



Local Operating Procedure

SECTION: Operations/Wagner Peyser	PROCEDURE#: LOPWP04	PAGE 1 of 19
TITLE: Job Order Entry, Job Developments and Job Order Referrals Procedure	EFFECTIVE DATE: February 1, 2026	

DISTRIBUTION: CareerSource North Central Florida Staff

PURPOSE: The purpose of this procedure is to provide information and guidance regarding the entering of job orders, initiating a job development for a career seeker and the data entry requirements for the employer and career seeker, and processing pending referrals and job referrals to job orders in Employ Florida. All services covered in this procedure are Employer Services (ES).

REFERENCE: Administrative Policy #99

BACKGROUND: The purpose of the Employment Service (ES) system is to improve the functioning of the nation's labor markets by bringing together qualified job seekers and employers who are seeking workers. Additionally, each state must administer a labor exchange system that can:

- a) Assist job seekers in finding employment, including promoting their familiarity with Employ Florida.
- b) Assist employers in filling jobs.
- c) Facilitate the match between job seekers and employers.
- d) Participate in a system allowing for the movement of labor among the states, including the use of a standardized classification system.
- e) Meet the work test requirements of the Reemployment Assistance program.
- f) Provide labor exchange services as identified in Section 7(a) of the Wagner-Peyser Act.

CSNCFL State Merit Staff (SMS) are the staff providing Employer Services (ES) in LWDB 26.

The Wagner-Peyser Act, as amended by the Workforce Innovation and Opportunity Act of 2014 (WIOA) provides specific guidelines for job seeker registration. 20 CFR 652.207 requires labor exchange services be made available to all job seekers, including Reemployment Assistance claimants, veterans, migrant and seasonal farmworkers, and individuals with disabilities. As described in the Wagner-Peyser Act, the state must have the capacity to deliver statewide labor exchange services through self-service, facilitated self-help service, and staff-assisted service.

PROCEDURE:

Job Orders

Job orders are records of job openings containing the material terms and conditions of employment related to wages, hours, working conditions, worksite, and other benefits, submitted by an employer. A job order will only be listed in Employ Florida when:

- It will employ a worker who is legally authorized to work in the United States.
- There is an employer-employee relationship unless the job order is for an independent contractor or unpaid internship position. Generally, an employer-employee relationship exists when a person, firm, corporation, or other association or entity hires, fires, pays, supervises, and otherwise controls the work of the employee.
- There is a currently available and non-duplicative position.
- There is a detailed description of the work to be performed.
 - There are specific hiring requirements a job seeker must meet.
- There are referral instructions.
- CSNCFL has authorization from the employing entity to post the open position.
- The posting party has authorization from the employing entity to post the open position when it is being posted by a third-party poster.
- The job order is verifiable through email, telephone, online or as otherwise determined.
- The employing entity has not yet selected a candidate to hire, except in the case of job development.

Job orders can be posted by an employer, CSNCFL staff or spidered into Employ Florida from external job posting websites. Additionally, under the Employ Florida Terms and Conditions of Use, third-party companies (referred to as “third-party agents”) may post job orders to Employ Florida on behalf of employers under certain conditions. Job orders posted by CSNCFL staff are included in the count of job openings reported to the United States Department of Labor (USDOL).

CSNCFL staff are not allowed to post a job order to Employ Florida until the appropriate authorization has been received from the employer to do so. The authorization includes but is not limited to CSNCFL staff obtaining a completed job order form submitted by the employer. CSNCFL staff can receive an email from the employer outlining the position’s requirements or authorization by phone. In the event the employer provides the authorization by phone, CSNCFL staff must document the position’s requirements on a job order form and document the employer’s authorization by recording a case note in Employ Florida.

Staff are not allowed to post open positions to Employ Florida obtained from other job boards, the employer’s website, a classified advertisement, or other resources unless authorized to do so by the employer.

CSNCFL staff must conduct independent verification of a newly registered employer prior to the new employer being able to create a job order within two (2) business days.

The Job Order Unit Lead will pull a report to ascertain all new orders entered in order to verify the job order meets compliance requirements, as well as all documentation, has been entered into the Employ Florida system timely.

Job orders received by CSNCFL staff must be entered in Employ Florida within two (2) business days of receipt from an employer or third-party agent. Job orders posted by employers or third-party agents in Employ Florida must be **reviewed and verified within two business days** of posting into Employ Florida. CSNCFL staff must case note their review and verification of the job order. The practice of withholding job orders from timely entry into Employ Florida, or otherwise preventing the sharing of job order information throughout the system, is prohibited.

