



## OKLAHOMA EMPLOYMENT SECURITY COMMISSION

*A Proud Partner of  
Workforce Oklahoma*

### LE Desk Aid: Making Referrals

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#### Basic Steps

- Generate and process an applicant search list in OJL.
- Match qualifications of potential job seeker to job order requirements. Evaluate job seeker qualifications in the following order: veterans and other eligibles, Unemployment Insurance claimants, and all others.
- Do not refer job seekers who do not meet job order requirements.
- After job seeker is identified as meeting minimum qualifications, compare job position with job seeker preferences. Discuss: rate of pay, method of wage payment, location of work, hours of work, benefits, working conditions, opportunity for advancement, etc.
- Refer qualified job seekers in the following order: Veterans and other eligibles, Unemployment Insurance claimants, and all others.
- Update job seeker registration in OJL (if applicable) prior to making the referral. Check the following sections of the job seeker profile: *Work Experience, Client Notes, Job Referrals, Program Registrations, and Resume.*
- Make the referral:
  - Scroll to the bottom of the job order page to *How to Apply for This Position.*
  - Provide the job seeker with the employer's referral instructions.
  - Click on *Make Referral.*
  - Confirm that the Participant ID number is correct on screen, then select if the referral is an "O\*NET" match or "Other Referral." Click "Enter Referral."

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#### Helpful Icons



Veteran or Other Eligible



Unemployment Insurance Claimant



Reemployment Services Participant