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## **Administrator Guide**

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Updated – November 30, 2012

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## Overview of All Administrator Area Tools

- ✓ **Dashboard:** Quick links and search capabilities for user information
- ✓ **Users:** Searching, sorting and ability to work with user accounts.
  - Edit Account: Update user personal info, address, passwords etc.
  - User Outcomes: Add, Edit, Delete User training/employment outcomes
  - View User: Review saved job choices, learning plan, skill & test inventories
    - IEP Form: Fill out and print the IEP form
- ✗ **Administrators:** Searching, sorting and working with admin accounts.
- ✓ **Reports:**
  - Activity Report
  - Case Note Report
  - Certification Report
  - Course Access Report
  - Course Report
  - Employment Outcomes Report
  - IEP Community Service Training Review Report
  - IEP Supportive Services Report
  - IEP Training Plan Report
  - IEP User Summary Report
  - Skill Report
  - Participants by Saved Job Job
  - Test Report
  - Training Outcomes Report
  - User Report
- ✗ **Locations:** Searching and creating new locations
- ✗ **Profiles:** Defining new administrator permission classes
- ✗ **Requests:** Certification and Course request tracking
- ✓ **Resources:** Job Order and Announcement administration
  - Job Orders: Create, edit and manage job orders you receive from employers
  - Announcements: Create, edit and manage announcements for your users

### Legend:

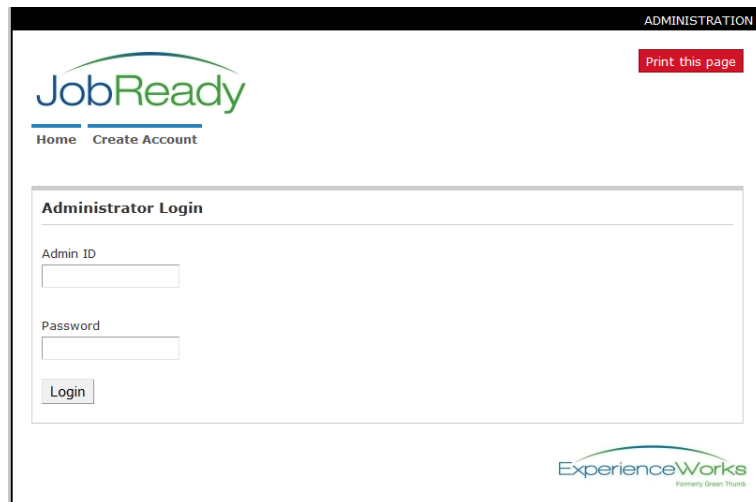
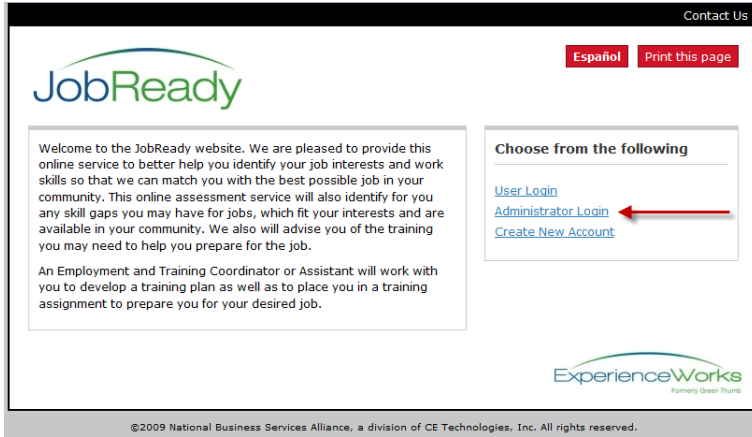
- ✓ = You have access to use this tool
- ✗ = You do not have access to use this tool

### Please note:

This guide details only what you need to know. Of course, the tool contains other functionality which you could be given access to at a later time. Updated documentation will be provided to you when necessary.

## Logging in to the Administrator Area

1. You can log-in by first going to <http://ew.nbsalliance.com/> and clicking “Administrator Login”.
2. You must then enter your admin ID and password that were provided to you.
3. Click **Login**.



## Dashboard: Quick links and search capabilities for user information

1. Once you login, you are placed on the Dashboard page.\*

### Quickly searching for Users

2. If you would like to search for a user, you can search for them by user name, first name, last name or account status (i.e. Active or Inactive).
3. If you type "T\*" into the User name text box, all accounts with a user name that start with a "T" are returned. This functionality works the same way for the First Name and Last Name text boxes too.
4. Clicking [Advanced Search](#) takes you to the "Search for a User" screen covered in a later section.

The screenshot shows the JobReady Administration Dashboard for user Marc Testing [ PA ]. The page includes a navigation menu with tabs for Dashboard, Users, Administrators, Reports, Locations, Profiles, Requests, Resources, and Logout. A 'Print this page' button is visible in the top right. The main content area features a 'Dashboard' section with instructions on how to use the search options. Below this are two search forms: 'Search for a User' and 'Search for an Admin', each with fields for Username/First Name/Last Name and a 'Search' button. An 'Advanced Search' link is provided for both forms. The ExperienceWorks logo is at the bottom right.

\* **Note:** You will not have access to search for administrators or locations. You will also not be able to work with the Administrators, Locations, Profiles or Requests tabs. When you click on any of these tabs, you will receive the following message:

**You do not have the required permissions for that action.**

**Users Tab:** Searching, sorting and ability to work with user accounts.

1. The **Users** tab gives you the ability to search for user records as well as edit them and actually view them. User records can also be sorted and filtered using this tab.
2. This tab also allows you to add user training/employment outcomes as well as work with user IEPs for particular job roles using the tools available here.
3. You can search for user records by sorting by Last Name, First Name, User Name, Status, Location Code and Registration Date in ascending or descending order. You do this by clicking the arrow buttons to the right of the column you want to sort by. For example, you can sort by Last Name > **Last Name** ↑↓

Marc Testing [ PA ]
ADMINISTRATION

Print this page

Dashboard
Users
Administrators
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Logout

**Search Results**
[\[ New Search \]](#)

**Legend:**    - Edit User    - User Outcomes    - View User

	Last Name ↑↓	First Name ↑↓	User Name ↑↓	Status ↑↓	Loc. Code ↑↓	Registration Date ↑
	Cole	John	johncole8	Active	EW-OK-9999-9	01 JUN 2012
	O'Neill Testing	Tim	timtest2	Active	EW-NY-9999-9	08 AUG 2012
	Testing	Jonathan	haskell9	Active	EW-NY-9999-9	10 AUG 2012
	Testing	John	oktest2	Active	EW-OK-9999-9	04 JUN 2012
	Testing	John	estest2	Inactive	EW-NY-9999-9	05 JUN 2012
	Testing	Mike	boxtest4	180 Day	EW-NY-9999-9	19 JAN 2011
	Testing	John	jtestman3	180 Day	EW-NY-9999-9	23 MAR 2011
	Testing	Jon	hoxtest9	Inactive	EW-NY-9999-9	19 JAN 2011
	Testing	Darren	dtesting	Active	EW-NY-9999-9	09 AUG 2012

Previous 1 Next




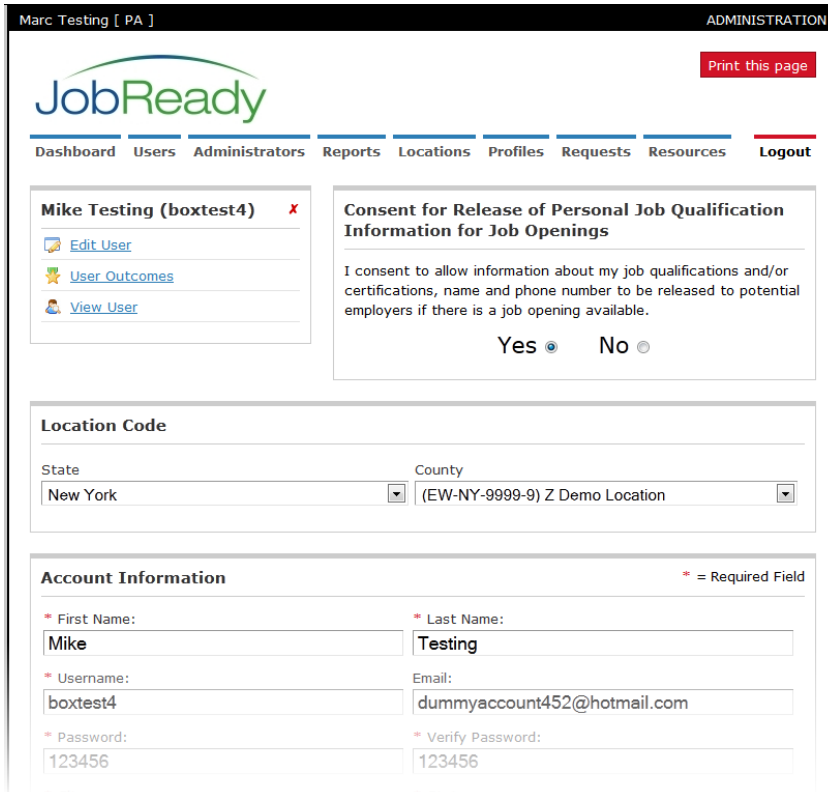
### Advanced User Account Searching

- 4. You can search for user records by clicking the [New Search](#) link on the Users tab.
  - a. If you would like to search for a user, you can search for them by user name, first name, last name, status, program or location code.
  - b. If you type "T\*" into the User name text boxes, all accounts that start with a T are returned. This functionality works the same way for the First Name and Last Name text boxes too.

The screenshot shows the JobReady administration interface. At the top left, it says 'Marc Testing [ PA ]' and 'ADMINISTRATION' at the top right. Below the JobReady logo is a navigation menu with 'Users' highlighted. A yellow banner prompts the user to 'Enter a user name or simply click the Search button to retrieve all user records'. The main search area is titled 'Search for a User' and contains six input fields: Username, First Name, Last Name, Account Status, Program, and Location Code. Each field has a dropdown menu with 'All' selected. A 'Search' button is located at the bottom of the search area. The ExperienceWorks logo is visible in the bottom right corner.

## Editing User Account Information

1. If you wish to edit a user account, you start by clicking  - Edit User for a particular user.
2. Firstly, you can edit Consent and Account Information as seen below:






Marc Testing [ PA ] ADMINISTRATION

**JobReady** [Print this page](#)

Dashboard Users Administrators Reports Locations Profiles Requests Resources **Logout**

**Mike Testing (boxtest4)** ✖

-  [Edit User](#)
-  [User Outcomes](#)
-  [View User](#)

**Consent for Release of Personal Job Qualification Information for Job Openings**

I consent to allow information about my job qualifications and/or certifications, name and phone number to be released to potential employers if there is a job opening available.

Yes  No

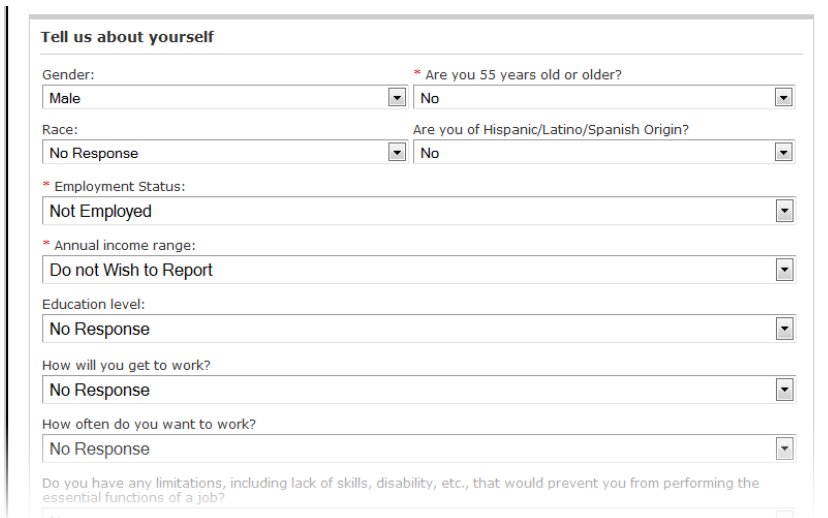
**Location Code**

State:  County:

**Account Information** \* = Required Field

* First Name: <input type="text" value="Mike"/>	* Last Name: <input type="text" value="Testing"/>
* Username: <input type="text" value="boxtest4"/>	Email: <input type="text" value="dummyaccount452@hotmail.com"/>
* Password: <input type="text" value="123456"/>	* Verify Password: <input type="text" value="123456"/>

3. Secondly, you can edit Personal and Account Status Information as well:



**Tell us about yourself**

Gender:  \* Are you 55 years old or older?

Race:  Are you of Hispanic/Latino/Spanish Origin?

\* Employment Status:

\* Annual income range:

Education level:

How will you get to work?

How often do you want to work?

