

Bishop Chooses Leaders to Help



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Local unit leadership setup

By referencing membership numbers with Church records, this application can cross reference those in each local unit who have Church leadership assignments. As the leader responsible for the welfare of the members of your unit, you may choose to accept the default settings or specify which Church assignments have leadership rights to assist the employment needs for those whom you have stewardship over. Those with these leadership rights will have access to Specialist pages in this application. *Note: each job candidate has privacy settings which may prevent their local leaders from viewing their job search profile.*

Local unit assignment	Specialist access
Bishop	<input checked="" type="checkbox"/>
Bishopric 1st Counselor	<input type="checkbox"/>
Bishopric 2nd Counselor	<input type="checkbox"/>
Elders Quorum President	<input type="checkbox"/>
Employment Specialist	<input checked="" type="checkbox"/>
High Priest Group Leader	<input type="checkbox"/>
Relief Society President	<input type="checkbox"/>

Make my contact information visible

- Make my name and position title visible to individuals in my ward/branch boundaries
- Include my phone number to individuals in my ward/branch boundaries
- Include my email address to individuals in my ward/branch boundaries

Send me an email

- When ward/branch members create a profile or change their status
- When non-members in my ward/branch boundaries create a profile or change their status
- For weekly reports about candidates in my ward/branch
- For monthly reports about candidates in my ward/branch
- For quarterly reports about candidates in my ward/branch

Using Preset Notes

Progress Notes

Progress Note Activity	Bishop	Specialist/Leaders	Staff	Candidate
Record Preset Notes*	Yes	Yes	Yes	No
View Preset Notes Recorded by Others	Yes	Yes	Yes	No
Record Free Text Notes *	Yes	Yes	Yes	No
View Free Text Notes Recorded by Others	No	No	Yes	No
Record Placements	Yes	Yes	Yes	Yes
Write/View Notes for Candidates who have Chosen not to be Visible	Yes	No	Yes	No

*Individuals in a role that allows them to record notes will be able to view any notes he or she records

Using Preset Notes

The screenshot shows a user profile for Jay Riple. The profile includes fields for 'User | Candidate | Admin', 'Home Unit Number: 1503', and 'Bishop's Authorization: Yes' with a note '(Received: 01 Jan '10 by John Doe)'. Contact information for the role 'Candidate' is provided, including a calendar icon, a document icon, and the email 'capelrd@ldschurch.org'. An 'Actions' sidebar on the left lists: 'Change Roles' (Activate/deactivate user role), 'View Full Profile' (Full user profile information), 'Add a Note' (Leave notes regarding progress or contact with this user), 'Record Placement' (Record candidate placements and/or enrollments), and 'Deactivate User' (The selected user's account is active).

The 'Add Note' modal window is open, featuring a title bar with '+ Add Note' and 'Close'. It contains a list of checkboxes for preset notes: 'Contacted:', 'Scheduled:', 'Referred or invited to:', 'Confirm referral or invitation:', 'Shared a Lead to: (job lead, business, networking, or school)', and 'What we did together:'. Below this list is a 'Note Text:' label and a large text input area. At the bottom of the modal are '+ Add Note' and 'Cancel' buttons.

Using Preset Notes

The image shows a software interface for adding a note. At the top, there is a header bar with a green plus icon, the text "Add Note", and a "Close" link. Below this, a light-colored panel contains a "Contacted:" section with a checked checkbox. A dropdown menu is open, listing several contact methods: "Phone" (selected), "E-mail", "Met face to face", "Phone message", "Text message", "Unable to contact", and "Other". To the left of the dropdown are several unchecked checkboxes. Below the dropdown is a large white text area for notes. At the bottom of the panel, there is a "Note" label, a green plus icon, the text "Add Note", and a "Cancel" link. A vertical scrollbar is visible on the right side of the panel.

