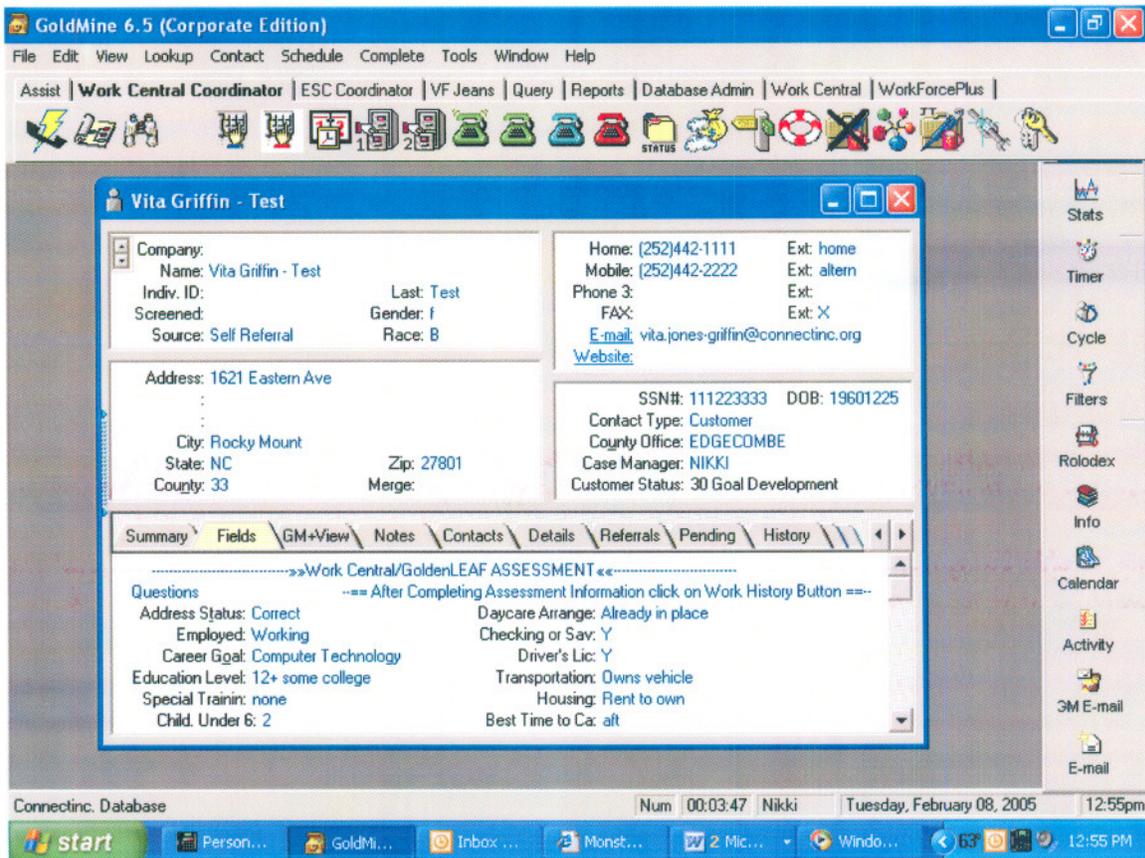


CONNECTING.



GOLDMINE NEW EMPLOYEE TRAINING MANUAL



Fields Tab

All information that is obtained through initial assessment is completed in the Fields Tab. Each question has different information that can be chosen through the windows tabs.

GoldMine 6.5 (Corporate Edition)

File Edit View Lookup Contact Schedule Complete Tools Window Help

Assist | Work Central Coordinator | ESC Coordinator | VF Jeans | Query | Reports | Database Admin | Work Central | WorkForcePlus |

Vita Griffin - Test

Company: Vita Griffin - Test
 Indiv. ID: Last: Test
 Screened: Gender: f
 Source: Self Referral Race: B

Home: (252)442-1111 Ext: home
 Mobile: (252)442-2222 Ext: altern
 Phone 3: Ext:
 FAX: Ext: X
 E-mail: vita.jones-griffin@connectinc.org
 Website:

