



**Office of Workforce &  
Community Initiatives**

# **MoJobs Internal Referral Guide**

OWCI Guide for navigating  
and completing internal referrals

# Where to go and how to get there

Start by opening the center column folder labeled *Staff Profiles > General Profile >* then select *Activities*.

The screenshot shows the MoJOBS system interface. At the top, there's a navigation bar with 'Jobs' and a search bar. Below it, a breadcrumb trail shows 'Home / My Dashboard / Activities'. The main content area is titled 'Activities' and includes a 'Quick Search' bar. On the left, there's a sidebar with 'Other Staff Services' and 'Currently Managing' sections. The 'Currently Managing' section lists 'BEAUTY, BELLE' and 'Service Tracking: OFF'. The main content area displays a folder tree with 'My Individual Profiles', 'My Individual Plans', and 'Staff Profiles'. The 'Staff Profiles' folder is expanded, showing 'General Profile' with sub-items: 'Summary', 'Case Notes', 'Activities' (highlighted with a red circle and a red arrow), 'Documents (Staff)', and 'Identity Issues'. Below the folder tree, there's a row of tabs: 'Summary', 'Case Notes', 'Activities' (selected), 'Documents (Staff)', and 'Identity Issues'. A message below the tabs states 'Individual has not provided a valid SSN'. At the bottom, there are links for 'Internal Job Referrals' and 'Activity History / Service Plan'.

The following screen will look like this:

Select “Staff Referrals to Providers”.

The screenshot shows the 'Activities' tab selected in the MoJOBS system. The main content area displays a list of options: 'Internal Job Referrals', 'Employment History', 'Staff Referrals to Providers' (circled in red), and 'Tracking of Time'. Each option has a brief description. The 'Staff Referrals to Providers' option is highlighted with a red circle. Below the list, there's a 'My Dashboard' button.

Here select “Add Referral” to enter a new referral.

The screenshot shows the 'Staff Referrals' page in the MoJOBS system. At the top, there's a header 'Staff Referrals' and a sub-header 'This page allows you to manage or create referrals to providers for the individual you are assisting. Make a selection from the Status dropdown list to filter the referrals displayed.' Below this, there's a form with fields for 'Individual's Name', 'Phone Number', and 'Address 1'. The 'Individual's Name' field is filled with 'Beauty, Belle'. Below the form, there's a dropdown menu labeled 'Display only Referrals with a status of' with 'All' selected. Below the dropdown, there's a message 'No Results' and a red arrow pointing to an 'Add Referral' button. At the bottom, there are links for 'Manage Types' and 'Manage Results', and a 'Return to Activities Folder' button.

The following screen will populate with 3 sections: “General Information”, “Type of Referral” and “Provider Information.” It will look like this:

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**General Information**

**User ID:** 2559458

**Referral Staff User:** Cooper, Bailey (FS1997)

**\* LWDB/Region:** 09 - Central Region

**\* Office Location of Referral:** 093007 - FAMILY SUPPORT DIVISION

**\* Date of Referral:** 01/09/2026  [Today](#) (MM/DD/YYYY)

**\* Program Making Referral:** SNAP Employment and Training

[Edit Individual Profile](#)

**First Name:** Belle

**Middle Initial:**

**Last Name: (including suffix e.g. Jr, Sr, PhD, etc.)** Beauty

**Address 1:** 600 Castle dr

**Address 2:**

**City:** Jefferson City

**State:** MO

**Zip: (99999-9999)** 65109

**Phone Number:** (573) 522 - 3611

**Alternate Phone Number:**

**Special Program:** None Selected

Fill out the four red asterisks \* and then scroll down to the next section.

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**Type of Referral**

**\* Referral Type:** ☐ Referred to UMOs (United Migrant Opportunity Services) ☒ Other

**\* Other Description:** WIOA

**\* Reason for Referral:** Tuition Assistance

**\* Additional Information Regarding Referral:** Participant is in need of tuition assistance for LPN program.

Fill out the four red asterisks \*, include as much detail as possible in the additional information section and then scroll down to the next section.

## Provider Information:

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**Provider Information**

**Referral To:** [Search for Provider](#)

**\* Provider Name:**

**Location:**

**\* Address 1:**

Click “Search for Provider”. This is the easiest way to obtain all the necessary information for the provider.

**Provider Search**

Please enter at least 3 characters to search for a Provider.

**\* Provider Search:**

**\* Search Type:** ☒ Begin With ☐ Contains

Enter the provider’s name you are looking for and click “Submit”.

**Providers List**

Please click on the Provider you wish to select.

