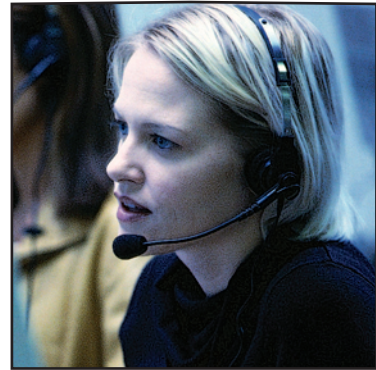
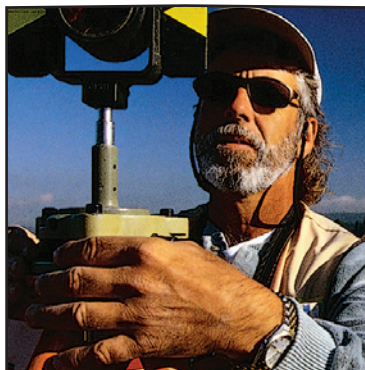


Find the **Right Worker** with

iMatchSkills



**User
Guide**



 **iMatchSkills**
Where
Employers & Job Seekers
Connect

The mission of
The Oregon Employment Department

Support Business & Promote Employment

How we accomplish that mission:

- Support economic stability for Oregonians and communities during times of unemployment through the payment of unemployment benefits.
- Serve businesses by recruiting and referring the best qualified applicants to jobs, and provide resources to diverse job seekers in support of their employment needs.
- Develop and distribute quality workforce and economic information to promote informed decision making.
- Provide access to child care that is safe, high quality, and affordable.

WorkSource Oregon is an equal opportunity program and does not discriminate in employment or the provision of public services on the basis of race, color, religion, sex, national origin, citizenship status, age, disability, political affiliation or belief. The following services are available free of cost, upon request: Auxiliary aids or services, alternate formats, such as Braille, large print, audio CD or tape, oral presentation, and electronic format to individuals with disabilities, and language assistance to individuals with limited English proficiency. To request these services contact your nearest WorkSource Oregon Center for assistance.

WorkSource Oregon Departamento de Empleo es un programa que respeta la igualdad de oportunidades y provee empleo y servicios al público sin discriminar en base a raza, color, religión, sexo, nacionalidad, estado de ciudadanía, edad, discapacidad, filiación o creencia política. Disponemos de los siguientes servicios a pedido y sin costo: Servicios o ayudas auxiliares, formatos alternos para personas con discapacidades y asistencia de idiomas para las personas con conocimiento limitado del inglés. Para solicitar dichos servicios, contáctese con el Centro WorkSource Oregon más cercano a su área.





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available online at
WorkingInOregon.org

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Find The Right Worker

We know that recruiting and training new employees is a big drain on your bottom line. You can reduce your hiring costs by matching the skills you need to job seekers who have those skills and are looking for work. WorkSource Oregon has the system to help you do just that called iMatchSkills®. WorkSource Oregon has the largest pool of job seekers in the state. Hiring people with the right skills from the start lowers your overall cost for training too. Reducing your personnel costs can give you the competitive edge!

*" iMatchSkills,
being so specific with
its skill sets and its
qualifications, really
helps make a much
closer match than
we'd be able to do
elsewhere."*

*Nicole Inglett,
Recruiter
Reser's Fine Foods*

How Does It Work?

Job seekers from all over Oregon and across the nation register for work in iMatchSkills. They specify the type of work or occupation(s) they want, detail where they gained their level of experience and/or training, and identify their skill knowledge within the given occupations. Additionally, they indicate where they are willing to work. Our system uses this information to match them to open jobs.

You access that same large pool of qualified workers by entering specific job listings for each type of occupation where you have openings. To place listings, you need an account in iMatchSkills.

If you have worked with the Oregon Employment Department in the past you likely already have an account.

If you are not sure whether you have an account with us, please contact your local WorkSource Oregon office and ask them to check. You may find your nearest office by going to <http://findit.emp.state.or.us/locations/index.cfm>. If you do not have an account, you can easily open one in iMatchSkills.

iMatchSkills Logon

To get the iMatchSkills logon screen, go to iMatchSkills.org. If your business has an account with us we consider you a “Returning Customer” even if you personally have not used iMatchSkills. Contact your nearest office and the staff will provide your username and initial password to logon. Once you access your iMatchSkills account, you will be required to change your password to something you can remember. You will also need to assign a “hint” question and identify your answer, should you ever forget your password. You may locate your nearest office’s contact information by clicking on the link to [Employment Offices](#) on the bottom of the logon screen.

Hint: Usernames and passwords are not case sensitive. To maintain the best level of security, you will be reminded every 90 days to change your password when you logon to iMatchSkills.

My Username: _____

Emp ID: _____

TIP: iMatchSkills has very useful **Help** screens. There is a link on almost every page of iMatchSkills to find out more information about the screen in detail. Help is a pop-up window that must be closed when you are done with it, by clicking on the red **X** in the upper right corner of the help screen.

iMatchSkills logon screen

iMatchSkills
WORKSOURCE OREGON

Where **Job Seekers & Employers** Connect

Returning Customers

Stimson Lumber Finds That Veterans are a Good Fit. [Click here](#) to read more.

Username: _____

Password: _____

LOGON

[Forgot Your Password?](#)

Returning iMatchSkills Customers - Logon to the left.

New Customers - Select one of the Registration buttons on the left under "New to iMatchSkills".
If you are unable to access the system or need assistance, please contact your closest Oregon Employment Department office for assistance.

New to iMatchSkills

Job Seekers Register Here!

Employers Register Here!

Reminder - To keep your information private, please **LOGOFF** when you are finished.

[Important Information](#) for those who use Oregon Employment Department services or received Unemployment benefits.

[Employment Offices](#) | [About](#) | [Privacy Statement](#) | [Feedback](#) | [Help](#) | [Close](#)

Choose Your Recruitment Strategy

You have choices in how you work with WorkSource Oregon. You can let us enter your job in the system and do the initial recruiting for you. We ask questions about your job opening and enter a listing into iMatchSkills. We then match your listing's skills with our job seeker database, to identify the people who have the skills you want. We will refer qualified people to you for interview. As you have already paid for this service with your Federal Unemployment Taxes, there is no additional cost to you to use this service.

Some employers like the flexibility to enter and manage their own jobs in iMatchSkills. In that case, you need to know some things about our system. You must assign a specific person or persons to access your account in My Company Information, User Administration. You may wish to assign yourself and/or other employees to access your account to place listings with us. You would designate them as job listing representatives with User Authority.

Some employers like the flexibility to enter and manage their own jobs in iMatchSkills.

You have choices in how to list your job opening:

- (1) have nearly complete control over your listing,
- (2) let us find the "best qualified" candidates for you to interview,
- (3) opt to let the iMatchSkills system release your contact information to those candidates who meet your match criteria or
- (4) have your listing serve as a "help wanted ad" to get the largest pool of job applicants to interview.

Regardless of the option you choose, you still have the ability to match your job's qualifications to the skills and experience of job seekers registered with us.

Entering Job Listings In iMatchSkills

When you enter your listing information, we ask you to identify the job classification or occupation, experience and skills you need in a worker for that job. Identifying the job classification and skills can be time-consuming initially, but the good news is, once you put a quality job listing into iMatchSkills, you can quickly copy that listing to recruit workers in that same occupation at a later date.

Setting up a well-written job listing will really make your recruitment efforts worthwhile. Clearly written job listings that describe the duties and requirements will be more appealing to job seekers. (See suggested format sample on the following page.)

Detailing benefits that your company offers their employees generates more interest in your job listing and helps you compete with other employers seeking the same type of skills and experience.

Some information in the listing may be unique to your recruitment, like hours/days of work, number of openings and how you want job candidates to contact your business. The basic occupation and needed skills however, may stay relatively the same. For the most part, entering job listings is just a matter of completing form fields.

We need general information about the job, such as worksite address, contact person for that job, and instructions on how referred candidates are to contact you. You add the position duties, as well as the amount and kind of experience you wish your candidates to possess. We also ask other information such as days and hours of work and the wages and benefits you are offering.



The key to successfully finding the right people lies in the selection of the appropriate occupation and skills. This is what makes iMatchSkills so unique and effective.

Suggested format for job listings:

iMatchSkills WORKSOURCE OREGON Home Logoff Help

Job Listing Summary

Tools

- My Company Information
- Create New Job Listing
- Manage Job Listings
- View
- Edit
- Match Settings
- Match
- Copy
- Delete
- Change Status
- Recruitment Results
- Submit

Lead Receptionist (ID 398425)
Status: Open

Job Information

Requirements: Two years of office administrative experience including greeting customers, scheduling appointments, performing basic office tasks such as filing, faxing, and data entry. High school diploma or GED. Valid driver license to run basic errands and drive between work sites for meetings and occasional work.

Job Duties: Answer multi-line phones, schedule customers and employees for appointments, price and purchase office supplies, sign in and badge visitors, use a computer to perform various tasks throughout the day. Drive between Portland, Salem, and Eugene work sites.

Number of Openings: 1
Hours per Week: 40 **This position is:** Full Time
Will this job have a duration of six months or more? Yes
Shifts Available: 1st (Days)

Contact

Match Preference: Job Seeker Match
Referrals Requested: no limit

Contact Name: Jake Brake (Supervisor)
Phone: (555) 947-1678

Job Seekers are **Required** to contact an Oregon Employment Department office to receive further instructions for this Job Listing.

Requirements & Job Duties



Occupation Selection

Selecting The Appropriate Occupation & Skills

Selecting occupations from the job classification search is really more art than science. Some employers call the same job different names, so finding the right job classification is critical to finding people with the right skills for your job. An example of that is a person who answers the phone, directs incoming calls and processes paperwork for your business. You might call that position a “Receptionist” while others may call that same job a “General Office Clerk” or even an “Administrative Assistant”. In iMatchSkills, each one of those titles is available, but they do not have exactly the same skills so they will not bring up the exact same list of candidates.

How do you find the right job classification? You must search for it. There are a couple of ways to do a search.

**How do you find
the right job
classification?**

You must search for it. There are a couple of ways to do a search...

Using The Job Classification Search Feature

There are two ways to find job classifications on the Job Classification Search page. You can use the Keyword search or use the Search Job Classification Group. Each have their own advantages and limitations. On the next few pages you will see each search option in some detail. Try them both and choose the search option that best fits your needs.

