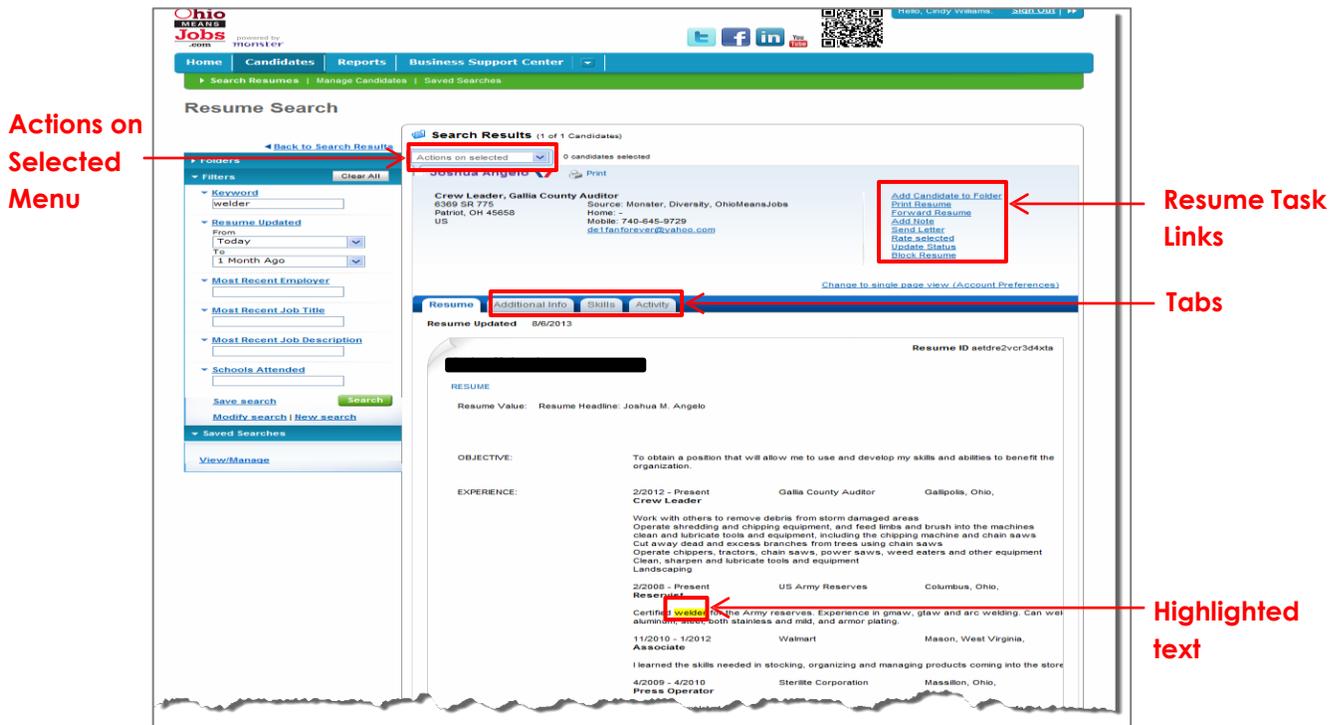


Helpful Hint: When working with job seekers, recommend they give their resume a catchy title. This is the first thing employers will see.

7. On the Resume page, review the job seeker's resume to determine whether the job seeker is qualified for the position.

Notes:

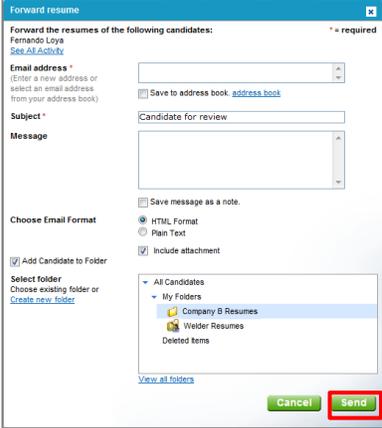
- Any keywords you entered in the search criteria are highlighted in yellow in the selected resume.
- Additional resume information might be included on the Additional Info, Skills, and Activity tabs. This information might be included in the resume as you scroll down instead.

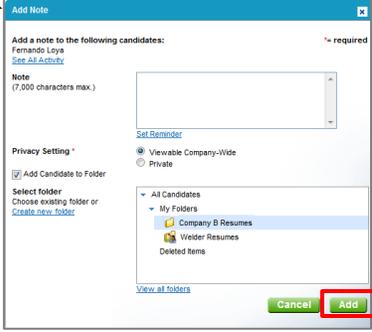
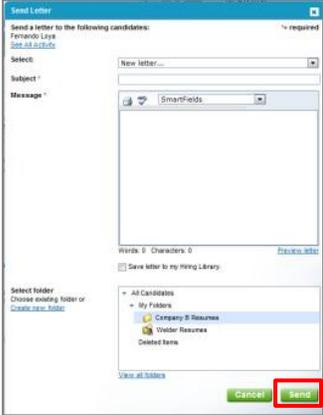


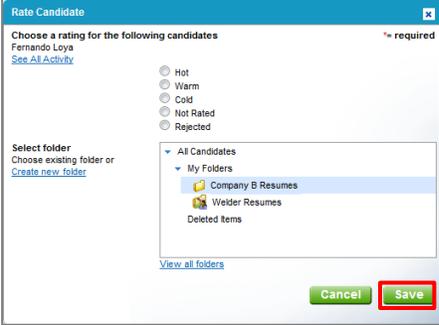
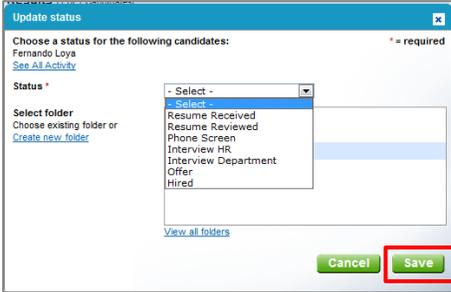
- Use the links on the right side of the Resume page to perform resume tasks. These links are described in the table below.

Note: The same links are available in the Actions on selected menu. The links are described in the table following the screen capture.



Link	Description
Add Candidate to Folder	Click this link to copy the resume to a folder for later reference. See Adding Resumes to a Folder for more information.
Print Resume	Click this link to print the resume using Word or PDF.
Forward Resume	<p>Click this link to forward a resume via email.</p> <p>Tip: This can be used to send one resume or multiple resumes after being saved to a folder.</p> <p>On the Forward resume dialog box, type or select the appropriate information and click Send. The resume is forwarded to the specified email address.</p> 

Link	Description
<p>Add Note</p>	<p>Click this link to add a note to the job seeker's record. Example: "Resume will be update prior to forwarding" On the Add Note dialog box, type or select the appropriate information and click Add.</p>  <p>To view notes you or others have added, on the Resume page, click the Activity tab and click the text in the Description column. Note: You can also save the resume to a folder. See Procedure: Add a</p>
<p>Send Letter</p>	<p>Click this link to send a letter to the job seeker. On the Send Letter dialog box, type or select the appropriate information and click Send.</p>  <p>Note: You can also save the resume to a folder. See Procedure: Add a Resume to a Folder for more information.</p>

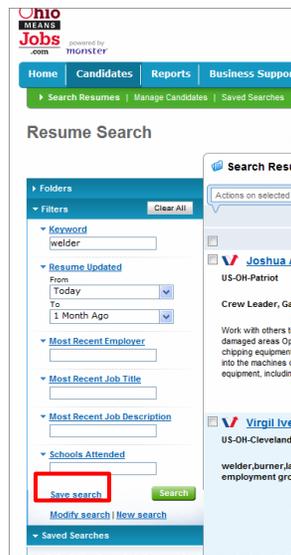
Link	Description
<p>Rate selected</p>	<p>Click this link to rate the selected resume.</p> <p>On the Rate Candidate dialog box, select the appropriate rating and click Save.</p>  <p>Note: You can also save the resume to a folder. See Procedure: Add a Resume to a Folder for more information.</p>
<p>Update Status</p>	<p>Click this link to update the job seeker's status.</p> <p>On the dialog box, select the appropriate status and click Save.</p>  <p>Note: You can also save the resume to a folder. See Procedure: Add a Resume to a Folder for more information.</p>
<p>Block Resume</p>	<p>Click this link to block the job seeker's resume from your resume search. For example, you might want to block a job seeker's resume when you know he or she is in training and is unavailable for interviews.</p> <p>The resume is not blocked from other users' searches.</p> <p>To remove the block on the resume, click Unblock Resume.</p> 

Procedure: Save a Resume Search

If you run a particular resume search regularly, you might want to save the search. You can save up to five resume searches.

To save a resume search:

1. Log into OhioMeansJobs.com as described in [Procedure:Employer Log in](#), if you are not already logged in.
2. Perform a resume search as described in [Procedure:Search for Resumes](#).
3. In the Search Results page Filters menu, click **Save search**.



4. In the Resume Search page Search Information section:
 - In the Search name field, type a name for the search.
 - To receive search results via email:
 - Click the **Send search results via email** check box.
 - Select the frequency with which you want to receive search result emails.
 - In the to: field, type your email address.
 - Update other search criteria as necessary.

- At the bottom of the page, click **Save Search**.

