



CaIJOBS JOB REFERRALS AND NOTIFICATIONS

The CaIJOBSSM system will be updated on September 6, 2019 to modify the functionality related to internal job referrals. Internal job referrals are conducted in several areas throughout the system:

1. Mass candidate referrals
2. Mass job referrals
3. Refer Candidate(s) from the Job Details page
4. Candidate search results
5. Job Search results
6. Referrals Pending Review

When completing a job referral, staff see the following options:

Referral Type

*** Please make a selection below on how to notify the users involved in this referral.**

<input type="radio"/> Notification To Employer Only	<input type="radio"/> Referral only with no notification
<input type="radio"/> Notification To Job Seeker Only	<input type="radio"/> Referral with notification To Employer Only
<input type="radio"/> Notification To Both	<input type="radio"/> Referral with notification To Job Seeker Only
	<input type="radio"/> Referral with notification To Both

The three options to the left of the box provide a job notification to the employer, jobseeker or both. When selecting a job notification option, CaIJOBS sends the jobseeker and/or employer a notice indicating there is a job opening or candidate they may be interested in viewing. A job notification is not considered a staff-assisted service.

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

The four options on the right of the job referral box conducts a job referral with various notification options. When a job referral option is selected, CalJOBS applies to the job order on behalf of the jobseeker. A job referral requires significant staff time and is considered a staff-assisted Basic Career service. In order for an individual to receive a staff-assisted Basic Career Service, the individual must have a complete program application.

In the past, when staff conducted a job referral in CalJOBS, a 500 activity code was system generated into the individual's Wagner-Peyser application, even if the application was incomplete. To ensure there is complete and accurate data on program participants, the system will be updated to prevent the automatic writing of the 500 activity code if the individual does not have a complete application with Wagner-Peyser eligibility. If staff select a referral option for an individual without a complete application with Wagner-Peyser eligibility, the system generates an error message indicating the "referral(s) cannot be made to individuals without an open and completed Wagner-Peyser application."

Since the CalJOBS job referral process automatically system-generates staff-assisted codes to the Wagner-Peyser application, Local Workforce Development Area staff should not utilize the CalJOBS job referral functionality, as the job referral activity code must be manually added to the Title I application.

If you have any questions, contact the Program Reporting and Analysis Unit at wsbmanageperformance@edd.ca.gov.

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