

# Oklahoma Employment Security Commission



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## Oklahoma Employment and Training Issuance # 05-2008

**TO:** Chairpersons of Local Workforce Investment Boards  
Chief Local Elected Officials  
WIA Board Staff  
Director, Workforce Quality  
Director, Workforce Services  
Director, Veteran Services

**FROM:** Richard Gilbertson, Director  
Workforce Integrated Programs

**DATE:** March 7, 2008

**SUBJECT:** Employer Initiated Services Policy for Workforce Investment Act (WIA) Adult & Dislocated Worker Programs (DLW), Wagner-Peyser (WP), and Trade Adjustment Assistance (TAA) programs.

**PURPOSE:** Clarifying what an employer initiated service is to facilitate labor exchange interaction between employers and job seekers.

**REFERENCE:**

- a. Training and Guidance Letter (TEGL) No. 17-05, "Common Measures Policy for the Employment and Administration's Performance Accountability System and Related Performance Issues."
- b. Oklahoma Employment and Training Issuance (OETI) 01-2007, "State Guidance relevant to the Implementation of USDOL / ETA's Common Measures Policy."

**BACKGROUND:** Policies have been created for local boards to adopt procedures that provide staff assisted services for job seekers. Clients sent to centers or offices by an employer for specific employer initiated service events are not required to abide by the staff assisted services protocols.

**MESSAGE:** For the purposes of this policy an Employer Initiated Service Event focuses on the specific workforce event or need of an employer. Requests from employers for assistance as put forth in this policy will allow staff to serve both the job seeker and employer by exempting job seekers from enrollment in Oklahoma Service Link (OSL). However, all job seekers should be

encouraged to create an account and complete the Self Register with Job Service section in Oklahoma Job Link (OJL) allowing them to search for other jobs. Job seekers should also be given the opportunity to take advantage of staff assisted services which may help them with finding and retaining other employment. While this policy does permit certain exemptions, it should be noted that if resources and capacity allow, normal protocols should be followed even for these events.

**Permissible Employer Initiated Service Events:**

1. Customized Recruitment Events - The following customized recruitment events are permissible exemptions; however, taking and working a job order or any type of screening or assessment of a job seeker's application/qualifications would negate this exemption.
  - a. Job Fairs
    - i. Basic types of job fairs include events that are solely for the employer, focused on an industry or open for all employers.
  - b. Mass Hiring Events
    - i. Any application process for a new employer or an employer expanding their workforce in a substantial fashion.
  - c. Continuous Application Management
    - i. This type of event is for employers who have hiring issues beyond their normal application process. Continuous Application Management is only to be used for managing applications following specific guidelines worked out between a center or office and the employer.
  
2. KeyTrain Skills Upgrading for Incumbent Workers
  - a. Note that KeyTrain Skills Upgrading is not the KeyTrain Pre-assessment given as part of the Initial Assessment for job seekers. Rather, KeyTrain Skills Upgrading is the curriculum given to incumbent workers who have been directed to the center by employers as a requirement of their current position.
  
3. WorkKeys Certification for Incumbent workers
  - a. A WorkKeys test may be administered to incumbent workers who have been directed to the center by employers as a requirement of their current position in order to obtain a WorkKeys certificate.
  
4. Work Opportunity Tax Credit (WOTC) Processing
  - a. This only applies to WOTC Processing for new hires and job seekers with offers of hire completing forms ETA 9062 or ETA 8850 at a center or office.

**ACTION REQUIRED:** Apprise local Workforce Investment Board and center staff of this information and keep a copy of the policy with your permanent files.

**INQUIRIES:** If you have any questions pertaining to this issuance, please contact Jon Eller at (405) 557-7149, [jon.eller@oesc.state.ok.us](mailto:jon.eller@oesc.state.ok.us).