

WORKFORCE DEVELOPMENT DIVISION
Workforce Policy and Service Delivery Branch
Technical Assistance Bulletin 159

Program: Employment Services

Subject: WorkInTexas.com: *Send Job Match Alert* Link Replaces *Send Call-In* Link

Date: September 4, 2007

This Technical Assistance (TA) Bulletin provides Local Workforce Development Boards (Boards) with guidance on the new *Send Job Match Alert* link that replaces the *Send Call-In* link in WorkInTexas.com.

Note: A *Call-In* in WorkInTexas.com now is referred to as a *Job Match Alert*. All previous displays of the term *Call-In* have been replaced by the term *Job Match Alert*.

Previously, sending a *Call-In* to a job seeker required designated Texas Workforce Center staff to:

- produce a *Match Results* list of job seekers by running an open job posting match on behalf of an employer; and
- generate the *Call-In* by:
 - clicking on a job seeker's name in the *Match Results* list to open the job seeker's *Resume Details* page and determine if their experience and qualifications matched the job posting; and
 - exiting the job seeker's *Resume Details* page to go back to the *Match Results* list and click on the *Send Call-In* link for that particular job seeker.

Job Match Alert Process

To streamline the process, a new *Job Match Alert* link has been placed on the *Resume Details* page of matched job seekers. The *Send Call-In* link on the *Match Results* list page has been removed.

To generate a *Job Match Alert*:

- Log on to WorkInTexas.com and put an employer "in focus";
- Choose an open job posting and run a match to produce a *Match Results* list page of job seekers;
- Click on a job seeker's name in the *Match Results* list to open the job seeker's *Resume Details* page and determine if the job seeker's experience and qualifications match the job posting; and
- Click the *Send Job Match Alert* link if the job seeker is a good fit for the job. A *Job Match Alert* is automatically posted to the job seeker's account. WorkInTexas.com automatically returns to the previous location on the *Match Results* list page where *Job Match Alert Sent* now displays in the action column next to the job seeker's name.

Please distribute this information to appropriate staff. Direct inquiries regarding this TA Bulletin to the assigned contract manager for your local workforce development area.