

# AB1111 CalJOBS<sup>SM</sup> Participant Training Webinar Series

## Part 1: Intro to CalJOBS and Individual Registration

EDD Central Office Workforce Services Division  
Statewide Training Unit



Welcome to the AB1111 CalJOBS Participant Training Series. Thank you for joining us, we are happy to share this information with you. Today we will be reviewing Part 1, providing an introduction to CalJOBS, talking about some helpful navigation and customization tips, and then we will define and complete Individual Registration.

My name is \_\_\_\_\_ with EDD's Central Office Workforce Services Division Statewide Training Unit and I have with me \_\_\_\_\_.

# Housekeeping



Sign In – Name and Organization



Adobe Connect 'Questions' Pod



Adobe Connect 'Resources' Pod



PDF Slide Decks

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Just a few housekeeping items before we dive in:

**[Animation click]** As you enter the webinar, please sign in by typing your name and office name in the sign in pod to the left of your screen. If you are joining us as a group, please enter all names.

**[Animation click]** Throughout this webinar, you may have questions. If so, please type your question into the Q&A pod labeled Questions to the right of your screen. Simply type your question in the dialogue box at the bottom of the pod. We'll answer questions as we go. We may not get to your question, especially if we need to do some research first. The phone lines have been placed in listen-only mode so you will not be able to ask questions over the phone.

**[Animation click]** In the bottom right hand side of the Adobe Connect window you will find the Resources pod.

**[Animation click]** Also in the resources pod you will find the PDF slide deck for today's training session. We will also post this and the rest of the slide decks on CalJOBS.

# Agenda

Day 1 – Tuesday, February 25

1:30PM – 3:30PM

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

# Agenda

**Day 2 – Wednesday, February 26**

**9:30AM – 11:30AM**

- Completing the WIOA Title I Program Application
- Creating Participation

**LUNCH BREAK**

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

**Day 2 – Wednesday, February 26**

**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, February 27

1:30PM – 4:00

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

# **AB1111 Data Guidebook and Reporting Requirements Webinar**

State funding requirements, capturing and reporting data, AB1111 activity codes, new data fields, quarterly reports

**Friday, April 3, 2020**  
**1:00-2:30 PM (Pacific Time)**

Registration will be sent out a few weeks before the webinar date.

## Day 1 Objectives

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

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In this training, we will:

- 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.



CalJOBS is a virtual one-stop labor exchange website. The CalJOBS system is an online resource to help job seekers and employers navigate California's workforce services by providing employment and labor market information. The CalJOBS system also allows staff access to case management, customer tracking, and follow-up services. As such, CalJOBS serves as California's system of record for data collection for our workforce development community.

## Introduction to CalJOBS



CalJOBS is utilized by three main customers:

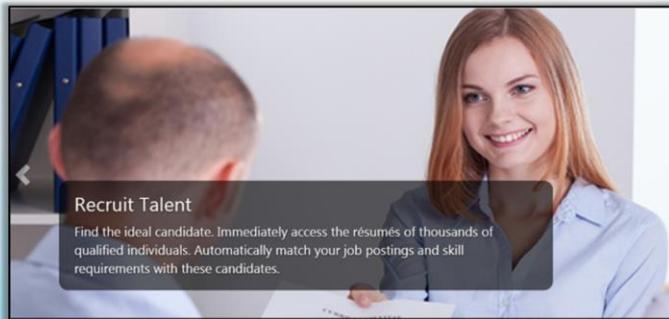
- Employers
- Individuals (or job seekers)
- Staff

Each customer uses CalJOBS in a different way, but all of these customers use the system to engage in the labor exchange system and workforce development community. Let's take a look at each customer and which common features they utilize.



## Employer Services

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



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



## Individual Services

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



Individuals who use CalJOBS include adults, dislocated workers, youth, veterans, job seekers, those collecting unemployment insurance benefits, and people looking for a new career path.

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



An individual or an employer can go to a local America's Job Center of California (AJCC) for assistance in finding a job, learning about the possibilities of job training, or posting a job and searching for candidates. Let's take a look at how staff use CalJOBS to assist in these functions.



## Staff Services

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



Staff who use CalJOBS may be an EDD employee, a local area staff, or a non-local area staff.

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



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.

## How will you use CalJOBS for AB1111?

Document Participant reporting data:

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



The success of a new program is often measured through data collection. The Legislature wants to know how funds are being spent, how many individuals are being served, what services are being provided, and the outcomes. In order to capture and report this data, all AB1111 grant recipients must use CalJOBS.

## **How will you use CalJOBS for AB1111?**

- All relevant data must be entered into CalJOBS in a timely manner.
- Data in CalJOBS must coincide with the Quarterly Narrative Report.
- Data not captured in CalJOBS will be captured through the Quarterly Narrative Reports and Supplemental Tracking.
- Grant Code (Grant Name) is 2288-AB1111.

## **AB1111 CalJOBS Data Guidebook**

- Activity Codes required for AB1111
- Work arounds in the Title I Application
- New data fields requirements for AB1111
- Other case management items
- AB1111 CalJOBS Data Guidebook training is scheduled for Friday, April 3, 2020 from 1:00 PM to 2:30 PM (PT)

# CaJOBS Navigation and Layout

Before we review Individual Registration, we would like to review some basic navigation and helpful features that can be utilized when using CaJOBS.

