

# Oklahoma Employment Security Commission



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## Oklahoma Employment and Training Issuance # 20-2009

**TO:** WIA Board Staff  
Local Office Managers  
Area Managers

**FROM:** Richard Gilbertson, Director  
Workforce Integrated Programs

**DATE:** 09/25/2009

**SUBJECT:** Employer Initiated Services Event Policy for Wagner-Peyser (WP) programs.

**PURPOSE:** Clarifying employer initiated service events in order to facilitate labor exchange interaction between employers and job seekers.

### REFERENCE:

- A. **Training & Guidance Letter (TEGL) #17-05** *“Common Measures Policy for the Employment and Administration’s Performance Accountability System and Related Performance Issues.”*
- B. **Oklahoma Employment and Training Issuance (OETI) 01-2007** *“State Guidance relevant to the Implementation of USDOL/ETA Common Measure Policy”.*

**BACKGROUND:** Policies have been created for local boards to adopt procedures that provide staff assisted services for job seekers. Clients sent to centers by an employer for specific employer initiated service event(s) are not required to abide by the staff assisted service protocols.

**MESSAGE:** In order to provide employers and job seekers with a timely hiring process and the ability to document services provided, clients participating in specific employer initiated service event(s) will be exempt from co-enrollment, data validation, initial assessment, and the Basic Employment Plan (BEP) services; herein referred to collectively as welcoming protocols. There are two distinct types of employer initiated service events listed in this policy. Both of these service events exempt job seekers from a center’s welcoming protocols. However, Type 1 – Employer Initiated Service events require job seekers to self-register in Oklahoma Job Link (OJL), whenever feasible. The self-registration will automatically enroll them in the Labor Exchange Program.

### **Type 1 - Employer Initiated Service Events:**

Job Seekers are exempt from welcoming protocols, however, they should self-register in OJL or staff should enroll them in Labor Exchange only.

#### **1. Customized Recruitment Events**

- a. Job Fairs:
  - i. Basic types of job fairs include events that are solely for the employer, focused on an industry or open for all employers.
- b. Mass Hiring Events:
  - i. Any application process for a new employer or an employer expanding their workforce in a substantial fashion.
- c. Continuous Application Management:
  - i. This type of event is for employers who have hiring issues beyond their normal application process. Continuous Application Management is only to be used for managing applications following specific guidelines worked out between a workforce center and the employer.

#### **2. Work Opportunity Tax Credit (WOTC) Processing**

- a. This applies to WOTC processing for new hires and job seekers with offers of hire completing forms ETA 9062 or ETA 8850 at a center.

#### **3. Federal Bonding**

- a. This applies to job seekers applying for a federal bond for a new hire or an incumbent worker for continued employment with an existing employer.

#### **4. Employer Request for Testing**

- a. This applies to job seekers completing some form of proficiency testing or written test as a bona fide hiring requirement or continuous employment with an employer. Some examples include:
  - i. Office of Personnel Management (OPM). This applies to job seekers needing to test for a position with the State of Oklahoma who report for either a written or proficiency test.
    1. However, some workforce centers have OPM personnel stationed there who administer OPM testing. **In these situations job seekers should be referred directly to OPM personnel at that center and thus would be exempt from the Labor Exchange enrollment.**
  - ii. Employer or Municipality - This applies to job seekers coming to the workforce center for a proficiency test in order to apply for a position in a specific company.

**Type 2 - Permissible Employer Initiated Service Events:**

Job seekers are exempt from the welcoming protocols and are not required to be registered in Oklahoma Job Link (self-registered or by staff).

**1. KeyTrain Skills Upgrading for Incumbent Workers**

- a. Note that KeyTrain Skills Upgrading is not the KeyTrain Pre-assessment given as part of the Initial Assessment for job seekers. Rather, KeyTrain Skills Upgrading is the curriculum given to incumbent workers who have been directed to the center by employers as a requirement of their current position.

**1. WorkKeys for Incumbent Workers**

- a. WorkKeys tests may be administered to incumbent workers who have been directed to the center by a specific employer as a requirement of their current position.

All job seekers should be encouraged to create an account and complete the self registration process in Oklahoma Job Link allowing them to search for other jobs. Job seekers should also be given the opportunity to take advantage of staff-assisted services to access the entire array of center services. While this policy does permit certain exemptions, it should be noted that if resources and capacity allows, normal protocols should be followed even for these events.

**ACTION REQUIRED:** Inform appropriate staff of this information and keep a copy of the policy with your permanent files.

**RESCISSIONS:** Rescinds OETI 05-2008 Employer Initiated Services

**INQUIRIES:** If you have any questions pertaining to this issuance, please contact Jon Eller at (405) 557-7149 or by email at [jon.eller@oesc.state.ok.us](mailto:jon.eller@oesc.state.ok.us).