




Using JobNet Business

After you have created an account and have been approved by your local Job Center, you can access JobNet Business 24/7 to post a job, update an existing order, remove or reopen an order.

To login and access JobNet Business, go to <http://jobnet.wisconsin.gov/business>. Or, visit www.wisconsinjobcenter.org, click on the Business option, and follow the JobNet Business link under Recruiting.

The response will be the screen shown below. Click on the yellow Login button.



Wisconsin's single-largest source for qualified job seekers

[Instructions](#) [Forgot Password](#) [Change Password](#) [Terms of Use](#) [Contact Us](#)

Welcome to JobNet Business

There is no fee charged to post job openings using JobNet Business!

New users: Create an account

- Create your secure account
- Unique IDs for managing your job listings
- If you have a valid DWD/Wisconsin Logon account, click the Logon button
- Complete instructions found above

[Create Account](#)

Current users: Login

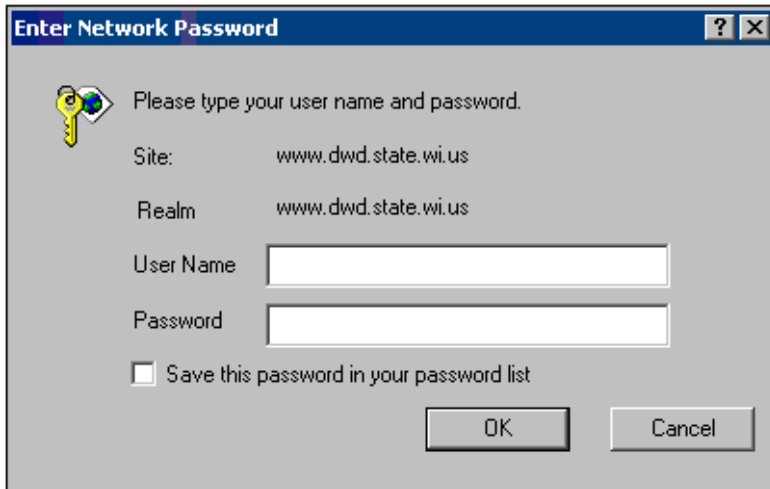
- Protected, secure accounts
- Easily manage one or several job listings
- List recurring job openings again, or copy, review, update, or remove existing listings
- Preview your listings before posting

[Login](#)

Job listings made in JobNet Business appear on [JobNet](#), Wisconsin's single-largest source of current job openings.

wisconsinjobcenter.org [Disclaimer](#) [JobNet](#) [DWD Home](#)

Log in using the Username and Password you created during the registration process.



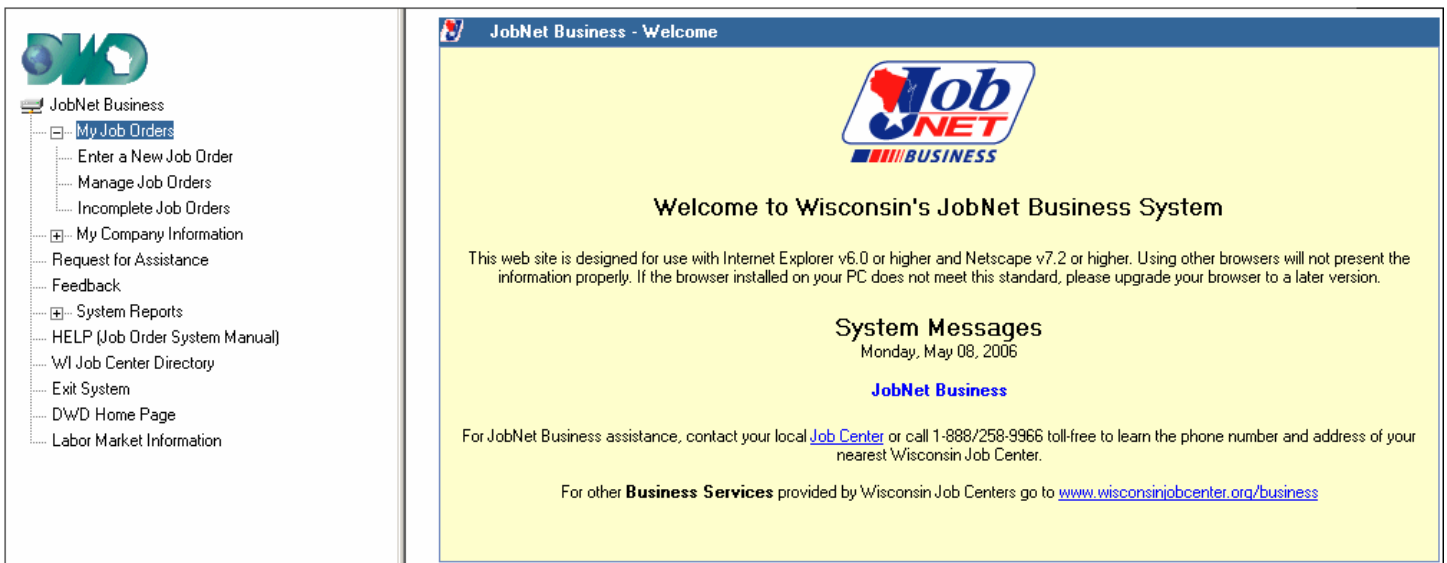
The dialog box is titled "Enter Network Password" and contains the following elements:

- A key icon and the text: "Please type your user name and password."
- Site: www.dwd.state.wi.us
- Realm: www.dwd.state.wi.us
- User Name: [text input field]
- Password: [text input field]
- Save this password in your password list
- OK button
- Cancel button

Welcome Screen

When you are successfully logged in you will see the Welcome screen. Use the menu tree on the left side of the screen to navigate around the system. Click on the plus sign in front of the words "My Job Orders", "My Company Information", and "System Reports" to expand the menu so you can see all of the options.

The larger, right side of the screen will display information.



The screenshot shows the "JobNet Business - Welcome" screen. On the left is a menu tree with "JobNet Business" at the top. Underneath, "My Job Orders" is highlighted in grayish-blue. Other items include "Enter a New Job Order", "Manage Job Orders", "Incomplete Job Orders", "My Company Information", "Request for Assistance", "Feedback", "System Reports", "HELP (Job Order System Manual)", "WI Job Center Directory", "Exit System", "DWD Home Page", and "Labor Market Information".

The main content area has a yellow background and contains the following text:

- JobNET BUSINESS** logo
- Welcome to Wisconsin's JobNet Business System**
- Text: "This web site is designed for use with Internet Explorer v6.0 or higher and Netscape v7.2 or higher. Using other browsers will not present the information properly. If the browser installed on your PC does not meet this standard, please upgrade your browser to a later version."
- System Messages**
- Monday, May 08, 2006
- JobNet Business**
- Text: "For JobNet Business assistance, contact your local [Job Center](#) or call 1-888/258-9966 toll-free to learn the phone number and address of your nearest Wisconsin Job Center."
- Text: "For other **Business Services** provided by Wisconsin Job Centers go to www.wisconsinjobcenter.org/business"

Whatever is highlighted in grayish-blue on the menu tree tell you where you are (what function you are using) in the system.

