

Employer

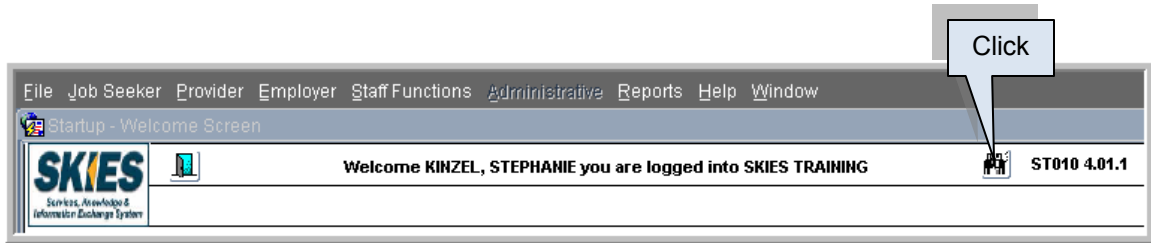
Binoculars - Job Orders

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

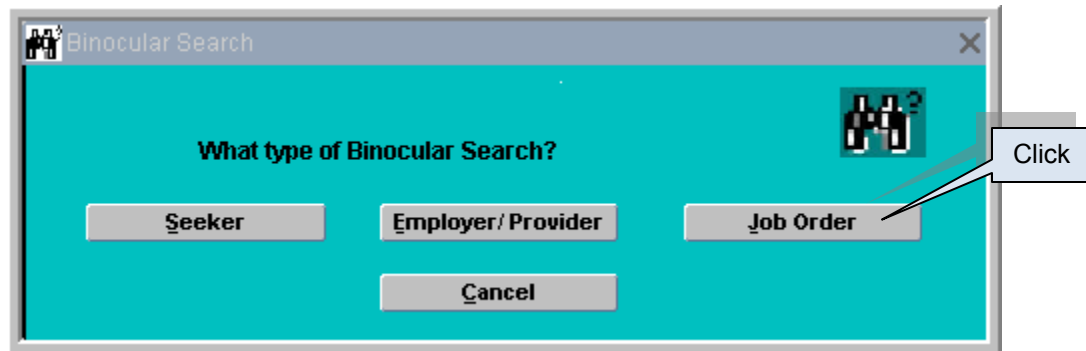
When accessing information from SKIES, use an exact and specific set of search criteria to narrow the results.

Start SKIES Welcome Screen

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



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



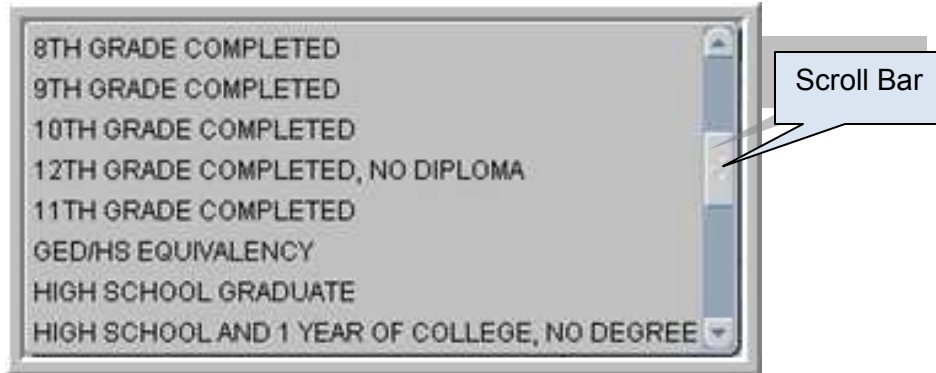
Step 2 Click > Job Order. The **Job Order Search** screen displays. The Name of the User logged into the system populates the Staff Name data field.

Step 3 Select criteria for the Job Order search including at least one of the following:

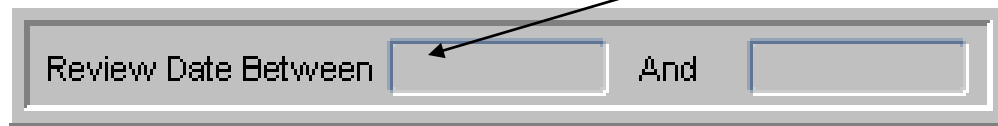
- 1) WDA - To list Job Orders in a selected WDA.
- 2) Office Name - To select Job Orders for a selected local office.
- 3) Staff Name - To list Job Orders created by a specific staff person.
- 4) Market Staff Name – To list Job Orders obtained by Market Staff.

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.