Do you have any limitations, including lack of skills, disability, etc., that would prevent you from performing the essential functions of a job?



4. Finally, you can edit Employment History details as well

**Employment History**

Tell us about the last 3 jobs you have held.

---

**x**

Employer Name:

Title:  Hourly Wage (example=10.75):

From:  To:

Reason for leaving?:


---

**Account Status**

Active


5. If you are done making changes, click **Continue**. If you do not want to make changes, click **Cancel**.

## Updating User Outcome Information

1. To update a user outcome, you click  - User Outcomes for the user you want to deal with.
2. You can choose which program service the user is a part of. Click **Save** after making a change to the program value.
3. You can choose what the Employment Readiness Rating is for the participant. Click **Save** after making a change to the rating value.
4. You can add case notes, training or employment outcomes by clicking the [Add Entry](#) links.
5. To delete an existing case note or outcome, click [Delete](#). To update an existing outcome, click [Edit](#).

Marc Testing [ PA ] ADMINISTRATION

[Print this page](#)




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Dashboard Users Administrators Reports Locations Profiles Requests Resources **Logout**

**Shawn Testing (stesting2) x**

- [Edit User](#)
- [User Outcomes](#)
- [View User](#)

**Choose a Program Service for Shawn Testing**

Which program service?

---

**Employment Readiness Rating**

Please rate the current level of employment readiness for this participant based on feedback from their host agency employment, self-assessments and test scores.

3 - Job Ready

---

**Case Notes** [Download CSV](#) [Add Entry](#)

	Subject	Entry Date
<a href="#">Display</a> <a href="#">Edit</a> <a href="#">Delete</a>	Meeting re-scheduled	2011-01-25
<a href="#">Display</a> <a href="#">Edit</a> <a href="#">Delete</a>	Concern Raised	2011-01-12

---

**Training Outcomes** [Add Entry](#)

	Training Type	Referred Date
<a href="#">Display</a> <a href="#">Edit</a> <a href="#">Delete</a>	Community College	2011-01-03

---

**Employment Outcomes** [Add Entry](#)

	Job Title	Referred To	Date
<a href="#">Display</a> <a href="#">Edit</a> <a href="#">Delete</a>		Home Depot	2011-02-07

---

**Recent Activity Log**

[Download full CSV](#) [Show](#)

---

**IEP**

Employment Goal	Type	E-Signed?	Date

### Adding a Case Note

1. After clicking the [Add Entry](#) link for Case Notes, you can then input:
  - What the Subject of the Case Note is (e.g. Meeting for Initial IEP)
  - What the Contact Type is (e.g. Meeting, Phone Conversation etc)
  - Date (e.g. 2011-01-26),
  - Any additional comments necessary.

The screenshot shows the JobReady administration interface. At the top, it says 'Marc Testing [ PA ]' and 'ADMINISTRATION'. There is a 'Print this page' button. The navigation menu includes 'Dashboard', 'Users', 'Administrators', 'Reports', 'Locations', 'Profiles', 'Requests', 'Resources', and 'Logout'. The main content area is titled 'Add a Case Note for Shawn Testing'. It contains a form with the following fields: 'Subject:' with the text 'Phone call re obtaining eyeglasses'; 'Contact Type:' with a dropdown menu set to 'Phone Conversation'; and 'Date:' with a calendar icon and the date '2011-01-25'. Below these is a 'Comments' text area containing the text: 'Mr. Testing called this office today to seek information on how to go about getting eyeglasses. I explained to him what info is needed in order to'. At the bottom of the form are 'Cancel' and 'Continue' buttons. The ExperienceWorks logo is visible in the bottom right corner.


2. To finish, click **Continue**. To abort from entering the case note, click **Cancel**.

## Adding an Employment Outcome

- After clicking the [Add Entry](#) link for Employment Outcomes, you can then input:
  - Job Title
  - Whether the job is for a high-growth/in-demand job
  - Which employer they were referred to (e.g. Johnson Hardware).
  - Referred date (e.g. 2011-01-26),
  - Industry type (e.g. Retail),
  - Whether they were actually employed.
  - Any additional comments necessary.

Marc Testing [ PA ]
ADMINISTRATION

Print this page



Dashboard
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### Edit a Job Outcome for Shawn Testing

Job Title:

Referred to:

Industry Type:

If Industry Type = Other, please specify:


Employed?

Comments

\* Is this a high-growth/in-demand job?  
 Yes  No

Date:

✕ Cancel
✓ Continue



- To finish, click **Continue**. To abort from entering an outcome, click **Cancel**.

### Adding a Training Outcome

- After clicking the [Add Entry](#) link for Training Outcomes, you can then input:
  - Training Type (e.g. Community College)
  - Referred date (e.g. 2011-01-26)
  - Industry type (e.g. Retail)
  - Training Outcome (e.g. Did not complete)
  - Any additional comments necessary.

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#### Edit a Training Outcome for Shawn Testing

\* Training Title / Course Name:

\* Training Mode: 
\* Start Date: 
Completed Date:

\* Is this training for a high-growth/in-demand jobs? Yes  No

\* Relevant Job Title:

\* Industry Type: 
Training Outcome:

If Industry Type = Other, please specify:

Grade:

Is this training for a certification? Yes  No

If so, what is the name of the certification?

Comments

✖ Cancel
✔ Continue

## Displaying and Editing an IEP Form

1. With the Individual Employment Plan (IEP), you can [Display](#), [Edit](#) and [Delete](#) a saved IEP by clicking the respective links in the IEP section for the job role you want to work with.\*


IEP				
	Employment Goal	Type	E-Signed?	Date
<a href="#">Display</a> <a href="#">Edit</a> <a href="#">Delete</a>	Customer Service Representative	Initial	Yes	2011-01-19
<a href="#">Display</a> <a href="#">Edit</a> <a href="#">Delete</a>	Park Planner	Initial	Yes	2008-08-18

\* **Note:** The functionality regarding how to create and work with an IEP will be covered in-depth in a later section.

2. When you click [Display](#) you can:
  - Review the IEP
  - Print the IEP by clicking the [Print this page](#) button in the top right corner.
3. When you click [Edit](#) you can:
  - Review the IEP
  - Modify the IEP
  - Re-Save the IEP

Marc Testing [ PA ] ADMINISTRATION

[Print as PDF?](#) [Print this page](#)



[Dashboard](#) [Users](#) [Administrators](#) [Reports](#) [Locations](#) [Profiles](#) [Requests](#) [Resources](#) [Logout](#)

The purpose of this plan is to outline the steps that will prepare me to get a job.  
I will follow this plan to achieve my employment goal.

**Individual Employment Plan**

State	New York	County	Z - Demo Location Only
Project Name	Job Start		
Date	2011-01-19		
Participant Name	Shawn Testing	Participant ID#	46298

Initial

⊙

Reassessment

⊙


Is this a Durational Limit IEP?  Yes  No

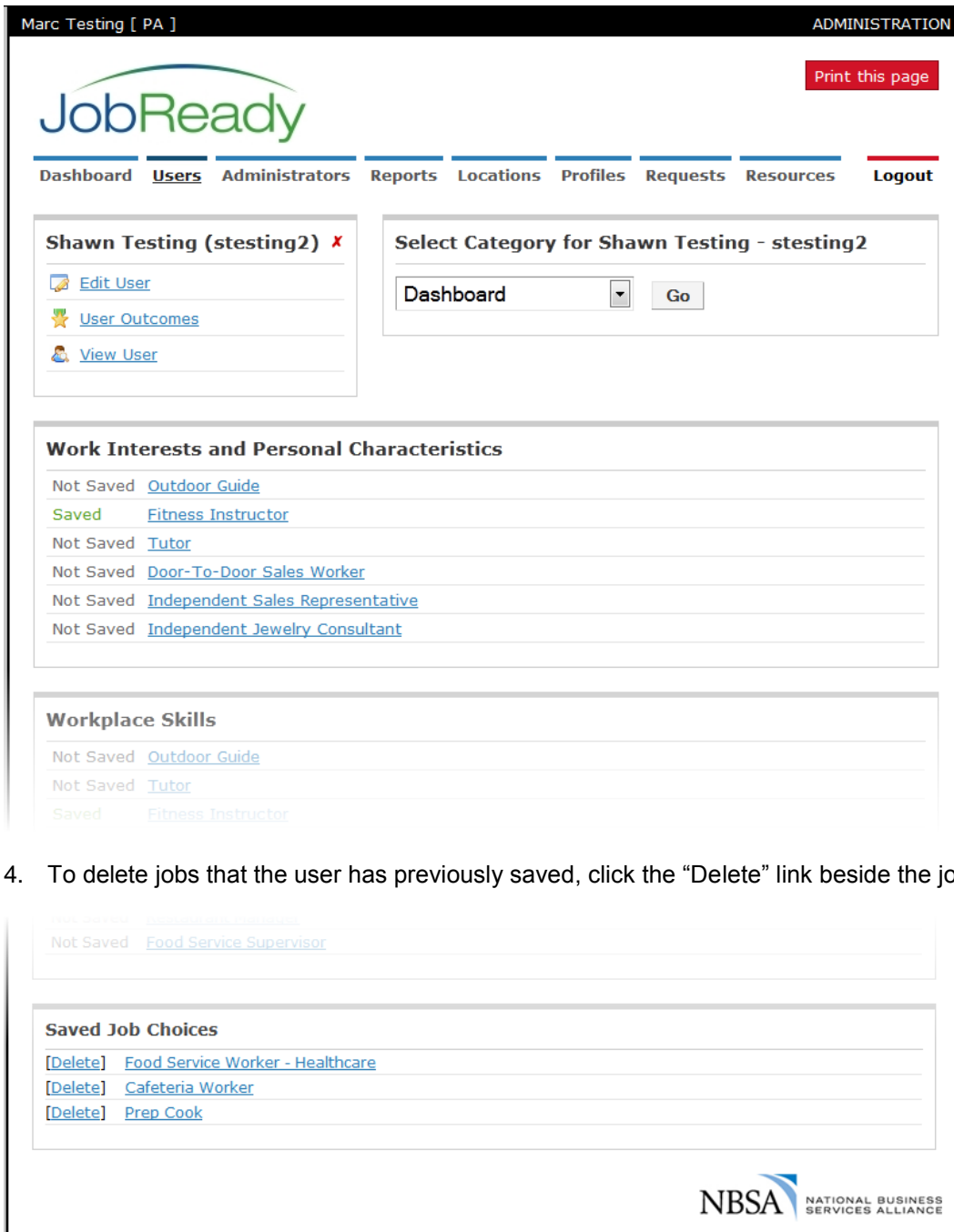
Date of Last IEP

Date of Enrollment

2010-01-07

## Viewing User Account Activity

1. To view user account activity, you click the  - View User icon.
2. In using this feature, you can view the Saved Job Choices and Job Choices based on the Work Interests/Personal Characteristics self-assessments as well as the Workplace Skills self-assessments, just like on the user's dashboard.
3. To view details about a user's progress on particular job recommended to them, simply click on the job role title link. This will then display the Job Display Page discussed later.



Marc Testing [ PA ] ADMINISTRATION

JobReady [Print this page](#)

Dashboard **Users** Administrators Reports Locations Profiles Requests Resources Logout

**Shawn Testing (stesting2) x**

[Edit User](#)  
[User Outcomes](#)  
[View User](#)

Select Category for Shawn Testing - stesting2

Dashboard

**Work Interests and Personal Characteristics**

Not Saved [Outdoor Guide](#)

Saved [Fitness Instructor](#)

Not Saved [Tutor](#)

Not Saved [Door-To-Door Sales Worker](#)

Not Saved [Independent Sales Representative](#)

Not Saved [Independent Jewelry Consultant](#)

**Workplace Skills**

Not Saved [Outdoor Guide](#)

Not Saved [Tutor](#)

Saved [Fitness Instructor](#)

Not Saved [Food Service Supervisor](#)

**Saved Job Choices**

[\[Delete\]](#) [Food Service Worker - Healthcare](#)

[\[Delete\]](#) [Cafeteria Worker](#)

[\[Delete\]](#) [Prep Cook](#)

NBSA NATIONAL BUSINESS SERVICES ALLIANCE


4. To delete jobs that the user has previously saved, click the "Delete" link beside the job role.



## Viewing a Job Display page

5. The Job Display page shows the job description as well as core skill details and completion dates.
6. To view the IEP form for the job, click the link: [IEP Form](#).

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**Shawn Testing (stesting2) X**

[Edit User](#)

[User Outcomes](#)

[View User](#)

**Select Category for Shawn Testing - stesting2**

Dashboard

**Sales Representative - Wholesale** - Saved - [IEP Form](#)

Wholesale sales representatives sell their organization's goods and services to retail, commercial, industrial, and professional clients at wholesale prices. Those in this profession must determine what an organization's needs are, or what that organization's customers' needs are, and emphasize how their product line can best meet those needs, as well as identify possible new clients and follow-up leads from existing clients.