Managing Job Orders

To view job orders for your company, click on Manage Job Orders on the menu tree. The Job Order Search screen will appear. Choose "Select a Site" from the Field dropdown menu, then click on the Search button.

The list of sites for your company will be displayed. Click on the blue hyperlink for the site you want to view or add a job order for.

| Site Trade Name | Address & Phone | Site # | Active |
|----------------------------------|--|--------|--------|
| WINDFALL POTTERY | 10345 WINTERGARDEN LN MADISON, WI 53704 (608) 244-6541 | | YES |
| WINDFALL POTTERY | 212 MAPLE AVE MINERAL POINT, WI 53566 (608) 987-7896 | | YES |
| WINDFALL POTTERY | 2379 GALENDA RD PLATTEVILLE, WI 53587 (608) 348-4563 | | YES |

A list of all job orders, by status, for this company site are listed. To view a job order, click on the job order number (blue hyperlink). To add a new job order, click on the Add Job Order button.

WINDFALL POTTERY [Add Job Order](#)

Site: WINDFALL POTTERY

Incomplete
Search Results: 0 Row(s) found

Awaiting Staff Approval
Search Results: 1 Row(s) found

| Job Order Number | Job Order Date | Job Order Title | Contact Name | Site Trade Name | City |
|-------------------------|----------------|-----------------|----------------|------------------|---------|
| 0608124 | 11/04/2005 | Janitor | BROCK, MELINDA | WINDFALL POTTERY | MADISON |

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On JobNet
Search Results: 2 Row(s) found

| Job Order Number | Job Order Date | Remaining Days On JobNet | Job Order Title | Contact Name | Site Trade Name | City |
|-------------------------|----------------|--------------------------|-----------------|----------------|------------------|---------|
| 0608114 | 10/17/2005 | 12 | Potter | ROGAN, BETSY | WINDFALL POTTERY | MADISON |
| 0608121 | 10/27/2005 | 22 | Pottery Trainee | BROCK, MELINDA | WINDFALL POTTERY | MADISON |

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Off JobNet May Reopen
Search Results: 4 Row(s) found

| Job Order Number | Job Order Removed Date | Job Order Title | Contact Name | Site Trade Name | City |
|-------------------------|------------------------|--------------------|----------------|------------------|---------|
| 0608110 | 11/25/2005 | Potter | BROCK, MELINDA | WINDFALL POTTERY | MADISON |
| 0608111 | 11/16/2005 | Potter | BROCK, MELINDA | WINDFALL POTTERY | MADISON |
| 0608112 | 11/26/2005 | Pottery Instructor | BROCK, MELINDA | WINDFALL POTTERY | MADISON |
| 0608116 | 11/17/2005 | Gift Shop Clerk | ROGAN, BETSY | WINDFALL POTTERY | MADISON |

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Off JobNet No Reopen
Search Results: 0 Row(s) found

Job Order Form

The screenshot displays the 'JobNet Business - Job Order' interface. At the top, there are five buttons: 'Save - Incomplete', 'Save - Complete', 'Abandon Changes', 'Preview', and 'Email Preview'. Below these is a navigation bar with five tabs: 'Company Info', 'Description', 'Requirements', 'Pay and Benefits', and 'Details'. The 'Company Info' tab is active, showing 'Company Information' for 'WINDFALL POTTERY'. The form includes fields for company legal name, UI account root, FEIN, site trade name, site address, county, company telephone, company web site, and site company description. A 'Find a Different Site' button is also present. Below the company information, there is a 'Contact Information' section with a dropdown menu for 'Employer Contact' (currently showing 'MELINDA BROCK'), fields for contact telephone, contact fax, contact cell phone, preferred method of contact (set to 'Email'), and contact email address.

| Company Info | Description | Requirements | Pay and Benefits | Details |
|---|--|--------------|------------------|---------|
| Company Information | | | | |
| If the Company Information shown below is not for the correct site, CLICK on the Find a Different Site button to select a new site. | | | | |
| <input type="button" value="Find a Different Site"/> | | | | |
| Company Legal Name: | WINDFALL POTTERY | | | |
| UI Account Root: | 999777 | | | |
| FEIN: | 39-8912345 | | | |
| Site Trade Name: | WINDFALL POTTERY | | | |
| Site Address: | 10345 WINTERGARDEN LN | | | |
| | MADISON, WI 53704 | | | |
| County: | Dane | | | |
| Company Telephone: | (608) 244-6541 | | | |
| Company Web Site: | www.windfallpottery.com | | | |
| Site Company Description: | Windfall Pottery manufactures beautiful handmade pottery and ironware. | | | |
| Contact Information: | | | | |
| Employer Contact: | <input type="text" value="MELINDA BROCK"/> | | | |
| Contact Telephone: | (608) 244-6541 | | Extension: | |
| Contact Fax: | | | Extension: | |
| Contact Cell Phone: | | | | |
| Preferred Method Of Contact: | Email | | | |
| Contact Email Address: | Melinda@windfallpottery.com | | | |

Basic demographic information for your business will be automatically displayed. There are five tabs across the top of the job order. This is the Company Info tab.

Note the Save-Incomplete, Save-Complete, Abandon Changes, Preview and Email Preview buttons along the top of the job order.

The Save-Incomplete button should be used every few minutes to save information as you key it in. This is important because if you are logged on and the system is idle for more than 45 minutes, you will 'time-out'. When you 'time-out', you must log in again. Any information entered since you last clicked on the Save-Incomplete button will be lost.

Use the Save-Complete button only when you are ready to submit the order to the Job Center for final processing.

Use the Abandon Changes button only when prompted, and only if you do not wish to save the information you added or updated on that tab.

The Preview button allows you to see how the order will appear to the job seeker on JobNet.

The Email Preview button allows you to email the job order to your Job Center contact person, or others.

When you click on the Save-Incomplete button, **bold red** text will appear at the top of the order showing the status.

