NEVADA AOSOS UPDATE

REMINDER

Don't forget to call up the 'Programs & Public Assistance' screen on the 'Customer Detail' Additional Info Tab and report the programs in which your customer is participating. *Example: If your customer is participating in the NAFTA-TAA program you should select 'yes' and enter the date, if available.*

NOTE: America's One Stop Operating System (AOSOS) now has an edit when entering an Obtained Employment activity in Customer Detail. If the customer has not received a qualifying service within 90 days of the Obtained Employment the record cannot be saved.

An Obtained Employment Activity is a job seeker who has returned to work within 90 calendar days of receiving a qualifying service.

QUESTIONS AND ANSWERS

(Q) I do not want my customer search to be statewide, what do I need to do to narrow my search?
(A) In the Customer Search/General Info tab you can select by area office or go to the Geographic Tab and select from the drop down list the office name for the area you would like to search. You may select up to 5 different offices and 5 different counties to search at once.

(Q) My customers do not want their name and address on their resume to show in America's Job Bank (AJB). What should they do?
(A) If the 'Internet Resume' field is checked and the customer *does not* want their name and address displayed in AJB, the 'Confidential' field must also be checked. *NOTE: The 'Confidential' field only applies to AJB, the customer's name and address will continue to be displayed on their resume in the OSOS Mediated and Self-Service sites.*

(Q) Where do I report that my customer is 'economically disadvantaged?'
(A) This is reported on the 'Customer Detail' Add'l Info Tab under "Income 70% LLSIL". Select 'yes' to indicate your customer is economically disadvantaged.
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(Q) I just did a customer search from a job order using the minimum pay = $6.00 as the search criteria. Why did my results only show customers willing to accept a higher pay?
(A) By entering a min pay = $6.00 and a max pay = blank, the system will search for records equal to or greater than the salary entered. A max pay salary searches for records equal to or less than the salary entered. Salaries in both min & max fields search for records within the specified range.

(Q) I have noticed that some of the referrals on my job orders show a result although I did not enter one. Why is this happening?
(A) If a referral was created at least 90 days ago and the result status is blank, then the system automatically changes the result status to "Not Hired". You can change the result to "Hired" if you discover the customer has been hired on that job.

(Q) How can I delete a job order that I entered incorrectly?
(A) You cannot delete the record once it has been saved. You need to change the order status to 'close'. The system will purge those job orders.

'O*NET Code Connector' A Time Saving Tool

The O*NET Code Connector provides assistance in making occupational coding decisions to code to ONET and the Standard Occupational Classification (SOC). This site, { HYPERLINK "http://www.onetcodeconnector.org" } provides a
simple-to-use tool that allows you to get a listing of the appropriate O*NET codes and titles. To access an O*NET occupation, simply type in a keyword, e.g., an occupational or job title, or select from an occupational group and the O*NET Code Connector provides one or more O*NET occupations in a ranking to help you determine which of the

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