

# Job Developments

Job Developments on Case Details is a record of job developments made. Job Developments are added through the employer record. To add a job development, first have the job seeker in context by accessing the job seeker's Case Details. Having the job seeker in context allows the job seeker's information to default when adding the job development. If the job seeker is not in context, you will need to know the SSN or Participant ID in advance.

# Navigation

Bring the Job Seeker into context by conducting a Job Seeker Search or selecting the Job Seeker from My Cases. Click **Job Developments** in the Case Details page.

Case Details  
**Steven Smith**

BRONZE

Veteran Type: Vietnam-Era Campaign Veteran  
Eligible for DVOP Services  
Requested DVOP Assistance - No

Click on the appropriate link to add, view, or edit the information. You will be restricted to information based on your privilege level.

Universal Information

Consolidated Service & Training

Consolidated Expenditure Report

Uploaded Documentation

Contact Information

Address

Steven Smith

Phone

Email

Name History

No Name Changes have been entered.

Alternate Contacts

There is 1 Alternate Contact entered.

Address Book

User Profile

Demographic Info

Edit

Participant ID:

946

SSN:

\*\*\*-\*\*-3664

Gender:

Male

Race:

White or Caucasian

Ethnic Hispanic/Latino:

No

Education Status:

Not attending school; Earned high school diploma, GED, or higher

Labor Force Status:

Not Employed

Weeks Unemployed:

More Than 26 Weeks

Veteran Info:

Veteran Type: Vietnam-Era Campaign Veteran  
Eligible for DVOP Services  
Requested DVOP Assistance - No

Work Wanted

Dishwashers  
35-9021.00

Resumes

View All

Showing most recent 3 of 3.

Custodial/Maintenance Experience

Search Jobs

Expired

Updated: Sep 17, 2022

landscaping

Search Jobs

Expired

Updated: Sep 17, 2022

Building Maintenance

Search Jobs

Expired

Updated: Sep 17, 2022

Create Resume

0 Call-In(s)

10 Work Experience

13 Skills  
Skills List

1 Job Referrals

0 Job Development

3 Job Placement

+ Add

Program Registrations

Filter Programs

Begin typing to filter results below

List of Programs

Assigned Staff Users

Printable Version

Printable Job Seeker Release

Online Job Seeker Release

EEO

## View/Edit/Delete Job Developments

1. Navigate to Job Development. The job seeker's Job Developments page displays. To view additional details or to edit, click a name in the **Employer** column. The Employer Details page displays.

ADAM WELLS

Job Developments

Job Development table

Employer ↕	Development Date ↕	Interview Scheduled ↕	Interview Date ↕	Entered By ↕
<a href="#">Test</a>	Dec 19, 2024	✖ Unscheduled		Adam Wells

Return to Case Details

2. Click the **Job Development** link on the Employer Details page. The employer's Job Developments page displays.

Test

Job Developments

Table of Job Developments

Actions	Job Seeker Name	Development Date ▼	Interview Date	Recontact Date
View	<a href="#">ADAM WELLS</a>	Dec 19, 2024	-	-
View	<a href="#">adam wells</a>	Dec 11, 2024	-	-

AddReturn

- Job developments can be viewed by everyone who access to the job seeker's Case Details, but can only be edited by the case manager who entered the job development.

- To view a specific Job Development, click the **View** link. The Job Development Details page displays with the non-editable details of the job development.
  - To edit, click the **Edit** link. The Job Development page displays with the editable job development information.
    - a. Edit the information as needed and click **Save** to save the changes and return. A confirmation message displays.
    - b. The option to reprint the introductory letter or resend the introductory email displays. Users have the option to reprint/resend, or return without reprinting/resending.
- 3. To delete the job development, click the **Delete** button. The Confirm Deletion page displays. Click the **OK** button to delete the job development and return, or click **Return** to return without deleting the job development.

## Add Job Developments

1. Bring the job seeker into context. If the job seeker is in context, his/her Participant ID will populate the Job Development. If the job seeker is not in context, the Participant ID or SSN must be entered.
2. Conduct an Employer Search and navigate to the Employer Details page.
3. Click **Add** under the Job Development tile. The Job Development page displays.

