

Rick Scott
GOVERNOR



Jesse Panuccio
EXECUTIVE DIRECTOR

MEMORANDUM

DATE: May 21, 2013

TO: Regional Workforce Board Executive Directors

FROM: Lois A. Scott, Chief, Bureau of One-Stop and Program Support

SUBJECT: Employer Registration and Job Order Verification, and External Job Order Exclusion Reason in the Employ Florida Marketplace

The Department of Economic Opportunity has been notified of several scams that have occurred against job seekers in the Employ Florida Marketplace (EFM) warranting a reminder of the importance of timely employer and job order verification processes.

All new employer registrations are subject to a two business day hold to allow the Regional Workforce Board staff the opportunity to vet the employer's registration and any accompanying job orders. Areas of concern should be addressed immediately with the employer and neither the registration and/or affected job orders should be enabled to the public until staff have confirmed the legitimacy of the account and posted positions. Employer registrations that are not reviewed within two business days of submission are automatically enabled by the system placing job seekers at risk of becoming victims of scams.

Some helpful tips to verify employer registrations include:

- Using the Department of State's "FEIN Lookup" in the Staff Online Resources, in EFM, to verify the employer's federal identification number listed on the registration; if the employer lists a social security number, use the "Document Searches" to look up the employer's name.
- Contact the employer by phone to review the information submitted in the registration and accompanying job orders.
- Ask open-ended questions to allow the employer to repeat the information submitted to ensure consistency.
- Schedule site visits if additional verification is needed.

Additionally, there may be instances where staff may need to exclude external job orders from displaying in EFM. Geographic Solutions Inc. has added a new requirement for staff to enter a reason when excluding external job order listings from the system. This function, located under Manage Labor Exchange, should only be utilized to exclude job orders or employers that violate employment related laws, contain inactive application links, have been linked to scams, or other legitimate reasons. The screen shot below displays the new required field.

Exclude Employer Name

* Employer Name: [View jobs](#)

* Reason:

[Save](#) [Cancel](#)

Please share this memorandum with all appropriate staff. If you have questions, please contact Danielle McNeil at Danielle.McNeil@deo.myflorida.com or (850)245-7498.