

ST/DK: _____ LO#: _____ Job Order#: _____ Date JO: _____

Employer: _____ Job Title: _____

Disclosure Level: _____

Only complete comments when points have been deducted in that section.

1. Job Description **Total Points: _____**

O*NET classification code and its descriptive were used for the Job Description & Duties on the Job Order or documented that the employer provided company’s job description. 3-5 O*Net Task statements for the classification were stated on the job order & were written in sentence structure form. Special referral instructions are listed at the end of the job description.

- 0 = Incorrect
- 10 = Correct ONET classification coding was used on the J.O.
- 10 = Correct ONET Tasks were used on job order.

Comments:

2. Specific Skills/Essential Functions **Total Points: _____**

Education, license/certifications, experience, benefits, etc. were listed properly on the Job Order. Information listed meets labor laws and agency policies. Discriminatory remarks or subjective terminology, etc. were not listed on the job order. All skills, knowledge, abilities & experience required meets stated BFOQ.

- 0 = Incorrect
- 15 = Correct

Comments:

3. Referral Instructions **Total Points: _____**

The instructions for referring or applying were clear to both the customer and staff.

- 0 = Not clear, contradictory referral instructions.
- 15 = Clear and concise referral instructions to include special referral instructions.

Comments:

4. Employer Information **Total Points _____**

Check Employer Account Information ensuring all form fields are complete including e-mail address and employer information listed on OJL/OSL screen. The nature of the employer’s business was listed correctly on the Job Order.

- 0 = Incorrect
- 5 = Employer Account Information was completed correctly.
- 5 = Nature of the employer’s business was correctly stated.

Comments:

5. Spelling, Punctuation, Grammar and Capitalization Total Points _____

5 = No spelling errors or repetitive use of abbreviations.

5 = No grammatical errors, capitalization errors or incorrect punctuation.

Comments:

6. Documentation Total Points _____

Include date, time and station/desk.

- **Completed verification letter contact with the employer & stated as being approved as written or modified at the request of the employer. Public-Limited and Public.
(30 points for Public-no further documentation required)
(5 points for Public-Limited)**

- **Completed a search for qualified veterans & the number found as being qualified & number of those contacted by the staff person. Public-Limited only.
(10 points)**

- **Completed a search for qualified non-veterans and the number found as being qualified and number of those contacted by the staff person. Public-Limited only.
(5 points)**

- **Made required follow-up contact with the employer. Public-Limited only.
7th day = 5 points
30th day = 5 points**

Comments:

TOTAL POINTS

(100 Points) _____

Must attain a grade of 90 points to pass