Zujaila Ornelas, State MEP Identification and Recruitment Coordinator

EMPLOYER DATABASE

Agenda

- Employer Database: MIS2000
  - Contacts Tab
  - Positions/Qualifying Activity Tab
  - Housing Tab
  - Events Tab
  - Other Tab
  - Activity Log Tab
- Upcoming IDRC Webinars
- Evaluation
- Guest Speaker: Arizona @ Work

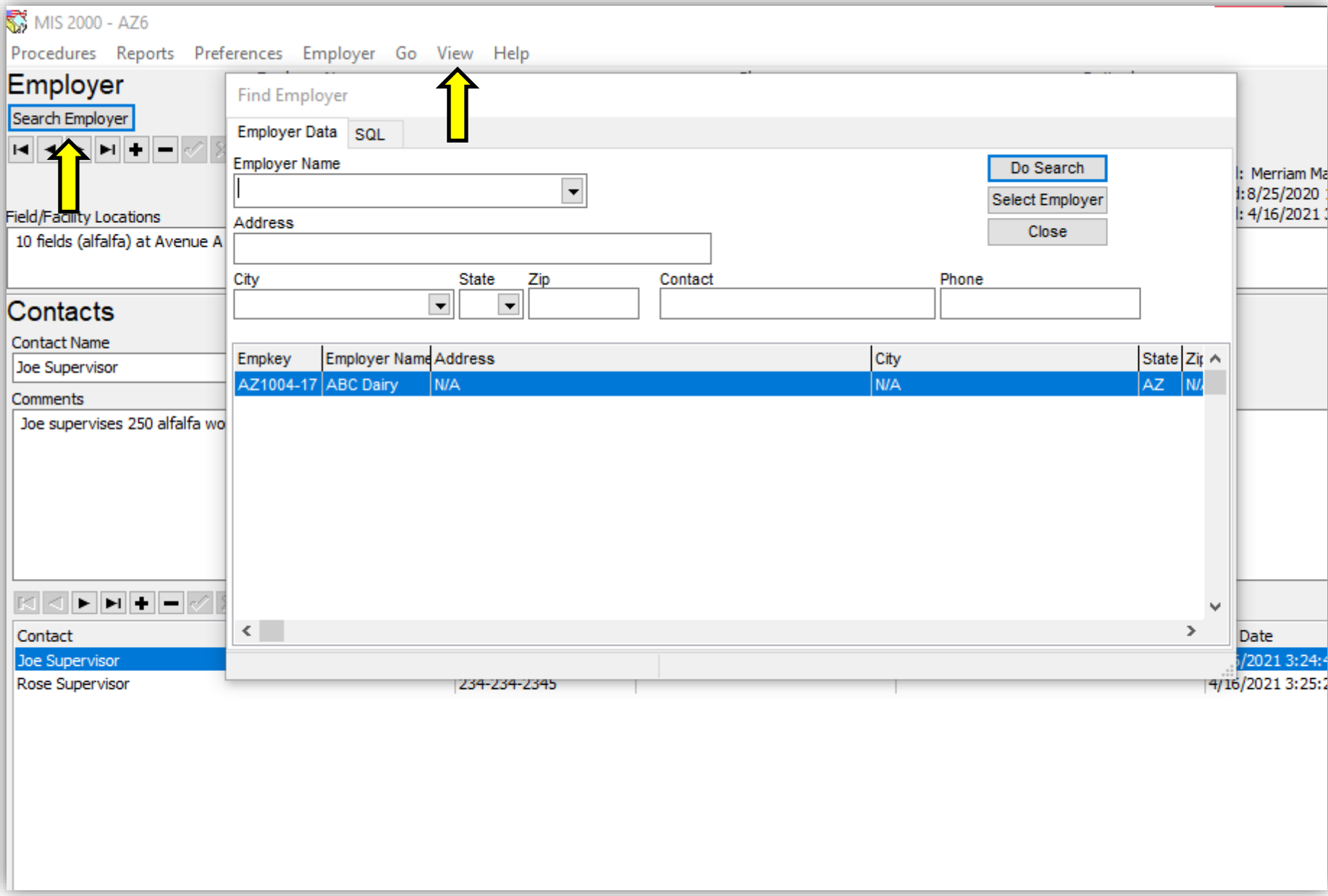
Employer Database: MIS2000

All Recruiters should now have access to the database in the MIS2000 app.

- Please start entering notes on your past and current interactions with employers.
- Review the Employer Database Info Sheets you started using last spring and add notes from those sheets into the database.
- Continue to call and/or visit employers in your area. Enter contact info and notes every time a connection is made or attempted.