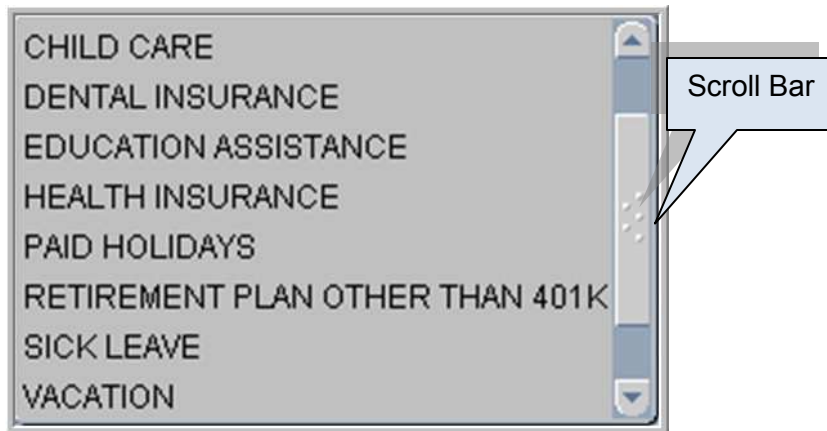
Step 5 To enter the Highest Degree, click on the arrow right of the Highest Degree data field. Click to select.



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



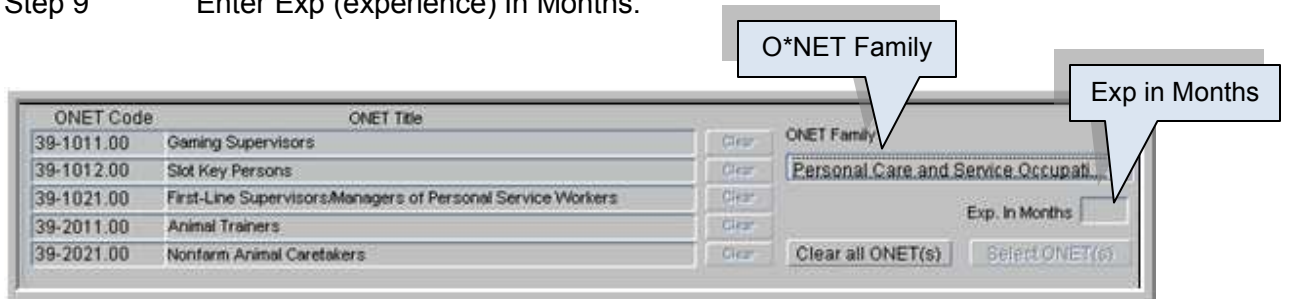
Step 7 Looking for Job Orders with benefits? Click on the arrow right of the Benefits data field. A drop down list displays. Click to select a Benefit, one benefit at a time allowed.



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.



Step 9 Enter Exp (experience) In Months.



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.

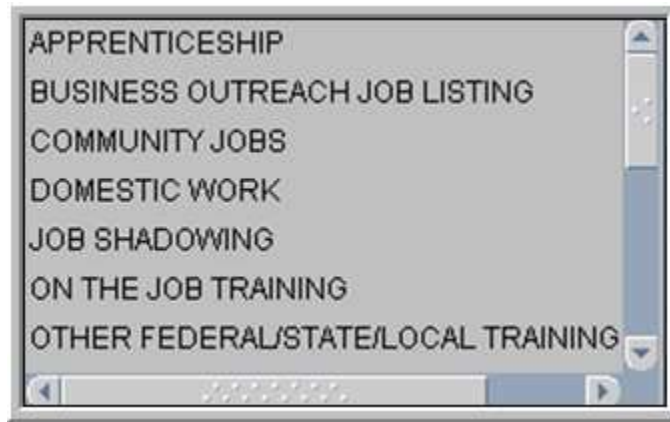
Click > RETURN button.



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.



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.



