



Job Order Training: Part 1

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Employ Florida

- Florida's management information system and job bank
- Employers post vacant positions and recruit qualified applicants
- Job seekers view and apply for vacancies
- Terms of use policy governs conduct on the site
 - Staff should use this policy as guidance when accepting or revoking job orders

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Job Order Definitions

- Job order – structured record of an employer’s requirement for filling vacant positions with qualified workers
- Job opening – single job opportunity which the local office has a request on file to select and refer applicants

Job Order Entry

- Can be self-entered by employers
 - An alert is sent to staff for review once an employer enters a job order in the system
 - Staff have 48-hours to review employer entered orders
- All job orders must comply with federal and state laws, as well as the terms of use policy
- Requests received by staff must be reviewed for compliance prior to entry into EFM

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Job Order Requirements

- Qualifications of a worker
- Specific hiring requirements
- Information about the job
- Applicant referral instructions

Job Order Form


- Fields marked by an asterisk must be completed
- Employers are not required to list salary information
- An actual wage or wage range should be listed as expressed by the employer

Compensation and Hours

For an exact salary, not a range, enter the same amount in the minimum and maximum salary fields below.

* Minimum Salary: (Ex: 5.00 or 25000.00 - no commas)

Maximum Salary: (Ex: 5.00 or 25000.00 - no commas)

* Basis for unit of salary/pay: 

[View Typical Labor Market Wage Rates](#)

Hiring Requirements

Hiring Requirements:

- Drug Testing/Screening
- Background Checks
- Credit Checks
- Reference Checks
- Bonding
- Motor Vehicle Record Check
- Other(specify)

Orders in Violation of the Law

- Job orders that don't comply with laws and policies should not be displayed to the public
- Staff should contact the employer to discuss the perceived violations
- Failure to change the illegal specifications should result in a voided order
- Restricting specifications must be bona fide occupational qualifications

Staff Review Process

- Review job orders for compliance with federal and state laws
- Ensure job orders follow the terms and conditions of use
 - If job orders do not comply, contact employer for modifications
 - If employer does not correct deficiencies, revoke the job order
- Timely entry into Wagner-Peyser (WP) reporting system



Staff Review Process

Job orders auto-enable after 48 hours

- Employer entered job orders will automatically display to the public
- May expose job seekers to compromising information such as
 - Violations of the law
 - Scams
 - Insufficient information

Types of Job Order





Job Development Job Order

The process of securing a job interview with a public or private employer for a specific applicant for whom the local office has no suitable opening on file

20 C.F.R. 651.10

Job Development Process

- Interview customer to determine needs
- Refer to other services or begin job development (JD) attempts or contacts
- Record code 123 and case note the name of the employer/company
 - Regardless of the result of the contact/attempt
- Upon hire, write a job order and take a placement credit

Job Details



- * Job Title: Intake Worker
- * Number of open positions for this job order: 1
- * Earliest date to display this job order on the system: 01/07/2010
- * Last date this job order will be displayed on this system: 01/11/2010
- Anticipated Hire Date
- * Type of Job: Regular
- * Full-Time or Part-Time: Full Time (30 Hours or More)
- * Anticipated Job Duration: Over 150 Days
- Does this Job fall within any of the following Special Categories: None Selected
- * Maximum Number of applicants you would like to consider at this time: 1

Job Duties and Skills



- * Job Description:
This job is a result of a job development.

* Job Order Information to be displayed online

Option 3 - This job is not to be displayed online and is only available to the One-Stop Center staff. (Not Online)



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Job Development Job Order

Staff Information

Last Reviewed by: [REDACTED] on 1/20/2010 12:59:00 PM
Job order initially entered by [REDACTED] [REDACTED]

Job Order Source:	Direct - Self Service Entry
Job Order Number:	9452544
Case Note:	
Historic Staff Note regarding this job order:	
* LWIA:	Workforce Plus
* Local Office Number:	Workforce Plus, Leon County - 4135
* Position:	Staff
Category:	Regular (Non Domestic)
* Job Developer / Mandatory Listing:	Job Development
On-line Status	Staff View Only
Staff Job Order Status:	<u>Closed by staff</u>
Employer Job Order Status:	
Reason:	
Future Release Date from Hold:	
Job Order Follow Up Date	02/06/2010

Agricultural Job Orders



Agricultural Job Order Criteria

- Job title to match O*NET code
- Describe job specifically
 - What worker does specifically
 - How does worker do it/degree of skill required
- Specific days and hours (i.e. M-F 6a.m.-4p.m.)
- Specific number of days/months listed if job duration 4-150 days (i.e. July-November depending on weather, crop, etc.)

