

OSOS BUSINESS RULES AND DEFINITIONS REFERENCE GUIDE

AMERICA'S JOB BANK

Currently, about 60% of the job orders displayed on America's Job Bank (AJB) National are entered directly by employers or their agents. These job orders will now be brought into OSOS during a nightly batch process, allowing staff to assist job seekers if they locate a suitable referral at AJB National. Staff using OSOS will now be able to do one search for all job orders (OSOS and AJB National) and post a referral to AJB job orders as a service to the customer's record. Additionally, some job seekers are willing to accept work in neighboring states. AJB National job orders from other states will be brought into OSOS based on zip code for job locations within a 50-mile radius of Nevada.

Searching On Job Orders

This is a sample job order search on date and zip code radius.

Company	Title	Order#	Date	Status	Age	OR/ID	#D	#R	#O	#H
Blake & Associates Et/Outside Sales Represent		11792590	03/05/2003	Open		8 Online		0	3	0
Constructo	Electricians Helpers	DE0006609	03/05/2003	Open		8 Online		0	5	0
Ingersoll-Rand Comp	IRC-CO-Financial Analyst	1309737	03/05/2003	Open		8 Online		0	1	0
Ingersoll-Rand Comp	IRC-CO-Income Tax Accountant	11604014	03/05/2003	Open		8 Online		0	1	0
Ingersoll-Rand Comp	Area Business Manager	11799114	03/05/2003	Open		8 Online		0	1	0
Ingersoll-Rand Comp	IRC-CO-Administrative Ass	11799113	03/05/2003	Open		8 Online		0	1	0
Ingersoll-Rand Comp	IRC-CO-Administrative Ass	11677061	03/05/2003	Open		8 Online		0	1	0

AJB job orders will have job order numbers which are numeric, start with IX or with another state prefix. (Ex. DE, PA)

AJB job orders will also have an origination of 'Online - Internet'.

AJB National job orders can be searched on any populated field. Job orders will not be associated with any local office or WIB and therefore will not be returned in any searches done on this field. Examples of searchable fields are zip code, county, date, job order number, company name, O*Net Title, etc. Staff will not be able to search the Employer Module for the companies associated with AJB National

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job orders.

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Appearance – Sample AJB National Job Order in OSOS

The screenshot displays the 'Order Detail' form in the OSOS system. The form is divided into several tabs: 'Info', 'Job Detail', 'Job Description', 'Comments', 'Matches', 'Referrals', 'Saved Searches', 'Audit', and 'Custom'. The 'Info' tab is currently selected, showing fields for Status (Open), Origination (Online - Internet), Agency (DETR), Office (WISS), Company (3 Day Blinds), NAICS (541612), Order Date (12/13/2003), Status Date (01/15/2004), Last Open Date (12/12/2004), and Job Location (Carson City, Nevada). Callouts provide the following explanations:

- 'Staff Assigned' Shows "Local Office, Staff"
- 'Order Date' and 'Status Date' are the date the job order is brought into OSOS.
- Job orders will come into OSOS with the "WISS Office" assigned.
- 'Last Open Date' is the 'Order Date' plus 365 days.

Job orders that are brought into OSOS from AJB National will have read-only fields on the first three tabs. Information brought over, if available, are:

General Info Tab

Company
NAICS
FEIN
O*Net Title
Job Title
Job Location
Contact Info

Job Detail

Openings
Duration
Hr/Wk
Starting Pay
Shift
Education

Experience Required

Required Degree

Job Description

Description

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AJB National Job Order in OSOS

The **‘Order Date’** and **‘Status Date’** will be the date the job order is brought into OSOS.

‘Status Date’ will update whenever the status changes.

The **‘Last Open Date’** will be the **‘Order Date’** plus 365 days.

AJB National job orders will not be attached to any **local office**, they will come in with **‘WISS Office’** assigned and the **‘Staff Assigned’** will show **“Local Office Staff”**.

Job orders based on zip codes for job location will include **employers** who are outside the 50-mile radius but have jobs located within the 50-miles.

