

Job Order Referrals - B

Crystal Reports Version: Crystal Reports XI, Service Pack 2

First Issuance Date: September 2007

Key Features: This report lists job orders that have referrals (a MOSES Employment Service Type of Job Referral - Staff), grouped by the office that created the job order. Job Orders with no referrals are not included on this report.

Job Order details include employer name, employer ID, job title, job order number, created date, number of job openings, number of referrals, and the number of openings filled (hires).

Referral details include customer name, MOSES ID, the referring staff ID and local office, the referral date, and the result of the referral (including the date the result was entered into MOSES).

Job Seeker work experience includes job title, employer, dates of employment, pay, and hours per week for each job listed on the MOSES Work Experience tab, with the information sorted in reverse chronological order.

Important Note: Many Job Orders are deleted from the MOSES database after 18 months. Therefore, it is not advised to select a date range extending back more than 18 months.

Parameters:

1. Report Choice - to select whether a career center report or a local office report is desired
2. Career Center - to select specific career centers that created the job orders
3. Local Office - to select specific local offices that created the job orders
4. Date Range - to select when the job orders were created
5. Summary/Details - to select whether to view all job order and job seeker details, only job order details (with no job seeker details), or only a summary view.

Report Run Times: This depends on the parameter values selected. If you select a very large data range, and have a slow connection to the database, the report could take hours to run. However, if you select a reasonable date range, the report should complete in a few minutes.

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

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Referrals to Career Center Job Orders Created Between 01/01/2008 and 02/01/2008

Summary Only

Totals for Local Office Name

Employers	4
Job Orders	4
Job Seekers	18
Referrals	21
Hired	0
Not Hired	10
Pending	11
INA	0

Totals for Local Office Name

Employers	50
Job Orders	79
Job Seekers	280
Referrals	470
Hired	5
Not Hired	145
Pending	320
INA	0

Totals for Career Center Name

Employers	54
Job Orders	83
Job Seekers	291
Referrals	491
Hired	5
Not Hired	155
Pending	331
INA	0

Referrals to Career Center Job Orders Created Between 01/01/2008 and 02/01/2008 Summary Only

Totals for Local Office Name

Employers	54
Job Orders	96
Job Seekers	286
Referrals	422
Hired	10
Not Hired	111
Pending	287
INA	14

Totals for Local Office Name

Employers	4
Job Orders	4
Job Seekers	10
Referrals	11
Hired	1
Not Hired	4
Pending	6
INA	0

Totals for Local Office Name

Employers	35
Job Orders	47
Job Seekers	182
Referrals	228
Hired	8
Not Hired	22
Pending	181
INA	17

Referrals to Career Center Job Orders Created Between 01/01/2008 and 02/01/2008

Summary Only

Totals for Career Center Name

Employers	89
Job Orders	147
Job Seekers	425
Referrals	661
Hired	19
Not Hired	137
Pending	474
INA	31

Referrals to Career Center Job Orders Created Between 01/01/2008 and 02/01/2008

Summary Only

Report Totals for All Selected Career Center Job Orders

Employers	143
Job Orders	230
Job Seekers	715
Referrals	1152
Hired	24
Not Hired	292
Pending	805
INA	31