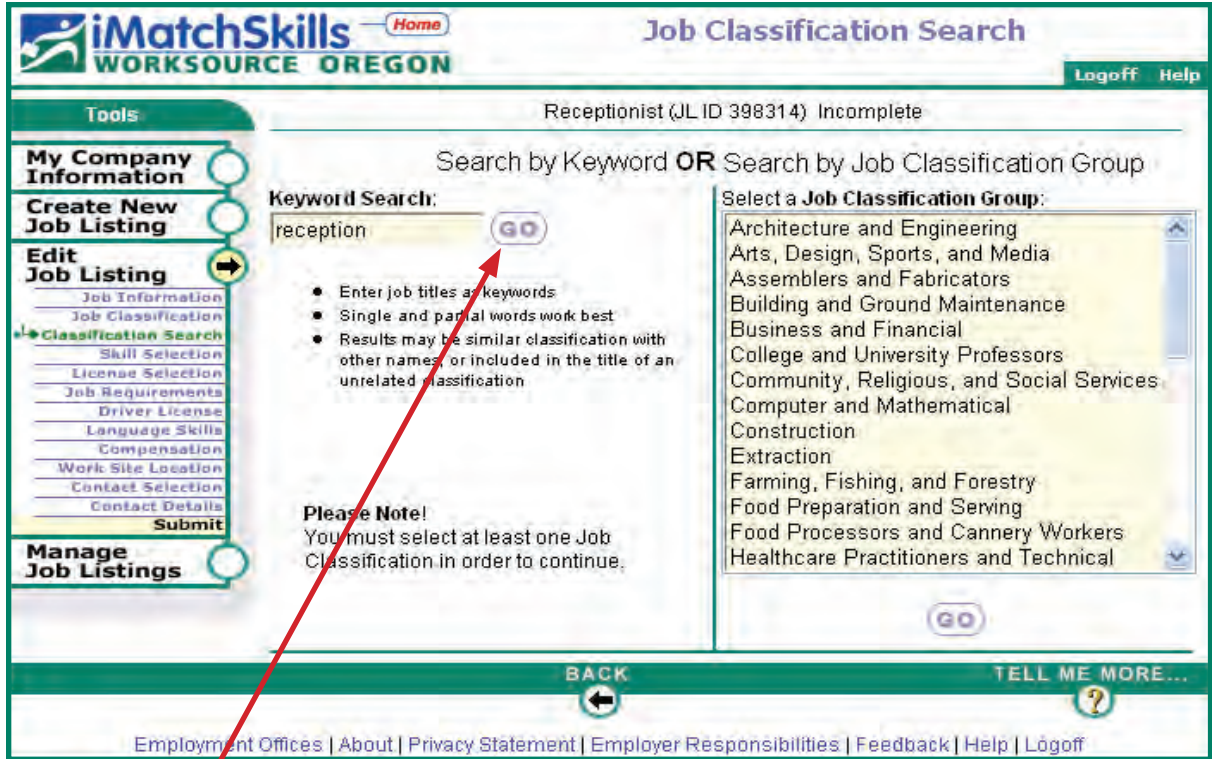
On page 39, there are useful links to websites that will help you identify occupations, get some general and specific information about job duties, rates of pay in your area and other information that may be useful to you when entering your job listing.

Keyword Search

The keyword search allows you to search all the occupations without regard to the Job Classification Group. It gives you the broadest possible responses if you use only the first few letters of the occupation you are seeking. The keyword searches the Job Classification Title, other names this occupation is called (alternate titles), the occupation description and the skills.

Here is what the Job Classification Search looks like using a keyword search for “reception”. Remember “less is more” when using a keyword search.

Keyword Search screen



Clicking on **GO** from this screen displays a list of jobs that contain the word “reception” anywhere in the Occupation Title, Alternate Title, Description and/or Skills area.

REMINDER: If you have questions click on **Help** from the page you are on to get specific information. Click the red **X** in the upper right corner to exit help.

Job Classification Search Results for this keyword search.

Tools Receptionist (JLID 398314) Incomplete

Home Job Classification Search Results

Logoff Help

Results for Keyword: **RECEPTION**


Rank	Available Classifications	Alt Title	Title	Desc	Skill	Experience
1	Receptionists and Information Clerks	X	X			At least 1 year
2	Secretaries, Except Legal, Medical, and Executive		X			--- Select Exp ---
3	Switchboard Operators, Including Answering Service		X			--- Select Exp ---
4	Administrative Services Managers			X		--- Select Exp ---
5	Gaming Managers				X	--- Select Exp ---
6	Agents and Business Managers of Artists, Performers, and Athletes				X	--- Select Exp ---
7	Library, Museum, Training and Other Education Workers, All Other				X	--- Select Exp ---
8	Lodging Managers				X	--- Select Exp ---
9	Food Service Managers				X	--- Select Exp ---
10	Public Relations Specialists				X	--- Select Exp ---

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Receptionist and Information Clerks shows up at the top because the word “reception” is in the Occupation Title and in the Alternate Title.

Before you select the experience, look at the Occupation Details by using your mouse to “point and click” on the blue occupation title link to make sure you are selecting the appropriate occupation for your job. (See pages 10 and 11 for more information about Occupation Detail and an example of the Occupation Detail screen.)

If the title represents the job reasonably well, click on the  button at the bottom of the details screen to go back to the Job Classification Search Results and use the drop-down Experience box to the right of the title to select the *minimum* amount of experience you want the job applicants to have before referral.

Search Job Classification Group


The Search Job Classification Group feature allows you to view all the jobs within a specific group. An advantage of this search is that you can see all the occupations in a broad category of jobs. As in the receptionist example, the Office and Administrative Support Group list contains all three jobs: Administrative Assistant, Office Clerk, General and Receptionist, plus 53 other office occupations.

A disadvantage of using this search is that you have to know which group your job belongs to. There are often more jobs on a group list than can be displayed on the screen, so you may have to use the scroll bar to scroll down and find your job classification group.

The list (*page 9*) shows all the occupations listed in the group “Office and Administrative Support”. As you can see, there are 56 occupations in that group. The “Office and Administrative Support” group occupations share many of the same skills due to the nature of the work, but each have some skills unique to the occupation.

REMINDER: If you have questions click on **Help** from the page you are on to get specific information. Click the red **X** in the upper right corner to exit help.

Job Classification Search Results


Home
Job Classification Search Results
Logout Help

Tools
Receptionist (JL ID 398314) Incomplete

My Company Information

Create New Job Listing

Edit Job Listing

Job Information

Job Classification

Classification Search

Search Results

Skill Selection

License Selection

Job Requirements

Driver License

Language Skills

Compensation

Work Site Location

Contact Selection

Contact Details

Submit

Manage Job Listings

Results for Job Classification Group: **Office and Administrative Support**

Rank	Available Classifications	Experience
1	Bill and Account Collectors	--- Select Exp ---
2	Billing and Posting Clerks	--- Select Exp ---
3	Bookkeeping, Accounting, and Auditing Clerks	--- Select Exp ---
4	Brokerage Clerks	--- Select Exp ---
5	Cargo and Freight Agents	--- Select Exp ---
6	Communications Equipment Operators, All Other	--- Select Exp ---
7	Computer Operators	--- Select Exp ---
8	Correspondence Clerks	--- Select Exp ---
9	Couriers and Messengers	--- Select Exp ---
10	Court, Municipal, and License Clerks	--- Select Exp ---
11	Credit Authorizers, Checkers, and Clerks	--- Select Exp ---
12	Customer Service Representatives	--- Select Exp ---
13	Data Entry Keyers	--- Select Exp ---
14	Desktop Publishers	--- Select Exp ---
15	Dispatchers, Except Police, Fire, and Ambulance	--- Select Exp ---
16	Eligibility Interviewers, Government Programs	--- Select Exp ---
17	Executive Secretaries and Administrative Assistants	--- Select Exp ---
18	File Clerks	--- Select Exp ---
19	Gaming Cage Workers	--- Select Exp ---
20	Hotel, Motel, and Resort Desk Clerks	--- Select Exp ---
21	Human Resources Assistants, Except Payroll and Timekeeping	--- Select Exp ---
22	Information and Record Clerks, All Other	--- Select Exp ---
23	Insurance Claims and Policy Processing Clerks	--- Select Exp ---
24	Interviewers, Except Eligibility and Loan	--- Select Exp ---
25	Legal Secretaries	--- Select Exp ---
26	Library Assistants, Clerical	--- Select Exp ---
27	Loan Interviewers and Clerks	--- Select Exp ---
28	Mail Clerks and Mail Machine Operators, Except Postal Service	--- Select Exp ---
29	Medical Secretaries	--- Select Exp ---
30	Meter Readers, Utilities	--- Select Exp ---
31	New Bank Accounts Clerks	--- Select Exp ---
32	Office Clerks, General	--- Select Exp ---
33	Office Helper	--- Select Exp ---
34	Office Machine Operators, Except Computer	--- Select Exp ---
35	Office and Administrative Support Workers, All Other	--- Select Exp ---
36	Order Clerks	--- Select Exp ---
37	Payroll and Timekeeping Clerks	--- Select Exp ---
38	Police, Fire, and Ambulance Dispatchers	--- Select Exp ---
39	Postal Service Clerks	--- Select Exp ---
40	Postal Service Mail Carriers	--- Select Exp ---
41	Postal Service Mail Sorters, Processors, and Processing Machine Operators	--- Select Exp ---
42	Production, Planning, and Expediting Clerks	--- Select Exp ---
43	Proofreaders and Copy Markers	--- Select Exp ---
44	Purchasing and Procurement Clerks	--- Select Exp ---
45	Receptionists and Information Clerks	--- Select Exp ---
46	Reservation and Transportation Ticket Agents and Travel Clerks	--- Select Exp ---
47	Secretaries, Except Legal, Medical, and Executive	--- Select Exp ---
48	Shipping, Receiving, and Traffic Clerks	--- Select Exp ---
49	Statistical Assistants	--- Select Exp ---
50	Stock Clerks Stock Clerks and Order Filers	--- Select Exp ---
51	Supervisors and Managers of Office and Administrative Support Workers	--- Select Exp ---
52	Switchboard Operators, Including Answering Service	--- Select Exp ---
53	Telephone OperatoTelephone Operators	--- Select Exp ---
54	Tellers	--- Select Exp ---
55	Weighers, Measurers, Checkers, and Samplers, Recordkeeping	--- Select Exp ---
56	Word Processors and Typists	--- Select Exp ---

Administrative Assistant —————

General Office Clerk —————

Receptionist —————

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Occupation Details



You can review the specifics for each title by using your mouse to point and click on the job classification title which will be blue on your screen. The title is a link that takes you to more information about the occupation, including the individual skills associated with that occupation. Making sure that the skills you select are correct will help you find the “best qualified” candidates to evaluate and potentially interview. (See example on page 11)

Because many of the jobs we do now are blended ones, look at the Occupation Details and consider whether the *majority* of the information is correct.

Each section gives you specific information about this occupation.


1. **SOC Code:** Federal statistical agencies use the Standard Occupational Classification (SOC) system to classify workers into occupational categories to collect, calculate, or disseminate data.
2. **Description:** Describes the functions of the job.
3. **Number of job seekers interested in this SOC:** Tells you how many job seekers are in iMatchSkills with this occupation. Once you assign the amount of experience you want in your job seeker pool, you can view the number of people in our system with at least that amount of experience both statewide and those willing to work in the area where the job will be located.
4. **Alternate Titles for this Occupation:** Some of the other job titles used by employers or job seekers for this occupation.
5. **Licenses associated with this Occupation:** Only state required licenses and certifications are listed. If your job requires a state issued license or certification, you must select the appropriate license/certification from the list of Oregon Licensed Occupations. Certifications issued by schools for courses/classes attended are not part of this list, nor are employer-issued certificates.
6. **Skills associated with this Occupation:** A list of the skills needed by a person to perform normal duties associated with this occupation.

Because many of the jobs we do now are blended ones, look at the Occupation Details and consider whether the *majority* of the information is correct. You can always add extra skills that are special to your job after you find the correct occupation title.

If the Occupation Details for the job classification you selected are not correct, use the  button to return to the search list screen then  again to the Occupation Search.

Think about the other names this job may also be called and search again. If you are having trouble finding the right occupation, we are always glad to help you find it. Once you have found the right occupation, you have to add the skills that you need *and* want job candidates to possess before they apply for your job.

Occupation details for Receptionists & Information Clerks



Occupation Details

SOC Code: 434171-00
Title: Receptionists and Information Clerks

Description: Answer inquiries and obtain information for general public, customers, visitors, and other interested parties. Provide information regarding activities conducted at establishment; location of departments, offices, and employees within organization. Exclu

Active job seekers interested in this SOC: 18424
Job Listings that have this SOC: 89

Alternate Titles for this Occupation:

- appointment clerk
- assistant tourist information
- dental receptionist
- front desk clerk receptionist
- information clerk
- office front desk clerk
- quoter
- receptionist
- receptionist telephone operator
- referral and information aide
- registration clerk
- research clerk
- schedule announcer
- space scheduler
- telephone answerer
- telephone appointment clerk
- telephone information clerk
- telephone operator receptionist

Total associated alternate titles: 18

Licenses associated with this Occupation:

- No associated Licenses available.

