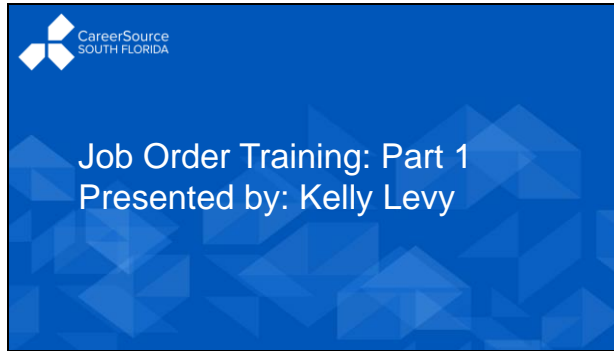


Slide 1



Slide 2



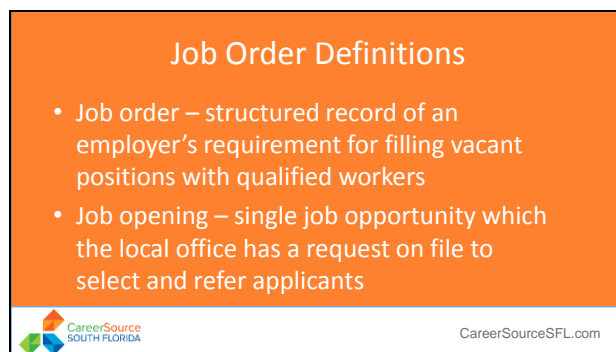
The Employ Florida is the state's management information system and job bank that brings employers and job seekers together to facilitate labor exchange activities. Employers are able to post job orders, recruit job seekers, and seek out training opportunities. Job seekers can post resumes for employers to view, search for vacant positions, and utilize other workforce related resources. Prior to registering in the system, all users must review and accept the terms of use policy which governs the conduct of users of the site. It is imperative that staff are familiar with the terms of use as it will guide the decision making process when posting or revoking job orders, as well as reporting any behaviors prohibited under the terms of use policy.

Slide 3



The terms and conditions of use were established to provide guidelines regarding acceptable conduct by jobseekers and employers while using EF. **Employers and job seekers review and agree to the terms and conditions of use for access to EF upon registration. These terms advise employers of acceptable and unacceptable behaviors when posting jobs or recruiting applicants on EF. This also serves as a protection barrier for job seekers against any potential scams or inequalities. Staff who manage job orders or provide referrals to job seekers should be knowledgeable of the terms of use.**

Slide 4




A job order is a structured record of an employer’s requirement for filling vacant positions with qualified workers. Before a job order can be constructed, there must be a job opening available. A job opening means a single job opportunity for which the local office has a request on file to select and refer applicants. It is inconsistent with the purpose of the One-Stop Career Center to refer job seekers to an employer who only wishes to build applicant files for possible

future openings. However, it is permissible to refer an applicant for an interview with an employer who may be able to create an opening that will be available on a definite future date.

Slide 5

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




Job orders are the vehicle which drive the recruitment and application process for employers and job seekers. Job orders can be self – entered by employers, or entered by the One-Stop Career Center staff. If an employer enters their own job order, an alert will be sent through EFM to notify staff of the pending order so that they may be reviewed for compliance and accuracy.

Slide 6

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Slide 7


Job Order Requirements

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



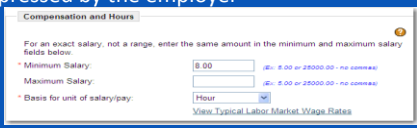
Before posting a job order, employers must have a job opening available. Information about the vacancy will go into constructing the job order along with other requirements. At a minimum, job orders must state the qualifications a worker must have to perform the duties of the position such as education or employment experience; list specific hiring requirements and information related to the job such as the pay, hours of work, etc.; and, there must be applicant referral instructions that provide staff and job seekers with the proper application method.

