

Form A – Current Vacancies

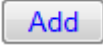
This is the most basic of the entry forms with only three fields to complete.

The Job Title/Code field will begin to suggest selections as soon as you begin to type the title of the job for which you have an opening. You must select from the list. If you know the numeric code, you can enter the code in this field to choose from the same list. If you type your own description rather than one of the approved selections the vacancy cannot be saved.

Select Full time or Part Time from the drop down adjacent.

Also complete the number weeks (in whole numbers) that the position has been vacant for.

The screenshot shows a web browser window with the URL `srvshr01:8087/Employer/EmployerForms.aspx`. The page title is "Employer Forms". The main content area displays a dashboard with navigation tabs for "Form A - Current Vacancies", "Form B - New Employees", "Form C - Employees and Occupations", and "Form D - Recruitments, Promotions, Departures". The "Form A" tab is active, showing a table with columns: "Job Title/Code", "Full Time/Part Time", "No. Of Weeks Unfilled", "action", and "notes". A single row is visible with a yellow background, containing the text "(2132) Computer programmer", a dropdown menu set to "Full Time", and a text input field containing "12". Below the table, there are navigation buttons: "Finished Form A", "Form B", and a printer icon. At the bottom, a footer message states: "This is the 2013 Employment Survey. The survey Reference week is from Sunday August 25, 2013 to Saturday August 31, 2013, Due date: Monday September 23, 2013".

Press  to record this vacancy.

If you realize you have made a mistake after adding you can Change or Delete the record

A close-up view of the table row from the previous screenshot. The "action" column contains two buttons: "Delete" and "Change". Both buttons are circled in red.

If you do make changes, you must then press Update or Cancel to apply or disregard the change to the system.

A close-up view of the table row from the previous screenshot. The "action" column contains two buttons: "Update" and "Cancel". Both buttons are circled in red.

When you are done adding you can move on in two ways. 1. Press the Finished Form A button, or the 'Form B' button. The 1st option flags your form as 'Finished', meaning you can submit the survey when the remaining are finished. Both options take you to the next form.

Note: If you do indicate Finished, you may still modify the vacancies in Form A before you finally submit.

Note: also the Paging and Printing options at the bottom of the form.



Finished Form A Form B

2013 Employment Survey - Reference week: Sunday August 25, 2013 to Saturday August 31, 2013 , Due Date: Monday September 23, 2013

