

# Chicago Career Pathways Partner Agency Career Connect User Guide

**August 22, 2019**

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## Navigation & Dashboard

Welcome to Career Connect. Career Connect is an information management system that will assist in keeping track of referrals, interactions and events. Below you see a snapshot of how Career Connect looks after logging in using your assigned credentials.

Menu Home My Dashboard Sign Out Quick Search

Quick Search  
Enter Search...

My Staff Workspace  
My Staff Dashboard  
My Staff Resources  
My Staff Account  
Directory of Services

Services for Workforce Staff  
Manage Individuals  
Manage Employers  
Manage Resumes  
Manage Job Orders  
Manage Labor Exchange  
Manage Activities  
Manage Providers  
Manage Case Assignment  
Manage Follow-Up  
Manage Surveys

Reports  
My Reports  
Summary Reports  
Detailed Reports  
Custom Reports  
Ad-Hoc Query Wizard  
Federal Reports  
Live Data

Customer Relationship Management  
Create a Marketing Lead

Welcome to My Staff Workspace Jasmine Williams.  
This page allows you to customize the content you are interested in. Click on a button in the grid to access the details of a work item, or select another function from the menu on the left hand side of the screen.

My Staff Dashboard My Staff Resources My Staff Account Directory of Services

My Messages  
1 Unread Messages  
0 Read Messages  
Enter the Message Center

My Correspondence  
0 Letters  
0 Correspondence Templates  
Enter the Correspondence Center

My Calendar  
July 2019  
S M T W T F S  
30 1 2 3 4 5 6  
7 8 9 10 11 12 13  
14 15 16 17 18 19 20  
21 22 23 24 25 26 27  
28 29 30 31 1 2 3  
4 5 6 7 8 9 10  
New Appointments  
Upcoming Events  
Enter the Appointment Center

Labor Market Services  
Labor Market Facts  
Find answers to commonly asked questions about the local labor market.  
Area Profile  
Access a summary of the labor market in a selected area.  
Industry Profile  
Access labor market information on industries in a selected area.  
Occupational Profile  
Access labor market information on occupations in a selected area.  
Educational Profile  
Access labor market information on education programs in a selected area.  
More Labor Market Services

Customer Relationship Management (CRM)  
Marketing Leads  
Access a list of organizations that are potential customers.  
Contact List  
Access a comprehensive list of all your contacts, leads and accounts.  
Work Items  
Manage your tasks and assignments.  
Appointments  
Schedule appointments and manage your calendar.

Need help or more information  
Assistance Center  
Find the answers to your questions or issues.  
Learning Center  
Watch self paced training videos and tutorials.  
Note that help is available on most pages by clicking the information icon

Scheduled My Reports  
My Reports

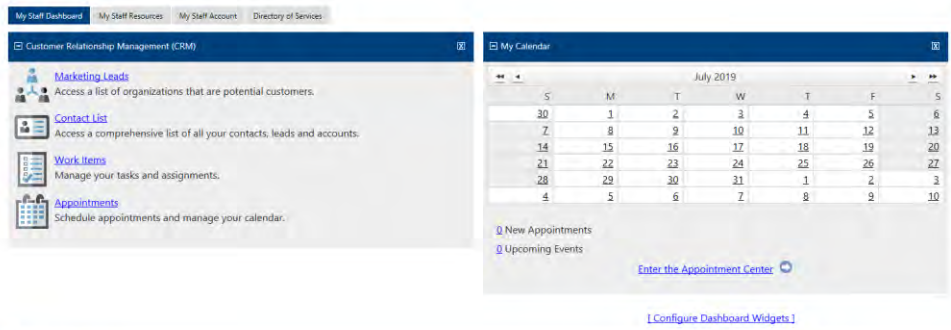
Saved Lists  
Individuals Assisted: Williams, Jasmine (WILLIAMS2546) Steele, Johnathan (ABrown4638) White, Abryl (AWHITE1123) Williams, Jasmine (WILLIAMS7898) Osborne, Donnie (AAlvarado4773)  
Employers Assisted: Chicago Citywide Literacy Coalition (MKT260262)  
Filter your lists by type: Individuals  
List Title Create Date

Active Case Load  
WP: 0  
WIOA: 0  
GEN: 0  
Total Case Load: 0

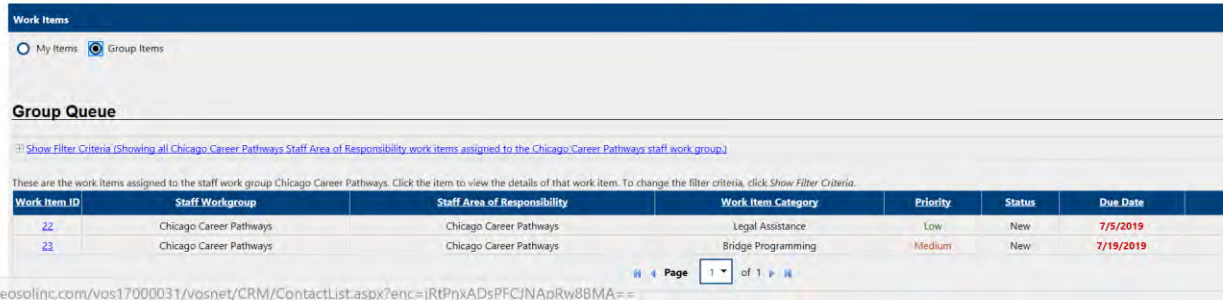
These boxes are called “widgets” and they are customizable. You can have as many or as few as you would like. You will mostly use the “Work Items” and “My Calendar”. Customize your home dashboard by clicking the “X” in the corner of the widgets you want to remove.

