



## CalJOBS<sup>SM</sup> System Upgrade to Version 18.0

On Tuesday, February 20, 2018, the CalJOBS system will be fully upgraded from Version 17.2 to 18.0. The following are key dates for the implementation of Version 18.0.

Date	Action
February 16, 2018 at 6 p.m. (PST) to February 20, 2018 at 8 a.m. (PST)	CalJOBS will be inaccessible. A page announcing the system upgrade and maintenance period will be displayed during this time.
February 20, 2018 at 8 a.m. (PST)	CalJOBS will be available for use by job seekers, employers, and staff.

The Version 18.0 enhancements to CalJOBS consist of new functionality for individuals, employers, and staff. These enhancements include: new tools for résumés, a cost of living calculator, the ability to associate employer jobs with their Job Fair events, and more.

Some highlights of Version 18.0 include the following:

- **Changes for Individuals**
  - **LinkedIn “Who you know”** – A link will be added in the details of a job order, so that users can quickly open LinkedIn to see if they know any employees that work for that employer.
  - **Cost of Living Calculator** – A link will be added which allows individuals to compare cost of living factors between where they live and the location of a job they are considering.
  - **Résumé Scoring Tool** – This tool helps individuals build a better resume by displaying a score for each résumé, and providing visual suggestions on areas of the resume that need improvement.
- **Changes for Employers**
  - **Attach Job Orders to Job Fair (Employer User)** – This feature allows registered employers, who staff registered for a Job Fair through the CalJOBS Events Calendar,

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

to associate their online jobs to the Job Fair. This functionality enables employers to manage applications of jobs specifically received through job fairs.

- **Changes for Staff**

- **Attach Job Orders to Job Fair (Staff User)** – This feature allows registered employers, who staff registered for a Job Fair through the CalJOBS Events Calendar, to associate their online jobs to the Job Fair. Staff are able to see employers registered for the Job Fair from the Manage Attendees screen, and a list of the online job orders the employer associated to the Job Fair event.
- **Integrated VOScan and VOSGreeter** – This enhancement integrates the functionality of the VOSGreeter and VOScan modules. With the upgrade to Version 18.0, VOSGreeter will be available for all Local Workforce Development Areas (LWDA) in the state of California. Local Areas that purchased VOScan will now have both modules available to them. This flexibility allows Local Areas to utilize both VOScan and VOSGreeter to assist customers visiting the America’s Job Centers of California (AJCC). A separate Information Notice will be released with further details on the process and setup of VOSGreeter and VOScan.

A webinar was conducted on Monday, December 18, 2017 relating to these version updates. For staff who were unable to attend the webinar, additional training webinars can be requested from the Central Office Workforce Services Division Capacity Building Unit by submitting an email to [CBUtraining@edd.ca.gov](mailto:CBUtraining@edd.ca.gov).

If you have any questions regarding the implementation of Version 18.0, please contact the CalJOBS Operations Unit at [CalJOBSAdmin@edd.ca.gov](mailto:CalJOBSAdmin@edd.ca.gov), or by phone at 916-653-0202.

/S/ JAIME L. GUTIERREZ, Chief  
Central Office Workforce Services Division