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**MEMORANDUM**

**DATE:** November 30, 2011

**TO:** Regional Workforce Board Executive Directors

**FROM:** Lois A. Scott, Workforce Program Support

**SUBJECT:** Recording Job Placements and Obtained Employment



Given the increased attention now paid to job placements provided by Regional Workforce Boards, we are sending this reminder of existing policy related to this activity. Federal regulations at [20 CFR 651.10](#) defines a *placement* as the hiring by a public or private employer of an individual referred by the employment office for a job or an interview, provided that the employment office completed all of the following steps:

- a) Prepared a job order form prior to referral, except in the case of a job development contact on behalf of a specific applicant;
- b) Made prior arrangements with the employer for the referral of an individual or individual(s);
- c) Referred an individual who has not been specifically designated by the employer, except for referrals on agricultural job orders for a specific crew leader or worker;
- d) Verified from a reliable source, preferably the employer, that the individual had entered on a job; and
- e) Appropriately recorded the placement.

It is very important that each job on the job order form includes an accurate number of open positions so that an accurate count of job placements on that job order is properly reflected. Placement credits that are recorded as a result of a job referral should be identified by using service codes 750 – 850 in Employ Florida Marketplace (EFM).

Another type of placement that may be recorded in EFM is an Obtained Employment. Obtained Employment refers to those individuals who secure employment within 90 calendar days of

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receiving one or more of specified services which are wholly or partially funded by the state employment service agency. The prerequisite services for which an Obtained Employment may be claimed are any reportable staff assisted service such as job search assistance, workshops, development of an employability plan, etc. Although such employment does not meet the federal definition of a *job placement*; it is included in the count of job placements recorded on the Department's Daily Job Placement Report.

Verification for Obtained Employment must be received from a reliable source, preferably the employer, where the customer has obtained employment. The verification must include the employer's name and the job seeker's start date. The start date will be used to determine if the job seeker received one of the prerequisite services listed above within 90 days of the Obtained Employment.

For questions or additional information, please contact Danielle McNeil by phone at (850)245-7498 or e-mail [Danielle.McNeil@deo.myflorida.com](mailto:Danielle.McNeil@deo.myflorida.com).

LAS/dm

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