Here is how your screen will look after you remove the widgets that are not relevant to you.

Click here to get to your group work items.



At the bottom of your dashboard you will see the “Work Items” section. You can toggle between your individual work items or those assigned to the group.



**Group Queue**



Anytime you see a plus (+) symbol, that indicates that there is an additional group, menu or item.

Click the (+) symbol to expand your menu. Here you should see the “Chicago Career Pathways” option. There are several categories of Work Items. Here is the full list.

## Group Queue

Hide Filter Criteria (Showing all Customer Relationship Management Staff Area of Responsibility work items assigned to the Customer Relationship Manager staff work group.)

**Staff Workgroup**  
Chicago Career Pathways  
Customer Relationship Manager

**Area of Responsibility**  
Customer Relationship Management

**Work Item Category**  
None Selected

**LWIA Region**  
None Selected

Hide Already Assigned  
 Show Closed Work Items

[ Filter | Reset Filter(s) ]

## Group Queue

Hide Filter Criteria (Showing all Customer Relationship Management Staff Area of Responsibility work items assigned to the Customer Relationship Manager staff work group.)

**Staff Workgroup**  
Chicago Career Pathways

**Area of Responsibility**  
None Selected

**Work Item Category**  
None Selected

**LWIA Region**  
None Selected

Hide Already Assigned  
 Show Closed Work Items

These are the work items assigned to the staff work group Customer Relationship Manager:

Work Item ID	Employer	Staff Workgroup
3	N/A	Customer Relationship Manager
4	Erie Neighborhood House	Customer Relationship Manager
5	Instituto Del Progreso Latino	Customer Relationship Manager

- Adult Basic Education (ABE)
- Bridge Programming
- Citizenship Courses
- Digital Literacy
- English Second Language (ESL)
- High School Equivalency (HSE)
- HSCR
- Spanish (HSE)
- Workforce Certifications
- Computer Skills Workshop
- Employment Event
- IDES Services
- IDHS Services
- IDRS Disability Services
- Job Readiness Workshop
- Legal Assistance
- Medicaid/Healthcare Enrollment
- Senior Services
- SNAP Enrollment
- TANF Enrollment
- Trade Adjustment Act Orientation
- WIOA Title I Orientation

## Create a Work Item

A work item is a task that staff must perform on behalf of a partner organization. The categories represent common tasks you would do for a customer. Work items can be assigned (and re-assigned) to staff, and can be prioritized based on the importance of the work item.

The screenshot displays the CRM dashboard. On the left, under 'Customer Relationship Management (CRM)', there are four main sections: 'Marketing Leads' (Access a list of organizations that are potential customers.), 'Contact List' (Access a comprehensive list of all your contacts, leads and accounts.), 'Work Items' (Manage your tasks and assignments.), and 'Appointments' (Schedule appointments and manage your calendar.). On the right, there is a 'My Calendar' widget for July 2019. Below the calendar, there are links for 'New Appointments', 'Upcoming Events', and 'Enter the Appointment Center'. At the bottom of the dashboard, there is a link to 'Configure Dashboard Widgets'.

The 'Work Items' section is expanded, showing 'My Items' selected and 'Group Items' unselected. Below this, the 'My Queue' section displays the message: 'You do not have any work items in your queue where you are the currently assigned user.' There is a 'Show Filter' link and a 'No records found' message. At the bottom of the queue, there are links: '[ Add Work Item | Search Work Items | Work Items Summary ]'.

Click here to add a work item. Be sure to go back to your dashboard to add a work item.

\* mandatory required fields.

## Create a Work item

\* Staff Workgroup:

\* Area of Responsibility:

\* Work Item Category:

Currently Assigned to:

\* Status:

Create Date:

\* Due Date:

Priority:

Initial Work Item Note:

## Create a Work item

\* Staff Workgroup:

\* Area of Responsibility:

\* Work Item Category:

Currently Assigned to:

\* Status:

Create Date:

\* Due Date:

Priority:

Initial Work Item Note:

- None Selected
- Adult Basic Education (ABE)
- Bridge Programming
- Citizenship Courses
- Computer Skills Workshop
- Digital Literacy
- Employment Event
- English Second Language (ESL)
- High School Equivalency (HSE)
- HSCR
- IDES Services
- IDHS Services
- IDRS Disability Services
- Job Readiness Workshop
- Legal Assistance
- Medicaid/Healthcare Enrollment
- Senior Services
- SNAP Enrollment
- Spanish (HSE)
- TANF Enrollment
- Trade Adjustment Act Orientation
- WIOA Title I Orientation
- Workforce Certifications

Here you should select the “Chicago Career Pathways” Staff Workgroup. The Area of Responsibility is also “Chicago Career Pathways”.


The Work Item Category section will allow you to choose from the full menu of Career Pathway options. Change the Status, Due Date and Priority according to your item. You may also include a note.

See my completed work item here.

\* indicates required fields.