Resume Search * = Required

Saved Searches [View/Manage](#)

[Tailor](#)

[Create New Saved Search](#)

[View/Manage](#)

Search Information

Search name

Send search results via email: Daily to:

Search Criteria [Reset search fields](#)

Source Monster.com OhioMeansJobs OMJ OJT-NEG OMJ Rapid OJT

Search Resume Site Monster Diversity

Skill-based Hiring means using direct evidence of someone's skills as a hiring criterion. This approach is 2.5-5 times more accurate than hiring by degree (years of education) or unstructured interview. WorkKeys test scores allow employers to objectively rank applicants' skills in certain areas. A very rough guide is:

- Level 3: Qualified for an entry level job
- Level 5: Qualified for college and skilled work
- Level 6-7: Qualified for the highest-wage work: lawyer, doctor, engineer, etc.

[Cancel](#) [Save Search](#)

©2014 Monster - All Rights Reserved - U.S. Patent No. 5,832,497; 7,599,930 B1; 7,827,125 and 7,836,060 - NYSE:MWW

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

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The saved search displays in the Search Results page Saved Searches menu and in the Welcome Back page Saved Resume Searches section.

Filters [Clear All](#)

Keyword
welder

Resume Updated
From: Today
To: 1 Month Ago

Most Recent Employer

Most Recent Job Title

Most Recent Job Description

Schools Attended

[Save search](#) [Search](#)

[Modify search](#) [New search](#)

Saved Searches

[Tailor welder 43219](#)

[View/Manage](#)

Welcome back, Cindy.

Search resumes and manage candidates

[Search Resumes](#)

Tutorials

Please note that the following are links to generic tutorials on Monster's employer functionality and are intended to provide you with basic instruction. There are slight differences in the functionality leveraged by OhioMeansJobs.

[Resume Search Overview](#) [Manage folders](#)
[Resume Search Example](#) [Manage Multiple Resumes](#)
[Viewing Results](#) [Understand Resume Sections](#)
[Viewing Actions](#) [Acting on Resumes in Folders](#)
[Saving Resume Searches](#) [Tips for Rootless Users](#)

Candidate Folders		Saved Resume Searches	
Title	Total	Title	
My Favorites	2	welder 43219	
Seeker 1	0	Tailor	
Tailor	1		

Manage Candidates Better

Improved Candidate Management.

See how our redesigned interface helps you simplify common tasks and manage candidates faster.

[See What's New](#)

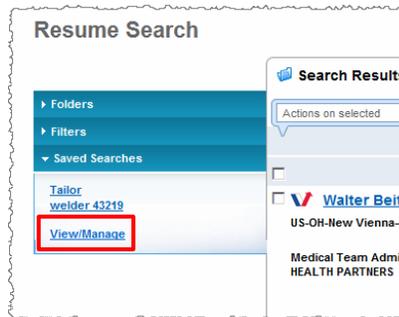
Procedure: Edit, Delete, or Copy a Saved Search

To edit, delete, or copy a saved resume search:

1. To access the saved search:
 - On the OhioMeansJobs.com Welcome Back page Saved Resume Searches section, click **View/Manage**.



- In the Search Results page Saved Searches menu, click **View/Manage**.



2. From the Saved Searches page Actions list, select an option.
 - To edit the search:
 - Select **Edit**.
 - On the Search page, edit the search criteria as necessary.
 - Click **Save Search**. The search and its updated criteria are saved.
 - To delete the search:
 - Select **Delete**.
 - On the confirmation dialog box that displays, click **Delete**. The search is deleted.
 - To copy the search:
 - Select **Copy**.
 - On the Search page, edit the search name and other criteria as necessary.
 - Click **Save Search**. The new search is saved.

Procedure: Create a Resume Folder

Create a resume folder to save resumes that could match the requirements for a posted job. By saving the resumes in a folder, you can keep track of promising resumes and do not have to rerun the resume search multiple times to find promising candidates.

1. Log in to OhioMeansJobs.com as described in [Procedure:Employer Log in](#), if necessary.
2. On the Welcome Back page, do one of the following:
 - In the Candidate Folders section, click **View/Manage**.

The screenshot shows the OhioMeansJobs.com interface. At the top, there's a navigation bar with 'Home', 'Candidates', 'Reports', and 'Business Support Center'. Below that, a 'Welcome back, Cindy.' message is followed by a 'Search resumes and manage candidates' section with a 'Search Resumes' button. A 'Tutorials' section contains several links. The 'Candidate Folders' table is visible, with a 'View/Manage' link highlighted in a red box. The table has columns for 'Title' and 'Total'.

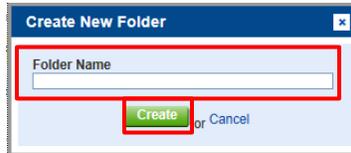
Title	Total
welder 43219	1
My Favorites	2
Seeker 1	0

- From the Candidates menu, select **Manage Candidates**.
3. On the Manage Folders page, click **Create New Folder**.

The screenshot shows the 'Manage Folders' page. At the top, there's a navigation bar with 'Home', 'Candidates', 'Reports', and 'Business Support Center'. Below that, a 'Manage Folders' section is visible. The 'Create New Folder' button is highlighted with a red box. Below the button is a table with columns for 'Name', 'Candidates', 'Folder Type', 'Owner', 'Last Activity', and 'Job Ref Code'.

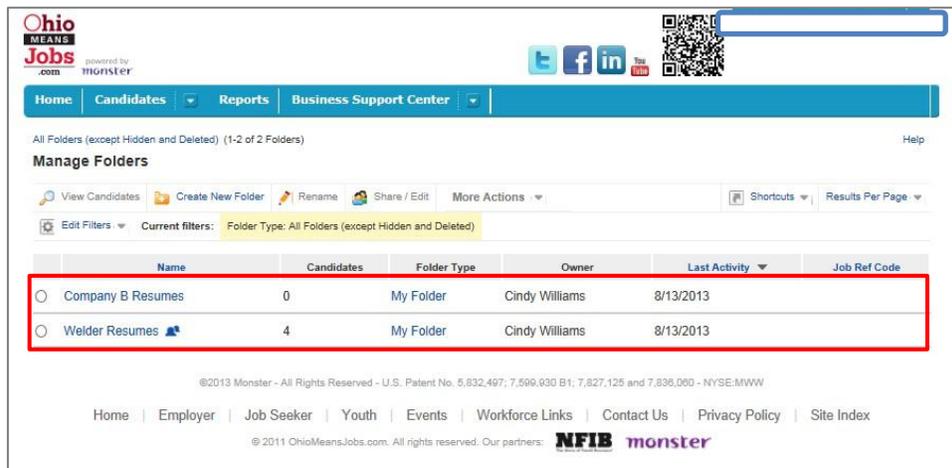
Name	Candidates	Folder Type	Owner	Last Activity	Job Ref Code
Welder Resumes	4	My Folder	Cindy Williams	8/13/2013	

4. On the Create New Folder dialog box:
 - Type a name for the folder. The naming standard is:
Company Name Job Order number (example: Acme Manufacturing 123456)
 - Click **Create**.



The screenshot shows a dialog box titled "Create New Folder". Inside, there is a text input field with the placeholder text "Folder Name". Below the input field are two buttons: a green "Create" button and a blue "Cancel" button.

The new folder displays on the Manage Folders page.



The screenshot displays the "Manage Folders" page. At the top, there is a navigation bar with "Home", "Candidates", "Reports", and "Business Support Center". Below this, a table lists the folders. The table has columns for Name, Candidates, Folder Type, Owner, Last Activity, and Job Ref Code. Two folders are listed: "Company B Resumes" with 0 candidates and "Welder Resumes" with 4 candidates. Both are "My Folder" type and owned by "Cindy Williams".

Name	Candidates	Folder Type	Owner	Last Activity	Job Ref Code
Company B Resumes	0	My Folder	Cindy Williams	8/13/2013	
Welder Resumes	4	My Folder	Cindy Williams	8/13/2013	

For information about adding resumes to the folder, see [Procedure: Add a Resume to a Folder](#).

Note: You can also create a folder and add resumes to the folder at the same time. See [Procedure: Add a Resume to a Folder](#) for details.

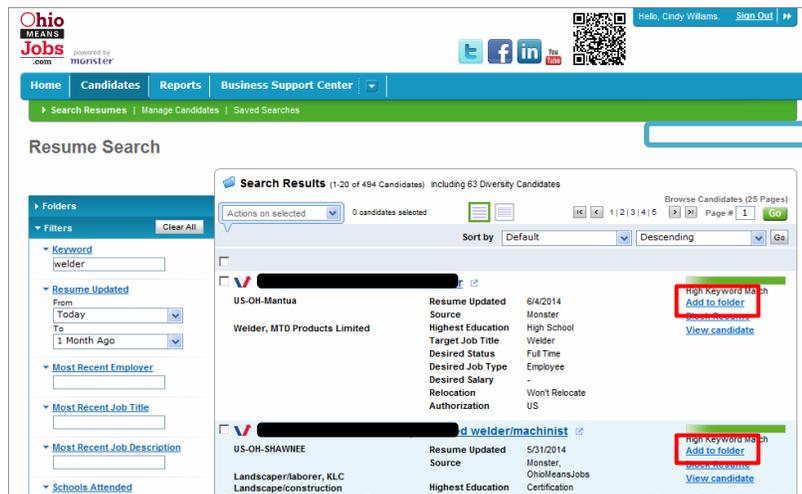
Procedure: Add a Resume to a Folder

To save the resumes that match your search criteria, create folders in which to keep the resumes. By saving the resumes in folders, you will not have to re-run the resume search each time you want to find relevant resumes. You can then refer to the folder to review the resume in more detail and refer the job seeker.

