

# **DESK AID**

## **JOB ORDER COMPLETION - NEW EMPLOYER**

### **New Employer**

- Search employer information
- Search Micro 202.
- Complete “Add Employer” screen to include proper **punctuation and capitalization**. OJL cost center number must be entered at the end of the User Name. State Office will know who to contact if they have any questions.
- Submit New Employer information. Workforce Integrated Programs Unit will approve employer’s account.

### **Job Order**

#### **Job Details Page**

Employer/company information, including contact information, will be extracted directly from the Employer Account Info. Screen and pre-filled to the Job Details screen. Review and complete fields as needed:

##### Job Order Information

Contact Information - for specific orders, contact information may be changed on this page while the Employer Account Information remains intact.

##### Internal Information

Reply and Expiration Options - If the option labeled “*Allow job seekers to self refer to this job opening*” on the job details page is marked “**Yes**”, customers viewing the job order will see an “*Apply for This Job*” button. Selecting this option generates a self referral request to the Workforce Center’s internet referral queue. Staff are then required to process internet self referrals.

If this option is marked “**No**”, the job seeker view will display “*You must contact a local career center to apply for this order. Visit the links under ‘Need Help?’ block below*”. Customers are then required to make direct contact with the center and be processed as a new customer.

Regardless of whether this option is marked ‘Yes’ or ‘No’, if a web site or e-mail address is provided, it will be visible to the customer as a method of contact in the “How to Apply” section of a job order (even on a Blind job order).

#### **Classification Screen and Process**

Keyword – Staff enters a key word in this field and then chooses from the O\*NET list provided based on that entry. The classification and a generic job description are then attached to the job order.

#### **Job Description Page**

Description and Duties of the Job - The employer may provide a detailed job description **or** staff must include the O\*NET description, including the occupational summary description and 3-5 tasks associated with that occupation.

The last line of this section may include Special Referral Instructions that cannot be listed in any other form field as a method of contact.

Specific Talent (skill) Requirements, Essential Job Functions, and Bona Fide Occupational Qualifications - Additional hiring requirements and/or selection process steps are stated in this section, such as tests and assessments, multiple interviews, and panel interviews.

## Benefits Page

Complete fields as provided by employer.

## Talents Page

Complete fields as provided by employer.

## WorkKeys Page

Complete fields as provided by employer.

Once all job order pages above have been completed, the following steps are taken to finalize creation and publication of the job order:

- View Job Order
- Activate Spell Check
- Activate Job Order upon approval of employer's account
- 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.

**By the time you have completed the above steps, the employer's account status should be updated in OJL from Unknown to Approved. At this time, the employer's account is accessible and you can activate the job order. If this fails to happen, staff should be advised to regularly check employer account status for approval.**

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