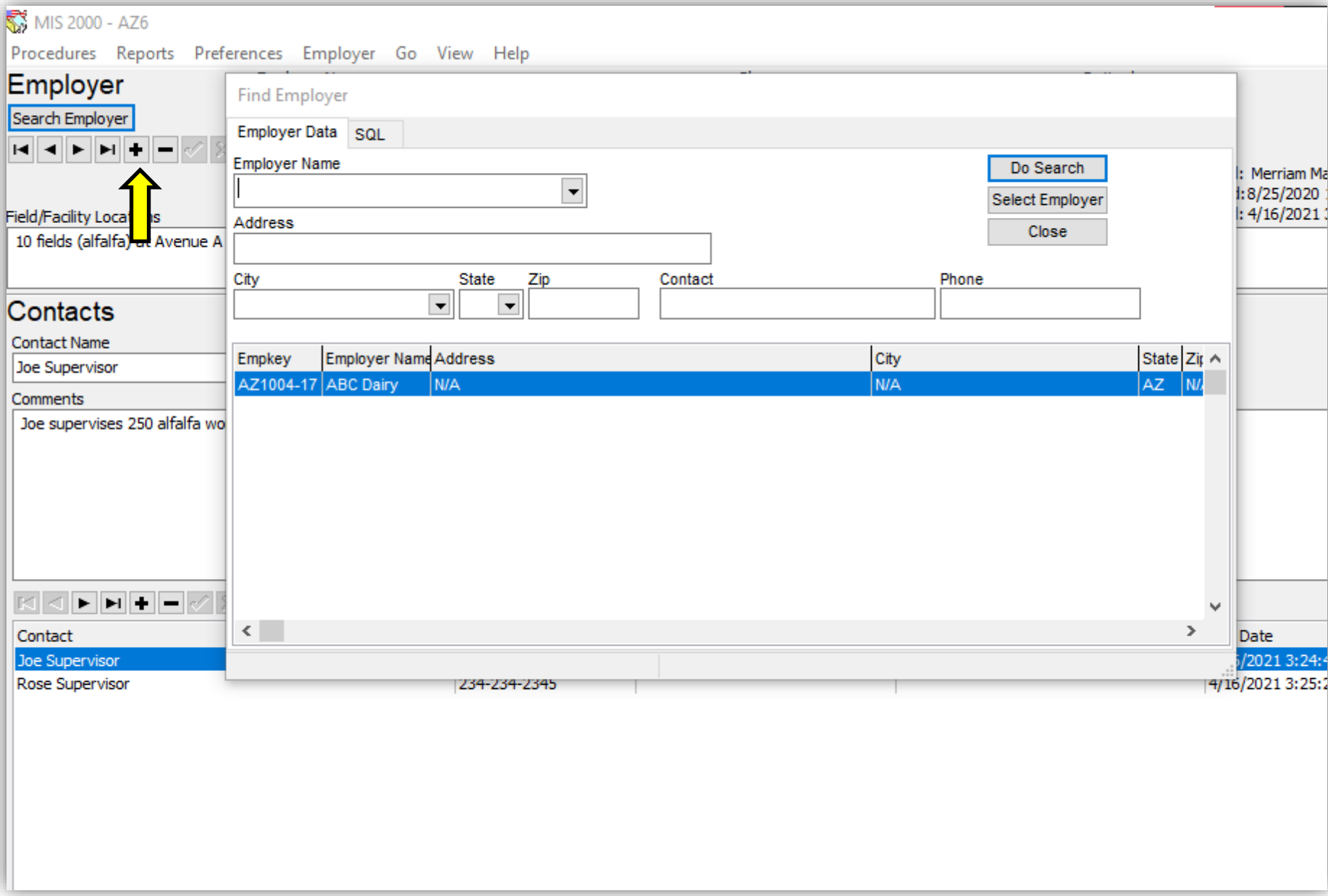
Database

- To open the employer database in MIS2000, the recruiter should go to the *View* tab and click on *Employer*
- Search on Employer by clicking ***Search Employer*** and choosing employer name from the dropdown


MIS 2000 - AZ6
Procedures
Reports
Preferences
Employer
Go
View
Help
Employer
Search Employer
Field/Facility Locations
10 fields (alfalfa) at Avenue A
Contacts
Contact Name
Joe Supervisor
Comments
Joe supervises 250 alfalfa wo
Contact
Joe Supervisor
Rose Supervisor
234-234-2345
Date
Find Employer
Employer Data
SQL
Employer Name
Address
City
State
Zip
Contact
Phone
Do Search
Select Employer
Close
Empkey
Employer Name
Address
City
State
Zip
AZ1004-17
ABC Dairy
N/A
N/A
AZ
Merriam Ma
8/25/2020
4/16/2021