To add a resume to a folder:

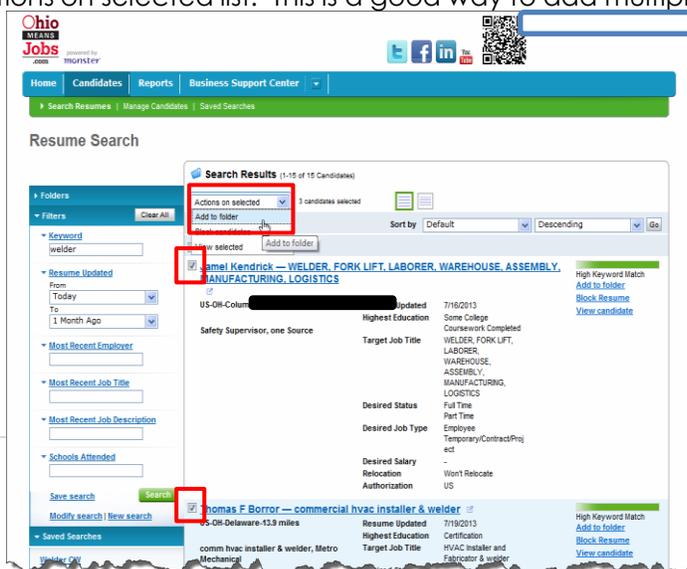
1. Log into OhioMeansJobs.com as described in [Procedure:Employer Log in](#), if you are not already logged in.
2. Perform a resume search as described in [Procedure:Search for Resumes](#).
3. Review resumes to determine whether the job seeker matches the job requirements.
4. When you find a resume you want to save, (3 options to move to folder)

- a) From the **Search Results** screen, Click **Add to folder**

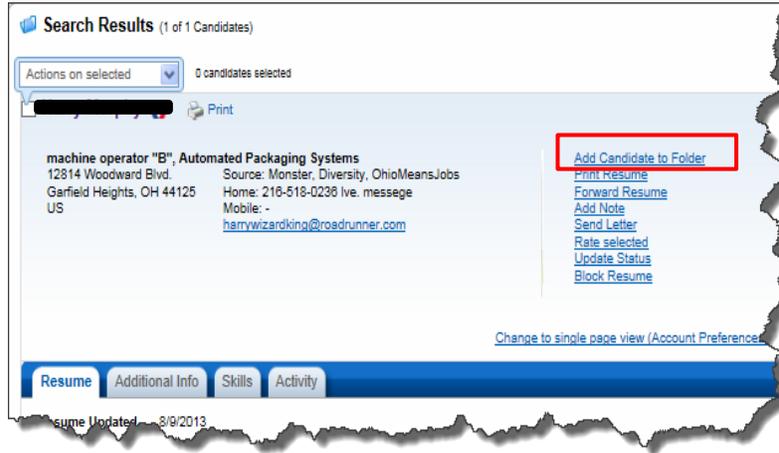


You can also add a resume to a folder by:

- b) Clicking the check box next to the resume title and selecting **Add to folder** from the Actions on selected list. This is a good way to add multiple resumes to the same folder.

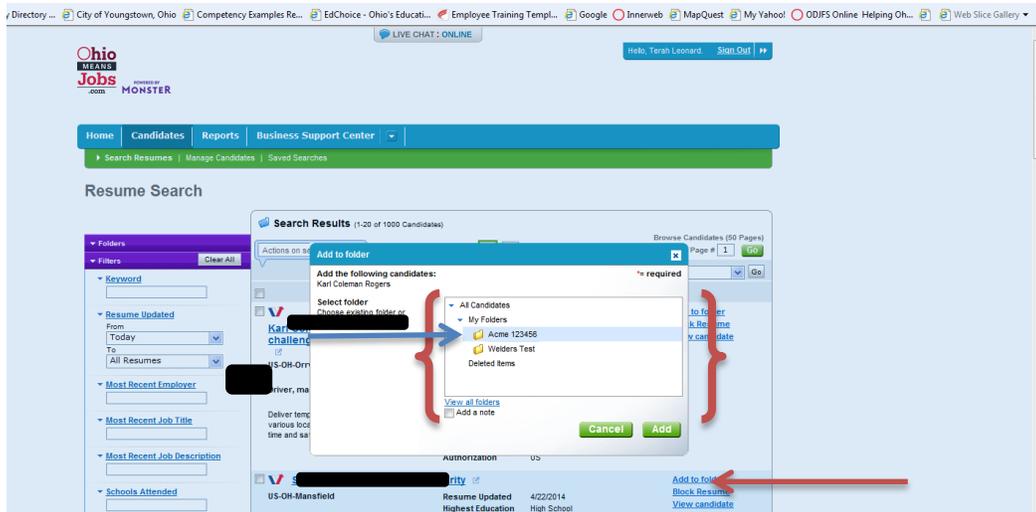


c) Clicking the resume link and clicking **Add Candidate to Folder** on the Resume page.



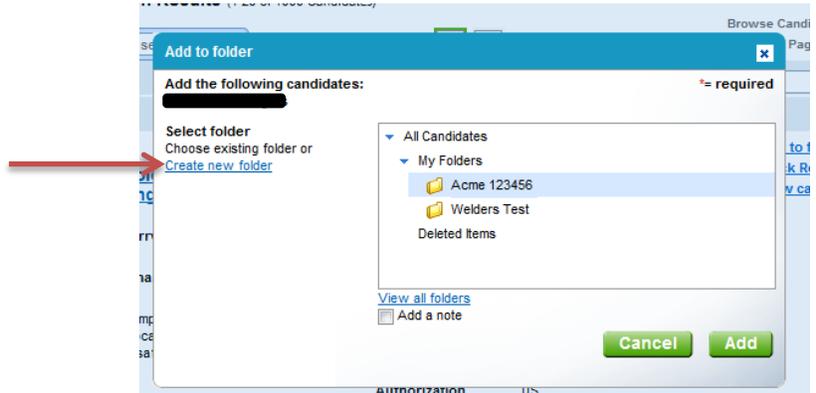
5. If a folder for this resume search exists:

- Select the Folder to add the resume. Click **Add**
- Under My Folders, click the folder to which you want to save the resume.
- Click **Add**. The resume is added to the folder

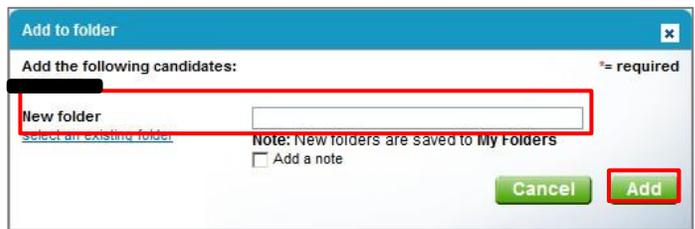


If a folder relevant to the resume search does not already exist, continue to the next step.

6. Click **Create new folder**



- In the New folder field, type a name for the folder. The naming standard is:
Company Name Job Order number
Acme Manufacturing 123456
- Click **Add**. The resume is added to the new folder.



To access resumes saved to a folder, see [Procedure: Access Resumes Saved in a Fold](#)

Procedure: Access Resumes Saved in a Folder

After resumes are saved in a folder, you can access them to continue the search for qualified candidates.

To access resumes saved in a folder:

1. Log into OhioMeansJobs.com as described [Procedure:Employer Log in](#), if you are not already logged in.
2. In the Home page Candidate Folders section, click the number in the Total column that corresponds to the folder you want to open. The number indicates the number of resumes saved in the folder.

The screenshot shows the OhioMeansJobs.com home page. The navigation bar includes Home, Candidates, Reports, and Business Support Center. The main content area features a 'Welcome back' message and a 'Search resumes and manage candidates' section with a 'Search Resumes' button. Below this, there are two tables: 'Candidate Folders' and 'Saved Resume Searches'. The 'Candidate Folders' table has a 'Total' column with values 1, 2, and 0. A red box highlights the 'Total' column. The 'Saved Resume Searches' table lists search results like 'welder 43219' and 'Tailor'.

Candidate Folders		View/Manage
Title	Total	
welder 43219	1	
My Favorites	2	
Seeker 1	0	

Saved Resume Searches		View/Manage
Title		
welder 43219		
Tailor		

Note: You can also access folders from the Search Results page by clicking **Folders > View all folders**. On the View folders dialog box, click the folder you want to open. Then click **Select**.