Job Order Compliance Review and Approval - All job orders entered into Employ Florida must comply with Equal Employment Opportunity and Immigration and Nationality Act laws, regulations, and guidance as well as the Employ Florida Terms and Conditions of Use. All job orders must be reviewed by the CSNCFL staff for compliance.

If the job order meets all compliance requirements, CSNCFL staff shall approve the job order within two business days from the date and time of initial posting. CSNCFL staff must document with a case note their compliance review, and each step taken to verify the job order. If the job order does not meet all compliance requirements, CSNCFL staff must place it **“On Hold”** and contact the employer or third-party agent to request a revision to the job order. The employer will be given three (3) business days to provide the clarifying information or the order will be closed with a detailed explanation as to the reason why it was closed. If the employer or third-party agent agrees to comply with the requested revision, staff may make the change to the job order based upon the feedback received or allow the employer to incorporate their feedback and resubmit the job order. However, if the employer or third-party agent does not comply with the requested revision, CSNCFL staff must close the job order with a case note detailing the reason for closing the job order.

If staff learns that duplicate positions are being posted in order to advertise a position for which a job order is about to expire, they must contact the employer or third-party agent to explain the process for extending existing job orders. If staff is unable to contact the employer or third-party agent or does not receive a response within a reasonable timeframe of 2 business days, the duplicate job order must be closed with a case note detailing the reason.

Third-Party Agent Job Order Verification

Third-party agents posting job orders on the behalf of employers **must obtain written consent from the employer and provide it to the CSNCFL staff electronically** through Employ Florida (or by email) before a job order can be approved and made visible to the job seeker. Written consent may be in the form of a letter drafted on the employer’s letterhead or an email that originates directly from the employer. The written consent must authorize the third-party agent to post open and available positions on the employer’s behalf. The written consent must be stored electronically in Employ Florida or as a hard copy at CSNCFL and properly documented in the case notes in Employ Florida. In addition to following the compliance requirements when a new job order is entered by a third-party agent, CSNCFL staff are required to verify the position with the primary contact listed on the job order. If the CSNCFL staff is unable to reach the primary contact listed on the job order, CSNCFL staff may employ means such as accessing the employer’s corporate website to verify the job listing or calling the employer’s HR department. If staff is not able to verify the job order through the job order’s primary contact/ website or employer’s HR department within two business days, staff must close the affected job order and case note the reason for closing the job order. **Staff may not close the employer’s entire account due to the inability to verify a particular job order with an employer.**

Note: Verification is not required by the employer if the third-party agent verifies the job openings as required.

Using O*NET Occupational Groups for Coding Job Orders

Pursuant to 20 CFR 652.3, staff must ensure the O*NET code used for a specific job opening matches the job description. If no match can be found, staff must use the title the employer or third-party agent provided. **Only one O*NET code may be used per job order.** Placement into job openings that do not match the description in the job order or O*NET code is not permissible.

Recording Wages on Job Orders

It is prohibited to post job orders that pay less than the Florida minimum wage or pay commission only unless minimum wage is guaranteed in accordance with federal or state law, or the employer is exempt per the Fair Labor Standards Act. The actual wage or wage range must be listed on all job orders entered into Employ Florida. Employers that choose not to enter actual wage information must enter a minimum value of (\$0.00) on the job order form, as the field cannot be left blank. In instances where a value less than minimum wage is entered, CSNCFL staff must verify that the job pays at least the Florida minimum wage and document it in the case notes. If it is determined that the job seeker was hired and went to work at a higher wage, the higher wage should be entered on a case note on either the hired job seeker's placement information or the job order. In the case of multiple positions being filled on one job order, staff should enter a case note for each hired customer stating their name and the wage at which he/she was hired.

Labor Disputes in Progress

CSNCFL staff are not allowed to make a job referral on job orders which will aid directly or indirectly in the filling of a job opening that is vacant because the former occupant is on strike, or is being locked out in the course of a labor dispute, or the filling of which is otherwise an issue in a labor dispute involving a work stoppage.

When a job order is received from an employer reportedly involved in a labor dispute involving a work stoppage, CSNCFL staff must verify the existence of the labor dispute and determine its significance with respect to each vacancy involved in the dispute. CSNCFL must document the information in a case note with the job order, including the name of the person with whom they spoke, the date of contact, and any other pertinent information related to the dispute and how it affects the job order in question. They must also notify all potentially affected staff concerning the labor dispute. Furthermore, written notice must be provided to all applicants referred to jobs, not at issue in the labor dispute, that a labor dispute exists in the employing establishment and that the job to which the applicant is being referred is not at issue in the dispute.