## Live Website



[caljobs.ca.gov](http://caljobs.ca.gov)

**For job seekers,  
employers, and staff**

## Training Website



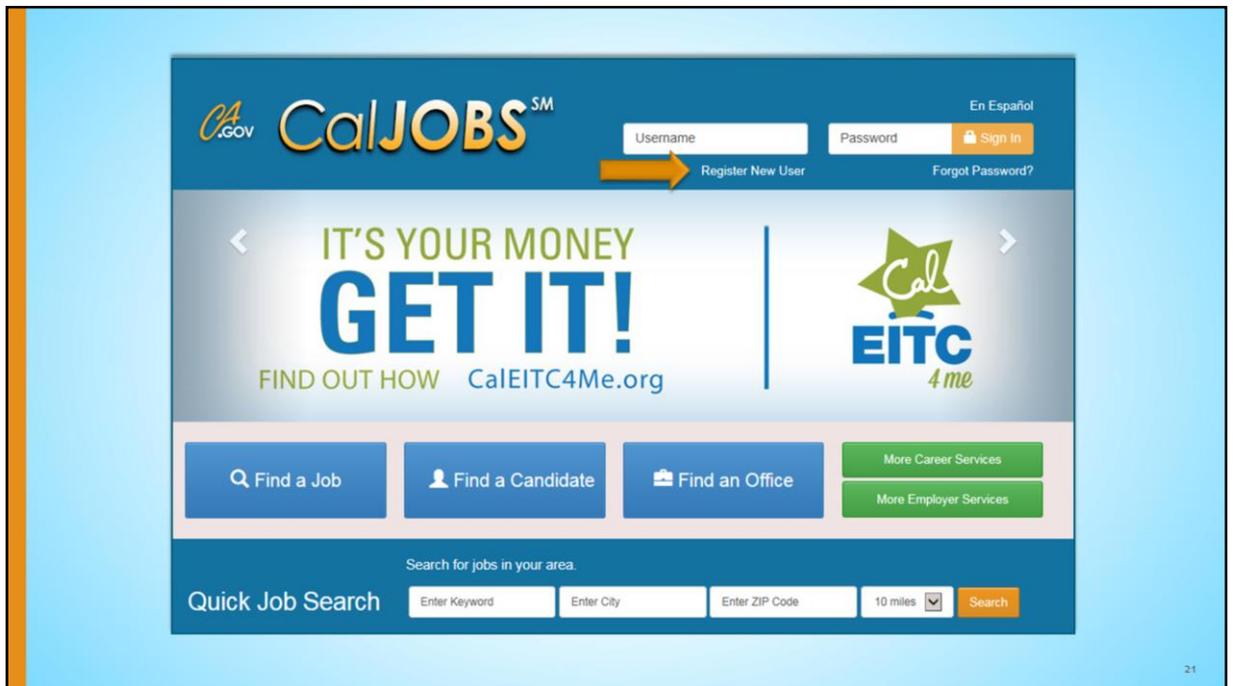
<https://training...>

**For training and  
practice**

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 Statewide Training Unit. 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.



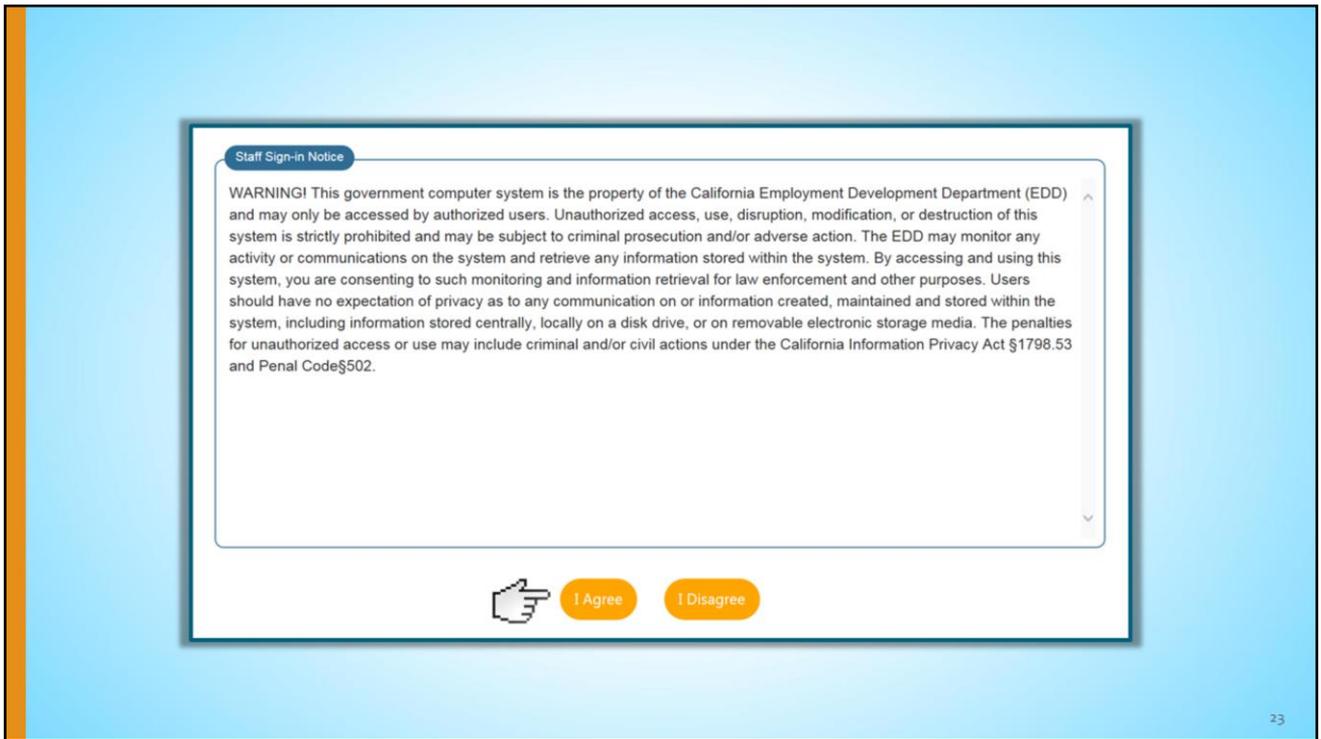
When it comes to registration in CalJOBS, it is encouraged that individuals register themselves in the system. They simply select the Registered New User link at the top right of the home page of [www.caljobs.ca.gov](http://www.caljobs.ca.gov), and follow the instructions to create a user name and password, and complete their registration.

In addition, you, as a staff member, can complete registration on behalf of an individual. This is what we will demonstrate in this module.



To register an individual, go the [www.caljobs.ca.gov](http://www.caljobs.ca.gov) homepage or “splash page”.

