

APPENDIX 13

WORKFORCE SOLUTIONS HIRE VERIFICATION GUIDELINES

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SUBMITTING VERIFICATION REQUESTS TO ESD

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- ❖ When you receive notification of a hire, complete a **Placement Verification form**. Download the form in Microsoft Word from <http://wrksolutions.com/staff/employerserviceosg.html>.
 - A hire means the individual has started working and is on the payroll.
 - An anticipated hire date does not constitute a hire.
 - A job offer does not constitute a hire.
- ❖ Complete a separate form for each hire. Please avoid multiple submissions of the same request.
- ❖ Email completed forms to the assigned name hyperlinked on the job posting or your ESD partner in the career office.
- ❖ To view hire status for a particular customer, check the WorkInTexas.com job seeker service screen. Hire credit goes to the original referral and can be viewed by going to the staff productivity report in the Reports tab in WorkInTexas.com.
- ❖ Some employers only verify employment in writing or by use of an online verification resource such as www.theworknumber.com. Employer Service verifies all contacts on a posting; not just individual hires. It can take up to 6 business days to verify a posting.
- ❖ Employer Service makes several attempts to contact both the employer and job seeker at various times over a period of three days to verify contacts on a posting. If we are unable to verify, credit for the hire is captured in the wage record sweep.
- ❖ Workforce Solutions is committed to maintaining the highest integrity in everything we do. Staff who knowingly submit verification requests that are not true are subject to disciplinary action including termination.

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DIRECT HIRES

- ❖ Direct Placement Criteria
 - Hire credit goes to the referral that resulted in the hire. When there are multiple referrals to the same employer for the same opening, credit goes to the most recent referral unless Employer Service knows enough about the situation to determine where credit is due.
 - Hires resulting from self-referral are credited to the assigned career office.
 - A referral posted after a customer tells you she has already interviewed with the employer or has obtained the job on her own does not constitute a valid direct placement. Workforce Solutions considers this to be dishonest behavior. Instead, record “hired” on the customer’s last recorded service listed on the Services-Current screen in WIT.

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❖ Job Development Criteria

- A “job development” occurs when you initiate contact with an employer on behalf of an individual customer AND you secure a referral to that employer. A referral occurs when the employer agrees to interview the job seeker, or to accept the job seeker’s resume or application. At the time of the contact, make sure there is no open posting matching your customer’s qualifications. This includes postings with “Closed-pending”, “Maximum Contacts”, or “Hold” status
- Job development with staffing agencies is prohibited.
- Job developments with priority employers must be approved by the responsible Business Consultant before making contact with the employer.
- Include the name and telephone number of the employer contact as well as the title of the customer’s job on the Placement Verification form.
- Complete a job development transaction in WorkInTexas.com at the time of referral. Retrieve the customer’s record. Click “Services” and then “Services-add”. Follow the prompts to record the job development. The information will appear on the customer’s Services-Current screen.

Do not record a job development if you are unable to secure a referral.

❖ Pre-Filled Job Order Criteria

- This occurs when an employer initiates contact with staff requesting immediate fill for a job opening. Referrals are made even before a job posting is created in WorkInTexas.com.
- Please submit pre-filled job order requests at time of referral. They can be keyed either by the ESD staff in the career office or a Business Representative at Employer Service.
- If an employer comes to the office and an immediate hire occurs, submit both the Job Posting form and the Placement Verification form to the ESD staff person in your career office.

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