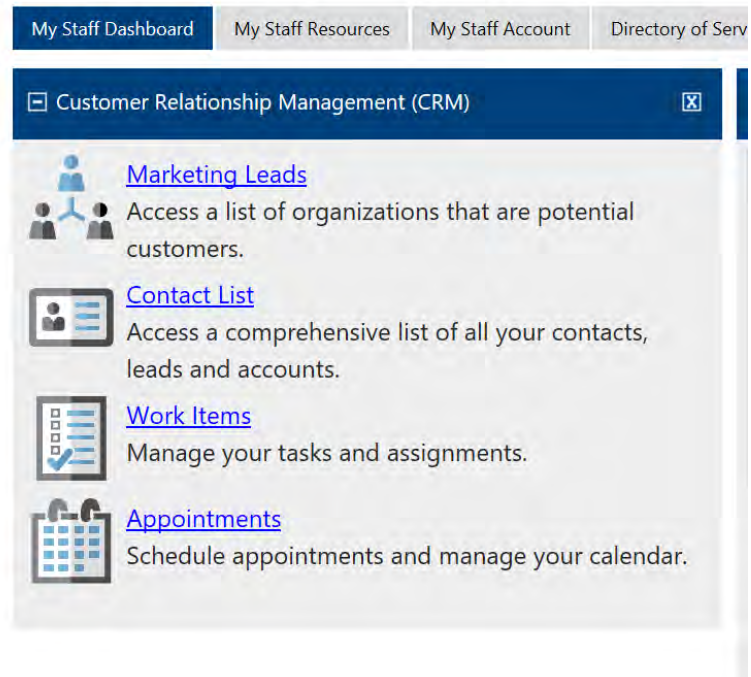
## Create a Work item

---

<b>* Staff Workgroup:</b>	<input type="text" value="Chicago Career Pathways"/>
<b>* Area of Responsibility:</b>	<input type="text" value="Chicago Career Pathways"/>
<b>* Work Item Category:</b>	<input type="text" value="Adult Basic Education (ABE)"/>
<b>Currently Assigned to:</b>	<input type="text" value="Guzman, Robert"/>
<b>* Status:</b>	<input type="text" value="New"/>
<b>Create Date:</b>	
<b>* Due Date:</b>	<input type="text" value="08/08/2019"/>  <a href="#">Today</a>
<b>Priority:</b>	<input type="text" value="Medium"/>
<b>Initial Work Item Note:</b>	<input type="text" value="Tina Nelson seeking GED classes. Will come to office at &lt;u&gt;9am&lt;/u&gt; Monday to complete paperwork. She can be reached a &lt;u&gt;t678-908-6868&lt;/u&gt; or &lt;u&gt;tnelson@gmail.com&lt;/u&gt;."/> <span data-bbox="1453 1026 1480 1047">3</span>



After you complete your Work Item, you will be returned to your Dashboard. You can see Work Items that you have assigned by using your CRM widget on your Dashboard. Below is a screenshot of the Widget where you view items assigned to you as well items you have assigned. Be sure to make that the “Chicago Career Pathways” group is showing.



## Group Queue

[Hide Filter Criteria \(Showing all Chicago Career Pathways Staff Area of Responsibility work items assigned to the Chicago Career Pathways staff work group.\)](#)

**Staff Workgroup** Chicago Career Pathways  
**Area of Responsibility** Chicago Career Pathways  
**Work Item Category** None Selected  
**LWIA Region** None Selected  
 Hide Already Assigned  
 Show Closed Work Items

[ [Filter](#) | [Reset Filter\(s\)](#) ]

These are the work items assigned to the staff work group Chicago Career Pathways. Click the item to view the details of that work item. To change the filter criteria, click [Show Filter Criteria](#).

Work Item ID	Employer	Staff Workgroup	Staff Area of Responsibility	Work Item Category	Priority	Status	Due Date	Assigned to	Action
<a href="#">22</a>	N/A	Chicago Career Pathways	Chicago Career Pathways	Legal Assistance	Low	New	7/5/2019	Unassigned	<a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">23</a>	N/A	Chicago Career Pathways	Chicago Career Pathways	Bridge Programming	Medium	New	7/19/2019	Guzman, Robert	<a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">25</a>	N/A	Chicago Career Pathways	Chicago Career Pathways	Adult Basic Education (ABE)	Medium	New	8/8/2019	Guzman, Robert	<a href="#">Edit</a> <a href="#">Delete</a>

## Search for a Work Item

You can also search for a Work Item by using your Work Item widget. At the bottom of the Widget, click “Search Work Items”. Change the “Staff Workgroup” field to “Chicago Career Pathways” and then select your other search parameters. (Note that you can only search for one Work Item Category at a time.) Click “Search”.

### Search by specific field

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Select your filter criteria and click search. Please filter enough so that no more than 100 results will r

**Staff Workgroup:**

Chicago Career Pathways

**Area of Responsibility:**

Chicago Career Pathways

**Work Item Category:**

Adult Basic Education (ABE)

**LWIA Region:**

None Selected

**Currently assigned to:**

None Selected

**Status:**

None Selected

Only open work items

**Priority:**

None Selected

**Due Date:**

From



To



[Today](#)

**Completion Date:**

From



To



[Today](#)

**Search**

## Updating Work Items

Access your Work Items using the Dashboard Work Item widget. Click on either the “Work Item ID” or the “Edit” section of the Work Item you want to access. Once you open the Work Item, you can update the status and see and add notes.

### Group Queue

[Hide Filter Criteria \(Showing all Chicago Career Pathways Staff Area of Responsibility work items assigned to the Chicago Career Pathways staff work group.\)](#)

**Staff Workgroup** 
  
**Area of Responsibility** 
  
**Work Item Category** 
  
**LWIA Region**

- Hide Already Assigned
   
 Show Closed Work Items

[Filter](#) | [Reset Filter\(s\)](#)

These are the work items assigned to the staff work group Chicago Career Pathways. Click the item to view the details of that work item. To change the filter criteria, click [Show Filter Criteria](#).

