

MEMORANDUM

DATE: January 12, 2012
TO: Regional Workforce Board Executive Directors
FROM: Lois A. Scott, Workforce Program Support 
SUBJECT: Daily Job Opening Report Launch

The Department of Economic Opportunity is pleased to announce the posting of a new custom report in the Employ Florida Marketplace system. The “Daily Job Openings” report will give Regional Workforce Board staff access each day to a detailed listing of all jobs included on the Daily Placement Report released that same day.

To access the report, staff should follow these steps in EFM:

1. Click on “Manage Reports”
2. Click on “Custom Reports”
3. Click on “State Performance”
4. Click on “Daily Job Openings”
5. Select your RWB and click the “Run Report” button.

The report will display the total count of jobs in the selected RWB by several categories. To view a detailed list of the jobs that comprise these counts, staff would only need to click on the number in the desired column.

Staff must have the “Customer Generated Reports” privilege in EFM in order to view this report. Those staff that cannot access this report should contact their Regional Security Officer to obtain this privilege.

LAS/cba

cc: Tom Clendenning
Kevin Neal
Tony Carter
Dehryl McCall
Michael Lynch
James Finch