The screenshot displays the 'Employer Details' page for a user named 'Test'. The page includes a header with the user's name and a blue bar with an information icon and the text 'Click on the appropriate link to add, view or edit the information.' Below this, there are two status bars: a blue one for 'Account Type Self Service' and a green one for 'Account Status Active' with a verification note 'Verified By Jodie Wunder Verified on Oct 01, 2024'.

The main content area is divided into several sections:

- Jobs:** A section with six tiles showing counts for different job statuses: Active (1), Draft (0), Pending Approval (0), On Hold (2), Referred (0), and Closed (7). Below these tiles is a 'Create' button with a plus sign.
- Employer Account Information:** A section with an 'Edit' button and a 'Company Description' field containing the text 'testing'. Below this is a 'Return to Results' button.
- Employer Tags:** A section showing two tags: 'Background Friendly' and 'Home Base Wichita'. Below the tags are 'Assign Tags' and 'Manage Tags' buttons.
- Remove from My Employers:** A sidebar on the right with a list of items: 'Contact Tracking' (1), 'Employer Notes' (1), 'Job Development' (1), and 'Notifications' (5). The 'Job Development' item is highlighted with a red box, and its '+ Add' button is also highlighted.
- EEO Auditing:** A section at the bottom right with the text 'Job posting preparation and referral activities.'

4. In the New Job Development page that displays, type the job development information.

Test  
**New Job Development**

Add Job Development

**Basic Information**

**Job Seeker** (required)  
- ADAM WELLS -

**Funding Source** (required)  
Job Service

**Occupation** (required)  
Enter a keyword or O\*NET code for the occupation. [Search for O\\*NET Codes](#)

**Job Development Date/Time** (required)  
Dec 19, 2024 12:00 AM

**Method of Contact** (required)  
☐ Telephone  
☐ Visit  
☐ Email  
☐ Mail

**Interview Scheduled**  
☐ Yes  
☐ No


Save Cancel


- **Job Seeker:** Text; If the job seeker is in context, their name appears here automatically. If the job seeker is not in context, search for and select the job seeker who is interested in the job posting.
- **Funding Source:** Drop-down; Select a funding source for the job seeker; sources may vary according to state.
- **Occupation:** Text; Enter a keyword related to the occupation. A drop-down list will display as you type; select the most accurate O\*NET code and title.


- **Job Development Date/Time:** Calendar; Select the date and time of the job development. Defaults to current date.
- **Method of Contact:** Option; Select the method of contact that was used to reach the employer. Select from the following options:
  - Telephone
  - Visit
  - Email
  - Mail
- **Interview Scheduled:** Option; Select **Yes** or **No**.
- **Interview Date/Time:** Text/Calendar; Type the date and time of the interview, if scheduled.
- **Follow-up Required?** Option; Select **Yes** or **No**.
- **Follow-Up Date/Time:** Text/Calendar; Select the date and time for follow-up contact, if scheduled.
- **Contact Name:** Text; Type the contact name for the employer. Defaults to the contact person entered for the employer.
- **Contact Email:** Text; Type the email address of the contact person. Defaults to the email address for the employer contact.
- **Contact Phone:** Text; Type the phone number of the contact person. Defaults to the phone number for the employer contact.
- **Ext:** Text; Type the phone extension, if applicable.
- **Staff User:** Text; Search for and select the name of the staff member who initiated the job development. Defaults to the staff member who is logged in.

5. Click **Save** to add the job development. Click **Cancel** to return to the Job Development list without adding new development. The Job Development Saved message displays.
  - If the job seeker is not an active participant in a program or enrollment, a submission error message will display. The job seeker must be complete the enrollment before the job development can be created.
    - Click **Proceed to Enrollment** to complete job seeker enrollment. Click **Return to Job Development** to edit or cancel the job development information.
6. From the Job Development Saved page, click **Send Email** to send an editable email of introduction for the job seeker to the employer contact. If an email address is not available, click **Print Letter** to open an editable letter of introduction in Microsoft Word. Click **Return to Job Developments** to return to the Job Developments list.

## Job Developments

 Your entry has been successfully posted. Click on the Print Letter button to print introductory letter for Job Seeker to take to the Employer. If email was available for the employer, you can send an email to Employer by clicking Send Email button.

 Print Letter

 Send Email

[Return to Job Developments](#)