

**WORKFORCE ONE**

Helping you help others.

## Interest Form

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# Agenda

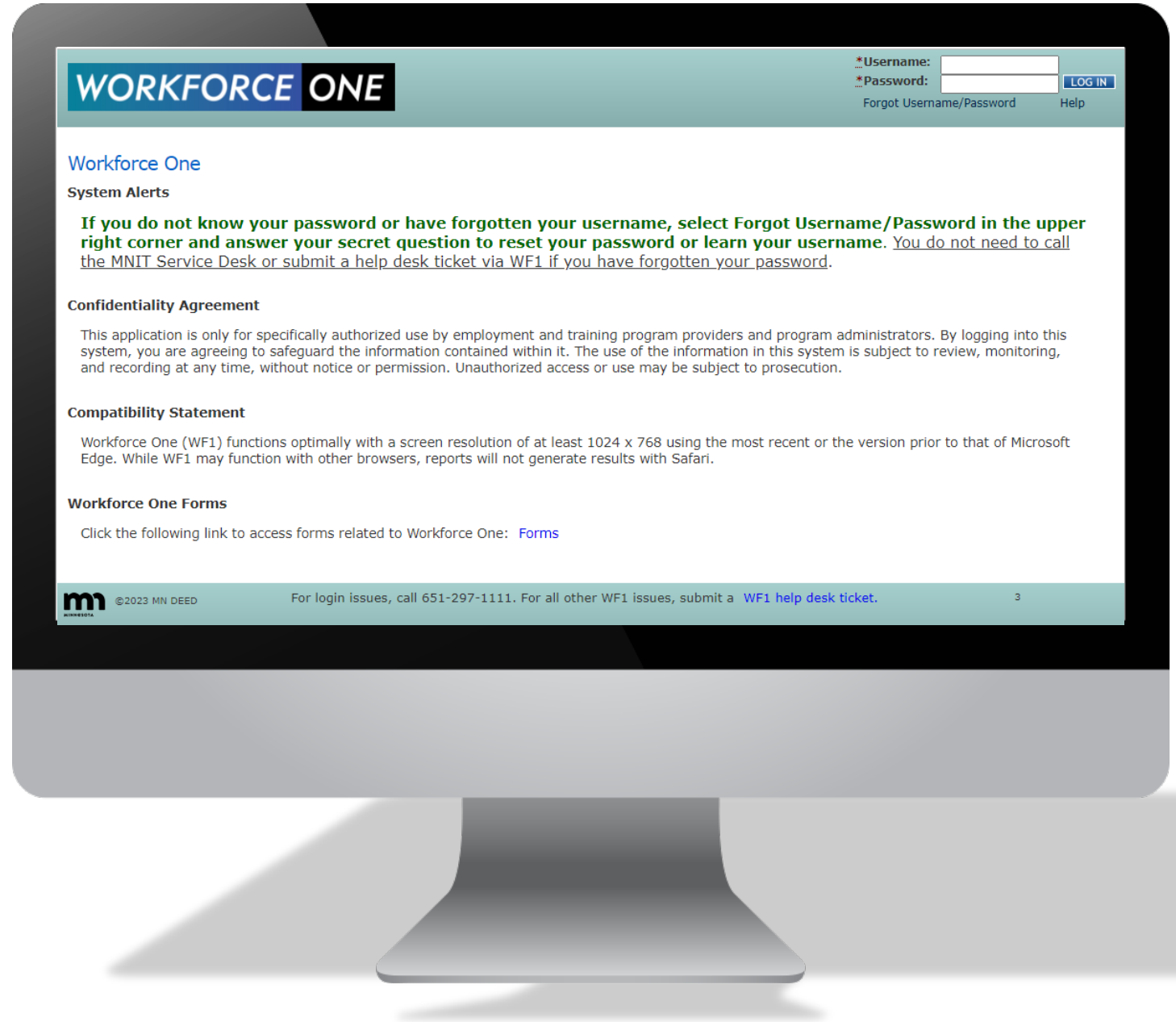
- Background
- Demonstration
  - Interest Form Set-up
  - Client-facing Interest Form
  - Interest Form Queue
- Implementation
- Question and Answer Session



- VRS request
- Designed for all agencies who use WF1
- VRS published Interest Form on 9/18/23
  - 1,160 forms received
  - Monthly average of forms received: 171
- SSB published Interest Form 10/16/23
  - 171 forms received
  - Monthly average of forms received: 28

# Demonstration

- Interest Form Set-up
- Client-facing Interest Form
- Interest Form Queue



# Implementation

- Test the form in WF1 Sandbox
- Prepare a staffing plan and create a process for monitoring the queue
- Agency leadership: submit a WF1 Help Desk Ticket to activate the interest form
- Post your agency's link to the form
- Submit a WF1 Help Desk Ticket with any questions related to setting up the form
- Submit a WF1 Change Request Form if you have suggestions on improvements that could be made

# Sandbox

- Sandbox is a training environment where you can test new features.
- Sandbox link: <https://sandbox.mnworkforceone.com>
- Email the WF1 Team at [workforceone.deed@state.mn.us](mailto:workforceone.deed@state.mn.us) to request an account or for login issues.
- **Please don't:**
  - Enter real customer information into the Sandbox.
  - Call the Help Desk about the Sandbox. They can **only** help with login issues in Production.



# Questions and Answers

Please feel free to  
unmute or type your  
question in the chat.



# Contact Information

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