

**WORKFORCE DEVELOPMENT DIVISION**  
**Workforce Policy and Service Delivery Branch**  
**Technical Assistance Bulletin 220**

**Keyword:**     **WorkInTexas.com**

**Subject:**     **New Job Posting Entry and Update Enhancement**

**Date:**        **December 4, 2009**

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This Technical Assistance (TA) Bulletin provides Local Workforce Development Boards (Boards) with information on the new:

- WorkInTexas.com job posting entry and update enhancement; and
- changes to the online display of job postings.

**New Job Posting Entry and Update Enhancement**

Job posting entry and update is an essential function of WorkInTexas.com.

The new enhancement reorganizes the job posting entry and update process from a single page containing all required information to a multipage process encompassing both required and optional information.

The new process makes it easier to provide more information about the job, which increases the quality of Texas Workforce Center staff- and employer-created job postings and improves job matching results.

The expected release date for the job posting entry and update enhancement is Thursday, December 17, 2009.

Boards are strongly encouraged to have appropriate staff outreach employers to inform them of these changes and to advise them that data entry of job postings will likely take more time until users become familiar with the new process.

The enhancement breaks the *Basic Job Posting* page into seven new pages:

- *General Details*
- *Job Description*
- *Occupation, Experience, and Education*
- *Job Requirements*
- *Pay, Workweek, and Benefit Details*
- *Contact Information*
- *Job Status and Employer Questions*

Other changes include the following:

- Term changes, e.g., *Custom Questions* becomes *Employer Questions*;

- Users have to complete the required elements on each page before they are allowed to proceed to the next page; and
- To update a job posting, users with edit permission first go to the new *Preview* page, which allows a user to view what has been entered for the job posting and includes update links for easy navigation.

### **New Online Display of Job Postings**

The appearance of job postings also is changed. New section headings include the following:

- Section 1: *General Information* (formerly *General Details*)
- Section 2: *Job Description* – job description, including pay, workweek, benefit details, and other pertinent information
- Section 3: *Job Requirements* – occupation, minimum experience, education, and license or certification requirements
- Section 4: *Additional Requirements* – e.g., computer skills, driver’s license type
- Section 5: *Preferred Skills* – describes the preferred skills and experience for each occupation selected within the job posting; does not display when skills are not selected

Other changes include the following:

- Once contact with an employer is made, the job seeker’s view of the job posting updates to include a *Contact Information* section, which then displays first.
- The *Contact Information* (employer view) and the *How to Apply* (job seeker view) pages are reorganized; items on these pages now display in the following order:
  - *Employer Name*
  - *Job Posting* (ID and Title)
  - *Employer Posting No.*
  - *How to Apply* instructions

Please distribute this information to appropriate staff. Direct inquiries regarding this TA Bulletin to [wfpolicy.clarifications@twc.state.tx.us](mailto:wfpolicy.clarifications@twc.state.tx.us).