

OSOS BUSINESS RULES AND DEFINITIONS REFERENCE GUIDE

EMPLOYER DETAIL

Employer Records - Employer records are created from the Contributions file if there is not already an employer record with that employers account number (SEIN) attached to it. The Contributions file will not update employer records that already exist.

Employer Contacts - Contacts cannot be deleted if there are job orders attached to that contact person. If a contact is no longer with the employer and you are unable to delete the contact the system will allow you to overwrite the contact. Maximum number of contacts per employer is 12.

Job Order Tab - The job order tab displays a list of the job postings received from the particular employer in the past two years.

SEIN - The SEIN in OSOS is an eight-digit number. When you locate the SEIN when entering a new employer record you may need to add zeros to the beginning of the SEIN number preceding the hyphen.

Additional Info Tab - The Additional Info tab will transfer information into the job orders. It is important to obtain this information from the employer.

Profile Tab - The Profile tab gives you an area to enter the nature of the employers business. You can enter business description, mission statement and business interests.

Employer Activity - When in contact with an employer remember to record activities provided to the employer. When entering an activity a contact person must also be selected. (See the definitions of the Employer Activities on the following three pages.)

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Employer Activity Definitions

AJB Training Session: Training
was provided to an employer(s) on how to use America's Job Bank and/or the Nevada Job Bank. This could include training in all areas of AJB or just on specific functionality such as entering job orders or how to search for electronic resumes, etc.

Alien Labor Certification:
Employer was provided with Alien Labor Certification contact information (Workforce Investment Support Services). Alien Labor Certification allows employers to hire workers temporarily or permanently when U.S. workers are not available. In addition, the program ensures that the employment of the foreign workers will not adversely affect the wages and working conditions of U.S. workers.

Assistance With Writing Job Descriptions: Provided
guidance and instruction to an employer(s) regarding the proper format in which a job order description should be written. Explains why it is important to provide a precise and full job description with requirements and qualifications clearly defined. Reviews policy and regulations against the use of discriminatory terminology, such as using a gender specific job title.

Economic/Labor Market Issues: Discussion
and/or provision of labor market information from a national, state or local perspective, the economic impact of specific trends in the workforce, labor shortages, etc.

Employer Company Profile: Information
gathered about the company, detailing a business description identifying the type of business, its interests, mission. Whether it is a large or small company or is a growing or expanding industry, hiring practices, benefits paid, etc.

Employer Contact Mailing: A
correspondence was sent to the employer. This could be in the form of a letter or other mailing or email.

Employer Contact On-Site Visit: Staff
in-person visit to an employer at the company's place of business and/or an employer in-person visit to a One-Stop Center.

Employer Contact Phone Call:
Employer was contacted by phone and/or Employer contacted agency staff by phone.

Human Resources Issues:
Discussed HR issues with employer, i.e., high turnover, pay and benefits, etc.

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JSEC Meeting:

Not used at this time in Nevada.

JSEC Member:

Not used at this time in Nevada.

Job Analysis:

Assistance was provided in analyzing job such as determining what ONET Code or occupational title the position would be considered. A review was conducted of the requirements and qualifications of the job to identify aptitude, skills and abilities, etc., required for the job.

Job Fairs:

participated in a Job Fair.

Employer

Job Order Taking:

staff obtains job position criteria and requirement information from employer and writes a job order.

Agency

Job Seeker Screening:

Assistance was provided in screening job seekers that are applying for an employer(s) job opening(s) to ensure they meet criteria set forth by employer for specific skills, experience, education, etc.

Labor Market Preview: Provision of short and/or long-term LMI projections.

Link to Company Home Page:

Add company URL to agency website and/or to the employer's job order.

Marketing Service Programs:

services of agency programs/One-Stop System to employer(s) or employer groups or organization.

Marketed

On-Site Recruitment:

conducted recruitment and interviews at agency/One Stop location and/or One Stop staff assisted employer(s) with recruitment at the employer(s) business or designated location.

Employer

On-Site Review of Customized LMI:

provision and review of specific Labor Market Information as it relates and impacts the employer(s).

The

Other Seminar:

A Seminar/Workshop specifically targeting employers was conducted to provide information regarding a variety of topics and/or a specific subject.

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Review Employer Employment Applications:

Agency staff/One Stop is responsible for reviewing job seeker applications for specific jobs/employer.

Statutory (legal) Issues:

Assist employer with their responsibility as to ADA, EEO, FCJL, discriminatory issues, affirmative action requirements, etc.

Tax Auditor Contact:

Contact with an employer by an agency Tax Auditor to discuss issues such as verifying that employer has reported wages and paid the appropriate FUTA tax.

Tax Credit Certification:

Employer was provided brochures, packets or information regarding the Work Opportunity Tax Credit Program (WOTC). If job applicants are determined to be eligible by ESD Administrative staff an employer tax credit certification will be issued.

Testing:

of job seeker(s) is conducted per employer's request. Can be an employer test or other agency/federal/state test. Identify the type of test provided in the Comments section when reporting the "testing" activity.

Testing

UI Information Issues:

Employer is provided information relevant to Unemployment Insurance.