Database

- Recruiter should check to see if employer exists on database before adding employer
- To add a new employer, recruiter should click on + sign and add fields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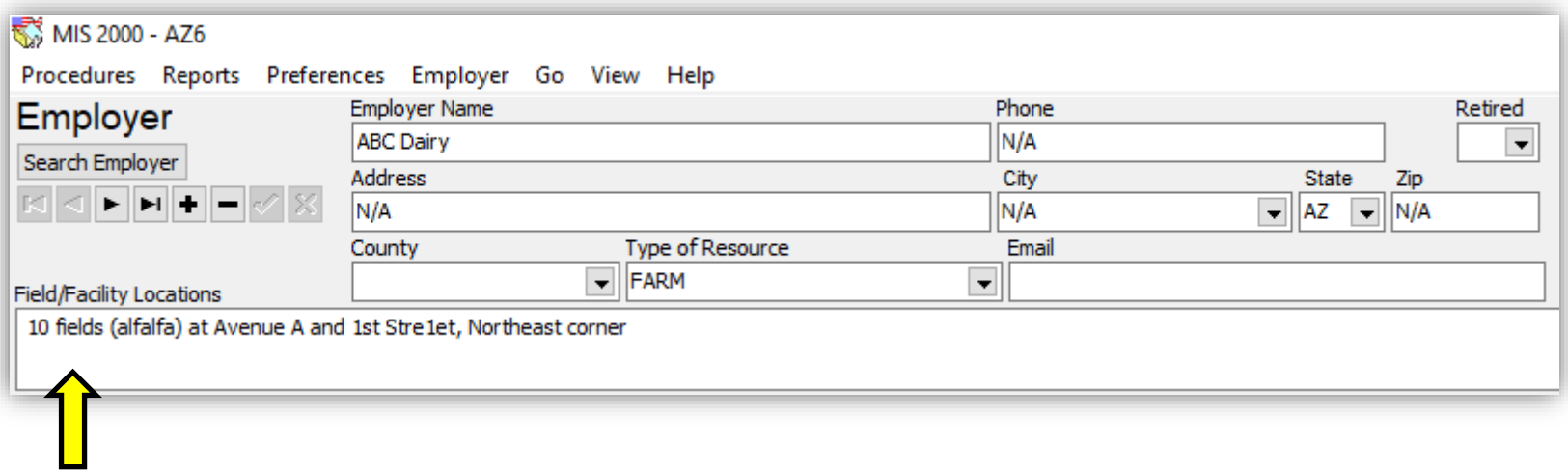
Zip
Contact
Phone
Do Search
Select Employer
Close
Empkey
Employer Name
Address
City
State
Zip
AZ1004-17
ABC Dairy
N/A
N/A
AZ

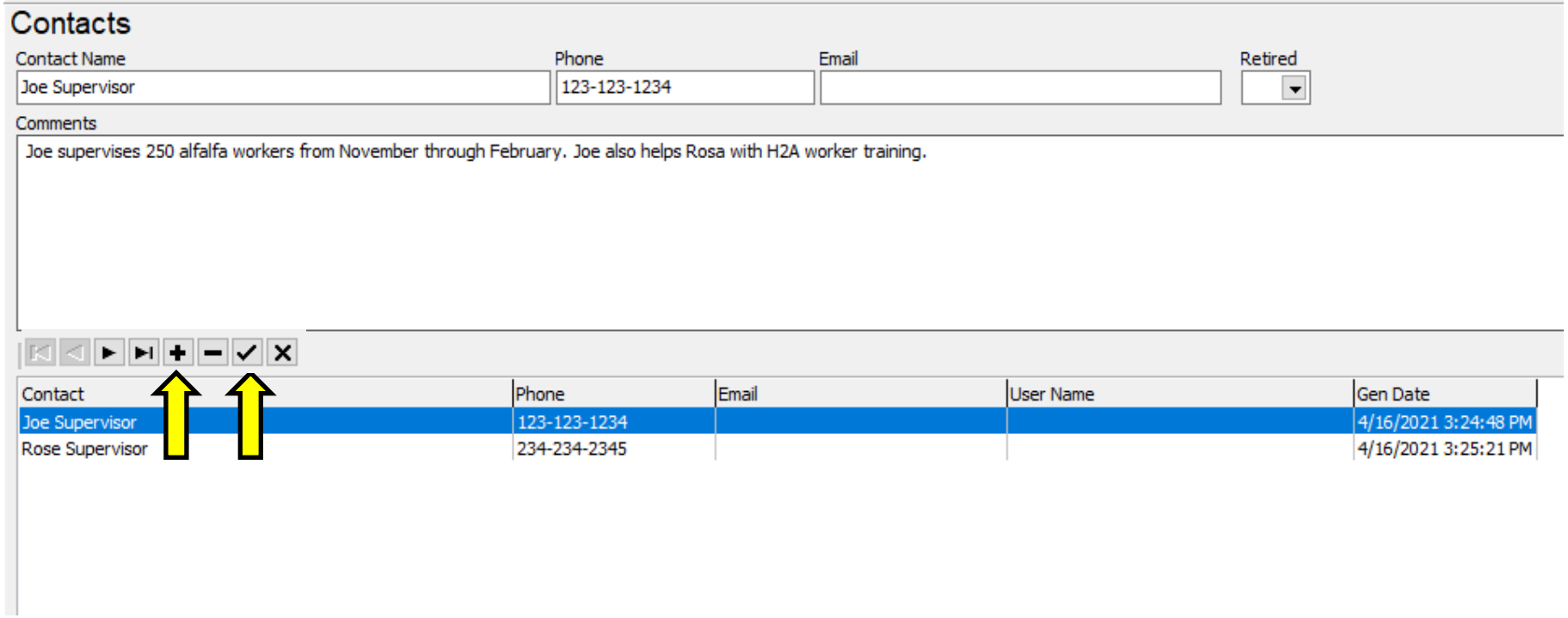
Database

- When adding employer, recruiter should include information in the **Field/Facility Locations** box to let other staff know where to go