**Skill Testing Status**

Status:	Job Skill Quick Test	Full Skill Tests	Certifications
<b>Completed:</b>			

**Legend:** Not Attained Attained


**Skill Tests and Certifications for this Job**

Essential Sales Skills - Quick Test Test Not Started

## Working with the IEP Form

- After clicking [IEP Form](#) on the Job Display page, you can use this tool to fill out an IEP form and print it. The form is quite long and there is a lot to fill out. **Make sure you fill out everything required.** \*

Marc Testing [ PA ] ADMINISTRATION



Print as PDF?
Print this page

---

Dashboard Users Administrators Reports Locations Profiles Requests Resources Logout

**\* - Required**

**Attention!**

Does this Individual Employment Plan need to have electronic signatures?  Yes  No

Before proceeding, please confirm if you and the participant have already specified your e-signature security answers?  Yes  No

The purpose of this plan is to outline the steps that will prepare me to get a job.  
I will follow this plan to achieve my employment goal.

**Individual Employment Plan**

<b>State</b>	New York	<b>County</b>	Z - Demo Location Only	
<b>* Project Name</b>	<input type="text"/>			
<b>* Date</b>	<input type="text" value="2012-08-13"/>			
<b>Participant Name</b>	Shawn Testing	<b>Participant ID#</b>	<input type="text"/>	

**\* I wish to improve the following from participation in the Senior Community Service Employment Program (SCSEP): (Check all that apply)**

<input type="checkbox"/> Income	<input type="checkbox"/> Independence	<input type="checkbox"/> Socializing/Meeting new people	<input type="checkbox"/> Self Confidence	<input type="checkbox"/> Sense of Purpose
<input type="checkbox"/> Quality of Life	<input type="checkbox"/> Retirement Income/Pension	<input type="checkbox"/> Health/Wellness	<input type="checkbox"/> Other	<input type="text"/>

\* Note: If you fill out the IEP form but miss filling out something required on it and click "Save", you will receive this warning message:

Some fields below need your attention

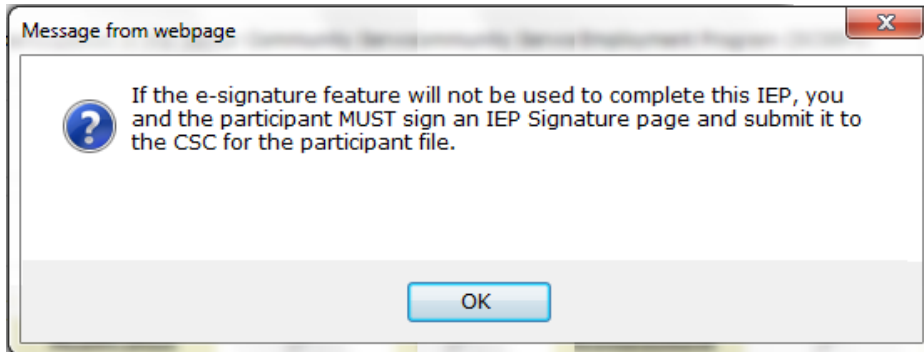
- If **No** is clicked for the question "Does this Individual Employment Plan need to have electronic signatures?", a Yes/No option button will appear below with the question: "Will a hard copy IEP Signature Form be signed and kept on file at CSC?"

**Attention!**

Does this Individual Employment Plan need to have electronic signatures?  Yes  No

Will a hard copy IEP Signature Form be signed and kept on file at CSC?  Yes  No

- b) If **No** is again chosen to the question “Will a hard copy IEP signature be kept on file at the CSC?”, administrators will be shown the following pop-up message:



- c) If **Yes** is clicked, a question appears below asking the administrator to confirm if both they and the participant have specified their e-signature security answers.

**Attention!**

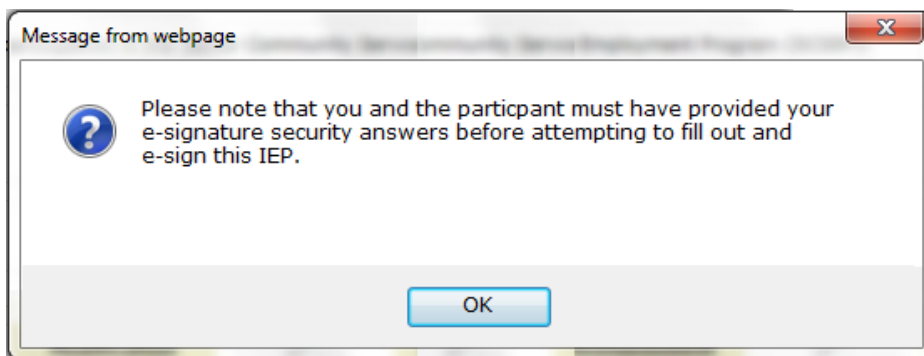
Does this Individual Employment Plan need to have electronic signatures?  Yes  No

Before proceeding, please confirm if you and the participant have already specified your e-signature security answers?  Yes  No

\*\* If you as an **administrator** have not yet specified your security answers – please email them to Eileen Hendrix in confidence at [Eileen\\_Hendrix@experienceworks.org](mailto:Eileen_Hendrix@experienceworks.org)

\*\* **Participants** who have not yet specified their security answers can do so by logging into their user account and clicking the **Edit Account** tab.

- d) If **No** is clicked for the second question, a pop-up will appear with an **OK** button and the statement:



- The core skills for the job will also be displayed on the IEP along with the skill self-assessment requirements, user self-assessment ratings and any tested scores that the user may have already achieved on the core skill objective assessments.

Receptionists greet and attend to clients, guests, or service personnel entering offices, hospitals and other establishments. They provide information, answer questions, and direct visitors to the appropriate people or services. They are often responsible for answering and forwarding telephone calls, taking accurate and detailed messages, scheduling appointments or meetings, performing basic filing or word processing functions, handling incoming and outgoing mail, and receiving packages.

Core Skills for this Job ?	Requirement	Self Rated	Tested
<a href="#">Basic Computer Skills</a>	High	Moderate	80%
<a href="#">Basic Interpersonal and Teamwork Skills</a>	High	Some	85%
<a href="#">Basic Math Skills</a>	High	None	90%
<a href="#">Basic Office Skills</a>	High	None	82%
<a href="#">Basic Reading and Comprehension Skills</a>	High	None	97%
<a href="#">Basic Telephone Skills</a>	High	None	95%
<a href="#">Basic Time Management Skills</a>	High	None	90%

Related Skills for this Job ?	Requirement	Self Rated	Tested
<a href="#">Basic Customer Service Skills</a>	Moderate	None	-
<a href="#">Effective Business Communications</a>	Moderate	Some	-
<a href="#">MS Word Basics</a>	Moderate	None	-

**Supportive Services**

Add Entry

Supportive Services to Overcome Barriers	Action Plan	Who is Responsible for Providing?	Start Date	Target End Date	Review Date	Completion Date

- Support Services**, if applicable, need to be specified on the IEP. Not all IEPs will necessarily have or need a support service specified. If a user needs glasses in order to do the job of a “Call Center Representative” for example, this is a “support” that needs to be acquired in some way. To acquire the support, an “action plan” needs to be specified (e.g. get funding) and it needs to be specified about “who is responsible for providing” either the support itself or the means to acquire that support (e.g. Salvation Army). There also needs to be a start date, end date, review date and completion date specified.
- A **Training Plan**, if applicable, needs to be specified on the IEP. If a skill has been self-assessed by the user to be below the requirement for the job, training may be available to fill the skill gap. Free online NBSA provided courses are available as an example. Skill Improvement Library Courses are also available, for a fee. Whatever training is decided upon, the training objective, training strategy, start date, end date, review date and completion date need to be specified. Use the red “X” to delete rows if necessary.

11. A **Community Service Training Review** section is also available on the IEP. You can leave the task descriptions as is or you can refine them to suit what exactly the user will be doing. Use the red "X" to delete rows if necessary. Rate the Specific Job Tasks after three months, six months and nine months on the printed version of the IEP.

**Supportive Services**

Add Entry Delete Last Entry

Supportive Services to Overcome Barriers (Required)	Action Plan (Required)	Who is Responsible for Providing? (Required)	Start Date (Required)	Target End Date (Required)	Review Date	Completion Date
Glasses	Get funding for glass	Salvation Army	2008-01-18	2008-02-01	2008-02-07	2008-02-21

**Training Plan**

Training & Employment Objectives (Required)	Training Strategy (Required)	Start Date (Required)	Target End Date (Required)	Review Date	Completion Date
X Basic Computer Skills	NBSA Course - Basic Cor	2008-01-16	2008-02-15	2008-02-16	2008-02-17
X Basic Math Skills	Course - Basic Math Skills	2008-01-16	2008-02-15	2008-02-16	2008-02-17

**Community Service Training Review**

**Rating Criteria** (1) = Very Poor (2) = Poor (3) = Average (4) = Above Average (5) = Excellent

**Directions** Using the Host Agency Supervisor's feedback, rate the Specific Job Tasks after two months, four months and six months. Use the Community Service Training Review Summary average as a baseline for developing the participant's future Individual Training and Employment Plans.

Review Periods	Three Month Review	Six Month Review	Nine Month Review	Review Summary
<b>Review Dates (Required)</b>	2008-04-15	2008-07-10	2008-10-12	
<b>Specific Job Tasks (Required)</b>				
X Respond to incoming calls from customers or clients				
X Transfer or forward incoming calls				
X Initiate outgoing calls to target populations for potential sales opportunities				
X Initiate outgoing calls to target populations for marketing or survey research				
Provide information about products.				

12. Once you have completed filling out an IEP that does not require an e-signature, click **Save**.

*	X	Process new acquisitions (e.g., enter items into the computer system, shelve materials)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*	X	Register new library members, and update existing members' records as required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*	X	Request <del>interlibrary</del> loans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*	X	Perform Internet and journal database searches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*	X	Perform basic clerical duties (e.g., filing, photocopying, scanning, word processing, mail sorting)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



### IEP E-Signature entry process

13. If the IEP you are working with does require an e-signature, the bottom of the IEP will look as follows:

x Follow-up with customers to ensure satisfaction and encourage repeat business

**Participant Certification and E-Signature**

By entering my full name in the box below and clicking on the save button to electronically sign, I understand that this action constitutes signature in regard to my Self Assessment and this Individual Employment Plan, and I hereby certify that the above information is true and accurate to the best of my knowledge and belief.


This Individual Training & Employment Plan has been developed jointly with Experience Works to reflect my training and employment needs. I agree to cooperate with Experience Works to the best of my ability in achieving the employment goal we established. I further agree to inform Experience Works of any situations that may affect my progress toward accomplishing this goal. If I fail to comply with my Training Plan without reasonable cause or intentionally provide inaccurate information, I understand that I may be subject to disciplinary action up to and including termination from the SCSEP program.

<b>Participant's Signature</b>	<input type="text" value="Shawn Testing"/> <b>A</b>	<b>Date:</b>	2012-08-13 <b>B</b>
<b>Please choose from one of the following questions:</b>		<input type="text" value="What city were you born in?"/> <b>C</b>	
<b>What is the answer to the question?</b>		<input type="text" value="...."/> <b>D</b>	

<b>EW Representative Signature</b>	<input type="text" value="Marc Testing"/> <b>A</b> <input type="text" value="Manager"/> <b>E</b>	<b>Date:</b>	2012-08-13 <b>B</b>
<b>Please choose from one of the following questions:</b>		<input type="text" value="What is your Mother's Maiden Name?"/> <b>F</b>	
<b>What is the answer to the question?</b>		<input type="text" value="....."/> <b>G</b>	

**Attention!**

By clicking Save, all of the above signatories assert that they are the authorized individuals to be executing the e-signature for this Individual Employment Plan.



- a) The participant and EW representative will confirm their names as they will appear in the e-signature section on the saved IEP.
- b) The current date that will auto-display in the e-signature section.



- c) The participant will take control of the computer at this point. Securely, without the EW representative present, the participant will select which identifying security question they would like to answer. **Select** is the default value. The available questions are:
- i. What is your Mother's Maiden Name?
  - ii. What city were you born in?
  - iii. What was the name of your first elementary school?



**\*\* Participants** who have not yet specified their security answers can do so by logging into their user account and clicking the **Edit Account** tab.

- d) The e-signature should be entered confidentially by the Participant

Securely, without the EW representative present, the participant will provide the answer to their security question but the **values will be hidden from the administrator's view. Each character will appear as an asterisk \***.

**Please note:** The security answers are NOT case-sensitive.

- e) The EW representative will take back control of the computer at this point. From the drop down box beside their name, the EW representative will select their job title. Available values will be:

- i. State Director
- ii. Manager
- iii. OA
- iv. ETC
- v. Participant Assistant
- vi. Administrative Assistant



**\*\* If you as an administrator** have not yet specified your security answers – please email them to Eileen Hendrix in confidence at [Eileen\\_Hendrix@experienceworks.org](mailto:Eileen_Hendrix@experienceworks.org)

- f) Securely, without the participant being present, the EW representative will also select which identifying security question they would like to answer. **Select** is the default value. The available questions are:

- i. What is your Mother's Maiden Name?
- ii. What city were you born in?
- iii. What was the name of your first elementary school?