Login by entering your staff information into the fields: Username and Password. Select the “Sign In” button to the right.



Read the **Staff Sign-in Notice**, select “I Agree”.

# CalJOBS Navigation and Layout

The screenshot shows the CalJOBS My Staff Workspace interface. At the top, there is a navigation bar with a hamburger menu (1), short-cut links for Home, My Dashboard, Sign Out, Services for Individuals, and Services for Employers (3), and a Quick Search icon (4). On the left, a gold navigation menu (2) lists various options like My Staff Dashboard, My Staff Resources, My Staff Account, Directory of Services, and Services for Workforce Staff. The main content area (5) features a welcome message for Steven Blevins and a grid of widgets. One widget, 'Saved Lists', shows a table of individuals and employers assisted. Another widget, 'Calendar', displays a calendar for November 2018. A third widget, 'Labor Market Services', provides links to Labor Market Facts, Area Profile, Industry Profile, Occupational Profile, and Educational Profile. A footer on the right indicates the page number 24.

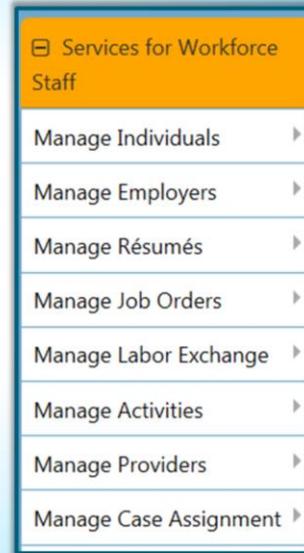
After you sign in to CalJOBS, the first screen you will see is **My Staff Workspace**.

There are six key areas:

1. At the top left corner of the screen there is a hamburger Menu that you can select, and it will expand or collapse the gold navigation menus on the left hand side.
2. To the left of the screen, there are gold navigation menus going vertically down the page. The gold navigation menus are also customizable if you go to **My Staff Resources > My Preferences > Configure what menu groupings appear**.
3. At the top of the screen, there are short-cut links (**Home, My Dashboard, Sign Out**, etc). These links follow throughout all navigation of CalJOBS.
4. At the top right of all screens there is a magnifying glass icon for conducting a **Quick Search**. This allows staff the ability to quickly conduct an individual or employer search regardless of where they are in the system.
5. Near the top of the page, there are blue and gray tabs going horizontally across the page (**My Dashboard, How We Can Help You**, etc.), which is another way to get to the same pages that we see on the left menu. Left menu or tabs – they accomplish the same thing.
6. The widgets that fill the rest of **My Staff Workspace** are shortcuts to frequently-used tasks and pages. The widgets are customizable, so you can move them, collapse them, and delete them per your preferences.

## Services for Workforce Staff

- Create an Individual (Registration)
- Assist an Individual
  - Manage their profile, complete Program applications, add case notes, etc.
- Manage Case Assignment
  - Set up case management groups so you can assign case managers to your participants



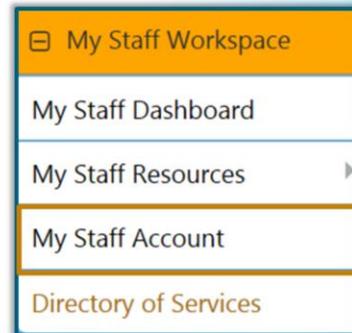
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The **Services for Workforce Staff** is a left hand menu that contains navigation to many important aspects of CalJOBS. It is from this menu that you can select to:

- Create an Individual
- Assist an Individual
- Manage Case Assignment

# My Staff Account

- My Staff Workspace > My Staff Account
- Edit account information
- Customize landing pages
  - Programs tab shortcut
- Customize display options
  - Number of individuals/employers recently assisted

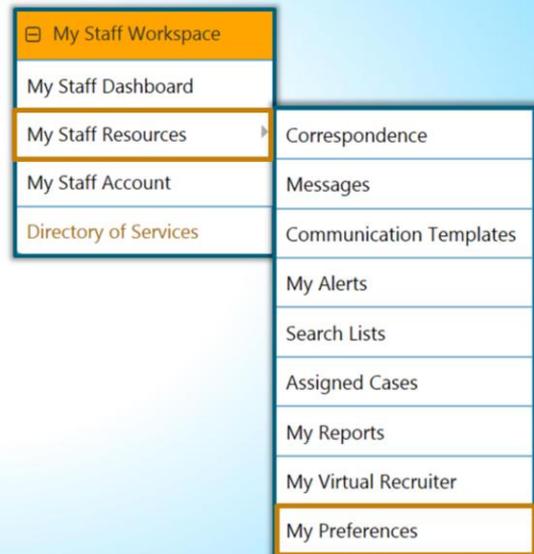


Within the **My Staff Workspace** left navigation menu, we can use the **My Staff Account** to access your CalJOBS account information.

From there you can edit account information, change your password, and customize the content you are interested in, such as landing pages, display options, or the number of individuals recently assisted you would like displayed on the individual search page.

# My Staff Resources

- My Staff Workspace > My Staff Resources > My Preferences
- Customize left hand navigation menus and the order they appear



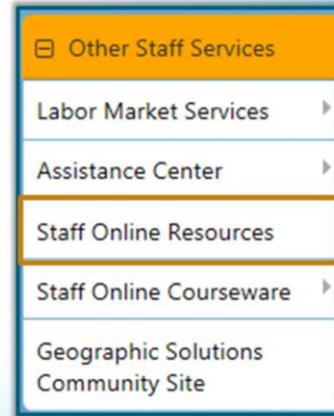
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You can also customize the left hand navigation menu by hovering over **My Staff Resources** and selecting **My Preferences**.

For example, you can enable or disable the “flyout” menus in the left navigation bar, or configure what menu groupings you would like to appear, the order in which they display, and whether you would like them to display as expanded or collapsed.

