

MAX SOFTWARE



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JOBMAX09

AVOID DOUBLE DATA ENTRY

Why keep your own spreadsheets and double handle important data when JOBMAX09 can do it all for you!

- We download ESS Reports & pre-populate a 'Matrix' of every EC's caseload, by Stream

Improve your contact management and compliance by storing unlimited file notes (with a spell-checker!) and Documents for jobseekers, jobs **and** Employers

- **NEW:** We download ESS Diary appointments and provide reminders of TO DO events

MAIL-MERGE LETTERS & EMAILS

Improve your Productivity with our unlimited Mail Merge facility — do bulk mail-outs

- JOBMAX keeps a PDF copy in your File Notes!

SEND PURCHASE ORDERS TO ESS

NEW: Create Purchase orders and generate the EPF Claim file to send to ESS, from directly inside JOBMAX!

DETAILS BY SITE OR CONSULTANT

Drill down through the Grids into individual jobseeker or placement or employer data, such as stream status, support hours, referrals or claim information.

JOBMAX TRACKS EACH INDIVIDUAL JOBSEEKER

NEVER MISS ANOTHER CLAIM

Unique "Prediction Engine" forecasts & monitors claims using *consistent, inbuilt logic* based on Contract Guidelines

- Track Financial Flow and Claims—reconcile Remittances
- View claims by categories — Due now, critical, approved, future

DO POST PLACEMENT SUPPORT (PPS)

NEW: Run JRRR/JEHR from within JOBMAX and track the latest result to maximise FULL OUTCOMES (and STARS!)

- Automatically or manually assigned customised forecast schedule plans by consultant or site
- See done/not done at a glance; assign f/up staff
- Identify placements by contact due date and easily see the critical PPS Contacts due

MONITOR 13/26 WK OUTCOME TRENDS

Generate a 13/26 week % completion report — by Site and Stream. See the Trend Line!

Aim for a 5-star result!

DO JOB MATCHING JOBSEEKERS/JOB

You can do free-text job matching with a single click and/or utilise your own keywords and attributes to enhance your matching search results. Filter the results to suit your specific requirements

- Create and modify vacancies locally and upload to ESS after doing internal job/candidate matching!
- NEW:** Basic CVs are now auto-generated by JOBMAX

MANAGE YOUR EMPLOYER CONTACTS & IMPROVE CUSTOMER RELATIONSHIPS

Employer records are downloaded from ESS so there is no double data entry; we automatically link all Jobseeker Placements and vacancy Referral records with Employers.

- create your own Employers whom you 'cold-call';
- do **REVERSE MARKETING** individually or in Groups

Alerts

	Stream Services review MAY B due	Exemption Ending within 14 days	EPP not approved	In WE no current activity	No active job, rate of pay has now changed			
CASEFLOW	101	31	12	41	0			
	Currently under compliance	Active Job, Change in Stream	Lost job >2 weeks, but no new placement	Remote Participants				
	2	5	11	1				
CONTACTS	No file notes for >30 days	Overdue contacts (GEN)	Overdue contacts(PPS)	No next Contact set	No Next ESS Appt Set			
	19	198	231	850	275			
CLAIMS	In WEP, no COM Fee Claimed	Placement Fee not claimed	13 wk in next 7 dys	13wk available now	13wk claim end in 21 dys or less	26 wk in next 7 dys	26 wk available now	26wk claim end in 21 dys or less
	0	15	16	41	7	7	12	8

"JOBMAX finds the 'needles in the haystack' — one click provides Compliance and Caseload Control"