- g) E-Signature entered confidentially by EW Rep

Securely, without the participant being present, the EW representative will provide the answer to their security question but the values will also be hidden from view. Each character will appear as an asterisk \*. The answers will NOT be case-sensitive.

- h) When the **Save** button is clicked, the system will check for whether the:
- i. EW Representative Signature field has a value **AND** a value was chosen for the drop-down box beside this field;
  - ii. E-signature security questions were chosen;
  - iii. E-signature answer was provided by the participant and whether it matched the answer provided for the question by the participant on their Create/Edit Account page;
  - iv. E-signature answer was provided by the EW representative and whether it matched the answer entered for the question by the Super Administrator on the Admin's Edit Account page.

Print this page

14. After clicking Save, the IEP Form will lock the values. You can then click the button to actually print the IEP form and work with the print out.

Marc Testing [ PA ] ADMINISTRATION

Print as PDF? Print this page

JobReady

Dashboard Users Administrators Reports Locations Profiles Requests Resources Logout

The purpose of this plan is to outline the steps that will prepare me to get a job.  
I will follow this plan to achieve my employment goal.

### Individual Employment Plan

<b>State</b>	New York	<b>County</b>	Z - Demo Location Only
<b>Project Name</b>	Job Start		
<b>Date</b>	2011-01-19		
<b>Participant Name</b>	Shawn Testing	<b>Participant ID#</b>	46298

<b>Initial</b>	<input type="radio"/>	<b>Reassessment</b>	<input checked="" type="radio"/>
----------------	-----------------------	---------------------	----------------------------------

Is this a Durational Limit IEP?  Yes  No

<b>Date of Last IEP</b>		<b>Date of Enrollment</b>	2010-01-07
<b>Host Agency Name</b>	Job Link		
<b>Host Agency Contact Name</b>		<b>Host Agency Contact Email</b>	
<b>Community Service Assignment</b>	Customer Service Rep		
<b>Start Date</b>	2011-01-31	<b>Projected End Date</b>	2011-04-30

15. For IEPs that were saved with an e-signature, the display of the e-signature section will look as follows:

Use common office software (e.g., word processing, spreadsheet applications, email)

---

**Participant Certification and E-Signature**


By entering my full name in the box below and clicking on the save button to electronically sign, I understand that this action constitutes signature in regard to my Self Assessment and this Individual Employment Plan, and I hereby certify that the above information is true and accurate to the best of my knowledge and belief.

This Individual Training & Employment Plan has been developed jointly with Experience Works to reflect my training and employment needs. I agree to cooperate with Experience Works to the best of my ability in achieving the employment goal we established. I further agree to inform Experience Works of any situations that may affect my progress toward accomplishing this goal. If I fail to comply with my Training Plan without reasonable cause or intentionally provide inaccurate information, I understand that I may be subject to disciplinary action up to and including termination from the SCSEP program.

<b>Participant's Signature</b>	<i>Shawn Testing</i>	<b>Date:</b>	2012-03-13
<b>Please choose from one of the following questions:</b>	What is your Mother's Maiden Name?	<b>Time:</b>	05:51 PM EDT
<b>What is the answer to the question?</b>	*****		

<b>EW Representative's Signature</b>	<i>Marc Testing, ETC</i>	<b>Date:</b>	2012-03-13
<b>Please choose from one of the following questions:</b>	What city were you born in?	<b>Time:</b>	05:51 PM EDT
<b>What is the answer to the question?</b>	*****		




Formerly Green Thumb

## Viewing a User's Test Inventory

1. In using this feature, you can also view the Incomplete Tests and Completed Test scores, just like on the user's Test Inventory tab by choosing the **Test Inventory** category.

Marc Testing [ PA ]
ADMINISTRATION


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Logout

**Shawn Testing (stesting2) ✕**

[Edit User](#)

[User Outcomes](#)

[View User](#)

**Select Category for Shawn Testing - stesting2**


Test Inventory

**Incomplete Tests**

Essential Office Skills	Test Not Completed
-------------------------	--------------------

**Completed Tests**

81%	Essential Customer Service Skills - Quick Test
15% (Fail)	Essential Computer Skills
17% (Fail)	Leadership and Motivation
80%	English Writing Fundamentals (U.S.)



Formerly Green Thumb

## Viewing a User's Skill Inventory

1. In using this feature, you can view what skills the user has self-assessed themselves on as well which of those skills they have taken a test in. Of course, you cannot make edits to this page but you get to see in real-time when the user makes changes.

Marc Testing [ PA ]
ADMINISTRATION

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**Marc Testing (msleeth2)** x

- [Edit User](#)
- [User Outcomes](#)
- [View User](#)

**Select Category for Marc Testing - msleeth2**

▼


**Skill Inventory** Legend: Not Attained Attained

Skill	Self Rated	Tested
Adult Instruction and Training	Low	-
Advanced Functionality of the JobReady User Site - Training	Very Low	-
Basic Functionality of the JobReady User Site	Very Low	Test Not Completed
Basic JobReady Program Admin Functionality	Very Low	Not Started
C Programming	Moderate	Not Started
C# Programming	Moderate	Not Started
C++ Programming	Moderate	Test Not Completed
Call Center Management	Very Low	Not Started

## Viewing a User's Learning Plan

1. In using this feature, you can view what courses the user is taking just as they can by choosing the **Learning Plan** value.

Marc Testing [ PA ]
ADMINISTRATION


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**Marc Testing (msleeth2)** ✕

[Edit User](#)

[User Outcomes](#)

[View User](#)

**Select Category for Marc Testing - msleeth2**

Learning Plan ▼ Go

**Learning plan**


Course Info	Status	Skill
<p><b>Course:</b> Time Management Skills</p> <p><b>Educator:</b> NBSA Essential and Entry-Level Work Skills Library (No Fee Courses)</p> <p><b>Due Date:</b> 2008.05.13</p>	<p>In Progress <span style="border: 1px solid #ccc; padding: 2px;">▼</span></p>	<p>Essential Time Management Skills</p>
<p><b>Course:</b> Computer Skills</p> <p><b>Educator:</b> NBSA Essential and Entry-Level Work Skills Library (No Fee Courses)</p> <p><b>Due Date:</b> 2008.10.12</p>	<p>Completed <span style="border: 1px solid #ccc; padding: 2px;">▼</span></p>	<p>Essential Computer Skills</p>
<p><b>Course:</b> Marketing Fundamentals</p> <p><b>Educator:</b> General Business Skills Course Library</p> <p><b>Due Date:</b> 2010.06.03</p>	<p>Not Started <span style="border: 1px solid #ccc; padding: 2px;">▼</span></p>	<p>Marketing Fundamentals</p>



## Viewing User Work Interests

1. If you would like to view which Work Interests the user has rated themselves on and which they have not, select the category named **Work Interests**.


Marc Testing [ PA ]
ADMINISTRATION


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**Marc Testing (msleeth2)** ✕


---

 [Edit User](#)

---

 [User Outcomes](#)

---

 [View User](#)

**Select Category for Marc Testing - msleeth2**

---

Work Interests ▼ Go


**Work Interests**

Producing Factual Reports or Documents	All of the time
Working with Statistical Data	All of the time
Caring for Other People	Never
Learning or Using New Technologies	Never
Scientific Discoveries	Never
Designing Practical or Functional Items	Never
Plants or Gardening	Never
Leading or Managing Others	Never
Composing or Performing Music	Never

## Viewing User Personal Characteristics

- If you would like to view which Personal Characteristics the user has rated themselves on and which they have not, select the category named **Personal Characteristics**.

Marc Testing [ PA ]
ADMINISTRATION


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**Marc Testing (msleeth2)** ✕

[Edit User](#)

[User Outcomes](#)

[View User](#)

**Select Category for Marc Testing - msleeth2**

Personal Characteristi

**Personal Characteristics**

Often driven more by my feelings than my intellect	All of the time
Having a lot of interaction with people	All of the time
Being the focus of people's attention	All of the time
Taking action rather than thinking and planning	Never
A competitive environment	Never
Focusing on one task at a time	Never
Reading or discussing intellectual topics	Never
Often moved emotionally by visual arts or music	Never
Tasks that require a lot of analysis	Never

## Reports: Searching, sorting and downloading data

1. To acquire the right data from the JobReady Program site, you must run the right report.
2. Data can be acquired through the online report method or there is a "Download (Excel) CSV" option so that you can work with the data in Excel.
3. You can select from the following reports:
  - a. **Activity Report:** Participant #'s, Current Job Seekers, Job Referral numbers, Program Service breakdown as well as participant characteristics
  - b. **Case Note Report:** UserID, Last & First Name, Username, Location, Contact Type, Date of contact, Outcome, Employment Readiness Rating and Program
  - c. **Certification Report:** Username, Job Title, Certification Name, Score, Date, Location
  - d. **Course Access Report:** Username, Course Name, Date Accessed, Location
  - e. **Course Report:** Username, Course Name, Date, Location
  - f. **Employment Outcomes Report:** Last & First Name, Username, Location, Referred Date, Industry Type, Program, Employed
  - g. **IEP Assignment Goals Report:** Username, Goal Activity, Current Goal, Actual Achieved, Comments
  - h. **IEP Community Service Training Review Report:** Fields related to the this IEP section
  - i. **IEP Supportive Services Report:** Fields related to the this IEP section
  - j. **IEP Training Plan Report:** Fields related to the this IEP section
  - k. **IEP User Summary Report:** Fields related to the IEP overall.
  - l. **Participants by Saved Job Report:** User Name, Job Title and Location ID.
  - m. **Skill Report:** Username, Location, Skill, Self Assessed Level and Score
  - n. **Stopwatch Report:** Location, Status
  - o. **Test Report:** Username, First & Last Name, Location, Test, Date & Score
  - p. **Training Outcomes Report:** Last & First Name, Location, Training Type, Referred Date, Completed, Program
  - q. **User Report:** Last & First Name, Location, Reg. Date, Last Access, Program, Status

The screenshot shows the JobReady Administration interface. At the top, there is a navigation bar with the following items: Dashboard, Users, Administrators, **Reports** (highlighted), Locations, Profiles, Requests, Resources, and Logout. A 'Print this page' button is visible in the top right corner. Below the navigation bar, there is a section titled 'Available Reports' which contains a list of 18 report types: Activity Report, Case Note Report, Certification Report, Course Access Report, Course Report, Employment Outcomes Report, IEP Assignment Goals, IEP Community Service Training Review Report, IEP Supportive Services Report, IEP Training Plan Report, IEP User Summary Report, Skill Report, Stopwatch Report, Participants by Saved Job Report, Test Report, Training Outcomes Report, and User Report. The ExperienceWorks logo is visible in the bottom right corner of the interface.

### Activity Report

1. This report summarizes key details about users within a particular location such as all participants, all participants without an outcome, number of outcomes assigned etc.
2. To run this report, select the locations you want to report on first. More than one location selection requires holding the keyboard control key and clicking on each location you need.
3. Account Status, Consent decision, Program and Reporting period all need to be specified.

**Activity Report Parameters**

Selected Locations: - Select All Locations

- Abbeville (EW-SC-0227-0)
- Acadia Parish (EW-LA-0001-0)
- Accomack (EW-VA-0001-0)
- Ada (EW-ID-0001-0)
- Adair (EW-IA-0002-0)
- Adair (EW-KY-0001-0)
- Adair (EW-OK-0003-0)
- Adair (EW-MO-0001-0)

Status:  Consent:

Program:  Reporting Period:

### Output

Activity Report	
<b>A. Information</b>	
<b>Report Period Ending:</b>	2008-03-31
<b>B. Participation Levels</b>	
All Participants:	Current Job Seekers:
<b>Q:</b> 1538	1496
<b>YTD:</b> 1538	
Number of Job Referrals:	
<b>Q:</b> 136	
<b>YTD:</b> 137	
Program Service:	

### Case Notes Report

1. This report lists all the case notes that were saved for each user on the User Outcomes page.
2. To run this report, select the locations you want to report on first. More than one location selection requires holding the keyboard control key and clicking on each location you need.
3. Contact Type, Outcome, Program and Status all need to be specified.