Address: 1621 Eastern Ave
 City: Rocky Mount
 State: NC
 County: 33

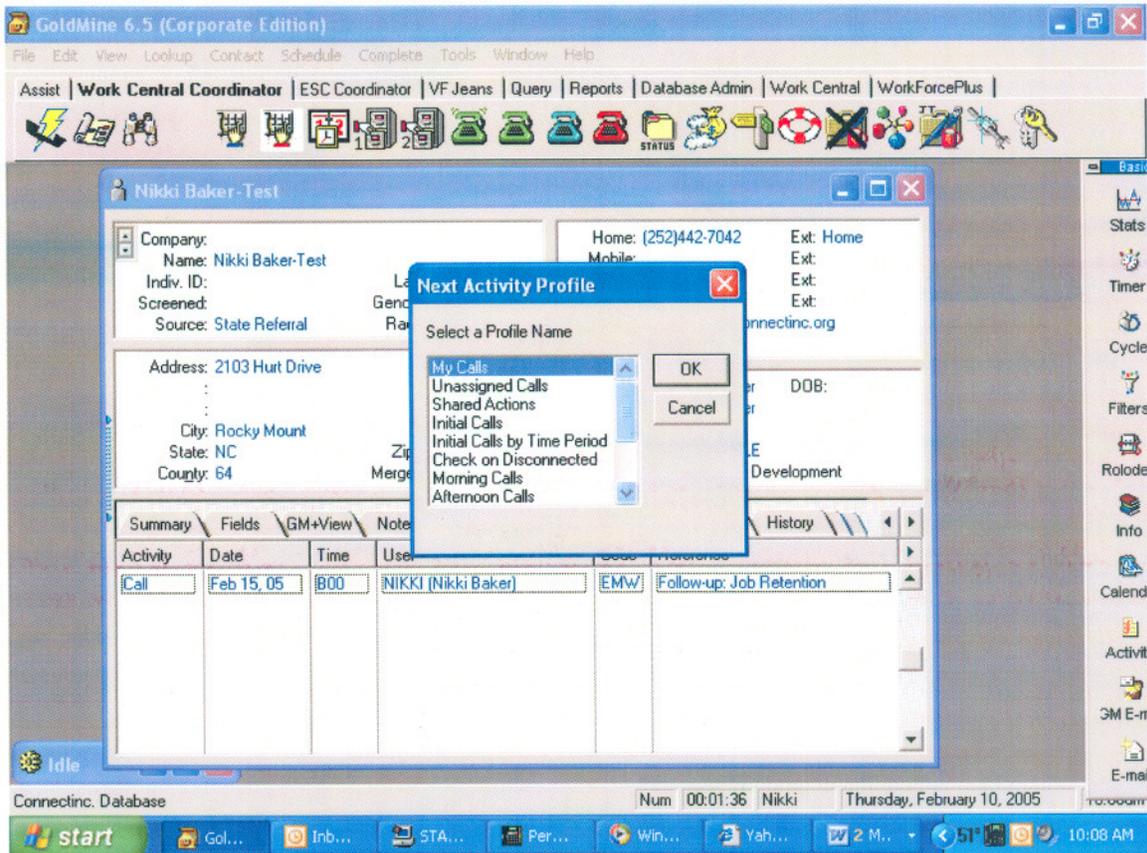
SSN#: 111223333 DOB: 19601225
 Contact Type: Customer
 County Office: EDGECOMBE
 Case Manager: NIKKI
 Customer Status: 30 Goal Development

Summary Fields GM+View Notes Contacts Details Referrals Pending History

Referral	Reference	Date	User
Office and Admin.Support Occupat. B	to: Bb&t, Connie Rencibia	Jan 31, 05	MASTER (Supervisor)
Office and Admin.Support Occupat. C	to: Bb&t, Connie Rencibia	Jan 31, 05	MASTER (Supervisor)
Production Occupations:Assemblers	to: Consolidated Diesel, Anita	Jan 27, 05	VITA (Vita Griffin)
Service Occupations:Food Preparatio	to: Filling Station, Tim Rober	Jan 28, 05	VITA (Vita Griffin)
Service Occupations:Food Service	to: Kay's Restaurant, Ken	Jan 31, 05	MASTER (Supervisor)
Service Occupations:Food Service	to: Kay's Restaurant, Ken Redd	Jul 28, 04	KATHERIN (Katherine)
Sales and Related Occupations:Cash	to: Marshalls New Hope Commons	Jan 26, 05	VITA (Vita Griffin)

Connectinc. Database Num 00:10:28 Nikki Tuesday, February 08, 2005 1:30pm

The **Referrals Tab** list all job related referrals given by a county representative. Most Job referrals are listed in the Referrals Manager. Once a job is referred to the customer, the information is then listed as a referral for the County Rep. to follow up on. Under each heading, it gives **Job Category** information, Job **Reference** listing information, the **Date** of referral and **User** County Rep.



Next Activity

If you want to work on selected calls from your calendar, then you select a profile, and in the window make a selection of a choice for what type of calls you wish to complete. Click OK once you have made a selection and click on the lightning bolt to begin your calls.

Assessment Questions

We have your address as? State customers address.

Can you verify your birth date and social security #?

Are you currently working?

What are your career goals that you have set for yourself, if any?

What was your last grade completed in High School?

Do you have any special training skills?

Do you have any children? If so, how many and what are their ages?

Would you need any daycare arrangements for the under aged children?

Do you have a checking or saving account?

Do you have Driver's License or permit?

What kind of transportation arrangements do you have?

What type of housing do you reside in?

When is the best time and day to contact you?

Do you have anything on your criminal record?

Are you receiving any type benefits of any kind?

Example, (food stamps, Medicaid, child support, UIB, etc)

Is everyone in your home Safe & Thriving? Is there anyone in the home on probation or parole, substance abuse?

Have you worked in the last 5 years? If so, can I get your work history information?