19: Manage Labor Exchange

The Manage Labor Exchange component provides staff the necessary tools to manage job placements, manage custom sets of required job skills, and manage a list of prohibited job search words.

To access the labor exchange component:

- Select Manage Labor Exchange from the Staff Services screen or the Navigation menu. The Manage Labor Exchange Options screen is displayed.

From this screen, you can:

- **Make Mass Job Referrals** – Find multiple jobs, find an individual candidate, and make the mass job referrals to candidate and employer. (See page 19-2.)
- **Make Mass Candidate Referrals** – Find multiple candidates (or résumés) and refer them to an employer for a specific job. (See page 19-10.)

![Manage Labor Exchange Options Screen](image-url)
• Enter Referral Results – Find jobs with referrals, view the job order data, and the applicant information for all referred applicants, and change the applicant status. (See page 19-11.)

• Referrals Pending Review – Find candidates who have indicated (while trying to apply for a “suppressed” job that must go through a staff member), that they want to be referred for a job by a staff member, so that they can submit an application. The staff member can then make the referral. (See page 19-14.)

• Job Candidate Follow Up – View candidates who are flagged for follow up on job order referrals that could not be done at the time due to lack of data, accessibility of the candidate or employer, or a set referral limit. Staff can view the listed candidates for referral, view job details, make the referral, or delete the referral/follow up. (See page 19-17.)

• Create / Modify Job Skill Sets – Create new skill sets or edit existing skill sets that can be used for applying to individual occupations. (See page 19-19.)

• Manage External Jobs – Use tools to manage which external jobs appear in the system (through excluding jobs, employer names, job numbers, or by invalid words that might appear on external jobs. (See page 19-23.)

Mass Job Referrals

The option to make Mass Job Referrals on the Manage Labor Exchange menu and the option to Search for Jobs on the Manage Job Orders menu use the same functions. They both let you search for job orders, view the jobs (as desired), select one or many of the job orders to refer to candidates, search for matching résumés/candidates, view data about the candidates, and select a candidate.

When you select Manage Labor Exchange → Mass Job Referrals or Manage Job Orders → Search for All Jobs you will:

△ Select the option.
The multi-tab Job Search is displayed, with Advanced Job Search tab selected.
(See Appendix A – Common System Tools for details.)
Enter job search parameters and click **Search** (e.g., Preferred Employers in a county). Jobs are displayed in the Search Results screen. From this screen you can:

- Click the job name to see details on the job—along with accessing all other links from the job detail page.
- Pick jobs you want to refer to candidates.

Check the Refer boxes (for jobs you want to refer to a candidate) and click the **Refer** link.

Click the button for the option you want to use to identify the candidate to whom you will refer the jobs. The buttons are under the headings:

- Refer Only Candidates with Résumés (the **Search Résumés** button).
- Refer Candidates With or Without Résumés (the **Search Candidates** button).
- Refer Currently Managed Individual (the **Select NAME** button).

From **Manage Labor Exchange ▶ Mass Job Referrals**, the emphasis is on referring jobs from a job search (described in the following sections on “Assigning Referrals to Job Orders: and “Finding a Candidate for the Job Order Referrals”). For more on searching for and selecting multiple jobs from the search results see “Search for Jobs” in the previous chapter, or the details on Advanced Search for an Individual in chapter 2.

**Assigning Referrals to Job Orders**

After you have completed your job order search, a Job Order Search Results screen displays with a column of check boxes to select the jobs you want to refer to a candidate.

When you check Refer boxes and click the **Refer** link, the selected jobs are listed with the options for finding the candidate you to whom you will refer the jobs.

**Finding a Candidate for the Job Order Referrals**

After you have searched for jobs, identified the job to be referred, and clicked the **Refer** link, a screen with options for finding the candidates is displayed.
Referral Candidate Selection Screen

From this screen, select the search you want to perform to find the candidate to whom you will refer the jobs:

- **Select Name** – This displays only when you are already assisting an individual. It goes directly to the Referral Details screen.
- **Search Résumés** – This starts the résumé search process (Geographic search, Candidate Ranking Criteria search), and displays a list of active résumés (and their candidates) as a Result screen. When you click the Refer link from the Result screen, it goes to the Referral Details screen.
• **Search Candidates** – This starts the candidate search process (Geographic search, Advanced Candidate Search) and displays a list of candidates as a result screen. When you click the Refer link from the result screen, it goes to the Referral Details screen.

