Date: revised July 15, 2016, review December 2017, review May 2019

To: All CareerSource Pinellas Staff Members

Title: Staff Entered Job Orders

BSU Process for Manual Job Order Entry

1. Enter job order using the Job Order Entry Guide

- If you have to put the job order on hold to process information and are able to immediately speak with the employer to obtain the information, create a case note:

  - Subject: *AC New Entry xxxxxxxxx*
  - Body: Re*ceived job order form from employer/recruiter. Called and spoke with Employer Contact Name to get additional information. All information present to complete processing of job order. Verification has been made confirming that the wage rate for this listing is greater than or equal to the Florida Minimum Wage. Order meets regional, state and EEO requirements. Job order open in EF and emailed Account Executive to notify job order is under his/her management.*

- If you have to put the job order on hold to process information and have to wait to speak with the employer to obtain the information, create a case note:

  - Subject: *AC Hold xxxxxxx*
  - Body:
    Received job order form via fax/email/etc from employer/recruiter/etc. Called and left voice mail for Employer Contact Name & phone number to get additional information. Placed job order on hold to complete processing with needed information.

  - Subject: *AC Update xxxxxxxxx*
  - Body:
    Received call/email back from Employer Contact Name. Received needed information and completed processing job order. Verification has been made confirming that the wage rate for this listing is greater than or equal to the Florida Minimum Wage Order meets regional, state and EEO requirements. Job order now open in EF and emailed Account Executive to notify job order is under his/her management.

- If you are able to process the order immediately, create a case note:

  - Subject: *AC New Entry xxxxxxx*
  - Body:
    Received job order form via fax/email/etc from employer/recruiter/etc. All information present to complete processing of job order. Verification has been made confirming that the wage rate for this listing is greater than or equal to the Florida Minimum Wage Order meets regional, state and EEO requirements. Job order open in EF and emailed Account Executive to notify job order is under his/her management.

2. Send email to Account Executive

   i. To: Assigned Account Executive
   ii. Cc: Centralized Account Executive
   iii. Subject: *New Job Order Alert - ABC Construction - xxxxxxxxxxx*
   iv. Body: *The following job order was entered by staff. The job order has been formatted to comply with regional, state, and EEO requirements.*

107777777	Maintenance Technician	Open and available	Open and available	7/1/2016	7/1/2016

3. When job order is complete, save a PDF version copy of the reviewed job order and any original email/job order/documentation received for entry (scan to save if needed) and save to your job order folder on the assigned server drive designated by your Centralized Business Account Executive. Delete after 6 months.