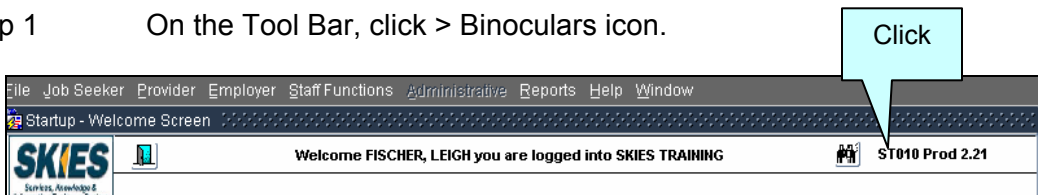**<u>Employer</u>**

<u>Binoculars -Job Orders</u>

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

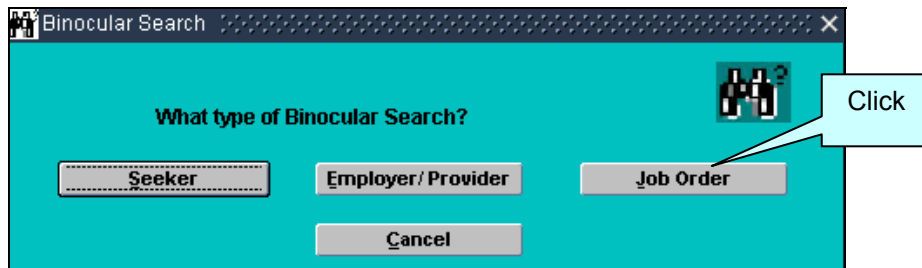When accessing information from SKIES, use an exact and specific set of search criteria to narrow the results.

<u>Start</u>   <u>SKIES Welcome Screen</u>
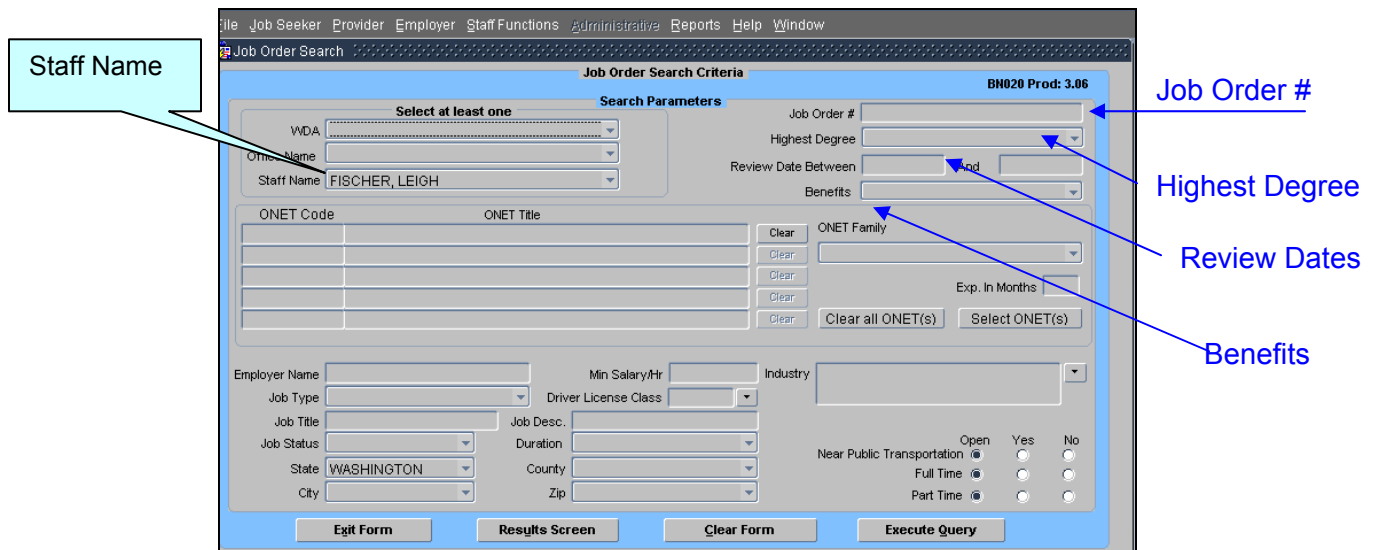
Step 1   On the Tool Bar, click > Binoculars icon.