<table>
<thead>
<tr>
<th>Name and Location</th>
<th>Source</th>
<th>Résumé Title</th>
<th>Résumé Status</th>
<th>Résumé Modified Date</th>
<th>Education Level</th>
<th>Desired Salary</th>
<th>Action</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>CINDY S FUTCH Hernando County, Florida</td>
<td>Employ Florida</td>
<td>CERTIFIED NURSING ASSISTANT</td>
<td>Active, Online</td>
<td>9/13/2016 4:55:00 PM</td>
<td>High School Diploma</td>
<td>$9.50 hourly ($20,000 annually) or more</td>
<td>Details</td>
<td>☐</td>
</tr>
<tr>
<td>LARONDA V CALLOWAY</td>
<td>Employ Florida</td>
<td>Customer Service</td>
<td>Active, Online</td>
<td>9/13/2016 7:35:00 PM</td>
<td>Vocational School Certificate</td>
<td>$12.00 hourly ($25,000 annually) or more</td>
<td>Details</td>
<td>☐</td>
</tr>
<tr>
<td>JESSIE O STOPPHELBEIN Hernando County</td>
<td>Employ Florida</td>
<td>2011 resume</td>
<td>Active, Online</td>
<td>9/13/2016 7:25:00 PM</td>
<td>High School Equivalency Diploma</td>
<td>$9.50 hourly ($20,000 annually) or more</td>
<td>Details</td>
<td>☐</td>
</tr>
<tr>
<td>Michael A Mantico Broward County, Miami-Dade County</td>
<td>Employ Florida</td>
<td>construction</td>
<td>Active, Online</td>
<td>8/6/2016 4:55:00 PM</td>
<td>High School Diploma</td>
<td>$14.50 hourly ($30,000 annually) or more</td>
<td>Details</td>
<td>☑</td>
</tr>
<tr>
<td>Deandre C Holmes Miami-Dade County</td>
<td>Employ Florida</td>
<td>Construction Laborer</td>
<td>Active, Online</td>
<td>9/3/2016 6:52:00 PM</td>
<td>High School Equivalency Diploma</td>
<td>ANY</td>
<td>100%</td>
<td>Details</td>
</tr>
</tbody>
</table>

*Candidate Search Results Screen – Refer Selected Candidates*

**Referral/Notifications Details Screen**

After selecting the job orders and the candidates for the referrals, a detail screen displays for entering the referral information.

From the Referral Details Screen, the staff member can streamline communications to employers and prospective candidates for the employer’s posted positions. From this screen, staff can:

• Select the LWIA/Region, the Position, and the Location Office for the staff member handling the referral.
Referral Details Screen (Employer and Job Seeker Notification)

- Select the Notification type. Select who will receive system notification of the job and individuals that have been matched (the job seeker, the employer, or both).
- Select the Referral type. Officially refer the job seeker(s) to the employer(s), and identify the notification type that accompanies the referral.
- Select the Referral Type Notification Delivery.
- Based on Notification and Referral Type, other information screen groups are displayed.
- Select and fill in the fields for the displayed screen groups.
- Click Save.

When the process completes, a confirmation screen is displayed.

**Note:** Referrals are counted as official, staff assisted applications for employment in Wagner-Peyser. Notifications to an employer can only be made when preferred job orders were chosen for the referral.

The following topics discuss the sections of the Referrals/Notifications Detail screen that display based on the staff entries.
Notification to Send to Employer
This section enables staff to send an employer a message about the candidate.
From this section, you can do the following:

- Select the option to not send a notification to an employer or select the option to notify the employer of the Available Applicant. You may only select one of these two options.
- You may have the messages delivered to the employer’s message center and/or the employer’s email. To email the notification, the employer must have entered a contact email address when they registered with Virtual OneStop.
- The textbox lets you enter the message that will be sent to the employer, as shown in the following figure.