Work Item ID	Employer	Staff Workgroup	Staff Area of Responsibility	Work Item Category	Priority	Status	Due Date	Assigned to	Action
<a href="#">22</a>	N/A	Chicago Career Pathways	Chicago Career Pathways	Legal Assistance	Low	New	7/5/2019	Unassigned	<a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">23</a>	N/A	Chicago Career Pathways	Chicago Career Pathways	Bridge Programming	Medium	New	7/19/2019	Guzman, Robert	<a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">25</a>	N/A	Chicago Career Pathways	Chicago Career Pathways	Adult Basic Education (ABE)	Medium	New	8/8/2019	Guzman, Robert	<a href="#">Edit</a> <a href="#">Delete</a>

**Staff Workgroup:** Chicago Career Pathways
   
**Area of Responsibility:** Chicago Career Pathways
   
**Work Item Category:** Legal Assistance
   
**Work Item Sponsor:** Unassigned [\[ Edit \]](#)
  
**Currently Assigned to:**  [\[ Assign To Me \]](#) [\[ Assign to a different staff member \]](#)
  
**\* Status:** 
  
**Create Date:** 6/26/2019 03:21 PM
   
**\* Due Date:**  [Today](#)
  
**\* Completion Date:**  [Today](#)
  
**Priority:**

Save

Create Date	
06/26/2019 System	This work item was added manually by Dena Al-Khatib.
06/26/2019 Dena Al-Khatib	Test
06/26/2019 System	The currently assigned user was changed from Jasmine Williams to Dena Al-Khatib by Dena Al-Khatib.
07/26/2019 Stuart Calderon	The sponsor for this work item was updated from Dena Al-Khatib to Unassigned by N/A in order to redistribute the work item.
07/26/2019 Stuart Calderon	The currently assigned user was also changed to Unassigned because the values had the same user assigned.
07/30/2019 Jasmine Williams	This customer has retained a lawyer

## Work Item Summary

The Work Item Summary can also be accessed using your Work Item widget. You can see a complete list of Work Items, including which ones are overdue.

Showing results for workgroup Chicago Career Pathways > area of responsibility Chicago Career Pathways

Work Item Category	Total Open	Assigned to Staff	5 Days Overdue	10 Days Overdue	15+ Days Overdue
Adult Basic Education (ABE)	1	1	0	0	0
Bridge Programming	1	1	0	1	0
Citizenship Courses	0	0	0	0	0
Computer Skills Workshop	0	0	0	0	0
Digital Literacy	0	0	0	0	0
Employment Event	0	0	0	0	0
English Second Language (ESL)	0	0	0	0	0
High School Equivalency (HSE)	0	0	0	0	0
HSCR	0	0	0	0	0
IDES Services	0	0	0	0	0
IDHS Services	0	0	0	0	0
IDRS Disability Services	0	0	0	0	0
Job Readiness Workshop	0	0	0	0	0
Legal Assistance	1	0	0	0	1
Medicaid/Healthcare Enrollment	0	0	0	0	0
Senior Services	0	0	0	0	0
SNAP Enrollment	0	0	0	0	0
Spanish (HSE)	0	0	0	0	0
TANF Enrollment	0	0	0	0	0
Trade Adjustment Act Orientation	0	0	0	0	0
WIOA Title I Orientation	0	0	0	0	0
Workforce Certifications	0	0	0	0	0
<b>Total:</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>1</b>

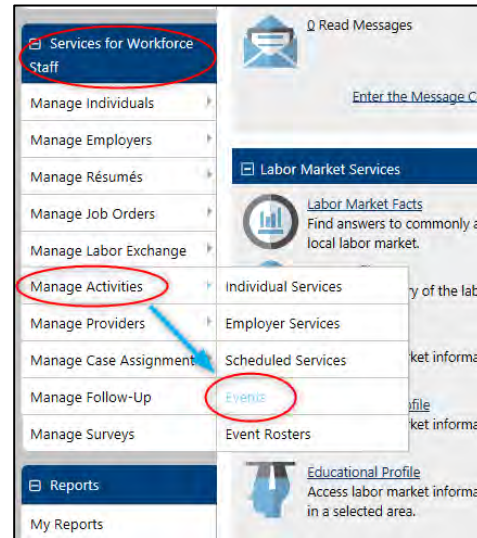
## Events

### Overview

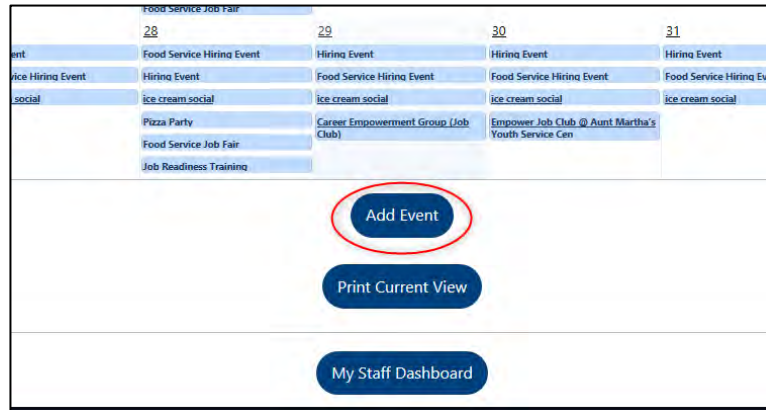
This procedure provides guidance on how to create an event. The event calendar can be viewed by everyone who has access to Career Connect.