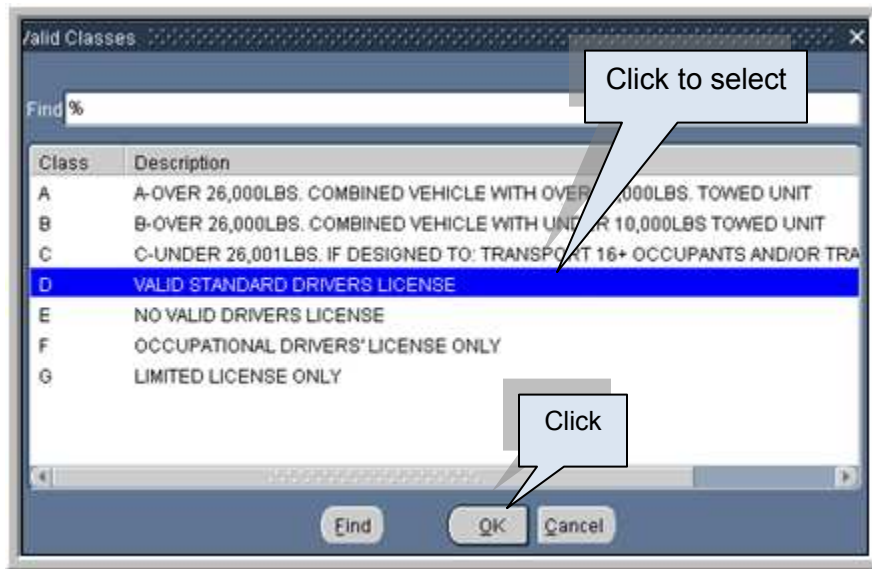
Step 15 The State data field auto-fills Washington. To change the State, click on the arrow right of the State data field. Click to select the State.



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.

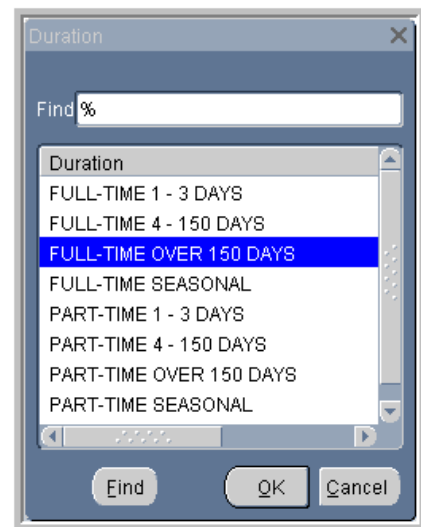
Step 17 What is the Min(imum) Salary/Hr the Job will pay? Do not use \$ but a decimal point is allowed.

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.



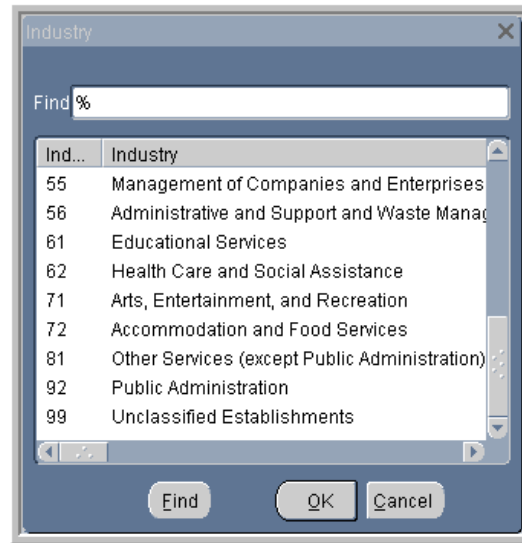
Step 19 Are you looking for a particular Job Description? Use free form text, the wild card (%) and enter a partial description.

Step 20 What is the Duration of the job? Click on the arrow right of the Duration data field. Click to select the Duration.



- 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.