**Case Note Report Parameters**

Selected Locations: - Select All Locations

Aleutians East (EW-AK-0100-0)  
 Z Testing Location Only (EW-NY-8888-8)  
 Z Testing Location Only (EW-AR-9999-9)  
 Z Testing Location Only (EW-NY-9999-9)

Contact Type:  Outcome:

Status:  Program:

### Output

Case Note Report							
Last Name	First Name	Username	Location	Type	Date	Outcome	Rating
Testing	Shawn	stesting2	EW-NY-9999-9	Phone Conversation	2011-01-25	Meeting re-scheduled	2
Testing	Shawn	stesting2	EW-NY-9999-9	Meeting	2011-01-12	Concern Raised	2
Testing	Mike	boxtest3	EW-NY-9999-9	Meeting	2011-01-26	Successfully complete	2
Testing	Marc	mrestbox2	EW-NY-9999-9	Phone Conversation	2011-01-26	Concern Raised	2

## Certification Report

1. This report lists all the certifications that were granted to users within a particular location.
2. To run the report, select the locations you want to report on first. More than one location selection requires holding the keyboard control key and clicking on each location you need. You also need to specify which jobs were certified for that you would like to filter for in the same manner. If you do not see any jobs listed, that is because no jobs had certifications granted.
3. Account Status and Consent decision also need to be specified.

**Certification Report Parameters**

---

**Selected Locations:** Select All Locations

- Abbeville (EW-SC-0227-0)
- Acadia Parish (EW-LA-0001-0)
- Accomack (EW-VA-0001-0)
- Ada (EW-ID-0001-0)
- Adair (EW-IA-0002-0)
- Adair (EW-KY-0001-0)
- Adair (EW-OK-0003-0)
- Adair (EW-MO-0001-0)

---

**Selected Jobs:** Select All Jobs

- Office/File Clerk

---

Status: Consent:

Both Both

Download CSV Continue

## Output

Certification Report						
Username	Job Title	Certification Name	Score	Date	Location	
willowood	Loan Officer	Essential Workplace Skills	96%	2007-12-14	SC-WA-067	
BrendaU4	Waiter/Waitress	Essential Retail and Service Skills	92%	2007-09-14	SC-AR-017	
inetta	Call Center Representative	Essential Customer Service Skills	90%	2007-12-11	SC-TX-022	

### Course Access Report

1. This report lists all the NBSA courses that were accessed by users within a particular location.
2. To run the report, select the locations you want to report on first. More than one location selection requires holding the keyboard control key and clicking on each location you need. You also need to specify which courses that you would like to filter for in the same manner. If you do not see any courses listed, that is because no courses have been accessed.
3. Program and Time Period also need to be specified.

**Course Access Report Parameters**


**Selected Locations:** - Select All Locations

- Abbeville (EW-SC-0227-0)
- Acadia Parish (EW-LA-0001-0)
- Accomack (EW-VA-0001-0)
- Ada (EW-ID-0001-0)
- Adair (EW-KY-0001-0)
- Adair (EW-OK-0003-0)
- Adair (EW-IA-0002-0)
- Adair (EW-MO-0001-0)

**Selected Courses:** - Select All Courses

- Basic Functionality of the JobReady Program Admin Site
- Basic Functionality of the JobReady Program User Site
- Bookkeeping Skills
- Computer Skills
- Customer Service Skills
- Customer Service Skills - Course Handbook
- Effective Business Communication Skills
- Employability and Job Readiness: Re-Entering the Workforce

Program:  Time Period:  to



### Output

Course Access Report				
First Name	Last Name	Location	Course Name	Date
Marc	Testing	EW-NY-8888-8	Customer Service Skills	2010-01-28
Marc	Testing	EW-NY-8888-8	Computer Skills	2010-02-08
Marc	Testing	EW-NY-8888-8	Marketing Fundamentals	2010-03-29



## Course Report

1. This report lists all the courses that were granted to users registered in a particular location.
2. To run this report, select the locations you want to report on first. More than one location selection requires holding the keyboard control key and clicking on each location you need. You also need to specify which courses that were granted that you would like to filter for in the same manner.
3. Account Status and Consent decision also need to be specified.

**Course Report Parameters**

---

**Selected Locations:** Select All Locations

- Aleutians East (EW-AK-0100-0)
- Z Testing Location Only (EW-NY-8888-8)
- Z Testing Location Only (EW-AR-9999-9)
- Z Testing Location Only (EW-NY-9999-9)

---

**Selected Courses:** Select All Courses

- Accounting 102
- Accounting Fundamentals
- Adding Multimedia and Animations to Presentations in PowerPoint 2007
- Administrative Functions
- Advanced Customization in Excel 2003
- Advanced Document Features in Word 2003
- Advancing Your Administrative Career
- Analyzing Data in Excel 2007

Status:  Consent:

## Output

Course Report			
Username	Course Name	Date	Location
toneill	Building a Firm Foundation	2007-11-13	ST-DC-001
toneill	The Mechanics of Effective Communication	2007-10-18	ST-DC-001
stesting2	Introduction to Brand Management	2007-12-04	ST-DC-001

## Employment Outcome Report

1. This report lists all the employment outcomes assigned to users within a particular location.
2. To run this report, select the locations you want to report on first. More than one location selection requires holding the keyboard control key and clicking on each location you need. If applicable, you also need to specify the employment outcome date range that you would like to filter for.
3. Industry Type, Employed, Account Status and Program also need to be specified.

**Employment Outcome Report Parameters**

Selected Locations: - Select All Locations

Aleutians East (EW-AK-0100-0)

Z Testing Location Only (EW-NY-8888-8)

Z Testing Location Only (EW-AR-9999-9)

Z Testing Location Only (EW-NY-9999-9)

Employment Outcome Date: Between  To

Industry Type:  Employed:

Status:  Program:

Download CSV
✔ Continue

## Output

Employment Outcome Report							
Last Name	First Name	Username	Location	Referred Date	Industry Type	Program	Employed
Abair	William	ABAIRR	SC-OK-911	2007-11-01	Other	SCSEP	Yes
abate	michael	abate61	SC-FL-083	2007-11-08	Finance	WorkSearch	No
abate	michael	abate61	SC-FL-083	2007-11-08	Finance	WorkSearch	No

## IEP Assignment Goals Report

1. This report lists all the entries in the IEP Assignment Goals section for users in particular locations.
2. To run this report, select the locations you want to report on first. More than one location selection requires holding the keyboard control key and clicking on each location you need. If applicable, you also need to specify the registration date range that you would like to filter for.
3. IEP Type, Account Status and Program also need to be specified.

**IEP Assignment Goals Report Parameters**


Selected Locations: - Select All Locations

Z Testing Location Only (EW-NY-9999-9)  
Z Testing Location Only (EW-NY-8888-8)

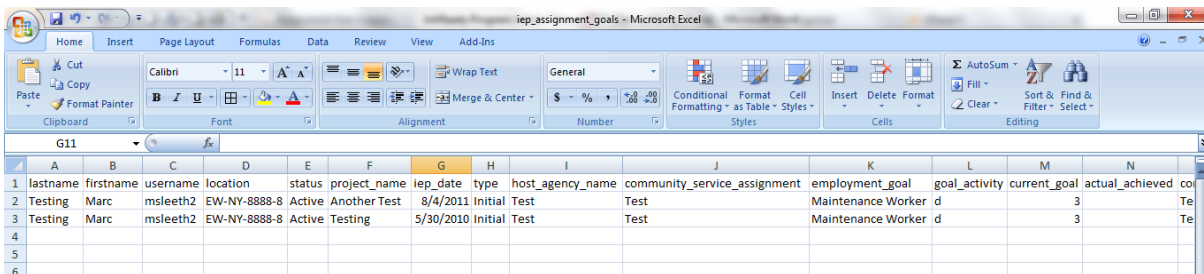
Registration Date: Between  To

Status:  Program:

IEP Type:

 NATIONAL BUSINESS SERVICES ALLIANCE

## Output



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	lastname	firstname	username	location	status	project_name	iep_date	type	host_agency_name	community_service_assignment	employment_goal	goal_activity	current_goal	actual_achieved
2	Testing	Marc	msleeth2	EW-NY-8888-8	Active	Another Test	8/4/2011	Initial	Test	Maintenance Worker	d		3	Te
3	Testing	Marc	msleeth2	EW-NY-8888-8	Active	Testing	5/30/2010	Initial	Test	Maintenance Worker	d		3	Te
4														
5														
6														

## IEP Community Service Training Review Report

1. This report lists all the entries in the IEP Community Service Training Review sections for users in particular locations. The ratings and review records are also a part of the output.
2. To run this report, select the locations you want to report on first. More than one location selection requires holding the keyboard control key and clicking on each location you need. If applicable, you also need to specify the registration date range that you would like to filter for.
3. IEP Type, Account Status and Program also need to be specified.

**IEP Community Service Training Review Report Parameters**

**Selected Locations:** Select All Locations

Abbeville (EW-SC-0227-0)  
 Acadia Parish (EW-LA-0001-0)  
 Accomack (EW-VA-0001-0)  
 Ada (EW-ID-0001-0)  
 Adair (EW-IA-0002-0)  
 Adair (EW-KY-0001-0)  
 Adair (EW-OK-0003-0)  
 Adair (EW-MO-0001-0)

Registration Date: Between  To

Status:  Program:

IEP Type:

[Download CSV](#)

## Output

	A	B	C	D	E	F	G	H	I	J
	lastname	firstname	username	location	status	project_name	iep_date	type	host_agency_name	community_service_assignment
1	Abdul Aziz	Saad	saabd	EW-ID-0001-0	Active	ID/Federal Title V	5/20/2010	Initial	The Momentum Group	Billing Clerk
2	Abdul Aziz	Saad	saabd	EW-ID-0001-0	Active	ID/Federal Title V	5/20/2010	Initial	The Momentum Group	Billing Clerk
3	Abdul Aziz	Saad	saabd	EW-ID-0001-0	Active	ID/Federal Title V	5/20/2010	Initial	The Momentum Group	Billing Clerk
4	Abdul Aziz	Saad	saabd	EW-ID-0001-0	Active	ID/Federal Title V	5/20/2010	Initial	The Momentum Group	Billing Clerk
5	Abdul Aziz	Saad	saabd	EW-ID-0001-0	Active	ID/Federal Title V	11/19/2010	Initial	International Rescue Committee - IRC	Case Worker Assistant
6	Abdul Aziz	Saad	saabd	EW-ID-0001-0	Active	ID/Federal Title V	11/19/2010	Initial	International Rescue Committee - IRC	Case Worker Assistant
7	Abdul Aziz	Saad	saabd	EW-ID-0001-0	Active	ID/Federal Title V	11/19/2010	Initial	International Rescue Committee - IRC	Case Worker Assistant
8	Abdul Aziz	Saad	saabd	EW-ID-0001-0	Active	ID/Federal Title V	11/19/2010	Initial	International Rescue Committee - IRC	Case Worker Assistant
9	Abdul Aziz	Saad	saabd	EW-ID-0001-0	Active	ID/Federal Title V	11/19/2010	Initial	International Rescue Committee - IRC	Case Worker Assistant
10	Abdul Aziz	Saad	saabd	EW-ID-0001-0	Active	ID/Federal Title V	11/19/2010	Initial	International Rescue Committee - IRC	Case Worker Assistant

## IEP Supportive Services Report

1. This report lists all the entries in the IEP Supportive Services sections for users in particular locations.
2. To run this report, select the locations you want to report on first. More than one location selection requires holding the keyboard control key and clicking on each location you need. If applicable, you also need to specify the registration date range that you would like to filter for.
3. IEP Type, Account Status and Program also need to be specified.

**IEP Supportive Services Report Parameters**

**Selected Locations:** Select All Locations

Abbeville (EW-SC-0227-0)  
 Acadia Parish (EW-LA-0001-0)  
 Accomack (EW-VA-0001-0)  
 Ada (EW-ID-0001-0)  
 Adair (EW-IA-0002-0)  
 Adair (EW-KY-0001-0)  
 Adair (EW-OK-0003-0)  
 Adair (EW-MO-0001-0)

**Registration Date:** Between  To

**Status:**  **Program:**

**IEP Type:**

[Download CSV](#)

## Output

	A	B	C	D	E	F	G	H	I	J	
	lastname	firstname	username	location	status	project_name	iep_date	type	host_agency_name	community_service_assignment	employment
1	acker	barbara	backer	EW-IA-0002-0	Active	Federal Title V	9/13/2010	Initial	Adair County Congregate Meals	Kitchen Assistant/Cook	Prep Cook
2	Banas	Carol	cbanas	EW-MI-0007-0	Inactive	Federal Title V	7/20/2009	Initial	Alpena Habitat for Humanity Restore	Retail Sales Clerk	Retail Sales Cl
3	birdsong	veronica	vbirdsong	EW-NY-0001-0	Inactive	Fed-T-V	6/28/2010	Initial	NAMI-New York State	Office clerk	Office/File Cle
4	Campbell	Beverly	bjcamp	EW-IA-0002-0	Active	Federal Title V	11/3/2010	Initial	stuart public library	library aide	Library Assista
5	Campbell	Beverly	bjcamp	EW-IA-0002-0	Active	Federal Title V	11/3/2010	Initial	stuart public library	library aide	Library Assista
6	Campbell	Beverly	bjcamp	EW-IA-0002-0	Active	Federal Title V	11/3/2010	Initial	stuart public library	library aide	Library Assista
7	Campbell	Beverly	bjcamp	EW-IA-0002-0	Active	Federal Title V	11/3/2010	Initial	stuart public library	library aide	Library Assista
8	Channel	Jimmy	Jimmych	EW-DC-0307-2	Active	EWVY	3/12/2009	Initial	Young at Heart Senior Center	Clerical	Program Coord
9	davis	ruth	rdavis	EW-NY-0001-0	Active	Fed-T-V	7/29/2010	Initial	Senior Services Albany	Retail Worker/Cashier	Cashier
10	Davison	Joyce	jdavison	EW-MO-0001-0	Active	Federal Title V ADDIT	11/16/2010	Initial	SB40	Office Assistant	Office/File Cle
11	Dedrick	Anna	adedrick	EW-NY-0001-0	Active	fed t-v	7/22/2010	Initial	Guildcare	center aide	Home Care/Pe

## IEP Training Plan Report

1. This report lists all the entries in the IEP Training Plan sections for users in particular locations.
2. To run this report, select the locations you want to report on first. More than one location selection requires holding the keyboard control key and clicking on each location you need. If applicable, you also need to specify the registration date range that you would like to filter for.
3. IEP Type, Account Status and Program also need to be specified.