The screenshot shows the 'JobNet Business - Job Order' interface. At the top, it displays 'Job Order Number: 0608123' and 'Job Order Status: EMPLOYER INCOMPLETE' in bold red text. Below this are buttons for 'Save - Incomplete', 'Save - Complete', 'Abandon Changes', 'Delete', 'Preview', and 'Email Preview'. The form is divided into sections: 'Company Info', 'Description', 'Requirements', 'Pay and Benefits', and 'Details'. The 'Description' section is active, showing a 'Job Title' of 'Janitor' and 'Number of Openings' of '3'. It includes a list of duties and responsibilities, a text area with a limit of 1500 characters (1360 entered), and a tip about using the O*NET Connector.

| Company Info | Description | Requirements | Pay and Benefits | Details |
|---|-------------|--------------|------------------|---------|
| <p>* Job Title: <input type="text" value="Janitor"/></p> <p>* Number of Openings: <input type="text" value="3"/></p> <p>* Duties and Responsibilities of Job:</p> <p>Describe the <u>essential</u> duties and responsibilities of this job, such as:</p> <ul style="list-style-type: none">• Machines, tools, equipment and materials involved• Services Performed• Working conditions and physical demands• Describe the job, not the person <p><i>Do not include information related to the job order worker requirements. Separate fields are provided for education and training requirements, drivers license and vehicle requirements, experience and qualifications and application instructions.</i></p> <p><input type="text" value="Clean and polish furniture and fixtures. Clean and restore building interiors damaged by fire, smoke, or water, using commercial cleaning equipment. Clean building floors by sweeping, mopping, scrubbing, or vacuuming them. Clean chimneys, flues, and connecting pipes, using power and hand tools. Clean laboratory equipment, such as glassware and metal instruments, using solvents, brushes, rags, and power cleaning"/></p> <p>Text Limit: 1500 Text Entered: 1360</p> <p>O*NET Connector</p> <p>Tip - To save time entering text into the above field you can cut and paste text from documents you already have created such as Word documents, etc.</p> | | | | |

A couple of tips as you are working on your job orders:

- The system will time-out after 45 minutes, so be sure to save your work as you go along. Please use the **Save-Incomplete** button every few minutes so that your work is not lost.
- When you are ready to send your job order to the local Job Center for final processing, use the **Save-Complete** button.

Incomplete Job Orders List

Incomplete job orders will be stored on the Incomplete Job Orders list. To access the job order again to finish it, click on the Job Title (blue hyperlink).

| Job Title | Job Order Date | Contact Name | Site & Address | Job Order Number |
|-------------------------|----------------|---------------|--|------------------|
| Janitor | 11/04/2005 | MELINDA BROCK | WINDFALL POTTERY 10345 WINTERGARDEN LN MADISON, WI 53704 | 0608124 |

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Completed Job Order

When you finish your job order and use the Save-Complete button, the red text shown below will appear at the top of the job order.

JobNet Business - Job Order

Job Order Number: 0608124

Job Order Status: EMPLOYER COMPLETE

You will not be able to change this order until it has been completed by local Job Center staff and placed on JobNet. However, you can add/change employer comments while this order is in Employer Complete Status. If other changes are necessary before then, please contact your local Job Center.

| Company Info | Description | Requirements | Pay and Benefits | Details |
|--|------------------|--------------|------------------|---------|
| Company Information If the Company Information shown below is not for the correct site, CLICK on the Find a Different Site button to select a new site. <input type="button" value="Find a Different Site"/> | | | | |
| Company Legal Name: | WINDFALL POTTERY | | | |
| UI Account Root: | 999777 | | | |

The completed job order appears on the Job Order Summary under "Awaiting Staff Approval". If you want to look at the order, click on the job order number (blue hyperlink).

JobNet Business - Job Order Summary By Site

WINDFALL POTTERY [Add Job Order](#)

Site: WINDFALL POTTERY

Incomplete
 Search Results: 0 Row(s) found

Awaiting Staff Approval
 Search Results: 1 Row(s) found

| Job Order Number | Job Order Date | Job Order Title | Contact Name | Site Trade Name | City |
|-------------------------|----------------|-----------------|----------------|------------------|---------|
| 0608124 | 11/04/2005 | Janitor | BROCK, MELINDA | WINDFALL POTTERY | MADISON |

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On JobNet
 Search Results: 4 Row(s) found

| Job Order Number | Job Order Date | Remaining Days On JobNet | Job Order Title | Contact Name | Site Trade Name | City |
|-------------------------|----------------|--------------------------|--------------------|----------------|------------------|---------|
| 0608112 | 10/27/2005 | 22 | Pottery Instructor | BROCK, MELINDA | WINDFALL POTTERY | MADISON |
| 0608114 | 10/17/2005 | 12 | Potter | ROGAN, BETSY | WINDFALL POTTERY | MADISON |
| 0608116 | 10/18/2005 | 13 | Gift Shop Clerk | ROGAN, BETSY | WINDFALL POTTERY | MADISON |
| 0608121 | 10/27/2005 | 22 | Pottery Trainee | BROCK, MELINDA | WINDFALL POTTERY | MADISON |

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Off JobNet May Reopen
 Search Results: 2 Row(s) found

| Job Order Number | Job Order Removed Date | Job Order Title | Contact Name | Site Trade Name | City |
|-------------------------|------------------------|-----------------|----------------|------------------|---------|
| 0608110 | 11/25/2005 | Potter | BROCK, MELINDA | WINDFALL POTTERY | MADISON |
| 0608111 | 11/16/2005 | Potter | BROCK, MELINDA | WINDFALL POTTERY | MADISON |

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Off JobNet No Reopen
 Search Results: 0 Row(s) found

Important Information

If you have questions about your job order, the contact information for the person handling your job order at the Job Center is shown at the top of the job order after it has been processed by Job Center staff.

The number of times a job order has been viewed by job seekers is tracked and displayed on the top of the job order. For definitions of the various counts, click on the More Information button.

JobNet Business - Job Order

Job Order Number: 0608112
 Job Order Serviced By: Dane County Job Center
 User2, Test2
 (608) 261-6394

Job Order Status: ON JOBNET
 This Job Order will be removed from JobNet in 21 days.

Staff Referral Count: 0 Self Referral Count: 0 Number of JobNet Hits: 0 [More Information](#)

[Save Changes](#) [Remove Job Order](#) [Abandon Changes](#) [Copy](#)

[Preview](#) [Email Preview](#)

| Company Info | Description | Requirements | Pay and Benefits | Details |
|--|-------------|--------------|------------------|---------|
| <p>Company Information</p> <p>If the Company Information shown below is not for the correct site, CLICK on the Find a Different Site button to select a new site. Find a Different Site</p> <p>Company Legal Name: WINDFALL POTTERY UI Account Root: 999777</p> | | | | |

Copy a Job Order

To copy a job order, use the Copy button on any order - open, closed, etc. Copying a job order saves you keying time. Just click on the Copy button on the job order and you will get an exact duplicate of the previous order, which you can edit to fit the job order you need to place.

JobNet Business - Job Order

Job Order Number: 0608112
Job Order Serviced By: Dane County Job Center
User2, Test2
(608) 261-6394

Job Order Status: ON JOBNET
This Job Order will be removed from JobNet in 21 days.