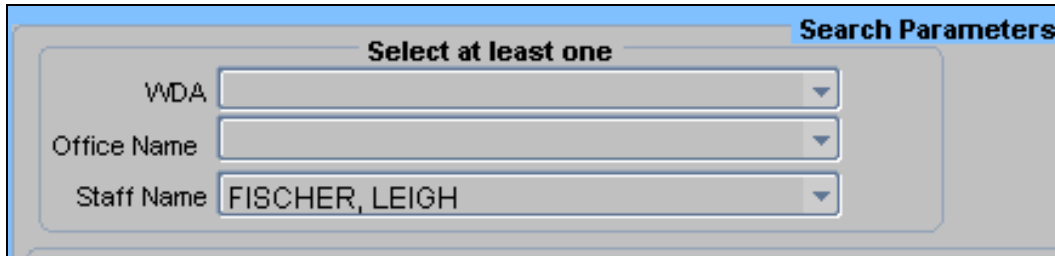A pop-up asks, "What type of Binocular Search?"

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 <u>including</u> at least one of the
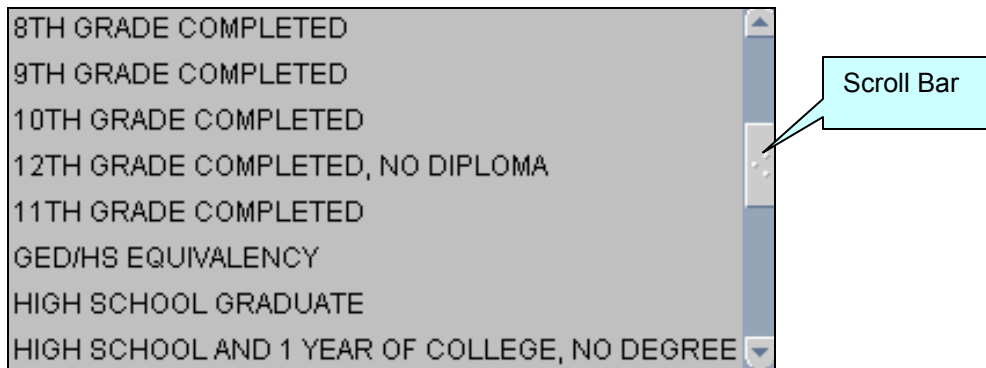   following:

     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.

Search Parameters

Select at least one

WDA	
Office Name	
Staff Name	FISCHER, LEIGH

Step 4   Enter in the Job Order # in the Jo Order # data field.

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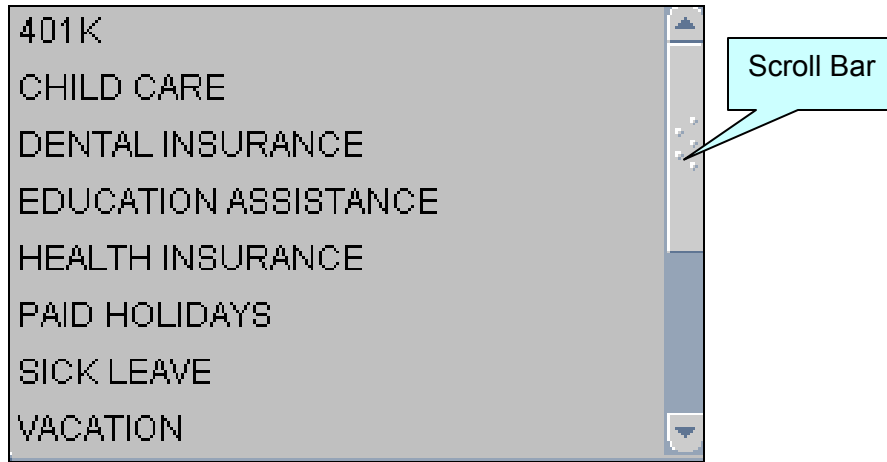
Step 5   To enter the Highest Degree, click on the arrow right of the Highest
              Degree data field. Click to select.

