

DESK AID

JOB ORDER DOCUMENTATION

Blind Ad

The following information is documented in the Notes to Yourself Section (Staff Notes) on the job details page:

- Any special referral instructions from the employer, for example, “*Fax resume along with Salary requirements*”.
- Employer’s job description is used in lieu of O*NET summary and tasks when necessary. **Staff must document this option in notes.**
- Verification letter was sent and job order approved by employer.
- A search list was generated for qualified veterans, other eligible persons and non veterans; to include the number of customers contacted.
- One week contact with the employer.
- 30-day contact with the employer.
- 60-day contact with the employer.

Example/Blind Ad

Staff Notes:

Mail company application and resume to employer.

10-23-2007, 8:45am, ZZ22 - I received and entered job order using a combination of the employer and ONET job description as requested by employer. I faxed the employer a copy of the job order and the verification letter. Employer approved the job order.

Ran search list. I found and contacted 3 qualified veterans. I found and contacted 8 qualified non veterans.

10-30-2007, 11:45am, ZZ22 – I called the employer to check job order status. The job is still open.

11-22-2007, 2:30pm, ZZ22 – I called the employer to check job order status. Employer stated they are still accepting applications. Job order remains open.

12-20-2007, 10:00am, ZZ22 – Called employer to update status. Employer hired a candidate from Oklahoma Job Link. I input the hiring information and closed the job order at employers’ request.

OR

12-20-2007, 10:00am, ZZ22 – Attempted contact with employer; no answer. Closed job order.

All information

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- Employer’s job description is used in lieu of O*NET summary and tasks when necessary. **Staff must document this option in notes.**
- Verification letter was sent and job order approved by employer.
- A search list was generated for qualified veterans, other eligible persons and non veterans; to include the number of customers contacted.
- 30-day contact with the employer.
- 60-day contact with the employer.

Desk Aid continues on reverse

Example/All Information

Staff Notes:

10-23-2007, 8:45am, ZZ22 - I received and entered job order using a combination of the employer and ONET job description as requested by employer. I faxed the employer a copy of the job order and the verification letter. Employer approved the job order. Ran search list. I found and contacted 3 qualified veterans. I found and contacted 8 qualified non veterans.

11-22-2007, 2:30pm, ZZ22 – I called the employer to check job order status. Employer stated they are still accepting applications. Job order remains open.

12-20-2007, 10:00am, ZZ22 – Called employer to update status. Employer hired a candidate from Oklahoma Job Link. I input the hiring information and closed the job order at employers' request.

OR

12-20-2007, 10:00am, ZZ22 – Attempted contact with employer; no answer. Closed job order.

Self Service

None required

5/14/09