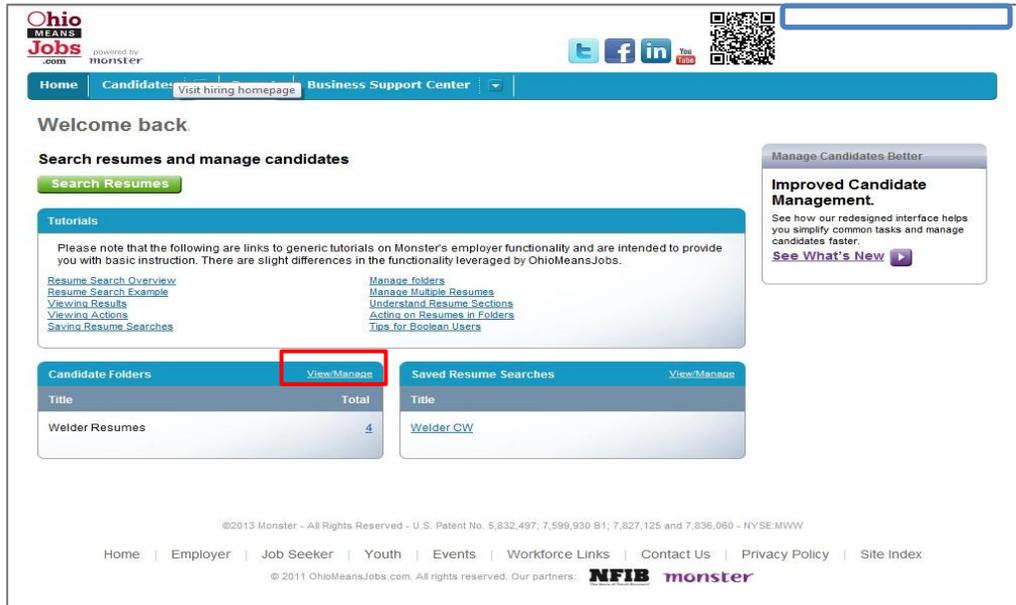
The screenshot shows the Resume Search page on the left and the View folders dialog box on the right. The Resume Search page has a 'Folders' section with 'View all folders' highlighted in a red box. The View folders dialog box shows a list of folders with columns for Name, Creator, and Modified. The 'welder 43219' folder is highlighted in a red box. The dialog box also includes fields for User, From, and To dates, and buttons for Update, Cancel, and Select.

Name	Creator	Modified
My Favorites	Williams, Cindy	12/2/2013
Seeker 1	Williams, Cindy	9/18/2013
Tailor	Williams, Cindy	9/12/2013
welder 43219	Williams, Cindy	6/17/2014

Procedure: Share a Candidate Folder

Candidate folders can be shared among users associated with the same FEIN. For example, you might share a folder when you are working with a colleague to find suitable candidates for a job posting.

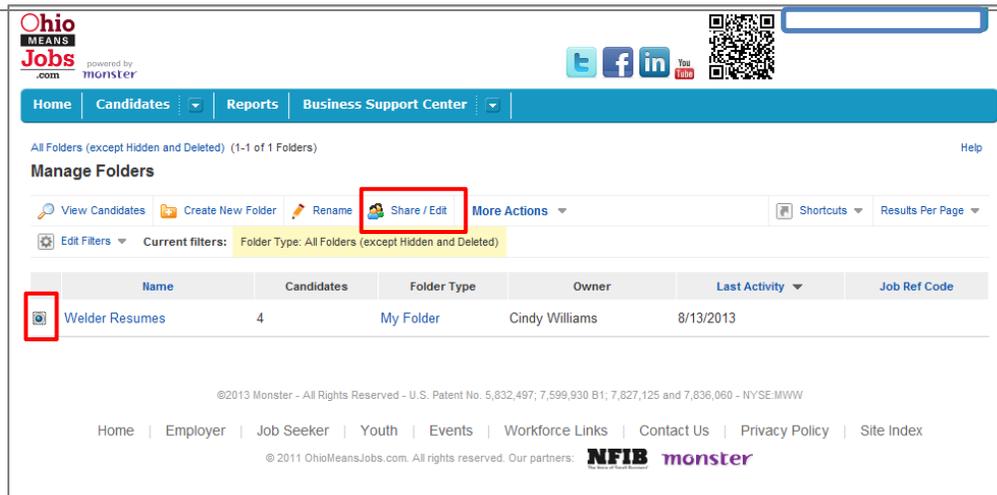
1. From the OhioMeansJobs.com Welcome Back page Candidate Folders section, click **View/Manage**.



The screenshot shows the OhioMeansJobs.com interface. At the top, there's a navigation bar with 'Home', 'Candidates', 'Visit hiring homepage', and 'Business Support Center'. Below this, a 'Welcome back' message is followed by a search bar and a 'Search Resumes' button. A 'Tutorials' section lists various guides. The 'Candidate Folders' section is highlighted with a red box, showing a table with one folder: 'Welder Resumes' with a total of 4 candidates. A 'View/Manage' link is next to it. To the right, there's a 'Manage Candidates Better' section with 'Improved Candidate Management' and a 'See What's New' button. The footer contains copyright information and navigation links.

2. On the Manage Folders page:

- Click the radio button next to the folder you want to share.
- Click **Share/Edit**.



The screenshot shows the 'Manage Folders' page. At the top, there's a navigation bar with 'Home', 'Candidates', 'Reports', and 'Business Support Center'. Below this, there's a 'Manage Folders' section with a search bar and buttons for 'View Candidates', 'Create New Folder', 'Rename', 'Share / Edit', and 'More Actions'. A table below lists folders, with the 'Welder Resumes' folder selected, also highlighted with a red box. The table has columns for Name, Candidates, Folder Type, Owner, Last Activity, and Job Ref Code. The footer contains copyright information and navigation links.

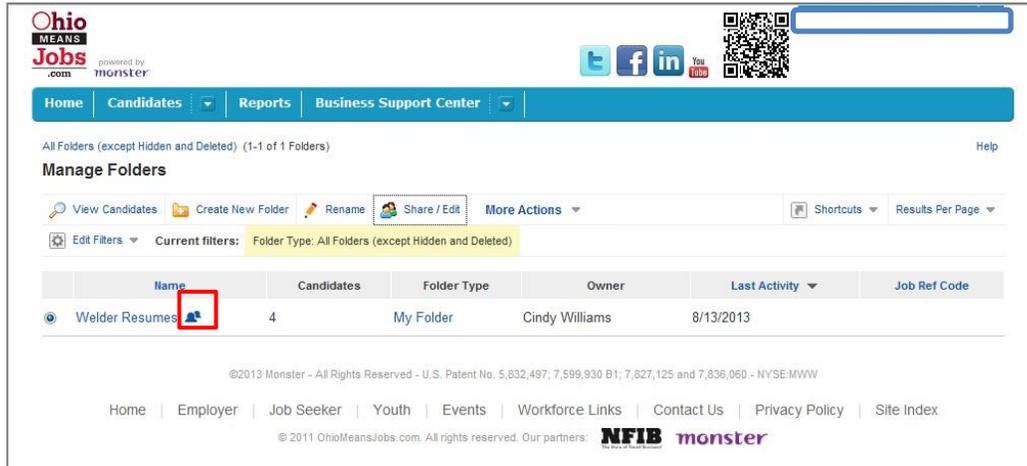
3. On the Share/Edit Folder Members dialog box:

- In the Available list, click the names of the people with whom you want to share the selected folder.
- Click **Add**. The selected name displays in the Selected list.

- Click **Share/edit folder members**.



4. On the Manage Folders page, verify  (Shared) displays next to the shared folder.



Managing Resumes

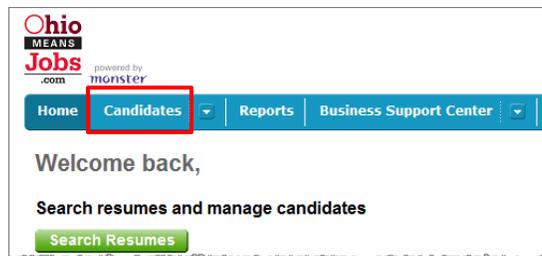
Procedure: Case Manage Resumes

Use OhioMeansJobs.com features to case manage resumes. Case management tasks include:

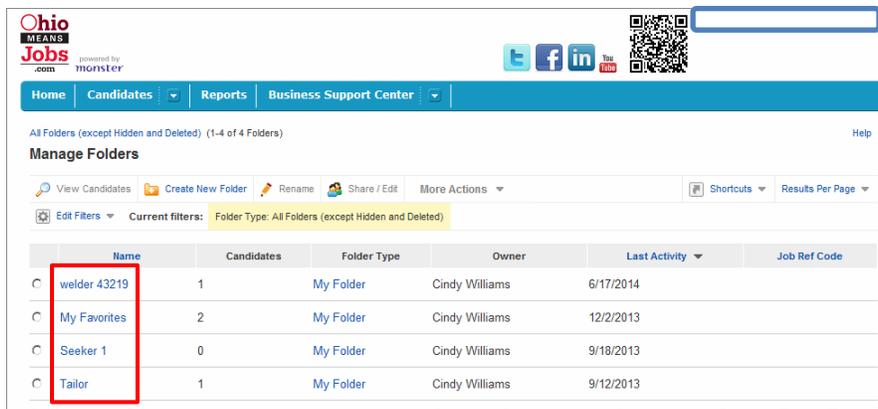
- Rating candidates.
- Removing candidates from a folder.
- Editing filters.

To case manage resumes:

1. Log in to OhioMeansJobs.com as described in [Procedure: Employer Log in](#).
2. On the Welcome Back page, from the OhioMeansJobs.com menu, click **Candidates**.