Contacts

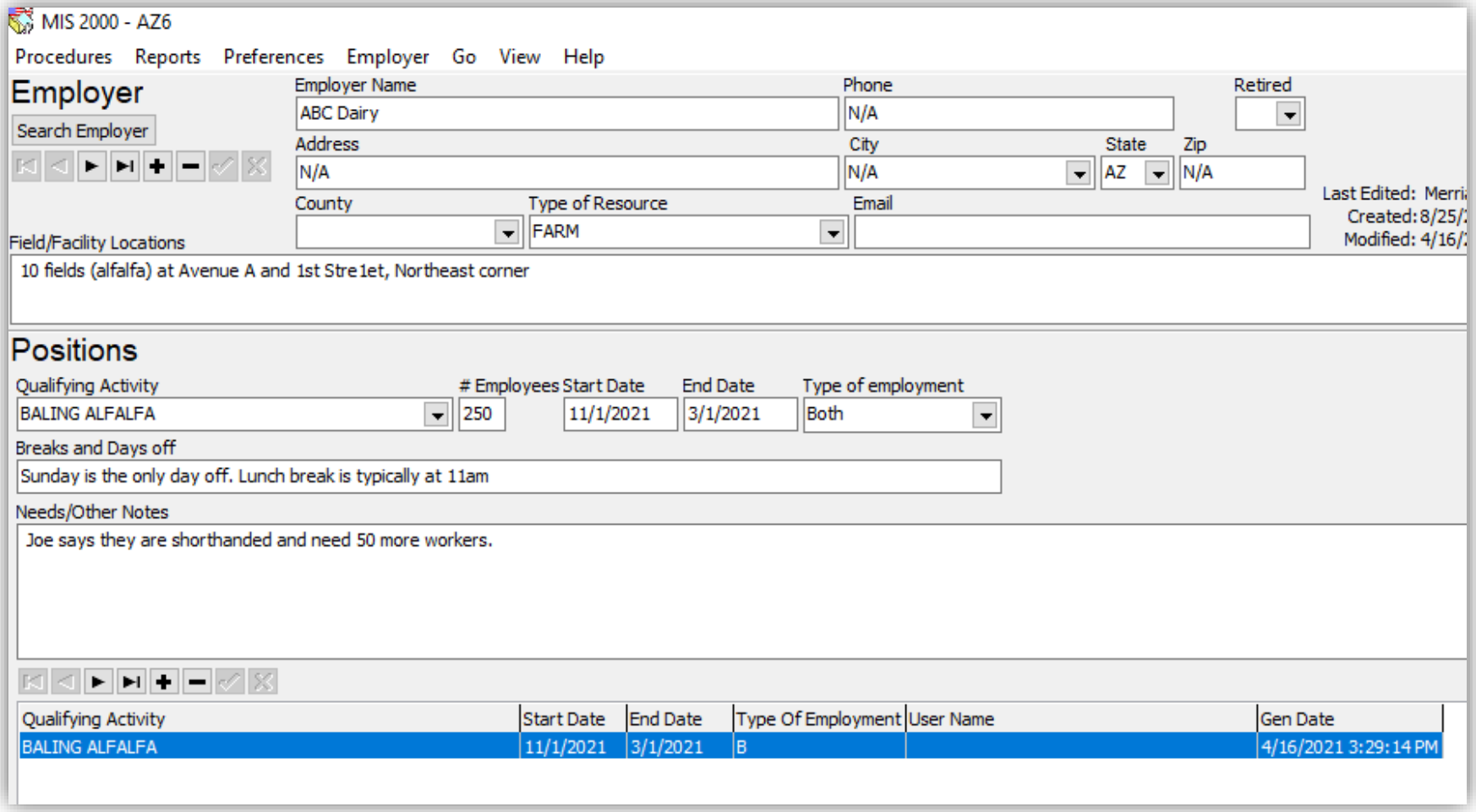
- Contacts section is for basic contact information, and a summary of who the contact is
- To save changes, please click on checkmark
- To add more than 1 contact, please click on + sign


Contacts
Contact Name
Joe Supervisor
Phone
123-123-1234
Email
Retired
Comments
Joe supervises 250 alfalfa workers from November through February. Joe also helps Rosa with H2A worker training.
Contact
Phone
Email
User Name
Gen Date
Joe Supervisor
123-123-1234
4/16/2021 3:24:48 PM
Rose Supervisor
234-234-2345
4/16/2021 3:25:21 PM

Positions/Qualifying Activity

- Recruiter should click on positions tab and select qualifying activity from dropdown
- They will enter **# of employees**, **approximate start date**, and **end date**
- Under **Type of employment**, please select from dropdown (domestic, h2a, or both)
- Under **Breaks and Days off**, please specify workers' break time and day(s) off
- Under **Needs/Other Notes**, please include any expressed workforce needs.

