Employer

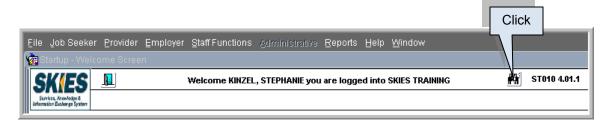
Binoculars - Job Orders

Use Locate (Select) Job Orders, <u>Binoculars</u>, or Job Order (sub-menu item) through the Employer records to find a Job Order.

When accessing information from SKIES, use an exact and specific set of search criteria to narrow the results.

Start SKIES Welcome Screen

Step 1 On the Tool Bar, click > Binoculars Icon.



A pop-up asks, "What type of Binocular Search?"



Step 2 Click > Job Order. The **Job Order Search** screen displays. The Name of the User logged into the system populates the Staff Name data field.

			Job Order Sea	rch Criteria				BN020	0 4.04.
			Search Para	meters —				DIIVE	
	Select at le	ast one			Job (Drder #			
WE	A				Highest	Degree			-
Office Nan	ne		•		-				
Staff Nan	ne KINZEL, STEPH	ANIE		Rev	riew Date Be	etween	And		
Market Staff Nan	ne]		Be	enefits			-
ONET Code		ONET Title							
ONETCODE		ONET HUE			Clear		ONET Family		
					Clear				-
					Clear			_	
					Clear		Exp. In N	/lonths	
					Clear	Clear all ON		ct ONET	T/o)
					Glean	Clear all ON			(5)
mployer Name			Min Salary/Hr		Industry				•
						C	in an an an an air a	-1	
Job Type		Driv	ver License Class			Certificates/	Licenses Require	a	
Job Title		Job Desc.					-		_
Job Status		Duration			·	Near Public Trar	Open Sportstion	Yes	No
State 🗤	ASHINGTON	County			-	Near Fablic ITal	Full Time	ŏ	0
City		Zip			1		Part Time (a)	ŏ	
0117			L				Fait Time (-0-	0
-	xit Form	Results Sc		Clear Fo		Eur	cute Query	1	

- Step 3 Select criteria for the Job Order search <u>including</u> at least one of the following:
 - 1) WDA To list Job Orders in a selected WDA.
 - 2) Office Name To select Job Orders for a selected local office.
 - 3) Staff Name To list Job Orders created by a specific staff person.
 - 4) Market Staff Name To list Job Orders obtained by Market Staff.

	Select at least one Search P	arameters
WDA		
Office Name		
Staff Name	KINZEL, STEPHANIE	
Market Staff Name		

Step 4 Enter in the Job Order # in the Jo Order # data field. Use WA or WS plus the wild card for a list of WA or WS Job Orders.



Step 5 To enter the Highest Degree, click on the arrow right of the Highest Degree data field. Click to select.

8TH GRADE COMPLETED	
9TH GRADE COMPLETED	Scroll Bar
18TH GRADE COMPLETED	<u> </u>
12TH GRADE COMPLETED, NO DIPLOMA	
11TH GRADE COMPLETED	
GED/HS EQUIVALENCY	
HIGH SCHOOL GRADUATE	
HIGH SCHOOL AND 1 YEAR OF COLLEGE, NO DEGREE	

Step 6 Looking for a Job Order with a certain Review Date? Enter the date parameters in the data fields right of <u>Review Date Between</u>.

Review Date Between	And	

Step 7 Looking for Job Orders with benefits? Click on the arrow right of the Benefits data field. A drop down list displays. Click to select a Benefit, one benefit at a time allowed.

CHILD CARE		
DENTAL INSURANCE		Scroll Bar
EDUCATION ASSISTANCE		7/
HEALTH INSURANCE	/	
PAID HOLIDAYS		
RETIREMENT PLAN OTHER THAN 401K		
SICK LEAVE		
VACATION	•	

Step 8 When using O*NET Family as a search criterion, click on the arrow right of the O*NET Family data field. A drop down list of O*NET Families displays (alpha order). Scroll the list. Click to select the appropriate O*NET Family.