Skills associated with this Occupation:

- answer and route calls on multi-line phone system
- arrange teleconference calls
- distribute correspondence
- evaluate and prioritize incoming telephone calls
- greet customers
- keep a telephone log
- maintain appointment calendar
- obtain information from clients, customers, patients or others
- operate fax machines, copiers, printers, and other office machines
- order office supplies
- organize and work with detailed records
- process records and maintain forms and files
- provide customer service
- provide customer service using telephone
- retrieve files and charts
- schedule appointments
- schedule meetings or appointments
- schedule or coordinate meeting facilities
- sort and distribute mail
- take detailed, accurate messages
- use computers to enter, access and retrieve data
- use correct grammar, punctuation and spelling
- work as a team member

Total associated Skills: 23

Does this sound like your job?

How many job seekers & job listings in our system in this occupation

Other titles this occupation is called

Any "state-issued" licenses or certifications required for this job

Skills associated with this job. Your job may or may not use all the skills listed here.

BACK



Skills Selection


Choosing Relevant Skills

Once you have selected the occupation, we will ask you to choose the skills that are relevant to your job. There are two ways to select skills. You can choose skills that are "required" and those that are "preferred". Required skills means all job candidates must have these skills before they are referred, whereas preferred skills are those that are not required prior to referral.

If you want candidates to possess certain skills before they even show up on the list, mark those skills as "Required". That way only those job seekers who have those skills will have the ability to match to your listing. On the other hand, if you are willing to train the candidate on how to perform a skill, you will want to choose that skill as "Preferred". This may allow some job seekers who do not possess that skill to appear on your match list. By marking those skills as "Preferred" you will not automatically rule out these candidates from your consideration.


you can choose skills that are "required" and those that are "preferred".

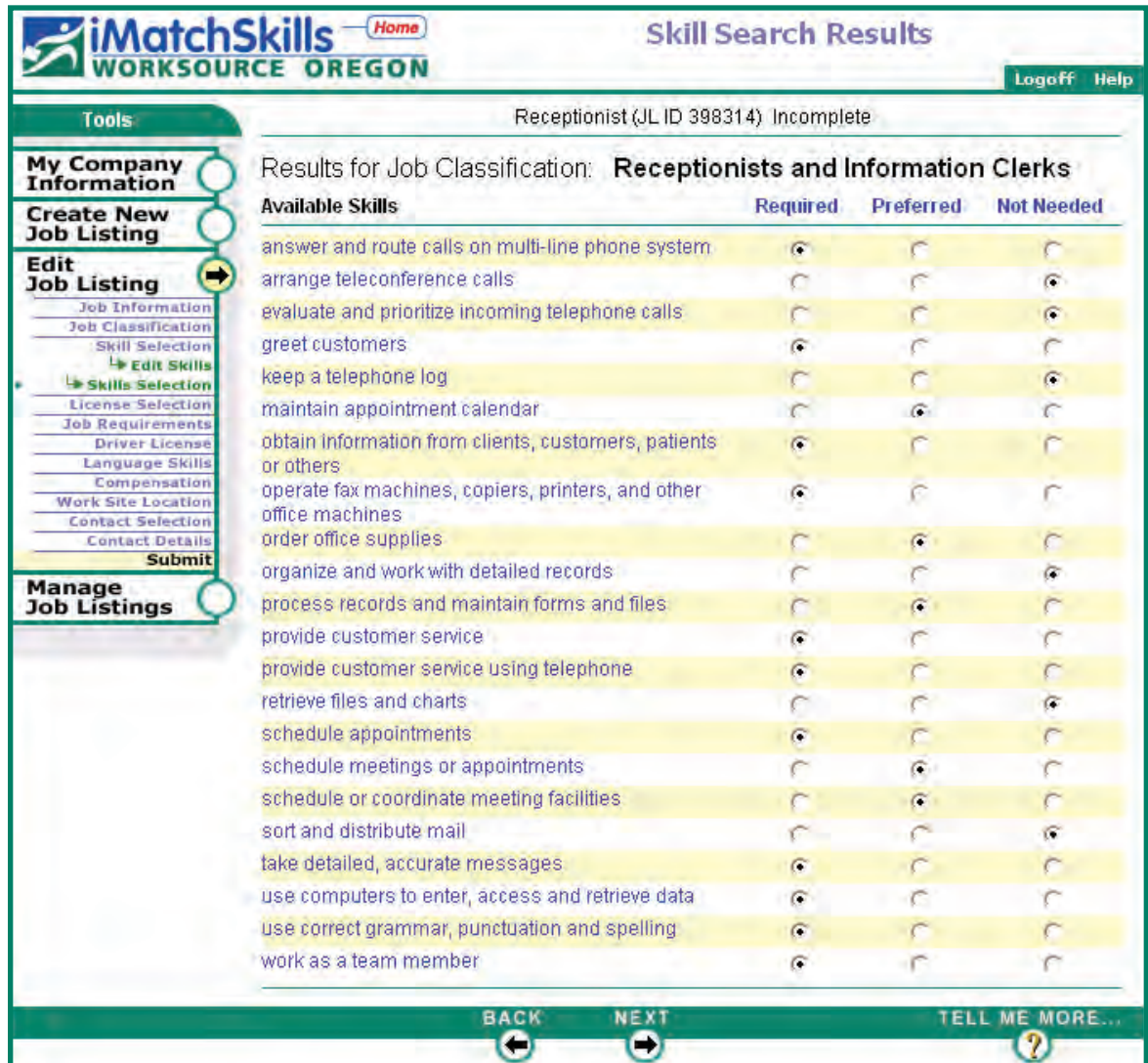
You select skills by clicking on the circle to turn it black on either the required column or preferred (*See example next page*). The default selection is "Not Needed", so you only have to change the skills you require or prefer.

Once you have selected the skills you require and prefer, click on  to save your selection.

The next screen, **Computer Skills**, is where you can review, add or edit skills your position may need using computers and computer programs. Below the computer skill list, you will see an area that allows you to add more skills using keywords. This is where you can choose skills that were not on the occupation list of skills that you would like a person to have. When you find the right skills, you can select them as either required or preferred and they will be added to the overall list of all skills needed for the job listing.

REMINDER: If you have questions click on  from the page you are on to get specific information. Click the red  in the upper right corner to exit help.

Once you have selected all the computer and the additional occupation skills you want, click on  to take you to Selected Skill Summary. This screen is a list of all the skills you have selected to review and edit if you so choose. You may add additional skills here as well. An example of the Selected Skill Summary screen is on page 16.



iMatchSkills Home
WORKSOURCE OREGON

Skill Search Results Logoff Help

Tools Receptionist (JL ID 398314) Incomplete

Results for Job Classification: **Receptionists and Information Clerks**

Available Skills	Required	Preferred	Not Needed
answer and route calls on multi-line phone system	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
arrange teleconference calls	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
evaluate and prioritize incoming telephone calls	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
greet customers	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
keep a telephone log	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
maintain appointment calendar	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
obtain information from clients, customers, patients or others	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
operate fax machines, copiers, printers, and other office machines	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
order office supplies	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
organize and work with detailed records	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
process records and maintain forms and files	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
provide customer service	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
provide customer service using telephone	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
retrieve files and charts	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
schedule appointments	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
schedule meetings or appointments	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
schedule or coordinate meeting facilities	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
sort and distribute mail	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
take detailed, accurate messages	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
use computers to enter, access and retrieve data	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
use correct grammar, punctuation and spelling	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
work as a team member	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

BACK NEXT TELL ME MORE...

iMatchSkills Home **WORKSOURCE OREGON** Selected Skill Summary Logoff Help

Tools Receptionist (JL ID 398314) Incomplete

My Company Information

Create New Job Listing

Edit Job Listing →

- Job Information
- Job Classification
- Skill Selection
- **Summary**
- License Selection
- Job Requirements
- Driver License
- Language Skills
- Compensation
- Work Site Location
- Contact Selection
- Contact Details
- Submit

Manage Job Listings

Computer skills you have selected:	Required	Preferred	Remove
type 60 to 69 words per minute	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
type 80 words per minute or faster	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
use database software	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
use email software	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
use presentation, graphic design, or desktop publishing software	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
use spreadsheet software	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
use word processing software	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Job Classification skills you have selected:	Required	Preferred	Remove
answer and route calls on multi-line phone system	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
arrange teleconference calls	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
evaluate and prioritize incoming telephone calls	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
greet customers	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
keep a telephone log	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
maintain appointment calendar	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
obtain information from clients, customers, patients or others	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
operate fax machines, copiers, printers, and other office machines	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
order office supplies	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
organize and work with detailed records	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
provide customer service	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
provide customer service using telephone	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
schedule appointments	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
schedule meetings or appointments	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
schedule or coordinate meeting facilities	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
sort and distribute mail	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
take detailed, accurate messages	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
use computers to enter, access and retrieve data	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
use correct grammar, punctuation and spelling	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
work as a team member	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

+ ADD MORE SKILLS to this list.


Can't find a particular skill?

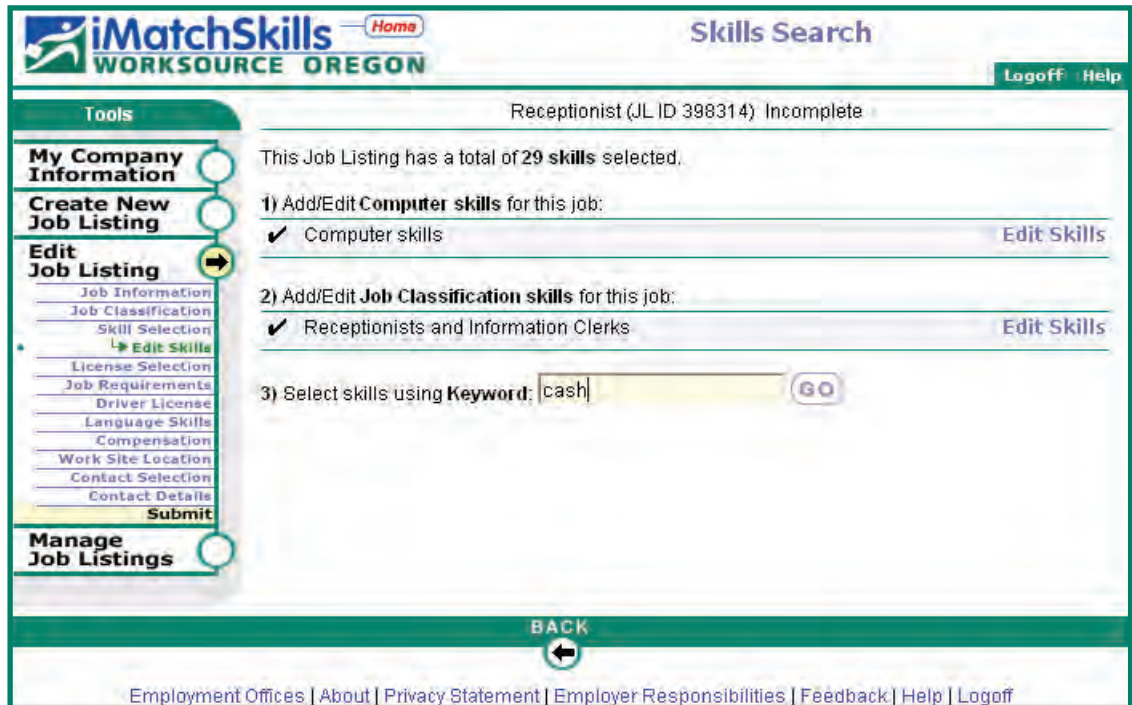
← BACK
NEXT →
TELL ME MORE... ?

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Review all the skills you have selected for accuracy. Are they correct? If not, you have the option to select Required, Preferred or Remove whichever fits your needs.

