

Yuma Private Industry Council, Inc.

Business Services

Job Order System (updated 24 April 2015)

The purpose of the Job Order System is to allow employers the ability to easily post, review and modify Job Orders from any web-connected device.

The primary functions of the Job Order System are available on the main page located at <http://bso.ypic.com/joborders/>



The first step – Create Employer Account

The screenshot shows the 'Employer Information Sheet' form for YPI-C. The header includes the YPI-C logo and the tagline 'Yuma's One-Stop source for quality candidates...'. The form fields are as follows:

Federal Employer Identification Number (FEIN) 12-3456789	Type of Business Food Service		
Does the company have any contracts with the Federal Government? No			
Employer / Company Name Burgers and Fries	Company Web Site burgersandfries.com		
Street Address / PO Box 123 Main Street	City Yuma	State AZ	ZIP Code 85364
Contact Person Bob Brady	Contact Person's Title HR Mgr	Account Password ***	Re-Type Account Password ***
E-Mail Address bob@burgersandfries.com	Telephone 928 329 0990	Fax 928 555 1212	Other 928 329 6466

Buttons at the bottom: Clear Form, Submit Form, Return to Top, Exit System.

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All users of the Job Order System need an “Employer Account”. Basic contact data entered on this page includes:

- Federal Employer Identification Number (FEIN). This should be in the form of ##-#####. Please do not use a Social Security number.
- Type of Business: examples include food service, retail and manufacturing
- Does the company have any contracts with the Federal government: Yes or No
- The name of the Employer
- Employers web site
- The address of the employer, including city, state and postal code
- The contact person and their title
- A password is required to submit, review and modify Job Orders, and is entered here.
- Email address and other contact information as appropriate

Upon completion of the form, press the “Submit Form” button.

If the FEIN or passwords are incomplete, an error will be shown. Otherwise, a confirmation page will be displayed and an email sent to the contact person shown.

The screenshot shows the confirmation page for the YPI-C Employer Account. The header includes the YPI-C logo and the tagline 'Yuma's One-Stop source for quality candidates...'. The message reads:

Your Business Services account has been created.
A confirmation email will be sent to bob@burgersandfries.com.
Thank you for your interest in the Yuma Private Industry Council, Inc.

Buttons at the bottom: Create New Employer Account, Create New Position, Return to Top, Exit System.

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Step two – create a Job Order



Yuma's One-Stop source for quality candidates...

Job Order Submission Form

Employer FEIN
12-3456789

Position Status Active **Title of Position** Fry Cook **Number of Positions** 2 **Date (yyyy-mm-dd)** 2015-04-24

Description of Job Duties
cook french fries

Position Requirements
ability to cook french fries

Yes **High School Required** Yes **Certificate/Credentials** Yes **Other Education:** fryolator school

Yes **Hourly** n/a **Annual** n/a **Salary** Minimum Salary \$10 / hr Maximum Salary \$12 / hr **Job pays commission/tips** No

Valid Drivers License Required No **CDL Class / Endorsements Required** Please Select **Drivers License Restrictions** Please Select **Years of Experience Required** Please Select

Hours to be Worked 30-39 **Shifts Available** See job description **Days to be Worked** See job description **This position is** Part-Time

Relocation required No **Accessible to public transportation** n/a **On-The-Job Training offered** n/a

Yes **Apply in Person** at the office of the HR Manager

Yes **E-Mail Resume** the employment page of the web site

Yes **Apply Online At** with the HR Manager

Yes **Fax Resume**

Yes **Call for Appointment**

Yes **Mail Resume**

Yes **Position offers Benefits** after 30 days

Select the disclosure level for this Job Order
Public: Potential employees will see all job information, including all contact information.