CSNCFL staff shall resume full job referral services after they have been notified of, and have verified with the employer and workers' representative(s), that the labor dispute has ended.

Nondiscrimination Requirement

Job orders discriminating against individuals based on race, color, religion, gender, pregnancy, national origin, age, handicap or marital status cannot be accepted, except where the stated requirement is a **bona fide occupational qualification (BFOQ)** pursuant to 42 U.S.C. 2000(e)–2(e), 29 CFR 1604, 1605, 1606, and 1625, and Chapter 760 Florida Statutes.

If an employer claims a BFOQ, CSNCFL staff should advise management prior to listing the job order and the BFOQ status must be documented in the job order's case notes.

Availability to Migrant and Seasonal Farmworkers (MSFWs)

CSNCFL staff must provide adequate staff assistance to MSFW's to access job order information easily and efficiently. Assistance must be provided to MSFWs in their native language, whenever requested or necessary.

Agricultural Recruitment System (ARS)

The Wagner-Peyser Act requires the United States Employment Service to maintain a system for the orderly movement of workers within and between States.

The ARS helps agricultural employers recruit qualified workers on a temporary or seasonal basis.

The ARS provides protection to the workers who are not seeking permanent relocation, but rather temporary agricultural employment.

Through the ARS, Florida Commerce can systematically recruit and refer qualified workers from within Florida and from other states when there is an anticipated shortage of workers.

Job orders listed pursuant to the ARS request workers for less than one year of employment.

The Florida Commerce Senior Monitor Advocate for services to migrant and seasonal farmworkers is responsible for operating the ARS, therefore, local areas must refer employers to Florida Commerce for job order posting.

Job Order Retention

The record retention requirement for job orders is three years. An electronic copy of the job order documentation can be uploaded to the employer's account in Employ Florida.

Job Development:

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.

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. The staff member will 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"

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.

Job order referrals:

Staff shall properly screen all jobseekers against the job order prior to making any job referrals. Additionally, staff is to only provide staff assisted services to jobseekers who are **fully registered in Employ Florida**. Staff shall obtain the jobseeker’s consent prior to making a job referral by using the Authorization to Refer Form attached to this policy, **or by** entering a detailed case note on the jobseeker’s Employ Florida account documenting the jobseeker’s verbal consent for each job referral provided by one-stop staff.

DEFINITIONS

Attempted Contacts – This occurs when a staff member has tried to reach the jobseeker via email, phone, or text. Staff is to document all contact attempts by entering a case note in the jobseeker’s Employ Florida Account.

Jobseeker - a person that is registered in Employ Florida and looking for employment.

Option 1 Job Order: A job order in Employ Florida that does not require pre- screening of jobseekers prior to referral. Jobseekers can self-refer to the job order.

Option 2 Job Order: A job order in Employ Florida that requires staff to prescreen all jobseeker applicants prior to issuing a referral. Jobseekers can view the job order but cannot apply without staff assistance.

Participant: A reportable individual who has received reportable services or activities that triggers program participation.

Pending Referral List - A report pulled from Employ Florida that lists jobseekers who have requested a job referral from a job order that requires prescreening in Employ Florida.

Reportable Individual: A jobseeker who uses only the self-service system in Employ Florida or receives information-only services or activities.

Pursuant to CareerSource Florida Administrative Policy 099, Wagner-Peyser Job Orders and Placements, when a jobseeker applies for a position in Employ Florida, it is called a self referral. If the jobseeker applies to a job order to which the employer requires candidate screening, a message appears in Employ Florida informing the jobseeker that a staff member will contact them within 72 hours. A list of these jobseekers appears on the 'Manage Labor Exchange' section of Employ Florida under "Referrals Pending Review." Wagner-Peyser Supervisors or their designee are required to view this daily to ensure the referrals pending are handled within the allotted time period Pending referrals do not require jobseeker permission to refer them to a job order. Staff **must enter** a detailed case note in the jobseeker's Employ Florida account stating the referral was approved due to meeting the minimum qualifications of the job order and was the result of a pending referral.

The Job order Unit Lead will:

1. Pull the Pending Referral Report daily from Employ Florida. All referrals must be processed within 48-hours two (2 business days).
2. Ensure the Pending Referral List is assigned to ES staff.

