OFFICE OF FAMILIES AND CHILDREN
Families and Children Letter FCL #034

TO: Directors, Public Children Services Agencies

FROM: Jeffery Van Deusen, Deputy Director
Office of Families and Children

DATE: July 8, 2022

SUBJECT: OhioMeansJobs.com (OMJ) Resume Mining and Training for Public Children Services Agencies

Background

Recruitment of qualified children services professionals is a challenge facing most of Ohio’s Public Children Services Agencies (PCSAs). We know there is not one initiative that can address the issues surrounding caseworker retention and recruitment; however, this letter outlines another tool meant to support and empower PCSAs in locating and contacting potential qualified candidates through OhioMeansJobs.com (OMJ).

Process

Beginning July 5, 2022, a team from Ohio Department of Job and Family Service, Office of Workforce Development (OWD) will begin a process to locate potential qualified children’s services candidates in OMJ. Using a set of key words, OMJ will secure resumes for review for each PCSA. These resumes will be sent to the Ohio Department of Job and Family Services (ODJFS) Office for Families and Children (OFC) and issued to PCSAs for review. This process of locating resumes for PCSA’s is expected to occur for a period of two-months in order to give PCSAs an opportunity to learn how to resume mine if they choose. Training and Technical Assistance will be available so that by September 1, 2022, PCSA’s will be capable of conducting comprehensive searches independently. OWD staff will be available throughout the month of September to assist PCSA’s as they learn to utilize OMJ to its full capacity.

Training

Through collaboration between the ODJFS and the OWD, a comprehensive training on how to locate and contact potential qualified children’s services candidates and post jobs will be held on August 17, 2022, 10:30am-12:00pm. This training is meant to demonstrate the vast functionality of OMJ and build PCSAs competence and confidence in conducting these search activities through OMJ.
This virtual training session is meant to be an interactive overview of OMJ and will be one hour and thirty minutes in duration. The time allotted does allow for a question answer period. Attendees will have the opportunity to experience OMJ functionality as it is shared in real time by accessing their own OMJ account. The session will be recorded. In this training session, attendees will learn about:

- Candidate management when searching for candidates for a specific position
- Sending messages to candidates identified for a position
- Posting jobs on OMJ
- How candidates apply through OMJ
- Tutorials available on OMJ

Attendance is open to JFS staff responsible for PCSA children services recruitment and hiring.

This virtual training will be held on Microsoft TEAMS on Wednesday, August 17, 2022, 10:30am -12:00pm.

To join, please use the link: Click here to join the meeting.

**Resources**

In order to attend this training and maximize the experience, attendees must have their OMJ Employer account set up in advance. It is highly recommended attendees test their login prior to attending this training session.

In order to register your own account prior to the session, you can follow these steps:

1. Go to OhioMeansJobs.com
2. Click “For Employers” at the top of the screen
3. Click “My Profile” in the top right corner
   a. Note, they MUST click “For Employers” first, otherwise the My Profile button on the homepage will try to take them to the Job Seeker Profile page
4. Under First Time User, click “Continue”
5. Under Recruiter Registration, when it asks, “Do you have a FEIN and/or federal tax withholding number?” click the “Select One” drop down and click “I have a FEIN and a tax withholding account number.”
6. Enter and re-enter both their FEIN and state tax ID number
   a. These numbers can be found on their W2
   b. FEIN is in box b and should be 9 digits
   c. State Tax ID is in box 15 and is typically 8 digits
7. Once these are verified, they’ll be able to enter their contact information, username, password, etc. and create an account.

**Contact**

If you have any additional questions regarding this project, please contact Melissa Palmer at Melissa.Palmer@jfs.ohio.gov.