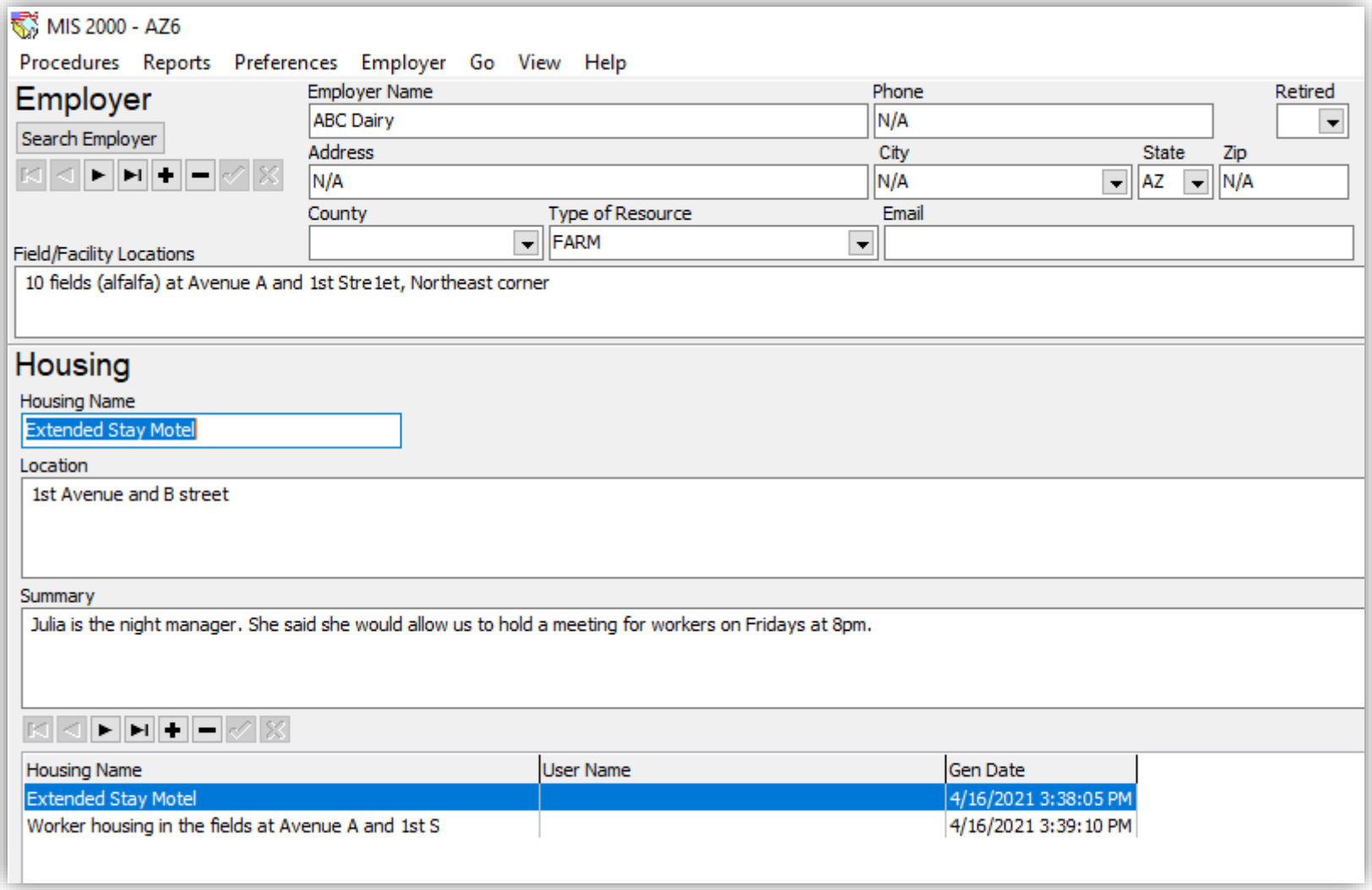
Positions/Qualifying Activity



Housing

It doesn't always work out to visit workers in the field; thus, an option is to visit housing after work hours.