ES Staff will:

1. Review jobseeker's Employ Florida account to determine if the account is a full or partial Employ Florida registration.
2. If the jobseeker is partially registered, contact the jobseeker by their preferred method of communication recorded in Employ Florida, and inform the jobseeker to complete their registration prior to providing any staff assisted services. Record contact attempts in Employ Florida with a detailed case note.
3. Once the jobseeker is fully registered in Employ Florida, ensure the jobseeker has a current Authorization to Refer Form in their Employ Florida account.
 - a. If there is not an Authorization to Refer Form on file, staff may receive the job seeker's verbal consent to refer to **a specific job order**. Staff **must enter** a case note documenting the jobseeker provided verbal consent to be referred.
 - b. If there is an Authorization to Refer Form on file, proceed to #4.
4. Properly screen by comparing the jobseeker's resume to the requirements listed in the job order, including their skills, abilities, prior work experience, education, and training certifications/licensure.
5. If the jobseeker is a 100% match to the job order requirements and the resume matches the job order requirements, emails the resume to the employer, enters the appropriate activity code in Employ Florida and attaches a case note to the activity.
6. If the jobseeker is a 100% match to the job order requirements, but the resume does not match the jobseeker will be advised to correct/edit the resume.
7. If further information is required to determine if the jobseeker is a 100% match to the job order requirements, attempt to contact the jobseeker. If the contact attempt is made with the jobseeker, document the details of the contact in a case note in Employ Florida.
8. If the jobseeker is not a 100% match to the job order requirements, the staff will not issue the referral and will enter a case note detailing the denial.

Referral results-ES staff will:

1. If the referral does not result in the jobseeker being hired, no further actions are required.
2. If the referral does result in the jobseeker being hired, staff:
 - a. Enter the appropriate placement activity code (750) and attach a case note on the jobseeker's Employ Florida account.

- b. Go into the job order for which the referral is made and enter the same case note that was attached to the placement activity code entered on the customer's Employ Florida account. The case note subject will be the word "Hired" followed by the customer's first and last name. Example: Hired – James Kirk.
- c. Update the status of the job referral to "Hired," along with the job start date, and enters the above-mentioned case note in the case note section.

OFFICIAL SIGNATURE

A handwritten signature in blue ink that reads "Phyllis Marty". The signature is written in a cursive style with a large initial "P".

PHYLLIS MARTY
Chief Executive Officer

EXHIBITS

- 1. Authorization to Refer Form
- 2. Pending Referral Technical Guide

Authorization to Refer Form

Date: _____

1. I, _____
(Print First and Last Name)

2. Last 4 numbers of my Social Security Number:

3. Authorize CSNCFL to refer me to Employ Florida job orders for the purpose of assisting me with finding employment.

4. This authorization will be effective immediately and will be ongoing to provide me with assistance in my job search and employment goals.

5. I can cancel consent at any time by notifying CSNCFL in writing directed to: Phyllis Marty, CSNCFL CEO, 1112 North Main Street, Gainesville FL 32601, pmarty@careersourcecsncfl.com

Signature: _____ Date: _____

Technical Guide:

