

**WORKFORCE DEVELOPMENT DIVISION**  
**Workforce Service Delivery**

Technical Assistance Bulletin # 99

**Program: Veterans' Services**

**Topic: WorkInTexas Veteran Icon Enhancements**

**Date: May 27, 2005**

This Technical Assistance Bulletin addresses recent enhancements to the WorkInTexas.com labor exchange tracking system. The primary changes to WorkInTexas.com are the addition of a new Hire A Vet icon on selected screens and the capability for an employer to designate a job posting as Match Veterans Only.

**Employers and Staff in Employer View**

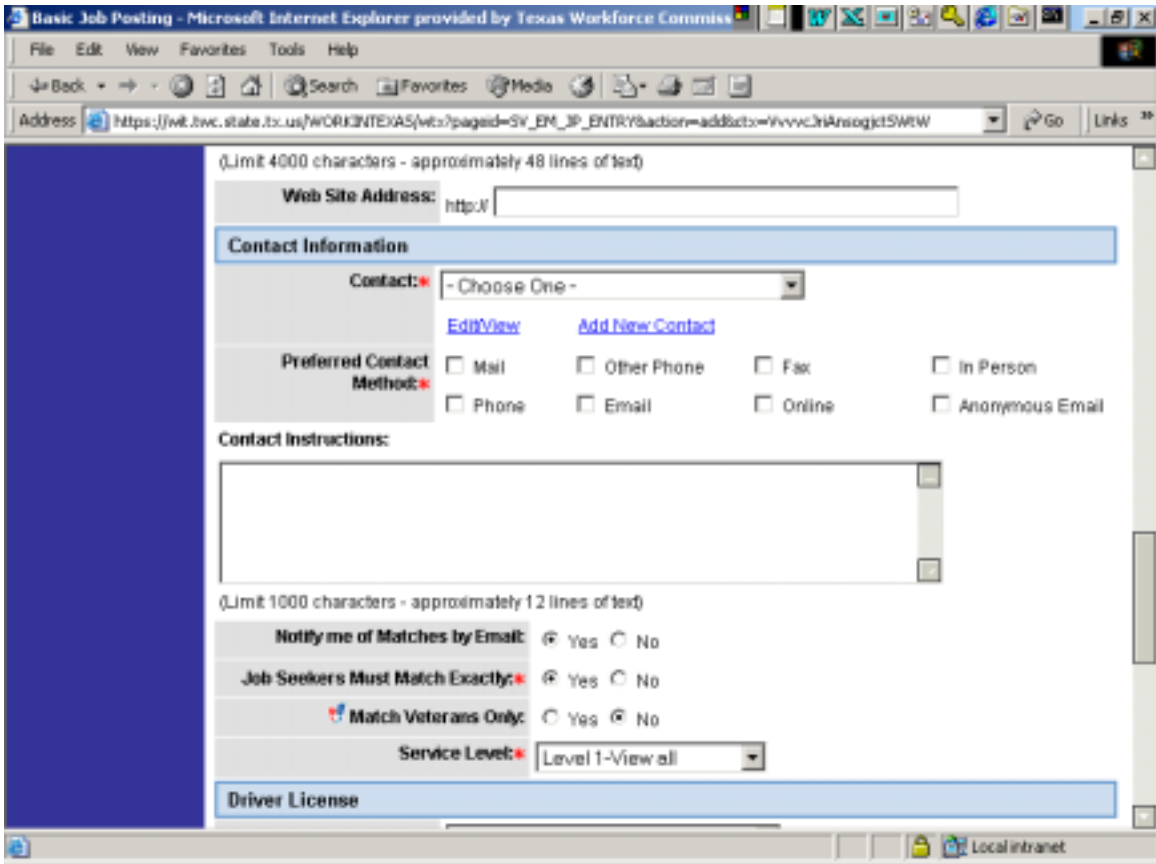
- Employers and staff creating or updating a job posting can designate that posting as Veterans Only by checking Yes in the Match Veterans Only field on the Basic Job Posting page (Attachment 1).
- Job postings designated for Veterans Only will contain the veterans only icon on the Job Posting Browse Results page (Attachment 2).
- Employers and staff on behalf of an employer can browse for job seekers and have the option to attach a non-veteran job seeker to a Veterans Only job posting.
- Employers can see the veteran icon on the following screens:
  - Job Seeker Browse Results (Attachment 3)
  - Job Posting Match Results (Attachment 4)
  - Job Contacts pages (Attachment 5)

**Job Seekers and Staff in Job Seeker View**

- Job Seekers can browse and see job postings designated as Veterans Only; however, a non-veteran job seeker cannot view the contact information for any Veterans Only job postings. The View Contact Information button on the Job Posting Details page does not display for non-veterans.
- Staff browsing on behalf of a non-veteran can not attach a non-veteran to a Veterans Only job posting.
- Neither the online nor the batch-match process matches non-Veteran job seekers to a Veterans Only job posting.

Direct inquiries regarding this Technical Assistance Bulletin to the assigned contract manager for your local workforce development area.

Attachment 1	Basic Job Posting
Attachment 2	Job Posting Browse Results
Attachment 3	Job Seeker Browse Results
Attachment 4	Job Posting Match Results
Attachment 5	Job Contacts



ATTACHMENT 1 Basic Job Posting page

Job Posting Browse - Results - Microsoft Internet Explorer provided by Texas Workforce Commission

File Edit View Favorites Tools Help

Address Links

My Home Page Employer **Job Seeker** System Administration Reports Site Help


Job Seeker Search Services **Browse Jobs** Account Maintenance Career Tools

New Search

### Job Posting Browse - Results [Help](#)

**Scroll down page to view results.**

**Tips:**

- If you want to run the search again you can name and save it below.
- You can click any underlined column heading to sort your results.
- Note for screen reader software: read this page in table mode to understand context of links.
-  This icon indicates that the job posting has been designated for veterans only.