Community and Social Services Occupations(21)	Scroll Bar
Computer and Mathematical Occupations(15)	5/
Construction and Extraction Occupations(47)	4
Education, Training, and Library Occupations(25)	
Farming, Fishing, and Forestry Occupations(45)	
Food Preparation and Serving Related Occupations(35)	
Healthcare Practitioners and Technical Occupations(29)	
Healthcare Support Occupations(31)	

Step 9 Enter Exp (experience) In Months.

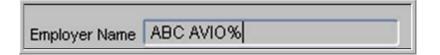
			O*NET Family Exp in Mont
ONET Code	e ONET Title	- 925	
39-1011.00	Gaming Supervisors	(Size	ONET Family
39-1012.00	Slot Key Persons	0er	Personal Care and Service Occupati
39-1021.00	First-Line Supervisors/Managers of Personal Service Workers	(Hear	
39-2011.00	Animal Trainers	Gitar	Exp. In Months
39-2021.00	Nonfarm Animal Caretakers	Giez	Clear all ONET(s) SelectIONET(6)

Step 10 When using an O*NET Code as a search criterion, click on the SELECT O*NET(s) button. The **O*NET Search** screen displays. Conduct an O*NET search. Click to select an O*NET Code.

Click > RETURN button.

Select O*NET	and and a second	745	ONET Title	ONET Code
	ONET Family	Clear		
	1	//Clear		
		Clear		
In Months	Exp	Grean		
elect ONET(s)	Clear all ONET(s)	Gear		

Step 11 When known, enter the EMPLOYER NAME in the Employer Name data field. Use the wild card when necessary.



Step 12 Looking for a particular JOB TYPE? Click on the arrow right of the Job Type data field. A drop down list displays. Click to select the Job Type.

APPRE	NTICESHIP	<u> </u>
BUSINE	ESS OUTREACH JOB LISTI	NG .
COMM	JNITY JOBS	
DOMES	TIC WORK	
JOB SH	ADOWING	
ON THE	E JOB TRAINING	
OTHER	FEDERAL/STATE/LOCAL T	RAINING 🚽
(1	2003000	D

Step 13 JOB TITLE? Use free form text to enter the Job Title. Use the wild card when necessary.



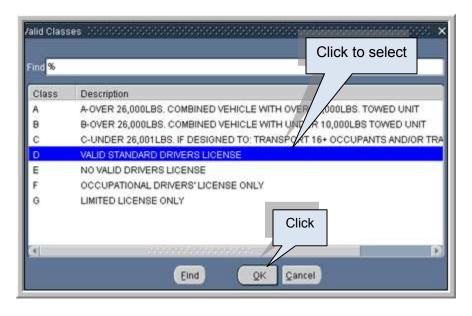
Step 14 Looking for (a) Job Order(s) with a special JOB STATUS? Click on the arrow right of the Job Status data field. A drop down list displays. Click to select the Status.



Step 15 The State data field auto-fills Washington. To change the State, click on the arrow right of the State data field. Click to select the State.



- Step 16 Looking for job(s) in a particular City? Click on the arrow right of the City data field. Click to select the City. Cities in the drop down list correspond to the selected State.
- Step 17 What is the Min(imum) Salary/Hr the Job will pay? Do not use \$ but a decimal point is allowed.
- Step 18 Looking for Job Order(s) requiring a DRIVER'S LICENSE CLASS? Click on the arrow right of the Driver License Class. A drop down list of Valid Classes displays. Click to select the Class. Click > OK.



- Step 19 Are you looking for a particular Job Description? Use free form text, the wild card (%) and enter a partial description.
- Step 20 What is the Duration of the job? Click on the arrow right of the Duration data field. Click to select the Duration.

Duration X
rie day
Find <mark>%</mark>
Duration
FULL-TIME 1 - 3 DAYS
FULL-TIME 4 - 150 DAYS
FULL-TIME OVER 150 DAYS
FULL-TIME SEASONAL
PART-TIME 1 - 3 DAYS
PART-TIME 4 - 150 DAYS
PART-TIME OVER 150 DAYS
PART-TIME SEASONAL
Eind QK Cancel

- Step 21 COUNTY? Click on the arrow right of the County data field. Click to select the County.
- Step 22 ZIP? Click on the arrow right of the Zip data field. Click to select the Zip Code.
- Step 23 INDUSTRY CODE? Click on the arrow right of the Industry data field. A drop down list of Industry Codes displays. Use the Find feature or scroll. Click to select the Industry.