Employer Follow Up
This section of the screen allows you to send an employer a follow-up message about the candidate.
From this section, you can do the following:

- Click the option to not send a follow-up message to the employer, or
- Click the option to send an automated message to the employer. If you decide to send a follow-up message, a drop-down will display for you to indicate how many days to wait before sending the message.
- The textbox lets you enter the message to be sent to the employer as a follow-up.

Notification to Send to Job Seeker
This section of the screen allows you to send the job seeker a message about the referral.
From this section, you can do the following:

- Select the option to not send a notification about the referral to the job seeker, select the option to send the notification about the job availability, or notify the job seeker of the application made. You may only select one of these options.
You may have the messages delivered to the job seeker’s message center and/or the job seeker’s email. To email the notification, the job seeker must have entered a contact email address when they registered with Virtual OneStop.

The textbox lets you enter the message that will be sent to the job seeker.

You may use the Spell Check link to check for any spelling errors.

If you have predefined messages in your system, you may click the Insert Message link to add a message. A list with your predefined messages will display and allow you to select a message.

You may preview how the message will look when the job seeker receives it by clicking the Preview Message link.

The Clear Message link will clear any information in the textbox.

### Notification to Job Seeker Section

This section of the screen allows you to send the job seeker a follow-up message about the referral. From this section, you can do the following.

- Select the option to not send a follow-up message to the job seeker or select the option to send an automated message to the job seeker. If you decide to send a follow-up message, the system will activate the drop-down list to choose in how many days the message should be sent.
- The textbox lets you enter the follow-up message that will be sent to the job seeker.
- You may use the Spell Check link to check for any spelling errors.
- If you have predefined messages in your system, you may click the Insert Message link to add a message. A list with your predefined messages will display and allow you to select a message.
- You may preview how the message will look when the job seeker receives it by clicking the Preview Message link.
- The Clear Message link will clear any information in the textbox.

### Job Seeker Follow-Up Section
After you have selected a message to be sent to the employer and/or the job seeker, click the Save button at the end of the page (below the Referral Evaluation area).

The system will send your referral and messages, and redisplay the Referral Evaluation as a summary page for your review, along with options to choose other candidates or jobs for referral.

**Note:** The Evaluation column (in Referral Evaluation, above) will also include a reason, if applicable, if the referral cannot be made because a job seeker does not have a completed Wagner-Peyser application, nor an open participation record (as in the figure below, for two applicants who merely had a Registered Only status in their Wagner-Peyser application).

Depending on your site, a configuration may exist which automatically moves the job seeker to the next edibility status, and allows a referral to job seekers in the Registered Only status. Consult your project manager, if you are unsure about this configuration on your site.
Mass Candidate (Résumé) Referrals

The option to make Mass Candidate Referrals on the Manage Labor Exchange menu follows the same screens and logic as the previous section on making job referrals. Only the order changes; you find/select the candidates for referral, then the jobs to which they will be referred (rather than finding the job first then the candidate for referral). Both methods end with the same referral details screen for entering referral/notification details.

Both methods let you search for one or more candidates and refer them to one or more jobs.

Refer to the previous topic on making mass job referrals for details on the process for candidate selection, job selection, or entering the referral details.

When you select Labor Exchange ➤ Mass Candidate Referrals you will:

- Select the option to search candidates with online résumés, or all candidates.
- Enter search criteria and find candidates.
  - For **Search Candidates** (with or without résumés):
    - Enter criteria in the displayed Individual Search screen. (See Appendix A – Common System Tools for details.)
    - Click **Search**.
  - For **Search Résumés** (only candidates who have online résumés):
    - Enter criteria in the displayed Résumé Search screen (Advanced Résumé tab is the default) where you want to search for candidates (See Appendix A – Common System Tools for details.)
    - Click **Search**.