+ Add Note [Close](#)

Contacted:

- Phone
- E-mail
- Met face to face
- Phone message
- Text message
- Unable to contact
- Other

tion:
ead, business, networking, or school)

Note

+ Add Note [Cancel](#)

Using Preset Notes

+ Add Note [Close](#)

- Contacted:
Other Other:
- Scheduled:
 Referred or invited to:
 Confirm referral or invitation:
 Shared a Lead to: (job lead, business, networking, or school)
 What we did together:

Note Text:

+ Add Note

[Cancel](#)

Using Preset Notes

+ Add Note [Close](#)

Contacted:

Scheduled:

Scheduled appointment for

Scheduled appointment for

Re-scheduled for

Cancelled appointment

Did not attend appointment

Date:

Time:

Location:

With whom:

Referred or invited to:

Confirm referral or invitation:

Shared a Lead to: (job lead, business, networking, or school)

What we did together:

Note Text:

+ Add Note

[Cancel](#)

Using Preset Notes

+ Add Note [Close](#)

- Contacted:
- Scheduled:
- Referred or invited to:

Career Workshop

Date: 07-Apr-2010

- Career Workshop
- Self-employment Workshop
- Professional Network Group
- Job Fair
- Other

ess, networking, or school)

Note

+ Add Note

[Cancel](#)

Using Preset Notes

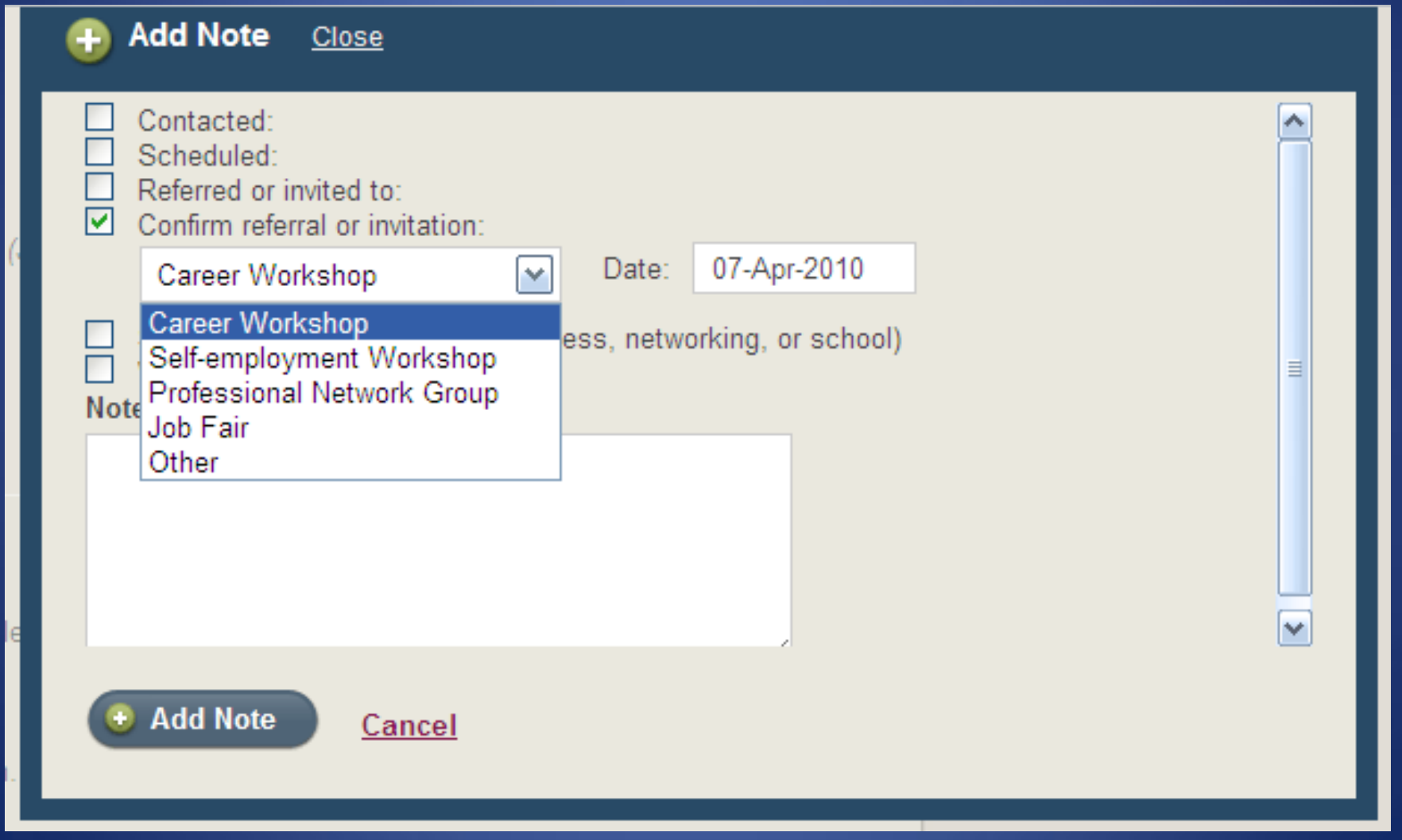
+ Add Note [Close](#)