Working the Pending Referral List

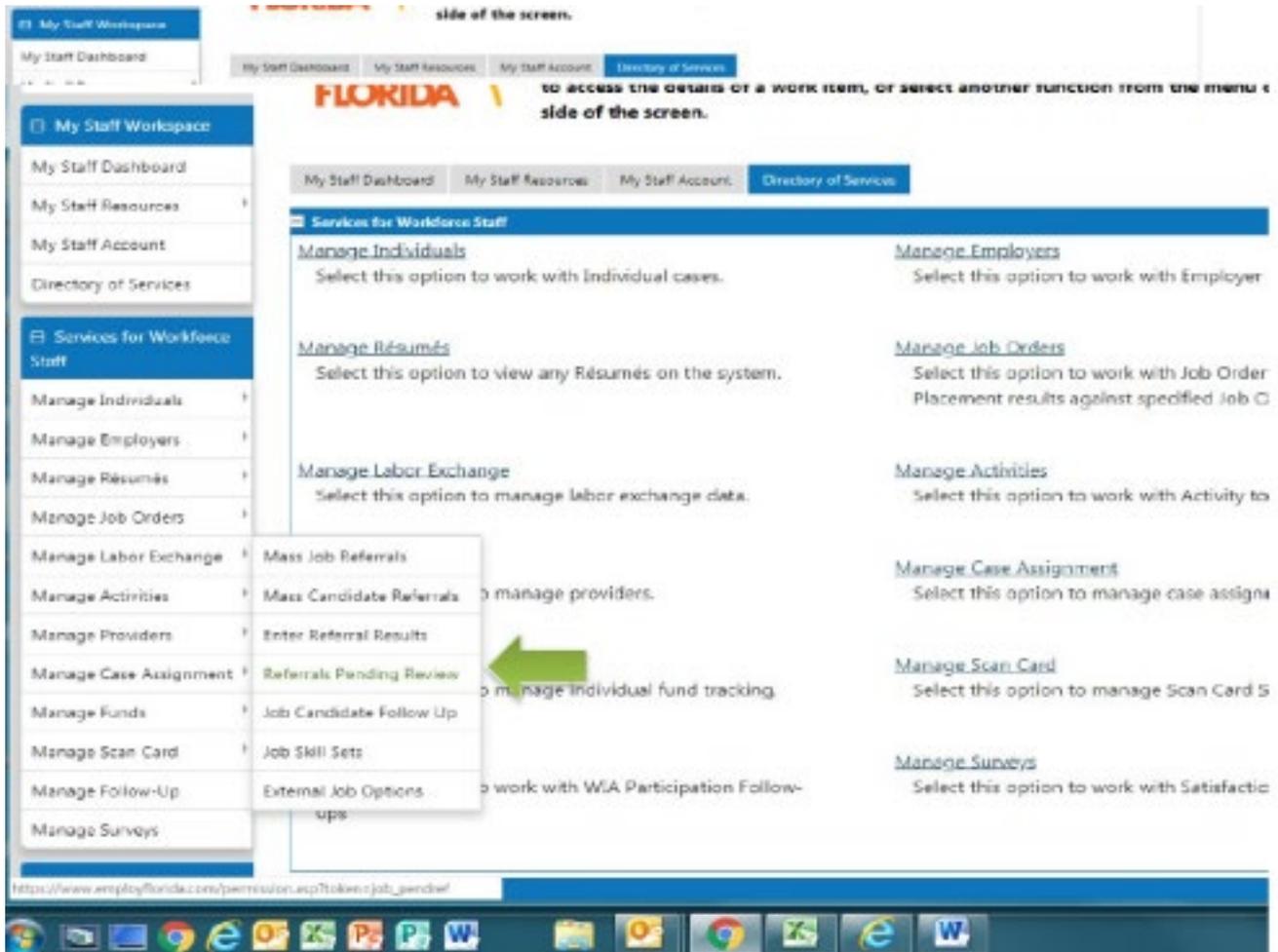
The following instructions are intended to provide technical guidance in processing requests for referrals on Option 2 suppressed job orders in Employ Florida, or working the “Pending Referral List.” Determining candidate eligibility or qualification for a specific job is not covered in this guide. This is only meant as a “guide” as Employ Florida screens can change. ES Staff should follow these instructions for accessing, screening, and dispositioning the customers on the list who have requested a referral to an Option 2 suppressed job order.

These instructions will provide technical guidance on the following:

- Accessing and Navigating the Pending Referral List in Employ Florida
- Determining Eligibility for Referral
- Referral of Qualified Candidates
- Denial of Unqualified Candidates
- Action Steps When a Resume Is Not Attached
- Disposition, Documentation, and Case Noting