- Résumé summaries or candidate summaries are displayed in the Search Results screen. From these screens you can:
  - **Résumé Summary** – Click to see the résumés, skills, contact information, and other information (and save the résumé to your favorites list).
  - **Candidate Summary** – Click to open the Individual Details screen.
  - From either screen – Pick candidates you want to refer to a job.
- Check the Refer boxes for candidates you want to refer to a job, and click **Refer Selected Résumés/Individuals**.
- Click the button to Choose Job(s) to Refer the selected candidates to. The Geography Selection screen is displayed.
- Select the area where you want to search for a job. The Advanced Job Search tab is displayed.
- Enter job search parameters and click **Search**.
  - From this screen you can:
    - Click the job name to see details on the job – along with accessing all other links from the job detail page.
    - Click the Refer link to refer the selected candidate for the job.
- Click Refer to open the Referral/Notifications Details screen. (See page 19-5 above for details on the Referral and Notification screen.)
- Pick the referral type, enter referral data, and click **Save**.

When the referral process completes, a confirmation screen is displayed.
Entering Job Order Referral Results

The Enter Referral Results option on the Manage Labor Exchange screen lets staff find internal jobs with referrals, and record the results of the referrals (i.e., change the applicant status – the job order referral results – for specific the candidate applicants).

To enter or change job order results:

- On the Manage Labor Exchange options screen, click **Enter Referral Results**.
- On the Navigation menu, select **Manage Labor Exchange ➤ Enter Referral Results**.

A Job Order search screen displays as shown in the following figure.

**Note:** This is the same search screen as displayed for the **Manage Job Orders ➤ Manage Internal Job Orders** option. It does not have all of the Advanced Job Search options, and is designed for options that may be used for finding internal jobs.

- From this screen, specify the search criteria you want to use to find internal job orders. You must specify at least one search item.

**Note:** Two noteworthy criteria are the **Search for an O*NET code** link in the Job Occupation criteria section, and the Job Orders Review drop-down in the Staff Criteria section. When searching by O*NET occupation, you can search by occupation keyword, such as
“Accountant.” For a Job Orders Review search, you may want to search only for internal jobs that have not been reviewed by staff, as shown in the preceding example.

- Click the **Search** button to display job orders that meet the search criteria, and then continue with the following instructions for opening and working with job orders.

A screen appears that lists the job orders that meet the search criteria. The following example shows results for searching for job orders not yet reviewed by staff (in Summary view).

![Referral Results List Screen](image)

From this screen, you can perform the following tasks:

- To sort the list of job orders, click the column header you want to sort.
- If more job orders exist than can appear in a single screen, enter the screen/page number in the appropriate box and click the **Go** button, or click the appropriate arrow to move back or forward a screen.
- To view referral details, click the linked **Referrals** number. The following figure displays a sample of the screen that appears displaying the individuals referred to the employer for that job.
From this screen, you can enter job order referral results for the job applicant, as follows:

- Select the checkbox for the applicant you wish to enter referral results for, then click the Change Status link.
- Indicate where the applicant stands in the process by selecting options and dates in the Applicant Recruitment Stage area of the separate Recruitment Results screen that displays.
- Your selections in the Recruitment Stage section will activate options in the Applicant Summary section. For example, if you selected Yes for Hired in the Recruitment Stage section, you can enter the hired date, salary, and salary type for the applicant in the Applicant Summary section.
- Click Save Status to save the entry. Click Cancel if you do not want to save this entry.

Note: For more details on the field capabilities of this screen (e.g., Ratings, Notes, and Status), see the field descriptions by clicking on the Help icon, or see the topic “Job Applicants Tab” in chapter 10 - Manage Employers. For more details on the use of the Application Information area of the Job Order Information screen, see the topic “Internal Job Referrals” in chapter 4 - Manage Individuals.
Job Order Referrals Pending Staff Review

In some instances, employers can request that a job be suppressed. Employer contact information is suppressed and job seekers cannot apply directly for the posted job. Instead, one-stop staff filter applicants for a specific job order. (To accomplish this goal, employers select a display option on the Job Order Entry screen that suppresses contact data.)

For these orders, the individual job seeker can click a Please Have a Staff Person Contact Me button, which marks the order as a “referral pending staff review.”

When staff members choose Referrals Pending Review, they can search for candidates who have indicated that they want to be referred by a staff member for one of these suppressed jobs. They can then see the pending referral requests, select the job referral they wish to make, and enter the referral.