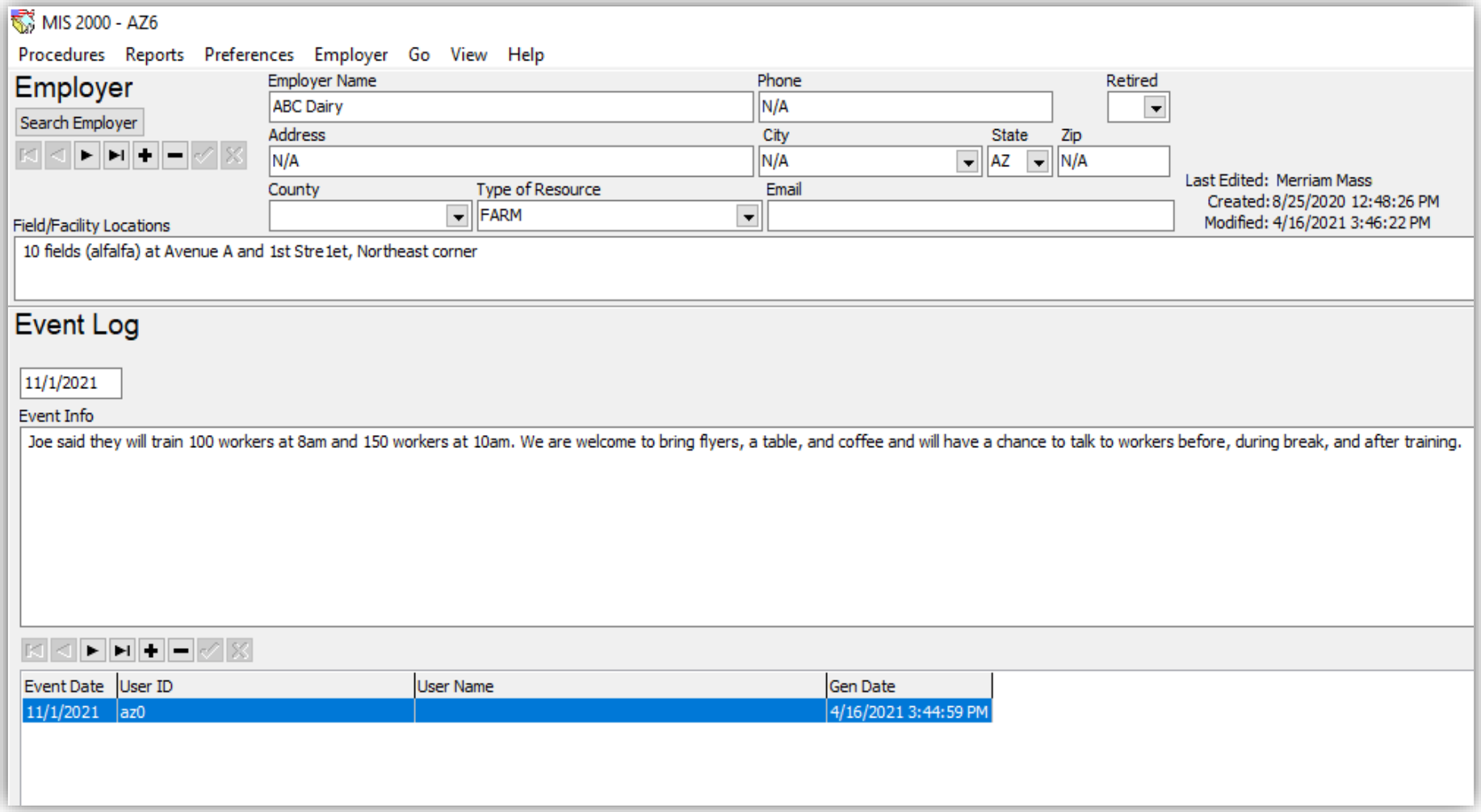
- Recruiters can enter housing details using the **Housing** tab
- Name of manager who is on duty, when workers are on housing location, and other details should be included in **Summary** field


MIS 2000 - AZ6
Procedures Reports Preferences Employer Go View Help
Employer
Search Employer
Employer Name
ABC Dairy
Phone
N/A
Retired
Address
N/A
City
N/A
State
AZ
Zip
N/A
County
Type of Resource
FARM
Email
Field/Facility Locations
10 fields (alfalfa) at Avenue A and 1st Stre1et, Northeast corner
Housing
Housing Name
Extended Stay Motel
Location
1st Avenue and B street
Summary
Julia is the night manager. She said she would allow us to hold a meeting for workers on Fridays at 8pm.
Housing Name
User Name
Gen Date
Extended Stay Motel
4/16/2021 3:38:05 PM
Worker housing in the fields at Avenue A and 1st S
4/16/2021 3:39:10 PM