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Job Order Functionality

The screenshot shows the 'Job Order Detail' form in the OSOS system. The form is divided into several sections: 'General Info', 'Job Detail', 'Job Description', 'Comments', 'Matches', 'Referrals', 'Saved Searches', 'Audit', and 'Custom'. The 'Job Detail' section is highlighted with a blue box and contains fields for 'Referrals Requested', 'Referrals Made', 'Openings', 'Hires', 'Duration', 'Hours Per Week', 'Starting Pay' (Minimum and Maximum), 'Benefits' (Health Insurance, Dental Insurance, Vacation, Sick Leave, Holidays, Retirement/Pension Plan, Clothing Allowance, Child Care), 'Work Days' (Monday-Friday, Varies, Mon-Sun), 'Education Required' (Doctoral Degree), 'Experience Required' (Years: 8, Months: 3), 'Keyboarding Speed', 'Public Transportation', 'Drivers License' (Class, Endorsements: Tank Vehicle, Doubles/Triples, Pass Transport, Hazardous Materials, School Bus, Motorcycle, Air Brakes, Tank Veh & Haz Mat), and 'Lists' (Name, Office, Staff, State/W, Deanna Workfor (Test, Te No). The 'Lists' section has a blue box around it with the text 'Can assign to lists.' and buttons for 'Assign To List' and 'Remove From List'. The bottom of the form has a navigation bar with buttons: 'Save', 'Discard', 'Imp New Job', 'View', 'Print', 'Correspond', 'Return to Search', 'Match', 'Post a Note', and 'Tag'. The 'Imp New Job' button is highlighted with a blue box and has an orange box below it with the text 'Not available'. The 'Print', 'Correspond', 'Return to Search', 'Match', 'Post a Note', and 'Tag' buttons are highlighted with a blue box and have a white box below it with the text 'Functionality available'.

For AJB National job orders, office staff using OSOS can conduct job order matching, will be able to find AJB National job orders in customer matching and can post referrals and referral results to these job orders. Additionally, staff can add comments, add AJB job orders to list searches, send correspondences, and use all the print functions. 'Referrals Made' and 'Hires' will function the same as in OSOS job orders.

Any information on the first three tabs will appear 'grayed-out'. Office staff cannot change this information. The 'Status' cannot be manually changed and staff cannot create new job orders from the AJB National job order.

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The screenshot displays the 'Job Order Detail' window for Order# 2125819 and ID: NJ000300619. The window has tabs for CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HELP. Below the header is a table with columns: SSN, Name, Vet, Date, Staff, Ref Meth, Result, Pay At Hire, and Unit. The table lists several staff members with their SSNs, names, and various attributes. At the bottom of the window, there are several buttons: 'Add Referral', 'Edit Referral', 'Delete Referral', 'Print List', 'Employee Letter w/ Resume', 'Customer Letter w/ Job Order', 'Follow Up w/ Employer', and 'Follow Up w/ Customer'. There are also navigation buttons at the very bottom: 'Save', 'Print', 'Print Report', 'Print', 'Correspond', 'Print', 'Return to Search', 'Match', 'Post a Note', and 'Tag'. Two callout boxes are present: one pointing to the 'Add Referral' button with the text 'Staff can add referrals and referral results.', and another pointing to the 'Add Referral' button with the text 'Notice all referral functionality is available.'

SSN	Name	Vet	Date	Staff	Ref Meth	Result	Pay At Hire	Unit
240-64-6297	BURTON, AILEEN	No	03/13/2003	Test, TestNY	Staff Matching			
059-68-9157	Bellencourt, Jean	No	03/13/2003	Test, TestNY	Staff Matching			
139-62-1864	Oleary, Gwendolyn	No	03/13/2003	Test, TestNY	Staff Matching			
114-40-4697	Hoyt, Anita	No	03/13/2003	Test, TestNY	Staff Matching			
148-62-4785	FALIN, TONYA	No	03/13/2003	Test, TestNY	Staff Matching			
172-26-2434	WITMYER, CLIFF	No	03/13/2003	Test, TestNY	Staff Matching			
152-40-6575	Thompson, Jane	No	03/13/2003	Test, TestNY	Staff Matching	Hired	\$ 100000.00	Yearly

Job Order Updates

During a nightly batch process, the AJB National job orders will be updated on OSOS. Any new job orders will be added, any updated information added on AJB National will be updated on OSOS, and any job orders closed in AJB National will be reflected on OSOS. On AJB National, job orders remain open for 45 days with no activity and then are automatically deleted from the production database.

- If a job order is closed/suspended on AJB National and this job order has no referrals posted on OSOS then the job order is removed completely from the OSOS system.
- If the job order is closed/suspended on AJB and this job order has at least one referral posted on OSOS then the job order is changed to 'Closed' status. Once the job order is in 'Closed' status, staff can no longer add referrals, but they can add referral results and edit current referral results.
- When the number of 'Hires' equals the number of 'Openings' the job order is changed to 'Filled' status.
- Once the AJB National job order is in 'Closed' or 'Filled' status they are removed from OSOS in the same manner as OSOS job orders.