Click > OK.



Step 24 Is the Job Order(s): Near Public Transportation? Defaults to Open. Click > YES or NO.

Full Time? Defaults to Open. Click > YES or NO.

Part Time? Defaults to Open. Click > YES or NO.

Step 25 Click > EXECUTE QUERY. A list of Job Orders in ascending order (alpha and numeric) matching the search criteria displays.

	Click		Job Orders —	5/	Total Nun	nber of Records:	59 S	Scroll B
elect	Job Order #	Jo <u>b</u> Title	Job Status	Open Date	Close Date	City	State	
1	WA6227	CHERRY SORTER	PENDING	12/02/2009	03/02/2010	PASCO	WA	
	WA6247	CHERRY SORTER	OPEN	11/02/2009	01/31/2010	PASCO	WA	V
	WA6226	CROP PICKING	OPEN	10/29/2009	01/27/2010	PASCO	WA	•
	WA6225	REGIONAL BUSINESS MANAGER	PLACED	10/29/2009	01/27/2010	SEATTLE	WA	
	WA6224	FARM HAND	OPEN	10/29/2009	01/27/2010	EVERETT	WA	8
	WA6223	SERVER	OPEN	10/29/2009	01/27/2010	KIRKLAND	WA	
	WA6222	SALE REPRESENTATIVE	OPEN	10/29/2009	11/15/2009	SEATTLE	WA	
	WA6220	BARISTA	OPEN	10/29/2009	01/27/2010	SEATTLE	WA	
	VVA6219	FARMWORKER PICKER	OPEN	10/29/2009	01/27/2010	PASCO	WA	
	VVA6218	WELDER	OPEN	10/29/2009	01/27/2010	REDMOND	WA	
	VVA6217	фоок	PLACED	10/29/2009	01/27/2010	AUBURN	WA	
	WA6216 Click	PEPPERMINT PICKER	OPEN	10/29/2009	01/27/2010	PASCO	WA	
	VVA6215	JUSHI ROLLER	OPEN	10/29/2009	01/01/2010	OLYMPIA	WA	
	VVA6106	NCR MACHINE OPERATOR	OPEN	10/01/2009	12/30/2009	SILVERDALE	WA	OII
	VVA6105	NETWORK ADMINISTRATOR	OPEN	10/01/2009	12/30/2009	BREMERTON	WA	📕 Clic

Note: Click on the button at the top of a selected column to sort the results.

Note: The more search criteria (filters) used, the shorter the return.

Step 26 To print a list of Job Orders, sort as desired and click > PRINT SEARCH RESULTS button.

Note: Print Search Results prints in the sort order.

The sort order of the data remains fixed until the User performs another sort or exits the **Search Criteria** screen.

The print function is a query; therefore, the information printed may not be the results of the query displayed on the screen.

- Step 27 Adobe Reader activates. Click > Adobe Reader Print icon. Click > **X** in the upper right corner to exit Adobe Reader.
- Step 28 Click > SELECT button to view a Job Order.

Note: Binoculars Search for a Job Order does not activate the selected Job Order. The Menu Bar and the Tool Bar are inactive. The data fields on the Job Order are protected from update.

	S Staff User G	uide			Епрюу	ment Securit	y Departme
	I URIN Tescription	\frown					
S		F X 1 1	Note Found		ool Bar Inactiv	ve	EM050 4.12.2
De	scription Contact	Requirements	Skills	Make Referrals			
Click	Job Order # R 45999	Referrals equested Made 70 2	Placements Openings Hire 50 1	Assigning Staff:	WORKSOURCE YAKIN MORITZ, KRISTINE	лд	1
				Marketing Staff	-		<u> </u>
	Job Type AG1		•	Job Development		FCJL	Order Date 07/24/2009
	ONET Code 45-204	1.00 TONE	T Title Graders a	nd Sorters, Agricultural	Products		C
	1	sort, or classify unpro	cessed food and	other agricultural produ	cts by size, weight, colo	r, or condition.	
	Job Title CHERR	Y SORTER					
1 C -	Worksite Address	*****					
	City PASCO		State WA -	County FRANKLIN	Tip Code	99301	
	Open Date 07/24/	2009 Clos	se Date 10/22/2	009	Proposed Start Date	09/15/2009	
	Min Hrs Per Week	40 Max Hrs Pe	r Week 40	Status OPEN		Review Date 08/15	/2009
	Non WA State Min Wage Commission or Piece Rat		Min Salary	Max Salary	/ ·	Salary Interval	
1	# of Openin Maximum Referra		ation Reason	6		Internet 🕒	
Em	ployer Created By: SKE	S		⊻iew Special Instruction	on Note Copy Job Ord	Print Job Order	Void Job Order

