Services

- With Service Tracking we have 72 services to choose from.
- Only 3 of those services correspond (directly) with the federal reports.
- We have many inconsistencies between the offices.
Discontinuing Service Tracking

- Friday, Sept 4th at 6pm we will be “shutting down” the service tracking forms.
- We will convert the services that were created into notes.
- We **will** re-activate the note screens.
- We **will not** bring back all of the note categories.
Conversion of Old Services

- 168,101 services to 47,056 clients will be converted to client notes.
- 12,210 services to 3,761 employers will be converted to Employer notes.
- 1,466 community notes. We are not sure what to do with these. Probably just delete them.
Seeker Notes

- We are limiting the Seeker note categories to 3 items.
  - Career Guidance
  - Job Search Activities
  - Workforce Information Services

- When a note is created, a service will automatically be created.

These 3 items are what we report on the Federal Reports.
Worker Profiling

- We are notifying Don Gilbert (UI) of these changes.
- We intend on having a note automatically created once the appointment is completed.
Employer notes

- We will limit the Employer note categories to 4 items.
  - Business Services
  - Foreign Labor
  - Human Resources
  - Networking / PR

We don’t report any services to the feds with Employer Information.
Foreign Labor

- We would add 6 purposes for the foreign labor program.
More Info

- The MontanaWorks User Manual has information on creating notes.

- We will add new information including a copy of this goto meeting on the page.

- Specific information about services reported to ETA.
Career Guidance

Participants who received services which include the provision of information, materials, suggestions, or advice which are intended to assist the job seeker in making occupation or career decisions during the reporting period.
Job Search Activities

- Participants who received services during the reporting period which are designed to help the job seeker plan and carry out a successful job hunting strategy. The services include resume preparation assistance, job search workshops, job finding clubs, and development of a job search plan. "Resume Assistance" - Providing instructions on the content and format of resumes and cover letters and providing assistance in the development and production of the same. "Job Search Workshops" - An organized activity that provides instructions on resume writing, application preparation, interviewing skills, and/or job lead development. "Job Finding Clubs" - have all the elements of the ES Job Search Workshop, plus a period of structured application where participants attempt to obtain jobs. "Job Search Planning" - Development of a plan (not necessarily a written plan) that includes the necessary steps and timetables to achieve employment in specific occupational, industry, or geographic area.
Participants who received staff assisted workforce information services during the reporting period including information on state and local labor market conditions; industries, occupations and characteristics of the workforce; area business identified skills needs; employer wage and benefit trends; short and long term industry and occupational projections; worker supply and demand; and job vacancies survey results. Workforce information also includes local employment dynamics information such as workforce availability; business turnover rates; job creation; and job identification of high growth and high demand industries.