P2E CalJOBS℠ Participant Training Webinar Series

Part 1: Intro to CalJOBS and Individual Registration

Employment Development Department
EDD
State of California

Housekeeping

Sign In – Name and Organization

Adobe Connect ‘Questions’ Pod

Adobe Connect ‘Resources’ Pod

PDF Slide Decks

Agenda

Day 1 – Monday, Sept 23 **9:30AM – 11:30AM**

- Introduction to CalJOBS and system navigation
- Customization and navigation tips and tricks
- Completing Individual Registration

Agenda

Day 2 – Tuesday, Sept 24 **9:30AM – 11:30AM**

- Completing the WIOA Title I Program Application
- Creating Participation

LUNCH BREAK ***11:30AM-1:00PM***

Day 2 – Tuesday, Sept 24 **1:00PM – 2:30PM**

- Completing the Individual Employment Plan (IEP)
- Adding Activity Codes and Case Notes
- Case Assignment and System Alerts
- Participant Reports

Agenda

Day 3 – Thursday, Sept 26 **9:30AM – Noon**

- Tracking Credential Attainment and Measureable Skill Gains
- Closing activities and using the Closure Form
- Program Exit and Follow Ups
- Participant Reports

Data Directive and Reporting Requirements Webinar

State funding requirements, capturing and reporting data, P2E activity codes, new data fields, quarterly reports

Friday, September 27, 2019
10:00-11:30 am (PST)

Contact Angela Mendibles to register at
angela.mendibles@cwdb.ca.gov

Day 1 Objectives

- Provide an introduction to CalJOBS
- Identify basic CalJOBS customization and navigation tips and tricks
- Demonstrate how to complete Individual Registration

Introduction to CalJOBS

CalJOBS

CalJOBS is a virtual one-stop labor exchange website.

Introduction to CalJOBS

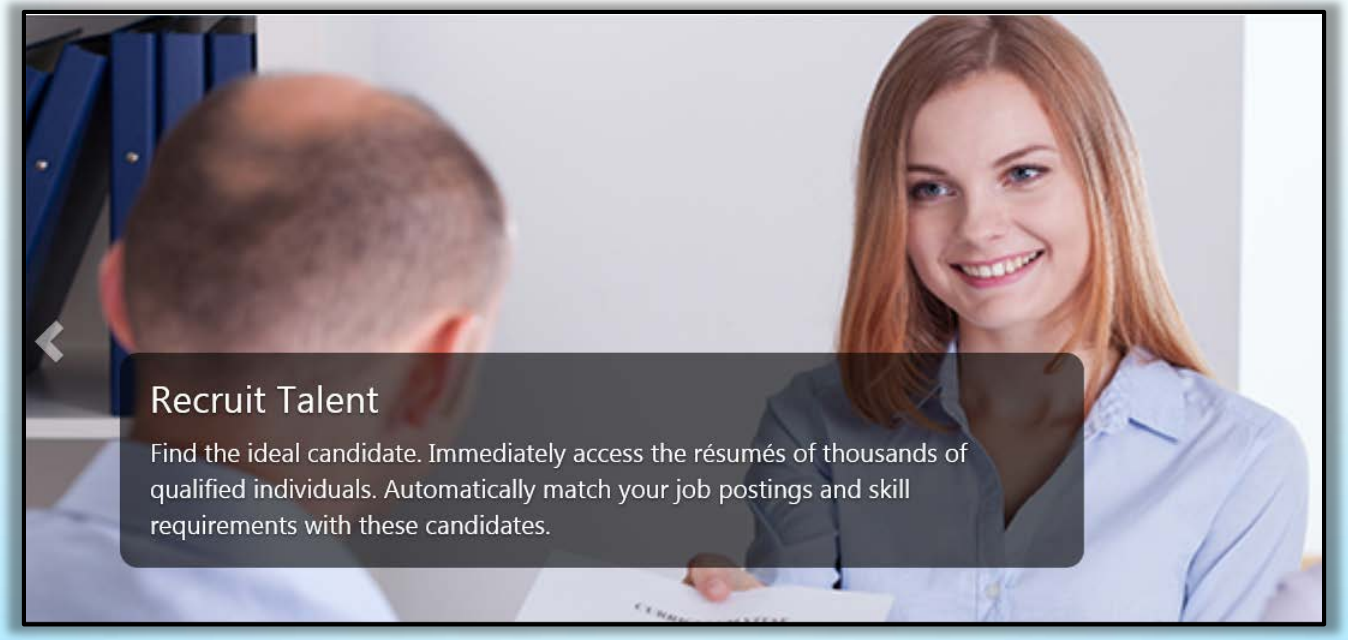
Employer Services

Individual Services

Staff Services

Employer Services

- Post jobs
- Recruit candidates for a job
- Access Labor Market Information
- Send correspondence to job seekers



Individual Services

- Build a résumé
- Search for jobs
- Set up a Virtual Recruiter
- Access Labor Market Information

AMERICA'S JOB CENTER OF CALIFORNIA

Staff Services

- Provide job search assistance
- Complete applications and enroll in programs
- Track services
- Run reports

Staff
Employer
CalJOBS℠
Individual

How will you use CalJOBS for P2E?

