



OKLAHOMA EMPLOYMENT SECURITY COMMISSION

***A Proud Partner of
Workforce Oklahoma***

LE Desk Aid: Disclosure Levels

The Labor Exchange system of OESC is one of employer choice. It is expected that Center staff have a thorough understanding of the types of job order disclosure levels, when each disclosure level should be utilized, and the benefits of the type of disclosure level to the employer in order for the employer to make a decision that best suits the employer's needs.

Description of Disclosure Levels

Public-Limited—Job seekers will be able to see all job information (except company contact information) and staff will refer only job seekers who meet at least the minimum qualifications.

Public—Job seekers will be able to see all job information (including all contact information) and may contact the employer directly.

Potential Criteria in Making Disclosure Level Recommendations

- **Public-Limited**
 - Specific skills, licenses, credentials, or degrees.
 - Specific length of work experience related to the position.
 - Pre-screening of applicants is desirable.
 - Testing is required.
 - Prevailing wage for local area.
- **Public**
 - No education requirements.
 - No prior work experience.
 - Temporary positions.
 - Apply on-line positions.

Advantages of Public-Limited Disclosure Level

- A staff person will manage the job order.
- Regular contact will be made with the employer in order to ensure employer satisfaction.
- Company name and contact information will not be visible to job seekers and interested applicants will be directed to the Workforce Center for application instructions. This will eliminate excessive traffic to the employer.
- Staff will review applicant qualifications and refer only those customers who meet the minimum qualifications established by the employer. This saves the employer time in the interview process.
- Staff will provide pre-screening and completely manage the job order to ease the burden of the hiring process on the employer.