3. On the Manage Folders page, click the name of the folder that contains the candidates you want to manage.

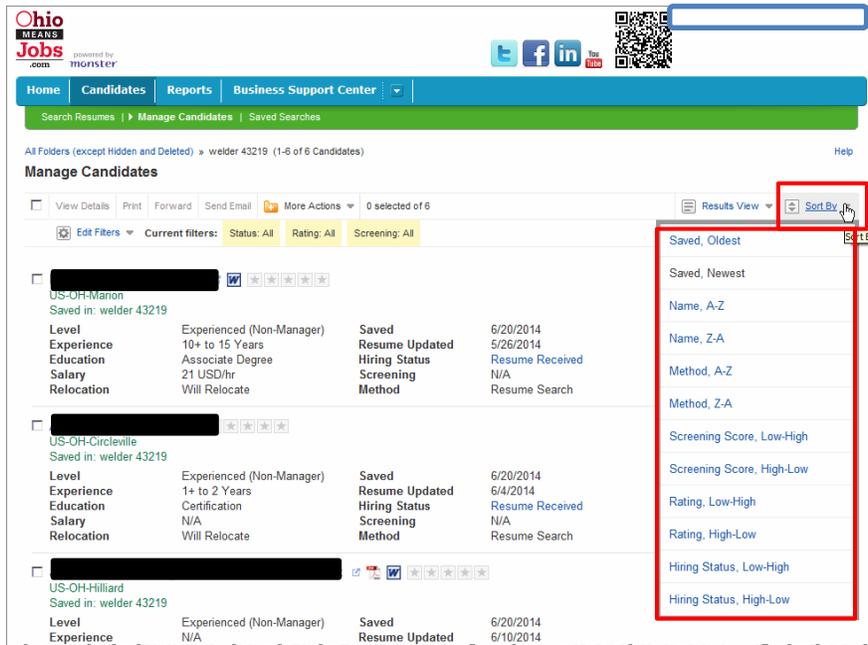


The screenshot shows the 'Manage Folders' page on OhioMeansJobs.com. The 'welder 43219' folder name is highlighted with a red box. The table below lists the folders and their details.

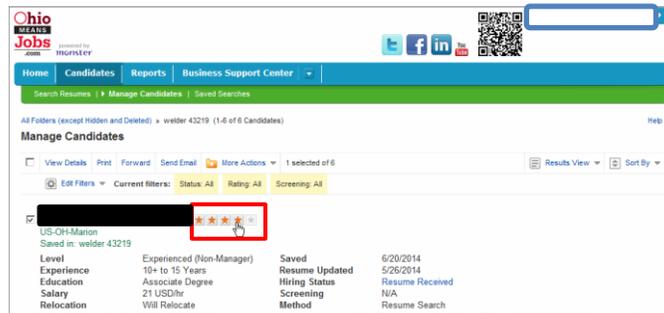
Name	Candidates	Folder Type	Owner	Last Activity	Job Ref Code
welder 43219	1	My Folder	Cindy Williams	6/17/2014	
My Favorites	2	My Folder	Cindy Williams	12/2/2013	
Seeker 1	0	My Folder	Cindy Williams	9/18/2013	
Tailor	1	My Folder	Cindy Williams	9/12/2013	

4. On the Manage Candidates page:

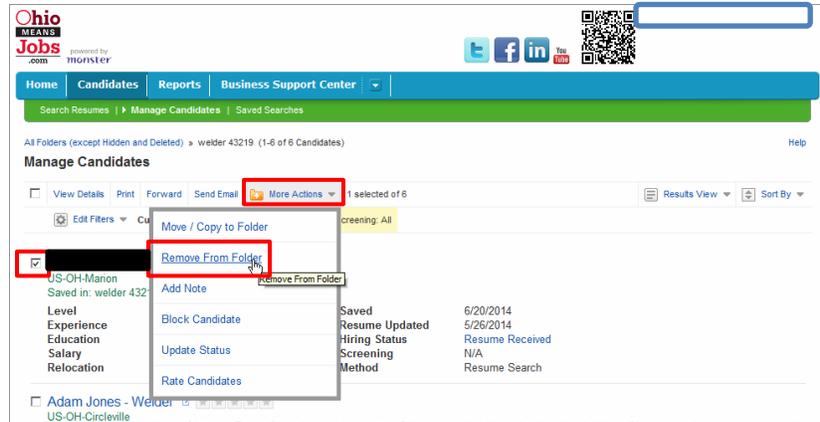
- View candidate information.
- To sort the list of candidates, select the sorting method from the **Sort By** list. Sort by saved date, name, screening score, hiring status, and other criteria. The candidates can be sorted and resorted at any time.



- To rate candidates, click the stars next to the resume title. The more stars selected, the higher the candidate's rating.



- To remove a candidate from a folder:
 - Click the check box next to the resume you want to remove.
 - From the More Actions list, select **Remove From Folder**.

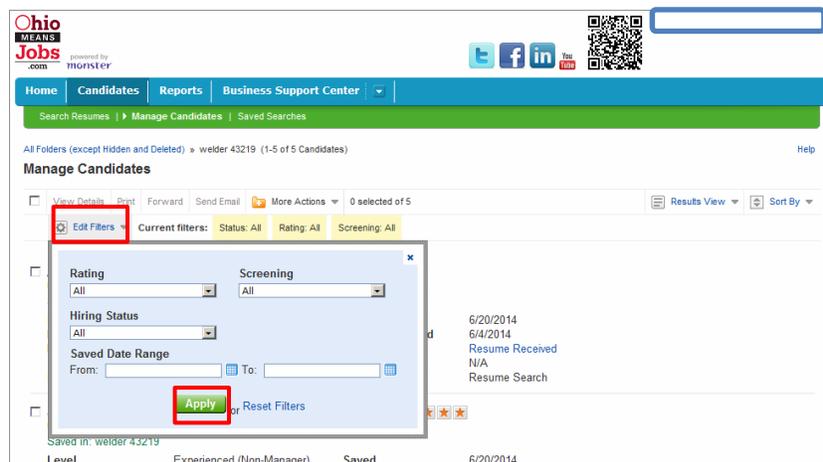


- On the Remove selected from folder dialog box, click **Remove**.

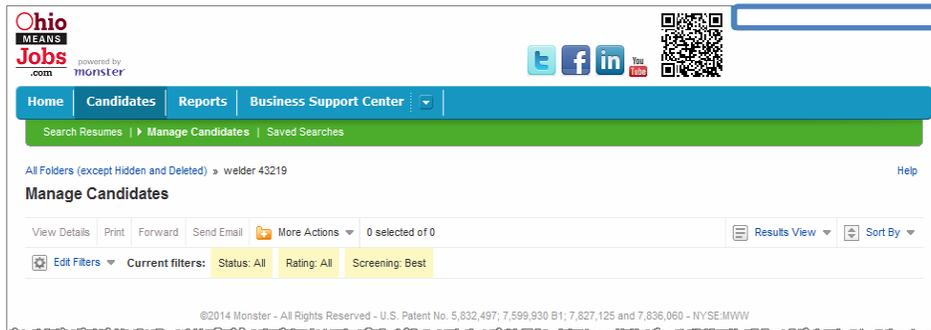


The selected resume is removed from the folder.

- To display only resumes that match certain criteria:
 - Click **Edit Filters**.
 - In the dialog box that displays, select the rating, screening, hiring status, and saved date range values you want to filter on.
 - Click **Apply**. A list of resumes that match your filter criteria displays.



Note: If no resumes match the filter values, no candidates display on the **Manage Candidates** page, as shown in the following example.



Tip: To remove filters and see all the resumes in the folder, click **Edit Filters**. On the dialog box, click **Reset Filters**. All resumes in the folder display.

Remember: Job matching and referrals initiated in OhioMeansJobs.com is not currently recorded in Ohio Workforce Case Management System (OWCMS). All referrals and placements must be recorded in OWCMS. Refer to the section [OWCMS-Recording Job Referrals and Job Placements](#) for more information.

Job Seeker Notification

Procedure: Notify Job Seekers about a Possible Job Match

1. **The method of contact is a telephone call to the potential candidate.**

If after unsuccessful documented attempts to contact Job seeker by phone, notification of potential job match can be sent via OhioMeansJobs.com

2. On the Welcome Back page, open the folder that contains the job seeker resumes you saved for the Employer or Job opening.

Title	Total
welder 43219	1
My Favorites	2
Seeker 1	0

3. On the Manage Candidates page:

- Click the check box next to the candidates' resumes you contact and forward to the employer.

Tip: To select all the resumes in the folder, click the check box next to the View Details button.