**IEP Training Plan Report Parameters**

Selected Locations: Select All Locations

Abbeville (EW-SC-0227-0)  
 Acadia Parish (EW-LA-0001-0)  
 Accomack (EW-VA-0001-0)  
 Ada (EW-ID-0001-0)  
 Adair (EW-IA-0002-0)  
 Adair (EW-KY-0001-0)  
 Adair (EW-OK-0003-0)  
 Adair (EW-MO-0001-0)

Registration Date: Between  To

Status:  Program:

IEP Type:

[Download CSV](#)

## Output

	A	B	C	D	E	F	G	H	I	J	K
	lastname	firstname	username	location	status	project_name	iep_date	type	host_agency_name	community_service_assignment	employment_goal
1	Abdul Aziz	Saad	saaabd	EW-ID-0001-0	Active	ID/Federal Title V	11/19/2010	Initial	International Rescue Committee - IRC	Case Worker Assistant	Social Services Case Ma
2	Abdul Aziz	Saad	saaabd	EW-ID-0001-0	Active	ID/Federal Title V	11/19/2010	Initial	International Rescue Committee - IRC	Case Worker Assistant	Social Services Case Ma
3	Abdul Aziz	Saad	saaabd	EW-ID-0001-0	Active	ID/Federal Title V	5/20/2010	Initial	The Momentum Group	Billing Clerk	Billing Clerk
4	Abdul Aziz	Saad	saaabd	EW-ID-0001-0	Active	ID/Federal Title V	5/20/2010	Initial	The Momentum Group	Billing Clerk	Billing Clerk
5	Abdul Aziz	Saad	saaabd	EW-ID-0001-0	Active	ID/Federal Title V	5/20/2010	Initial	The Momentum Group	Billing Clerk	Billing Clerk
6	Abdul Aziz	Saad	saaabd	EW-ID-0001-0	Active	ID/Federal Title V	5/20/2010	Initial	The Momentum Group	Billing Clerk	Billing Clerk
7	Abdul Aziz	Saad	saaabd	EW-ID-0001-0	Active	ID/Federal Title V	5/20/2010	Initial	The Momentum Group	Billing Clerk	Billing Clerk
8	Abdul Aziz	Saad	saaabd	EW-ID-0001-0	Active	ID/Federal Title V	5/20/2010	Initial	The Momentum Group	Billing Clerk	Billing Clerk
9	Abdul Aziz	Saad	saaabd	EW-ID-0001-0	Active	ID/Federal Title V	5/20/2010	Initial	The Momentum Group	Billing Clerk	Billing Clerk
10	Abdul Aziz	Saad	saaabd	EW-ID-0001-0	Active	ID/Federal Title V	5/20/2010	Initial	The Momentum Group	Billing Clerk	Billing Clerk
11	Abdul Aziz	Saad	saaabd	EW-ID-0001-0	Active	ID/Federal Title V	5/20/2010	Initial	The Momentum Group	Billing Clerk	Billing Clerk
12	Abdul Aziz	Saad	saaabd	EW-ID-0001-0	Active	ID/Federal Title V	11/19/2010	Initial	International Rescue Committee - IRC	Case Worker Assistant	Social Services Case Ma

## IEP User Summary Report

1. This report lists all the IEP records for users in particular locations.
2. To run this report, select the locations you want to report on first. More than one location selection requires holding the keyboard control key and clicking on each location you need. If applicable, you also need to specify the registration date range that you would like to filter for.
3. IEP Type, Account Status and Program also need to be specified.

**IEP User Summary Report Parameters**

Selected Locations: - Select All Locations

Abbeville (EW-SC-0227-0)  
 Acadia Parish (EW-LA-0001-0)  
 Accomack (EW-VA-0001-0)  
 Ada (EW-ID-0001-0)  
 Adair (EW-IA-0002-0)  
 Adair (EW-KY-0001-0)  
 Adair (EW-OK-0003-0)  
 Adair (EW-MO-0001-0)

Registration Date: Between  To

Status:  Program:

IEP Type:

[Download CSV](#)

## Output

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	lastname	firstname	username	email	location	reg_date	program	last_access	status	state	county	project_name	iep_date	income
1	Abdul Aziz	Saad	saaabd		EW-ID-0001-0	5/24/2010	Not Selected	11/19/2010	Active	ID	ADA	ID/Federal Title V	11/19/2010	1
2	Abdul Aziz	Saad	saaabd		EW-ID-0001-0	5/24/2010	Not Selected	11/19/2010	Active	ID	ADA	ID/Federal Title V	5/20/2010	1
3	acker	barbara	backer		EW-IA-0002-0	1/4/2010	Not Selected	12/28/2010	Active	IA	adair	Federal Title V	9/13/2010	1
4	Acuna	Mabel	mabacu		EW-ID-0001-0	10/27/2009	Not Selected	10/27/2009	Active	ID	Ada	Federal Title V	10/27/2009	1
5	Adams	John	johada		EW-ID-0001-0	8/5/2009	Not Selected	9/27/2010	Active	ID	Ada	ID/Federal Title V	1/21/2010	1
6	Adkins	Kathleen	kataadk		EW-ID-0001-0	10/20/2010	Federal SCSEP	10/20/2010	Active	ID	ADA	ID/Federal Title V	10/12/2010	1
7	Ahmadjonov	Shuhratjon	shuahm		EW-ID-0001-0	7/23/2010	Federal SCSEP	11/18/2010	Active	ID	Ada	Federal Title V Additional	7/23/2010	1
8	Alan	Jack	jacala		EW-ID-0001-0	11/16/2009	Not Selected	8/6/2010	Active	ID	Ada	Federal Title V	8/6/2010	1
9	Alan	Jack	jacala		EW-ID-0001-0	11/16/2009	Not Selected	8/6/2010	Active	ID	Ada	Federal/Title V	11/16/2009	1
10	Allison	Wilmeadow	wilallison		EW-LA-0001-0	3/19/2010	Not Selected	3/19/2010	Active	LA	Acadia	Federal SCSEP	3/19/2010	1
11	Alphonce	Kabura	kabalp		EW-ID-0001-0	5/13/2010	Not Selected	11/24/2010	Active	ID	Ada	Federal Title V	11/24/2010	1
12	Alphonce	Kabura	kabalp		EW-ID-0001-0	5/13/2010	Not Selected	11/24/2010	Active	ID	Ada	ARRA	5/13/2010	1
13	Anderson	Charlene	chaand		EW-ID-0001-0	12/4/2009	Not Selected	9/3/2010	Active	ID	ADA	Federal ARRA	2/25/2010	1
14	Anderson	Betty	bander		EW-KY-0001-0	10/29/2009	Other	9/1/2010	Inactive	KY	Taylor	Federal New Money	11/16/2009	1
15	Anderson	Gerald	gerand		EW-ID-0001-0	10/14/2010	Federal SCSEP	10/14/2010	Active	ID	Ada	Federal Title V Additional	10/14/2010	1

## Participants by Saved Job Report

1. This report lists all the jobs that were saved by each user in a particular location.
2. To run this report, select the locations you want to report on first. More than one location selection requires holding the keyboard control key and clicking on each location you need. You also need to specify which jobs you would like to filter for in the same manner.
3. Account Status, Consent decision and Skill Type also all need to be specified.

**Participants by Saved Job Report Parameters**

---

**Selected Locations:** Select All Locations

- Abbeville (EW-SC-0227-0)
- Acadia Parish (EW-LA-0001-0)
- Accomack (EW-VA-0001-0)
- Ada (EW-ID-0001-0)
- Adair (EW-IA-0002-0)
- Adair (EW-KY-0001-0)
- Adair (EW-OK-0003-0)
- Adair (EW-MO-0001-0)

---

**Selected Jobs:** Select All Jobs

- Academic Advisor
- Accountant
- Account Executive - Advertising Agency
- Account Executive - Sales
- Accounting Analyst
- Accounting Clerk
- Accounting Manager
- Account Manager - Client Services

---

Status:  Consent:

Skill Type:

## Output

Participants by Saved Job Report				
First Name	Last Name	Job Title	Program	Location
barbara	acker	Community Support Worker	Not Selected	EW-IA-0002-0
barbara	acker	Dishwasher	Not Selected	EW-IA-0002-0
barbara	acker	Line Cook	Not Selected	EW-IA-0002-0
barbara	acker	Prep Cook	Not Selected	EW-IA-0002-0
John	Adams	Inventory Control Clerk	Not Selected	EW-ID-0001-0
Betty	Anderson	Office/File Clerk	Other	EW-KY-0001-0
Betty	Anderson	Receptionist	Other	EW-KY-0001-0



## Skill Report

1. This report lists all the skills that were rated by users in a particular location.
2. To run this report, select the locations you want to report on first. More than one location selection requires holding the keyboard control key and clicking on each location you need. You also need to specify which skills you would like to filter for in the same manner.
3. Account Status, Skill Type and Consent decision also need to be specified.

**Skill Report Parameters**

Selected Locations: - Select All Locations

- Abbeville (EW-SC-0227-0)
- Acadia Parish (EW-LA-0001-0)
- Accomack (EW-VA-0001-0)
- Ada (EW-ID-0001-0)
- Adair (EW-IA-0002-0)
- Adair (EW-KY-0001-0)
- Adair (EW-OK-0003-0)
- Adair (EW-MO-0001-0)

Skill Type: Both

Selected Skills: - Select All Skills

- 3D Modeling or Design Software
- Account Development and Management
- Accounting and Finance Regulation Compliance
- Accounting and Financial Terminology
- Accounting Information Systems
- Accounting/Bookkeeping Fundamentals
- Accounting/Bookkeeping Software
- Accounts Payable

Status: Both      Consent: Both

Download CSV
Continue

## Output

Skill Report				
Username	Location	Skill	Level	Score
*Becky	SC-OK-911	Basic Computer Skills	High	
123quad	SC-TX-064	Basic Computer Skills	Some	72%
463740	SC-TX-064	Basic Computer Skills	Moderate	

### Test Report

1. This report lists all the tests that were completed by each user in a specific location.
2. To run this report, select the locations you want to report on first. More than one location selection requires holding the keyboard control key and clicking on each location you need. You also need to specify which tests you would like to filter for in the same manner.
3. Account Status, Consent decision and Skill Type also all need to be specified.

**Test Report Parameters**

---

**Selected Locations:** Select All Locations

- Abbeville (EW-SC-0227-0)
- Acadia Parish (EW-LA-0001-0)
- Accomack (EW-VA-0001-0)
- Ada (EW-ID-0001-0)
- Adair (EW-IA-0002-0)
- Adair (EW-KY-0001-0)
- Adair (EW-OK-0003-0)
- Adair (EW-MO-0001-0)

**Test Type:** Both

---

**Selected Tests:** Select All

- .NET Developer - Quick Test
- Account Development and Management
- Account Executive - Sales - Quick Test
- Account Manager (Sales) - Quick Test
- Accounting and Financial Terminology
- Accounting Clerk - Quick Test
- Accounting Manager - Quick Test
- Accounting/Bookkeeping Fundamentals (U.S.)

**Status:** Both      **Consent:** Both

Download CSV   
 Continue

### Output

Test Report						
Username	Firstname	Lastname	Location	Test	Date	Score
jamesmdoug	James	Dougherty	SC-FL-937	Essential Math Skills	2007-05-08	95%
Andrea	Andrea	Formica	SC-FL-937	Essential Math Skills	2007-05-08	92%

### Training Outcome Report

1. This report lists all the training outcomes assigned to users within a particular location.
2. To run this report, select the locations you want to report on first. More than one location selection requires holding the keyboard control key and clicking on each location you need. If applicable, you also need to specify the training outcome assigned date range that you would like to filter for.
3. Training Type, Training Outcome, Account Status and Program also need to be specified.

