

# NEVADA AOSOS UPDATE

## "An Information Exchange for Nevada One-Stop Offices and Affiliates"

Produced by the Department of Employment, Training and Rehabilitation  
Workforce Investment Support Services

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### *The Importance of a Resume*

Encourage your customers to list their resumes on-line in OSOS. **WHY? See the reasons listed below:**

- ◆ Job Seeker resumes appear on America's Job Bank (AJB) where employers review resumes for potential candidates for their job openings.
- ◆ Employers use resume scouts to search for candidates. Employers contend that electronic searching is becoming one of their primary methods of recruitment.
- ◆ Many Employers will conduct an on-line resume search before they even consider listing a job with a Job Board or Recruitment Agency.
- ◆ Many Employers consider a Job Order as a passive method of recruitment on their part and as a job search method on the customers part.
- ◆ If your customers are waiting to find that perfect job order they should know that some of the good, high paying jobs may never get listed. And they are missing excellent job opportunities if their resume is not available on-line.
- ◆ The OSOS resume feature is simple to use and requires limited computer skills.

**"A resume is just like life... you never get a second chance to make a first impression!"**

Your customer's resume will be one of many under consideration by employers. Therefore assisting our customers to prepare a quality resume is one of the most important services we can offer.

When working with a customer you should always do a "Print Preview" of their resume and make suggestions for improvement, making sure to check grammar and spelling.

The ACINET web site is an excellent resource when writing a resume. Provide the following URL to your customers:

[http://www.acinet.org/acinet/resume/resume\\_intro.asp](http://www.acinet.org/acinet/resume/resume_intro.asp)

Once the resume is ready to be seen by employers make sure you check mark **Internet Resume** on the Customer General Info tab.



### **Did you know?**

Did you know that we often take job orders that are replacement positions? A replacement position is a job listing by an employer who is replacing a person that is currently working for the employer. When a replacement position job listing is taken, the job order taker must obtain the name of a specific person to speak to in order to send referrals. In the Comments (Post A Note) tab of the job order insert the words **Confidential Replacement** and any other referral instructions. This will eliminate the possibility of the employee who is being replaced receiving a faxed resume or a phone call. They may not have been notified by the employer of the upcoming separation of employment.



### Question and Answer

**(Q) How extensive are your job listings? It seems my searches are so quick and all come up negative.**

**(A)** Currently there are 7,679 open job listings in our database including those positions listed on America's Job Bank which are interfaced with our Nevada AOSOS system. If you are not getting any results from your searches you may need to remove some of your search criteria to broaden your search results.

**(Q) Is it legal to place a minimum age in the description of a job order?**

**(A)** A minimum age may be requested with an explanation of 'for insurance purposes', 'gaming', 'serving/selling alcohol', 'licensing requirements', etc. No maximum age may be set with the exception of some federal and local government agencies, i.e. FBI.

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