

Questions & Comments from Quality Job Order Training

The following questions and comments were received during the Quality Job Order training sessions held in September and October 2002. The responses were developed by the Quality Job Order Project Team, and approved by Division of Workforce Solutions management.

Affirmative Action

Q: What should be done if the Affirmative Action question is answered/not answered and the employer isn't a federal contractor?

A: Nothing.

Q: The Affirmative Action material in the training binder needs clarification.

A: It is the employer's responsibility to ensure that he/she is meeting any Affirmative Action law or order. Posting an order on JobNet doesn't meet the requirement. It may help the employer's defense that they are doing what they need to do, however. The Office of Federal Contract Compliance Programs (OFCCP) does compliance monitoring of federal contractors regarding the number of orders listed, how many vets were hired, how many females were hired, etc.

America's Job Bank

Q: America's Job Bank has less employer information. Suggestion: A standard statement should be on every job order that says something to the effect of: "Complete information can be located at www.dwd.state.wi.us/JobNet under order number xxxx".

A: This has been submitted as a potential WJOS enhancement.

Coding Job Orders

Q: How should full-time/part-time orders be coded?

A: The Workweek field should be Full-time/Part-time, plus one of the JobNet Occupational Codes should be an occupational code and the other JobNet Occupational Code should be one of the 'part-time' codes. The hours of work should be, if possible, a range. A full explanation of the situation should be in the "Duties and Responsibilities".

Q: How is part-time defined?

A: Part-time is less than 30 hours per week. Full-time is 30 or more hours per week.

Q: Part-time, temporary jobs listed by private employment agencies - should they be coded as both part-time and temporary?

A: Yes. The coding should logically fit the occupation, hours and duration of the job to best facilitate matching job seekers to the job.

Compensation Methods (Formerly 'Commission Jobs')

Q: Does the mandatory 'commission jobs' statement go on performance-based/incentive jobs as well?

A: Yes. It also applies to piecework job orders. Please see **A6. Compensation Methods** in the recently revised Job Order Policies and Procedures document.

Employment Testing

Q: Can testing be mentioned in the job order?

A: Yes, if it is relevant and as it relates to the job. The order cannot say that the job seeker has to attain a certain score, but may say that the job seeker must have a passing score.

Q: The Director of Counseling and Testing should provide Job Center staff with a list of instruments considered reliable, valid and standardized.

A: There is no 'cheat sheet' or 'short list' of acceptable testing instruments. Each situation is different and must be handled individually. When questions arise about testing, contact the Director of Counseling and Testing.

Federal Contractors

Q: Can federal contractors still list with America's Job Bank and meet the federal contractor requirements?

A: Yes.

Q: If a private employment agency has a listing from a federal contractor, does that mean the private employment agency is a federal contractor just for that order, or for all orders from that company, or is the private employment agency always a federal contractor?

A: Private employment agencies are federal contractors only when representing a company who is a federal contractor, for all orders from that company.

Q: Weyerhaeuser is a federal contractor in other states but not Wisconsin. Should they be listed as a federal contractor on Wisconsin job orders? How will I know they are a federal contractor in another state?

A: Yes. One of the responsibilities of the LVERs is to contact large companies to see if they are, in fact, a federal contractor or a subsidiary of a company that is a federal contractor. Contact the local LVER for assistance in identifying these companies.

Fees, Investments, and Purchases

- Q:** UPS doesn't state on their orders that you must bring proof of your driving record, but they require it at the time of the interview. It costs \$5.00 to obtain your driving record. Is this an acceptable cost for a job seeker to pay?
- A:** Yes, for driving jobs. A point of clarification - the fee we object to is a fee paid to the employer. In this instance, the fee is (1) paid to a state agency, and (2) the item (driving record) is portable - the job seeker can use it to apply for many driving jobs.

Independent Contractors

- Q:** Independent contractor - newspaper carriers are employees of the newspaper but receive a 1099. Unemployment Insurance defines the employer/employee relationship.
- A:** This statement is incorrect for our purposes (it refers to determining eligibility for unemployment insurance). Newspaper carriers are independent contractors. The 'test' mentioned in **B7. Independent Contractor Opportunities** of the Job Order Policies and Procedures document is correct.

Mandatory Use of Job Order Form DWSB-8926

- Q:** The 5011 needs to be added as an option on the new job order form.
- A:** The 5011-Work Application has been added as a checkbox in the Application Instructions on page 2 of the job order form.
- Q:** Amend the new job order form so there is less space for the Company Profile and more space for the job description.
- A:** This was reviewed and evaluated by the Quality Job Order Project Team and rejected.
- Q:** The logo on the job order form should be JobNet instead of the Wisconsin Job Center (or use both) for consistency in marketing efforts.
- A:** Both suggestions were reviewed and evaluated by the Quality Job Order Project Team. A decision was made to switch to the JobNet logo, dropping the Wisconsin Job Center logo from the form.

Miscellaneous

- Q:** We need to make employers aware of the need to let job seekers know the job is filled. Not doing so frustrates job seekers.
- A:** This is an issue of staff follow-up with employers that should be handled at the local level.

Q: Is there consideration to change the term 'job order' to something like 'position profile' or something more user/consumer friendly?

A: No.

Q: Develop some standard text for an email message to employers about O*Net.

A: Job Centers can develop some standard text that tailors the message to include other services offered locally. Employers use the same O*Net website address that staff do: <http://online.onetcenter.org/> (Note that there is no "www." In the address!) Another resource for employers who are developing job descriptions is America's CareerInfoNet: http://www.acinet.org/acinet/jobwrite_search.asp

Q: Potential scenario: A private employment agency enters an order. They refuse to provide the name of the real employer. The order is deleted. If the private employment agency files a complaint, how will the Job Service Bureau be able to look at that deleted order?

A: They won't. Once an order is deleted, it is gone.

Q: There is an issue with handling 5011's coming to the Job Center as a result of job orders that have people get the 5011 from the Internet. If the 5011's come to the Job Centers, and the person isn't registered, we have no way to register the person from the 5011 because you need the DOB and Social Security number. And yet, we're finding that we're getting a number of 5011's this way. Staff end up doing some work with these and have no way to report service or take credit for any of this activity. There was some discussion to make sure all 5011's do get turned over to the employer, even if the Job Center is doing some screening of applications. We need to make sure the employer gets all the applications. Because of the absence of DOB and SSN on 5011s, it's my understanding some offices are requiring somehow to get this info from the applicant if they want to apply.

A: This situation may be handled in the JobNet Redesign Project and has been referred to the project leader.

Q: What about abbreviations contained in the job description? For example, in N.W. Wisconsin recently an applicant was looking for a construction job and even I could not answer what an abbreviation used meant. Could you provide links to various dictionaries and encyclopedias used in various professions?

A: Abbreviations should be spelled out in the job order.

Private Employment Agencies

Q: An accounting firm (not a private employment agency) acts as a recruiter. How do we treat them?

A: This should be handled the same as a “direct hire” situation with a private employment agency. That is the function being performed by the accounting firm. The work site company must be the employer on the job order. The job order may be suppressed if the accounting firm is not willing to make the work site company public.

Training or Work Experience Opportunities

Q: How does the Wisconsin Conservation Corps (WCC) fit into the policy? Can we take orders from them?

A: WCC does not fit into this policy. With the WCC, the person is an employee, is covered by Worker's Compensation, and is issued a W-2.