

NEVADA AOSOS UPDATE

"An Information Exchange for Nevada One-Stop Offices and Affiliates"

Produced by the Department of Employment, Training and Rehabilitation
Workforce Investment Support Services

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Suggestions for creating better job orders

The following information will assist OSOS users when making job referrals.

- ◆ Use the comments section to list confidential information not to be shared with the public.
- ◆ Proofread the job order when finished entering it to check for spelling and punctuation errors. Random audits have shown an increase in spelling errors in job descriptions. Using spell check each time you create or edit a job order will eliminate some of these problems. Abbreviations should not be used in job descriptions.
- ◆ Always verify contact information while speaking with the employer such as: Contact Name, Phone and Fax Numbers.
- ◆ If the employer wants a DMV printout with a resume, place that request at the bottom of the job description to assist the applicant who finds the job on America's Job Bank (AJB).
- ◆ Ask the employer if they will accept faxed resumes as well as calls or in-person referrals. This will help with AJB referrals.
- ◆ If the position is a confidential replacement please indicate that information in the comments section.



Did you know?

Did you know that the OSOS Interactive Voice Response (IVR) function has called the 911 Emergency Operator due to some incorrect phone and fax numbers entered into customer and employer records in OSOS? The August 2003 newsletter shared this information and a subsequent e-mail was sent to notify users of the problems caused by the use of all 1's in customer and employer phone number fields. In an audit of OSOS records it was discovered that some staff continue to use all 1's in the phone number fields. All attempts should be made to obtain a correct phone number however, if absolutely necessary, 1's can be entered following an area code of 775 or 702.



Question and Answer

(Q) Can I look at previous job orders I have created in OSOS?

(A) YES. On the Job Order Search Tab click on Staff Assigned 'Change' button. From the drop down list click on your name and then click 'OK' and then click on the 'Search' button. The search results will display all of the job orders you have written based on the other criteria you may have selected in your search.

(Q) Why did I receive a response from an employer in California when I am registered in Nevada? (Received from a Self-Service customer.)

(A) When you registered with Nevada JobConnect you indicated that you wanted your resume to be posted on the Internet. You were contacted because your resume matched the search criteria of an employer in California. If you are only interested in Nevada jobs you need to update your account and remove 'nationwide' as an option and select up to three different states or zip codes.

(Q) Where can I access assistance with finding zip codes?

(A) You can locate zip codes through the US Postal Service web site at:
<http://www.usps.com/zip4/>

THE WISS TEAM WOULD LIKE TO EXTEND OUR WISHES FOR EVERYONE AND THEIR FAMILIES TO HAVE A SAFE AND HAPPY HOLIDAY SEASON AND A JOYFUL NEW YEAR!!



ABOUT THIS PUBLICATION - Nevada AOSOS Update is published by the WISS Automated Collection, Tools and Reporting Team. Submit topics and tips you think may assist other users to Ed Seely, Susie Giurlani, Nancy St. Clair or Ed Walton at (775) 684-0301 or email to: ejseely@nvdetr.org, sagiurlan@nvdetr.org, njstclair@nvdetr.org or eewalton@nvdetr.org