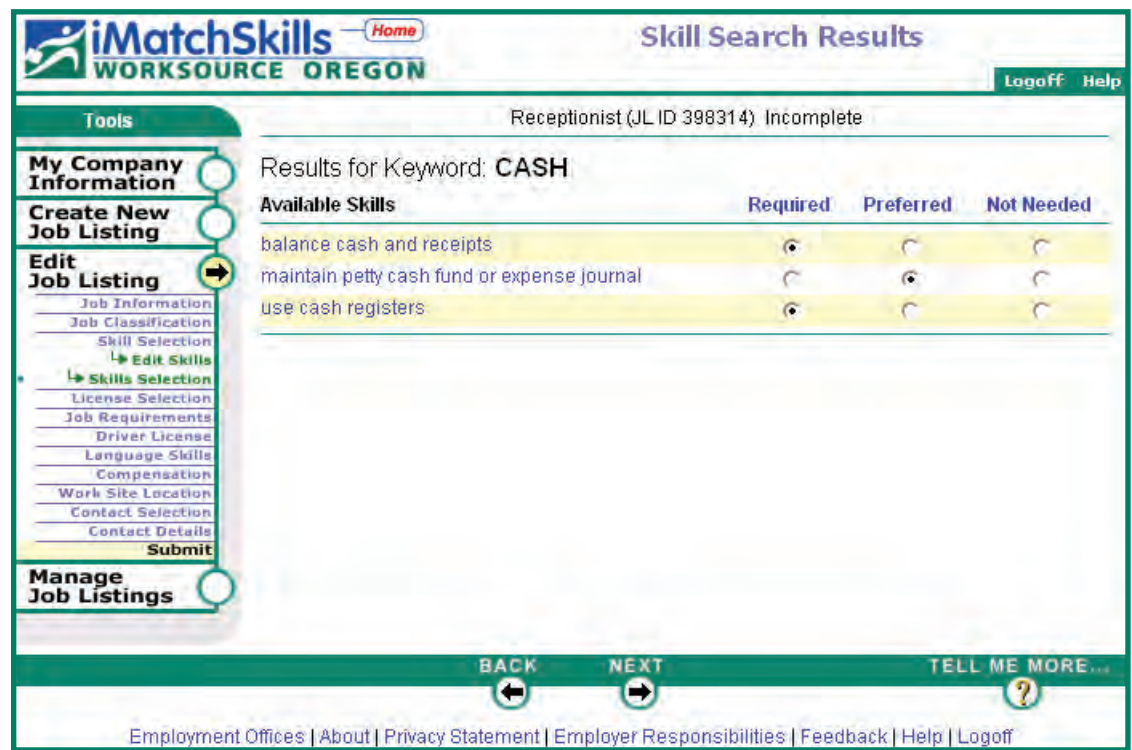
Are you missing skills you thought you had marked? To add or edit the job classification skills or add other skills (both required and preferred) not associated with the occupation title you have chosen click on + ADD MORE SKILLS to this list.

Choosing  **SKILLS** to this list. takes you to Skills Search.




The screenshot shows the 'Skills Search' page for a 'Receptionist (JL ID 398314) Incomplete' job listing. The page has a green header with the 'iMatchSkills WORKSOURCE OREGON' logo and a 'Home' link. On the right, there are 'Logoff' and 'Help' links. A left sidebar contains navigation options: 'Tools', 'My Company Information', 'Create New Job Listing', 'Edit Job Listing' (highlighted with a right arrow), and 'Manage Job Listings'. The main content area shows the job title and a summary: 'This Job Listing has a total of 29 skills selected.' Below this are three numbered steps: 1) 'Add/Edit Computer skills for this job:' with a checked box for 'Computer skills' and an 'Edit Skills' link; 2) 'Add/Edit Job Classification skills for this job:' with a checked box for 'Receptionists and Information Clerks' and an 'Edit Skills' link; 3) 'Select skills using Keyword: [cash] [GO]' with a text input field containing 'cash' and a 'GO' button. At the bottom, there is a 'BACK' button with a left arrow and a footer with links: 'Employment Offices | About | Privacy Statement | Employer Responsibilities | Feedback | Help | Logoff'.

Add additional skills using keywords. For example, your receptionist takes payments for services and has to balance cash and receipts at the end of each day. Using “cash” as a keyword will give you these results:




The screenshot shows the 'Skill Search Results' page for the same 'Receptionist (JL ID 398314) Incomplete' job listing. The page has a green header with the 'iMatchSkills WORKSOURCE OREGON' logo and a 'Home' link. On the right, there are 'Logoff' and 'Help' links. A left sidebar contains navigation options: 'Tools', 'My Company Information', 'Create New Job Listing', 'Edit Job Listing' (highlighted with a right arrow), and 'Manage Job Listings'. The main content area shows the job title and the search results: 'Results for Keyword: CASH'. Below this is a table with columns: 'Available Skills', 'Required', 'Preferred', and 'Not Needed'. The table lists three skills: 'balance cash and receipts', 'maintain petty cash fund or expense journal', and 'use cash registers'. Each skill has three radio buttons corresponding to the columns. The 'Required' radio button for 'balance cash and receipts' is selected. At the bottom, there are 'BACK' and 'NEXT' buttons with left and right arrows, and a 'TELL ME MORE...' button with a question mark icon. A footer with links: 'Employment Offices | About | Privacy Statement | Employer Responsibilities | Feedback | Help | Logoff' is also present.

Available Skills	Required	Preferred	Not Needed
balance cash and receipts	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
maintain petty cash fund or expense journal	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
use cash registers	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Marking the required/preferred radio button and clicking the  button will save the changes to your list.

Selected Skill Summary

The final Selected Skill Summary looks like this!


Home

Selected Skill Summary

Logoff Help

Receptionist (JL ID 398314) Incomplete

	Required	Preferred	Remove
Computer skills you have selected:			
type 60 to 69 words per minute	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
type 80 words per minute or faster	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
use database software	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
use email software	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
use presentation, graphic design, or desktop publishing software	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
use spreadsheet software	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
use word processing software	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Job Classification skills you have selected:			
answer and route calls on multi-line phone system	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
arrange teleconference calls	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
balance cash and receipts	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
evaluate and prioritize incoming telephone calls	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
greet customers	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
keep a telephone log	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
maintain appointment calendar	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
maintain petty cash fund or expense journal	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
obtain information from clients, customers, patients or others	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
operate fax machines, copiers, printers, and other office machines	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
order office supplies	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
organize and work with detailed records	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
process records and maintain forms and files	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
provide customer service	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
provide customer service using telephone	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
retrieve files and charts	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
schedule appointments	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
schedule meetings or appointments	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
schedule or coordinate meeting facilities	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
sort and distribute mail	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
take detailed, accurate messages	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
use cash registers	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
use computers to enter, access and retrieve data	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
use correct grammar, punctuation and spelling	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
work as a team member	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

+ ADD MORE SKILLS to this list.

[Can't find a particular skill?](#)

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Experience with cash handling added



Continue Your Listing

Once you have entered all your skills, move through the remaining screens typing the requested information to complete your job listing using the iMatchSkills navigation tools. If you need more information about a field, click on Help (at the top or bottom of the page) or click on “Tell me more” to go to the help screen for that particular page.

Important note:

Help is a pop-up window that you must close using the red **X** in the upper right corner to exit.

Avoid Potentially Discriminatory Requirements

Federal and state Equal Employment Opportunity (EEO) & Civil Rights enforcement agencies closely examine job announcements for potentially discriminatory requirements. Federal and state laws prohibit employers from requiring specific gender, age, race, national origin/citizenship, religion, language proficiencies or high school diploma/other education levels unless the requirement meets the test of being a Bona Fide Occupational Qualification. Should you wish to include any of these requirements in your listing, you must provide a legal justification for your request. You may be contacted by our staff to discuss your requirement and justification. If you have questions about what you may or may not ask, contact the US Department of Labor, Equal Employment Opportunity (EEO) at the following web site <http://www.dol.gov/dol/topic/discrimination/index.htm> or contact the Bureau of Labor and Industries, Technical Assistance Unit by calling 971-673-0761. View their Web site at <http://www.oregon.gov/BOLI/TA/>.

Complete Your Listing

When you have entered all the information requested, you can view a complete copy of your listing. Click on “View” under the Manage Job Listing menu to the left of the screen to view the Job Listing Summary.

Carefully review the entire listing to ensure that all the information entered is correct and complete. It is often easier to spot errors in the listing from the Job Listing Summary view. You may make changes to any of the information in any section by clicking on the “title” link, which will be a blue link on your screen for the section you wish to change.

After your review, you must submit your listing and have it approved by WorkSource Oregon staff before you can run your match.

The Approval Process

WorkSource Oregon staff review your listing to make sure that the information is clear, does not violate our policies, anti-discrimination or labor laws and that it is fully completed. We correct spelling errors and may ask permission to reformat the listing to make the information more clear for potential job applicants.

Our goal is to represent your business in the most professional manner possible.

Our goal is to represent your business in the most professional manner possible. One way we do this is to ensure that your listing does not put your business in jeopardy of violating labor and civil rights laws. We may ask you to make some changes to the wording of your listing to comply with all applicable labor and civil rights laws, if the wording used may be illegally discriminatory. We will advise you of your options, should you decline to change the wording.

We normally review/approve the listing within twenty-four hours unless you enter the listing on a Saturday. You will receive a phone call, letter or email regarding your listing when it is approved and available for you to match.



Running The Match

Once we have approved your listing, logon to iMatchSkills (instructions on page 2) and click on “Manage Job Listings”.

iMatchSkills Employer Home [Logoff](#) [Help](#)

Welcome Jake Brake (Supervisor) Emp ID: 135754

Tools

- My Company Information
- Create New Job Listing
- Manage Job Listings**

Employer Tools and Recommendations:

- Update your company information as needed; including job listing representatives and work sites.
- Create a new job listing, or find a previous job listing and copy it when a new opening in your company needs to be filled.
- Manage all of your job listings; reviewing matching job seekers, changing status of job listings, and copying job listings for example.

Information

- **Employer identification number**
- Tips for improving the quality of your job match.

TIP TELL ME MORE...

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iMatchSkills WORKSOURCE OREGON [Home](#) Manage Job Listings [Logoff](#) [Help](#)

Tools

- My Company Information
- Create New Job Listing
- Manage Job Listings**

Job Listing Quick Links

- Incomplete (7)
- Pending Review (3)
- Open (2)
- On Hold (1)
- Closed (1)

Job Listing Search Options:

Recommended for companies with more than 50 job listings

Recommended for companies with less than 50 job listings

ADV. SEARCH SHOW ALL

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Click on the “Open” Quick Link to see the list of jobs in “Open” status. The number of listings in each Job Listing Quick Link is in parentheses. Job listings must be in “Open” status to be able to “Match” them.

iMatchSkills WORKSOURCE OREGON Home

Job Listing Search Results

Logoff Help

Tools List of Job Listings based on search criteria entered.

JL ID	Title	Status	Work Site City	Referrals to Result
398425	Lead Receptionist	Open	Downtown Portland	N
398104	Receptionist	Open	Eugene	Y

Total Job Listings (based on search criteria) = 2

My Company Information

- Create New Job Listing
- Manage Job Listings
 - Advanced Search
 - Search Results

Job Listing Quick Links

- Incomplete (7)
- Pending Review (3)
- Open (2)
- On Hold (1)
- Closed (1)

BACK TELL ME MORE...