Slide 8



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



All fields on the job order form that are marked by an asterisk must be completed. There are supplemental fields that, if completed, will assist with providing more information about the advertised position; however, these fields are not required. An example of this is the wage data. Employers are not required to list pay information if they choose not to, but some numerical value must populate this field.

For those employers wishing to list pay data, the actual wage or wage range should be listed on the job order.

Slide 9

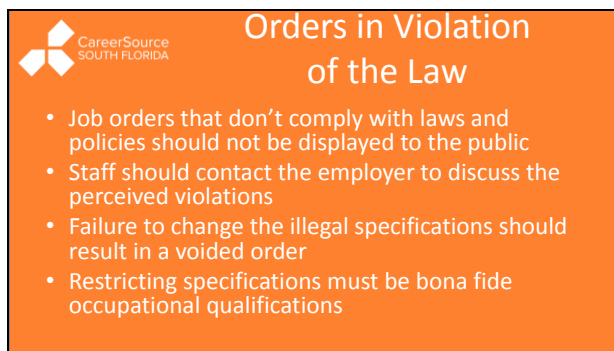


The image shows a green slide titled "Hiring Requirements" with the CareerSource SOUTH FLORIDA logo. It contains a white box with a checklist of hiring requirements:

Hiring Requirements:	
<input checked="" type="checkbox"/>	Drug Testing/Screening
<input checked="" type="checkbox"/>	Background Checks
<input type="checkbox"/>	Credit Checks
<input checked="" type="checkbox"/>	Reference Checks
<input type="checkbox"/>	Bonding
<input checked="" type="checkbox"/>	Motor Vehicle Record Check
<input type="checkbox"/>	Other(specify)

The job order form provides a field for employers to list any hiring requirements that may be associated with a position. To be a legitimate requirement the company policy must require all job seekers meet this criteria regardless of the referral source. These requirements may include drug testing, physical examinations, background or credit checks to name a few.

Slide 10

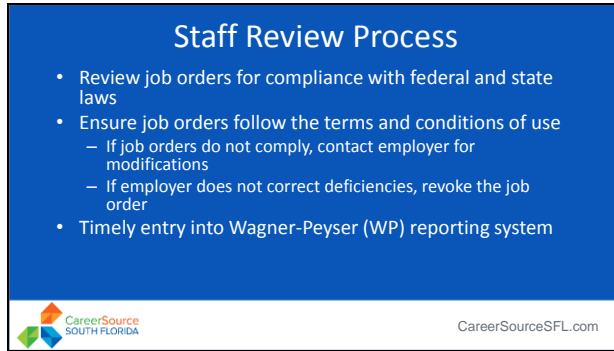


The image shows an orange slide titled "Orders in Violation of the Law" with the CareerSource SOUTH FLORIDA logo. It contains a bulleted list of violations:

- 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


Job orders that don't comply with federal and state laws or other terms, should not be enabled to display to the public. Staff should contact the employer for clarification of any inconsistencies with the order. If the employer refuses to change the violations with the job, the order should be closed. Restricting criteria must be justified as a bona fide occupational qualification or the order should be voided.

Slide 11



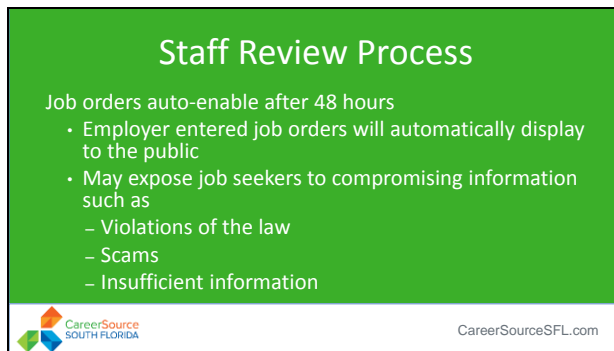
Staff Review Process

- 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

 CareerSource SOUTH FLORIDA CareerSourceSFL.com

Once job orders have been received by the one-stop center, staff play a crucial role in the review and entry of those orders in EFM. Staff should review job orders for compliance with federal and state laws, and should also ensure that all job orders follow the terms and conditions of use displayed on the EFM homepage. Employers fund the labor exchange system through the Federal Unemployment Tax Act (FUTA), therefore all employers should be entered into the WP reporting system in a timely manner. EFM allows employers to enter their own job orders, however, One-Stop staff should review the job orders for accuracy prior to the 48-hour auto-enable process.