**Training Outcome Report Parameters**

**Selected Locations:** - Select All Locations

Aleutians East (EW-AK-0100-0)  
 Z Testing Location Only (EW-NY-8888-8)  
 Z Testing Location Only (EW-AR-9999-9)  
 Z Testing Location Only (EW-NY-9999-9)

Training Outcome Date:  
 Between  and

Training Type:  Training Outcome:

Status:  Program:

### Output

Training Outcome Report							
Last Name	First Name	Username	Location	Training Type	Referred Date	Completed	Program
Alvarado	Francisco	Alvara01	SC-TX-923	NBSA Advanced Skill Courses	2007-12-06	Yes	WorkSearch
Alvarez	Norma	NCAlv01	SC-TX-923	NBSA Advanced Skill Courses	2007-03-10	Yes	SCSEP
Avila	Alfredo	NCAvi01	SC-TX-923	NBSA Advanced Skill Courses	2007-05-05	Yes	SCSEP
Barragan	Ruben	NCBar01	SC-TX-923	NBSA Advanced Skill Courses	2007-12-01	Yes	SCSEP

## User Report

1. This report lists all the users within a particular location along with descriptive details about them.
2. To run this report, select the locations you want to report on first. More than one location selection requires holding the keyboard control key and clicking on each location you need. If applicable to your needs, you also need to specify the registration date range for the users you are filtering for.
3. Account Status and Program also need to be specified.

**User Report Parameters**

---

Selected Locations: - Select All Locations

Abbeville (EW-SC-0227-0)

Acadia Parish (EW-LA-0001-0)

Accomack (EW-VA-0001-0)

Ada (EW-ID-0001-0)

Adair (EW-IA-0002-0)

Adair (EW-KY-0001-0)

Adair (EW-OK-0003-0)

Adair (EW-MO-0001-0)

---

Registration Date: Between  To

Status:  Program:

Download CSV Continue

## Output

**User Report, Date: 2007-11-01 through 2008-01-16, Program: All**

Last Name	First Name	User Name	Location	Registration Date	Last Access	Program	Status
aguilar	lisa	alisa08	SC-TX-922	2008-01-14	2008-01-14	WorkSearch	Active
aguilar	michele	michelea	SC-TX-922	2007-12-03	2007-12-03	WorkSearch	Active
Arnold	Catherine M	caarnold	SC-TX-922	2008-01-08	2008-01-08	WorkSearch	Active

## Resources: Creating Job Orders and Making Announcements

### Job Orders Tool

The job orders tool is great for posting an advertisement for a position that has a lot of openings...because if it's a popular job in your area...likely many users will see it and they'll have a better chance to secure the job given the number of hiring opportunities. For example, perhaps a call center or large retail chain just opened your town/city and they are hiring 50 customer service representatives. Posting the details of this position into the Job Orders tool in JobReady would be a good idea given how many people focus on the Customer Service Representative in JobReady.

Please note this tool is not suited for just 1 job with 1 opening...where perhaps more selective advertising to prime candidates the employer knows of will be more appropriate through meetings, phone calls, in-office posting on a job board etc.

### How to create a new Employer

Note that an Employer record must exist in the system first before a job posting for that employer is created.

1. Click the Resources tab and then click **Create a new Employer**.

The screenshot shows the JobReady Administration interface. At the top left, it says 'Marc Testing [ Super ]' and at the top right, 'ADMINISTRATION'. Below the JobReady logo is a navigation menu with tabs: Dashboard, Users, Administrators, Reports, Locations, Profiles, Requests, Resources, and Logout. The 'Resources' tab is selected. In the main content area, there are two sections: 'Job Orders' and 'Announcements'. Under 'Job Orders', there are links for 'Create a new Job Order', 'Search', 'Edit Job Order', 'Create a new Employer' (highlighted in yellow), and 'Edit Employer'. Under 'Announcements', there are links for 'Create a new announcement' and 'Search', 'Edit announcements'. A 'Print this page' button is visible in the top right corner of the interface.

2. Enter the name of the employer and then click **Create Employer**.

Marc Testing [ Super ] ADMINISTRATION

Print this page

JobReady

Dashboard Users Administrators Reports Locations Profiles Requests Resources Logout

**Add Employer**

\*Name: Jefferson Co. Office of

✓ Create Employer × Cancel

### How to create a new job order

1. Click the Resources tab and then click **Create a new Job Order**

Marc Testing [ Super ] ADMINISTRATION

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JobReady

Dashboard Users Administrators Reports Locations Profiles Requests Resources Logout

**Job Orders**

Create a new Job Order

Search Edit Job Order

Create a new Employer

Search Edit Employer

**Announcements**

Create a new announcement

Search Edit announcements

ExperienceWorks Formerly Green Thumb


2. Select the job title that corresponds/relates to the job posting that you will be entering.

3. Once on the **Create Job Order** screen, enter the following:
  - a. **Title:** The job title as you want it to appear in the posting.
  - b. **ZIP:** ZIP Code that is closest to where this job will be situated.
  - c. **City**
  - d. **State**
  - e. **Description:** A description of the job opening. Key skills needed, details of the position, contact details for more information etc.
  - f. **Employer:** You must first create the employer before you see it in the drop down list.
  - g. **Application URL:** If there is a website at the employer where this job posting is also located, please enter it here. For example, <http://careers.homedepot.com/>
  - h. **Visibility:** Please always select **Public**. The other values in this drop down box should never be chosen and they will be removed in a future systems update.
  - i. **Location:** The county location for which the job opening would apply to participants residing or enrolled in that County.

- Once complete, click **Create Job Order**

Marc Testing [ Super ]
ADMINISTRATION

Print this page



Dashboard
Users
Administrators
Reports
Locations
Profiles
Requests
Resources
Logout

### Create Job Order

**Career:** Data Entry Operator [Change](#)

**\*Title:**

**\*Zip:**

**\*City:**

**\*State:**

**\*Description:**

A data entry operator is needed for the Jefferson Co Office of Aging in downtown Utica.

Key skills required for the position include familiarity with a computer, Time Management, Attention to Detail, and Effective Business Communications.

Please send resumes by email to Marc Testing at marctesting@jefferson.com

For more information, please call 1-866-994-4441.

**\*Employer:**

**Application URL:**

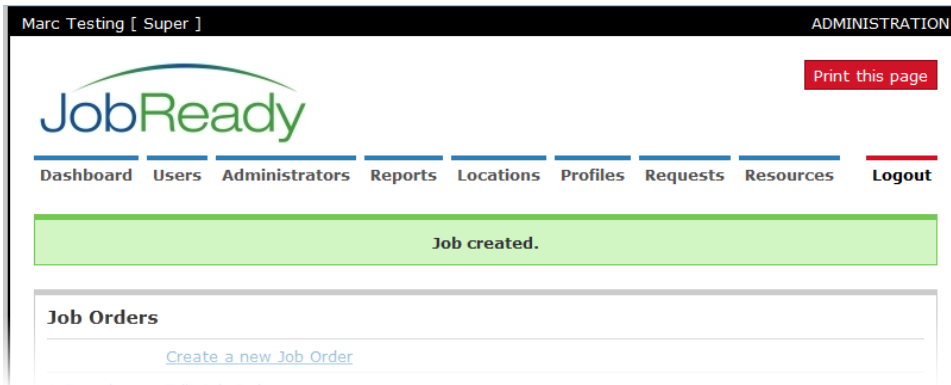
**\*Visibility:**

**\*Location:**

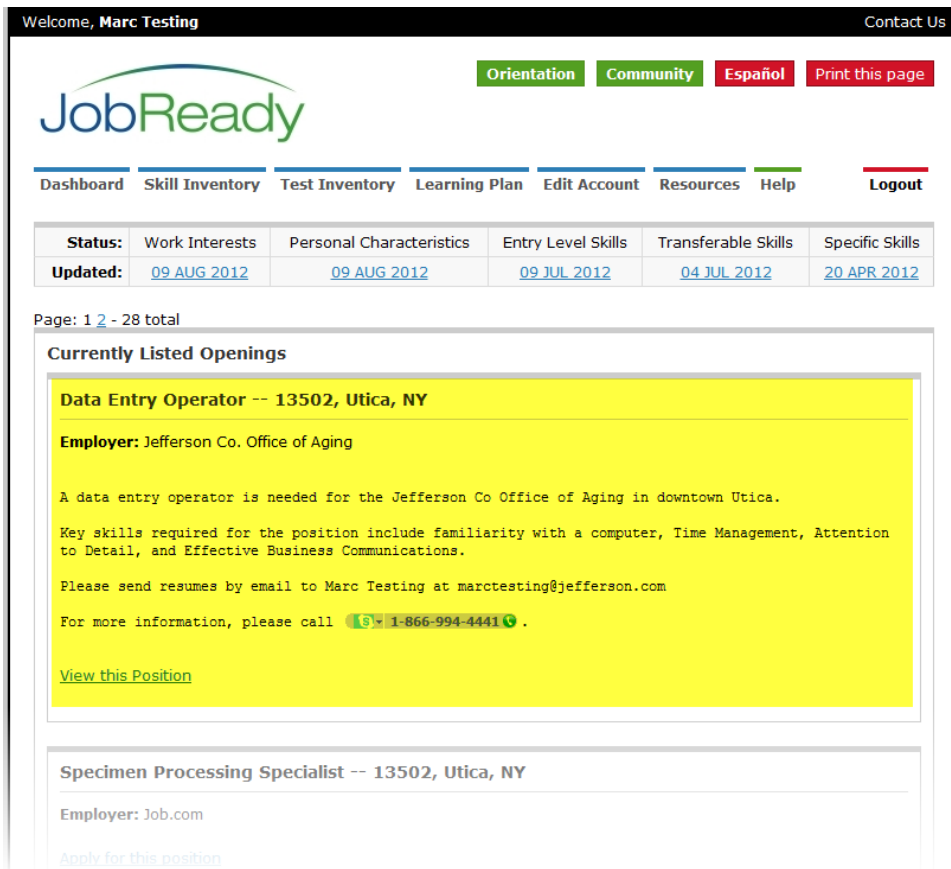
✔ Create Job Order
✘ Cancel



5. You will be advised that the job has been created



6. When the users in the location that the job order was created search for job openings related to the job title, they'll see the job opening display amongst other jobs also feeding into the site



**FAQ regarding Job Orders tool**

**1. Will the Job Order I enter automatically get deleted?**

No, you must click the **Resources** tab and click **Edit Job Order**. Then you need to click **Delete Position** for the job posting you would like to delete.

**2. Will participants be notified that I sent them a job referral like they do when I send the announcement?**

No, they will only see the job posting you entered if they click **Search for Openings** for the related job title in JobReady. For example, if you posted a position related to the **Data Entry Operator** job role in the system, users focused on that **Job Display Page** and who click **Search for Openings** will see your job posting.

**3. Is there a report that will tell me what participants are opening up the job referral and the announcements?**

No, there is no report that tells us that type of metric at this time.

**4. Should I continue to just make an announcement with all of the jobs in the area and let them people decide if they want to apply for that job?**

Sure, this approach can work in conjunction with using the Job Orders tool for positions that have a lot of openings. The more routes participants have towards seeing job postings, the better.

**How to edit a job order**

1. Click the Resources tab and then click **Edit Job Order**
2. Select the position to edit and then click **Edit Position**

The screenshot shows the JobReady Administration interface. At the top, it says 'Marc Testing [ Super ]' and 'ADMINISTRATION'. The JobReady logo is on the left, and a 'Print this page' button is on the right. A navigation menu includes Dashboard, Users, Administrators, Reports, Locations, Profiles, Requests, Resources, and Logout. The 'Resources' tab is active.

The main content area has a 'Search Job Orders' section with a text input field for 'Name:' and a 'Search' button. Below this is a 'Job Orders' section with a legend: a red minus icon for 'Delete Position' and a blue plus icon for 'Edit Position'. A table lists job orders with columns for Name and Employer.

Name	Employer
Assistant Cashier & Greeter	Andrew County
Receptionist/Accounts Payable Clerk	Consolidated Concrete
Cleaner	Oneida Housing Authority
Customer Service Associate II	Lowe's
library assistant	Alorica
administrative assistant	Alorica
Library Clerk	Newton co. Library

3. Edit what changes you need to and then click **Save Changes**.

**Edit Job Order**

**Career:** Data Entry Operator

**\*Title:**

**\*Zip:**

**\*City:**

**\*State:**

**\*Description:**

A data entry operator is needed for the Jefferson Co Office of Aging in downtown Utica.

Key skills required for the position include Computer, Time Management, Attention to Detail, and Effective Business Communications.

Please send resumes to Jefferson Co Office of Aging

For more information, please call 1-866-994-4441

**\*Employer:**

**Application URL:**

**\*Visibility:**

**\*Location:**

## Announcements Tool

When announcements are created using this tool, announcements are displayed to applicable users on their Dashboards.

