

WorkSource Information Notice (WIN)

WorkSource Standards & Integration Division

Policy-related | Fiscal | Performance | Q&A | Other

Number: WIN - 0032

Date: January 11, 2013

Expiration Date: N/A

TO: Workforce Development System Partners

FROM: Amy L. Smith, Deputy Assistant Commissioner

SUBJECT: Job Order and Referral Requirements and Tools

Purpose:

To ensure the WorkSource system provides consistent, high quality job order and referral services to effectively match job seekers with employers.

Action Required:

WDCs and their contractors, as well as Employment Security Area Directors, should distribute this guidance broadly throughout the system to ensure that WorkSource System staff are familiar with the content and requirements.

The Job Order and Referral Requirements (Attachment A) must be provided to staff and partners who provide job order or referral services. The WA Job Order Template for SKIES (Attachment B) must be provided to staff and partners responsible for posting WA job orders.

Content:

It is critical that staff and partners ensure all job order and referral functions meet federal and state laws and requirements outlined in Attachment A – Job Order and Referral Requirements. This attachment should be referred to on a regular basis as it contains a comprehensive overview of relevant laws, requirements and other procedural guidance surrounding job orders. These requirements apply to **any** WorkSource program posting job orders or making job referrals, including but not limited to Wagner-Peyser and WIA Title IB.

The WA Job Order Template for SKIES must be utilized for staff-assisted job orders. The template, instructions and content standards are included in Attachment B – WA Job Order Template, Instructions and Content Standards.

In order to maintain quality and consistency, WDCs may require staff to use the Quality Job Order and Referral Checklists (Attachment C) and the Job Order Form (Attachment D).

Definitions:

JobCentral - The national job listing clearinghouse that is the successor to America's Job Bank and a part of the national labor exchange system.

Job Order - An acceptable job order is one where the employer (a) currently has a work location in the U. S.; (b) proposes to employ a worker who is legally entitled to work in the U.S.; and (c) has an employer-employee relationship as indicated by the fact that the employer hires, fires, pays, supervises, and otherwise controls the work of the employee.

WA Job Order - Staff-assisted job order that is created in SKIES by WorkSource staff. These jobs also appear on Go2WorkSource.com, so long as they are not fully referred, and the "Internet" box on the SKIES job order screen has been checked (this is usually the case for all but agriculture jobs). These job orders are uploaded to JobCentral nightly.

WS Job Order - Self-service job listing that is created online in Go2WorkSource.com by an employer or WorkSource staff. These job listings also appear in SKIES, but they are not sent to JobCentral.

WX Job Order - Job listing that comes from JobCentral, where employers have contracted with Direct Employers Association to post their job listings. These jobs are imported nightly from JobCentral.com into Go2WorkSource.com. They do not appear in SKIES.

References:

- WorkSource Policy 1014 Rev 1, Coordinated Business Services.
- State of Washington Integrated Workforce Plan: June 1, 2012.
- Partnering for Performance: Washington's Workforce Compact.
- 20 CFR 652, Establishment and Functioning of State Employment Services.
- 20 CFR 655, Temporary Employment of Foreign Workers in the United States.
- 20 CFR 661.305(8), What is the role of the Local Workforce Investment Board?
- TEGL 31-11, Update on Complying with Nondiscrimination Provisions: Criminal Record. Restrictions and Disparate Impact Based on Race and National Origin.
- Americans with Disabilities Act (ADA).
- [Business as Partner and Customer under WIA: A Study of Innovative Practices \(2004\).](#)

Supersedes:

WorkSource Policy 1006 Rev 1, Job Order Policy.

Website:

<http://wpc.wa.gov/adm/policy>

Direct Inquiries To:

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Attachments:

[Attachment A – Job Order and Referral Requirements](#): A comprehensive overview of discriminatory and potentially discriminatory language to avoid in job orders, information on Bona Fide Occupational Qualifications and Affirmative Action Requests, and supplemental information that may be helpful for staff posting job orders or making referrals.

[Attachment B – WA Job Order Template, Instructions for Use, and Content Standards](#): This template serves as an outline that is copied and pasted into the SKIES job order description text box for WA job orders. It provides a consistent look and feel for WA job orders and includes quality content and format standards.

[Attachment C – Quality Standards for WA Job Orders Checklist and Quality Standards for WA Job Referrals Checklist](#): Developed by ESD/ECDD for staff use to ensure job orders and referrals meet minimum quality standards.

[Attachment D – Job Order Form](#): Developed by ESD/ECDD primarily for WS job orders, but this form is also a helpful guide for staff assisting employers with WA postings.