Staff Referral Count: 0 Self Referral Count: 0 Number of JobNet Hits: 0 [More Information](#)

[Save Changes](#) [Remove Job Order](#) [Abandon Changes](#) [Copy](#)

[Preview](#) [Email Preview](#)

| Company Info | Description | Requirements | Pay and Benefits | Details |
|---|------------------|--------------|------------------|---------|
| Company Information If the Company Information shown below is not for the correct site, CLICK on the Find a Different Site button to select a new site. Find a Different Site | | | | |
| Company Legal Name: | WINDFALL POTTERY | | | |
| UI Account Root: | 999777 | | | |

Remove a Job Order

The system will automatically remove job orders from JobNet based on the date you specify. If you wish to remove an order earlier than that date, click on the Remove Job Order button. The order is immediately removed from JobNet.

JobNet Business - Job Order

Job Order Number: 0608112
Job Order Serviced By: Dane County Job Center
User2, Test2
(608) 261-6394

Job Order Status: ON JOBNET
This Job Order will be removed from JobNet in 21 days.

Staff Referral Count: 0 Self Referral Count: 0 Number of JobNet Hits: 0 [More Information](#)

[Save Changes](#) [Remove Job Order](#) [Abandon Changes](#) [Copy](#)

[Preview](#) [Email Preview](#)

| Company Info | Description | Requirements | Pay and Benefits | Details |
|---|------------------|--------------|------------------|---------|
| Company Information If the Company Information shown below is not for the correct site, CLICK on the Find a Different Site button to select a new site. Find a Different Site | | | | |
| Company Legal Name: | WINDFALL POTTERY | | | |
| UI Account Root: | 999777 | | | |

Preview

To see how your job order will appear to job seekers on JobNet, click on the Preview button.

JobNet Business - Job Order

Job Order Number: 0608112
 Job Order Serviced By: Dane County Job Center
 User2, Test2
 (608) 261-6394

Job Order Status: ON JOBNET
 This Job Order will be removed from JobNet in 21 days.

Staff Referral Count: 0 Self Referral Count: 0 Number of JobNet Hits: 0 [More Information](#)

[Save Changes](#) [Remove Job Order](#) [Abandon Changes](#) [Copy](#)
[Preview](#) [Email Preview](#)

| Company Info | Description | Requirements | Pay and Benefits | Details |
|--|-------------|--------------|------------------|---------|
| <p>Company Information</p> <p>If the Company Information shown below is not for the correct site, CLICK on the Find a Different Site button to select a new site. Find a Different Site</p> <p>Company Legal Name: WINDFALL POTTERY UI Account Root: 999777</p> | | | | |

This is how your job order will appear to job seekers on JobNet.

[Back To Job Order](#)

Pottery Instructor
(Job Number 0608112)

Employer: WINDFALL POTTERY
 10345 WINTERGARDEN LN
 MADISON, WI 53704
www.windfallpottery.com

Work Site of Job: Dane County - Metropolitan Madison
Public Transportation: No
Pay: \$12.00 Per Hour to \$15.00 Per Hour
Duration/Usual Hours Per Week: Full-Time, 10 to 18 Hours Per Week

Shift/Work Days: Afternoons Shift
 Wednesday, Thursday, Friday

Number of Openings: 1

Minimum Requirements of Employer:

| | |
|---------------------------------------|--|
| Education: | Bachelor of Arts Degree Desired |
| Professional Licenses/Certifications: | No Licenses or Certifications Requested |
| Vehicle: | No Vehicle Requested |
| Drivers License: | |
| Type: | Class A - Commercial Motor Vehicle None Class B - Commercial Motor Vehicle None Class C - Commercial Motor Vehicle None Class D - Regular(Auto, Light Truck, Moped) None Class M - Motorcycle None |
| Endorsements: | No Endorsement Requested |
| Age: | No Age Requested |
| Experience: | No Experience Requested |
| Qualifications: | No Qualifications Requested |

Duties and Responsibilities of the Job:
 Teach middle school students to mold clay into ware as clay revolves on potter's wheel. Adjusts speed of wheel according to feel of changing firmness of clay. Moves piece from wheel to dry. Positions ball of clay in center of potters wheel. Pulls wire through base of article and wheel to separate finished piece. Raises and shapes clay into ware, such as vases, saggars, and pitchers, on revolving wheel, using hands, fingers, and thumbs. Smooths surfaces of finished piece, using rubber scrapers and wet sponge. Starts motor, or pumps treadle with foot to revolve wheel. Verifies size and form, using calipers and templates.

Benefits:

| | |
|-------------------------|-------------------------------------|
| Insurance: | Health Insurance |
| Leave and Holidays: | Sick Leave, Vacation, Paid Holidays |
| Retirement & Financial: | 401K Plan |
| Education and Training: | Paid Training |

Company Profile:
 Windfall Pottery manufactures beautiful handmade pottery and ironware.

How To Apply:
 Apply In Person

Manage Company Records

The Manage Company Records feature allows you to update your business's information. Click on the hyperlink (blue text) to make the changes. To add a new site, click on the Add Site button.

JobNet Business - Site List

Profile Trade Name: **WINDFALL POTTERY**
UI Root: **999777**

Search Results: 3 Row(s) Found

| Site Trade Name | Address & Phone | Site # | Active |
|----------------------------------|--|--------|--------|
| WINDFALL POTTERY | 10345 WINTERGARDEN LN MADISON, WI 53704 (608) 244-6541 | | YES |
| WINDFALL POTTERY | 212 MAPLE AVE MINERAL POINT, WI 53566 (608) 987-7896 | | YES |
| WINDFALL POTTERY | 2379 GALENDA RD PLATTEVILLE, WI 53587 (608) 348-4563 | | YES |

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NOTE: If a site has moved, please click on the Trade Name associated with the site as shown above. Do not add a new site.

[Add Site](#)

Any of the information in the white text fields can be updated. When you have finished making changes, click on the Save button in the lower right corner.

JobNet Business - Company Information

Company Information

Trade Name: WINDFALL POTTERY
Legal Name: WINDFALL POTTERY
Ownership: Private

Site Information

* Trade Name: WINDFALL POTTERY
Note: If the trade name is different for this site, please change.

* Address: 10345 WINTERGARDEN LN

* City: MADISON

* State: WI

* Zip Code: 53704 - _____

Web Site Address: www.windfallpottery.com

* Telephone: (608) 244 - 6541

* County: Dane

Site Company Description:
Windfall Pottery manufactures beautiful handmade pottery and ironware.

Text Limit: 2000 | Text Entered: 70

of Employees: 3 As of: 10 / 07 / 2005

Product Service Description:
Handmade pottery and ironware.

Text Limit: 100 | Text Entered: 30

NAICS Code:
327112 - Vitreous China and Earthenware Articles
[Select NAICS ...](#)

Community Development Zone? Yes No
Enterprise Development Zone? Yes No

Application Instructions

How should applicants apply for this job? Check all that are applicable.

