**MCC SkillUP employment follow-up and adding employment data in MoJOBS**

When conducting employment follow-up conversations or calls with SkillUP completers, ask the following questions and complete the form below:

SkillUP Completer name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. After completing your MCC SkillUP program did you obtain employment?

No-Never employed after program-Unemployed?-stop

Yes-Employed after program, even for a short time?-continue below:

1. Employer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Employer Contact Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Employer Phone number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Job Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Occupation-(In MoJOBs navigator will click “Select Occupation” to add)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Green Job? Yes or No
7. Hours worked weekly\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. Hourly wage\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. Job Start Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
10. Job End Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or Currently Employed (circle)
11. Reason for Leaving, if not employed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
12. Primary Employer Yes or No
13. Benefits Yes or No
14. Job covered by Unemployment Compensation Yes or No
15. Enterpreneurial or Self-Employment Yes or No
16. Registered Apprenticeship Yes or No
17. Active Military Service Yes or No
18. Non-Traditional Employment Yes or No

Give above form to navigator or to SkillUP Manager to enter data into the MoJOBs system.

See page 2 for how to enter data into the MoJOBs system.

**MCC SkillUP Staff- How To Enter Employment in MoJOBS:**

Click programs and find the completed SNAP app. Click the **+**.



Scroll down and click “Add Employment”



Click “Add Employment”



Enter information into required fields marked with \*.





Click Save.