

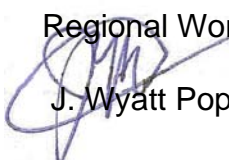


Charlie Crist
Governor
Monesia T. Brown
Director

MEMORANDUM

DATE: September 6, 2007

TO: Regional Workforce Board Executive Directors

FROM:  J. Wyatt Pope, Director of Workforce Program Support

SUBJECT: Employer Registrations and Worksites in Employ Florida Marketplace

It has recently come to the attention of the Agency for Workforce Innovation that there is a problem with the selection of worksites on employer registrations for job orders. Please share this information with the appropriate staff in your region.

When setting up an employer registration in Employ Florida Marketplace (EFM), staff may add additional worksites at the same time, or worksites may be added when an employer requests a one-stop staff to input a job order. For the job order to appear in the correct geographical area for job seekers to view, the work site that is selected must be in the same area. For instance, an employer whose corporate account is in Daytona Beach has a job to fill that is in the Miami area and the employer requests a Miami one-stop staff to input the job order. Staff should make sure that the Miami work site is selected if that work site appears on the list of available worksites. If that work site is not already in the system, staff must add the work site to EFM prior to inputting the job order.

This procedure should eliminate the job order from being viewed in the wrong geographical area by the job seeker. If you have any questions regarding this memorandum, please contact Joan Losiewicz at (850) 245-7422 or via e-mail at Joan.Losiewicz@awi.state.fl.us.

JWP/ojl

cc: Barbara Griffin
Richard Meik

Agency for Workforce Innovation

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