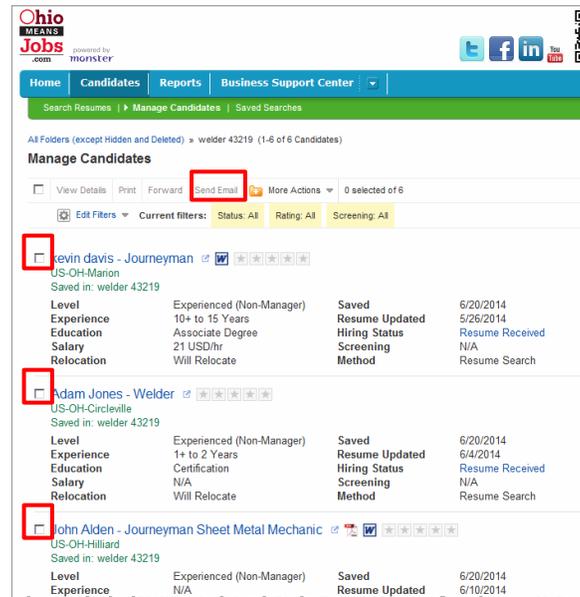
All Folders (except Hidden and Deleted) » welder 43219 (1-5 of 5 Candidates)

Manage Candidates

View Details Print Forward Send Email More Actions 2 selected of 5

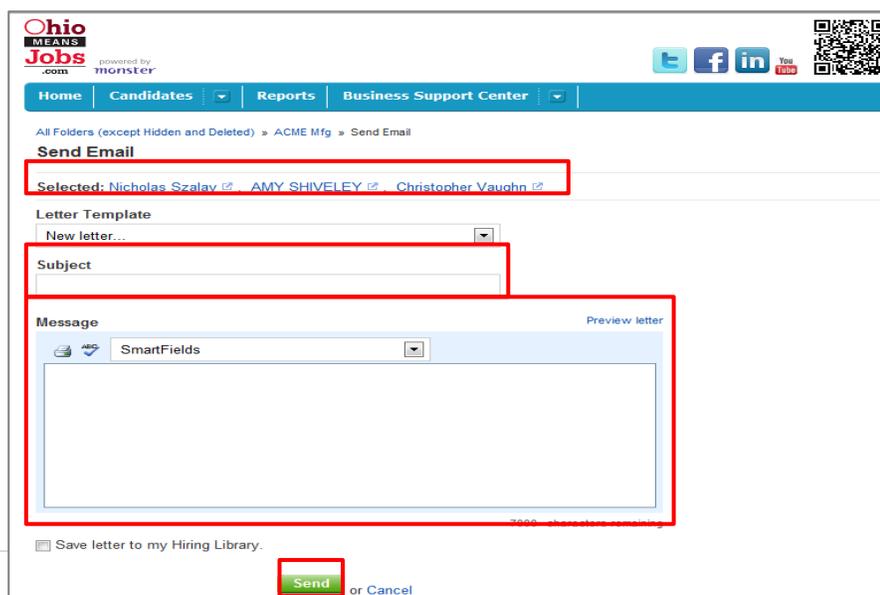
Edit Filters Current filters: Status: All Rating: All Screening: All

- Click **Send Email**.



4. On the Send Email page:

- Note the selected candidate names display in the Selected field.
- In the Subject field, type the subject of the email message.
- In the Message box:
 - Provide the job seeker with information on how to contact you for a potential job match
 - Include your name and contact number
- Click **Send**. The messages are sent to the selected job seekers.



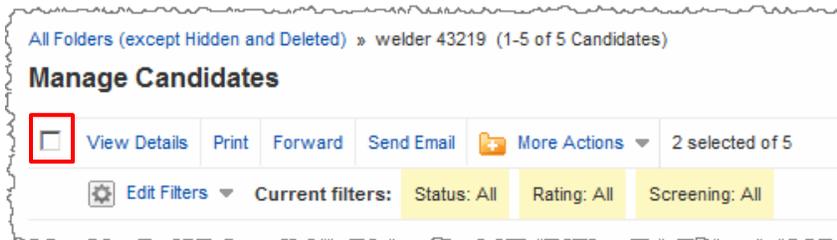
Forwarding Resumes to Employers

Procedure: Forward Resumes to the Employer

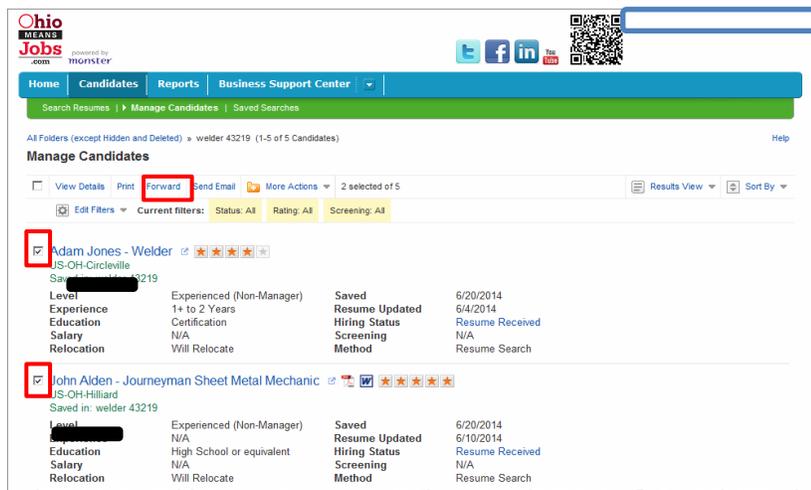
Once you have found suitable candidates for the job posting, you can forward them from OhioMeansJobs.com to the employer.
To forward resumes to the employer:

1. On the Manage Candidates page:
 - Click the check box next to the resumes you want to forward to the employer.

Tip: To select all the resumes in the folder, click the check box next to the View Details button.



- Click **Forward**.



2. On the Forward Resumes page
 - In the To field, type the employer's email address
 - In the Subject line, keep "Candidate for review" or update it, if necessary.
 - Click **Send**. The selected resumes are emailed to the employer. Each resume is sent in its own email. For example, if you send three resumes, the employer will receive three separate emails, one for each resume.

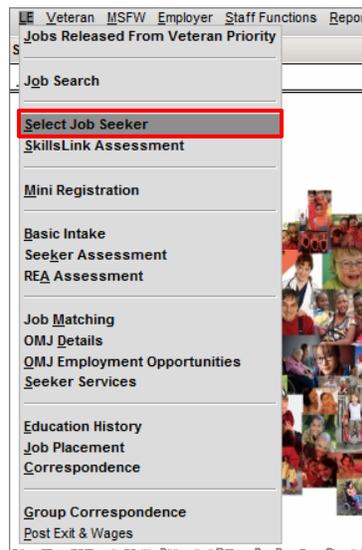


OWCMS-Recording Job Referrals and Job Placements

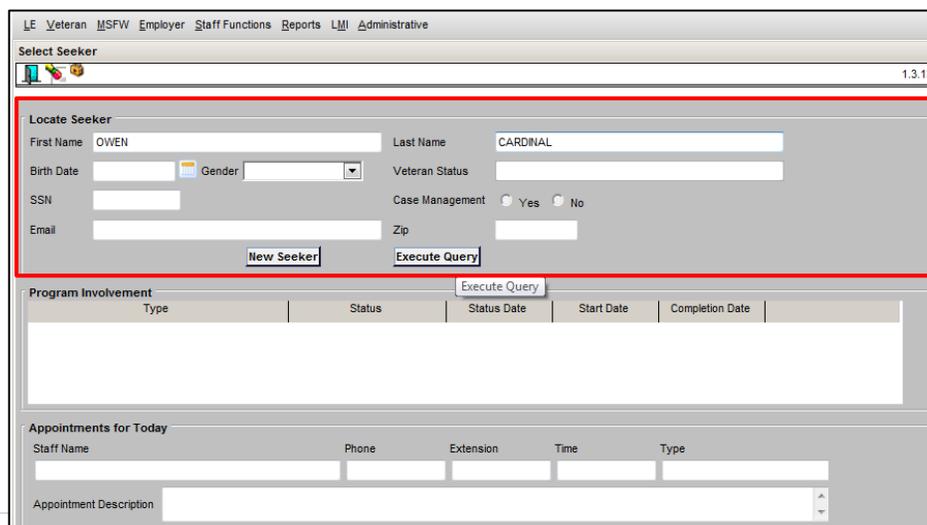
Procedure: Select a Seeker

To record a placement from an OhioMeansJobs.com referral, use one of the following LE menu options:

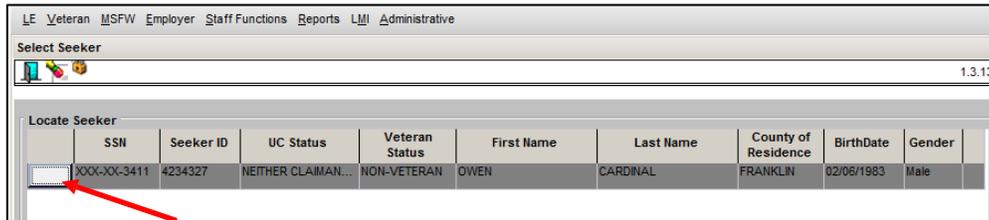
1. Log in to OWCMS and select your LE office.
2. From the LE menu, select **Select Job Seeker**.



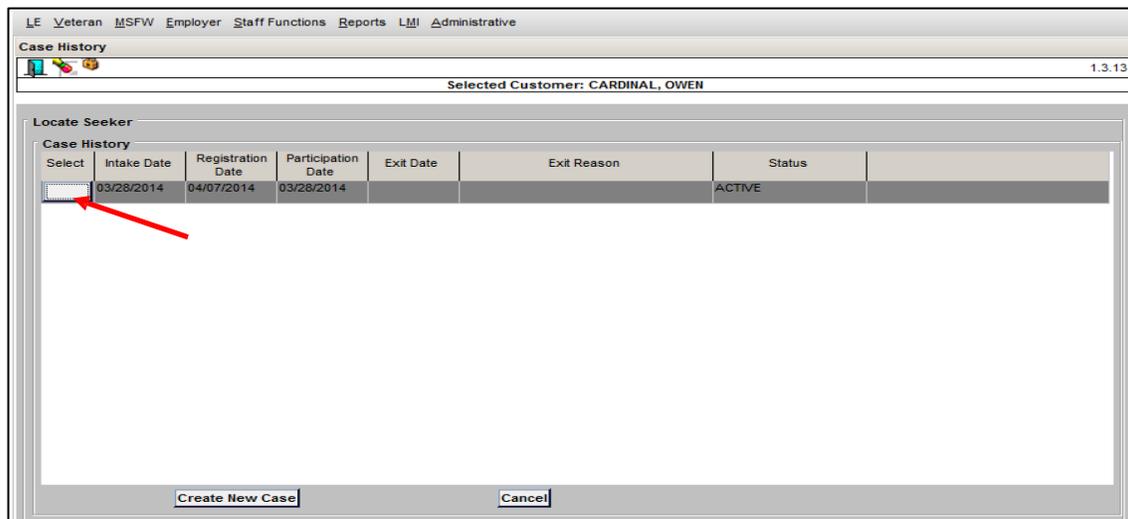
3. On the Locate Seeker screen:
 - Type the job seeker's name or SSN.
 - Click **Execute Query**.