Slide 12



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

 CareerSource SOUTH FLORIDA CareerSourceSFL.com

Auto-enabling means the system will automatically display an employer's job order to the public even if staff have not reviewed the information. Job orders allowed to auto-enable could allow compromising or incorrect information to be displayed to viewers. This may include violations of Equal Employment Opportunity, job scams, and job orders that don't provide sufficient information for job seekers. Staff review and follow-up of

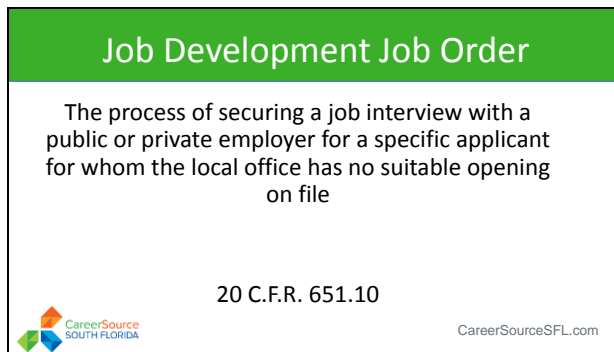
job order information is pertinent to the integrity of the EFM system.

Slide 13



There are several types of job orders that may be entered into the Employ Florida Marketplace. Some of these orders must follow specific procedures as set forth by federal laws and state policy. The next few slides will review each type of job order and any associated criteria that must be listed.


Slide 14



A job development job order is 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.

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



CareerSourceSFL.com

Job developments (JD) provide good customer service to individuals who are having difficulty in finding suitable jobs in EFM or through other means. Individuals that are not “job-ready” should be referred to other services, such as resume preparation or interviewing skills workshops, before beginning job development attempts or contacts. The proper method of a job development contact is when staff communicate with an individual at a company with hiring authority to discuss a specific job seeker. Staff must record an activity code 123 on the service plan for job development attempts or contacts, and record the name of the employer or company on the notes screen. The quality assurance review will monitor job development services and case notes for proper procedure. During follow-up or notification of a hire as a result of a JD contact, create a job development job order and take a placement credit.

Slide 16

The screenshot shows a web form for a job order. The header includes the CareerSource South Florida logo. The form is titled 'Job Details' and contains the following fields:

- 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: (blank)
- Type of Job: Regular
- Full-Time or Part-Time: Full Time (30 Hours or More)
- Anticipated Job Duration: Over 100 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

Below the 'Job Details' section is a 'Job Duties and Skills' section with a 'Job Description' field containing the text: 'This job is a result of a job development.'

At the bottom, there is a section for 'Job Order Information to be displayed online' with a radio button selected for 'Option 3 - This job is not to be displayed online and is only available to the One-Stop Center staff. (Not Online)'. There is also a small orange icon in the top right corner of the form area.

A JD job order follows standard procedures regarding the occupation, location and contact information; however, in the Job Details there are two fields that are specifically customized for the JD job order definition. The number of open positions for this job order must always be a one-to-one match with the maximum number of applicants to consider for the job. Although, the number one (1) is the most common number for JD job orders, it is not the only number that can be used. If staff has contacted an employer regarding the same position for several job seekers, a JD job order can also be written as long as there is a number-to-number match in both fields, i.e., three (3) open positions to three (3) maximum numbers of applicants. The job description field is required to indicate 'job development' instead of a lengthy description. A region's local policy may require an actual job description; however, at minimum the phrase 'job development' must be included. Job developments should be marked as an option three (3) to prevent public viewing of the position and potential contact with the employer.