Events

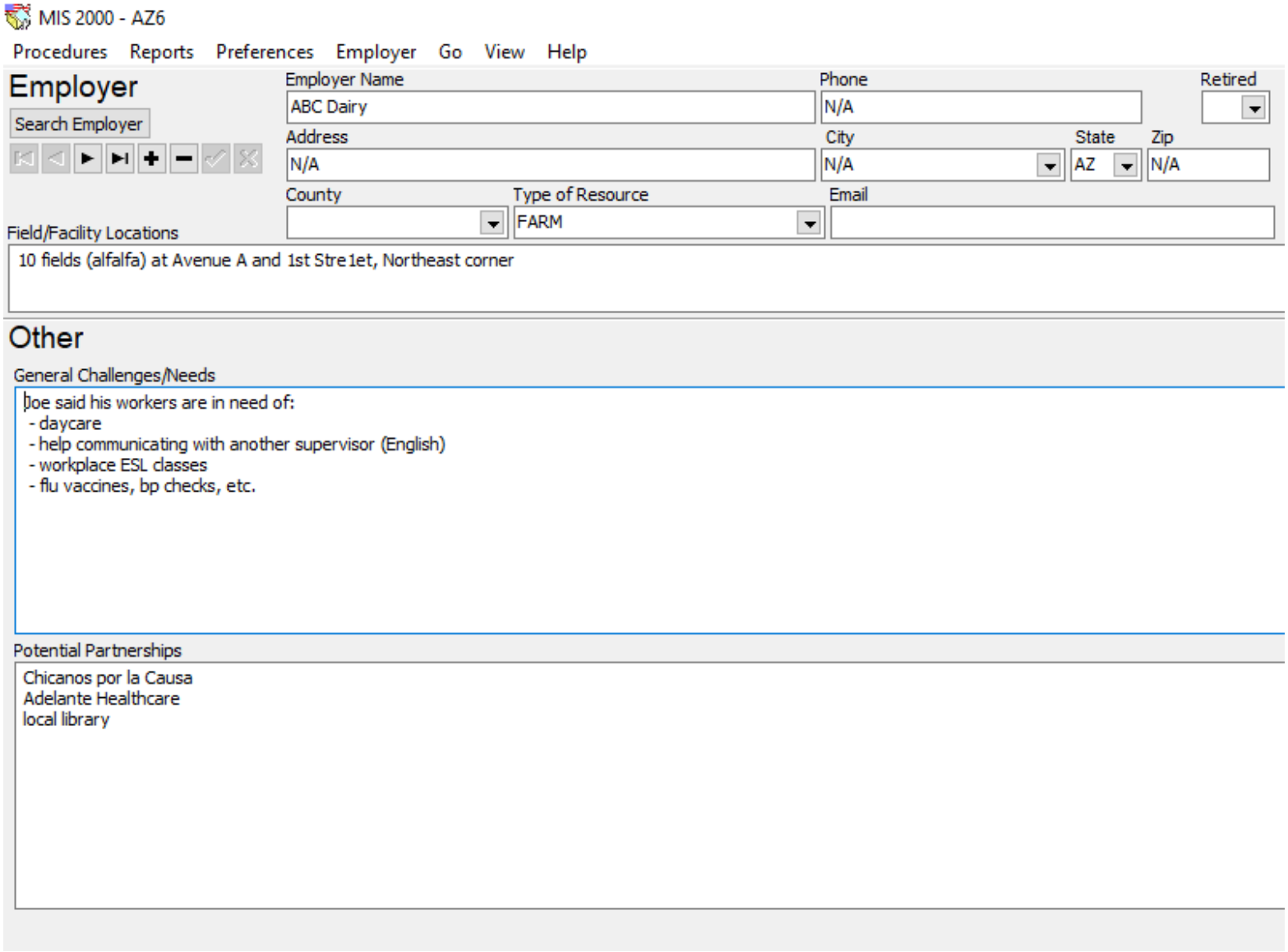
- The recruiter can enter details about upcoming events on the Events tab
- Please include event date and details under **Event Log**

Events


MIS 2000 - AZ6
Procedures Reports Preferences Employer Go View Help
Employer
Search Employer
Employer Name
ABC Dairy
Phone
N/A
Retired
Address
N/A
City
N/A
State
AZ
Zip
N/A
County
Type of Resource
FARM
Email
Last Edited: Merriam Mass
Created: 8/25/2020 12:48:26 PM
Modified: 4/16/2021 3:46:22 PM
Field/Facility Locations
10 fields (alfalfa) at Avenue A and 1st Stre1et, Northeast corner
Event Log
11/1/2021
Event Info
Joe said they will train 100 workers at 8am and 150 workers at 10am. We are welcome to bring flyers, a table, and coffee and will have a chance to talk to workers before, during break, and after training.
Event Date
User ID
User Name
Gen Date
11/1/2021
az0
4/16/2021 3:44:59 PM