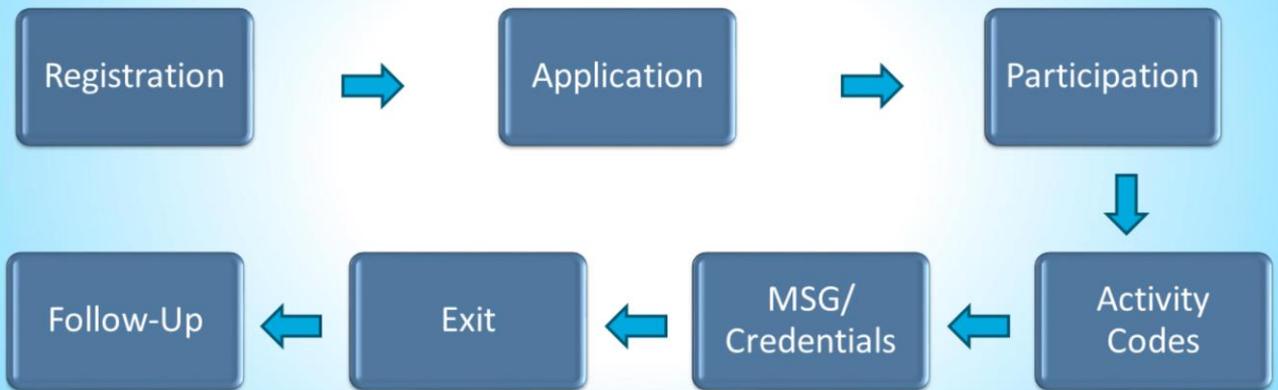
# Staff Online Resources

- Other Staff Services > Staff Online Resources
- System Guides
- EDD CalJOBS Training Materials



Staff can also use the **Staff Online Resources** tool. Staff can find system guides and EDD CalJOBS training materials for CalJOBS assistance.

# Lifecycle of a Participant



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As an individual enters and makes their way through their program, they are going through what we call the “lifecycle” of a participant. We will review each of these steps in this training.

**Step 1:** Register individual in CalJOBS if they aren’t already

**Step 2:** Complete a WIOA Title I Application to establish eligibility for AB1111

**Step 3:** Create Participation to officially enroll the individual into your AB1111 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 AB1111

**Step 7:** Complete the Closure Form within the participant’s program application

**Step 8:** Enter follow-up activities or information if applicable

# Individual Registration

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The first step in using CalJOBS is to register the individual you're serving in the system.

## 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 AB1111 and is separate from the WIOA Title I Application.

## What Data is Collected at Registration?



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Registration is a multi-step process that gather information about the individual, including:

- Name and SSN (Pseudo SSN accepted)
- Primary address and phone number
- Demographics and public assistance
- Education and employment
- Farmworker and military service

# Demo time!



# First, Search for the Individual

The screenshot displays the CalJOBS My Staff Workspace interface. The left-hand navigation menu includes sections for 'My Staff Workspace' and 'Services for Workforce Staff'. The 'Services for Workforce Staff' section is expanded, showing a dropdown menu with the following options: 'Create an Individual', 'Common Intake', 'One Case Note to Multiple Individuals', and 'Assist an Individual'. Two orange arrows highlight the 'Assist an Individual' and 'Create an Individual' options. The main content area features a welcome message for Monica Cuellar-Lopez, a 'My Staff Dashboard' tab, and sections for 'My Correspondence', 'My Calendar', and 'My Messages'. The 'My Calendar' section shows a calendar for November 2017.

Before we begin creating an individual, the first thing you will need to do is **“Search for an Individual”** to verify that the individual you are assisting has not been registered with the system before. And the way you would do that is by selecting **“Assist an Individual”**.

Occasionally, individuals that you are assisting may already be registered or partially registered in the system. For example, if an individual has applied for unemployment insurance they may have what we call a starter record. If this is the case their social is already in the system. So at that point you would just need to assist them with completing the registration process.

# Search for an Individual

### Quick Assist

You have 3 saved Individual item(s) in [My Search Lists](#).

Here are the 10 most recent individuals you assisted:  [Assist](#)

Individuals assigned in your case load:  [Assist](#)

[ Top | [Search](#) | Bottom ]

### General Criteria

Individual Username:

Individual User ID:

Starts with these #s  
 Matches exactly

State ID Number:

First Name:

Last Name:

SSN (last 4 digits):

SSN (full number):  Example: 999999999

State Source ID:

State Activity ID:

Here, you can either search for an individual by social security number or first name, last name, and the last 4 numbers of the individual's social security number.

# Search for an Individual

CalJOBS™ There are no Individuals that meet your search criteria.

There are no Individuals that meet your search criteria.

SEARCH CRITERIA: First name begins with Batman and Last name begins with Love

[\[ New search criteria \]](#) [\[ Modify current criteria \]](#)

My Staff Dashboard

Services Site Map Site Search Page Preferences

Privacy Statement | Disclaimer | Terms of Use | Accessibility | Recommended Settings | EEO | Protect Yourself | About this Site | Contact Us

Track Page

Home Sign Out

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17.1

And in this example there is no individual with the name Batman Love, so than you would need to create an individual.

# Register an Individual



Once you have determined the individual is not registered in the system, you would want to register them to record the services either by self registration or staff assisted registration.

For this demonstration we will complete a staff assisted registration only – please note, that the registration steps are the same steps an individual/customer would see when self registration.

While on **My Staff Workspace**, let's register an individual. On the left menu, under the gold menu heading **Services for Workforce Staff**, hover over **Manage Individuals**, and select **Create an Individual**.

# Individual Registration

CalJOBS™ Please select a registration method from the options below.

## Individual Registration Type

[Comprehensive Registration](#)  
Select this option to complete a comprehensive registration process that results in full access to all the features available in this system.

[Return to Previous Page](#)

[Services](#) [Site Map](#) [Site Search](#) [Page Preferences](#)

[Privacy Statement](#) | [Disclaimer](#) | [Terms of Use](#) | [Accessibility](#) | [Recommended Settings](#) | [EEO](#) | [Protect Yourself](#) | [About this Site](#) | [Contact Us](#)

[Home](#) [Sign Out](#)

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On the resulting screen, select the [Comprehensive Registration](#) link.

