



## ***OKLAHOMA EMPLOYMENT SECURITY COMMISSION***

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

### **LE Desk Aid: Documentation Requirements**

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#### **Public-Limited Job Orders**

- Record in Staff Notes any special referral instructions from the employer. The most recent activity conducted should always be the first Staff Note listed.
- If applicable, record in Staff Notes that employer's job description was used in lieu of O\*NET summary and tasks.
- Record in Staff Notes that the verification letter was sent, any requested changes were made, and the employer approved the job order. See Attachment A of Labor Exchange Procedures.

*NOTE: If the employer has indicated they do not wish to receive a Verification Letter, this must be recorded in the Staff Notes section.*

- Record in Staff Notes that a search list was generated for qualified veterans and other eligibles. Record the number of qualified veterans and other eligibles as well as the number of non-veteran job seekers found and contacted.

*NOTE: Additional search lists must be generated and recorded at least biweekly.*

- Record in Staff Notes the 72 hour contact with the employer and the results.
- Record in Staff Notes each weekly contact made with the employer for the first 30 days the job is listed. The contact made with the employer the week before the 46th day expiration (close) date should determine if the job order should be rewritten. Record the results of this contact.
- Record in Staff Notes the hiring of referred job seekers by the employer.

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#### **Public Job Orders**

- If applicable, record in Staff Notes that employer's job description was used in lieu of O\*NET summary and tasks.
- Record in Staff Notes that the verification letter was sent, any requested changes were made, and the employer approved the job order. See Attachment B of Labor Exchange Procedures.

*NOTE: If the employer has indicated they do not wish to receive a Verification Letter, this must be recorded in the Staff Notes section.*

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