

## Job Orders-A

**Development Version:** Crystal Reports XI, Service Pack 2

**First Issuance Date:** 9/2/07

**Parameters:** Career Center, Start Date, End Date, Report Level.

**Key Features:** The Job Orders report shows job orders by career center (the career center that created the job order or that is designated the current career center), employer, job order/job title, referring career center, and referred job seekers. Job orders are included if they were created or modified during the selected time period, as long as the job order is open or the closed date falls within the period. Note that all summaries referring to that job order refer to all activity recorded for that job order, even if the activity occurred prior to the selected period. This allows a complete picture of results for a particular job order. Summaries show the # of job orders, the # of job orders receiving referrals, the # of job seekers referred, and the # of referrals made (including multiple referrals of one person), and # of hires related to that job order. Note that the career center referring or recording the hire may be different than the one that created the job order. The report is set up so that referrals made by the career center that created the job order are not broken out separately--a breakout of referring career centers is shown only when there is at least one other referring career center; otherwise, by default the referrals belong to the career center that created the job order.

At the end of the report is a crosstab that shows job order summaries by creating career center and by referring career centers. The columns summarize total referrals made by a career center, while the rows show the total activity for created job orders. Following that crosstab is a second crosstab that shows a breakout of referrals by month for all job orders active during the selected period. This crosstab will show referrals that occurred before and during the selected period for all job orders active at sometime during the selected period.

The report can be run at any of four different levels, with each level adding more information, as follows:

- 1-Summary by Career Center - shows only the five summaries by the creating (or current) career center.
  - 2-Summary by Employer - shows the creating (or current) career center and the employer with the five summaries.
  - 3-Summary by Job Order - shows the creating (or current) career center, the employer, job order/job titles and summaries.
  - 4-Detail - shows the creating (or current) career center (and summaries), the employer, job order/job titles, and shows all job order details.
- All views show the crosstabs at the end.

**Report Run Times:** About 5 minutes, depending upon the date range selected.

**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.

**Job Orders**  
 01/01/2008 to 02/01/2008  
 Career Center Name

| <u>Empl ID</u>            | <u>Employer Name/City</u> | <u># of Job Orders</u> | <u># of JO w Referrals</u> | <u># of Job Seekers</u> | <u># of Referrals</u> | <u># of Hires</u> |
|---------------------------|---------------------------|------------------------|----------------------------|-------------------------|-----------------------|-------------------|
| <b>Career Center Name</b> |                           | <b>193</b>             | <b>60</b>                  | <b>199</b>              | <b>228</b>            | <b>1</b>          |
| 8888888                   | Employer Name             | 1                      | 0                          | 0                       | 0                     | 0                 |
| 8888888                   | Employer Name             | 2                      | 1                          | 1                       | 1                     | 0                 |
| 8888888                   | Employer Name             | 2                      | 0                          | 0                       | 0                     | 0                 |
| 8888888                   | Employer Name             | 1                      | 0                          | 0                       | 0                     | 0                 |
| 8888888                   | Employer Name             | 2                      | 2                          | 11                      | 11                    | 1                 |
| 8888888                   | Employer Name             | 1                      | 0                          | 0                       | 0                     | 0                 |
| 8888888                   | Employer Name             | 5                      | 1                          | 1                       | 1                     | 0                 |
| 8888888                   | Employer Name             | 1                      | 0                          | 0                       | 0                     | 0                 |
| 8888888                   | Employer Name             | 1                      | 1                          | 5                       | 5                     | 0                 |
| 8888888                   | Employer Name             | 1                      | 0                          | 0                       | 0                     | 0                 |
| 8888888                   | Employer Name             | 1                      | 1                          | 3                       | 3                     | 0                 |
| 8888888                   | Employer Name             | 2                      | 0                          | 0                       | 0                     | 0                 |
| 8888888                   | Employer Name             | 3                      | 2                          | 7                       | 7                     | 0                 |
| 8888888                   | Employer Name             | 1                      | 0                          | 0                       | 0                     | 0                 |
| 8888888                   | Employer Name             | 1                      | 0                          | 0                       | 0                     | 0                 |
| 8888888                   | Employer Name             | 1                      | 0                          | 0                       | 0                     | 0                 |
| 8888888                   | Employer Name             | 1                      | 0                          | 0                       | 0                     | 0                 |
| 8888888                   | Employer Name             | 1                      | 1                          | 1                       | 1                     | 0                 |
| 8888888                   | Employer Name             | 2                      | 1                          | 2                       | 2                     | 0                 |
| 8888888                   | Employer Name             | 1                      | 0                          | 0                       | 0                     | 0                 |
| 8888888                   | Employer Name             | 1                      | 0                          | 0                       | 0                     | 0                 |
| 8888888                   | Employer Name             | 1                      | 0                          | 0                       | 0                     | 0                 |
| 8888888                   | Employer Name             | 2                      | 0                          | 0                       | 0                     | 0                 |
| 8888888                   | Employer Name             | 1                      | 0                          | 0                       | 0                     | 0                 |