### Creating an Event

- 1) Go to Manage Activities > Events to bring up the Events Calendar

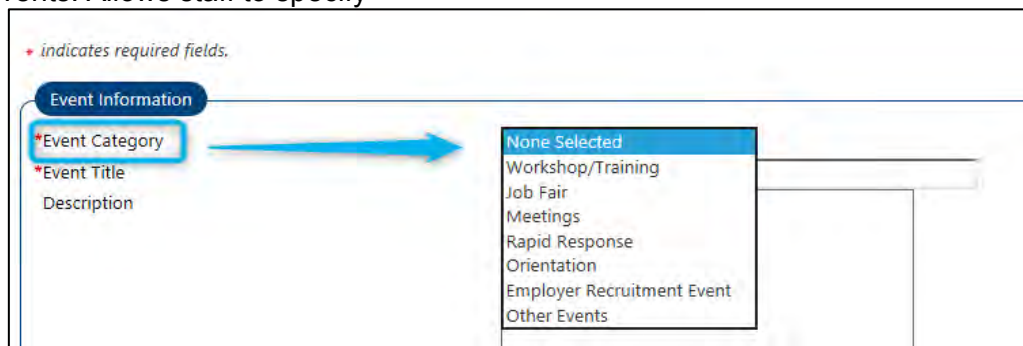


2) Scroll to the bottom of the calendar & click “Add Event”



3) Select an Event Category. Pick the “Event Category” that you want to use for your event. Current options are:

- Workshop/Training
- Job Fair
- Meetings
- Rapid Response
- Orientation
- Employer Recruitment Event
- Other Events: Allows staff to specify



- 4) Type in an Event Title. You use a standardized event title for all Pre-Screening Events (e.g. “Hospitality Hires Pre-Screening at LOCATION NAME”)

The screenshot shows a form titled "Event Information" with a blue header. On the left, there are three fields: "\*Event Category", "\*Event Title", and "Description". The "\*Event Title" field is highlighted with a blue box, and a blue arrow points from it to the right. To the right of these fields is a dropdown menu showing "None Selected". Below the dropdown is a large text area for the description. At the bottom left, there is a "Class Size" field. At the bottom right, there are links for "[ Spell Check | Clear Description ]" and a note "(Leave blank for unlimited class size)".

- 5) Add an event Description. Provide a description of your event (e.g. “recruiting truck drivers for out of state deliveries must have appropriate license”)

The screenshot shows the same "Event Information" form. In this view, the "Description" field is highlighted with a blue box, and a blue arrow points from it to the right. The other elements, including the "Event Title" field, dropdown menu, and "Class Size" field, remain the same as in the previous screenshot.

6) Enter the maximum “Class Size” if there is a limit to how many people can attend. The class size will allow you to limit how many people can register for the event.

The screenshot shows the 'Event Information' section of a form. It includes fields for 'Event Category' (set to 'None Selected'), 'Event Title', and 'Description'. At the bottom, there is a 'Class Size' input field and a button labeled 'Spell Check | Clear Description'. A blue box highlights the 'Class Size' field, and a blue arrow points from it to the button.

7) Complete the “Schedule” information as appropriate. You’ll need to create at least one pre-screening event for each pre-screening location.

The screenshot shows the 'Schedule' section of a form. The 'Schedule Type' dropdown menu is open, showing options: 'One Time', 'Recurring - Daily', 'Recurring - Weekly', 'Recurring - Bi-Weekly', 'Recurring - Monthly', and 'Recurring - Once Monthly'. The 'Start Time' and 'End Time' fields are partially visible with dates set to 09/2018. A blue box highlights the 'Schedule Type' dropdown, and a blue arrow points to the menu.

The screenshot shows the 'Schedule' section of a form with the 'Schedule Type' set to 'One Time'. The 'Start Time' is set to 8:00 AM on 08/09/2018, and the 'End Time' is set to 5:00 PM on 08/09/2018. A red box highlights the 'Display From' and 'Display Until' fields, with a red arrow pointing to them and the text 'Used for recurring events'.



- 8) Select the Office responsible for the pre-screening event by selecting it from the list and clicking the “down arrow” to add it to the selection box.

Associated Offices

LWIA / Region:

\* Assigned Office(s):

Chicago Cook Workforce Partnership

None Selected

A.E.R.O. Special Education Cooperative (7101)

African American Christian Foundation (7103)

Alternative Schools Network (1000)

America Works of Illinois (7012)

▼▲

- 9) Complete the Event Location information as applicable.

Event Location

\*Copy address information from

\*Location Type

Organization

\*Address 1

Address 2

\*City

\*State

Zip Code

Directions

None Selected

On Site Event  Off Site Event  Online Event

None Selected

[ Spell Check | Clear Directions ]

10) Select an event Moderator and input moderator contact information.

11) In the “Calendar” section:

- Set “Hidden Event” to “No”
- Leave “Display to” to set to “Staff” only

12) In the Registration section:

- Set “Registration Method” to “Register Online”
- Select appropriate “Close Registration” option (Options are: Never, 1 hour before, 1 day before)
- Add registration instructions as necessary
- If you want Career Connect to create a “Wait List” once the event is full, set “Create Wait List” = Yes. **OR** if you want agencies to Contact the moderator when the event is full, set “Contact Event Associated Staff/Moderator” to “Yes”.
- Set “Send reminder to event registrants” to “No” – CC is currently not set up to send out any automated messages.

13) Click “Save”. (**NOTE:** that once an event has been created, staff can re-open the event, scroll to the bottom, and select “Copy Event” to easily create additional pre-screening events for different dates.)

## Viewing Events

In order to see other agencies events:

1. Click on the “Upcoming Events” link on the dashboard “My Calendar” widget or use the left navigation menu to go to Manage Activities > Events (as described in the “Add Events” section above.)

