

InterOffice Memo

Department of Workforce Development

Date: April 18, 2005

File Ref:

To: Job Order Service Staff, Supervisors, and District Directors

From: Brian Solomon, Director, Job Service Bureau

Subject: **Placement of Statewide Job Orders**

This memo is a reminder of policy to help staff save time and avoid creating duplicate job orders.

DWS job order policy does not allow placing a job order in multiple counties for the purpose of recruiting in a wider area (A-20 Work Site vs. Recruitment Area).

The county or counties selected should be where the work is actually occurring.

There are employment situations that do not fit neatly into this general principle. Exceptions to the rule are sometimes necessary when the job involves traveling, territories, multiple worksites, or proximity to arbitrary county boundaries. Staff should use judgment and knowledge of the job, industry, local commuting patterns and employer needs in making these decisions.

Employers often ask to have the job posted statewide, or in multiple counties, with the hope the job posting will attract more applicants. JobNet provides statewide exposure for all job listings. Job seekers interested in searching a wider area will see all job orders in that area. Placing jobs in multiple counties for recruitment purposes does not increase the exposure, it only aggravates job seekers. When there is no apparent need to post in multiple counties, that should be explained to the employer and then the request should be denied.

Job seekers select specific geographic areas to search and frequently complain when they find jobs that are not available in the chosen area.

Staff should be alert to clues about how an employer is recruiting and take appropriate action.

- **Ask questions of the employer.** When you receive email or faxed job orders that list all counties statewide, you should ask about the need for this request.
- **Check for existing job orders.** Check for other existing job orders from the same employer and for the same job.
- **Add counties to existing job orders.** If the work is happening in your area, your county can be added to any existing job orders for the same situation.
- **Single office as account rep.** Companies should be encouraged to work with only one Job Center for all of their statewide job orders.

These steps will aid in reducing duplication, and help to avoid causing extra work for everyone, both staff and the employer.