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Select the appropriate job listing by clicking on the blue "Title" link.

iMatchSkills WORKSOURCE OREGON Home

Job Listing Summary

Logoff Help

Tools

My Company Information

- Create New Job Listing
- Manage Job Listings
 - View
 - Edit
 - Match Settings
 - Match**
 - Copy
 - Delete
 - Change Status
 - Recruitment Results
 - Submit

Receptionist (ID 398104)

Status: Open

Job Information

testing for TestEmployer

Number of Openings: 1
 Hours per Week: 40 This position is: Full Time
 Will this job have a duration of six months or more? Yes
 Shifts Available: 1st (Days)

Contact

Match Preference: Job Seeker Match
 Referrals Requested: no limit

Contact Name: John Smith (Owner and Chief CEO)
 Contact Website: www.TestEmployer.com

Run a match by clicking "Match" in the Tools menu bar. iMatchSkills will run your search based on the criteria you have set in your listing. Depending on the factors you have selected, a list of job seekers who meet all requirements will be displayed.

iMatchSkills Home
WORKSOURCE OREGON

Job Listing Summary

Logoff Help

Tools

My Company Information

Create New Job Listing

Manage Job Listings

View

Edit

Match Settings

Match

Copy

Change Status

Recruitment Results

Sumit

Receptionist (ID 398104)

Status: Open

Job Information

testing for TestEmployer

Number of Openings: 1

Hours per Week: 40 This position is: Full Time

Will this job have a duration of six months or more? Yes

Shifts Available: 1st (Days)

Contact

Match Preference: Job Seeker Match

Referrals Requested: no limit

Contact Name: John Smith (Owner and Chief CEO)

Contact Website: www.TestEmployer.com


If you do not get a list or your list is too short, click on the Match Settings link from the menu bar on the left to select different match criteria.

Things to consider:

- The more “Required” skills you select, the shorter the list of applicants. If you have a large list, you can choose more of the skills as “Required” to give you a more manageable list. If you have a short list, changing some required skills to “Preferred” should give you a longer list;
- Lowering the experience requirement may get you a larger list; however,
- The size of the list does *not* necessarily represent the quality of your candidate pool. Having a shorter list with a more defined match could give you better results than a larger list of people who do not have as many of the skills you really want in a worker.
- You may want to prioritize both the preferred and required skills. This will give you the ability to change some of the more desirable “Preferred” skills to “Required” so that you can pare down the list of job seekers if your list is too *long* or change some of the least desirable “Required” skills to “Preferred” in the event that you have too *short* a list.

Matching Job Seekers

Here is a list of workers matched to a receptionist job listing:



Matching Job Seekers

[Logoff](#) [Help](#)


Receptionist (JL ID 398104) Open


Job Seekers matching to Job Listing ID 398104

JS ID	Name	Match			Last Updated
		Comparison	Résumé	Activity	
1201657	Mouse, Minerva A	View	View	(M)	12/11/06
189508	Rogers, Ginger	View	View	(M)	10/30/06
286839	Name Suppressed	View	Suppressed		12/11/06
708340	Charles, Nora	View	View	(M)	10/30/06
42069	Doe, Jane	View	View	(M)	12/06/06
312994	O'Hara, Maureen	View	View		12/06/06
612543	Calamity, Jane	View	View		12/06/06
887248	Deere, John	View	View		10/30/06
912526	Carpenter, Karen	View	View		10/30/06
1134209	Oyle, Olive	View	View		10/30/06
1178877	Boop, Betty	View	View		10/30/06
1201640	Gale, Dorothy	View	View		10/04/06
154327	Contrary, Mary M	View	View		10/30/06
475790	Harlow, JEAN	View	View	(M)	10/30/06
529798	Name Suppressed	View	Suppressed	(E)	12/11/06
1185301	Lane, Lois	View	View		12/06/06
147574	Lee, Sara	View	View		12/06/06
153578	Name Suppressed	View	Suppressed		12/07/06
207310	STOVER, RUSSELL E	View	View		12/05/06
298156	Peep, Bo	View	View		12/07/06
616430	CROCKER, BETTY A	View	Suppressed		12/05/06
941409	Callender, Marie	View	View		12/06/06
488581	Name Suppressed	View	Suppressed	(E)	12/30/05
660860	Name Suppressed	View	Suppressed		12/07/06
1110362	Name Suppressed	View	View	(E)	03/03/06

[[First](#) [Previous](#) [Next](#) [Last](#)] 1 to 25 of 36 Job Matches

Note: There are 2 additional job seekers who have been notified of this job listing by Employment Department staff.

[PRINT](#)


[TELL ME MORE...](#)


Match response time: 2 minutes and 44 seconds.

Matching Job Seekers

All of the people who appear on the match list have all the “Required” skills selected in their registration. Some job seekers who appear on the match may have *all, few or none* of the “Preferred” skills you have chosen.

Job seekers are given the option of keeping their names and/or résumé confidential. If job seekers chose these options, you will see either “Name Suppressed” or “Résumé Suppressed”. However, you will still be able to see their job seeker ID number and compare their skills to the job requirements by selecting the “View” under the Match Comparison heading.

A note about suppressed job seeker information: Job seekers who opt to suppress some of their information may still be the best candidate for you and your listing. As an employer, you may have justifiable reasons for making your job listing's contact information confidential; job seekers too may have sound reasons for suppressing their information. When you find a candidate who has chosen to suppress their information, you still have the ability to notify them of your job opportunity.

Receptionist (JL ID 398104) Open

Job Seekers matching to Job Listing ID 398104

JS ID	Name	Match Comparison	Résumé	Activity	Last Updated
1201657	Mouse, Minerva A	View	View	(M)	12/11/06
189508	Rogers, Ginger	View	View	(M)	10/30/06
286839	Name Suppressed	View	Suppressed		12/11/06
708340	Charles, Nora	View	View	(M)	10/30/06
42069	Doe, Jane	View	View	(M)	12/06/06
312994	O'Hara, Maureen	View	View		12/06/06
612543	Calamity, Jane	View	View		12/06/06
887248	Deere, John	View	View		10/30/06
912526	Carpenter, Karen	View	View		10/30/06
1134209	Oyle, Olive	View	View		10/30/06
1178877	Boop, Betty	View	View		10/30/06
1201640	Gale, Dorothy	View	View		10/04/06
154327	Contrary, Mary M	View	View		10/30/06
475790	Harlow, JEAN	View	View	(M)	10/30/06
529798	Name Suppressed	View	Suppressed	(E)	12/11/06
1185301	Lane, Lois	View	View		12/06/06
147574	Lee, Sara	View	View		12/06/06
153578	Name Suppressed	View	Suppressed		12/07/06
207310	STOVER, RUSSELLE	View	View		12/05/06
298156	Peep, Bo	View	View		12/07/06
616430	CROCKER, BETTY A	View	Suppressed		12/05/06
941409	Callender, Marie	View	View		12/06/06
488581	Name Suppressed	View	Suppressed	(E)	12/30/05
660860	Name Suppressed	View	Suppressed		12/07/06
1110362	Name Suppressed	View	View	(E)	03/03/06

[First Previous Next Last] 1 to 25 of 36 Job Matches

Note: There are 2 additional job seekers who have been notified of this job listing by Employment Department staff.

Match response time: 2 minutes and 44 seconds.

Compare

Now that you have a list of job seekers, you can view a side-by-side comparison of the job seeker's skills against those you need for the job and see how they stack up. In addition to viewing those skills, you will also see the other skills the job seeker possesses. This can be a benefit as some of their other skills may be useful in your workplace.

Receptionist (JL ID 398104) Open

JS ID Name Résumé

1201657 Minerva A Mouse [View Contact Information](#) ↔ [View](#)

Match Comparison

General Match Criteria	Job Listing	Job Seeker
Level of Education	Associates	Bachelors
Wage	Entered as: \$4,000.00 per \$ per Month Matched as: \$23.08 per hour Displayed to Job Seeker as: \$2,500.00 to \$3,500.00 per Month, Negotiable	Suppressed
Day Shift	Yes	Yes
Swing Shift	-	Yes
Night Shift	-	Yes
Full/Part Time	Full Time	Either Full or Part Time

Other Job Requirements

- Drug Test Required
- Background Check Required

Here is what you see when you view the Match Comparison. Notice that you can view the contact information and résumé for this job seeker.



Scroll down the page to see the skills listed by the job seeker and compare the skills they have to the ones you'd like. You may find other skills listed that would be "value-added" and beneficial to your business.

Skills	Required	Preferred	Job Seeker has?
access social service resource providers	-	-	Yes
answer and route calls on multi-line phone system	Yes	-	Yes
apply active listening techniques	-	-	Yes
apply childhood development theories	-	-	Yes
apply disciplinary practices in supervision	-	-	Yes
apply health and sanitation standards	-	-	Yes
apply human growth and development theory	-	-	Yes
apply mathematical principles to accounting, bookkeeping or budgeting	-	-	Yes
arrange teleconference calls	-	Yes	Yes
assist co-workers with software usage and problems	-	-	Yes
assist with business and managerial research	-	-	Yes
balance cash and receipts	Yes	-	Yes
communicate with children and adults	-	-	Yes

View Résumé

To view the résumé, click on the “[view](#)” link under Résumé (see Match Comparison example previous page for résumé view location). It will open the link to view the résumé. The résumé will be confidential and contain no contact information until you select View Contact Information. See résumé examples on pages 26 and 27.

Review the résumé to see if this is a candidate you wish to interview. If you are interested in the job seeker, click on “View Contact Information” to see the résumé with the job seeker’s contact information. Whenever you view the contact information of a job seeker, we consider you to have selected that candidate for referral.

If it is **not** someone in whom you are interested, use the  button to go back to the match comparison screen and  again to get back to the list of job seekers who matched.

For job seekers who have suppressed their contact information and résumé you will see the screen below. Clicking on the “[Have this Job Seeker contacted](#)” link will initiate a letter or email message to the job seeker advising them to contact you.



iMatchSkills WORKSOURCE OREGON Home Match Comparison Logoff Help

Tools Receptionist (JL ID 398104) Open

JS ID	Name		Résumé
286839	Suppressed	Have this Job Seeker contacted	Suppressed


Match Comparison

General Match Criteria	Job Listing	Job Seeker
Level of Education	Associates	Associates
Wage	Entered as: \$4,000.00 per \$ per Month Matched as: \$23.08 per hour Displayed to Job Seeker as: \$2,500.00 to \$3,500.00 per Month, Negotiable	Suppressed
Day Shift	Yes	Yes
Swing Shift	-	Yes
Night Shift	-	Yes
Full/Part Time	Full Time	Either Full or Part Time

Other Job Requirements

- Drug Test Required
- Background Check Required

Confidential Résumé:

Job Seeker Résumé

iMatchSkills Job Seeker ID 1201657
[View Contact Information](#)

Experience: [Disneyworld](#), Orlando, FL
Executive Secretary
Schedule calendar for CEO. Arrange itinerary for travel, meetings. Arrange catering for meetings and events. Work with legal department for contracts and negotiations. Managed 6 clerical support staff for executive team.

[Disneyland](#), Anaheim, CA
Receptionist
Greet guests, schedule appointments and set up training conferences. Type correspondence using computer word processing programs.


[Disneyland](#), Anaheim, CA
General Office Clerk
Type, file, answer phone and route calls. Take payments and make change. Sell ticket booklets

Education: **Bachelors in Hospitality**
Disney University; Orlando, FL

Miscellaneous: Operate cash registers, take payments and make change. Voice-over work for animation features.

BACK PRINT TOP TIP TELL ME MORE...

Non-confidential Résumé:

Job Seeker Résumé

Minerva A Mouse (ID 1201657)
875 Union St NE
Salem, OR 97311
(503) 947-1678
mouse.minnie@disney.com

Experience: [Disneyworld](#), Orlando, FL
Executive Secretary
Schedule calendar for CEO. Arrange itinerary for travel, meetings. Arrange catering for meetings and events. Work with legal department for contracts and negotiations. Managed 6 clerical support staff for executive team.

[Disneyland](#), Anaheim, CA
Receptionist
Greet guests, schedule appointments and set up training conferences. Type correspondence using computer word processing programs.

