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.

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

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

July 9, 2018
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.
• The **Share Job Posting** email link has been removed.

![Job Details](image)

• 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](image)

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](image)

*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.

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

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.
This only works if the inmate has one resume.

- 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.