The first screen to search for pending referral requests that are linked to suppressed job orders currently in the system, lets staff search by criteria for the individual, employer and/or job order as indicated in the following figure:

To follow up on pending referrals:

- From Manage Labor Exchange options, click Referrals Pending Review.
  
  A Pending Referrals search screen displays:

- From this screen, specify the search criteria you want to use to find pending referrals.
  
  For example, if you are speaking to the individual, you can search on their criteria, or you can select a region to review all pending referrals in your area.
  
- Click the Search button to display job orders with pending referrals that meet the search criteria. This is a list of pending referral requests that are linked to suppressed job orders currently in the system.
  
- Click the link in the Action column to provide information needed to create a referral, identify not qualified data (i.e., decline the referral), or add other information related to the pending referral.
Then continue with the following instructions for opening and working with job orders.

- **Referrals Screen**

  *Before you determine whether the individual can be referred to the job order, or is not qualified, you can review the candidate’s credentials, view job details, or check he/she matches up, to make sure that he/she fits the job requirements. This can be done by the Job Number link, or the Background, Résumé, or Matches Up links under the Action column.*

  From the Pending Referrals screen, you can perform the following tasks:

  - **To sort the list of referrals**, you can click the column header you want to sort.
  - **To review the job order requirements**, click the link in the Job Number column that corresponds with the appropriate individual. A screen displays the job order details to help staff determine whether job requirements match the individual’s background.

  **Note:** The job details page displayed includes a staff information area listing who last reviewed the job order, and who initially entered it.

  **Under the Actions column:**

  - **To review a candidate’s suitability**, you can click the Background link that corresponds with the appropriate individual. A screen displays the individual’s Contact Data, Occupation Licenses, Education and Training, and his/her Employment History, to help you determine whether the individual is referred for the job. You can also click the Résumé or Online Application link to view their listed résumé data, click Matches Up to see a summary of how their skills compare with
those of the job, background and other requirements, or click the Questionnaire Response link to see how the candidate answered any employer questions.

- **To refer or deny the candidate’s requested referral**, you can click the Refer link or the Not Referred link, depending on which corresponds with the appropriate individual. A screen appears (similar to the following figure) that lets you determine how the individual is referred for the job and which notifications are sent, or why the individual cannot be referred.

**Note:** You cannot delete the request referral. If the candidate cannot be referred, you should select a Reason through the Not Referred link – even if the reason is that the job order is closed or filled already.

From the Referral Determination screen, you can perform the following tasks to refer the individual:

- In the **Staff Information** area, select the LWIA/Regions, the Office Location, and the Positions from which you are making the referral determination (all three are required).
- In the **Referral Type** area, indicate whether it will be a:
  - Referral only with no notification (i.e., staff provides the individual with employer contact data, and refers the individual to the job).
  - Referral with notification to employer only (i.e., staff refers the individual to the job, and also identifies details of the notification message to be sent to the employer).

  This second radio button opens additional screens. See the “Referral/Notifications Details Screen” topic for more on the Employer Notification/Follow Up message displayed for this.
- In the **Job Order to Refer** area, you can click the View link to see the entire Job Order details displayed in a separate window.
• In the **Job Seeker to be Referred** area, you can select a résumé to attach to the referral, from the individual’s stored résumés. You can also click the **View** link to see a complete, printable version of the résumé to be attached.
• Click the **Save** button to make the referral.

### Following Up on Job Order Candidates

Virtual OneStop allows staff users to flag job order referrals for follow-up. This can occur when staff cannot contact job seekers to formalize a referral, when there is insufficient information (e.g., no résumé), or for some other reason that the referral could not be completed at the time (e.g., the number of applicants referred was already at the employer’s limit, or the employer could not be contacted).

**Note:** This feature is only available when staff use **Manage Labor Exchange** ▶ **Mass Job Referrals** and conduct an individual search, NOT a résumé search for eligible candidates.

After establishing contact with these individuals, staff can modify the follow-up status by referring them to a desired job opening. The screen listing candidates for job referral follow-up lets you view job details, and continue to make the referral, or to delete the job referral follow-up if they no longer want a referral for this job.