Note: # of job orders are those created by (or current for) the center; # of job orders with referrals is a count of created job orders receiving referrals; # of job seekers refers to the number of people referred by any center, while # of referrals includes referrals by any center, including multiple referrals per person. Number of hires refers to hires related to the job order as reported by any center.

**Job Orders**  
 01/01/2008 to 02/01/2008  
 Career Center Name

| <u>Empl ID</u>            | <u>Employer Name/City</u> | <u># of Job Orders</u> | <u># of JO w Referrals</u> | <u># of Job Seekers</u> | <u># of Referrals</u> | <u># of Hires</u> |
|---------------------------|---------------------------|------------------------|----------------------------|-------------------------|-----------------------|-------------------|
| <b>Career Center Name</b> |                           |                        |                            |                         |                       |                   |
| 8888888                   | Employer Name             | 1                      | 0                          | 0                       | 0                     | 0                 |
| 8888888                   | Employer Name             | 2                      | 0                          | 0                       | 0                     | 0                 |
| 8888888                   | Employer Name             | 1                      | 0                          | 0                       | 0                     | 0                 |
| 8888888                   | Employer Name             | 2                      | 1                          | 1                       | 1                     | 0                 |
| 8888888                   | Employer Name             | 1                      | 0                          | 0                       | 0                     | 0                 |
| 8888888                   | Employer Name             | 1                      | 0                          | 0                       | 0                     | 0                 |
| 8888888                   | Employer Name             | 1                      | 1                          | 1                       | 1                     | 0                 |
| 8888888                   | Employer Name             | 1                      | 1                          | 1                       | 1                     | 0                 |
| 8888888                   | Employer Name             | 1                      | 1                          | 1                       | 1                     | 0                 |
| 8888888                   | Employer Name             | 7                      | 1                          | 1                       | 1                     | 0                 |
| 8888888                   | Employer Name             | 3                      | 1                          | 8                       | 8                     | 0                 |
| 8888888                   | Employer Name             | 2                      | 1                          | 1                       | 1                     | 0                 |
| 8888888                   | Employer Name             | 1                      | 0                          | 0                       | 0                     | 0                 |
| 8888888                   | Employer Name             | 1                      | 0                          | 0                       | 0                     | 0                 |
| 8888888                   | Employer Name             | 3                      | 1                          | 1                       | 1                     | 0                 |
| 8888888                   | Employer Name             | 1                      | 0                          | 0                       | 0                     | 0                 |
| 8888888                   | Employer Name             | 1                      | 1                          | 3                       | 3                     | 0                 |
| 8888888                   | Employer Name             | 1                      | 1                          | 1                       | 1                     | 0                 |
| 8888888                   | Employer Name             | 4                      | 3                          | 6                       | 6                     | 0                 |
| 8888888                   | Employer Name             | 1                      | 1                          | 4                       | 4                     | 0                 |
| 8888888                   | Employer Name             | 1                      | 0                          | 0                       | 0                     | 0                 |
| 8888888                   | Employer Name             | 1                      | 0                          | 0                       | 0                     | 0                 |
| 8888888                   | Employer Name             | 4                      | 0                          | 0                       | 0                     | 0                 |
| 8888888                   | Employer Name             | 1                      | 0                          | 0                       | 0                     | 0                 |

Note: # of job orders are those created by (or current for) the center; # of job orders with referrals is a count of created job orders receiving referrals; # of job seekers refers to the number of people referred by any center, while # of referrals includes referrals by any center, including multiple referrals per person. Number of hires refers to hires related to the job order as reported by any center.