Clear Form

Submit Form

Return to Top

Exit System

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To submit a Job Order:

- Enter the Employer FEIN (in the format ##-#####)
- Select the Position Status (Active, InActive or Pending)
- Enter the Position Title
- Enter the number of positions
- Enter the date for this Job Order
- Enter a description of the Job Duties
- Enter the Position Requirements
- Select whether High School graduation is required
- Select if other Credentials / Certifications are required
- If other education is required, enter here
- Select Hourly / Annual / or Salary and enter the rate
- Enter Minimum and Maximum salary if appropriate
- Select whether commissions or tips are available
- Select Drivers License requirements, including restrictions or endorsements as appropriate
- Select Experience required
- Select Hours to be Worked, Shifts available, Days to be Worked and Full or Part time status
- Select whether relocation may be required
- Select whether public transportation is available
- Select if On-The-Job Training is offered
- Select if candidate should Apply in Person, and if so, the location
- Select if candidate should submit resume by email
- Select if candidate should submit application on-line, and at which web site
- Select if candidate should submit resume by fax
- Select if candidate should call for appointment, and if so, who
- Select if candidate should submit resume by mail
- Select if benefits are offered, and enter additional details
- Select the disclosure level for this Job Order.
- Upon completion of the form, press the "Submit Form" button.

If either the FEIN or Date fields are incomplete, an error will be shown. Otherwise, a confirmation page will be displayed and an email sent to the contact person shown.



To review existing Job Orders, Employers must first log-in:



*Yuma's One-Stop source
for quality candidates...*

Login Required

You must log in to access this area of the site.
If you are not a registered member, [Click Here](#) to sign up for instant access!

Employer FEIN:
Password:

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Upon successful login, Employers will be presented with a listing of their positions:



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for quality candidates...*

Employer Positions

Federal Employer ID Number: 12-3456789
Employer Name: just a test entry
Primary Contact: test person

List of Positions

Active	2015-04-24	Fry Cook	cook French fries	<input type="button" value="View Position"/>
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From the List of Positions, select the position and press the “View Position” button:

YPIC *Yuma's One-Stop source for quality candidates...*
 Arizona Workforce Connection Opening Doors Between Job Seekers and Employers

Job Order Modification Form

Employer FEIN: 12-3456789

Position Status: Active | Title of Position: Fry Cook | Number of Positions: 2 | Date (yyyy-mm-dd): 2015-04-24

Description of Job Duties: cook French fries

Position Requirements: ability to cook French fries

Yes <input type="checkbox"/> High School Req'd	Yes <input type="checkbox"/> Certificate / Credentials	Yes <input type="checkbox"/> Other Education: fryolator school
Yes <input type="checkbox"/> Hourly n/a <input type="checkbox"/> Annual n/a <input type="checkbox"/> Salary: \$10 / hr	Minimum Salary: \$10 / hr	Maximum Salary: \$12 / hr
Valid Drivers License Required: No <input type="checkbox"/>	CDL Class / Endorsements Required: Please Select <input type="checkbox"/>	Drivers License Restrictions: Please Select <input type="checkbox"/>
Hours to be Worked: 30-39 <input type="checkbox"/>	Shifts Available: See job description <input type="checkbox"/>	Days to be Worked: See job description <input type="checkbox"/>
Relocation required: No <input type="checkbox"/>	Accessible to public transportation: n/a <input type="checkbox"/>	On-The-Job Training offered: n/a <input type="checkbox"/>
Yes <input type="checkbox"/> Apply In Person	at the office of the HR Manager	
Yes <input type="checkbox"/> E-Mail Resume	the employment page of the web site	
Yes <input type="checkbox"/> Apply Online At	with the HR Manager	
Yes <input type="checkbox"/> Fax Resume	after 30 days	
Yes <input type="checkbox"/> Call for Appointment		
Yes <input type="checkbox"/> Mail Resume		
Yes <input type="checkbox"/> Position offers Benefits		

Select the disclosure level for this Job Order: Public

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Make changes to the Job Order as appropriate. After changes have been completed, press either:

- “Submit as New” to submit the Job Order as a new Job Order, or press
- “Submit as Modified” to re-enter the existing Job Order with the changes.