### Login Information



\* **User Name:**  Enter User Name (3 - 20 characters, and must include characters, letters or numbers. Allowable characters are + @ . \_

\* **Password:**

\* **Confirm Password:**

Last Changed: 8/24/2016 8:50:29 AM, Lyndsey Bridges

\* **Security Question:**  ▼

\* **Security Question Response:**   Special characters are not allowed.

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### Social Security Number

\* **Social Security Number (SSN):**  Do not enter dashes (for example, 999001111)

\* **Re-enter Social Security Number:**

CalJOBS is ready to assist you as you complete the required registration fields. Please note the red asterisks, blue text, question mark icons, and underlined links (e.g., “Find zip code”) that will help you complete the individual registration.

Complete the information in the **Login Information** fields. When creating a Username and Password, be sure to write it down to ensure your individual has the correct login information. In addition, refer to the blue text for creation guidelines. The system defaults the **Password** field to Password1@. You can keep this generic password, but the individual will need to change the password after their initial login.

In the **Social Security Number** section, enter the individual’s SSN. If the individual does not have a SSN, registration can still be completed, and staff can simply enter a pseudo SSN. Refer to Workforce Services Information Notice WSIN12-37 for guidance.

The image shows a registration form with three main sections:

- Primary Location Information:** Includes a dropdown menu for 'Country' (set to 'United States'), a text box for 'Please enter your zip code' (containing '92866') with a 'Find zip code' link, and a question 'Are you authorized to work in the United States?' with radio buttons for 'Yes' and 'No' (where 'No' is selected).
- E-mail Address:** Includes a text box for 'Primary E-mail:', a 'Read Our E-mail Security Policy' link, and a text box for 'Confirm Primary E-mail Address:'.
- Demographic Information:** Includes a text box for 'Date of Birth' (containing '10/15/1990') with a calendar icon and '(MM/DD/YYYY)' format, and a note below stating 'You indicated your date of birth as October 15, 1990.'

A small '40' is visible in the bottom right corner of the form area.

In the **Primary Location Information** section, enter the individual’s zip code using the [Find Zip Code](#) link if necessary, or simply type it into the box. Next, select the appropriate option for the **Are you authorized to work in the United States** question. If you select “No” you will be able to continue with registration.

The **E-mail Address** section is optional, but you may enter the individuals Primary E-mail address here.

In the **Demographic Information** section, enter the individual’s **Date of Birth**.

\* Date of Birth:  (MM/DD/YYYY)  
 You indicated your date of birth as October 15, 1990.

Age: 29

\* What sex were you assigned at birth, on your original birth certificate?:  
 Female  Male  Prefer not to disclose

\* Have you registered with the Selective Service?  
  
 Yes  
 No  
 Documented exemption from registration  
 Not applicable

How would you describe yourself?

What would you consider your sexual identity to be?

**Scan Card Information**

Scan Card ID:

Next >>

Continuing with the **Demographic Information** section, if you select “Male” for the **What sex were you assigned at birth, on your original birth certificate** question, you must complete the following question, **Have you registered with the Selective Service?** Notice your options. You may use the [Selective Services web site](#) link to confirm if the individual is or is not registered with the Selective Service. If “Female” is selected, the selective service question is not applicable.

Note: Selective Service is not required for AB1111 program; however, if the participant were to be co-enrolled into the WIOA Title 1 program, then Selective Service would be required.

The following two questions, **How would you describe your self** and **What would you consider your sexual identity to be** are related to gender and sexual identity, and are required if you are serving the target population, transgender and gender nonconforming individual.

Leave the Scan Card ID field *blank*, unless your office uses scan cards. After completing the information on this first page, select the “Next” button at the bottom to continue.

• Indicates required fields.

**Name**

\* First Name:

Middle Initial:

\* Last Name:

<< Back      Next >>

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Enter the individual’s **First** and **Last Name** (Middle Initial is optional). Select the “Next” button.

Note that you can select the “Back” button to move back to the previous step of registration. If you select this, some of the information entered on the previous step may disappear.

The image shows a web form titled "Residential Address". At the top, there is a question "Are you homeless?" with two radio buttons: "Yes" (which is circled in orange) and "No". Below this, a blue text prompt says "This is where you live." The form contains several fields: "Address Line 1" (with "1890 12th St." entered), "Address Line 2" (empty), "Zip Code" (with "95814" entered and a "Find zip code" link), "City" (with "Sacramento" entered), "State" (dropdown menu showing "California"), "County / Parish" (dropdown menu showing "Sacramento County"), and "Country" (dropdown menu showing "United States"). An "Alert..." pop-up box is overlaid on the right side of the form, containing the text: "Under Residential Address please provide the address of the shelter / location you last stayed in or the address of a relative who is authorized to receive your mail. Under Mailing Address provide an address at which you can receive correspondence." and an "OK" button.

Select the “Yes” radio button if the individual is currently homeless. If “Yes” is selected, you will receive the pop-up message on the slide. An address is required, so please enter the shelter address, location they last stayed, or even your organization address.

If the individual is not homeless, enter the individual’s **Residential Address**.

**Mailing Address**

This is where you receive your mail.

Use residential address

**Address has been standardized.**

\* Address Line 1: 1890 12TH ST

Address Line 2:

Apt #, Lot #, Building #, Suite #

\* Zip Code: 95811

\* City: Sacramento

\* State: California

\* Country: United States

<< Back    Next >>

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If you select “Use residential address” for the **Mailing Address**, the individual’s residential address will fill in the fields below. The system will attempt to standardize the address to a known address listing for the area. Note that if the system states that the address is NOT standardized, you may still move further regardless of that message.

Select the “Next” button.

### Phone Numbers

\* Primary Phone:  -  -  Ext:

\* Primary Phone Type:  ▼

Alternate Phone:  -  -  Ext:

Alternate Phone Type:  ▼

Text Message Cell Phone Number:  -  -

Only certain communications such as Virtual Recruiter Alerts can be sent via text message. Normal text messaging rates apply. Other important notices, including some regarding unemployment benefits, will NOT be sent via text message.