Apply In Person Fax a Resume
 Mail a Resume 5011 Work Application
 E-Mail a Resume Call For Appointment
 Apply Online Other

Additional Application Instructions: Enter additional instructions regarding the application process. Include a Contact Name, a Telephone or Fax Number, an E-Mail Address and/or a Mailing Address as appropriate.

Text Limit: 1500 | Text Entered: 0

[Save](#) [Cancel](#)

Manage Contacts

Use the Manage Contacts feature to update or add information. To view the information for a contact, click on the person's name. To view the contact persons for a particular site, click on the View Contacts by Site button. To add a contact, click on the Add Contact button.

JobNet Business - Contact List By Profile

Profile Name: WINDFALL POTTERY

Search Results: 4 Row(s) Found

| Contact Name(s) | JobNet Business Access(Y/N) |
|---------------------------------|-----------------------------|
| BROCK, MELINDA | Y |
| BUECHEL, GLORIA | Y |
| HILBERT, GEORGE | Y |
| ROGAN, BETSY | Y |

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[View Contacts By Site](#) [Add Contact](#)

Any of the information in the white text fields can be updated. When you have finished making changes, click on the Save button at the top or bottom of the screen.

JobNet Business - Contact

Save

Please select the sites that this contact works with:

Available Site List 2 Row(s) found

| Site Trade Name | Address & Phone | UI Root | Site # | Active |
|------------------|--|------------|--------|--------------------------|
| WINDFALL POTTERY | 212 MAPLE AVE MINERAL POINT, WI 53566 (608) 987-7896 | 0000999777 | Yes | <input type="checkbox"/> |
| WINDFALL POTTERY | 2379 GALENDA RD PLATTEVILLE, WI 53587 (608) 348-4363 | 0000999777 | Yes | <input type="checkbox"/> |

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[Check All](#) [Uncheck All](#) [Move Site to Selected List](#)

Selected Site List 1 Row(s) found

| Site Trade Name | Address & Phone | UI Root | Site # | Active |
|------------------|--|------------|--------|--------------------------|
| WINDFALL POTTERY | 10345 WINTERGARDEN LN MADISON, WI 53704 (608) 244-6541 | 0000999777 | Yes | <input type="checkbox"/> |

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[Check All](#) [Uncheck All](#) [Remove Site From Selected List](#)

Salutation:

* First:

Middle Initial:

* Last:

* Role, Title or Business Area:

* Street Address:

* City:

* State:

* Zip Code: -

* Telephone: - Extension:

Cell Phone: -

Fax: - Extension:

* E-Mail:

May we contact you at this address for general job center announcements?
 Yes No

Preferred Method of Contact:
 Telephone
 Email
 Fax
 In Person

[Clear Selection](#)

Contact Hiring Responsibility:

Text Limit: 200 | Text Entered: 0

Save

Request for Assistance

The Request for Assistance feature allows you to send a message to the Job Center. Check the items you need assistance with, and type your questions or comments in the Comments field. Click on the Submit button to send the request to the Job Center.

The screenshot shows a web application interface for 'JobNet Business - Initiate Request for Assistance'. On the left is a navigation menu with options like 'My Job Orders', 'My Company Information', and 'Request for Assistance'. The main form area is titled 'JobNet Business - Initiate Request for Assistance' and contains the following fields:

- Contact Information:**
 - * Role, Title or Business Area: HUMAN RESOURCES (dropdown)
 - Salutation: (dropdown)
 - * First: GLORIA (text)
 - Middle Initial: (text)
 - * Last: BUECHEL (text)
 - Account ID: WIEXTACC\WINDFALLPOTTERY2 (text)
 - * Telephone: 608 348 - 4563 (text) Extension: (text)
 - Cell Phone: (text) (text) - (text) (text) (text) (text) (text) (text)
 - Fax: (text) (text) - (text) (text) (text) (text) (text) (text)
 - E-Mail: Gloria@windfallpottery.com (text)
- * Request Type:**
 - Delete Contact Person
 - Labor Market Information
 - Forgot ID/Password
 - Name Change
 - General
 - Please Call
 - Human Resources Info
 - Tax Credit Information
 - Job Order Assistance
- Comments:** If applicable to this request, please enter any comments below. We would appreciate as much information as possible. (text area)
- Text Limit: 2000 | Text Entered: 0
- Submit button

Feedback

The Feedback feature allows you to send a message to the Job Center. Your name, telephone number and email address will be pre-filled. Type your comments or question in the Message text field. Click on the Send button to send the message to the JobNet Business Help Desk.

The screenshot shows a web application interface for 'JobNet Business - Feedback Email Form'. The form is titled 'Please provide the following information, then click Send:'. It contains the following fields:

- From:**
 - Your Name and Phone Number:* JANE SMITH, (608) 261-5839 (text)
 - Your Email Address:* jsmith@acmecorp.com (text)
- Message:** (text area)
- Text Limit: 5000 | Text Entered: 0
- Send button

System Report - Job Orders Removed

To view job orders removed from JobNet in the last 1-90 days, enter a number from 1 to 90 in the On or After text field, then click on the Search button. A list of orders matching the criteria will be displayed. To view a job order on the list, click on the job order number (blue hyperlink).

JobNet Business - Job Orders Removed

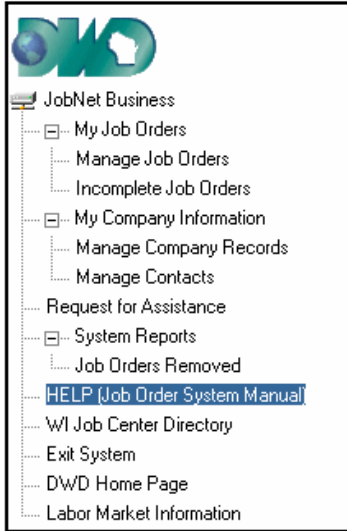
* On or After: Days (Enter a value up to 90 days)

Search Results: 2 Row(s) found

| JD Number | Removal Date | Job Order Title | Job Order Site Trade Name | Contact | Removed By |
|-------------------------|--------------|--------------------|---------------------------|----------------|------------|
| 0608116 | 11/04/2005 | Gift Shop Clerk | WINDFALL POTTERY | ROGAN, BETSY | Employer |
| 0608112 | 11/04/2005 | Pottery Instructor | WINDFALL POTTERY | BROCK, MELINDA | Employer |

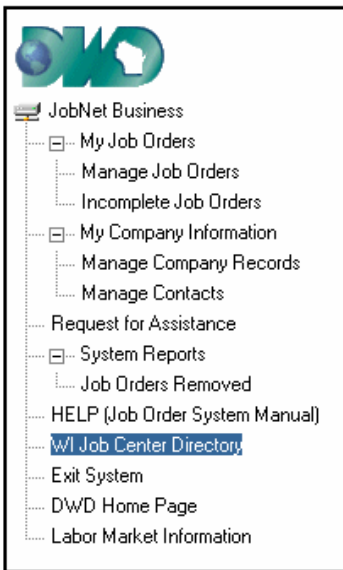
Page 1

HELP (Job Order System Manual)



The HELP link takes you to an online user manual. A separate window will open.