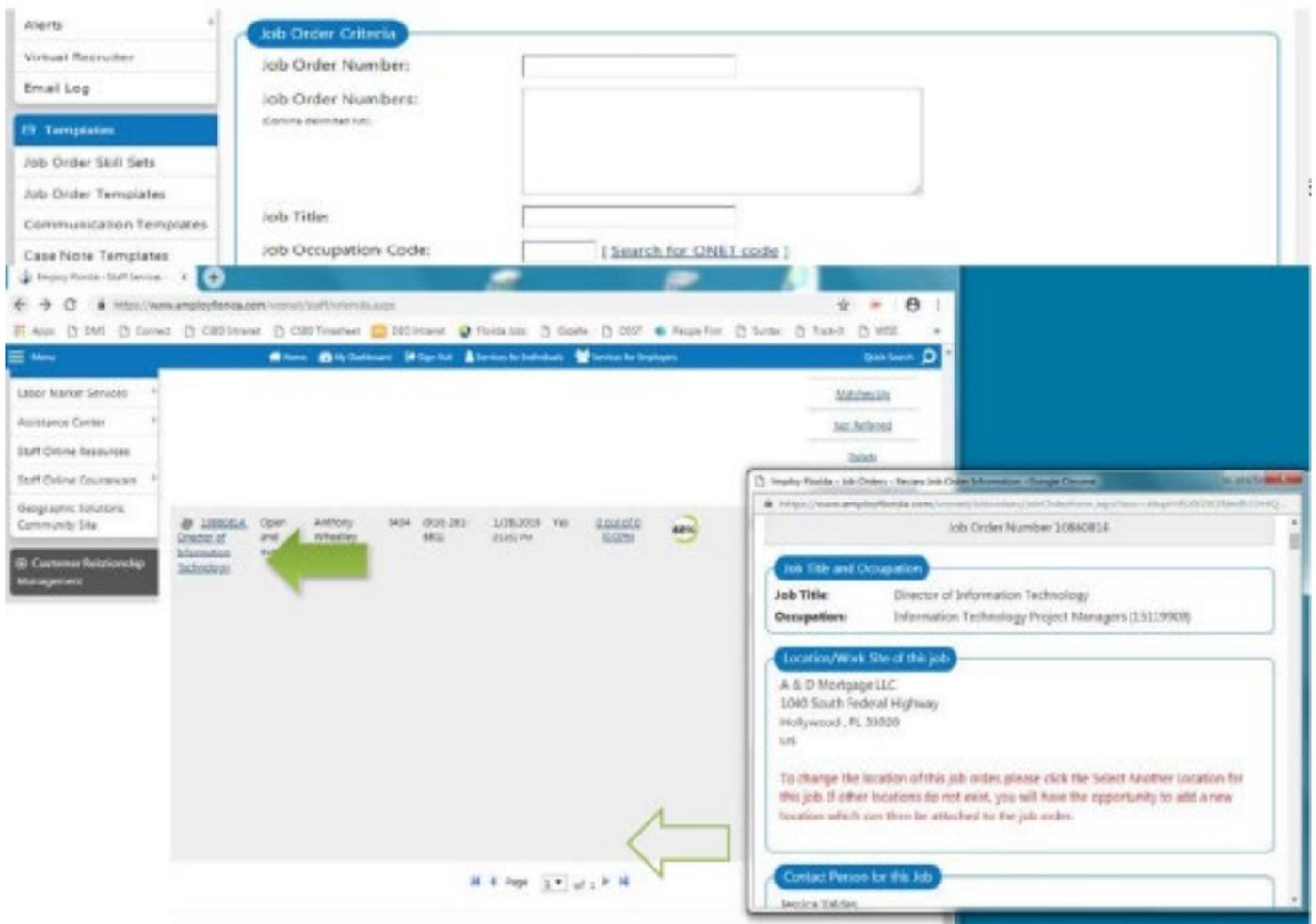
Accessing and Navigating the Pending Referral List in Employ Florida

1. Log into Employ Florida and select “Manage Labor Exchange” from the Menu Bar on the left of the Staff Dashboard.



2. Select “Referrals Pending Review” option from sub-menu displayed.

3. Scroll down to “Job Order Criteria” and select CSNCFL from the LWIA Region drop-down menu and your assigned center from One Stop Location drop-down menu and then click on the search button.



4. Click on “Resume” to open the job seeker’s resume.

a) If the Resume action is clicked and a message pops up stating there is no resume on file, staff will review the customers Employ Florida account for active resumes prior to denying the referral.

The screenshot displays the 'Employ Florida - Staff Services' web application. The browser address bar shows the URL: <https://www.employflorida.com/voenet/staff/referrals.aspx>. The page is divided into three main sections:

- Left Sidebar:** Contains navigation links such as 'Currently Managing', 'My Staff Workspace', and 'Services for Workforce'.
- Central Content Area:** Displays the resume for **Anthony Whealey**. It includes contact information (8800 NW 1st Street, Margate, FL 33063), an objective, an ability summary, and an employment history section detailing roles like 'Traveling Computer Technician' and 'Clear Dental Practice Management'.
- Right Sidebar:** Features a vertical list of action buttons: 'Matches List', 'Not Referred', 'Delete', 'Questionnaire Response', 'Refer' (highlighted with a green arrow), 'Online Application', 'Background', 'Refer', 'Send Message', 'Employer Profiles', 'Case Notes', 'Matches List', 'Not Referred', 'Delete', and 'Questionnaire Response'. A 'Rows 100' dropdown is located at the bottom right.