Contacted:
 Scheduled:
 Referred or invited to:
 Confirm referral or invitation:

Career Workshop Date:
 Career Workshop (business, networking, or school)
 Self-employment Workshop
 Professional Network Group
 Job Fair
 Other

Note

+ Add Note [Cancel](#)



Using Preset Notes

+ Add Note [Close](#)

- Contacted:
- Scheduled:
- Referred or invited to:
- Confirm referral or invitation:
- Shared a Lead to: (job lead, business, networking, or school)

- What we did together:

Note Text:

+ Add Note

[Cancel](#)

Using Preset Notes

+ Add Note [Close](#)

- Contacted:
- Scheduled:
- Referred or invited to:
- Confirm referral or invitation:
- Shared a Lead to: (job lead, business, networking, or school)
- What we did together:

Practiced

Practiced

Developed

Reviewed

Wants help with

Will practice or work on

Other

Note Text:

+ Add Note

[Cancel](#)

Using Preset Notes

+ Add Note [Close](#)

Contacted:
 Scheduled:
 Referred or invited to:
 Confirm referral or invitation:
 Shared a Lead to: (job lead, business, networking, or school)
 What we did together:

Practiced

Job:

Educ

Small

Note Text

+ Add

Effective Networking
Interview Techniques
Job Search Planning
Me in 30 Seconds
Negotiation Skills
Presenting Your Skills
Working a Job Fair
Writing a Resume or CV
Written Communication
Career Workshop
Surviving Unemployment
Self-Reliance Plan
Phone Call
Online Profile
Master Application
Action Plan
Mock Interview
Follow-up Techniques
Other

Using Preset Notes

+ Add Note [Close](#)

Contacted:
 Scheduled:
 Referred or invited to:
 Confirm referral or invitation:
 Shared a Lead to: (job lead, business, networking, or school)
 What we did together:

Practiced

Job:

Education:

Small Business

Note Text:

+ Add Note

- Education Goal or Plan
- Scholarships
- Grants
- Financial Aid
- Career Options
- Schools
- Vocational Programs
- Master Application
- Essays
- Interviews
- Letters of Recommendation
- Other

Using Preset Notes

+ Add Note [Close](#)

Contacted:
 Scheduled:
 Referred or invited to:
 Confirm referral or invitation:
 Shared a Lead to: (job lead, business, networking, or school)
 What we did together:

Practiced

Job:

Education:

Small Business:

Note Text:

+ Add Note [Close](#)

- Business Plan
- Finance Plan
- Financing
- Technology
- Sales Approach
- Marketing Plan
- Marketing Materials
- Budgeting
- Other

gress or contact with this user

Suggested Action Items

- Work with your ASOC(s) to get the word out
- Communicate with specialists to get in MLS



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