

Employment Tracking in iMatchSkills and in I-Trac

Employment of Career Boost participants should be tracked in iMatchSkills and in I-Trac.

Tracking Employment in iMatchSkills

(6/11/2019)

Use your customer's Job Seeker ID to find their iMatchSkills record.

From the Staff Only JS Functions menu, select *Placement Information*.

Fill in the fields with the red **asterisks*** and select the industry from the Industry Sector drop down.

The fields below Occupation are optional.

Click save when you're done.

Tracking Employment in iMatchSkills (2/13/2019)

To accurately count employment as an outcome in I-Trac. Select your customers Career Boost child record:

- Select the *Outcomes* tab on the customer's record.
- Click add next to the *Employment Information* control. Fill in the start date, employment type, employer and industry NAICS field. Click **SAVE**.
- Complete the following fields: date, position, hourly pay, hours/week and benefits. Click **SAVE**.
- Complete the *Employment Confirmation* control by filling in the date field, selecting "Employment After Participation Date" and completing the "Confirmation Detail" and "Related Training Service" fields.

nd customer | providers | outcomes

Name: Testr2 Test (I-Trac Customer ID: 1993908, WS Job Seeker ID: 2587682)
Career Boost - Central City Concern - EOP AHFE, Customer Of Sandra Siordia, EID = 3784746

Program Status	
Program Status	Date
Participation	3/26/2018
Registration	3/26/2018
Evaluation	3/26/2018

Employment Information				
Start Date	End Date	Employment Type	Employer	Industry (NAICS)
6/12/2018		Unsubsidized Employment	Acme Construction	Construction

add	Date	Position (ONET)	Hourly Pay	Hours/Week	Benefits
edit delete	6/12/2018	Helpers-Pipelayers, Plumbers, Pipefitters, and Steamfitters	\$22.00	40.00	Health

Employment Confirmation			
Date	Confirmation Type	Status	Confirmation Detail
06/12/2018	Employment After Participation Date	Working	Acme Construction, Helpers-Pipelayers, Plumbers, Pipe

Confirmation Period	Staff	Related Training Services
		Yes: Initial Service Plan (03/26/2018)