[Disneyland](#), Anaheim, CA
General Office Clerk
Type, file, answer phone and route calls. Take payments and make change. Sell ticket booklets.

Education: **Bachelors in Hospitality**
Disney University; Orlando, FL

Miscellaneous: Operate cash registers, take payments and make change. Voice-over work for animation features.

BACK PRINT PDF VIEW TOP TIP TELL ME MORE...

PDF view
formats résumé
to fit on page

Résumé in PDF View:

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You may print the résumé, or view/print the résumé in Adobe Acrobat PDF. (See *résumé example on page 27*). You must have Adobe Acrobat to view PDF files. Most computers have a version of Adobe Acrobat installed. If you do not have Adobe Acrobat Reader installed you may download a current version at <http://www.adobe.com/>

Printing from the print icon on the initial view résumé page, prints all the text on the screen without formatting the text to fit neatly within the page as does the PDF view. This résumé print view is useful for creating a scanable résumé.

Transferable Skills

One of the drawbacks of doing an occupation search is that the job seeker may have selected all of the skills in an occupation, but unless they select the occupation title, they won't come up on an occupation match list. Earlier, we shared the office work example where the jobs in an occupation group have many of the same skills in common. There are several other occupations that are similar to the office work example, in that the skills of the job are not dependent on the industry. Many skills are transferable, so considering people with cross-industry experience may give you a broader candidate pool from which to choose and may give you new employees with other skills that would add value to your workplace.

Check out the job seeker's résumé to see how they might fit your workplace.

You can find people with the skills you need, without regard to the occupation title, by removing the occupation from the search. Choose "Match Settings" from the menu bar on the left and unselect the box next to the occupation under the "use in match" header (See *example on following page*).

Matching by skills alone removes the amount of experience required in the occupation from the match criteria. However, it is an option if you want to get a broad pool of applicants from which to choose. Review and compare the skills needed with the ones the job seeker has marked. Check out the job seeker's résumé to see how they might fit your workplace. Choose the ones with which you wish to have further contact and follow the same processes as with other candidates.

REMINDER: If you have questions click on **Help** from the page you are on to get specific information. Click the red **X** in the upper right corner to exit help.

iMatchSkills WORKSOURCE OREGON [Home](#) **Job Listing Match Settings** [Logoff](#) [Help](#)

Receptionist (JL ID 398104) Open

Match Filters [RUN MATCH](#)

- Match Filters will allow you to adjust the number of Job Seekers to which you match.
- To clear these filters use the Clear Filters button below.

Wage: \$12.73 per hour (Calculated hourly rate for the Match.)

Full/Part Time: Full Time Part Time Either

Shift: 1st(Days) 2nd(Swing) 3rd(Nights)
 Rotating Split

Minimum Level of Education: None

Match Filters

Show only Job Seekers whose contact information has been previously viewed?

Show only Job Seekers previously referred by OED Staff for this Job Listing?

Job Seeker Last Activity From: -month- -day- -year- To: -month- -day- -year-

Job Classification Filters

- Removing Job Classification from the match process, will also remove required experience.

Description	Experience	Use in Match
Receptionists and Information Clerks stored experience: At least 1 year	At least 2 years	<input checked="" type="checkbox"/>

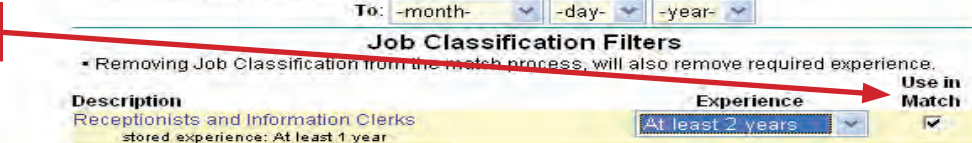
Skill Filters

Description	Stored Value	Required	Preferred	Do Not Use
answer and route calls on multi-line phone system	Required	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
arrange teleconference calls	Preferred	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
balance cash and receipts	Required	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
evaluate and prioritize incoming telephone calls	Required	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
greet customers	Required	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
keep a telephone log	Preferred	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
maintain appointment calendar	Preferred	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
maintain petty cash fund or expense journal	Preferred	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
obtain information from clients, customers, patients or others	Required	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
operate fax machines, copiers, printers, and other office machines	Required	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
order office supplies	Preferred	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
organize and work with detailed records	Preferred	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
process records and maintain forms and files	Preferred	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
provide customer service	Required	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
provide customer service using telephone	Required	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
retrieve files and charts	Preferred	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
schedule appointments	Required	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
schedule meetings or appointments	Preferred	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
schedule or coordinate meeting facilities	Preferred	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
sort and distribute mail	Preferred	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
take detailed, accurate messages	Required	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
type 60 to 69 words per minute	Required	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
type 80 words per minute or faster	Preferred	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
use Access	Preferred	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
use Adobe Acrobat Reader	Preferred	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
use Adobe Photoshop	Preferred	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
use Excel	Preferred	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
use Microsoft Project	Preferred	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
use Microsoft Publisher	Preferred	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
use Outlook	Preferred	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
use PowerPoint	Preferred	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
use Word	Preferred	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
use computers to enter, access and retrieve data	Preferred	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
use correct grammar, punctuation and spelling	Required	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
use database software	Required	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
use email software	Required	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
use presentation, graphic design, or desktop publishing software	Required	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
use spreadsheet software	Required	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
use word processing software	Required	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
work as a team member	Required	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

[MATCH](#) [CLEAR FILTERS](#) [TELL ME MORE...](#)

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Uncheck Box



Contacting The Job Seeker

After comparing the job seekers' skills to your requirements, decide on the candidates you wish to interview. View a job candidate's résumé and select "View Contact Information" then call, write or use your email program to contact the job seeker. At the point you view the job seeker's contact information, that candidate becomes a referral and is stored in Recruitment Results (See example on page 32).

Job seekers whose contact information you have viewed are marked with an **M** on the list of matching job seekers. When a job seeker chooses to keep their contact information and/or résumé suppressed, you may click on the "Have this Job Seeker Contacted" link to initiate a letter or e-mail to inform the job seeker of your interest in speaking with them (See example on page 25). The system marks these suppressed candidates with an **E**. Going back to your match list, you can see which candidates you have expressed an interest in seeing. Printing the résumé or match comparison will help you keep track of your referrals.

The screenshot shows the iMatchSkills WORKSOURCE OREGON interface. The main heading is "Matching Job Seekers" for "Receptionist (JL ID 398104) Open". A table lists 25 job seekers with columns for JS ID, Name, Match Comparison, Résumé, Activity, and Last Updated. A red box highlights the "Recruitment Results" link in the left-hand navigation menu. The table includes entries like "1201657 Mouse, Minerva A" and "1212055 LORD, JAYNE M".

JS ID	Name	Match Comparison	Résumé	Activity	Last Updated
1201657	Mouse, Minerva A	View	View	M	12/11/06
263279	Kofoid, Chandra Lee	View	View		08/09/05
286839	Name Suppressed	View	Suppressed		12/11/06
756346	Jensen, Colleen Renee	View	View		04/30/05
1063795	Brammer, Evan Edward	View	View		11/15/05
18544	Name Suppressed	View	Suppressed		03/03/06
42069	Doe, Jane	View	View	M	12/06/06
252973	HUNTER, CASSANDRA L	View	Suppressed		09/08/05
312994	O'Hara, Maureen	View	View		12/06/06
677030	Name Suppressed	View	Suppressed		10/19/05
837968	Mata, Stevie A	View	View		01/09/06
887248	Deere, John	View	View		10/30/06
912526	Carpenter, Karen	View	View		10/30/06
1134209	Oyle, Olive	View	View		10/30/06
178877	Boop, Betty	View	View		10/30/06
201640	Gale, Dorothy	View	View		10/04/06
62528	MINK, BEVERLY J	View	Suppressed		11/01/05
154327	Contrary, Mary M	View	View		10/30/06
475790	Harlow, JEAN	View	View	M	10/30/06
529798	Name Suppressed	View	Suppressed	E	12/11/06
712055	LORD, JAYNE M	View	Suppressed		01/11/06
1028620	Name Suppressed	View	Suppressed		10/21/05
1065802	Name Suppressed	View	Suppressed		04/20/05
1159386	Name Suppressed	View	View		10/14/05
1185301	Lane, Lois	View	View		12/06/06

[First Previous Next Last] 1 to 25 of 66 Job Matches

Note: There are 2 additional job seekers who have been notified of this job listing by Employment Department staff.

PRINT UPDATE LISTING TELL ME MORE...

Match response time: 1 minutes and 2 seconds.

Referral Lists

iMatchSkills will generate list(s) of those job seekers who were referred to your job listing. You may view the list(s) on the Recruitment Results screen. Remember, whenever you view contact information of a job seeker, we consider that action to be a “referral” as you are indicating an interest in making further contact with them.

Recruitment Results lists are divided into three categories: OED Staff Referrals, Employer Self-Referrals, and Job Seeker Self-Referrals. The lists are developed in relation to who/how the referral was made. The “who” and “how” is determined by the level of service you chose for your job listing. For example, if you chose to run your own matches and refer job seekers, your referrals will appear on the Employer Self-Referral list. Additionally, you may have elected to have the Employment Department staff assist you in referring qualified job seekers. In this case, you may have both Employer Self-Referrals and OED Staff Referrals. Regardless of which recruitment result lists you may have, you can access each of the lists in the same manner by clicking the view type you wish to see. The number of referrals in each list are seen in the parentheses to the right of the referral views (See example above).

Follow-up

Once you have interviewed and made your decision, you may provide results for the referrals by opening each referral list and selecting the appropriate results code.

Definitions for each code are above the list. Additionally, there are three text boxes for you to provide information about the various aspects of your overall recruitment process. We welcome your comments.

iMatchSkills Home
WORKSOURCE OREGON

Recruitment Results Logoff Help

Tools Receptionist (JL ID 398104) Open

- Please complete the following information about any job applicants referred to you through iMatchSkills.
- Referrals are listed by name. Select the option that best describes applicant response or status.
- Referrals are based on information supplied by the applicant. Oregon Employment Department does not perform criminal background checks or reference checks. We encourage you to conduct your own background checks in your hiring process.

Views: OED Staff Referrals (0)
Employer Self-Referrals (6)
Job Seeker Self-Referrals (0)

Results: H=Hired ARJ=App Refused Job/DNR Work ANH=App Not Hired
DNA=Did Not Apply NR=Not Resulted
DNR=Did not report to interview

Employer Self-Referrals

Name	Referral Date	Result of Referral						Future	Start to Work Date		
		H	ARJ	DNA	DNR	ANH	NR		-mon-	-day-	-year-
Bergman, Ingrid	12/11/06	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	-mon-	-day-	-year-	
Charles, Nora	12/11/06	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	-mon-	-day-	-year-	
Doe, Jane	12/11/06	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	-mon-	-day-	-year-	
Harlow, JEAN	12/11/06	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	-mon-	-day-	-year-	
Mouse, Minerva A	01/30/07	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Feb	12	2007	
Rogers, Ginger	12/11/06	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	-mon-	-day-	-year-	

Total Employer Self-Referrals: 6

Please tell us who you hired through iMatchSkills (2000 character maximum):
Minerva Mouse hired to start immediately. All other referrals were interviewed. Minerva had the best references.

Did anyone refuse a job offer? (2000 character maximum):

Other Comments (2000 character maximum):

SAVE CANCEL TELL ME MORE...



Closing Your Listing


When you are ready to close your listing, provide results for the referrals that remain unresulted and change the status of the listing.

