

Sonoma County Job Link



Integrated Services

Friday Update

Date 6/20/2008

- # **New system:** Only six more working days to go LIVE with Integrated Services!
- # **Mock go-live:** Details have been worked out for the mock go-live on Monday June 23, from 2:00 – 5:00 PM. Job Link will be closed during that time so that partners and clerical staff can participate in the event. Remember that this is a *New Program Under Construction* and not everything will be perfect. Five volunteers will play different roles as clients and we all get to try out our new teams. It will be a great learning experience.
- # **Draft procedures:** Draft procedures will be given to staff on Monday for the mock go-live run.
- # **Orientations:** We are telling clients in orientations about the new system and strongly encourage them to enroll in CalJOBS before July 1st.
- # **Clerical staff:** A meeting with clerical staff took place this week to work out the client flow in the front office under Integrated Services.
- # **Draft schedules:** Draft schedules for workshops and the skills/employment info sessions will be available on Monday.
- # **Directory of Services:** The new Directory of Services will be sent to Reprographics next week. They will be given to Job Link customers during the Welcome process.
- # **Continued training:** Several areas under IS still need training. We will continue to train staff during July.
- # **Reminder:** Job Link is also closed on June 30th, from 12:00 – 5:00 PM to prepare for July 1st.

Get ready for a wild and fun ride!



Integrated Services are coming!