Slide 17

CareerSource SOUTH FLORIDA Job Development Job Order

Staff Information

Last Reviewed by: [User] on 1/29/2010 12:59:00 PM
Job order initially entered by: [User] - [User Name]

Job Order Source:	Direct - Self Service Entry
Job Order Number:	942544
Case Note:	
Historic Staff Note regarding this job order:	
* LVWA:	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:	Closed by staff
Employer Job Order Status:	
Reason:	
Future Release Date from Hold:	
Job Order Follow Up Date:	02/06/2010

Lastly, the staff information section must be completed to indicate this as a job development job order and record verification information. Select job development from the job developer/mandatory listing field. Verification of the placement should be entered in the case note field and indicate the applicant's start date, the name and title of the source of verification, and wage information. It is also important to update the status of the job order to show that the position has been placed.

Slide 18

CareerSource SOUTH FLORIDA Agricultural Job Orders



Federal regulations require exact information be displayed in agricultural job orders so that applicants can make an informed decision about referral to agricultural jobs.

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.)




CareerSourceSFL.com

One-Stop staff must ensure all required information be entered into the system on agricultural job orders falling under the North American Industry Classification System (NAICS) farm work industry codes 111-crop production, 112-animal production, and 115- support activities of agriculture and forestry. These job orders must contain:

- A job title's O*NET code which matches the job's duties as closely as possible. If no match can be found, staff may use the title the employer provided.
- The job order summary should describe the job's duties specifically; identifying what the worker does, how the worker will do the job, and what degree of skill will be involved.
- The job order must state the specific days and hours to be worked. For example Monday through Friday 6 a.m. to 4 p.m. Phrases such as to be announced (TBA) are not acceptable.
- If a jobs duration is selected to last between four (4) and 150 days, the specific number of days and hours is required to be listed in the job description field.

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

 CareerSource SOUTH FLORIDA CareerSourceSFL.com

- Agriculture job orders require a specific wage rate. If the worker is to be paid by piece rate, the job summary should include the amount to be paid and a concise description of unit of measurement. For example, \$.055 per 3/5 bushel. The phrase depending on experience is not acceptable to describe the wage rate. A statement as to whether or not the employer is covered by the Fair Labor Standards Act (FLSA) or that the employer guarantees minimum wage must be included.
- An employer who is a crew leader is required to have their federal and/or state registration number listed on the job order as well.
- Many times the job site location is different than the employer's address that is listed on the job order. If this is the case, the specific directions to the job site should be placed on the notes screen.

Slide 21

Agricultural Job Order

- 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.

CareerSource SOUTH FLORIDA CareerSourceSFL.com

The statement “referrals within commuting distance only” should be placed on agricultural job orders that are not to go into the agricultural clearance system. The agricultural clearance system allows for recruitment locally, within the state (intrastate), and in other states (interstate). In order to keep referrals local, this statement is imperative. Shown here is an example of the job description of an agricultural job order that contains all of the required criteria.

Slide 22

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

CareerSource SOUTH FLORIDA CareerSourceSFL.com

The Immigration Reform and Control Act of 1986 established a system of verifying documents that allow employers to hire individuals who are legally authorized to work in the United States. Employers requesting an I-9 to be completed by job seekers must have ‘IRCA Order, I-9 required’ posted in the job description section of the job order.

- Staff must complete the I-9 prior to the referral and verify the legitimacy of the documentation. Under no circumstance should falsified information be accepted or

recorded on the I-9.

- All original I-9s must be kept on file at the One-Stop Center for five years.