**Job Orders**  
 01/01/2008 to 02/01/2008  
 Career Center Name

| <u>Empl ID</u>            | <u>Employer Name/City</u> | <u># of Job Orders</u> | <u># of JO w Referrals</u> | <u># of Job Seekers</u> | <u># of Referrals</u> | <u># of Hires</u> |
|---------------------------|---------------------------|------------------------|----------------------------|-------------------------|-----------------------|-------------------|
| <b>Career Center Name</b> |                           |                        |                            |                         |                       |                   |
| 8888888                   | Employer Name             | 1                      | 0                          | 0                       | 0                     | 0                 |
| 8888888                   | Employer Name             | 1                      | 0                          | 0                       | 0                     | 0                 |
| 8888888                   | Employer Name             | 1                      | 1                          | 17                      | 17                    | 0                 |
| 8888888                   | Employer Name             | 1                      | 0                          | 0                       | 0                     | 0                 |
| 8888888                   | Employer Name             | 1                      | 0                          | 0                       | 0                     | 0                 |
| 8888888                   | Employer Name             | 1                      | 0                          | 0                       | 0                     | 0                 |
| 8888888                   | Employer Name             | 1                      | 0                          | 0                       | 0                     | 0                 |
| 8888888                   | Employer Name             | 1                      | 0                          | 0                       | 0                     | 0                 |
| 8888888                   | Employer Name             | 3                      | 0                          | 0                       | 0                     | 0                 |
| 8888888                   | Employer Name             | 2                      | 0                          | 0                       | 0                     | 0                 |
| 8888888                   | Employer Name             | 1                      | 0                          | 0                       | 0                     | 0                 |
| 8888888                   | Employer Name             | 4                      | 2                          | 11                      | 12                    | 0                 |
| 8888888                   | Employer Name             | 1                      | 1                          | 2                       | 2                     | 0                 |
| 8888888                   | Employer Name             | 1                      | 1                          | 3                       | 3                     | 0                 |
| 8888888                   | Employer Name             | 2                      | 2                          | 7                       | 8                     | 0                 |
| 8888888                   | Employer Name             | 1                      | 0                          | 0                       | 0                     | 0                 |
| 8888888                   | Employer Name             | 1                      | 1                          | 1                       | 1                     | 0                 |
| 8888888                   | Employer Name             | 1                      | 1                          | 3                       | 3                     | 0                 |
| 8888888                   | Employer Name             | 2                      | 0                          | 0                       | 0                     | 0                 |
| 8888888                   | Employer Name             | 1                      | 1                          | 2                       | 2                     | 0                 |
| 8888888                   | Employer Name             | 2                      | 2                          | 3                       | 3                     | 0                 |
| 8888888                   | Employer Name             | 1                      | 0                          | 0                       | 0                     | 0                 |
| 8888888                   | Employer Name             | 4                      | 0                          | 0                       | 0                     | 0                 |

Note: # of job orders are those created by (or current for) the center; # of job orders with referrals is a count of created job orders receiving referrals; # of job seekers refers to the number of people referred by any center, while # of referrals includes referrals by any center, including multiple referrals per person. Number of hires refers to hires related to the job order as reported by any center.

