

Job History Occupations-Mailing List-E

First Issued: 5/16/2007.

Modified (9/30/07): Changed number of keywords to 20 for Job Title Like parameter.

Modified (1/21/08): Formatted zip code in subreport. Removed page break before subreport.

Parameters: Career Centers, Service Date, Job End Date, Occupational Category and Specific Occupations, Job Title Like, and Job Title Not Like.

Key Features: This report is designed for export to Excel for use in mail merges. When exporting, use the regular Excel expert option (not "Data Only") and choose "Details" for the report section to determine column width. This report shows the names and addresses for customers with selected occupations in their job histories selected based on career centers where they are receiving services. Customers will only appear if they filled out a job history. There are two sets of customers in this report. The first set are those customers who had an occupational code entered for their former job titles. There is a dynamic prompt that allows you to choose one or more (but not too many) occupational categories; your choice then determines the set of occupations that appear on the occupations list. Select multiple occupations from this list, if you wish.

The second set of customers are those who have previous job titles but with no occupational code, and they are selected based on keywords used to search their job history job titles. Up to 20 keywords can be entered. You can also exclude customers with certain keywords (again, choose up to 8) in their job titles. This allows you to eliminate customers who appear because their job title meets the first criterion, e.g., it is like "RN", but with job titles like attoRNey, jouRNeyman, etc. To see who is being included in this report by job title, run the "Job History Occupations-C" report. To see what values were selected for the subreport in the current report, you can unsuppress the report header in the subreport, if you wish.

You can specify that you only want to see customers who have received services since a certain date and also that you only want to see customers with no job end dates or with a job end since a particular date (so you don't pick up customers with outdated job experience).

The user can create mailing labels corresponding to this report by running the "Job History Occupations-Labels-C" report, and selecting the same parameter values.

The report can be run for customers served by a specific career center, or for multiple career centers, or for all centers.

Report Run Times: Five to ten minutes, depending upon the number of customers.

Report Feedback: This report has been tested for accuracy; however, we encourage your feedback--if you get unexpected results or have other suggestions, please contact the report developer below.

Report Developer: Linda Bass, lbass@detma.org, 617-864-1570.

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**Mailing List for Customers with Selected Job History Occupations
Customers Who Received Services at Selected Career Centers Since 10/01/2007
With No Job End Date or With a Job End Date Since 10/01/2007**

**Selected Career Center(s):
Career Center Names**