![Referral Follow-up Search Screen](image)

**Referral Follow-up Search Screen**

To view any job orders for which candidates are flagged for follow-up:

• On the **Manage Labor Exchange** options screen, click **Job Candidate Follow Up**.
• On the Navigation menu, select **Manage Labor Exchange** ▶ **Job Candidate Follow Up**.

A Referral Follow-up Search screen appears (as shown below).
• Enter search criteria to narrow the search for candidates flagged for follow-up.
  A screen appears (as shown below) which displays the individuals marked for follow-up.

From the Follow-Up Candidate Results screen, you can:

• View an individual’s intake information, click View. A window displays the intake information.
• Remove an individual from the list, click the Delete link. The individual is removed from the list.
• View an individual’s referrals, click Referrals. A screen appears – similar to the figure below – that lists the referrals for that individual.

![Follow-Up Candidate Results Screen and Individual Referrals Status screen]

From the Individual Referrals Status screen, you can:

• Refer an individual to a job, by clicking Refer.
  See the previous topic on Referral/Notifications Details Screen for details on how to enter referral data.
• View the individual’s background information, by clicking View.
• View the job order details, by clicking View Job.
• Delete the follow-up, by clicking Delete. The job is removed from the list for that individual.
Create / Modify Job Skill Sets

Select **Job Skill Sets** from the Manage Labor Exchange screen or the Navigation menu. This displays a Staff Skill Sets screen:

<table>
<thead>
<tr>
<th>#</th>
<th>Skill Set Title</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Accounting Skills</td>
<td>Delete</td>
</tr>
<tr>
<td>2</td>
<td>Animal trainer</td>
<td>Delete</td>
</tr>
<tr>
<td>3</td>
<td>Checklist test analyzer</td>
<td>Delete</td>
</tr>
</tbody>
</table>

From the Staff Skill Sets screen you can see a list of the titles of existing skill sets created for you as a staff member. The screen lets you edit those skill sets or create new ones.

**Editing a Staff Skill Set**

Click the **Skill Set Title** to view the options selected for that skill set. The Editing Job Skills screen displays for that skill set. From this screen, you can perform the following functions:

- Select the tab for the job category you want to view or modify.
- For each job category, select the area link (or cursor down) to see the subcategory and click the box for the appropriate skills. You may deselect a selected skill by clicking the box to remove the check.
- Check or uncheck the listed skills to meet your requirements. To select all skills in the entire category, click **Check all Skills**. To clear all selections for the entire category, click **Uncheck all Skills**.
- When you finish reviewing all appropriate categories and subcategories, click the **Save Skills and Continue** button to save the skills and return to the skills screen.

**Note:** For more details, see the topic “Editing Job Skills” in the Employer Services User Guide. The process and screens used are identical whether editing the skills set of an individual, or a skill set created for a staff member’s use.

**Create/Add a New Skill Set**

To create a new skill set, click the **Add Skill Set** button. A screen appears – similar to the following figure – that lists options for creating a skill set.
From this screen, you can use the following options to create a skill set:

- **Analyze Skills** lets you customize a list of required skills by which to search for qualified candidate résumés. Refer to the following section for details.
- **Skill Matching** lets you select the required O*NET skills based on the selected occupation. For more information, see “Skills Matching” on page 19-21.

**Analyzing Skills**

When you select the Analyze Skills option, a screen lets you specify a skill set by selecting skills from a skill type and a list for that type (as indicated below).