**Job Orders**  
 01/01/2008 to 02/01/2008  
 Career Center Name

| <u>Empl ID</u>            | <u>Employer Name/City</u> | <u># of Job Orders</u> | <u># of JO w Referrals</u> | <u># of Job Seekers</u> | <u># of Referrals</u> | <u># of Hires</u> |
|---------------------------|---------------------------|------------------------|----------------------------|-------------------------|-----------------------|-------------------|
| <b>Career Center Name</b> |                           |                        |                            |                         |                       |                   |
| 8888888                   | Employer Name             | 2                      | 0                          | 0                       | 0                     | 0                 |
| 8888888                   | Employer Name             | 7                      | 1                          | 2                       | 2                     | 0                 |
| 8888888                   | Employer Name             | 3                      | 2                          | 7                       | 7                     | 0                 |
| 8888888                   | Employer Name             | 1                      | 0                          | 0                       | 0                     | 0                 |
| 8888888                   | Employer Name             | 1                      | 1                          | 3                       | 3                     | 0                 |
| 8888888                   | Employer Name             | 1                      | 0                          | 0                       | 0                     | 0                 |
| 8888888                   | Employer Name             | 1                      | 0                          | 0                       | 0                     | 0                 |
| 8888888                   | Employer Name             | 1                      | 1                          | 2                       | 2                     | 0                 |
| 8888888                   | Employer Name             | 2                      | 0                          | 0                       | 0                     | 0                 |
| 8888888                   | Employer Name             | 1                      | 1                          | 1                       | 1                     | 0                 |
| 8888888                   | Employer Name             | 1                      | 0                          | 0                       | 0                     | 0                 |
| 8888888                   | Employer Name             | 1                      | 1                          | 1                       | 1                     | 0                 |
| 8888888                   | Employer Name             | 1                      | 0                          | 0                       | 0                     | 0                 |
| 8888888                   | Employer Name             | 1                      | 0                          | 0                       | 0                     | 0                 |
| 8888888                   | Employer Name             | 6                      | 0                          | 0                       | 0                     | 0                 |
| 8888888                   | Employer Name             | 2                      | 0                          | 0                       | 0                     | 0                 |
| 8888888                   | Employer Name             | 1                      | 0                          | 0                       | 0                     | 0                 |
| 8888888                   | Employer Name             | 4                      | 1                          | 1                       | 1                     | 0                 |
| 8888888                   | Employer Name             | 1                      | 1                          | 5                       | 5                     | 0                 |
| 8888888                   | Employer Name             | 3                      | 0                          | 0                       | 0                     | 0                 |
| 8888888                   | Employer Name             | 3                      | 0                          | 0                       | 0                     | 0                 |
| 8888888                   | Employer Name             | 3                      | 0                          | 0                       | 0                     | 0                 |
| 8888888                   | Employer Name             | 2                      | 2                          | 2                       | 2                     | 0                 |
| 8888888                   | Employer Name             | 1                      | 1                          | 3                       | 3                     | 0                 |

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**Job Orders**  
 01/01/2008 to 02/01/2008  
 Career Center Name

| <u>Empl ID</u>            | <u>Employer Name/City</u> | <u># of Job Orders</u> | <u># of JO w Referrals</u> | <u># of Job Seekers</u> | <u># of Referrals</u> | <u># of Hires</u> |
|---------------------------|---------------------------|------------------------|----------------------------|-------------------------|-----------------------|-------------------|
| <b>Career Center Name</b> |                           |                        |                            |                         |                       |                   |
| 8888888                   | Employer Name             | 1                      | 0                          | 0                       | 0                     | 0                 |
| 8888888                   | Employer Name             | 1                      | 1                          | 1                       | 1                     | 0                 |
| 8888888                   | Employer Name             | 2                      | 1                          | 1                       | 1                     | 0                 |
| 8888888                   | Employer Name             | 4                      | 2                          | 44                      | 48                    | 0                 |
| 8888888                   | Employer Name             | 1                      | 1                          | 3                       | 3                     | 0                 |
| 8888888                   | Employer Name             | 1                      | 1                          | 1                       | 1                     | 0                 |
| 8888888                   | Employer Name             | 1                      | 0                          | 0                       | 0                     | 0                 |
| 8888888                   | Employer Name             | 2                      | 2                          | 20                      | 22                    | 0                 |
| 8888888                   | Employer Name             | 3                      | 2                          | 5                       | 5                     | 0                 |
| 8888888                   | Employer Name             | 1                      | 0                          | 0                       | 0                     | 0                 |
| 8888888                   | Employer Name             | 2                      | 0                          | 0                       | 0                     | 0                 |
| 8888888                   | Employer Name             | 1                      | 0                          | 0                       | 0                     | 0                 |
| 8888888                   | Employer Name             | 2                      | 0                          | 0                       | 0                     | 0                 |
| 8888888                   | Employer Name             | 1                      | 0                          | 0                       | 0                     | 0                 |
| 8888888                   | Employer Name             | 2                      | 1                          | 1                       | 1                     | 0                 |
| 8888888                   | Employer Name             | 1                      | 1                          | 8                       | 8                     | 0                 |
| 8888888                   | Employer Name             | 1                      | 0                          | 0                       | 0                     | 0                 |
| 8888888                   | Employer Name             | 1                      | 0                          | 0                       | 0                     | 0                 |
|                           |                           | <u>193</u>             | <u>60</u>                  | <u>199</u>              | <u>228</u>            | <u>1</u>          |