### How to create a new announcement

1. Click the Resources tab, then click **Create a new announcement**

The screenshot shows the JobReady administration interface. At the top left, it says 'Marc Testing [ PA ]' and at the top right, 'ADMINISTRATION'. The JobReady logo is prominently displayed. A navigation menu includes 'Dashboard', 'Users', 'Administrators', 'Reports', 'Locations', 'Profiles', 'Requests', 'Resources', and 'Logout'. The 'Resources' tab is selected. Below the navigation, there are two main sections: 'Job Orders' and 'Announcements'. The 'Announcements' section has a yellow highlight on the 'Create a new announcement' link. At the bottom right, the 'ExperienceWorks Formerly Green Thumb' logo is visible.

- 2. Enter in a title for the announcement, a description, a URL (if applicable – e.g. <http://mysite.com>), and select a location. Then click **Create**.

Marc Testing [ Super ] ADMINISTRATION

JobReady

Print this page

Dashboard Users Administrators Reports Locations Profiles Requests Resources Logout

### Create Announcement

**Announcement:**

**\*Title:** Job Fair May 1st

**\*Description:** There will be a job fair on May 1st at the career center. Please bring copies of your resume. For more information, please call 1-866-994-4441.

**Url:**

**\*Location:** Abbeville (EW-SC-0227-0) Acadia Parish (EW-LA-0001-0) Accomack (EW-VA-0001-0) Ada (EW-ID-0001-0)

Select All Locations

Global Announcement:

ExperienceWorks  
Formerly Green Thumb

- The announcement will then appear to users registered in that location in the **Announcements** section on their Dashboard.

Welcome, **Marc Testing** Contact Us

Orientation
Community
Español
Print this page

JobReady

Dashboard
Skill Inventory
Test Inventory
Learning Plan
Edit Account
Resources
Help
Logout

Status:	Work Interests	Personal Characteristics	Entry Level Skills	Transferable Skills	Specific Skills
Updated:	<a href="#">09 AUG 2012</a>	<a href="#">09 AUG 2012</a>	<a href="#">09 JUL 2012</a>	<a href="#">04 JUL 2012</a>	<a href="#">20 APR 2012</a>

**Announcements** [Hide](#)

Title	Date
<a href="#">FREE JobReady course vouchers</a>	2012-04-17
<a href="#">Job Fair May 1st</a>	2012-08-14
<p>There will be a job fair on May 1st at the career center. Please bring copies of your resume. For more information, please call <a href="tel:1-866-994-4441">1-866-994-4441</a>.</p>	
<a href="#">FREE Certification</a>	2011-12-09

**Work Interests and Personal Characteristics**

Job matches listed here, are based on your Work Interests and Personal Characteristics **only**. Your best job matches appear at the top of the list.

[Learn more about your matches](#)

Your best job choice matches: Show: Entry-Level Jobs

- ✓ Save [Direct Sales Representative](#)
- ✓ Save [Fitness Instructor](#)
- ✓ Save [Outdoor Guide](#)

**Search for Job Choices**

Interested in a specific job?

Search ▶

**Search by Job Category**

Select
Search ▶

### How to edit an announcement

- To edit an announcement, click the Resources tab, then click **Edit announcements**

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**Job Orders**

[Create a new Job Order](#)

Search [Edit Job Order](#)

[Create a new Employer](#)

Search [Edit Employer](#)

**Announcements**

[Create a new announcement](#)

Search [Edit announcements](#)

- Choose which announcement you would like to modify and click the **Edit Announcement** tool.

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**Search Announcements**

Title:  Search

**Announcements**

Legend: - Delete Announcement - Edit Announcement - View Announcement

	Title	Created On	Created By
	Policy on Making up Hours	2011-08-29	davisde
	Help For Finding Unsubsidized Employment	2011-08-29	davisde
	New Pay Timesheet	2011-09-28	Igtabor
	New Timesheet	2011-09-28	kclark2
	new participant time sheet	2011-09-28	noname
	New Time Sheet	2011-09-28	earpeta
	Are you looking at this Announcement?	2011-09-28	Vernakni
	New Time sheet	2011-09-28	lovemaci
	New Participant Time Sheet	2011-09-28	kjohnson

3. Edit any of the fields and click **Save**.

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### Create Announcement

**Announcement:**

\*Title: Job Fair May 1st

\*Description: There will be a job fair on May 1st at the career center. Please bring copies of your resume. For more information, please call 1-866-994-4441.

Url:

\*Location: Abbeville (EW-SC-0227-0) Acadia Parish (EW-LA-0001-0) Accomack (EW-VA-0001-0) Ada (EW-ID-0001-0)

Select All Locations

Global Announcement:

✓ Create ✗ Cancel

ExperienceWorks Formerly Green Thumb

**Examples of announcements that can be made:**

1. The availability of a new learning/employment resource
2. An upcoming job fair/seminar/lecture applicable to JobReady users
3. A new custom job posting (posted using the Job Orders tool) for particular job roles (e.g. An insurance company looking for 10 call center reps)
4. A new staff member at the location where participants who use JobReady will visit
5. A reminder for participants who use JobReady (submitting documentation/forms etc).
6. Directives for JobReady users – to complete certain courses, tests etc



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## Frequently Asked Questions

To help you understand what questions other administrators typically have about the JobReady Program site, please read the following FAQ's found below. If you have a question that you think needs to be in this guide, please notify Eileen Hendrix at [Eileen\\_Hendrix@experienceworks.org](mailto:Eileen_Hendrix@experienceworks.org)

**1. “How do I create a user account on <http://ew.nbsalliance.com/>?”**

You first start by clicking **Create New Account**. Then enter your admin ID and access key provided to you by the JobReady Program site administrator. Then choose which State you are responsible for and choose whichever county is applicable to the user you are creating through that State. Click **Continue** and proceed with creating the user account.

**2. “I can’t access the administrators, locations, profiles or requests tabs? Why?”**

Program Assistants or people assigned the EW JobReady Program site “PA” permission level do not have access to these tabs because they do not need to use them.

**3. “A user can’t access their account. I looked at the user account and it says “Password” under Status. What’s happening? What do I do?”**

If a user tries to login to their account 3 times unsuccessfully, the JobReady Program site will lock out the user until you, the administrator, click “Password” under Status which will reset it to an “Active” state. You should verify with the user whether they were in fact the person who could not login because this may be a security issue of someone else other than the user trying to log into the JobReady Program site.

**4. “I’m trying to create an account but the site won’t let me. I don’t understand because I just created an account 2 minutes ago? What’s happening?”**

The maximum number of user accounts that can be created before the user create “counter” is refreshed is 100. Please notify Eileen Hendrix at [Eileen\\_Hendrix@experienceworks.org](mailto:Eileen_Hendrix@experienceworks.org) if you are having trouble creating a user account.

**5. “The system is not letting me login to the administrator area.” What’s wrong?”**

Please notify Eileen Hendrix at [Eileen\\_Hendrix@experienceworks.org](mailto:Eileen_Hendrix@experienceworks.org) so that she can investigate.

**6. “I am now responsible for a new U.S. State or County’s use of the JobReady Program site. Do I need to tell anyone?”**

Yes. Please notify Eileen Hendrix at [Eileen\\_Hendrix@experienceworks.org](mailto:Eileen_Hendrix@experienceworks.org) so that she can assign you the State/County within the JobReady Program site. This will enable you to create users through that State/County.

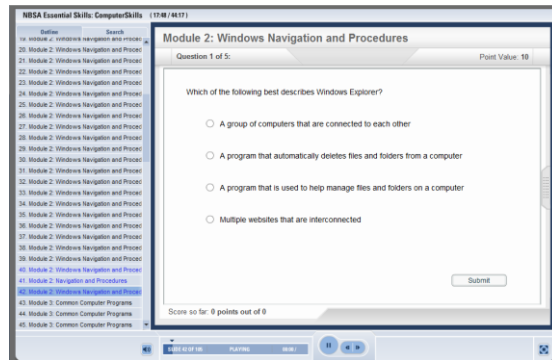
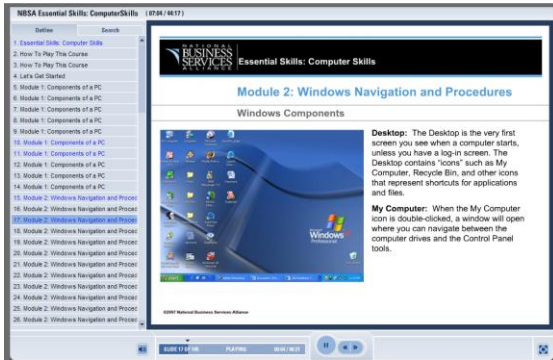
**7. Where do participants specify their “secret answers” that they use for the IEP e-signature?**

Participants are prompted to specify their secret answers during the initial registration process on the JobReady Program website. For those who have already registered on the website prior to February 20<sup>th</sup>, 2012, but have not yet specified their secret answers, they will be prompted to specify them each time they login to the website – until they have saved them on their Edit Account page.

**8. “I have a new assistant who will be helping me administer the JobReady Program site for my State/location. Should I just give them my access info?”**

No. Please notify Eileen Hendrix at [Eileen\\_Hendrix@experienceworks.org](mailto:Eileen_Hendrix@experienceworks.org) so that he can create a new Administrator account with the proper States and locations assigned for the new Administrator.

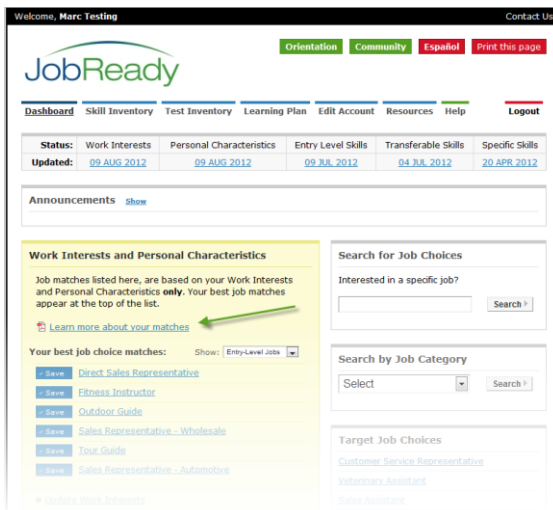
**9. Where are the quiz results for the NBSA courses?**



Please note that results from the 5 question module quizzes are not stored on the JobReady Program website. The course quizzes are designed to provide immediate feedback and are meant to test the participant’s knowledge on the course content within the course. Only the results for the 40 question tests taken on the JobReady Program website will be stored on the website’s **Test Inventory** tab.

**10. Why was my participant matched to certain jobs and not others?**

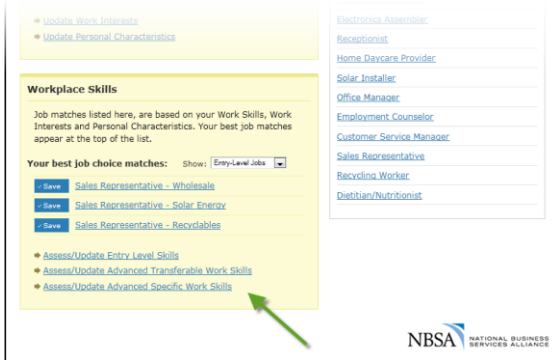
To learn more about the job matches the participant received based on their Work Interests and Personal Characteristics self-assessments, please have the participant click the link [“Learn more about your matches”](#) that is located on their Dashboard tab. You can also login as the participant and click this link too.



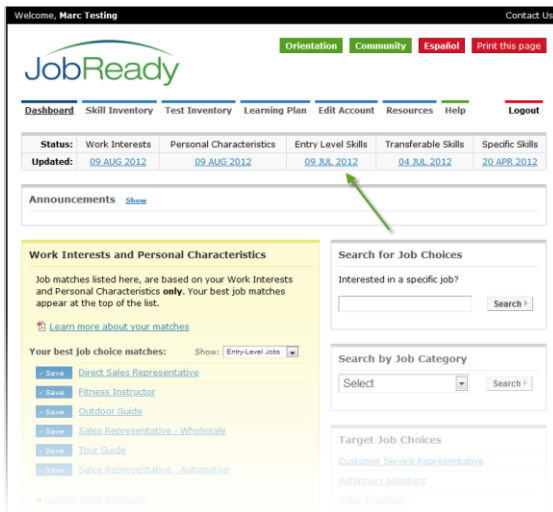
**11. I would like my participant to take a test on a particular skill (e.g. Basic Reading and Comprehension Skills). Why don't I see this skill on their Skill Inventory tab?**

Please note that skills first need to be self-assessed before they show up on the Skill Inventory tab. Participants can self-assess skills by:

- a) clicking on one of the self-assessment links at the bottom of the **Dashboard**.



- b) Clicking one of the date links at the top of the **Dashboard**.



- c) Self-assessing skills on the different **Job Display Pages** that they work with.