A screenshot of the 'Locate Seeker' screen in OWCMS. The screen has a navigation bar at the top with 'LE Veteran MSFW Employer Staff Functions Reports LMI Administrative'. Below the navigation bar is a 'Select Seeker' header. The main content area is titled 'Locate Seeker' and contains several input fields: First Name (OWEN), Last Name (CARDINAL), Birth Date, Gender (dropdown), Veteran Status, SSN, Case Management (Yes/No radio buttons), Email, and Zip. There are two buttons: 'New Seeker' and 'Execute Query'. Below the input fields 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.

4. On the Locate Seeker search results screen, click the unlabeled **Select** button to the left of the SSN column for the job seeker for whom you are recording a placement.



5. On the Case History screen, click the **Select** button for the job seeker's active record.



The Basic Intake General tab displays.

Procedure: Record a Placement from an OhioMeansJobs Referral

Because OhioMeansJobs.com referrals are not uploaded to OWCMS, they must be entered manually.

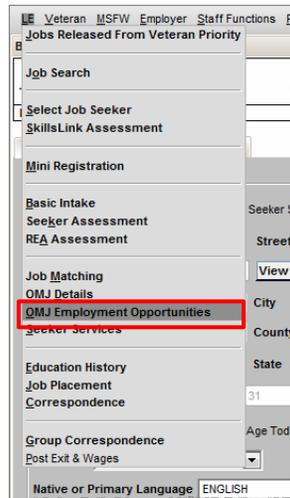
To record a placement from an OhioMeansJobs.com referral, use one of the following LE menu options:

- [Scenario 1: OhioMeansJobs Job Leads](#)
- [Scenario 2: Job Placement](#)

Scenario 1: OhioMeansJobs Employment Opportunities

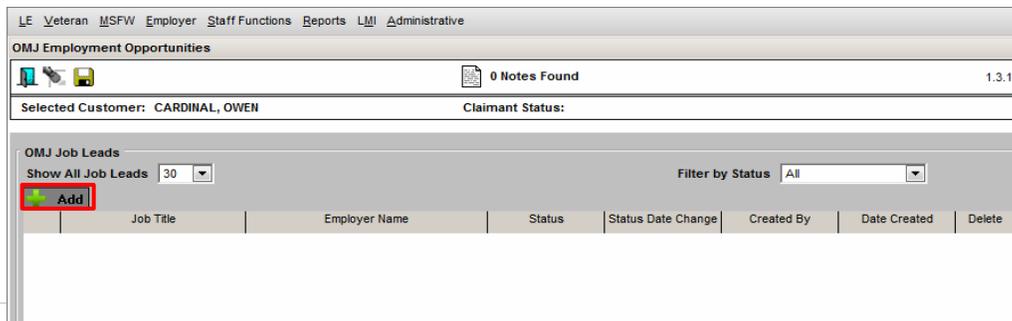
One way to record a job placement is to use the OhioMeansJobs Employment Opportunities menu option. The **OhioMeansJobs Employment Opportunities** option also allows you to add a potential job to the job seeker's record and track its status through the interview process. To record a placement, update the status to Hired.

1. Log into OWCMS and select the job seeker's record as described in [Procedure: Select a Seeker](#).
2. From the LE menu, select **OhioMeansJobs Employment Opportunities**.



3. On the **OhioMeansJobs Employment Opportunities** screen, click **Add**. New fields display in the OhioMeansJobs Job Leads section.

Note: If no previous OhioMeansJobs employment opportunities are recorded on this screen, a dialog box displays to indicate no records exist. Click **OK** to continue.



4. In the fields that display:

- Complete all the fields for which you have information.

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

Important: Do not change the **Stop Job Referral Emails?** selection. This option pertains to UC claimants and can be changed only by authorized staff.

5. Click **Save Record**.

6. Click **Return to Jobs**.

The screenshot shows the 'OMJ Employment Opportunities' form. The 'OMJ Job Leads' section is highlighted with a red box. The form fields include: Job Title (Information Technology Project Manager), Status (Applied/Sent Resume), Job URL (itsolutions.jobpos/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), Created By (THOMPSON, CHARLES), Created By Office (25-13 OhioMeansJobs Franklin Ct), and Created Date (4/7/2014). A 'Return to Jobs' button is also visible.

7. In the OhioMeansJobs Job Leads section, verify the job opportunity displays.

The screenshot shows the 'OMJ Employment Opportunities' form. The 'OMJ Job Leads' section is highlighted with a red box. The table below shows the job lead details:

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	<input type="checkbox"/>

8. To record a job placement on the OhioMeansJobs referral, click the unlabeled **Select** button next to the appropriate job lead.

The screenshot shows the 'OMJ Employment Opportunities' form. The 'OMJ Job Leads' section is highlighted with a red box. A red arrow points to the unlabeled 'Select' button next to the job lead row in the table below:

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	<input type="checkbox"/>

9. In the expanded OhioMeansJobs Job Leads section, select **Hired** from the Status list.
10. Click **Save Record**.

The screenshot shows the 'OMJ Employment Opportunities' form. The 'Status' dropdown menu is open, and 'Hired' is selected. The form fields include Job Title, Job URL, Employer Name, Employer Phone, Wage Amount, Wage Interval, Created By, and Created By Office.

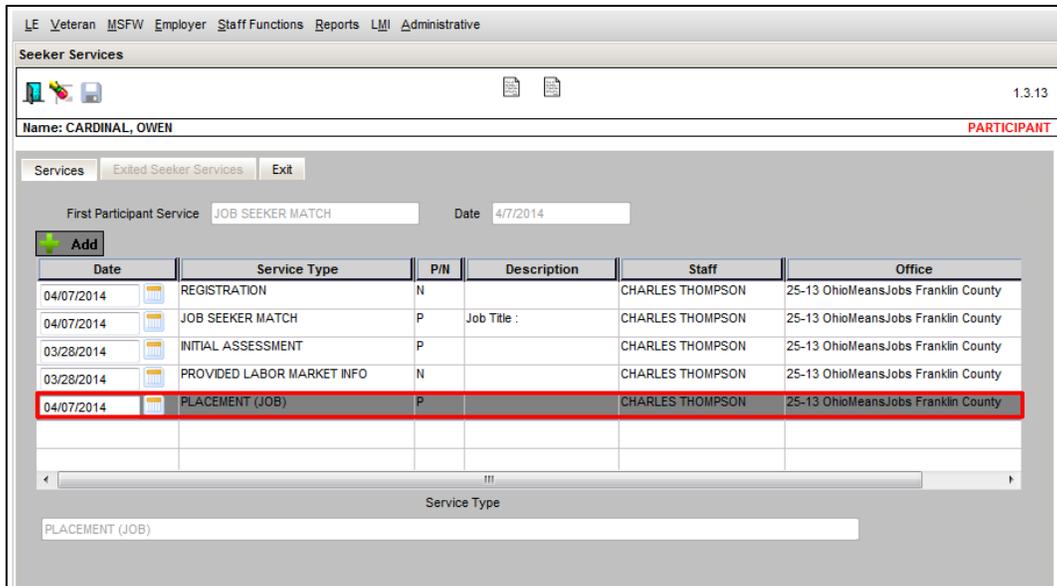
11. Verify the record displays in the OhioMeansJobs Employment Opportunities screen Historical Transactions section.

The screenshot shows the 'OMJ Employment Opportunities' form after saving. The 'Status' is now 'Hired' and the 'Status Date Change' is '04/07/2014'. The 'Historical Transactions' table shows a record for 'THOMPSON, CHARL' with a date of '4/7/2014' and a status change from 'Applied/Sent Resu' to 'Hired'.

User Name	Date/Time	Job Title	Job URL	Employer Name	Change Type	Original Status	New Status
THOMPSON, CHARL	4/7/2014	Information Technology	itsolutions.jobpost/hr/resumes	ITData Solutions	Status	Applied/Sent Resu	Hired

12. From the LE menu, select **Seeker Services**.

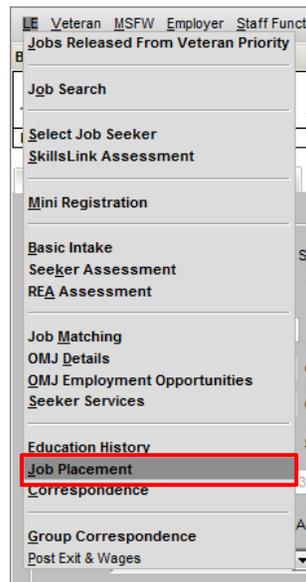
The screenshot shows the 'LE' menu with 'Seeker Services' highlighted. The menu items include: Jobs Released From Veteran Priority, Job Search, Select Job Seeker, SkillsLink Assessment, Mini Registration, Basic Intake, Seeker Assessment, REA Assessment, Job Matching, OMJ Details, OMJ Employment Opportunities, Seeker Services, Education History, Job Placement, Correspondence, Group Correspondence, and Post Exit & Wages.