![Job Skill Categories](image)

<table>
<thead>
<tr>
<th>Job Skill Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Skills (0)</td>
</tr>
<tr>
<td>Computers &amp; Mathematics (0)</td>
</tr>
<tr>
<td>Construction (0)</td>
</tr>
<tr>
<td>Education &amp; Social Services (0)</td>
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<tr>
<td>Entertainment &amp; Media (0)</td>
</tr>
<tr>
<td>Financial Services (0)</td>
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<td>Agriculture &amp; Wildlife (0)</td>
</tr>
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<td>Healthcare (0)</td>
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<tr>
<td>Management &amp; Office Services (0)</td>
</tr>
<tr>
<td>Science &amp; Engineering (0)</td>
</tr>
<tr>
<td>Service &amp; Sales (0)</td>
</tr>
<tr>
<td>Skilled Trades (0)</td>
</tr>
<tr>
<td>Transportation (0)</td>
</tr>
</tbody>
</table>

From this screen, you can perform the following tasks:

- Click the job category tab to review or select skills for the category, as described previously.
- For each job category tab selected, select the radio button for the subcategory and click the box for all appropriate skills. You may deselect a selected skill by clicking the box to remove the check.
- Check or uncheck the listed skills to meet your requirements. To select all skills in the subcategory, click Check all Skills. To clear all selections for the current skill type, click Uncheck all Skills.
- When you finish reviewing all appropriate categories and subcategories, click the Save Skills and Continue button to save the skills.
- After you have selected and saved the skills, a screen appears – similar to the following figure – that lets you specify a name for the skill set.
• Enter the skill set name in the Skill Set Description box and click the Save button. The skill set will then appear in the list on the Skill Set tab.

• If the job requires more than one skill type, click the skill set name from the list and use the Modify Skills link to include other skill types in the saved skill set. Start by selecting the tab for the job skill category, and then defining the skills in the subcategories.

Skills Matching
When you select the skills matching option, a screen appears that lets you select or search for an occupation on which to base the skill set. From this screen, you can choose one of the following occupational search methods:

• Option 1 – Select the occupation by keyword.
• Option 2 – Select a previously chosen occupation. To select a previously saved occupation, click the title from the list and click the Continue button.
• Option 3 – Select a new occupation from the occupational group drop-down list and then select from the detailed occupation list. Click the Continue button. Depending on the occupation, a screen may display that allows you to select from another occupational group list to refine the search.
• Option 4 – Select an occupation by O*NET code. The system lets you search for a desired occupation by O*NET Code. You may type a partial or whole code.

For the keyword option, click the Search button. A screen appears – similar to the following figure – that lets you select from the occupations associated with the keyword.

Click the link in the Occupation column to select an occupation and view the skills related to the occupation. From this screen, you can perform the following tasks:

• To modify the skill set, click the Modify Skills option for more information. For more information about modifying skills sets, see the "Working with Skill Sets in Your List" section.
• To save the skill set, click the **Continue** button. A screen appears that lets you specify a name for the skills match.
• Enter the skill set name in the Skill Set Description box and click the **Save** button. The skill set now appears in the list on the Skill Set tab. Other tools, such as Manage Résumés, can now use skill sets created in this section of the system.

**External Job Options**

Staff can select **External Job Options** to manage external jobs by excluding jobs that should not display in the system due to employer concerns, specific job information concerns, or problems that seem to be associated with a specific job (by number).

**Exclude by Employer Name**

This option lists those employers that are currently being excluded from the system's job search. To see if there are any job orders associated with an employer, click the **View** link. To remove an employer from the excluded list, click the **Delete** link for that employer. To add an employer name, select the **Add an employer name** button, which displays a basic screen for entering employer names.

Staff can exclude employers for a time period of **indefinitely**.
Exclude by Job Number

This option lists those job orders, by number, that are currently being excluded from the system’s job search. To display information about an excluded job order, click the View link. To remove a job order from the excluded list, click the Delete link for that job order. To add a job order, select the **Add a job order number** button, which displays a basic screen for entering job order numbers.

![Exclude by Job Number](image)

Exclude by Keyword

The exclusion by keyword (or Invalid Job Words) section is a basic screen for entering words (or word strings) into a list of words to use as a filter during job searches. When these word strings occur in the Job Title or Job Description areas for a job, the system will exclude that job from displaying in any job searches in the system.

![Exclude by Keyword](image)

Staff can use the View Jobs button to preview the jobs that will be excluded.
When you click the **Add a keyword** button, a screen is displayed for entering and saving an excluded keyword.

**Note:** The **View link** on the Excluded Keywords screen and the **View Jobs** button on the Add screen will perform a job search with the excluded keyword and show you the jobs that are being excluded from a normal search.