**My Calendar** [X]

August 2019

S	M	T	W	T	F	S
<u>28</u>	<u>29</u>	<u>30</u>	<u>31</u>	<u>1</u>	<u>2</u>	<u>3</u>
<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>
<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>
<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>
<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>	<u>31</u>
<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>

[0](#) New Appointments

**2** Upcoming Events

[Enter the Appointment Center](#) ➔

2. You can use the “Filter Criteria” to find events by location or Category, or leave filters set at the default to see all upcoming events in a month. If you change the filters, click the “Filter” link to update the calendar.

[Hide Filter Criteria](#)

## Filter Criteria

---

**Zip Code:**

**Event Region:**

**Event Office:**

Hold the Ctrl key while clicking to select/unselect multiple Office(s)/Location(s)

**Event Category:**

**Event ID:**

(Using Event ID will disable all other selected criteria)

**State Wide Display:**

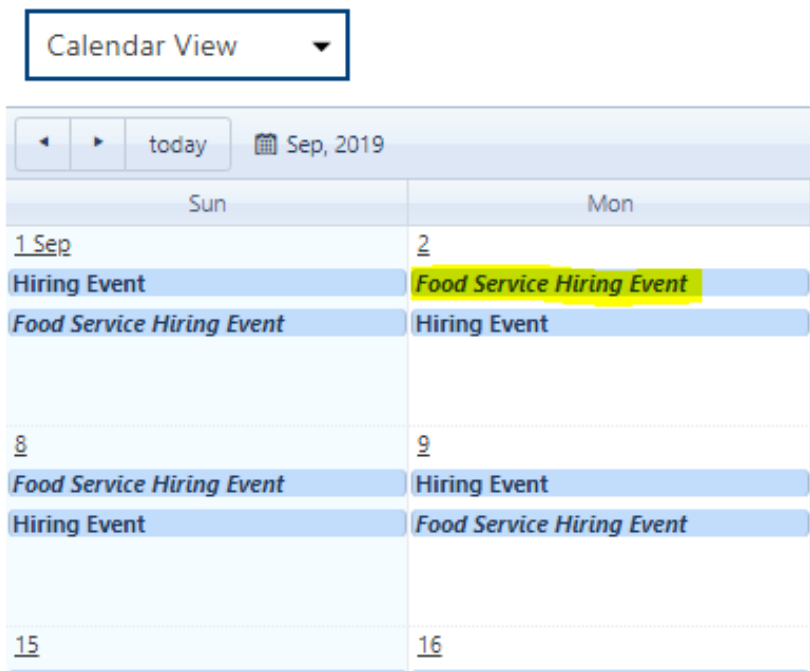
 Yes  No

**Display Status:**

[\[ Filter \]](#) [Reset Filter\(s\)](#)

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- To obtain more information about a specific event, hover over the event or click on it in the Calendar and then click “View Event”. You’ll be able to see all the relevant information (similar to what you have to enter when adding an event).



4. You can also use the “Print Current View” link to print the events. (Make sure that your pop-ups are enable in your web browser.)

Calendar View ▾

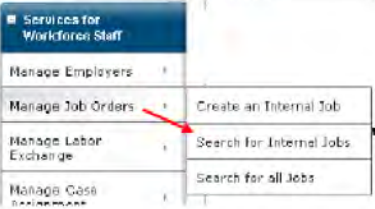


today Aug, 2019				
Sun	Mon	Tue	Wed	
<u>28</u>	<u>29</u>	<u>30</u>	<u>31</u>	<u>1 Aug</u>
Hiring Event	Food Service Hiring Event	Pizza Party	Food Service Hiring Event	Hiring
Food Service Hiring Event	Hiring Event	Hiring Event	Hiring Event	Food S
		Food Service Hiring Event		
		Food Service Job Fair		
<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>
Food Service Hiring Event	Hiring Event	Pizza Party	Hiring Event	Food S
Hiring Event	Food Service Hiring Event	Food Service Hiring Event	Food Service Hiring Event	Hiring
		Hiring Event		
		Food Service Job Fair		
<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>
Hiring Event	Food Service Hiring Event	Pizza Party	Food Service Hiring Event	Hiring
Food Service Hiring Event	Hiring Event	Hiring Event	Hiring Event	Food S
		Food Service Hiring Event		
		Food Service Job Fair		
<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>
Food Service Hiring Event	Hiring Event	Pizza Party	Hiring Event	Food S
Hiring Event	Food Service Hiring Event	Food Service Hiring Event	Food Service Hiring Event	Hiring
		Hiring Event		
		Food Service Job Fair		
<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>
Hiring Event	Food Service Hiring Event	Pizza Party	Food Service Hiring Event	Hiring
Food Service Hiring Event	Hiring Event	Hiring Event	Hiring Event	Food S
		Food Service Hiring Event		
		Food Service Job Fair		

[ Print Current View ]

## Job Orders

### Search Job Orders

The Partnership has many Business Service staff who enter job openings into Career Connect. These are called Job Orders. Use the left panel, go to “Manage Job Orders” and then “Search for Internal Jobs”. You can change the search parameters to include keywords and Date Posted.

SEARCHING FOR JOBS	Screenshots	Notes
<p>Choose &lt;&lt;Search for Internal Jobs&gt;&gt; on the left panel.</p>		
<p>Set Search Criteria</p>		<p>There are A LOT of criteria you can filter your job with. Just keep in mind that <b>every</b> criterion must match for the jobs you're searching for.</p> <p>Here you see why making the job post as complete as possible will be useful for others.</p>
<p>Search for recent jobs</p>		<p>Look for the “Job Added or Updated Since” filter and set to your desired range.</p>

To make sure that you are getting open jobs, make sure to set the “Job Status” filter to “Open and Available”.