5. Once the comparison is complete, navigate back to the previous menu and select the appropriate option according to the resume screening results. (Refer or Not Referred)

Determining Eligibility for Referral

- 1) Navigate pending referrals list and click on the job number or title to display the job order details and review requirements from employer.
- 2) Click on “Resume” to open the job seeker’s resume.
 - a) If the Resume action is clicked and a message pops up stating there is no resume on file, staff will review the customers Employ Florida account for active resumes prior to denying the referral.
- 3) Compare the customer’s resume to the requirements listed in the job order by reviewing the jobseeker’s skills, abilities, prior work experience, education, and training certifications/licensure.
- 4) Once the comparison is complete, navigate back to the previous menu and select the appropriate option according to the resume screening results. (Refer or Not Referred)

Referral of Qualified Candidates

1. Select Refer
2. Complete all required sections. Your screen should look like this example.
- 3. Modify message to employer**

• Message to appear in Employer's notification:

Some HTML tags such as embedded videos are not allowed in this text box and will not be saved.

I am recommending the following individual(s) as qualified applicants for the position listed below. You can manage their applications for this position by clicking the Change Status link in the Action column.

For more details about these candidates, click the View link in the Action column to directly access their information online.

Please let us know when this job is no longer available by simply changing the status of the job order online. This will prevent us from sending you candidates for jobs for which you are no longer looking.

[Clear Text | Insert Template]

[Preview Message](#)

4. Under Employer Follow Up, click on No Employer Follow Up.
5. Modify the message to appear in Employer's notification as necessary.
6. Select appropriate jobseeker resume (which you have screened and reviewed for appropriateness) from the "Resume Title" drop-down menu.

Job Seeker(s) to be referred

message

Resume Title	Name	SSN	Address	City	Action
None Selected	Cheri Wong	7533	150 NW 70th St Apt 103	Boca Raton	View Remove

1 Records Found

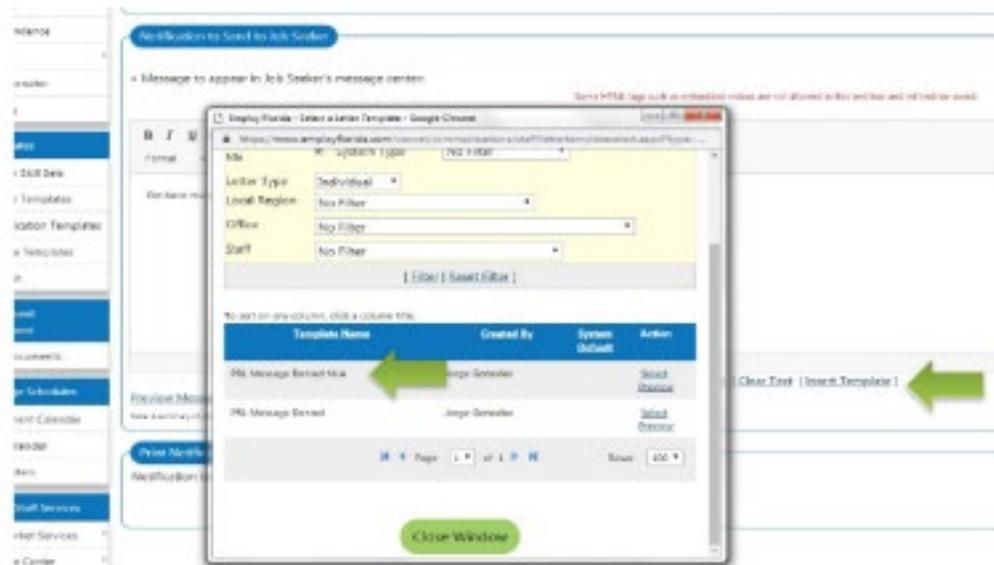
1. ~~Select Not Referred~~
2. Complete all required sections. Your screen should look like this example.
 7. Under Notification to Send to Job Seeker, modify the message to appear in the Job Seeker's message center as necessary.
 8. Under Job Seeker Follow Up, select the appropriate type of job seeker follow-up.
 9. Modify the message to appear in the Job Seeker's message center.
 10. Click the Save button.