Fax:  -  -

The next step of registration is Phone Numbers. Enter individual's **Primary Phone** and **Primary Phone Type**. The system does have the capability to both text and e-mail notifications to individuals regarding job postings and employer contacts. You can enter information in **Text Message Cell Phone Number** should the individual wish to receive text notifications.

After information is entered, select the "Next" button.

**Preferred Notification Method**

\* Please select a method in which you prefer to receive your notifications:

- None Selected
- Internal Message
- Email
- Text Message (If Available)
- Text Message Notification (If Available)
- Internal Message with Email Notification

**Site Access**

\* From where are you accessing this website?

None Selected

How did you hear about this website?

None Selected

<< Back    Next >>

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Next, for the **Preferred Notification Method**, choose from the dropdown menu how the individual would like to receive notifications from the CalJOBS system. This could include messages from staff, employers, or system alerts.

The next 2 questions are for statistical purposes, with the first being mandatory (**From where are you accessing this website**). Answer them by choosing the most appropriate option from the dropdown menus.

When finished, select the “Next” button to continue with Individual Registration.

The image shows a form titled "Citizenship". It features a dropdown menu for selecting citizenship status. The options are: "None Selected", "Citizen of U.S. or U.S. Territory", "U.S. Permanent Resident", "Alien/Refugee Lawfully Admitted to U.S.", and "None of the above". The "U.S. Permanent Resident" and "Alien/Refugee Lawfully Admitted to U.S." options are highlighted with an orange box. Below the dropdown, there are two fields: "USCIS (Alien Registration) Expiration Date:" with a date input field and a calendar icon, and "\* Alien / USCIS Number:" with a text input field. An orange arrow points from the "Alien/Refugee Lawfully Admitted to U.S." option to the "USCIS (Alien Registration) Expiration Date:" field.

For the Citizenship question in the **Citizenship** area, select the appropriate answer. Please note that if you select “None of the above”, you will still be able to continue with registration.

Note that if *U.S. Permanent Resident* or *Alien/Refugee Lawfully Admitted to U.S.* is selected, additional fields will populate. If *U.S. Permanent Resident* is selected, the **Alien / USCIS Number** is required. If *Alien/Refugee Lawfully Admitted to U.S.* is selected, both the **Alien / USCIS Number** and **USCIS Expiration Date** is required.

### Disability

Providing this information is optional and refusal to provide disability information will not subject you to any adverse treatment. Information only in accordance with the law. Please note that for some programs, the information is needed to determine eligibility. Note too that you

\* Do you have a disability?  Yes, I have a disability.  
 No, I do not have a disability.  
 I do not wish to answer.

\* Are you deaf or do you have serious difficulty hearing?  Yes  No  Not Specified

\* Are you blind or do you have serious difficulty seeing even when wearing glasses?  Yes  No  Not Specified

\* Because of a physical, mental, or emotional condition, do you have serious difficulty concentrating, remembering, or making decisions?  Yes  No  Not Specified

\* Do you have serious difficulty walking or climbing stairs?  Yes  No  Not Specified

\* Do you have difficulty dressing or bathing?  Yes  No  Not Specified

<< Back
Next >>

Scrolling down to the **Disability** section, answer the questions according to your individual’s self-disclosure. As the blue help text notes, if they choose to self-disclose a disability, they may be eligible for additional support services and programs.

Note: If you are serving the target population, individuals with development or other disabilities, you need to select “Yes.”

For the question, **Do you have a disability?**, answer according to your individual’s disclosure. Note: If you are serving the target population, individuals with development or other disabilities, select “Yes.”

If you select the *I do not wish to answer* option, you will receive a pop-up stating that by disclosing that you have a disability, you may be eligible for additional services. In addition, all of the subsequent questions will be marked as *Not Specified*.

Answer the remaining questions. Once completed, select the “Next” button.

**Education Information**

\* **Your Highest Education Level Achieved:**

If you have a High School Diploma or High School Equivalency Diploma, please select the appropriate value of High School Diploma or High School Equivalency Diploma.

\* **Are you attending school?**

Yes, Attending High School, Junior High, Middle, or Elementary School  
Yes, Attending An Alternative High School  
Yes, Attending College or a Technical or Vocational School  
No, Not Attending Any School

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On the next step of registration, enter **Education Information** by choosing the most appropriate answers in the dropdown menus. Both questions are mandatory.

When done, select the “Next” button.

**Employment Information**

\* Current Employment Status:

\* Type of business worked in:

\* Unemployment Eligibility Status?

\* Are you currently looking for work?  Yes  No

Within the last 12 months, have you received a notice of termination or layoff from your job or received documentation that you are separating from military service?

Yes, I have recently received a notice of termination or military separation.

No, I have not recently received a notice of termination or military separation.

\* Date of Layoff, Termination or Military Separation:  Today (MM/DD/YYYY)

**Farm Worker Information**

The following questions do not pertain to work performed on a family farm, ranch, beekeeping, food processing or food manufacturing operation owned by yourself or close relatives.

\* Have you worked as a farmworker in the last 12 months  Yes  No

\* Have you been employed the past 12 months in Farmwork of a seasonal or temporary nature?  Yes  No

Type of National Farm Worker:

<< Back **Next >>**

The next step in the individual registration is to complete the **Employment Information** and **Farm Worker Information** sections.

For the **Unemployment Eligibility Status** question, if your individual answers “Claimant” or “Exhaustee”, an additional set of mandatory questions will populate (see top right green box “1”). Answer according to your individual’s disclosure. The *information icon* has helpful information in answering these questions if you are unfamiliar with the terms.

The last two questions are also mandatory, and if “Yes” is chosen for either, additional mandatory questions populate (see bottom right green boxes “2” and “3”).

Once all mandatory answers are completed, select the “Next” button to continue.

Note: If you are serving the target population, migrants or seasonal farmworkers, you should select “Yes” for the **Have you worked as a farmworker in the last 12 months question**.

**Job Title**

Please enter a job title below. As you are entering the job title, you may see a list of common job titles similar to what you are entering. If you see your job title in the list, select it.

