

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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Did You Know?

WISS receives a daily error report for AOSOS records that were rejected by AJB due to errors. Before these records will be accepted by AJB, the records must be corrected. Below are examples of a few problems that consistently show on the error reports. Staff should review the customer record and fix these problems before saving the record.

"The E-MAIL ADDRESS you've provided is not properly formatted, please correct it. Examples of properly formatted e-mails are: x@y.zz or a.b@x.y.com." The email address is located on Customer Module / General Information Tab.

"Your ZIP CODE is not in the state you have selected." The zip code is located throughout AOSOS. For assistance please go to <http://www.usps.com/zip4>.

"The TYPE OF DEGREE contains invalid characters. Please clear the field or correct your entry without using: ", {}, (), [] and <>." This is located on the Customer Module / Education/Licenses Tab.

Customer MATCH

If you **do not** select an O*Net title from the customer's record before starting the Match process, the system will use the first title listed in the **O*Net Titles** list box to pre-populate the **O*Net Title** field in the Job Order Search window.



Questions and Answers

(Q) *How confidential are the resumes that go from AOSOS to America's Job Bank (AJB)?*

(A) If the customer chooses to have a confidential resume they must also have an email address. When Employers search for resumes and find a confidential one that they wish to make contact with, an email will be sent to the AJB national office which then forwards it to the job seeker. The customer name, address, phone number and email address is not visible to the employer.

Required Fields

We need your help. Many job seeker records have a period (.) in required fields of AOSOS. This appears to have been done to get around a required item. If the customer wishes to use the record for a resume, the resume will appear unprofessional so it is best not to take that shortcut. The period (.) also causes errors to occur when transmitting to AJB.

Needed Data for Reports

Although not 'green dotted' the following list of fields **need to be completed** because the information is needed for reporting purposes. When accessing a customer record you need to verify that these fields have been completed before saving and exiting the record. Failing to enter this data impacts our ability to produce accurate reports and requires time-consuming research to locate the necessary information.

◆ **General Info Tab**

- ✓ Date of Birth
- ✓ Gender
- ✓ Ethnic Heritage

◆ **Add'l Info Tab**

- ✓ Programs and Public Assistance Button (if applicable)
- ✓ Individual with Disability (if applicable)

For Trade participants please make sure you enter the Work History associated with the Employer from which the customer is being dislocated and which the Petition number is assigned.

◆ **Work Hist. Tab**

- ✓ Employment Start Date
- ✓ Employment End Date
- ✓ Reason for Leaving

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