Job Order Checklist

1. Check with employer for correct, current UBI (should be **active TAXIS record**) to ensure placement credit. ☐

2. Confirm contact information as provided by employer is accurate and complete on employer information screen including current email and assign record to the relevant marketer per sector list. ☐

3. Use correct job order format according to Job Order policy. ☐

4. Assign most accurate ONET code to the position using _____ office code Excel list. ☐

5. Input employer information in the description of position to assist referral staff in giving industry information to job seekers-without identifying the name of employer. ☐

6. Make sure the job related requirements stated in job order are specific and measureable (e.g. level of computer skills, year of software the employer uses), (if abstract needed, when? at application or interview stage?). ☐

7. If providing Prove it assessment for the employer, code the job order with "A" and insert the following statement: "Must complete computer assessment(s) at _____ for _____Word, Excel (i.e.2003 or 2007). Please plan on at least one hour for the assessment(s). Assessment(s) will not be given after 4pm daily. (Other WorkSource offices please see special instructions note for assessment directions)." ☐

8. If restrictions are noted in job order such as age requirement/gender, BFOQ statement must be clearly stated in the body of job order. ☐

9. Requirements listed in body of job order need to **match** the requirement screen (3rd tab) for job matching purposes, e.g. months work experience, education, background check, required license, certification, etc. Licenses, etc. need to be entered in Req license text field for them to show in go2WorkSource **and** also select in the drop down menu for job matching purposes. ☐

10. All categories have information inserted (such as Salary/Wage/Benefits-if there are no benefits offered then it needs to state No benefits not just left blank). For a job order, you can only select those benefits which have been already identified as potentially available on the Employer >Employer Info >Benefits/Contacts tab. When duplicating a job order, these fields have to be filled in again. ☐

11. Enter a review date (report printed daily) matching the employer close date (to put on hold) or if "open until filled", for the marketer to follow up for status and hire information. ☐

12. Create Special Instruction note (in capital letters) explaining application process.

    If additional processing is involved, include the statement:

    "FILE RESUME, ETC. IN WORKSOURCE _____ BUSINESS SERVICES FOLDER. (EMPLOYER WILL CONTACT THE MOST QUALIFIED CANDIDATES). ***FOR OTHER WORKSOURCE OFFICES, PLEASE EMAIL APPLICATION MATERIALS WITH WA # TO _____@ESD.WA.GOV***. ☐

13. Do spell check. ☐

14. Provide employer company application to be scanned. ☐