Statewide Job Center Directory

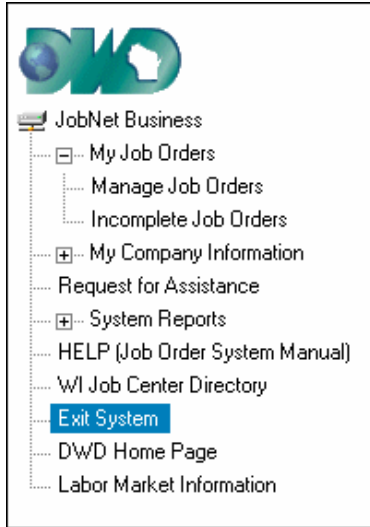


There is also a link to the statewide [Wisconsin Job Center Directory](#), to assist you in locating local Job Center's contact information.

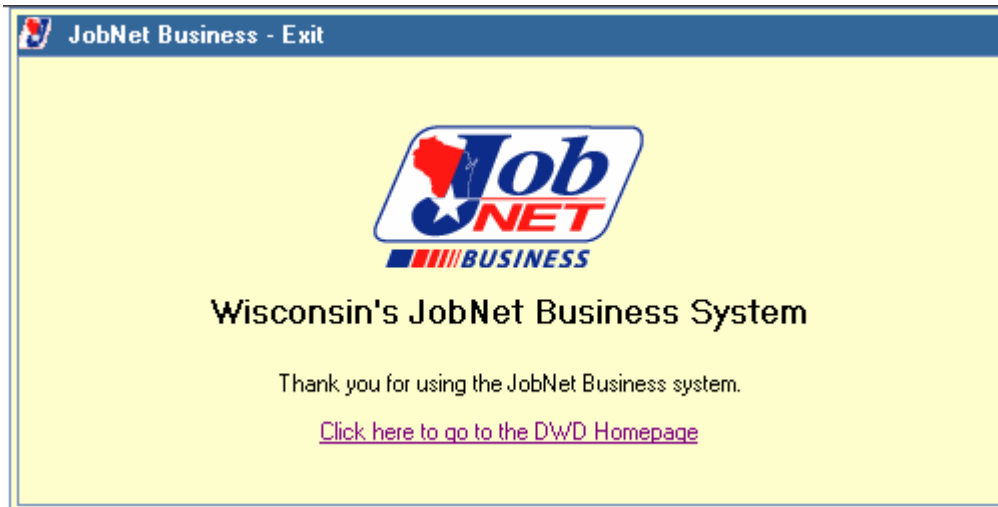
In Milwaukee please call the Milwaukee Employer Order Services Unit at 414-546-3300.

Exit System

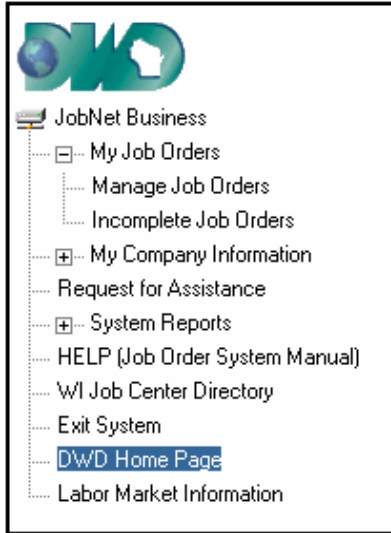
This link exits the system.



At this point you can use the link to go to the Department of Workforce Development's web page, or you can close your browser or navigate to another site.

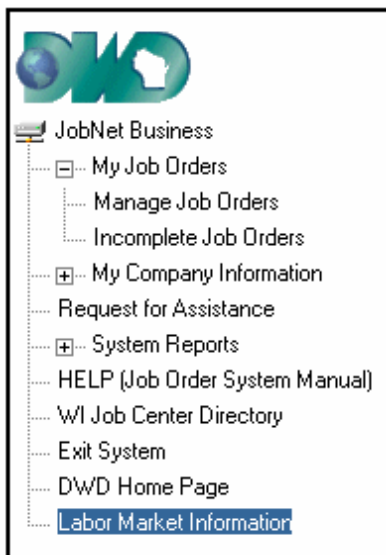


DWD Home Page



This link opens a new window and takes you to the [Department of Workforce Development's](#) home page.


Labor Market Information



This link opens a new window and takes you to the [WORKnet](#) site.

For Assistance

JobNet Business - Welcome



Welcome to Wisconsin's JobNet Business System

This web site is designed for use with Internet Explorer v6.0 or higher and Netscape v7.2 or higher. Using other browsers will not present the information properly. If the browser installed on your PC does not meet this standard, please upgrade your browser to a later version.

System Messages
Friday, November 04, 2005

[JobNet Business](#)

For JobNet Business assistance, contact your local [Job Center](#) or call 1-888/258-9966 toll-free to learn the phone number and address of your nearest Wisconsin Job Center.

For other **Business Services** provided by Wisconsin Job Centers go to www.wisconsinjobcenter.org/business

A link to the Job Center Directory is listed on the Welcome screen, along with the toll-free telephone number.

For other Business Services, click on the Wisconsin Job Center link.

Assistance in Creating a Job Description

For assistance in creating a job description, visit <http://www.onetcodeconnector.org>

The screenshot shows the O*NET Code Connector website. At the top, the logo for O*NET Code Connector is displayed, along with the text "Occupational Information Network" and "Code Connector". Below the logo, there are two main sections: "Keyword Search" and "Occupational Menu".

Keyword Search: This section includes a text input field for entering a word, phrase, or title to search for an O*NET-SOC occupation, followed by a red "SEARCH" button. Below the search field, there is a paragraph explaining that the list of alternate occupational or job titles is updated periodically to better reflect the world of work. A link "New to O*NET Code Connector?" is also present. At the bottom of this section, there are logos for "o-net OnLine" and "o-net Resource Center", and the "CAREER oneSTOP" logo.

Occupational Menu: This section lists various occupational groups as hyperlinks. The groups listed are: Architecture and Engineering; Arts, Design, Entertainment, Building and Grounds Cleaning and Maintenance; Business and Financial Operations; Community and Social Services; Computer and Mathematical; Construction and Extraction; Education, Training, and Library; Farming, Fishing, and Forestry; Food Preparation and Serving Related; Healthcare Practitioner and Technical; Healthcare Support; Installation, Maintenance, and Repair; Legal; Life, Physical, and Social Science; Management; Military Specific; Office and Administrative Support; Personal Care and Service; Production; Protective Service; Sales and Related; and Transportation and Material Moving.

