



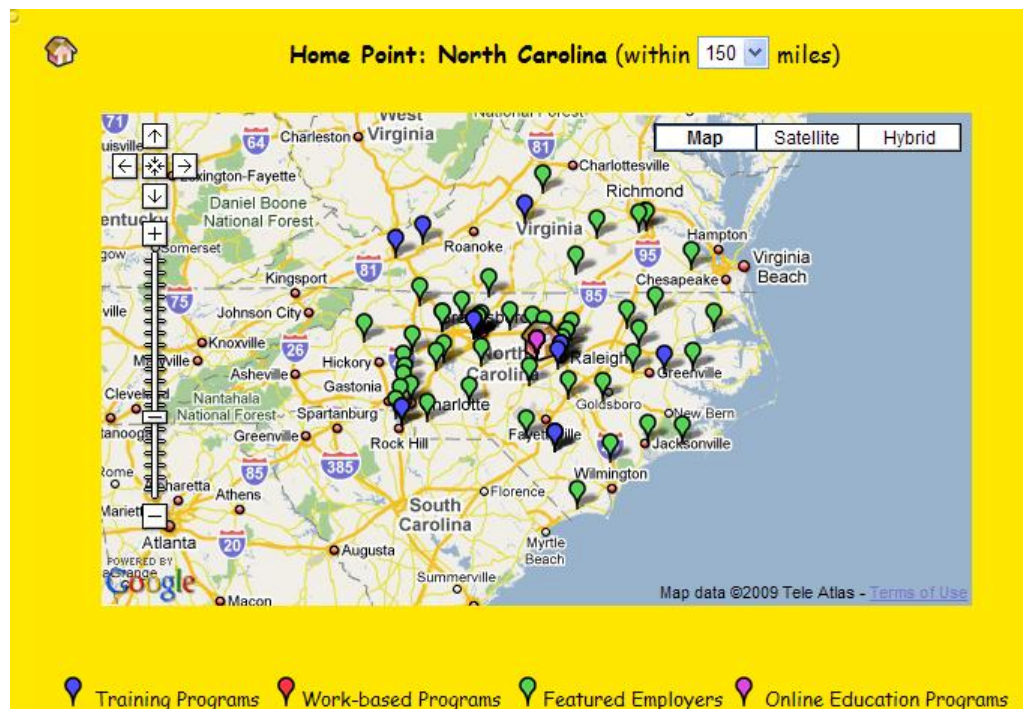
CENTER FOR ENERGY WORKFORCE DEVELOPMENT

INSTRUCTIONS FOR ENTERING DATA FOR GET INTO ENERGY JOB LOCATIONS

When visitors to *Get Into Energy* select the Job Locator function, they can input any area of the country to see where our featured jobs are located. The featured jobs are Lineworker, Power Plant Operator (Gas, Fossil, and Nuclear), Maintenance/Repair and Pipefitter/Pipelayer.



Each member company may enter as many job locations as they choose into the Job Locator. The information is collected in a data base that is used to power the Job Locator function in *Get Into Energy* and will show up as “push pins” with a description below. The online education entries will show up with a house, for the address you have put in. There are four push pins total, featuring, Training Programs, Work-based Programs, Featured Employers, and Online Education Programs.



The input function is located in the Members Only area of the CEWD website (www.cewd.org) and is shown as “Enter Job Locations.” Click on that link and an input form will pop up.

The first box is “Select Location type” and there are two choices – Power Plant and Operating Headquarters. If you select Power Plant, the job title on the push pin will automatically default to Power Plant Operator and Maintenance/Repair, if you select Operating Headquarters the job title will default to Lineworker, Maintenance/Repair or Pipefitter/Pipelayer.



The next step is to enter information for the job location. The job location name is the name of the plant or headquarters. The address needs to be a street location so the Google Earth software can pin point the location. Contact name, number and e-mail are for the person entering the information and will not be shown on the map. This is just to have a person call if there is a problem with the entry.

Enter the website you would like point to. Use the description area to put in any information you would like to tell potential job seekers like:

- What your company calls positions at this site – line installers, line tech, or other jobs titles
- Type of plant – Nuclear, Fossil, Gas Generating Station, Hydro
- What kind of work is done there

There is a limit of 1000 characters (including spaces and punctuation) in this field.

A screenshot of a web form titled "SUBMIT JOB LOCATIONS:". The form has a blue header bar with the title. Below the header, there are two links: "Submit a Job Location to our Online Catalog" and "View Submission Instructions (PDF)". There are two radio buttons: "Add a New Job Entry" (selected) and "View My Existing Job Entries". The form contains several fields with asterisks indicating they are required: "Location Type" (dropdown menu with "Operating Headquarters" selected), "Company Name", "Location Name", "Location Address", "City", "State" (dropdown menu with "Select a state" selected), "ZIP code", "Contact Name", "Contact Number" (with an example "ex. 123-456-7890"), and "Contact Email". There is also a "Link to recruiting website" field with a "http://" prefix and an example "http://www.example.com". Below these fields is a "Location Description" text area with a character count "1000 characters remaining". At the bottom of the form are "SUBMIT" and "CANCEL" buttons.

Click "submit" and the location will be added to the Job Locator Database. You will also have the option to review all the entries before it will be posted to the Google Map on getintoenergy.com. The administrator will contact you if there are any problems or corrections that need to be made.