CalJOBS℠ SYSTEM UPGRADE TO VERSION 19.0

The CalJOBS system will be upgrading to Version 19.0 on March 3, 2019. Unlike previous system upgrades, the system will remain online and available for use during the upgrade. This version upgrade contains various system enhancements helpful to all users of the CalJOBS system. Job seekers, staff, and employers will notice numerous esthetic changes and a few new capabilities that make the CalJOBS system easier and more efficient to use.

Changes for Individuals

Sign-in/Register screen
There are esthetic changes to the sign-in/register screen. The changes display a clearer, graphical, user-friendly screen for choosing to enter username and password to sign-in, or for choosing the use type to use as they begin the process of registering in the system.

New Widgets
Four new widgets are available on the individual's dashboard:
1. *Achieve your Goals Widget* – Includes statistics comparing the individual to the averages for similar job seekers. The statistics include: job views, job likes, and job applications.

2. *My Paths Widget* – Identifies the tasks the individual can take to collect badges as they complete critical tasks in the system.
3. *Employer Services Widget* – Displays top five trending employers with the amount of applications submitted. The widget also includes links to local employer sites, and employers posting jobs within the system.
4. *Related Posts Widget* – A job search results screen that displays job orders for the individual's current location and the O*NET code matching the job details the individual viewed since their last log in.

Job Search Tab

The quick menu will include several enhancements to the Job Search tab to enhance the visual display through the use of accordion controls to expand and access all search criteria, including the virtual recruiter that provides the ability to save a single or multiple search criteria.
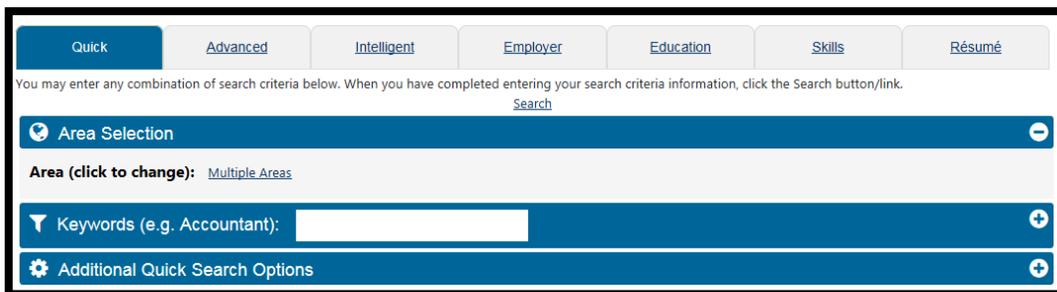
Intelligent Search Tab

An additional enhancement to the Job Search tabs is a new Intelligent Search tab, which displays three pre-set searches: Crowd Search, Match Search, and Pathfinder. The three types of pre-set job searches consider both the individual's profile information, and the jobs other job seekers with similar profile information have searched for, applied for, or considered. The searches include the following:
1. *Crowd Search* – Displays jobs based on the jobs that other individuals with similar education and experience are applying for now.
2. *Match Search* – Shows jobs that other individuals with similar education, employment history, job skills, desired salary, and location are applying for now.
3. *Pathfinder Search* – View jobs that match career paths other individuals have chosen based on similar desired occupations and location.

Improved Résumé Builder

The Résumé Builder has been restructured and simplified to present three options when creating a new résumé. The enhancement includes an estimated time to create a résumé based on that option. The three options are as follows:
1. *Create a new résumé from scratch* – Résumé is manually entered by moving through each screen in a step-by-step process.
2. *Use existing résumé* – The system extracts the resume information from an existing résumé document (e.g. Word, PDF) and incorporates it into the standard screens of the Résumé Builder.

3. *Duplicate a résumé in our system* – An individual can quickly create a résumé by duplicating and editing an existing résumé saved to their CalJOBS Résumé tab.
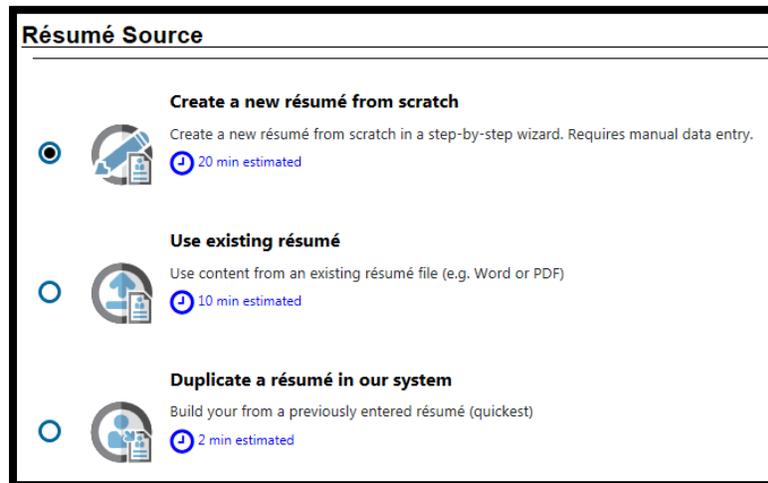
Paths Tab

The Paths tab in the individual's Personal Profile folder has been enhanced to include eight steps the individual can take to complete "badges" as they complete critical tasks in the system.