8TH GRADE COMPLETED
9TH GRADE COMPLETED
10TH GRADE COMPLETED
12TH GRADE COMPLETED, NO DIPLOMA
11TH GRADE COMPLETED
GED/HS EQUIVALENCY
HIGH SCHOOL GRADUATE
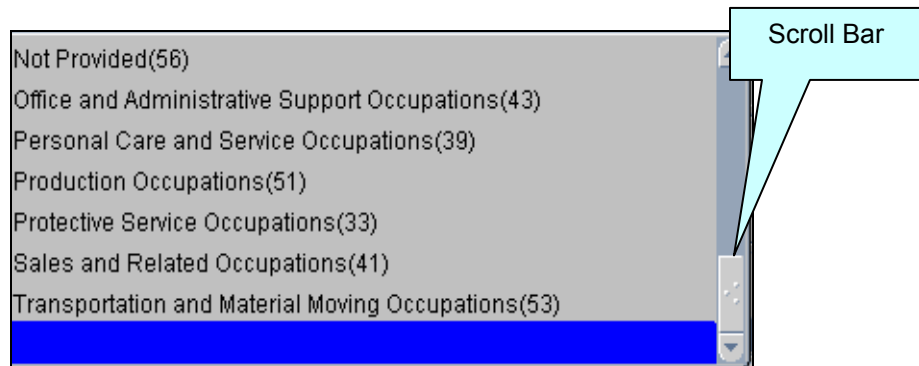HIGH SCHOOL AND 1 YEAR OF COLLEGE, NO DEGREE

Scroll Bar

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.

Review Date Between [   ] And [   ]
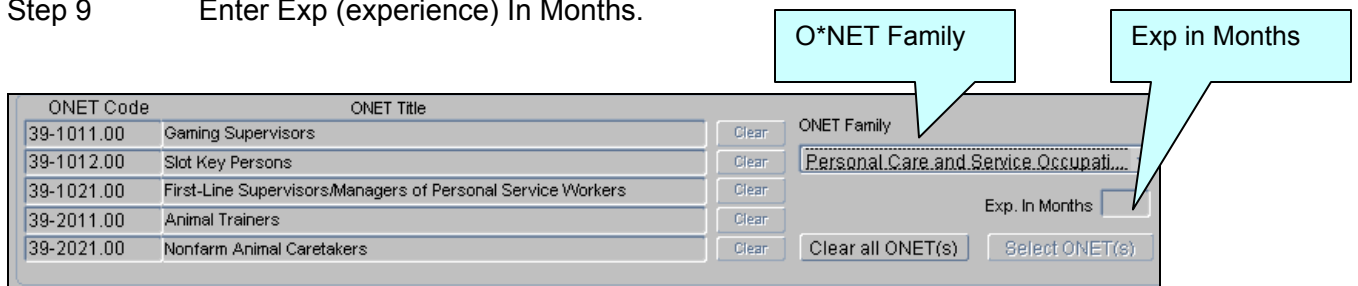
Step 7   Looking for Job Orders with benefits? Click on the arrow right of the
                Benefits data field. A drop down list displays. Click to select a Benefit.
                Only one benefit allowed (at a time).

401K

CHILD CARE

DENTAL INSURANCE

EDUCATION ASSISTANCE

HEALTH INSURANCE

PAID HOLIDAYS

SICK LEAVE

VACATION

Scroll Bar

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 (alphabetical order). Scroll the list. Click to select the appropriate
                O*NET Family.

Scroll Bar

Not Provided(56)

Office and Administrative Support Occupations(43)

Personal Care and Service Occupations(39)

Production Occupations(51)

Protective Service Occupations(33)

Sales and Related Occupations(41)

Transportation and Material Moving Occupations(53)

Step 9   Enter Exp (experience) In Months.

O*NET Family   Exp in Months

ONET Code	ONET Title		
39-1011.00	Gaming Supervisors	Clear	ONET Family
39-1012.00	Slot Key Persons	Clear	Personal Care and Service Occupati...
39-1021.00	First-Line Supervisors/Managers of Personal Service Workers	Clear	
39-2011.00	Animal Trainers	Clear	Exp. In Months
39-2021.00	Nonfarm Animal Caretakers	Clear	Clear all ONET(s) Select ONET(s)