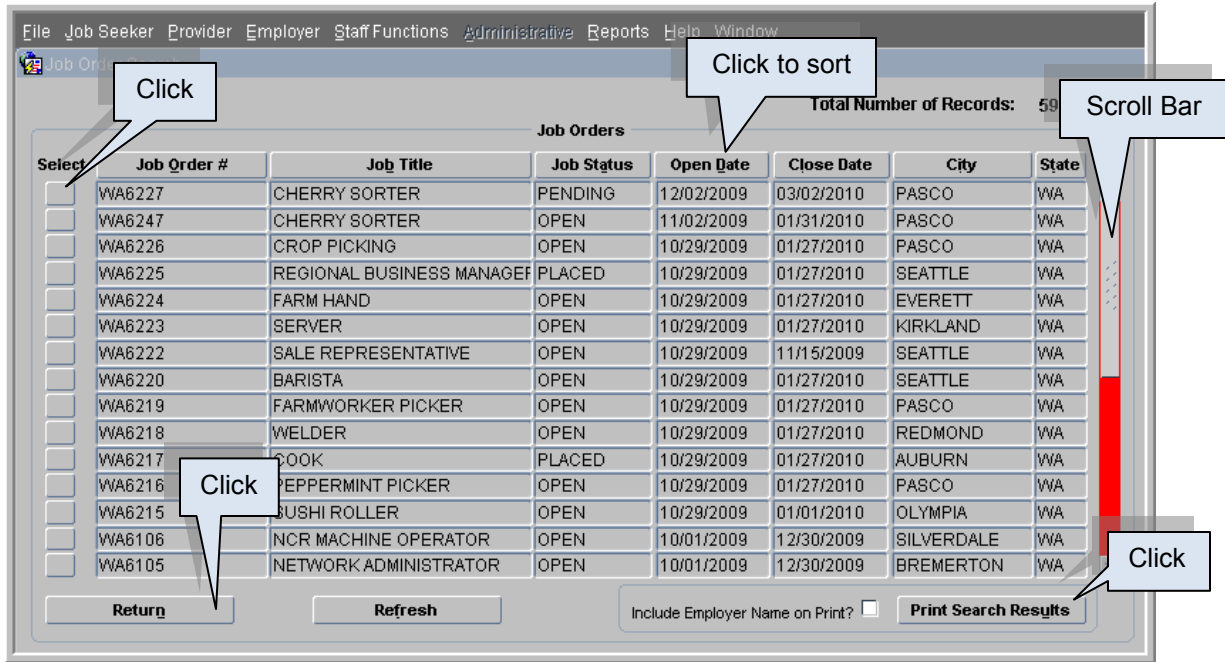


- Step 24 Is the Job Order(s): Near Public Transportation? Defaults to Open. Click > YES or NO.

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.



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.

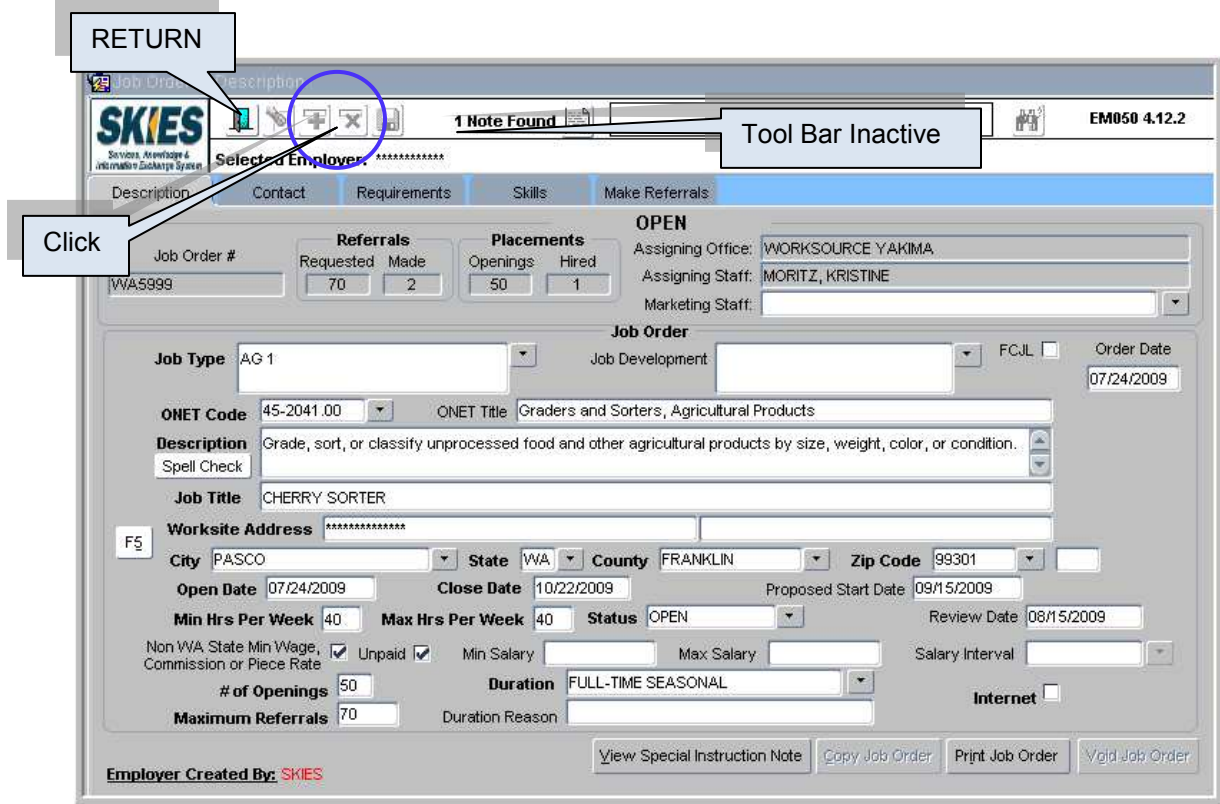
The sort order of the data remains fixed until the User performs another sort or exits the Search Criteria screen.

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.



- 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.
Job Type	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.