

DESK AID

JOB ORDER COMPLETION - CURRENT EMPLOYER

Current/Past Employer

- Update “Employer Account Information” Screen to include proper **punctuation and capitalization**.

Determine if employer has previously listed this or similar job title and duties. Once determined, follow instructions below for either previously posted or new job.

Previously Posted Job Title Instructions

- View Job List screen
- Review Inactive/Closed or Archive Tabs for previous job title.
- Create Active Copy of the selected job title. Job Order has now been recreated in the Active File.
- Open the Active File job order
- Review and modify all job order screens: Details, Classification, Description, Benefits, Talents, WorkKeys as needed
- View Job Order
- Activate Spell Check
- Activate Job Order
- View Full Job Link Display
- Print a job seeker view of the job order.
- Complete Verification Letter to employer. Attach the employer copy of the job order view and mail, e-mail, or fax to employer for approval.

The above steps are accomplished for both Blind Ad and All Information job orders. The following steps are also taken:

Blind Ad

- Generate search list for veterans and non veterans.
- Contact qualified veterans and other eligible persons.
- Contact non veterans.
- Follow-up contact with employer at minimum - one week, 30 and 60 day intervals.

All Information

- Generate search list for veterans and non veterans.
- Contact qualified veterans and other eligible persons.
- Contact non veterans.
- Follow-up contact with employer at minimum - 30 and 60 day intervals.

New Job Title Instructions

- View Job List screen
- Create New Job Order
- Follow same procedure as New Employer Job Order