- Staff must also complete a DEO form 516 INS which is a certificate to the employer that the applicant is authorized to work in the U.S. This form should be sent directly from the One-Stop Center to the employer. The applicant is not to sign or date this form until they are in the presence of the employer. Also, a copy must be kept on file at the One-Stop Center 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



CareerSourceSFL.com

There are times when employers anticipate a shortage of domestic workers and request to bring non-immigrant foreign workers to the U.S. to fill the shortage. Under the Immigration and Nationality Act of 1952, employers are permitted to recruit and hire foreign workers to work on a temporary or seasonal basis. These types of job orders are referred to as H-2A or H-2B. The H-2A certification for temporary visa program allows the employer to recruit and hire non-immigrant foreign workers to perform agricultural labor of a temporary or seasonal nature. As of March 15, 2010, applications for H-2A jobs are processed by the Department of Economic Opportunity, Alien Labor Certification department. DEO also reviews and posts all H-2A job orders in EFM. Regional staff are responsible for referring job seekers to these positions and recording placement information to the job order as appropriate. If at any time the number of referrals or positions for the jobs change, staff should increase the number of referrals by one until the need is met.

Slide 24


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](#)

CareerSourceSFL.com

The H-2B certification for temporary visas allows an employer to hire foreign workers to perform non-agricultural labor on a one-time, seasonal, peak load, or intermittent basis. DEO no longer receives or processes applications for the H-2B program. These applications are processed through the United States Department of Labor. Upon application approval, employers are able to enter their own job orders in EFM or they can contact the SWA for entry. If an employer posts their own job order, they must notify the SWA because there are certain guidelines that must be followed. You can find more specific guidelines by following the link on this slide.

Slide 25



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”

Wagner-Peyser law states that there is nothing in the Act which prohibits the referral of any job seeker to private agencies, as long as the job seeker is not charged a fee. Posting job orders by a temporary staffing agency requires the phrase “position offered by a no fee agency” be listed as the first line in the job order’s job description.

Slide 26




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

Independent contractor positions are those jobs in which an employer-employee relationship does not exist. These positions provide a job opportunity for a job seeker without a guarantee of wages. Independent contractor job orders are permitted to be posted in EFM as long as the terms of employment are listed in the job description. Staff should advise job seekers about the conditions of these positions prior to making a referral.

Slide 27



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

If a company is involved in a labor dispute, the regional workforce boards shall notify DEO of the existence of the labor dispute. Referrals should not be made to job seekers that will aid directly or indirectly to filling a position that is vacant due to the former occupant being on strike or locked out as a result of the dispute; or any other issue in the dispute involving a work stoppage. Written notification shall be provided to job seekers referred to a position not at issue in the labor dispute if the employing unit is involved in a labor dispute.

Slide 28

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




CareerSourceSFL.com

Job orders received from an employer involved in a labor dispute involving a work stoppage shall be verified by the regional workforce board. Staff should determine the disputes impact to each vacancy submitted in the job order. All potentially affected associates should be notified concerning the status of the labor dispute.

Slide 29

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




CareerSourceSFL.com

One-stop centers shall resume full referral services upon verification that a labor dispute has been terminated. The regional office should be notified about the dispute 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.

Slide 30

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




CareerSourceSFL.com

Federal regulations require government contractors receiving \$100,000 or more for contracted services to post job orders in the state's job bank. Contractors are required to take affirmative action to employ qualified veterans; a process completed by performing a veteran file search by the One-Stop Centers. Job orders must be posted in the local area where the position will reside and be tagged as a job under federal contract on the job order form.

Slide 31

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"



CareerSourceSFL.com

Affirmative action job orders seek qualified job seekers, particularly those individuals who are members of a protected group, to fill positions. Protected groups are those individuals that for reasons of past custom, historical practice, or other non-occupationally valid purposes have been discouraged from entering certain occupation fields. These job orders typically result from government acts or court orders. Employers should disclose this information to One-Stop staff verbally or by indicating it on the job order form if self-entered or noted on a hard copy job order request.

Slide 32

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



CareerSourceSFL.com

Job orders for a mass recruitment event should be taken as soon as possible and reviewed for compliance. To avoid a potential violation of the federal placement definition, One-Stop Center participation in a mass recruitment should not occur without first entering a job order into the Wagner-Peyser reporting system.

Slide 33

Thanks for Attending



Thank you