CareerSource
NORTH CENTRAL FLORIDA

Local Operating Procedure

SECTION: Operations	**PROCEDURE#:** LOP12	**PAGE** 1 of 3
TITLE: Job Development Procedure	**EFFECTIVE DATE:** July 29, 2019	

DISTRIBUTION: CareerSource North Central Florida Staff

PURPOSE: The purpose of this procedure is to define the process of initiating a job development for a career seeker and the data entry requirements for the employer and career seeker.

LEGAL REFERENCES: 20 CFR 651.10; DEO FG 03-035

POLICY: Job Development is a service provided to a career seeker and the employer. It is initiated when a face-to-face meeting with a career seeker reveals that they have specific skills that may be needed by an employer who does not currently have an open job order. With this knowledge, staff contacts the employer on behalf of the career seeker and documents the contact in Employ Florida (for both the career seeker and employer). If the contact results in a job for the career seeker, a job development job order is created using the procedures below and the job development is complete.

Procedure

Job Development Contact – Job Development must be documented at the time of the referral. The staff member will create a job development service for the individual and include a case note that describes the career seeker's skills and the name of the employer to whom the career seeker was referred.

Use the following steps to document the career seeker service in Employ Florida:
1. Find your career seeker registration using "Assist an Individual"
2. Click on the "Activities" tab
3. Click on the "Activity History/Service Plan"
4. Click on "Add Service"
5. Select "123 – Job Development Contacts"
6. Enter as a minimum:
   a. Actual Service Date (Date of meeting with career seeker)
   b. Completion Code (Successful)
   c. Office (Gainesville or Starke)
   d. Position (Staff)

7. Enter a Case Note titled "Job Development". The case note should include the following:
   a. Career Seeker's skills
   b. Name of the employer
   c. Date of the contact/details of conversation with employer
   d. Name of the employer representative with whom the career seeker was referred
   e. Date of the scheduled interview
   f. Verification that the position is not in the Employ Florida system
8. Save the "Case Note"
9. Save the "Activity"

Communication with the employer on behalf of the career seeker should be documented in Employ Florida. Staff will provide the Business and Employer Solutions (BES) team with the same information as steps 6 and 7 above (via email). The designated BES team member will then document the services on the employer services screen using the following steps:
1. Find the employer registration using "Assist an Employer"
2. Click on the "Case Management" tab
3. Click on the "Activities"
4. Click on "Service Plan"
5. Add service "E33 – Job Development"

6. Enter as a minimum:
   a. Actual Service Date (Date of conversation with employer)
   b. Completion Code (Successful)
   c. Office (Gainesville or Starke)
   d. Position (Staff)
7. Enter a Case Note titled "Job Development" The case note should include the name of the career seeker, their skills and the name of the individual you spoke with.
8. Save the "Case Note"
9. Save the "Activity"

A. Job Development Job Order
   1. When the career seeker and/or employer verifies that the career seeker has been hired, staff will provide a member of the Business and Employer Solutions (BES) team with the employment information.
   2. BES will be responsible for writing a job development job order by using the following steps:
      a. Go to "Assist an Employer"
      b. Click on "Recruitment Plan Profile"
      c. Click on "Job Order" tab
      d. Click on "Add Job Order"
      e. Continue to create job order in accordance with Employ Florida requirements using the following:
         i. Number of openings should be 1
         ii. Earliest Date to Display should be Today
         iii. Latest Date to Display should be Today
         iv. Job Description should read Job Development
         v. Required referrals should be 1
         vi. Total referrals should be 1

       vii.   Enter actual hire salary
      viii.   Job order information to be displayed should be "Option 3"
       ix.   Job Developer/Mandatory Listing should be "Job Development"

f. Save Job Order
g. Refer career seeker documented in the job development
h. Record hire information with case note of employer, type of contact to verify placement, position title, wage, start date and employer contact who verified hire
i. Review to job order and verify that it closed "Fully Placed"

All of these steps must be completed to execute and complete job development.

OFFICIAL SIGNATURE

PHYLLIS MARTY
Chief Executive Officer