

## **Title Slide**

P2E CalJOBS<sup>SM</sup> 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

## **Slide 5**

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](mailto: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.

### **Slide 19**

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.

### **Slide 22**

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

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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](mailto:CBUTraining@edd.ca.gov).