\* What is your desired job title?

Your desired job and occupation titles can be changed at any time after registration.

**Job Occupation**

Please select the occupation that best matches your job title. You may either select from the Suggested Occupations drop-down list, which is populated based on the job title above link.

Suggested occupation(s):

- None Selected
- Welders, Cutters, and Welder Fitters
- Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders
- Commercial Divers
- Helpers--Production Workers
- Structural Metal Fabricators and Fitters

\* Occupation Title:

\* Occupation Code:

In the **Job Title** section, as you type the individual’s desired job title, a list of auto-complete suggestions will appear in a drop-down list for selection. Select the appropriate title in the drop-down. If the individual’s job title does not generate any auto-complete suggestions, you may try to enter an alternative name for that job title. If the system continues to not provide a matching job title, you may enter a unique job title.

Once a desired job title is selected, the “Suggested occupations” drop down should auto-populate in the **Job Occupation** section with similarly related occupations based upon the previous desired job title. If you entered a job title that did not auto-complete, you will need to select the Search for an Occupation link to find the appropriate matching occupation.

After completing both steps, the **Occupation Title** and **Occupation Code** should populate automatically.

Select the “Next” button to continue.

**Ethnic Origin**

\* Are you of Hispanic or Latino heritage?  Yes  No  I do not wish to answer.

\* Race - Please check all that apply:

- African American/Black
- American Indian/Alaskan Native
- Asian
- Hawaiian/Other Pacific Islander
- White
- I do not wish to answer.

**Language**

Do you primarily speak a language other than English?  Yes  No

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Complete the required fields in the **Ethnic Origin** section. If you select the check box for certain options in the **Race** field (ex: Hawaiian/Other Pacific Islander), additional categories may appear.

Select the “Next” button to continue.

### Military Service

Veterans and their spouses may be entitled to State and Federal Benefits. Please answer the following questions.

- \* Are you currently in the military, a veteran or the spouse of a veteran?
  Yes  No
- \* Are you a caregiver who is a spouse or family member to a member of the armed forces who is wounded, ill or injured and receiving treatment in a military facility or warrior transition unit?
  Yes  No
- \* Are you a member of the armed forces who is wounded, ill or injured and receiving treatment in a military facility or warrior transition unit?
  Yes  No
- Are you the Spouse/Dependent of someone in the active-duty military service, National Guard or Reserves who is currently activated?
  Yes  No

\* **Question 1.** Are you within 24 months of retirement or 12 months of discharge from the military (Transitioning Service Member)?  Yes  No

\* **Question 2.** Have you served on active duty in the armed forces and were discharged or released from such service under conditions other than dishonorable?  Yes  No

\* **Question 3.** Are you the spouse of a veteran who has a total service connected disability, is Missing In Action, captured in the line of duty by a hostile force, is a Prisoner Of War or who died from a service connected disability?  Yes  No

\* **Question 4.** Are you now or have you served in a National Guard or Reserve unit that was called to or is on Active Duty due to armed conflict and/or crisis involving national security (Title 10 Activation)?  Yes, I am serving  
 Yes, I have served  
 No, I am not serving

Next, answer all mandatory **Military Service** questions.

For the question, **Are you currently in the military, a veteran or the spouse of a veteran?**, when your individual answers “Yes”, additional veteran questions will populate (see “Question 1”, “Question 2”, and so on). If the answer is “Yes” to any of these additional questions, another set of questions may populate to gather more information. When you select “Yes” to **Question 1**, an additional section titled **Transitioning Service Members** will populate and is required. When you select “Yes” to **Question 2** or **Question 4**, an additional section titled **Veteran Information** will populate and is required. See the next slide for the additional **Veteran Information** required.

Select the “Next” button when finished with this section.

### Veteran Information

Please enter the information below about your military service.

Did you serve more than 1 tour of duty?  Yes  No

\* Military Service Begin Date:  (mm/dd/yyyy)

\* Military Service End Date:  (mm/dd/yyyy)

\* Branch of Service:

\* Most Recent Character of Service Received:

\* Received a Military Campaign Badge:  Yes  No

[\[Combat Veteran Web Site\]](#)

\* Active in the military reserves:  Yes, I am active in the military reserves  
 No, I am not active in the military reserves  
 Not Specified

\* Disabled Veteran:

\* Disability Percentage:

\* Homeless Veteran:  Yes  No

Referred by Veteran's Voc Rehab (Chapter 31):  Yes  No

\* Are you currently incarcerated or have you been released from incarceration?  Yes  No  I do not wish to disclose

\* Within the last 12 months, have you been without a paycheck for 27 or more weeks?  Yes  No  Not Sure

Veteran Status: Yes, Eligible Veteran

[\[Obtain DD214\]](#)

Recently Separated (within 3 years): No

\* Have you attended a Transition Assistance Program (TAP) Workshop within the last three years?  Yes  No

If applicable, complete the required fields in the **Veteran Information** section (explained in the previous slide).

**Public Assistance**

Please provide answers to the following questions if any apply within the last 6 months.

\* Has your household received Temporary Assistance for Needy Families (TANF) payments?  Yes  No

\* Have you been determined eligible for or received Supplemental Nutrition Assistance Program assistance (SNAP formerly known as Food Stamps)?  Yes  No

\* Have you received General Assistance Payments?  Yes  No

\* Have you received Refugee Cash Assistance Payments?  Yes  No

\* Have you been supported through the State's Foster Care System?  Yes  No

I do not wish to provide household information

\* Number of individuals living in your household

\* Total income earned within the last 6 months

<< Back Finish

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The last step of the Individual Registration is the **Public Assistance** questions. If your individual answers “No” to the first 5 questions, an additional 2 mandatory questions populate at the bottom (highlighted box). This section will help determine eligibility for certain program services based on low income.

If any of the 5 questions are answered as “Yes”, the additional income questions will not populate, as a “Yes” will make an automatic low income determination.