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.
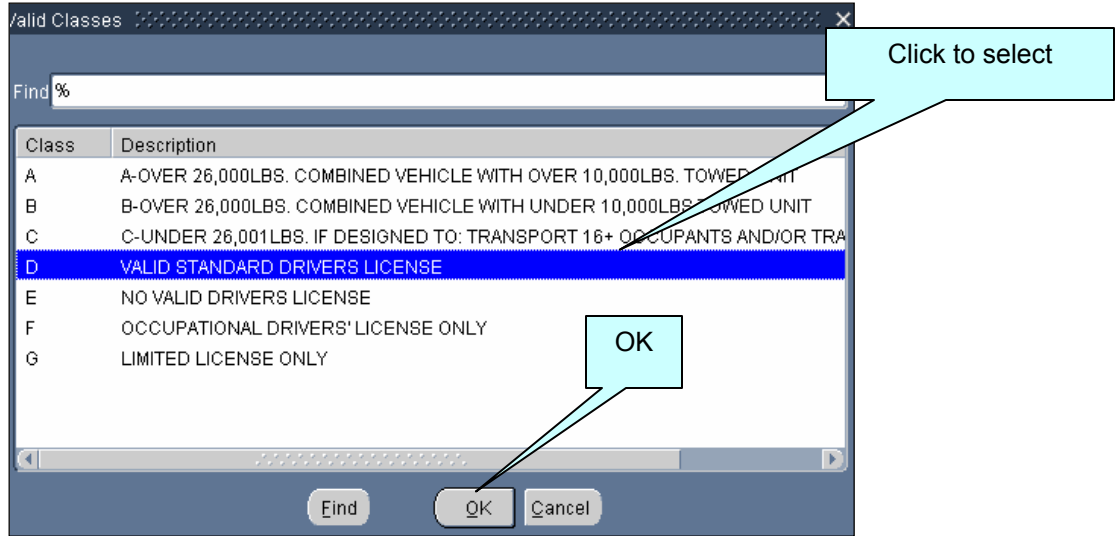   Click to select the Status.

```
CLOSED
HOLD
OPEN
PENDING
PLACED
REFERRED
```
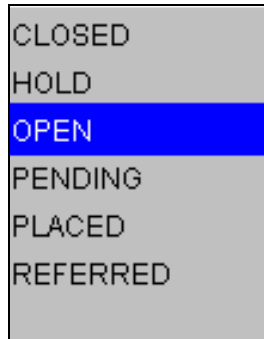
Step 14   The State data field auto-fills Washington. To change the State, click on
               the arrow right of the State data field. Click to select the State.

```
SOUTH CAROLINA
SOUTH DAKOTA
TENNESSEE
TEXAS
UTAH
VIRGINIA
VERMONT
WASHINGTON
```
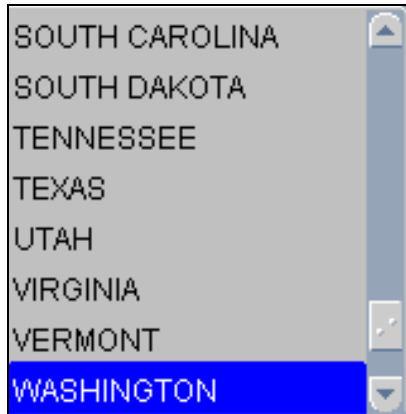
Step 15   Looking for job(s) in a particular City? Click on the arrow right of the City
               data field. Click to select the City. Cities in the drop down list
               correspond to the selected State.

Step 16   What is the Min(imum) Salary/Hr the Job will pay? Do not use $ but you
               may use a decimal point.

Step 17   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 18   Are you looking for a particular Job Description? Use free form text, the
   wild card (%) and enter a partial description.

Step 19   What is the Duration of the job? Click on the arrow right of the Duration
                 data field. Click to select the Duration.

Step 20   COUNTY? Click on the arrow right of the County data field. Click to
                 select the County.

Step 21   ZIP? Click on the arrow right of the Zip data field. Click to select the Zip
                 Code.

Step 22   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.
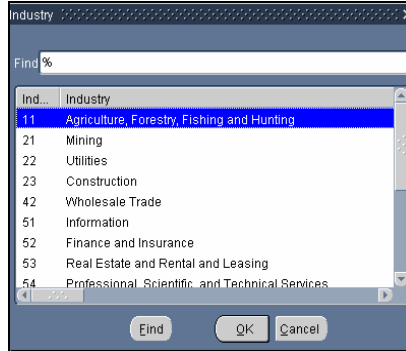
Step 23   Is the Job Order(s): Near Public Transportation? Defaults to Open.
                 Click > YES or NO.

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

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

Step 24   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 25   To print a list of Job Orders, sort as desired and click > PRINT SEARCH
               RESULTS button.

Note: Print the Binoculars Search results 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 26   Adobe Reader activates. Click > Adobe Reader Print icon. Click > **X** in the
               upper right corner to exit Adobe Reader.

Step 27   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 8   On the **Job Order Description** screen, click > Door to go back to the list results of Job Orders.

Step 9   On the list results of Job Orders, click > RETURN button to go back to the **Job Order Search** screen.

Step 10   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 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, not 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	Autofills, defaults to 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. |