**Job Category:** None Selected ▾

**Alien Labor Cert H2B (staff):** None Selected ▾

**Alien Labor Cert H2B (emp):** None Selected ▾

**Job Status:** Open and available ▾

**Job Benefits:**

[ [Check All](#) | [Uncheck All](#) ]

Medical       Stock Options

Dental       Retirement/Pension

Life Insurance       Relocation Assistance

To view the job order, click on the “Job Title” in the search results.

Your search found 9 job(s), representing at least 40 position(s), that matched your search criteria. Change your [search criteria](#).

Results View: [Summary](#) | [Detailed](#)

Hide potential duplicates

To sort on any column, click a column title.


<u>Job Order Number</u>	<u>Job Title</u>	<u>Company</u>	<u>Create Date</u>	<u>Job Status</u>	<u>On-line Status</u>
14624	<a href="#">Machine Operator</a>	abc company	7/24/2019	Open and available	<a href="#">On-Line</a>
14623	<a href="#">Machine Operator</a>	Avcoa	7/24/2019	Open and available	<a href="#">On-Line</a>
14622	<a href="#">Machine Operator</a>	ABC Company	7/24/2019	Open and available	<a href="#">On-Line</a>
14621	<a href="#">Machine Operator</a>	ABC company	7/24/2019	Open and available	<a href="#">On-Line</a>



## Refer Someone to a Job Order

Currently the Job Order Referral process is manual. Job orders should include instructions on how to apply for the job. To view the instructions, click on the “Job Application Methods Accepted” link at the top of the job. Or scroll down to that section.

[\[Job Title and Occupation\]](#) | [\[Location/Work Site of this job\]](#) | [\[Contact Person for this Job\]](#) | [\[Job order information to be displayed online\]](#) | [\[Job Details\]](#) | [\[Job Description\]](#) | [\[Skills\]](#) | [\[Other Skills\]](#) | [\[Hiring Requirements\]](#) | [\[Specialized Requirements\]](#) | [\[Minimum Education, Experience, & Age Requirements\]](#) | [\[Transportation Requirements\]](#) | [\[Compensation & Hours\]](#) | [\[Benefits Offered\]](#) | [\[Job Application Methods Accepted\]](#) | [\[Job Applicant Information Needed\]](#) | [\[Application Question Set\]](#) | [\[Applicant Notification Method\]](#) | [\[Other Information\]](#) | [\[Staff Information\]](#)

 For help click the information i

Job Order Number 14624

### Job Title and Occupation

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**Job Title:** Machine Operator  
**Occupation:** Metal Workers and Plastic Workers, All Other (51419900)  
**Typical Employment Data:** [View Typical Job and Employment Data for Metal Workers and Plastic Workers, All Other](#)  
**Agency Job ID:**

Follow the instructions provided to refer your client to the job.

## Job Application Methods Accepted

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Check the methods that individuals may use to apply for this job:

- Via Company Website (Address provided below)

Company Job Application Web Site: <http://www.abccompany/employment.com>

Enter a brief description of the application process: (2500 characters max.)

Contact Jose, Near West AJC Job Developer, at [jvargas@email.com](mailto:jvargas@email.com) or 773-555-2121 for pre-screening. Please include a resume and contact information with your email.

## Job Order Reports

Another way to see active job orders is to run the Daily Job Orders for Posting report.

1. On the Left Navigation menu, find the “Reports” menu and click on “Detailed Reports”.

The screenshot displays the Career Pathways user interface. On the left, a navigation menu is visible with the following items: 'manage surveys', 'Reports' (highlighted in dark blue), 'My Reports', 'Summary Reports', 'Detailed Reports' (highlighted in yellow), 'Custom Reports', 'Ad-Hoc Query Wizard', 'Federal Reports', and 'Live Data'. The main content area shows two sections: 'Occupational Profile' and 'Educational Profile'. The 'Occupational Profile' section includes a blue icon of two people, the text 'Access labor market information on occupations in a selected area.', and a link to 'More Labor Market Services' with a right-pointing arrow. The 'Educational Profile' section includes a blue icon of a head with a graduation cap, the text 'Access labor market information on education programs in a selected area.', and the same 'More Labor Market Services' link. Below these sections is a dark blue header for 'Saved Lists' with a close button (X) on the right. Underneath, the text reads 'Individuals Assisted: [Grinch, Amy \(AGRINCH@2019\)](#), [Prince, Purple \(PPURPLE7631\)](#), [Bucks, Star \(SBUCKS\)](#), [Mouse, Mickey \(M MOUSE0531\)](#)'.