Note: # of job orders are those created by (or current for) the center; # of job orders with referrals is a count of created job orders receiving referrals; # of job seekers refers to the number of people referred by any center, while # of referrals includes referrals by any center, including multiple referrals per person. Number of hires refers to hires related to the job order as reported by any center.

**Job Orders**  
**01/01/2008 to 02/01/2008**  
**Career Center Name**

|                   |                           | Referred By     |          |          |                    |          |          |                    |          |          |
|-------------------|---------------------------|-----------------|----------|----------|--------------------|----------|----------|--------------------|----------|----------|
|                   |                           |                 |          |          | Career Center Name |          |          | Career Center Name |          |          |
|                   |                           | # JOs w<br>Refs | # Refs   | # Hired  | # JOs w<br>Refs    | # Refs   | # Hired  | # JOs w<br>Refs    | # Refs   | # Hired  |
| <b>Created By</b> | <b>Career Center Name</b> | 0               | 0        | 0        | 1                  | 1        | 0        | 2                  | 2        | 0        |
| <b>Total</b>      |                           | <b>0</b>        | <b>0</b> | <b>0</b> | <b>1</b>           | <b>1</b> | <b>0</b> | <b>2</b>           | <b>2</b> | <b>0</b> |

Note: # of job orders are those created by (or current for) the center; # of job orders with referrals is a count of created job orders receiving referrals; # of job seekers refers to the number of people referred by any center, while # of referrals includes referrals by any center, including multiple referrals per person. Number of hires refers to hires related to the job order as reported by any center.

|                   |                           | Referred By        |           |          |                    |          |          |                    |          |          |
|-------------------|---------------------------|--------------------|-----------|----------|--------------------|----------|----------|--------------------|----------|----------|
|                   |                           | Career Center Name |           |          | Career Center Name |          |          | Career Center Name |          |          |
|                   |                           | # JOs w<br>Refs    | # Refs    | # Hired  | # JOs w<br>Refs    | # Refs   | # Hired  | # JOs w<br>Refs    | # Refs   | # Hired  |
| <b>Created By</b> | <b>Career Center Name</b> | 11                 | 21        | 0        | 4                  | 7        | 0        | 0                  | 0        | 0        |
| <b>Total</b>      |                           | <b>11</b>          | <b>21</b> | <b>0</b> | <b>4</b>           | <b>7</b> | <b>0</b> | <b>0</b>           | <b>0</b> | <b>0</b> |

|                   |                           | Referred By        |           |          |                    |          |          |                    |          |          |
|-------------------|---------------------------|--------------------|-----------|----------|--------------------|----------|----------|--------------------|----------|----------|
|                   |                           | Career Center Name |           |          | Career Center Name |          |          | Career Center Name |          |          |
|                   |                           | # JOs w<br>Refs    | # Refs    | # Hired  | # JOs w<br>Refs    | # Refs   | # Hired  | # JOs w<br>Refs    | # Refs   | # Hired  |
| <b>Created By</b> | <b>Career Center Name</b> | 17                 | 15        | 0        | 0                  | 0        | 0        | 2                  | 7        | 0        |
| <b>Total</b>      |                           | <b>17</b>          | <b>15</b> | <b>0</b> | <b>0</b>           | <b>0</b> | <b>0</b> | <b>2</b>           | <b>7</b> | <b>0</b> |