On the right side of the Occupational Menu, there is a large logo for "Job NET BUSINESS" featuring a red outline of the United States map and a blue star.

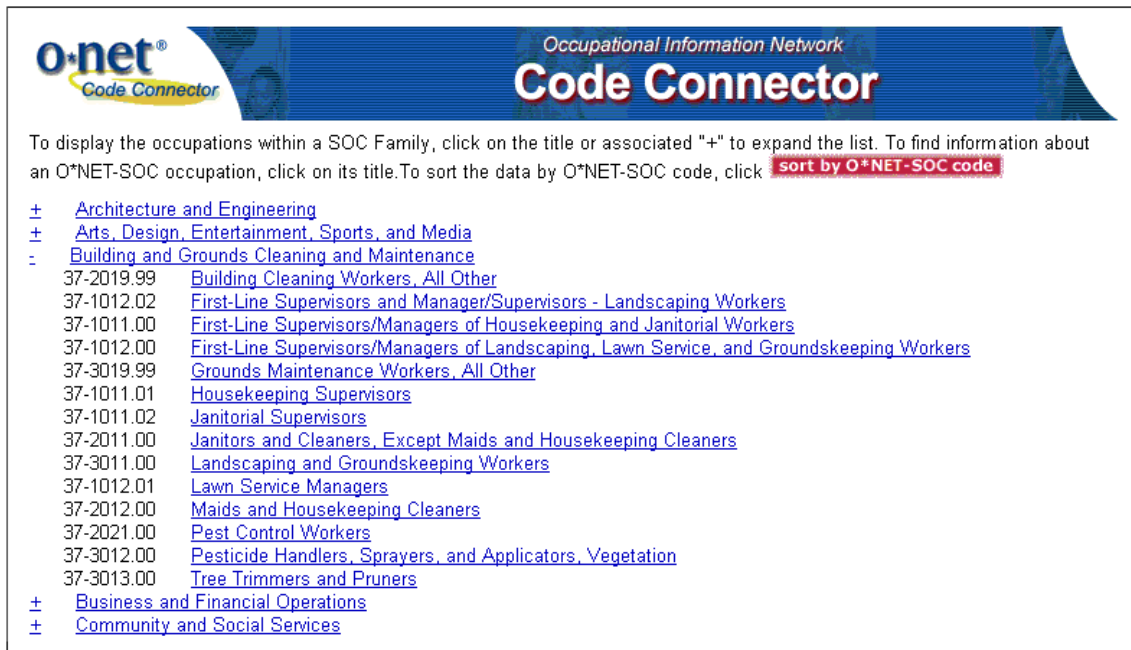
At the bottom of the page, there is a footer with the text: "Send your e-mail inquiries to [O*NET Information \(onet@ncmail.net\)](mailto:onet@ncmail.net) Copyright © O*NET Code Connector 2002" and "This website complies with U.S. Section 508 guidelines."

You can click on any occupational group, on the right, or type in an occupation in the text field, on the left.

For example, if you were looking for "janitor", you would click on the link for Building and Grounds Cleaning and Maintenance.

The Building and Grounds Cleaning and Maintenance group is broken down into a more detailed list.

To find the information for "janitor", click on the link for Janitors and Cleaners, Except Maids and Housekeeping Cleaners (8th one down on the indented list).



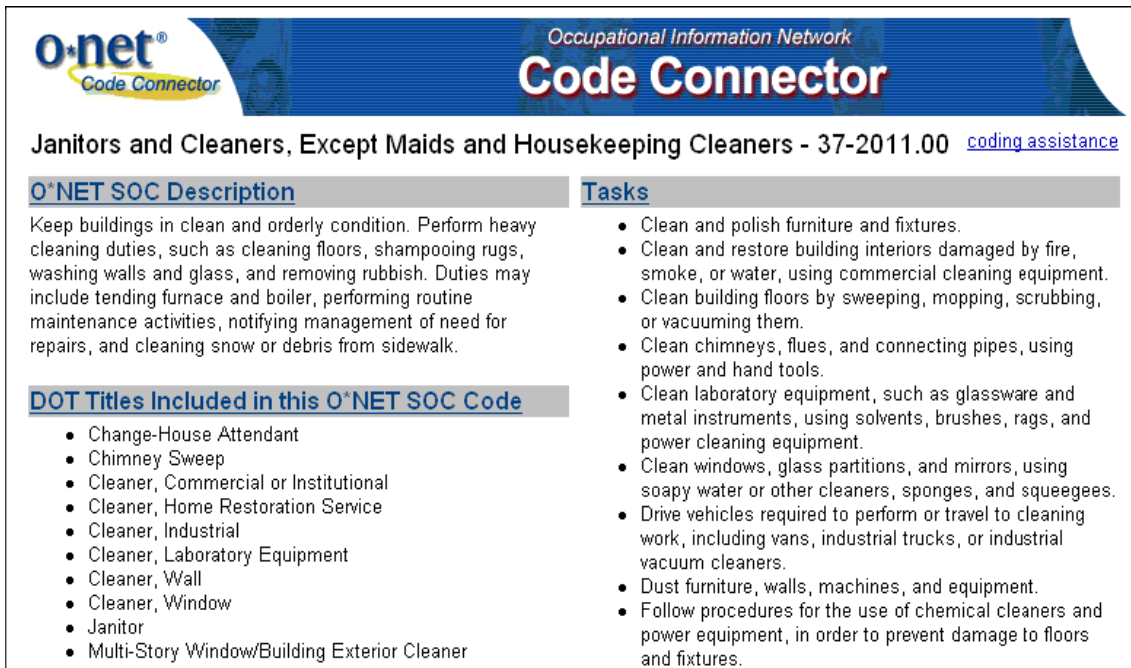
o-net® Code Connector Occupational Information Network **Code Connector**

To display the occupations within a SOC Family, click on the title or associated "+" to expand the list. To find information about an O*NET-SOC occupation, click on its title. To sort the data by O*NET-SOC code, click [sort by O*NET-SOC code](#)

- ± [Architecture and Engineering](#)
- ± [Arts, Design, Entertainment, Sports, and Media](#)
- [Building and Grounds Cleaning and Maintenance](#)
 - 37-2019.99 [Building Cleaning Workers, All Other](#)
 - 37-1012.02 [First-Line Supervisors and Manager/Supervisors - Landscaping Workers](#)
 - 37-1011.00 [First-Line Supervisors/Managers of Housekeeping and Janitorial Workers](#)
 - 37-1012.00 [First-Line Supervisors/Managers of Landscaping, Lawn Service, and Groundskeeping Workers](#)
 - 37-3019.99 [Grounds Maintenance Workers, All Other](#)
 - 37-1011.01 [Housekeeping Supervisors](#)
 - 37-1011.02 [Janitorial Supervisors](#)
 - 37-2011.00 [Janitors and Cleaners, Except Maids and Housekeeping Cleaners](#)
 - 37-3011.00 [Landscaping and Groundskeeping Workers](#)
 - 37-1012.01 [Lawn Service Managers](#)
 - 37-2012.00 [Maids and Housekeeping Cleaners](#)
 - 37-2021.00 [Pest Control Workers](#)
 - 37-3012.00 [Pesticide Handlers, Sprayers, and Applicators, Vegetation](#)
 - 37-3013.00 [Tree Trimmers and Pruners](#)
- ± [Business and Financial Operations](#)
- ± [Community and Social Services](#)

Detailed information is displayed for the janitor occupation. The information can be copied and pasted from O*Net Code Connector to the job order, then edited to fit your situation.