2. Scroll down to the Employer Reports section & click on “Job Order”.

## Employer Reports

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[Job Order](#)

Display Job Order Reports

[Registered Employer](#)

Display Registered Employer Reports

3. Under the “Internal” section, click on “Daily Jobs Formatted for Posting”.

**Internal:**

Advanced

- [List](#)
- [by Actual Close Date](#)
- [by Benefits Offered](#)
- [by County](#)
- [by Employer](#)
- [by Enterprise Zone Status](#)
- [by Follow-up Date](#)
- [by H-2A Job Order Status](#)
- [by H-2B Job Order Status](#)
- [by Job Created by ARRA](#)
- [by Last Display Date](#)
- [by NAICS Industry Code \(Detail\)](#)
- [by O\\*Net Occupation Code \(Detail\)](#)
- [by One Stop Location](#)
- [by Original Staff Entered](#)
- [by Registered Apprenticeship](#)
- [by Required Education Achievement](#)
- [by Staff Job Order Status](#)
- [by Wage Group](#)
- [Daily Jobs Formatted for Posting](#)
- [by Job Type](#)
- [by Applicants](#)
- [by City](#)
- [by Court Order Status](#)
- [by Employer Job Order Status](#)
- [by Federal Contractor Status](#)
- [by Green Job](#)
- [by H-2A/B Job Orders from Other States](#)
- [by Job Category](#)
- [by Job Orders with No Applicant Referrals](#)
- [by LWDB/Region](#)
- [by NAICS Industry Sector](#)
- [by O\\*Net Occupation Group](#)
- [by Original Entry Source](#)
- [by Reason For Closing](#)
- [by Release from Hold Date](#)
- [by Special Job Category](#)
- [by State](#)
- [by Zip Code](#)
- [Interview Questions](#)

4. This will take you to a report filter page. These are the most common filters to use, but feel free to use additional filters to return the best jobs for your clients:

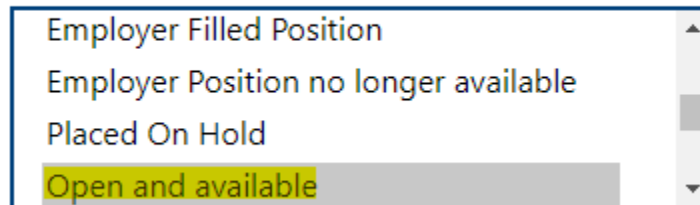
- Be sure to set the “Staff Job Order Status” to “Open & Available” so that you only get active job orders.

**status:**

**Staff Job Order**

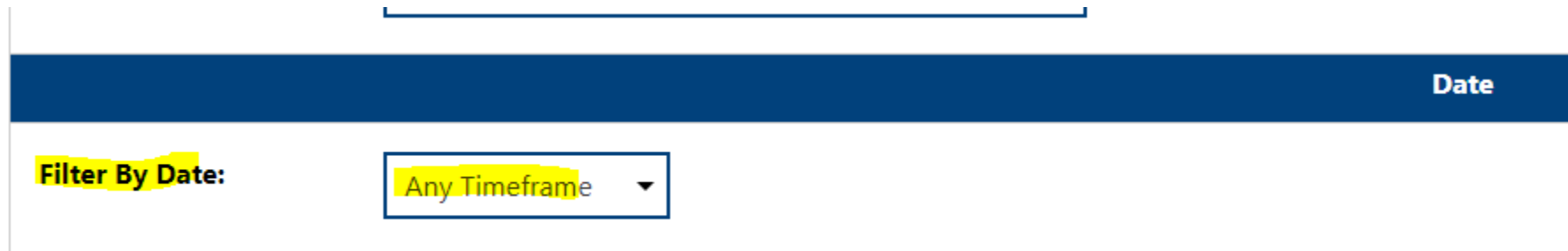
**Status:**

(Press Ctrl to select multiple items)



Employer Filled Position  
Employer Position no longer available  
Placed On Hold  
Open and available

- In the “Filter by Date” section, leave it set to “Any Timeframe” to get all active jobs.



Date


Filter By Date: Any Timeframe


- If you want job orders posted during a specific date range, change the “Filter by Date” selection to “Active Date” and then set your desired date range.

**Filter By Date:** Active Date ▼

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**Date Range:** Last 90 Days ▼

**From:** 05/05/2019  (MM/DD/YYYY)

**To:** 08/02/2019  (MM/DD/YYYY)

5. Once your desired filters are set, click “Run Report”. The report returns with the Job Order Number, and pertinent information about the job and some of the qualifications. (See the sample report below.) If you have a client that is interested in the job, then you can look it up in Career Connect using the Job # per the instructions above. To download the report into Excel or PDF, click on the arrow next to the disk icon at the top of the report and select your desired download format.



### Job Order Report - Daily Jobs for Quick Posting

Region/LWIA: Chicago Cook Workforce Partnership  
 Staff Job Order Status: Open and available  
 Display Type: Unsuppressed Job Order, Suppressed Job Order  
 Active Date: 5/5/2019 to 8/2/2019

Job #	City	Job Title	Months Exp	Min Age	Wage	Salary Unit	Hours	Edu Lvl	Job Type	DL
14614	Chicago	Carpenter Apprentice	6	18	25000.00	Year		High School Diploma or Equivalent	Full Time (30 Hours or More)	No
14616	Chicago	Industrial-Organizational Psychologists	5		60000.00	Year		Master's Degree	Full Time (30 Hours or More)	No
14623	Chicago	Machine Operator	6	18	15.00	Hour		3 Years at College or a Technical or Vocational School	Full and Part Time Positions	No
14615	Chicago	Machine Operator	6		15.00	Hour		High School Diploma or Equivalent	Full Time (30 Hours or More)	No
14617	Chicago	Machine Operator	6	18	15.00	Hour	32	3 Years at College or a Technical or Vocational School	Full Time (30 Hours or More)	No

### Career Connect Help

- If you need help with Career Connect, including password resets, technical issues, or policy/procedure questions, please email Robert Guzman at [robert@chicagocitywideliteracy.org](mailto:robert@chicagocitywideliteracy.org) with a copy to Becky Raymond ([becky@chicagocitywideliteracy.org](mailto:becky@chicagocitywideliteracy.org)).
- If the technical issues require help from The Partnership, Robert or Becky will forward them to Dena and Jasmine via the Career Connect Help Desk.