Employer Services

The Employer Services option have been added to the Services for Individual menu group. The subgroups added under this new menu option are as follows:

- *Employers Posting Jobs* – Searches for employers with job postings available in the system.
- *Local Employer Sites* – Searches for employer information from the InfoUSA employer database.
- *Trending Employers' Jobs* – Displays employers that are trending based on the number of applications received. The top five employers are displayed as links, which open job search results specifically for that employer's job openings.
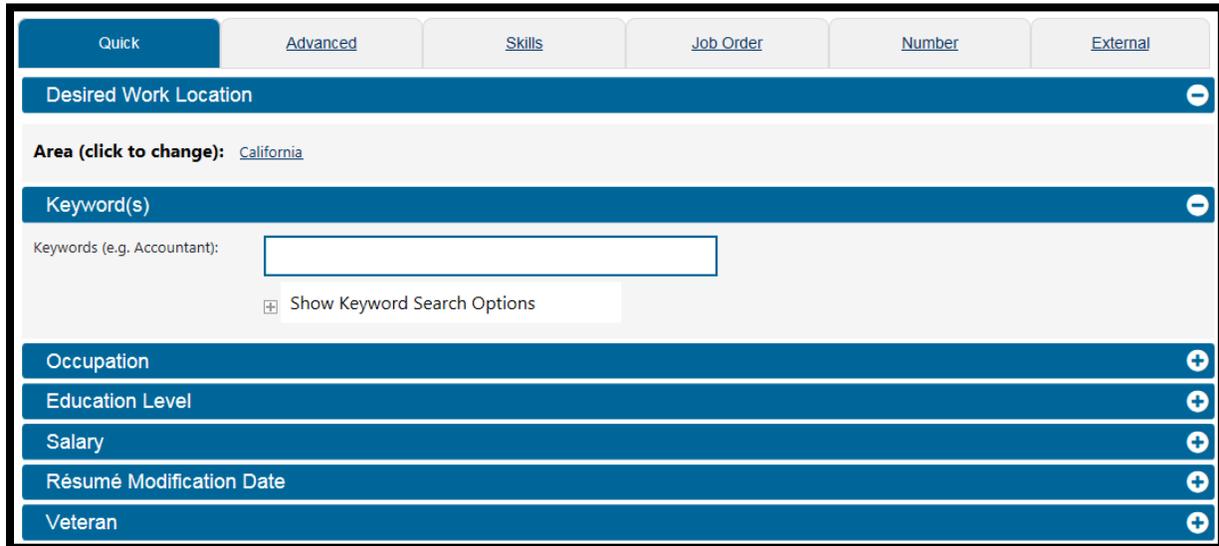
Changes for Employers

Registration

As indicated in the table for individuals, the change applies to the registration screen for all user types. The change allows a clearer selection of the type of registration, as well as the estimated time of completion.

Candidate Search Tabs

Several changes have been made to the "Quick" and "Advanced" tabs for employers' Candidate Search that provide an enhanced visual display and the use of accordion controls. These changes improve response time, usability, and the quick access to all search criteria.

Changes for Staff

Programs Tab

There are esthetic changes to the individual's Case Management Profile. These changes provide a more efficient way to display system options to staff. The changes include the following:

1. Larger icons for a program's Expand, Application Wizard, Print, and Validation buttons.
2. Clearer text boxes, check boxes, and radio buttons.
3. A cleaner "load" icon is displayed as new data and new pages load.
4. Alert information is displayed as shaded alerts near the relevant fields instead of red text at the top of the screen.
5. Progress bars that quickly display as data on the screen is checked and saved. Within each tab of the application wizard, staff will briefly see the progress bar move from left to right as the data is being saved.

Events Calendar

This enhancement changes the selection to allow multiple check boxes, rather than one drop-down menu.

Additionally, the Events Calendar look and feel has been updated. When creating a new event, the system has been updated to a wizard format, which increases the response and load time of the system.

The version 19.0 changes will be covered in several training webinars conducted by the Central Office Workforce Services Division Capacity Building Unit (CBU). For staff who are unable to attend any of the scheduled webinar training sessions, additional training webinars can be requested from the CBU by submitting an email to CBUtraining@edd.ca.gov.

If you have any questions regarding the changes made to CalJOBS as a result of the Version 19.0 upgrade, please contact the CalJOBS Operations Unit at CalJOBSAdmin@edd.ca.gov, or by phone at 916-653-0202.

/S/ JAIME L. GUTIERREZ, Chief
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