Title Slide
P2E CalJOBS™ Participant Training Webinar Series
Part 1: Intro to CalJOBS and Individual Registration

Slide 2
Housekeeping

Slide 3
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

Slide 4
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

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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

Slide 6
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

Slide 7
Day 1 Objectives
Provide an introduction to CalJOBS
Identify basic CalJOBS customization and navigation tips and tricks
Demonstrate how to complete Individual Registration

**Slide 8**
Introduction to CalJOBS

**Slide 9**
CalJOBS
CalJOBS is a virtual one-stop labor exchange website.

**Slide 10**
Introduction to CalJOBS
CalJOBS is utilized by three main customers:
- Employers
- Individuals (or job seekers)
- Staff

**Slide 11**
Here are a few of the services available to Employers:
- Post jobs
- Recruit candidates for a job
- Access Labor Market Information
- Send correspondence to job seekers

**Slide 12**
A few features available to individuals within CalJOBS include:
- Build a résumé- A registered individual can choose from several different methods to build a résumé in CalJOBS.
- Search for jobs- use a variety of search options to find the right job
- Set up a Virtual Recruiter- allows job seekers to automate the task of searching for available job openings

**Slide 13**
Picture of a building of an America’s Job Center of California

**Slide 14**
This list we’ve provided is not exhaustive, but we want to give you an idea of how Staff can use the system:
- Provide job search assistance- help individuals build their profile, help create résumés, and help set up Virtual Recruiter
- Complete applications and enroll in programs
- Track services
- Run reports

**Slide 15**
CalJOBS is a valuable tool that can link qualified job seekers with employers, help individuals to find job training, and assist staff to manage WIOA program applications, eligibility, services, and reports, all with the end goal of improving employment outcomes in the State of California.
Slide 16
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

Slide 17
CalJOBS Navigation and Layout

Slide 18
There are two CalJOBS websites:
The Live Website is managed by the CalJOBS Operations Unit. This site is used by job seekers, employers, and staff and has real, live data.
The Training Website is managed by the Capacity Building Unit (CBU). This site is only available to staff, who can use it to learn and practice in the system. The individuals and employers shown in the training site are fictional, but it does access actual job postings.

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Lifecycle of a Participant
Step 1: Register individual in CalJOBS if they aren’t already
Step 2: Complete a WIOA Title I Application to establish eligibility for P2E
Step 3: Create Participation to officially enroll the individual into your P2E program
Step 4: Add additional services you provide, including training or supportive services
Step 5: Enter any credentials received and measurable skill gains
Step 6: Close all activity codes once they complete your program or you are done providing services under P2E
Step 7: Complete the Closure Form within the participant’s program application
Step 8: Enter follow-up activities or information if applicable

Slide 20
Individual Registration
The first step in using CalJOBS is to register the individual you’re serving in the system.

Slide 21
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.

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What Data is collected at Registration?
• Name and SSN
• Primary address and phone number
• Demographics and public assistance
• Education and employment
• Farmworker and military service

Slide 23
Demo Time!

Slide 24
Day 1 Summary
In this training, we:
• Provided an introduction to CalJOBS
• Identified basic CalJOBS customization and navigation tips and tricks
• Demonstrated how to complete Individual Registration

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Questions
For any questions concerning this module, please contact the Capacity Building Unit at CBUTraining@edd.ca.gov.