Provider ID	Provider Name	Region
2501	<a href="#">Central Missouri Independent Electrical Contractor</a>	State
2537	<a href="#">Central Mo Carpenters Joint Apprenticeship Program</a>	State
2695	<a href="#">Central Methodist University</a>	West Central Region
2889	<a href="#">CENTRAL POWER SYSTEMS &amp; SERVICES INC</a>	Ozark Region
3006	<a href="#">Central Ozarks Private Industry Council</a>	Central Region
3064	<a href="#">Central College of Cosmetology</a>	Central Region

Select the provider you are searching; this will prepopulate the provider information in this section.

**Referral To:** [Search for Provider](#)

**\* Provider Name:**

**Location:**

**\* Address 1:**

**Address 2:**

**\* City:**

**\* State:**

**\* State:**

**\* Zip: (99999-9999)**

**Contact:**

**\* Contact Person:**


**\* Contact Phone:**  -  -  **Extension**

**Contact Email:**


Once this information is completed, select “Save”.

**Contract:**

**Program/Service:**



The completion page will populate:



 **Staff Referrals**  
 This page allows you to manage or create referrals to providers for the individual you are assisting. Make a selection from the Status dropdown list to filter the referrals displayed.

**Individual's Name:** Beauty, Belle  
**Phone Number:** 573-522-3611  
**Address 1:** 600 Castle dr Jefferson City, MO 65109

**Display only Referrals with a status of**

To sort on any column, click a column title.

LWIA/Region	Provider	Date	Status	Action
09	Central Ozarks Private Industry Council	01/09/2026	Open	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Inactivate</a>


 Page  Of 1
 
 Rows per page:

[\[ Manage Types | Manage Results \]](#)

Now the referral is complete. Select “Return to Activities Folder” to return to the Navigation Tree menu.

## To complete a referral

Start by opening the center column folder labeled *Staff Profiles > General Profile >* then select *Activities*.

The screenshot shows the MoJOBS system interface. The top navigation bar includes a search bar and user options. The left sidebar contains various service categories. The main content area displays the 'Activities' folder, which is highlighted with a red circle and a red arrow. The folder is part of the 'Staff Profiles > General Profile' structure. Below the folder list, there are tabs for 'Summary', 'Case Notes', 'Activities', 'Documents (Staff)', and 'Identity Issues'.

Select “Staff Referrals to Providers”.

The screenshot shows the 'Activities' tab selected. The 'Staff Referrals to Providers' link is circled in red. The page displays various options for managing the individual's activities, including 'Internal Job Referrals', 'Employment History', 'Staff Referrals to Providers', 'Tracking of Time', 'Activity History / Service Plan', 'Alternate Contacts', and 'Wage Information for Program Participant'.

Select “Edit” on the referral that applies to the appropriate program

The screenshot shows the 'Staff Referrals' page. It includes a header with the individual's name, phone number, and address. Below this, there is a filter for 'Display only Referrals with a status of' set to 'All'. A table lists the referrals with columns for 'LWIA/Region', 'Provider', 'Date', 'Status', and 'Action'. The 'Edit' button in the 'Action' column is circled in red. At the bottom, there is a pagination bar showing 'Page 1 Of 1' and 'Rows per page: 10'.

LWIA/Region	Provider	Date	Status	Action
09	Central Ozarks Private Industry Council	01/09/2026	Open	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Inactivate</a>

Review the information that was provided, then scroll down to the “Referral Result” section.

## Referral Result



Individual attended session at referral provider: ☐ Yes ☐ No

Comments:

Status:

None Selected▼

Last Edited Date:

01/09/2026 10:34:40 AM

Last Edited By:

Cooper, Bailey (F51997)

Answer the three questions (you must enter a status to close the referral).

Individual attended session at referral provider: ☒ Yes ☐ No

Comments:

Scheduled informational session with participant on 1/15/2026.

Status:

Successful ▼

Once this information is completed, select “Save”.



Save

Cancel

Save & Print

Return to Referral List

The next page will populate and now the “Status” of the referral should reflect “Completed”.



### Staff Referrals

This page allows you to manage or create referrals to providers for the individual you are assisting. Make a selection from the Status dropdown list to filter the referrals displayed.

Individual's Name:

Beauty, Belle

Phone Number:

573-522-3611

Address 1:

600 Castle dr Jefferson City, MO 65109

Display only Referrals with a status of

All ▼

To sort on any column, click a column title.

LWIA/Region	Provider	Date	Status	Action
09	Central Ozarks Private Industry Council	01/09/2026	Completed	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Inactivate</a>

Page 1 Of 1 Rows per page: 10

Add Referral

[\[ Manage Types \]](#) [\[ Manage Results \]](#)

Return to Activities Folder

Please note:

For WIOA referrals:

The 136 service/activity under the Wagner-Peyser Application will automatically populate.

For "Other" referrals such as the SkillUP, EDA grant, etc:

The 140 service/activity under the Wagner-Peyser Application will automatically populate.