When the job lead status is set to Hired and the Placement (Job) service is added to the job seeker's services record, the job seeker will be exited during the nightly batch process. If the job seeker is an active UC claimant, however, the seeker will not be exited.

Scenario 2: Job Placement

1. Log into OWCMS and select the job seeker's record as described in [Procedure: Select a Seeker](#).
2. From the LE menu, select **Job Placement**.



3. On the Job Placement screen, click the **New Job** tab.

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: Notif, Interface JO#, Employer Name, Ref Date, and Referral Results. The table is currently empty. A 'NO HIRE' button is located at the bottom right.

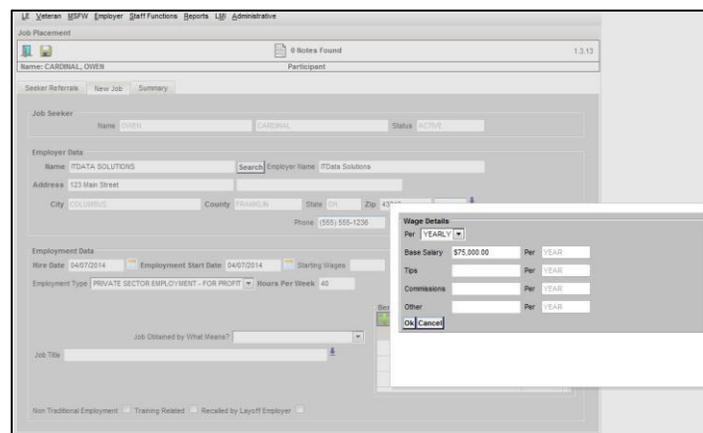
4. On the New Job tab, click **Search**.

This screenshot shows the 'New Job' tab selected. The 'Job Seeker' information is populated. The 'Employer Data' section includes a 'Search' button highlighted in red, followed by an 'Employer Name' field containing 'ITData Solutions'. Other fields include Address, City, County, State, Zip, Phone, and Fax. The 'Employment Data' section shows 'Hire Date' as 04/07/2014 and 'Employment Start Date' as 04/07/2014. There are fields for 'Starting Wages', 'Salary Interval', 'Employment Type', and 'Hours Per Week'. A 'Wage Details' button is present. The 'Job Title' field is empty. A 'Benefits' table with 'Add' and 'Delete' buttons is visible. At the bottom, there are checkboxes for 'Non Traditional Employment', 'Training Related', and 'Recalled by Layoff Employer'.

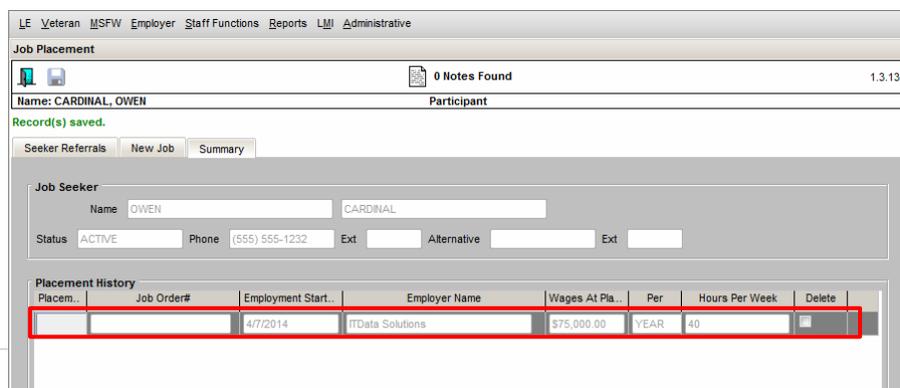
5. On the Select Employer Screen
 - Type the employer name or other identifying information.
Tip: Use the wildcard character (%) to broaden your search.
 - Click **Execute Query**

6. Do one of the following:
 - If results are found, click the unlabeled **Select** button next the appropriate employer.
Information related to the selected employer displays in the New Job tab Employer Data section.
 - If no results are found:
 - Click the **Exit this Form** button.
 - On the New Job tab, complete as much information about the employer as the seeker can provide.

7. To enter wage information:
 - Click **Wage Details**.
 - On the Wage Details dialog box,
 - Complete the fields as necessary.
 - Click **OK**.



8. Complete the remaining fields as necessary.
9. Click the **Save Record** button.
10. Click the **Summary** tab.
11. In the Summary tab Placement History section, verify the job information displays.



Tip: To view job placement information, click **Placement Details**.

The screenshot shows a web application interface for job placement. At the top, there is a navigation menu with items: LE, Veteran, MSFW, Employer, Staff Functions, Reports, LMI, and Administrative. Below this is a header for 'Job Placement' with a search icon, '0 Notes Found', and the date '1.3.13'. The main content area is titled 'Participant' and shows the name 'Name: CARDINAL, OWEN'. There are tabs for 'Seeker Referrals', 'New Job', and 'Summary'. The 'Job Seeker' section contains fields for Name (OWEN, CARDINAL), Status (ACTIVE), Phone ((555) 555-1232), and Ext. Below this is a 'Placement History' table with columns for Placem., Job Order#, Employment Start..., and Emplo... The first row is highlighted with a red box. To the right of the table is a detailed form for 'Job Seeker Name OWEN CARDINAL'. This form includes fields for 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), and Wage Details. It also has a dropdown for 'Job Obtained by What Means?' (WORKSOURCE CENTER SERVICES) and a text field for 'Job Title' (Plan, initiate, and manage information technology (IT) projects. Lead and guide the v). A 'Benefits' section contains dropdown menus for HEALTH INSURANCE, VACATION, 401K, and SICK LEAVE. There are checkboxes for 'Non Traditional Employ Flag', 'Training Related Flag', and 'Recalled by Layoff Employer'. A 'Return' button is located at the bottom right of the form.

12. From the LE menu, select **Seeker Services**.

The screenshot shows a vertical menu titled 'LE Veteran MSFW Employer Staff Func'. The menu items are: Jobs Released From Veteran Priority, Job Search, Select Job Seeker, SkillsLink Assessment, Mini Registration, Basic Intake, Seeker Assessment, REA Assessment, Job Matching, OMJ Details, OMJ Employment Opportunities, Seeker Services (highlighted with a red box), Education History, Job Placement, Correspondence, Group Correspondence, and Post Exit & Wages.

13. On the Seeker Services screen, click **Add**.

14. On the Select Multiple Seeker Services dialog box:

- Click the **Select** box next to the Obtained Employment service type.
- Click **Save Record**.

Select	Service Type	P/N	Service Date
<input type="checkbox"/>	FOLLOW-UP AFTER INTENSIVE SERVICES TERMINATION	N	
<input type="checkbox"/>	INITIAL ASSESSMENT	P	
<input type="checkbox"/>	JOB DEVELOPMENT CONTACT	P	
<input type="checkbox"/>	JOB SEARCH ASSISTANCE	P	
<input type="checkbox"/>	JOB SEARCH WORKSHOP	N	
<input type="checkbox"/>	JOB SEARCH WORKSHOP - TANF	N	
<input type="checkbox"/>	MSFW FOLLOW-UP	P	
<input type="checkbox"/>	MSFW TERMINATED	P	
<input checked="" type="checkbox"/>	OBTAINED EMPLOYMENT	P	04/07/2014
<input type="checkbox"/>	ORIENTATION - INITIAL VISIT	N	
<input type="checkbox"/>	PLACED IN FEDERAL TRAINING	P	

Important:

- The Obtained Employment service must be manually entered when the New Job tab is used to record employment for reporting purposes. When the OhioMeansJobs Employment Opportunities screen is used, the job placement is recorded automatically.
- When the Obtained Employment service is added to the seeker's record, the job seeker will be exited during the nightly batch process. If the job seeker is an active UC claimant, however, the seeker will not be exited.
- Note the Obtained Employment service displays on the Seeker Services screen.

Date	Service Type	P/N	Description	Staff	Office
03/28/2014	INITIAL ASSESSMENT	P		CHARLES THOMPSON	25-13 OhioMeansJobs Franklin County
03/28/2014	PROVIDED LABOR MARKET INFO	N		CHARLES THOMPSON	25-13 OhioMeansJobs Franklin County
04/07/2014	PLACEMENT (JOB)	P		CHARLES THOMPSON	25-13 OhioMeansJobs Franklin County
04/07/2014	CAREER GUIDANCE	P		CHARLES THOMPSON	25-13 OhioMeansJobs Franklin County
04/07/2014	REFERRAL TO LABOR EXCHANGE	N		CHARLES THOMPSON	25-13 OhioMeansJobs Franklin County
04/07/2014	REFERRAL TO UNEMPLOYMENT INSUR...	N		CHARLES THOMPSON	25-13 OhioMeansJobs Franklin County
04/07/2014	OBTAINED EMPLOYMENT	P		CHARLES THOMPSON	25-13 OhioMeansJobs Franklin County