Once completed, select the “Finish” button and **registration in CalJOBS is complete!**

The screenshot displays a web interface with a light blue background and a white content area. The content is organized into three main sections, each separated by a horizontal line. The first section, 'Staff Options', contains two items: 'Individual Portfolio' with a book icon and 'Background Wizard' with a person and document icon. The second section, 'What would you like to do next?', contains four items: 'Veteran Priority of Service' with a star icon, 'Job Search' with a magnifying glass icon, 'Résumé Builder' with a document icon, and 'WIOA Pre-Application' with a document icon. The third section, 'Other Resources Available', contains a paragraph of text and a horizontal row of six navigation links: 'Career Services', 'Job Seeker Services', 'Unemployment Services', 'Veteran Services', 'Youth & Senior Services', and 'Assistance Center'. The page number '56' is located in the bottom right corner.

**Staff Options**

 [Individual Portfolio](#)  
Select this option to view detailed information on this individual.

 [Background Wizard](#)  
Select this option to enter background information for this individual.

**What would you like to do next?**

 [Veteran Priority of Service](#)  
This option will help you learn more about the specific services offered to qualifying Veterans and eligible persons.

 [Job Search](#)  
This option will view current job listings in your area that match your interests and experience.

 [Résumé Builder](#)  
This option will take you through the steps of creating a professional résumé or job application. Résumés can be placed online making them available to the top employers in your area.

 [WIOA Pre-Application](#)  
Fill out a WIOA pre-application to find out if you are eligible for services provided under the Workforce Innovation and Opportunity Act.

**Other Resources Available**

You may wish to look at other resources available on this site by clicking one of the links below.

[Career Services](#) [Job Seeker Services](#) [Unemployment Services](#) [Veteran Services](#) [Youth & Senior Services](#) [Assistance Center](#)

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This page displays after registration is completed.

There are several options shown here: Under **Staff Options**, we can, 1) select the Individual Portfolio link to continue to create a WIOA Program Application for the individual, or 2) continue on and create the Background Wizard.

Below the **What would you like to be next section?** we can select Veteran Priority of Service, Job Search, or create a resume by selecting Resume Builder.

# Currently Managing

The screenshot displays the CalJOBS My Staff Workspace. The left sidebar is highlighted in orange and includes sections for 'Quick Search', 'Currently Managing', 'My Staff Workspace', and 'Services for Workforce Staff'. The 'Currently Managing' section lists 'Doe, John (SBE)' with options for 'Service Tracking: ON', 'Release Individual', and 'Assist a new Individual'. An orange arrow points from the name 'Doe, John (SBE)' to the 'My Correspondence' panel in the main content area. The main content area shows a welcome message for Lyndsey Bridges and various management tools like 'My Correspondence', 'Customer Relationship Management (CRM)', and 'My Calendar'.

Once you finish registering an individual, you will also notice that you have a new left hand menu titled **Currently Managing**. The Currently Managing means that you are assisting and managing the individual's profile.

The **Currently Managing** menu will also appear any time you search for and "assist" an individual. If you click on the individual's name, the first option in the Currently Managing menu option, you will navigate to their General Information tab, Summary tab, Programs tab, depending on your profile settings. This is helpful if at any time you want to get back to a "home base" while assisting them.

If you select the **Release Individual** option, the system will prompt you to confirm that you would like to stop assisting them and their profile. This means that you are no longer managing their profile.

If you select **Assist a new Individual**, the system will release the current individual and navigate you to the Individual Search screen to search for and assist a new individual. The new individual you assist will now be the profile you are working on.

# Individual Folders

Currently Managing

POPPY, OLIVIA

**Service Tracking: ON**

Release Individual

Assist a new Individual

[ [Assist an individual](#) | [Staff Services](#) ]

- My Individual Profiles
  - Personal Profile
    - General Information
    - Background
    - Activities
    - Paths
    - Memo
  - Search History Profile
  - Self Assessment Profile
  - Communications Profile
- My Individual Plans
  - Employment Plan Profile
  - Résumés
  - Job Applications
  - Online Application
  - Virtual Recruiter
  - Employment Goals
  - Training Plan Profile
  - Benefits Plan Profile
  - Financial Plan Profile
- Staff Profiles
  - General Profile
    - Summary
    - Case Notes
    - Activities
    - Documents (Staff)
  - Case Management Profile
    - Case Summary
    - Programs
    - Plan
    - Assessments
  - Report Profile

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When assisting an individual or clicking on their name from the Currently Assisting menu, you will see a set of three folders across the top of the page.

The main folders include: **My Individual Profiles**, **My Individual Plans**, and **Staff Profiles**. Once expanded, these 3 main folders include additional subfolders and tabs.

While assisting an individual, use these folders to navigate through an individual's profile. For example, to access individual's existing, or create a new, résumé, expand the **My Individual Plans** folder, expand the **Employment Plan Profile** subfolder, and then click on the Résumés link/tab.

One of the main areas you will be navigating to are within the **Staff Profiles** main folder. Here is where an individual's case notes, documents, program application, and case management tools like the IEP and OAS are housed.

# Result of completed Individual Registration

Title III - Wagner-Peyser (WP) Apps: 1

[Create Title III - Wagner-Peyser \(WP\) Application](#)

**[WP #2243487 - Registration Only](#)**    

**+**

LWDB:	<b>07 - Golden Sierra Job Training Agency</b>	Application Date:	<b>08/19/2019</b>
Onestop:	<b>187 - 16028 EI Dorado County</b>	Participation Date:	<b>N/A</b>
		Closure Date:	<b>N/A</b>
		Exit Date:	<b>N/A</b>
Total Activities:	<b>0</b>		

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Upon completion of individual registration, a *Title III Wagner-Peyser- Registration Only* program application is created.

We will find this application when navigating to the individual's **Programs** tab. We will explain the Programs tab in more detail in the following sections. We will not review the Title III Wagner-Peyser- Registration Only program application, however we do like to mention that it will appear in the same section where the Title I program application will be housed.

## Day 1 Summary

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

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In this training, we:

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

# Questions



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For any questions concerning this module, please contact the Statewide Training Unit at [CBUTraining@edd.ca.gov](mailto:CBUTraining@edd.ca.gov).