



OKLAHOMA EMPLOYMENT SECURITY COMMISSION

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

LE Desk Aid: Entering Job Orders

Basic Steps

- Obtain and/or verify employer information and update the Employer Details Page. Create a New Employer Account for employers who have never posted with OJL before.
- Enter basic job order information: job posting preferences, internal information, job location information, job details, benefits information, and Career Readiness Certificate preferences.
- Enter job matching information: job title and O*NET job category.
- Enter Talents information as identified by the O*NET classification code.
- Enter Reply and Expiration Options: choose “Through Oklahoma Workforce Center” for job orders that are Public-Limited (Blind).
- Enter the Staff Options and Contact Information.
- Index the job on Job Central to according employer’s preference. if selected, job order is posted on Job Central.
- Review and edit the job order for grammar, punctuation, and spelling errors.
- Activate the job order.
- View full job order display.
- Print a job seeker view of the job order.
- Complete the Verification Letter to the employer. Attach the employer copy of the job order view and mail, e-mail, or fax to the employer for approval.

Additional Steps for Public-Limited Job Orders

- Generate a search list to meet veteran priority of service requirements. Evaluate job seeker qualifications in the following order: veterans and other eligibles, UI claimants, and all others.
- Contact the employer within 72 hours of posting the job order and on a weekly basis thereafter to ensure employer satisfaction.
- Contact the employer the week before the 46th day expiration (close) date to determine if the job order should be rewritten.