

Notes for Staff Working at Oakhill Correctional Facility

ASSET

Under Manage Customers, on the Demographics tab, check the checkbox for the **Correctional Facility Inmate** field.

ASSET - Customer Details for Nancy Pollard (15693)

Save
Event History

Contact Details Demographics Military Service Case Management Info Job Center of Wisconsin

Demographics:

Ethnicity Hispanic or Latino: Yes No Unknown/undisclosed

* Race - Check at least one:

- American Indian or Alaskan Native
- Asian
- Black or African American
- Hawaiian Native or other Pacific Islander
- White
- Other
- Unknown/undisclosed

* Limited English language proficiency: Yes No No Response

* Individual with a disability:

Migrant Seasonal Farm Worker:

Correctional Facility Inmate:

Make all information about this customer confidential.

The **Planned release date** field will appear. It is a mandatory field. Enter a date up to 90 days in the future.

ASSET - Customer Details for Nancy Pollard (15693)

Save
Event History

Contact Details Demographics Military Service Case Management Info Job Center of Wisconsin

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Ethnicity Hispanic or Latino: Yes No Unknown/undisclosed

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- American Indian or Alaskan Native
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- Hawaiian Native or other Pacific Islander
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- Other
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* Limited English language proficiency: Yes No No Response

* Individual with a disability:

Migrant Seasonal Farm Worker:

Correctional Facility Inmate:

*** Planned release date: [mm/dd/yyyy]**

Make all information about this customer confidential.

When the inmate is released from the correctional facility, uncheck the **Correctional Facility Inmate** checkbox.

Job Center of Wisconsin

Inmates logging in from Oakhill Correctional Facility will see the following homepage:



- The social media icons have been removed.
- The employer buttons have been removed in the middle of the page.
- The Employer menu in the dark blue menu bar has been removed.

When the inmate is logged in, he will be restricted from using certain options:

- The email address in Step 1 of the resume cannot be updated.

An asterisk (*) denotes a required field.

1 2 3 4 5 6
Contact Job Profile Job History Education Availability Finish/Activate

Contact Information
Enter any missing information in the fields below. Review your information for accuracy, spelling, grammar, and capitalization errors.

* First Name:

* Last Name:

Middle:


* Email: (abc@def.com)

- The **Share Job Posting** email link has been removed.

Job Details

[Return to Job Search Results](#) - Returns you to the Job Search Results page.

police officer
(Job Number 000227000)

 **Print Job Posting**

[See all jobs by this employer](#)

Employer: ROME CONSULTING
1 MAIN ST
MADISON, WI 53719

- Inmates can save **Favorite Job Searches**, but cannot have new, matching jobs emailed to themselves. If the inmate chooses Daily or Weekly for frequency, the **Email Address** field is disabled.

My Favorite Job Search Information

An asterisk (*) denotes a required field.

* **My Search Name:**

If you would like to receive emails with new jobs that match your search criteria, make a selection from the menu below and provide your email address. Make sure your email address is current, and is formatted and spelled correctly. An email is sent only when there are new, matching jobs. You will not receive an email when there are no new jobs that match your search criteria.

How often would you like to receive an email of your search results?

Email Address:

The inmate can run his saved job searches by logging in, clicking on **Job Seekers** in the dark blue menu bar, and then on **My Favorite Job Searches**.

My Favorite Job Searches

To create a Saved Search do a [Job Search](#) and select the "Save Search" button on the Job Search Results page.

New RN Jobs

E-mail Frequency: Never

[Edit](#) [Delete](#)

Note: "Edit" only allows you to alter your Search Name or Email Frequency. If you want to change your search criteria, do a [Job Search](#) using your new search criteria, then save your new search. You may want to delete your current search to avoid confusion between the 'old' search and the 'new' search.

- The Email button on the **Resume Posting Tool** grid is disabled.

Résumés		References	Cover Letter	Employer View				
Select	Reference Number	Professional Summary	Status	Completed	Updated	Employers Can View?	Employer Views	Employer Emails Sent
<input checked="" type="checkbox"/>	7466	Retail Sales Manager with experience in leading, coaching and training associates to meet and exceed sales goals and customer expectations.	Active	Yes	06/06/2018	Yes	1	0

- The email address to respond to in application instructions has been disabled.

E-Mail a Résumé	To apply for this job, send your résumé or Job Center of Wisconsin Résumé to rebecca.powell@dwd.wisconsin.gov
	If you don't have a résumé , you can register and create one at Job Center of Wisconsin .
Apply Online	empapp.madison.k12.wi.us/ats/app_login?COMPANY_ID=00005393
Fax a Résumé	999-555-1212
Call For Appointment	999-555-1212
E-Mail a Work Application	To apply for this job, send your Job Center of Wisconsin Work Application to rebecca.powell@dwd.wisconsin.gov
	If you don't have a Job Center of Wisconsin Work Application , you can register and create one at Job Center of Wisconsin .
Additional Application Information	Drop in anytime.

Qualified females, members of ethnic and racial minority groups, persons with disabilities and veterans are encouraged to apply.

Inmates can still apply for jobs. When they click on **Job Center of Wisconsin Resume** or **Job Center of Wisconsin Work Application**, the **Email Employer** page will open and the employer's email address will be displayed but cannot be changed.

Email Employer

Save early, save often. Your session will time-out after 30 minutes.

[Work with My Résumés](#)

* Employer Email Address: (abc@def.com)

* Subject:

RE: Job Number 000227000, police officer, for employer ROME CONSULTING


Refer To:

This only works if the inmate has one resume.

Résumés		References	Cover Letter	Employer View				
Select	Reference Number	Professional Summary	Status	Completed	Updated	Employers Can View?	Employer Views	Employer Emails Sent
<input checked="" type="checkbox"/>	7466	Retail Sales Manager with experience in leading, coaching and training associates to meet and exceed sales goals and customer expectations.	Active	Yes	06/06/2018	Yes	1	0

[View/Update](#)
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- Inmates should not be able to navigate to the RES screen, but in the event that they have access to do so, they will not be able to change the email address shown.



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Re-employment Services (RES) Program

As an unemployment insurance recipient, you are required to complete re-employment services. The re-employment services program helps unemployed workers prepare for and obtain suitable employment.

An email address is required to receive notifications regarding the re-employment services program. If the following email address is not correct, please provide your current email address.

*Email: (abc@def.com)

Step 1 - Complete Orientation


You have completed the Re-employment Services Orientation.

Orientation Number	Start Date	Status	Completion Date	Actions
1105	6/27/2018 9:20:35 AM	Completed	6/27/2018 9:20:41 AM	View

Step 2 - Complete Assessment

You have completed the Re-employment Services Assessment. Go to [My JCW](#) to view your status to determine if any additional steps are required.

Assessment Number	Start Date	Status	Completion Date	Actions
1121	6/27/2018 9:20:54 AM	Completed	6/27/2018 9:21:54 AM	Preview/Print



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