Agricultural job order

- Specific Wage Rate
 - If paid by piece rate include: unit of payment, unit of measurement, concise description of size/capacity
 - Depending on experience (DOE) is not acceptable
 - Covered by Fair Labor Standards Act (FLSA) or minimum wage guaranteed
- Crew leaders must include the federal and/or state registration number
- Job site address must be included if different from address on job order

Agricultural Job Order

- o Statement “Referrals Within Commuting Distance Only”

Job Description



Local job order. Monday-Friday, 8:00 AM to 4:30 PM depending on crop and weather conditions. Begins second week in September for 3-4 weeks. Will pick fruit by hand & put in bucket. Pay .50 cents per bucket for regular tomatoes and .75 per bucket for Roma tomatoes. Carry bucket to end of row, hand to person to dumping into carrier. Employer covered by FLSA. Referrals within commuting and surrounding area. Minimum wage guaranteed.

Immigration Reform and Control Act (IRCA) Job Orders

- Job description states “IRCA Order I-9 Required”
- I-9 must be completed prior to referral
- I-9 kept on file for five (5) years
- Issue 516INS to employer
 - Do not send with applicant
 - To be signed in the presence of the employer
 - Maintain a copy with the original I-9

Foreign Labor Certification

- H-2A Certification for Temporary Agricultural Workers
 - Hiring of foreign workers to perform agricultural labor
 - Temporary or seasonal work
 - State Workforce Agency (SWA) processes applications and posts job orders
 - Staff should provide referrals and update placement information

Foreign Labor Certification

- H-2B Certification for Temporary Non-Agricultural Workers
 - Employers hire foreign workers to perform non-agricultural labor
 - Hire on a one-time, seasonal, peak load, or intermittent basis
 - Applications are processed by United States Department of Labor
 - Employer can enter job order or request entry by the SWA
 - [Alien Labor Certification Program](#)



Referral to Private and Temporary Staffing Agencies

- Job orders entered by staffing agencies are permitted
- Job seekers must be advised of the referral to a temporary agency and there is no fee
- All job summaries should begin with the phrase “Position offered by a no fee agency”

Independent Contractors

- Employers recruiting independent contractors may submit job orders to EFM
- The terms of employment must be indicated in the job description
 - Job summary: This is an independent contractor/business opportunity and does not establish an employee/employer relationship. Will receive IRS 1099 form and will be responsible for own withholding taxes
- Staff should advise job seekers about the conditions of these jobs prior to making a referral

Referral During Labor Disputes

- Regional Workforce Boards (RWBs) shall notify DEO of the existence of a dispute
- Referrals should not be made to fill a position that is vacant due to an issue resulting from the labor dispute
- Written notification shall be provided to job seekers referred to jobs not involved with the labor dispute

Referral During Labor Disputes

- Job orders received from an employer involved in a labor dispute involving a work stoppage:
 - Must have the dispute verified by the RWB
 - Determine the significance to the vacancies in the order(s); and
 - Notify all potentially affected staff about the dispute

Referral During Labor Disputes

- One-stop centers shall resume full referral services upon verification of a labor disputes termination
- Notify the federal regional office in writing if a labor dispute:
 - Results in a work stoppage at an establishment involving a significant number of workers; or
 - Involves multi-establishment employers with other establishments outside of the reporting state



Federal Contractors

- Contracts for services for \$100, 000 or more must post job orders in the state's job bank
- Government contractors are required to take affirmative action to employ qualified veterans
- Job orders must be posted in the local area where the position will reside
- The job order(s) must indicate the position as a federal contract

Affirmative Action Job Orders

- Seeks qualified job seekers, particularly members of a protected group
- Result from government acts or court orders
- Employer should disclose this information to staff
- Order must be identified as such on the job order form
- Job description should begin with the phrase “Affirmative action, females/minorities encouraged to apply”

Mass recruitments

- Job orders for mass recruitments should be taken and reviewed for compliance
- One-Stop Centers should not participate in a recruitment without first entering the job order in EFM
 - Participation in a recruitment prior to entering a job order may forfeit placement credit

Thanks for Attending



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Thank you