



Date: Updated 04/22/2019
To: All CareerSource Pinellas Program Staff
Subject: Job Development
Purpose: To ensure the job development (JD) is processed accurately from referral through placement in Employ Florida (EF) in compliance with Local, State and Federal requirements

Definition: A Job Development (JD) is a job order entered by LWDB staff due to staff securing a job interview with a public or private employer for a specific applicant for whom the LWDB has no suitable opening on file.

Job Development Process:

- Submit JD request for approval
- Approval of JD Referral
- Complete JD referral in Employ Florida
- Submit JD employment verification for placement
- Placement of JD

JD Referral Process:

- Check EF for all open internal job orders in the LWDB of job site location for the employer that may be in line with the job order development submittal (Candidate will have to be referred to open order if similar and matching O*NET)
 - If a job order is located outside of CSPIN LWDB, a Job Development is to be created
- Check all the job seeker's internal job referrals, activities and case notes to ensure no previous referrals or JD's were made to this employer for the job development position within the past 180 days.
- Enter a "114" activity and ensure appropriate case notes are present to validate the candidate is being assisted
- Create Template A, including the FEIN or EF Username of the company, plus the candidate User Name, and submit by email to the Centralized JD Reviewer, cc'ing your Supervisor for approval to enter
- Once email approval has been received, enter the 123-activity AND JD case note in EF Template
- JD Templates submitted with incomplete information will be returned to sender for completion, per the template requirements.
- Supervisor will be "cc'd" on the email and responsible for verification of the new submission.

Template A:

Subject Line of Email: JD Service – Candidate Name – Last 4 SSN

Username: MYUSERNAMEIS	State ID: 14000000
User ID: 10000000	Phone: 727-999-9999
Last 4 SSN: 0000	Address: 13805 58 th St N
Individual's Name: LAST NAME, FIRST NAME	Email Address: noemail@noemail.com

Subject Line of Case Note: JD Svc - "Insert Employer Name" (Ex: JD Svc – Burger King)

Employer Name:

Employer Address:

Employer Contact Name & Title:

Employer Contact Number:

JD Date:

Job/Position Title:

Outcome: Insert (1) One of three options below:

- Job Interview on "Insert Date"
- Employer accepted resume(s); will follow up or contact in a few days
- Employer not hiring at this time; will retain resume(s) for six months

No suitable positions with employer present in EF.

COMPANY FEI/EIN Number 39-1929719 **OR** EF Username: Worknet1

JD Placement Process:

- Verify with your job seeker and/or employer that the customer has obtained and started employment, and complete the template below
- Include employer and job seeker's "titles" in the grid prior to sending over the Employment Verification
- Forward the JD approval email received from the Centralized JD Reviewer and copy, paste the completed Template B on top, and email to the Centralized JD Reviewer, cc'ing your Supervisor

Template B

Candidate First and Last Name:

Candidate Last 4 SSN:

Employer Name:

Employer Address:

Employer Contact Name & Title:

Employer Contact Number:

JD Date:

Job/Position Title:

Start Date:

Salary:

Verified by: Insert (1) One of two options below:

- *Candidate Name & Title (Ex: John Doe, Job Seeker)*
- *Employer Contact Name & Title (Ex: Jane Williams, HR Manager)*

- Upon receipt of the Employment Verification (EV), the Centralized JD Reviewer will verify in EF that the 123-activity and case note were recorded correctly when originally submitted
- The job order will be created once approved. Job development job order must contain in the job description the phrase “job development.”
- Once created, an email will be sent to include the job order number and a request for the referral to be completed
- The referral is to be completed as soon as possible (Same day as job creation)
- Once the candidate is referred, a confirmation email is to be sent to the Centralized JD Reviewer, cc'ing your supervisor
- The Centralized JD Reviewer will complete the placement (same day as job creation), provide the placement case note (sample below) and confirm the placement by response email.

Template C

Subject Line: JD – “Insert Employer Name” - Hire (Ex: JD – Burger King – Hire)

Candidate was JD'd by “Insert Recruiter Name”, Business Services Recruiter. Confirmed that he/she started and employment information is provided below.

**** (Insert Employment Verification Template submitted by recruiter below)****

Candidate First and Last Name:

Candidate Last 4 SSN:

Employer Name:

Employer Address:

Employer Contact Name & Title:

Employer Contact Number:

JD Date:

Job/Position Title:

Start Date:

Salary:

Verified by: Insert (1) One of two options below:

- Candidate Name & Title (Ex: John Doe, Job Seeker)
- Employer Contact Name & Title (Ex: Jane Williams, HR Manager)