- Step 29 On the **Job Order Description** screen, click > Door to go back to the list results of Job Orders.
- Step 30 On the list results of Job Orders, click > RETURN button to go back to the **Job Order Search** screen.
- Step 31 Click > EXIT FORM button to return to the **SKIES Welcome** screen.
 - Multiple O*NET Codes optional.
 - O*NET Family optional.
 - O*NET included for each Job Order in the Print of the Search Results.
 - Employer Name not included in the Print Search Results unless selection check marked before selection of the PRINT SEARCH RESULTS button.

Job Orders Binoculars Search

Fields	Data
WDA	Click on the arrow for a drop down list. Click to select the area.
Office Name	Click on the arrow for a drop down list. Click to select the Office.
Staff Name	Auto-fills with the name of the person logged into the system. To select a different person, click on the arrow for a drop down list. Click to select the person.
Employer Name	Enter the Employer Name. Wild card and three characters may be used.
O*NET Code O*NET Title	Auto-fills with selection of an O*NET Code.
Clear button	Click > CLEAR button to erase the O*NET Code and Title.
Exp in Months	Enter the number of MONTHS OF EXPERIENCE required by the Job Order.
Min Salary/Hr	Enter the MINIMUM SALARY offered per hour. Do not use \$, may use decimal point.
Јор Туре	Click on the arrow for a drop down list. Click to select the JOB TYPE.
Driver License Class	Click on the arrow for a drop down list. Click to select the CLASS. Click > OK.
Job Title	Enter the TITLE (the Employer's title) of the job, may not be the ONET Title.
Job Desc	Free form text – may use wild card.
Job Status	Click on the arrow for a drop down list. Click to select the STATUS.
Duration	Click on the arrow for a drop down list. Click to select the DURATION.
State	Auto-fills, default Washington. To change, click on the arrow for a drop down list. Click to select the State. Use the Scroll Bar when

	necessary.
City	Click on the arrow for a drop down list. Click to select the CITY. Use the Scroll Bar when necessary.
County	Click on the arrow for a drop down list. Click to select the COUNTY. Use the Scroll Bar when necessary.
Zip	Click on the arrow for a drop down list. Click to select the ZIP CODE. Use the Scroll Bar when necessary.
Job Order #	Enter the number of the Job Order, when known, including the alpha prefix.
Highest Degree	Click on the arrow for a drop down list. Click to select the HIGHEST GRADE completed. Use the Scroll Bar when necessary.
Review Date Between - And	Enter the REVIEW DATE using MMDDYYYY format.
Benefits	Click on the arrow for a drop down list. Click to select a BENEFIT. One choice allowed.
CLEAR ALL O*NET(S) button	Click > Clear All O*NET(s) to erase all O*NET Codes.
SELECT O*NET(s) button	Click > Select O*NET(s) for the O*NET Search screen.
O*NET Family	Click on the arrow for a drop down list of O*NET Families.
Industry	Click on the arrow for a drop down list. Click to select the INDUSTRY.
Near Public Transportation	Defaults to Open. Click > YES or NO.
Full Time	Defaults to Open. Click > YES or NO.
Part Time	Defaults to Open. Click > YES or NO.
RESULTS SCREEN button	Click > RESULTS SCREEN button to view the results of the last query.
CLEAR FORM button	Click > CLEAR FORM button to clear the data fields on the Job Order Search Criteria screen.

EXECUTE QUERY button	Click > EXECUTE QUERY button to displays the results of the query.
EXIT FORM button	Click > EXIT FORM button to return to the SKIES Welcome screen.