|                   |                           | Referred By        |           |          |                    |          |          |                    |           |          |
|-------------------|---------------------------|--------------------|-----------|----------|--------------------|----------|----------|--------------------|-----------|----------|
|                   |                           | Career Center Name |           |          | Career Center Name |          |          | Career Center Name |           |          |
|                   |                           | # JOs w<br>Refs    | # Refs    | # Hired  | # JOs w<br>Refs    | # Refs   | # Hired  | # JOs w<br>Refs    | # Refs    | # Hired  |
| <b>Created By</b> | <b>Career Center Name</b> | 4                  | 39        | 0        | 1                  | 1        | 0        | 24                 | 32        | 0        |
| <b>Total</b>      |                           | <b>4</b>           | <b>39</b> | <b>0</b> | <b>1</b>           | <b>1</b> | <b>0</b> | <b>24</b>          | <b>32</b> | <b>0</b> |

|                   |                           | Referred By        |          |          |                    |          |          |                    |          |          |
|-------------------|---------------------------|--------------------|----------|----------|--------------------|----------|----------|--------------------|----------|----------|
|                   |                           | Career Center Name |          |          | Career Center Name |          |          | Career Center Name |          |          |
|                   |                           | # JOs w<br>Refs    | # Refs   | # Hired  | # JOs w<br>Refs    | # Refs   | # Hired  | # JOs w<br>Refs    | # Refs   | # Hired  |
| <b>Created By</b> | <b>Career Center Name</b> | 3                  | 3        | 0        | 1                  | 1        | 0        | 5                  | 6        | 0        |
| <b>Total</b>      |                           | <b>3</b>           | <b>3</b> | <b>0</b> | <b>1</b>           | <b>1</b> | <b>0</b> | <b>5</b>           | <b>6</b> | <b>0</b> |

|                   |                           | Referred By        |           |          |                    |          |          |                    |          |          |
|-------------------|---------------------------|--------------------|-----------|----------|--------------------|----------|----------|--------------------|----------|----------|
|                   |                           | Career Center Name |           |          | Career Center Name |          |          | Career Center Name |          |          |
|                   |                           | # JOs w<br>Refs    | # Refs    | # Hired  | # JOs w<br>Refs    | # Refs   | # Hired  | # JOs w<br>Refs    | # Refs   | # Hired  |
| <b>Created By</b> | <b>Career Center Name</b> | 28                 | 63        | 1        | 0                  | 0        | 0        | 1                  | 1        | 0        |
| <b>Total</b>      |                           | <b>28</b>          | <b>63</b> | <b>1</b> | <b>0</b>           | <b>0</b> | <b>0</b> | <b>1</b>           | <b>1</b> | <b>0</b> |

|                   |                           | <b>Total</b>          |                            |                      |                       |
|-------------------|---------------------------|-----------------------|----------------------------|----------------------|-----------------------|
|                   |                           | <b>Job<br/>Orders</b> | <b># of JOs<br/>w Refs</b> | <b># of<br/>Refs</b> | <b># of<br/>Hires</b> |
| <b>Created By</b> | <b>Career Center Name</b> | <b>193</b>            | <b>60</b>                  | <b>199</b>           | <b>1</b>              |
| <b>Total</b>      |                           | <b>193</b>            | <b>60</b>                  | <b>199</b>           | <b>1</b>              |

**Job Orders**  
**01/01/2008 to 02/01/2008**  
**Career Center Name**

|                    | Referral Month |         |         |         | Total |        |
|--------------------|----------------|---------|---------|---------|-------|--------|
|                    |                | 10/2007 | 11/2007 | 12/2007 |       | 1/2008 |
| Career Center Name |                | 26      | 47      | 46      | 109   | 228    |
| Total              |                | 26      | 47      | 46      | 109   | 228    |

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