O*Net is an excellent source of information for developing job descriptions because it describes the **job**, not the **person**.



o-net® Code Connector Occupational Information Network **Code Connector**

Janitors and Cleaners, Except Maids and Housekeeping Cleaners - 37-2011.00 [coding assistance](#)

| O*NET SOC Description | Tasks |
|--|--|
| <p>Keep buildings in clean and orderly condition. Perform heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish. Duties may include tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs, and cleaning snow or debris from sidewalk.</p> | <ul style="list-style-type: none"> • Clean and polish furniture and fixtures. • Clean and restore building interiors damaged by fire, smoke, or water, using commercial cleaning equipment. • Clean building floors by sweeping, mopping, scrubbing, or vacuuming them. • Clean chimneys, flues, and connecting pipes, using power and hand tools. • Clean laboratory equipment, such as glassware and metal instruments, using solvents, brushes, rags, and power cleaning equipment. • Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees. • Drive vehicles required to perform or travel to cleaning work, including vans, industrial trucks, or industrial vacuum cleaners. • Dust furniture, walls, machines, and equipment. • Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures. |
| <p>DOT Titles Included in this O*NET SOC Code</p> <ul style="list-style-type: none"> • Change-House Attendant • Chimney Sweep • Cleaner, Commercial or Institutional • Cleaner, Home Restoration Service • Cleaner, Industrial • Cleaner, Laboratory Equipment • Cleaner, Wall • Cleaner, Window • Janitor • Multi-Story Window/Building Exterior Cleaner | |

To search by keyword, type the name (or portion of the name) of the job title in the Keyword Search field, then click on the Search button.

Keyword Search
Enter a word, phrase, or title to search for an O*NET-SOC occupation:

janitor **SEARCH**

To narrow or broaden the scope of your search, you may wish to experiment with the word, phrase, or title you submit. Our list of alternate occupational or job titles is updated periodically to better reflect the world of work. Search results may vary over time as a result.

[New to O*NET Code Connector?](#)

Occupational Menu

- [Architecture and Engineering](#)
- [Arts, Design, Entertainment, Sports, and Media](#)
- [Building and Grounds Cleaning and Maintenance](#)
- [Business and Financial Operations](#)
- [Community and Social Services](#)
- [Computer and Mathematical](#)
- [Construction and Extraction](#)
- [Education, Training, and Library](#)
- [Farming, Fishing, and Forestry](#)
- [Food Preparation and Serving Related](#)
- [Healthcare Practitioner and Technical](#)
- [Healthcare Support](#)
- [Installation, Maintenance, and Repair](#)
- [Legal](#)
- [Life, Physical, and Social Science](#)
- [Management](#)
- [Military Specific](#)
- [Office and Administrative Support](#)
- [Personal Care and Service](#)
- [Production](#)
- [Protective Service](#)
- [Sales and Related](#)
- [Transportation and Material Moving](#)

Send your e-mail inquiries to [O*NET Information \(onet@ncmail.net\)](mailto:onet@ncmail.net) Copyright © O*NET Code Connector 2002

This website complies with U.S. Section 508 guidelines.


A list of matches will be displayed. Click on the link (under Occupations) for the occupation that you think most closely matches what you are looking for.

Search Results for janitor

Occupations are ranked based on how well they matched the keyword. The table below also indicates whether the keyword was found in the title, lay titles, description, tasks, or detailed work activities of each occupation. To find information about an occupation, click on its title.

| Score | Occupation | O*NET SOC Code | O*NET SOC Title | Lay Titles | O*NET SOC Description | O*NET SOC Tasks | Detailed Work Activities |
|-------|--|----------------|-----------------|------------|-----------------------|-----------------|--------------------------|
| 100 | Janitorial Supervisors | 37-1011.02 | ✓ | ✓ | ✓ | ✓ x4 | |
| 67 | Janitors and Cleaners, Except Maids and Housekeeping Cleaners | 37-2011.00 | ✓ | ✓ | | | |
| 45 | First-Line Supervisors/Managers of Housekeeping and Janitorial Workers | 37-1011.00 | ✓ | | | | |
| 5 | Private Sector Executives | 11-1011.02 | | | | ✓ x1 | |

The detailed information for janitor will be displayed. This is the same screen that was displayed when using the Occupational Menu.

| | | | |
|--|--|--|--|
|  | | <i>Occupational Information Network</i> Code Connector | |
| Janitors and Cleaners, Except Maids and Housekeeping Cleaners - 37-2011.00 coding assistance | | | |
| O*NET SOC Description | | Tasks | |
| Keep buildings in clean and orderly condition. Perform heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish. Duties may include tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs, and cleaning snow or debris from sidewalk. | | <ul style="list-style-type: none">• Clean and polish furniture and fixtures.• Clean and restore building interiors damaged by fire, smoke, or water, using commercial cleaning equipment.• Clean building floors by sweeping, mopping, scrubbing, or vacuuming them.• Clean chimneys, flues, and connecting pipes, using power and hand tools.• Clean laboratory equipment, such as glassware and metal instruments, using solvents, brushes, rags, and power cleaning equipment.• Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees.• Drive vehicles required to perform or travel to cleaning work, including vans, industrial trucks, or industrial vacuum cleaners.• Dust furniture, walls, machines, and equipment.• Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures. | |
| DOT Titles Included in this O*NET SOC Code | | | |
| <ul style="list-style-type: none">• Change-House Attendant• Chimney Sweep• Cleaner, Commercial or Institutional• Cleaner, Home Restoration Service• Cleaner, Industrial• Cleaner, Laboratory Equipment• Cleaner, Wall• Cleaner, Window• Janitor• Multi-Story Window/Building Exterior Cleaner | | | |

For questions or assistance with job order placement or using O*Net, contact your nearest Wisconsin Job Center.

For the location nearest you, call toll-free 888-258-9966, or link to www.wisconsinjobcenter.org/directory.