CLNA Through JobsEQ

WEBSITE
Log into JobsEQ - https://jobseq.eqsuite.com/Account/Login?ReturnUrl=%2f

CREATE PROGRAM GROUP

1. Click “Occupation Snapshot”
2. Click on the Hamburger Menu →
3. Choose Alabama as the Region
4. Choose your CTE Cluster as the Occupation (type ‘CTE’ in the field)
5. Historical Years = 5
6. Projection Years = 5
7. Click “Go”
8. Check the Occupations that align with your program area
9. Click “Create Group”

- Name your group “Program-System-Month-Year”. Example Automotive-PikeCounty-July-2020
Use any other unique identifiers if necessary. It is important to be detailed because data changes.
ESTABLISH BASELINES (High-Wage / High-Demand)

- Click “Occupation Snapshot”
- Click on the Hamburger Menu →
- Choose Alabama as the Region
- Choose your Customized Program Group (see above steps)
- Historical Years = 5
- Projection Years = 5
- Click “Go”

You will get an Occupation Report but we will extract the baseline data from your Custom Program Group line near the bottom

- The “High-Wage” will be the “Avg Ann Wages”. In this example it is $41,500. Any Occupation that is at or above that wage will be considered “High-Wage.”

- The “High-Demand” will be (“Total Demand” / “Empl”). In this example 575,454/980,630 = 58.6%. For “High-Demand” you will need to calculate “High-Demand” for each Occupation in your program group. Any that are at or above the baseline will be considered “High-Demand”.

- You may use either “High-Wage” OR “High-Demand” for each program.

- It is strongly recommended you save your reports and print them out.
**DETERMINE OCCUPATIONS – STATE LEVEL (High-Wage / High-Demand)**

1. Click “Occupation Snapshot”

2. Click on the Hamburger Menu →

3. Choose Alabama as the Region

4. Choose your Customized Program Group (see above steps)

5. Historical Years = 5

6. Projection Years = 5

7. Click “Go”

8. For “High-Wage” figures, click on “Avg Ann Wages” to sort the wages. Fill out the CLNA with the top 5 that are at or above your established baseline.

   For “High-Demand”, either calculate each occupation by hand (Total Demand / Empl) and select the top 5 that are above the baseline OR export the document to Excel and use a spreadsheet.

**DETERMINE OCCUPATIONS – REGION LEVEL (High-Wage / High-Demand)**

1. Click “Occupation Snapshot”

2. Click on the Hamburger Menu →

3. Choose your selected or custom Region, as the Region

4. Choose your Customized Program Group (see above steps)

5. Historical Years = 5

6. Projection Years = 5

7. Click “Go”

8. For “High-Wage” figures, click on “Avg Ann Wages” to sort the wages. Fill out the CLNA with the top 5 that are at or above your established baseline.

   For “High-Demand”, either calculate each occupation by hand (Total Demand / Empl) and select the top 5 that are above the baseline OR export the document to Excel and use a spreadsheet.
CREATE CUSTOM REGION

- Under “Settings” on the right, choose “Region”
- At the Top, click “Create New Region”
- Name your Region
- Choose either “County” or “ZCTA” (County selects areas by county boundaries while ZCTA = Zipcode)

Here are the controls you can use on the map (Don’t forget to Save!!!)

- Zoom In/Out can also be done by scrolling up/down on the mouse
- Select County/ZCTA by Left-clicking (unselect by Ctrl + Left-Click)
- Type in Address or Zip Code to Add
- Create area with a Polygon Region
- Create a Radius area by clicking a location and the number of miles of the radius
- Create a “Drive Time” area by typing a location and the number of minutes from the location