



## CaIJOB<sup>SM</sup> SYSTEM UPGRADE TO VERSION 20

The CaIJOB<sup>SM</sup> system will be upgrading to Version 20.0 on December 8, 2020. This version upgrade contains system enhancements helpful to all users of the CaIJOB<sup>SM</sup> system. Job seekers, staff, and employers will notice a variety of esthetic changes and a few new capabilities that make the CaIJOB<sup>SM</sup> system easier and more efficient to use.

### Changes for All Users

#### ***Pop-Up Sign-In Box***

On the CaIJOB<sup>SM</sup> Home page, a new pop-up now will display to enter your username and password after selecting the "Sign In" button. The "Forgot password" and "Not Registered?" links also appear on the pop up box.

A screenshot of a sign-in pop-up box. At the top is the CaIJOB logo. Below it are two input fields: "Username" and "Password". Under the "Password" field are two buttons: "Cancel" (yellow) and "Sign In" (green). At the bottom, there is a link that says "Forgot your Username or Not Registered?"

#### ***Accessibility Link***

A new accessibility feature has been added to the top menu bar of the system with options to adjust font size, contrast and color, and other settings.

#### ***Loading Spinner***

A new loading spinner will appear on pages that take a few seconds or more to load.



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

### ***Intelligence Job Search Bar***

The Job Search bar has been enhanced to assist job seekers when performing a search with keywords that apply to more than one type of occupation or location. The new Intelligence Job Search bar also supports multiple types of quick searches including Labor Market Information, candidates, and employers.

### ***Left Navigation Menu***

The left navigation menu has been redesigned and enhanced to improve user experience:

- **Overlaying Page Content** – Menu overlays the existing page and hides once an option is selected. While the menu is active, the page is grayed out.
- **Link Descriptions** – New menu option added to show or hide link descriptions.
- **Scrollable Menu** – To see all menu options, a scrollbar was added to easily move from the top to the bottom of the menu.
- **Drill-down Menu** – Instead of the current fly-out options, the menu will display drill-down options with arrows to return to previous menus.
- **Searchable Options** – Partial names can be entered in the search box and the menu will show options meeting the search string.
- **Account Information** – Individuals will see their name as a hyperlink at the top of the left menu. When selected it allows them to access their account information and personal profile page.

### ***Dashboard Redesign***

The dashboard has been redesigned to include separate collapsible sections, improved view of widgets, and a Pinned Links section.

### ***Saved Text Templates***

In the text entry boxes throughout the system, users have the option to insert saved text templates.

## **Changes for Individuals**

### ***'Your Websites' Section***

A new "Your Websites" section has been added to the Background Tab of the Personal Profile. Individuals will be able to link websites they have an account with such as Twitter, LinkedIn, Facebook, and others. This feature was also added to the contact information section of the résumé.

### ***Enhanced Job Search Results List***

Job search results appear in a more compact Job Card view with options to adjust the displayed results without reloading the search:

- **Narrow Results filters** – After the initial search, the narrow results link opens a panel that allows the user to adjust the results without reloading the search.

- **How I Match rings** – How I Match Up rings will display matching skills when a user hovers over each one. A “How I match up” link appears under the score which displays a new How I Match up page. The “How I match up” page shows various details related to the match scores.
- **Preferred Job Indicator** – A small star in the upper right corner of the Job Card.
- **View, Save, Share options** – Options to view details, save, and share the job via email are available from the results list.

#### ***Enhanced Job Order Details Page***

- **Salary** – When salary data is available, the salary box displays the salary range and the average salary in the geographic area for that occupation.
- **New Icons** – New icons to identify details of the job (e.g., full-time, day or night shift, etc.).
- **Match Scores** – Icons to indicate how the job seeker matches the job skills and other criteria.
- **Employer Research section** – Information from the employer’s company profile and individuals will see up to two additional jobs from the employer in the Job Card format.
- **Location/Work Site Information** – A map to show the worksite location.
- **Compensation and Hours** – A graphic display of the hour’s distribution.
- **Career Ladder** – An enhanced graphic display for easier identification of related careers.

#### ***Enhanced Résumé Preview***

The résumé preview page will be updated to make it easier to edit and improve the résumé.

- **Résumé Header** – Displays large visual indicators for the Résumé Score, Title, and Availability Status with links to edit the fields.
- **Résumé Score Issues** – Items low enough to be considered résumé score issues with a suggested action to improve the score.
- **Images** – New option to add an image to the résumé header.
- **Websites** – New option to add websites to the contact information section of the résumé.
- **Potential Job Matches** – A new section lists up to two potential job matches displayed in the new Job Card format.
- **Updated Icons** – New icons for the print, email, and download options.

#### ***Appointments***

A new feature will be added that allows individuals to search and schedule appointments with staff for a specific visit reason. Visit reasons and staff availability are configured by staff and are a part of a new Appointment Scheduling enhancement.

## **Changes for Employers**

### ***Compensation and Hours Slider Bar***

Enhancements has been made to the Compensation and Hours section when adding a new job order. While using the slider bar, employers will be able to see the typical salary for the associated occupation at entry, median, and experienced levels.

### ***Enhanced View of Potential Candidates***

Similar to the new Job Card view, potential matching candidates now display in a card style view when employers and staff are creating or editing job orders. A “Candidates that match this Job” link at the bottom of the job order editing page displays the potential candidate’s page. Employers can save a favorite, send a message to a candidate, and send the résumé externally via email.

## **Changes for Staff**

### ***Staff News and Announcements Widget***

A new widget that displays important News and Announcements. Information posted to the widget will be managed by the CalJOBS Operations Unit.

### ***Program Enrollment Templates***

Staff with the necessary privileges have the ability to create and save Program Enrollment templates that can be used to fill in sections of the Activity/Enrollment Tabs. To use the template, staff will click on a link at the top of the program enrollments General Information tab.

### ***Appointment Scheduling***

An enhancement that allows staff to configure visit reasons for Appointments. When an appointment visit reason is created, additional fields will become available on the Visit Reason Details page:

- Average Assisting Time
- Program Affiliation
- Visitor Instructions

### ***Schedules***

Staff have the ability to create their own availability schedules related to specific visit reasons.

### ***Remote Electronic Signature***

For federal program applications, staff have the ability to send an email to applicants for a signature using their mouse. The applicant receives an email with a PDF application giving them the option to use a mouse to sign and send their signature back.

The version 20.0 changes will be covered in several training webinars conducted by the Central Office Workforce Services Division Statewide Training Unit. For staff who are unable to attend any of the scheduled webinar training sessions, additional training webinars can be requested from the Statewide Training Unit by submitting an email to [CBUtraining@edd.ca.gov](mailto:CBUtraining@edd.ca.gov).

If you have any questions regarding the changes made to CalJOBS as a result of the Version 20.0 upgrade, please contact the CalJOBS Operations Unit at [CalJOBSAdmin@edd.ca.gov](mailto:CalJOBSAdmin@edd.ca.gov), or by phone at 1-916-653-0202.

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Central Office Workforce Services Division