

Technology and System Requirements

Technology Equipment

The Workforce Partnership has technology system requirements with which Subrecipient must comply. The Subrecipient shall provide the following:

- Internet connectivity (high speed internet is required),
- Email accounts for all users working on the proposed project,
- Commercial antivirus software with subscription in force for the period of this agreement, and
- Browser requirements - current versions of Mozilla Firefox or Google Chrome.

Additional recommendations:

- MS Office version 2016 or higher,
 - The Budget and the Budget Narrative template files are provided for a Windows Environment computer (MAC systems should not be used). You should be using a recent version of MS Excel and MS Word that are configured with MS “recommended” security settings, without custom options.
- Adobe Acrobat Reader DC or higher, and
- Processor, Intel Core i5 or better with 8 GBs RAM.

Required Workforce Partnership Platforms

- CalJOBS – System of case management required by the state of California to be used to track and document services provided to jobseekers and training providers. Subrecipient access is granted and managed by MIS Administrators at San Diego Workforce Partnership. <https://www.caljobs.ca.gov/vosnet/Default.aspx>
- Workforce eFile – System of document completion and storage for eligibility, support services, incentives, and stipends. Subrecipient access is granted and managed by program staff at San Diego Workforce Partnership.
- Partner Portal – System to coordinate referrals, events, and business resources between partners to better serve employers and job seekers. <https://sdwp-jobs.force.com/Partner/s/login/>
 - Post developed job opportunity with requirement and application instructions,
 - Refer candidates to job postings,
 - Access dashboards and reports,
 - Share and register for events with partners, and
 - Access other partner resources to make referrals or co-enrollment.
- Career Portal – Serve job seekers with a self-service website to sign up for jobs, events, and access program resources. [Career Portal](#)
 - Get access to developed job opportunities
- Working Metrics – A secure, online data analytics platform that helps organizations improve business decisions and results through deep insights into job quality and diversity, to upload their data for review.

- On-demand Library – Job seekers can find training video and coursework that can be accessed instantly. <https://workforce.org/jobseekers/>
- Events/Workshops – Jobs seekers have access of events/workshops provided by the career centers and youth providers. <https://workforce.org/events/>
- Next Move – Career growth happens as job seekers take steps to align interests and skills with what employers need. Here you will find tools to explore where your skills and interests match what San Diego County hiring managers are looking for, plus learn moves you can make now to land a dream job. <https://workforce.org/my-next-move/>