The screenshot displays the 'Listing Status' page for a job listing titled 'Receptionist (JL ID 398104) Open'. The page includes a sidebar with navigation options: 'My Company Information', 'Create New Job Listing', 'Manage Job Listings' (with a sub-menu containing 'View', 'Edit', 'Match Settings', 'Match', 'Copy', 'Change Status', and 'Recruitment Results'), and 'Tools'. The main content area shows a list of status options: 'Incomplete', 'Open (current status)', 'On Hold', and 'Closed' (which is selected). Below the status options are 'Closed Reasons' with radio buttons for 'Filled NOT using iMatchSkills', 'Filled using iMatchSkills' (selected), 'Listing Cancelled; No need at present', and 'Other Closed reason'. A text box for 'Please make Comments about this Status Change (2000 characters maximum):' contains the text 'Minnie started today!'. Below this are 'Application Deadline' and 'Date this Job Listing can be Matched' fields. At the bottom, there are 'SAVE', 'CANCEL', and 'TELL ME MORE...' buttons, along with a footer containing 'Employment Offices | About | Privacy Statement | Employee Responsibilities | Feedback | Help | Logoff'.

To change the status, click on Change Status in the Manage Job Listings toolbar on the left. Click on Closed and choose the appropriate Closed Reason. Your order will be closed immediately. If you'd like, we can close the listing for you. Just let us know the results of your interviews and we will update and close the listing.

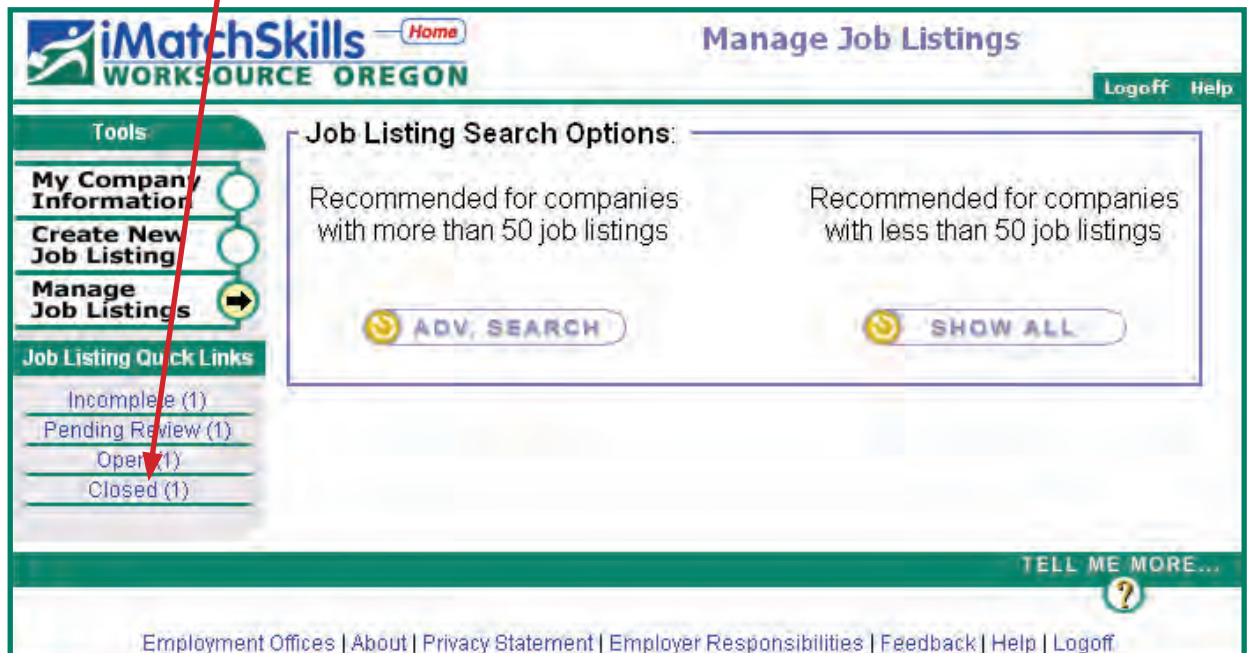
If you have a need to open this listing in the future, you can use the closed listing to create a new one. Here's how you do that:

Using Copy To Create A New Listing

To copy a closed listing, click on Manage Job Listings on the left menu bar. This will take you to the Manage job listings page. Click on  to view a list of all jobs. Choose the listing you wish to copy.

- or -

Click on the closed link to display a list of Closed job listings in Job Listings Quick Links. Choose the appropriate job from the closed list. Click on the job title to select the job for copying.



Other Job Listing Quick Links:

INCOMPLETE: You may not want to copy an incomplete listing as it has not been fully completed or submitted for review. You may click on an incomplete listing to complete it then “submit” the listing for review and approval.

PENDING REVIEW: If the listing you wish to copy is in pending review status, you may just want to edit it. Make your changes and “submit” the listing for staff review and approval.

OPEN: If the listing you wish to copy is currently open, you may just want to increase the number of openings rather than add an additional listing.

iMatchSkills WORKSOURCE OREGON Home Logoff Help

Job Listing Search Results

Tools List of Job Listings based on search criteria entered.

JL ID	Title	Status	Work Site City	Referrals to Result
398105	Lead Receptionist	Closed	Downtown Portland	N

Total Job Listings (based on search criteria) = 1

My Company Information
Create New Job Listing
Manage Job Listings (with sub-links: View, Edit, Match Settings, Match, Copy, Delete, Change Status, Recruitment Results, Submit)

Job Listing Quick Links
 Incomplete (1)
 Pending Review (1)
 Open (1)
 Closed (1)

BACK TELL ME MORE...

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Click on blue title link to select job listing

iMatchSkills WORKSOURCE OREGON Home Logoff Help

Job Listing Summary

Lead Receptionist (ID 398105)
Status: Closed - Listing Cancelled; No need at present
 closed on: Mar 23, 2006 11:02:03 am

Job Information
 Requirements: Two years of office administrative experience including greeting customers, scheduling appointments, performing basic office tasks such as filing, faxing, and data entry. High school diploma or GED. Valid driver license to run basic errands and drive between work sites for meetings and occasional work.
 Job Duties: Answer multi-line phones, schedule customers and employees for appointments, price and purchase office supplies, sign in and badge visitors, use a computer to perform various tasks throughout the day. Drive between Portland, Salem, and Eugene work sites.

Number of Openings: 1
Hours per Week: 40 **This position is:** Full Time
Will this job have a duration of six months or more? Yes
Shifts Available: 1st (Days)

Manage Job Listings (with sub-links: View, Edit, Match Settings, Match, Copy, Delete, Change Status, Recruitment Results, Submit)

Click Copy to copy listing

iMatchSkills Copy Job Listing Logoff Help

Copy Job Listing Confirmation

You have requested to copy job listing **398105** to a new job listing.

If you would like to continue with the Copy, choose Continue below. The copy will be performed and you will be taken to the Job Listing Summary of the created job listing.

If you do not want to copy this job listing, choose Cancel below and you will be returned to the screen you came from.

CONTINUE CANCEL

Click **CONTINUE** to confirm your request for a copy of the job listing.

The screenshot shows the 'Job Listing Summary' page for a 'Lead Receptionist (ID 398412)'. The status is 'Pending Review'. The page is divided into sections: 'Job Information', 'Contact', and 'Match Preference'. A red arrow points from the 'Edit' link in the 'Manage Job Listings' sidebar to the 'Status: Pending Review' text.

Tools

- My Company Information
- Create New Job Listing
- Manage Job Listings
 - View
 - Edit
 - Match Settings
 - Match
 - Copy
 - Delete
 - Change Status
 - Recruitment Results
 - Submit

Lead Receptionist (ID 398412)
Status: Pending Review

Job Information

Requirements: Two years of office administrative experience including greeting customers, scheduling appointments, performing basic office tasks such as filing, faxing, and data entry. High school diploma or GED. Valid driver license to run basic errands and drive between work sites for meetings and occasional work.

Job Duties: Answer multi-line phones, schedule customers and employees for appointments, price and purchase office supplies, sign in and badge visitors, use a computer to perform various tasks throughout the day. Drive between Portland, Salem, and Eugene work sites.

Number of Openings: 1
Hours per Week: 40 **This position is:** Full Time
Will this job have a duration of six months or more? Yes
Shifts Available: 1st (Days)

Contact

Match Preference: Job Seeker Match
Referrals Requested: no limit

Contact Name: Jake Brake (Supervisor)
Phone: (555) 947-1678

Job Seekers are **Required** to contact an Oregon Employment Department office to receive further instructions for this Job Listing.

iMatchSkills will assign a new job listing number to the copied job listing. If no changes are needed, you're done! The listing then goes to **Pending Review** status and has been submitted for review and approval by WorkSource Oregon staff.

If you have changes to make, you may edit the listing by clicking the **Edit** link. iMatchSkills takes you to the Job Listing Edit Confirmation screen.

The screenshot shows the 'Job Listing Edit Confirmation' page. It features a 'Please Note:' section with instructions on editing a job listing in 'Pending' status. The page includes navigation buttons at the bottom: 'BACK', 'NEXT', and 'TELL ME MORE...'. A sidebar on the left contains the same 'Tools' menu as the previous screenshot.

Tools

- My Company Information
- Create New Job Listing
- Manage Job Listings
 - View
 - Edit
 - Match Settings
 - Match
 - Copy
 - Delete
 - Change Status
 - Recruitment Results
 - Submit

Job Listing Edit Confirmation

Please Note:


You have chosen to edit a Job Listing that is currently in "Pending" Status. If you edit this Job Listing, the Job Listing will have to be **RE-SUBMITTED** for review.

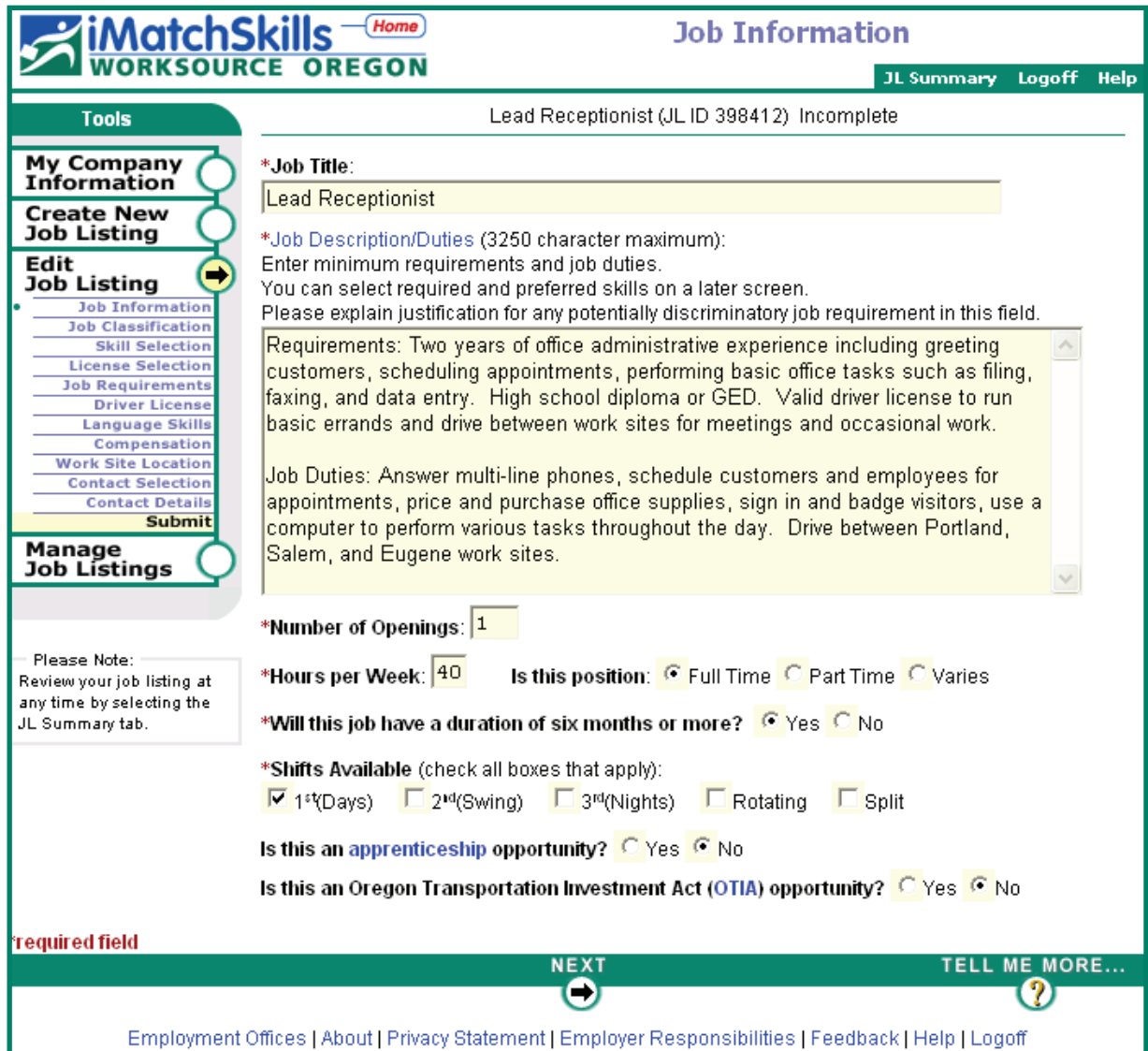
It will be reviewed within one full business day, at which time the Job Listing status will be changed from Pending to either Open or Staff Hold.