Document Participant reporting data:

- Complete Individual Registration
- Complete the WIOA Title I application
- Enroll Participants into your program
- Track services
- Run reports

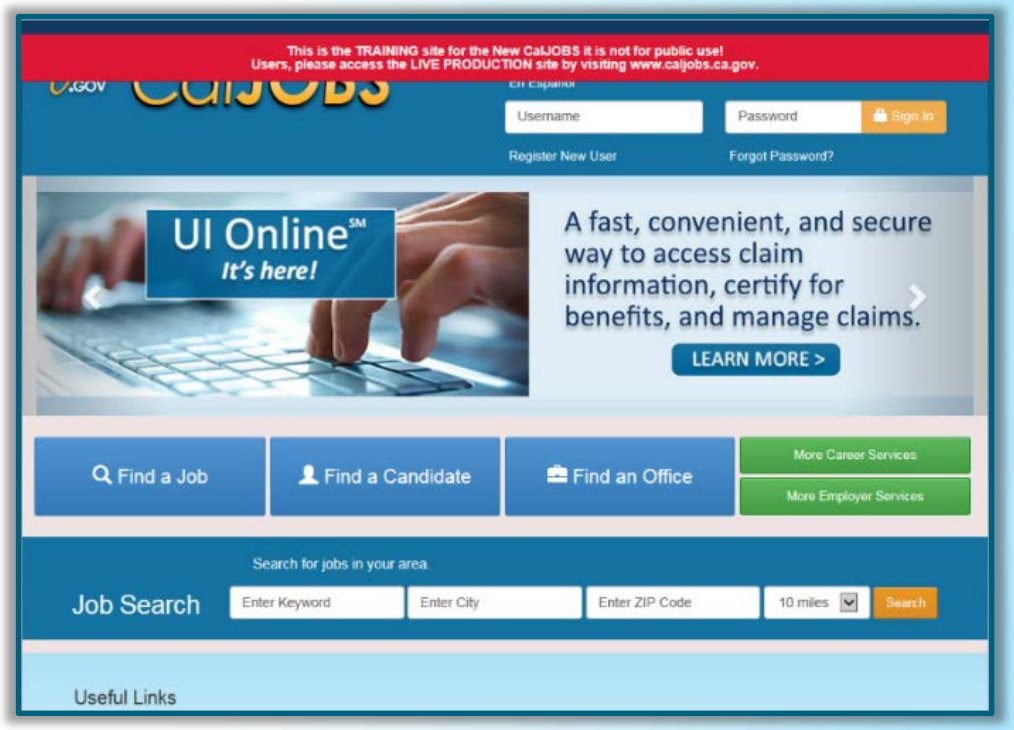
CalJOBS Navigation and Layout

Live Website

caljobs.ca.gov

For job seekers, employers, and staff

Training Website



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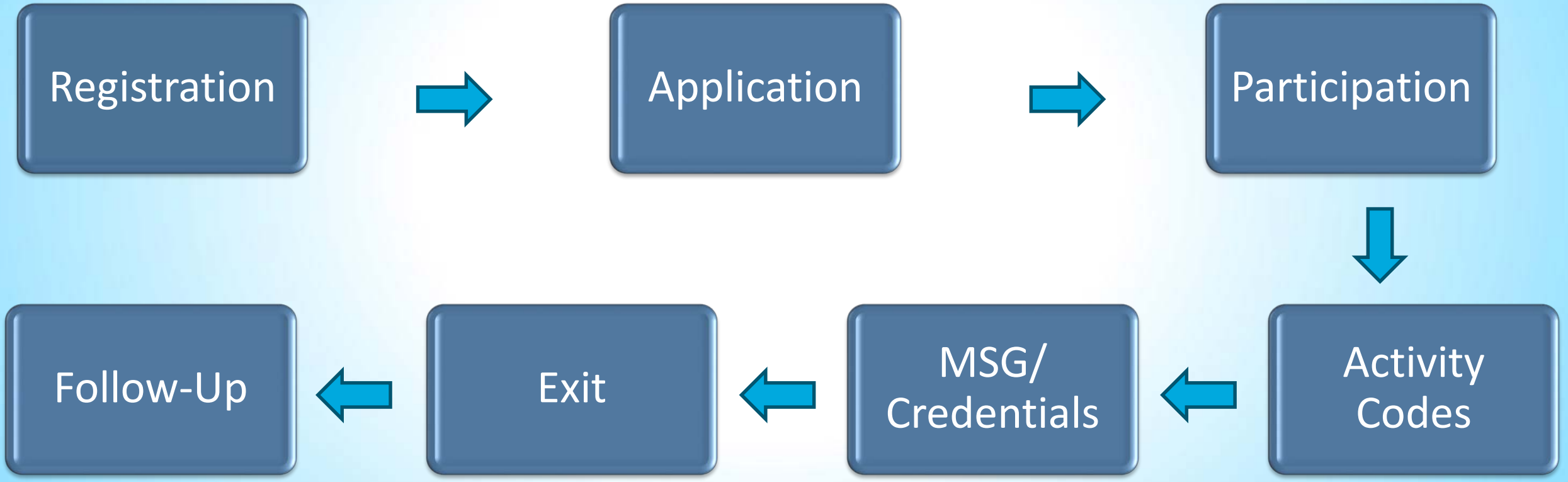
For training and practice

Lifecycle of a Participant



Individual Registration

What is Individual Registration?

Gives job seekers access to wide range of CalJOBS labor exchange features, including a resume builder, access to job postings, and LMI.

Individuals or staff members complete a form with required data fields that collect information on the individual users.

It is required for **all** participants you serve with P2E and is **separate** from the WIOA Title I Application.

What Data is Collected at Registration?

- Name/SSN
- Contact Info
- Demographics
- Public Assistance
- Education/ Employment
- Farmworker/ Military Service

Demo time!

Day 1 Summary

- Provided an introduction to CalJOBS
- Identified basic CalJOBS customization and navigation tips and tricks
- Demonstrated how to complete Individual Registration

Questions