**Selected Search Criteria**

**Occupational Category:** Business and Financial Operations; **Occupation:** Employment Interviewers, Private or Public Employment Service; **Status:** Open; **Region:** WacoTempleKilleen Region

**6 results found.** [Print All Results](#)

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**Search Results**

<u>Job Title</u>	<u>Employer</u>	<u>Location</u>	<u>Pay</u>
 <a href="#">Veterans Employment Rep II</a>	TEXAS WORKFORCE COMMISSION	WACO, TX	\$3,458.00 / month
<a href="#">Workforce Specialist II temp-fulltime/Teague</a>	HEART OF TEXAS WORKFORCE	TEAGUE, TX	\$11.37 / hour
<a href="#">Workforce Specialist II temp-fulltime/Hillsboro</a>	HEART OF TEXAS WORKFORCE	HILLSBORO, TX	\$11.37 / hour
<a href="#">Workforce Specialist II fulltime-</a>	HEART OF TEXAS	WACO, TX	\$11.37 / hour

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ATTACHMENT 2 Job Posting Browse Results

Job Seeker Browse Results - Microsoft Internet Explorer provided by Texas Workforce

File Edit View Favorites Tools Help

Back Address Links

My Workforce Center

**WORKINTEXAS**.COM

Logoff

My Home Page Post Match Jobs View Job Contacts **Browse Job Seekers** Maintain Account Recruiting Tools Site Help

New Search

My Saved Searches

### Job Seeker Browse Results

[Help](#)

**Scroll down page to view results.**

**Tips:**

- You must be registered with WorkinTexas.com and logged on before you can contact job seekers.
- You may save up to 15 different sets of search criteria for future use.

**Selected Search Criteria**

**Occupational Category:** Architecture and Engineering; **Occupational Subcategory:** Engineers; **Workweek:** Full Time - 30 hours or more per week; **Location:** 78757

Save Search As:  Save

224 Results found [Print All Results](#)

Page 1 of 9 [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [Next >](#)

**Search Results**

Job Seeker ID	Job Seeker	Occupation	Experience	Last Update Date	Job seeker information	Action
130009342	DEWHEIMER, WILLIAM	Industrial Engineers	31 yrs	Jan 27, 2005		<a href="#">View Job Seeker</a>
050001286	JACOBS	Mechanical	30 yrs 5 mos	Apr 06, 2005		<a href="#">View Job Seeker</a>

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ATTACHMENT 3 Job Seeker Browse Results

Match Results - Microsoft Internet Explorer provided by Texas Workforce Commission

File Edit View Favorites Tools Help

Address Links

My Workforce Center

**WORK FOR TEXAS**  
COM

Logoff

My Home Page **Post/Match Jobs** View Job Contacts Browse Job Seekers Maintain Account Recruiting Tools Site Help

Job Postings - Current  
Job Postings - Closed  
Add New Job Posting  
Manage Job Sites  
Manage Contacts

**Match Results** [Help](#)

**Job Title:** Executive Assistant **Job Posting ID:** 2208490  
**Employer:** CITY OF KILLEEN **Employer Posting No.:** 010-2305-418-05-087  
**Posted Date:** Apr 11, 2005 **Contact:** Human Resources  
**Contact Phone:** (254) 501-7830

**Scroll down page to view results.**

**23 results found.** [Print All Results](#)

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**Match Results**

Job Seeker ID	Job Seeker	Experience	Last Updated	Job Seeker Information	Action
010002360	THOMASCLARK, DAVINA C	8 yrs 0 mos	Apr 4, 2005		<a href="#">View Job Seeker</a> <a href="#">View Comparison</a>
050003152	BESS, VICKIE	8 yrs 3 mos	Mar 10, 2005		<a href="#">View Job Seeker</a> <a href="#">View Comparison</a>
050018158	MROWKA, DEE	8 yrs 3 mos	May 22, 2004		<a href="#">View Job Seeker</a> <a href="#">View Comparison</a>
120014190	GILKEY, INGRID L	8 yrs 3 mos	Jan 24, 2005		<a href="#">View Job Seeker</a> <a href="#">View Comparison</a>

https://wftest.twc.state.tx.us/WORKINTEXAS/wbr?pageid=CV\_COMPARISON&jobSeekerId=120014190&jobPost Local intranet

**ATTACHMENT 4 Job Posting Match Results**

Contacts - Microsoft Internet Explorer provided by Texas Workforce Commission

File Edit View Favorites Tools Help

Address Links

My Workforce Center

**WORK FOR TEXAS**  
COM

Logoff

My Home Page Post Match Jobs **View Job Contacts** Browse Job Seekers Maintain Account Recruiting Tools Site Help

**Contacts** [Help](#)

Employer: CITY OF KILLEEN Employer ID: 1020440

**Scroll down page to view results.**

**Tips:** Search for your job contacts by searching on either Employer Posting No. or Job Posting ID, or select the posting from Job Posting drop-down list.

Employer Posting No:  Search

- OR -

Job Posting ID:  Search

- OR -

Job Posting: 2208490: Executive Assistant Select

Job Posting Selected: 2208490: Executive Assistant [View Job Posting](#)

11 contacts found. [Print All Results](#)

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Date	Updated By	Job Seeker ID	Job Seeker Name	Status	Job Seeker Information	Action
Apr 13, 2005	Job Seeker	110010248	FORBES, DOROTHY	Pending		<a href="#">Change Status</a> <a href="#">View Job Seeker</a>

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ATTACHMENT 5 Job Contacts