If you do not need to edit this Job Listing, choose the "**BACK**" button:

BACK **NEXT** **TELL ME MORE...**

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Clicking on the  button takes you to the Job Information screen to edit your job listing information.



iMatchSkills — Home
WORKSOURCE OREGON

Job Information [JL Summary](#) [Logoff](#) [Help](#)

Tools Lead Receptionist (JL ID 398412) Incomplete

My Company Information
Create New Job Listing
Edit Job Listing 
• [Job Information](#)
[Job Classification](#)
[Skill Selection](#)
[License Selection](#)
[Job Requirements](#)
[Driver License](#)
[Language Skills](#)
[Compensation](#)
[Work Site Location](#)
[Contact Selection](#)
[Contact Details](#)
Submit

Manage Job Listings

Please Note:
Review your job listing at any time by selecting the JL Summary tab.

***Job Title:**
Lead Receptionist

***Job Description/Duties** (3250 character maximum):
Enter minimum requirements and job duties.
You can select required and preferred skills on a later screen.
Please explain justification for any potentially discriminatory job requirement in this field.

Requirements: Two years of office administrative experience including greeting customers, scheduling appointments, performing basic office tasks such as filing, faxing, and data entry. High school diploma or GED. Valid driver license to run basic errands and drive between work sites for meetings and occasional work.

Job Duties: Answer multi-line phones, schedule customers and employees for appointments, price and purchase office supplies, sign in and badge visitors, use a computer to perform various tasks throughout the day. Drive between Portland, Salem, and Eugene work sites.

***Number of Openings:** 1

***Hours per Week:** 40 **Is this position:** Full Time Part Time Varies



***Will this job have a duration of six months or more?** Yes No

***Shifts Available** (check all boxes that apply):
 1st(Days) 2nd(Swing) 3rd(Nights) Rotating Split


Is this an apprenticeship opportunity? Yes No

Is this an Oregon Transportation Investment Act (OTIA) opportunity? Yes No

***required field**

NEXT  **TELL ME MORE...** 

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Use the  button to move through the list of areas or click on the name of the area you wish to change in the Edit Job Listing menu bar. Click on **Submit** to submit the listing for staff review and approval once you have made the desired changes.







Once your listing is approved, you may match it as described (pages 19-32).

As always, if you have any questions, contact your local WorkSource Oregon office for assistance. We are here to serve your business needs.

Any Questions?

WorkSource Oregon staff are always happy to provide you with technical assistance and support should you have difficulty accessing any area of your iMatchSkills record. Contact your local office by selecting the Employment Offices link on the bottom of every page.

Useful iMatchSkills Navigation Tips

- Clicking on the  icon takes you to your iMatchSkills home page. Anytime you get lost, go to the home page and start again. Your Employer ID number (Emp ID) is on your home page in the upper right portion of the page (see page 19). Staff may request this number when providing technical support or to assist you in your recruitment effort.
- Choose  or  if you need specific information about any screen you are on. These links take you to the help for that screen. The data items on the screen are explained on the help page. Help is a pop-up window and to exit a help screen, click on the red  in the top right corner of the screen.
- Always use the   buttons at the bottom of each page. Using iMatchSkills navigation moves you to the next page AND saves your information. Do not use your browser's Back or Forward buttons. Using your browser navigation buttons could throw you out of iMatchSkills and lose the information you have added on the screen you were on at the time.
- Click on the [Employment Offices](#) link available on most pages to see a list of all WorkSource Oregon offices statewide and view their contact information.
- A **red** asterisk (*) always indicates a required field. You'll receive an error message if a required field is not completed.
- We welcome your feedback and suggestions. Click on Feedback from any screen to provide feedback on that page or on our system.

Regional
economists
and Workforce
Analysts can
provide you
with Regional
information for
your area.

Useful Links

WorkSource Oregon Employer Services

You will find many resources that are specific to employers from the Employer link on our home page. Type www.workinginoregon.org and click on “Employers”. You will find employer related information on economic and workforce, incentive programs and Unemployment Insurance Tax, as well as, links to other agencies that may be of assistance to you.

Oregon Labor Market Information System (OLMIS)

OLMIS is an award-winning program developed by the WorkSource Oregon Workforce and Economic Research Division. OLMIS helps employers and job seekers to find out information on a variety of labor market and occupation topics. It is a useful resource for finding occupation, wage information and other economic information for business. We have Regional Economists and Workforce Analysts to provide you with information to help grow your business. <http://www.qualityinfo.org> To contact Workforce and Economic Research staff go to OLMIS and choose “Contacts” <http://www.qualityinfo.org/olmisj/Contacts?zineid=czine>

Bureau of Labor and Industries (BOLI)

Technical Assistance for Employers -

The Bureau of Labor and Industries is the State of Oregon’s enforcement agency regarding employment laws, rules, and regulations. The Oregon Employment Department assists employers who comply with these laws. To help Oregon employers comply with employment laws, the Bureau of Labor and Industries, Technical Assistance for Employers Unit offers telephone and web-based information, pamphlets, fact sheets, handbooks, posters, and general and customized seminars and workshops.

Examples of topics covered by BOLI include, but are not limited to:








- Pre-Employment Questions (i.e. Disabilities, Marital Status, Age, Race/Gender, Sex, Injured Worker, Religion, National Origin, Family Relationship)
- Minimum Wage and Overtime Pay
- Break
- Hours Worked and what is considered “Paid Time”


If you have questions regarding specific laws, contact BOLI’s Employer Technical Assistance unit in Portland, Oregon at (971) 673-0824 or go to www.oregon.gov/boli/ta for more information.



Quick Code

Quick Coding Guide

1. Select appropriate Occupation:
 - Use Keyword Search to find an individual occupation. Key in the job title or partial title. Press 
 - OR
 - Scroll through the Job Classification Groups list, find the right group of occupations from which to select an occupation, click on the occupation to highlight then press 
2. Check the Occupation Details by clicking the blue linked job title. If correct, use the drop-down box to select the minimum amount of experience desired. If incorrect, use  button to go back to search page.
3. Select an occupation, then assign the amount of experience you want candidates to possess before referral to you.
4. Click  to go to the Skills Search page.
5. Select all appropriate skills as either required (must have) or preferred (nice to have) and
6. Click on  to save the skill selection.
7. Review Selected Skills Summary. If okay, click  to save the skills.
8. Complete all remaining fields by clicking . Enter data page-by-page until complete information is contained in the listing.
9. Review listing summary. Check all sections for accuracy or errors. If incorrect, click on Edit in Tools Menu. Edit incorrect section by clicking on blue section title.
10. Click on Submit to submit the listing for WorkSource Oregon staff to review and approve.
11. Once your listing is approved, you may match the listing.







REMINDER: If you have questions click on  from the page you are on to get specific information. Click the red  in the upper right corner to exit help.




Quick Match

Quick Match Guide

Note: Job Listings must be in Open Status to Match

1. Under Tools Menu – Select Manage Job Listings.
2. Click on Open Jobs to display a list of open job listings.
3. Select the job you wish to match by clicking on the blue job title.
4. Click on Match to use initial match settings based on the skills and experience contained in the listing.
 - Click on View under Match Comparison to view an individual job seekers match comparison to both the job listing skills and to the job seeker’s skills.
 - Click on View under the Résumé to view a job seeker’s Confidential Résumé.
 - If you are interested in contacting this job seeker, click on View Contact Information. This marks the job seeker as a referral. Match Comparison may be printed by clicking on the  button. Résumés may be printed in PDF format by clicking on the  button.
 - If you are NOT interested in this job seeker, use the  button to return to the match list. (Do NOT look at a job seeker’s contact information unless you are interested in interviewing the job seeker).
5. Click on Match Settings to change Match Criteria to get a more specific list.
 - If you have a long list of matching job seekers (TOO MANY):
 - Change some “Preferred” skills to “Required” skills and click on the  button to get a new list. Repeat Step 4.
 - If you have a short list (TOO FEW):
 - Change some of the “Required” Skills to “Preferred” and click on the  button to get a new list. Repeat Step 4.
6. If you want to get a list based on skills alone (SKILLS MATCH):
 - Un-check the “Use in Match” box next to the Occupation Title experience drop-down box and click on the  button. Repeat Step 4.



7. Contact the job seekers as desired.
8. Provide results on the referrals by clicking on Recruitment Results in Tools – Manage Job Listings menu.
 - Select the view you wish to provide results for. Click on the appropriate referral result code. If hired, what day will they start work? If they will start later, use the drop-down menu to select a future start date.
 - Type a brief note on the person who was hired.
 - If anyone refused a job offer, let us know who refused and type a brief description of the circumstances surrounding the job refusal.
 - You may type any other comments you have about the process, your experience, or make a suggestion, if you wish.
9. Close listing. Click on Change Status to open the Change Status Menu.
 - Close the listing by clicking on the button next to "Closed".
 - Choose the appropriate Closed Reasons by Clicking on the radio button next to the appropriate reason.
 - Make any comments you wish in the comments box.
 - Click  to save your changes and close the listing.




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Quick Copy

Quick Copy Guide

Create a new listing using copy feature:

1. To copy a closed listing, click on Manage Job Listings on Tools Menu bar.
2. Click on the blue Closed link to display a list of closed job listings.
3. Click on blue title link to select a job listing.
4. Click Copy on Tools Menu to copy the listing.
5. Click  to confirm that you wish to copy this particular listing.
6. iMatchSkills copies the listing and gives it a new job listing number.
7. Review the listing.
 - If correct as written, click on . Your listing is now in Pending Review status.
 - If some areas are not correct,
 - Click Edit on the tools menu to edit the listing contents. An edit confirmation box will appear.
 - Click  to confirm that you wish to edit this listing.
 - Select area(s) that need to be changed and make all appropriate edits.
 - Click on Submit to submit the listing to staff for review and approval.
 - Once the listing is approved and moved to Open status, you may Match the listing to qualified job seekers as described in Quick Match.

REMINDER: If you have questions click on  from the page you are on to get specific information. Click the red  in the upper right corner to exit help.



Thank you for using your
WorkSource Oregon
Employment Department services

We look forward to serving your business needs!

If you have questions about information contained in this booklet, would like to provide feedback on its usefulness to you or suggest improvements, please contact your local WorkSource Oregon office or email: employer@state.or.us