Other

- Recruiter can take notes about general challenges, needs, and potential partnerships
- Recruiter should document details about challenges and needs, and identify potential partnerships based on expressed needs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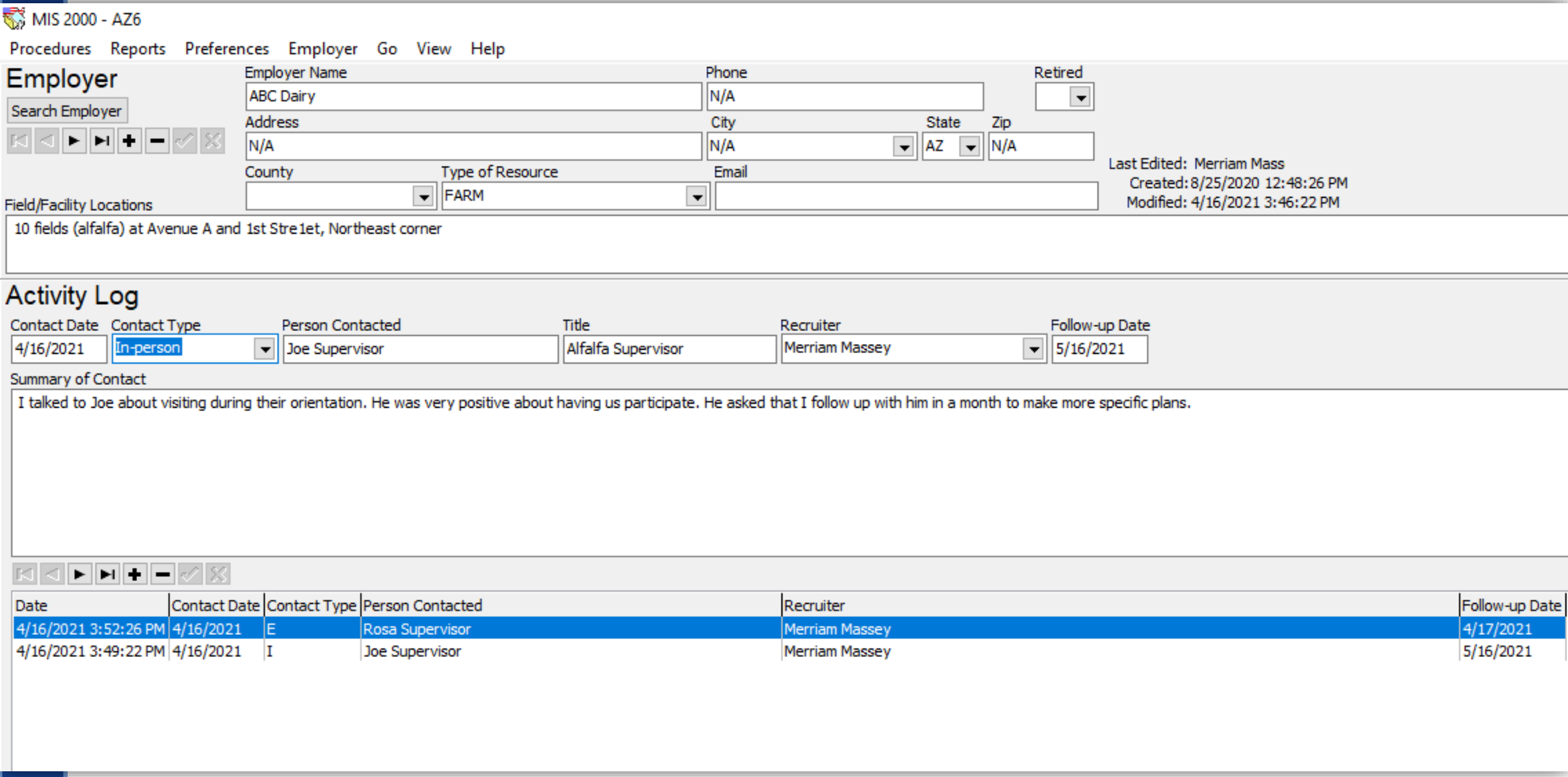
Search Employer
Employer Name
ABC Dairy
Phone
N/A
Retired
Address
N/A
City
N/A
State
AZ
Zip
N/A
County
Type of Resource
FARM
Email
Field/Facility Locations
10 fields (alfalfa) at Avenue A and 1st Stre1et, Northeast corner
Other
General Challenges/Needs
Joe said his workers are in need of:
- daycare
- help communicating with another supervisor (English)
- workplace ESL classes
- flu vaccines, bp checks, etc.
Potential Partnerships
Chicanos por la Causa
Adelante Healthcare
local library

Activity Log

- Recruiter can save comments on any conversations they've had as it is often hard to remember what was said
- Date visit/phone call was made should be included under **Contact Date**
- Select from **Contact Type** dropdown to specify if contact was made in-person, phone call, or via mail
- Include date of when you intend to reach out again under the **Follow-up Date** field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Procedures Reports Preferences Employer Go View Help
Employer
Search Employer
Employer Name
ABC Dairy
Phone
N/A
Retired
Address
N/A
City
N/A
State
AZ
Zip
N/A
County
Type of Resource
FARM
Email
Last Edited: Merriam Mass
Created: 8/25/2020 12:48:26 PM
Modified: 4/16/2021 3:46:22 PM
Field/Facility Locations
10 fields (alfalfa) at Avenue A and 1st Stre1et, Northeast corner
Activity Log
Contact Date
4/16/2021
Contact Type
In-person
Person Contacted
Joe Supervisor
Title
Alfalfa Supervisor
Recruiter
Merriam Massey
Follow-up Date
5/16/2021
Summary of Contact
I talked to Joe about visiting during their orientation. He was very positive about having us participate. He asked that I follow up with him in a month to make more specific plans.
Date
Contact Date
Contact Type
Person Contacted
Recruiter
Follow-up Date
4/16/2021 3:52:26 PM
4/16/2021
E
Rosa Supervisor
Merriam Massey
4/17/2021
4/16/2021 3:49:22 PM
4/16/2021
I
Joe Supervisor
Merriam Massey
5/16/2021

Employer Database: MIS2000

- Videos to help you as you are using the Employer Database:
  - Overview of the Database, including how to access it
  - Intro to the Database and Contacts Tab
  - Qualifying Activities Tab
  - Events and Other Tabs
  - Housing Tab
  - Activity Log Tab

For more information or to schedule a training on the database, please e-mail me at Zujaila.Ornelas@azed.gov.

Webinar Evaluation

Please take a few minutes to complete an evaluation of the ID&R portion of today's webinar.

In the Survey, for Title/Topic please type:
July 2021: MEP Bootcamp – Employer Database

Thank you!

Contact Information

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Zujaila.Ornelas@azed.gov

Guest Speaker

ARIZONA @ WORK