Denial of Unqualified Candidates

1. Select Not Referred
2. Complete all required sections. Your screen should look like this example.

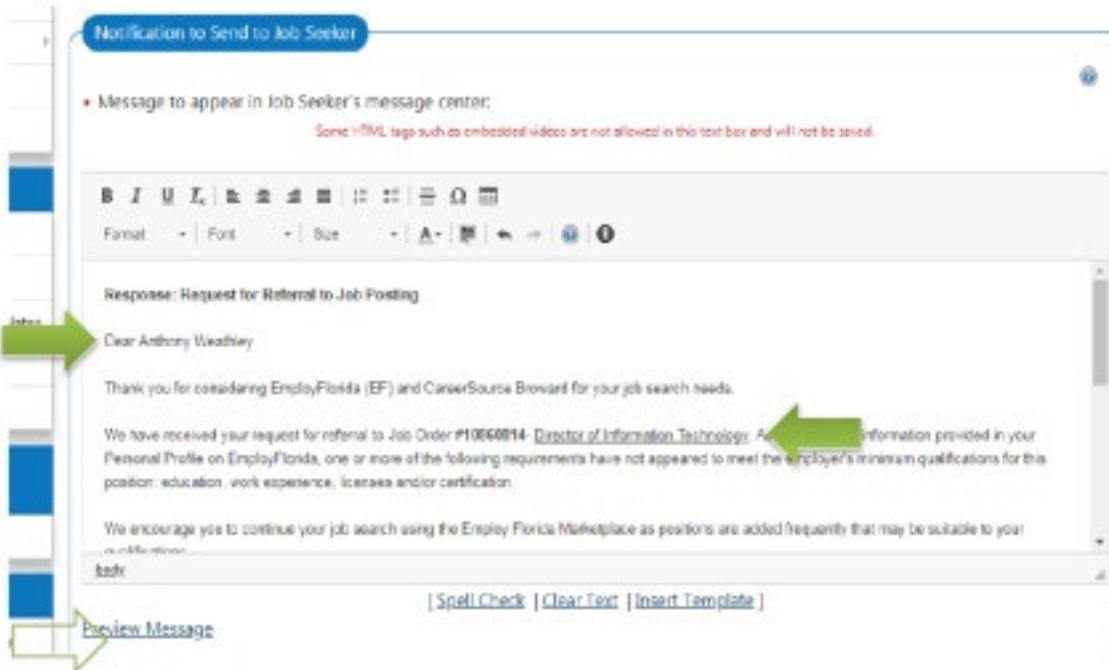


3. Under Notification to Send to Job Seeker, select the appropriate message from the message



templates.

4. Customize "Denial Notification" with Name of Jobseeker and Job order number and name.

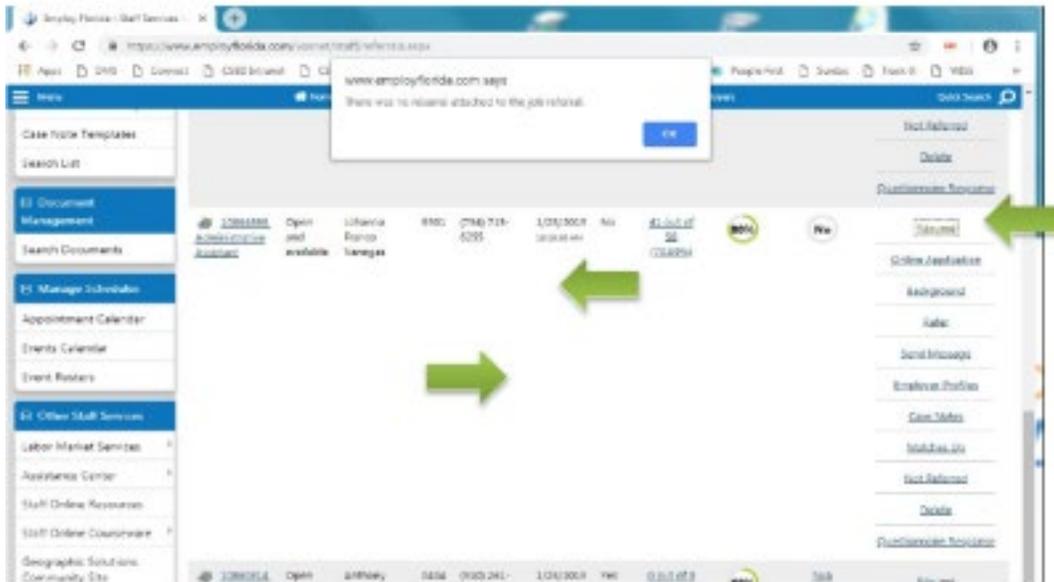


5. Click the Save button.

Note: These steps must be completed in REAL TIME after each request for referral denial. This process **IS NOT** to be postponed or completed all at once when finished with the list.

Action Steps When a Resume Is Not Attached

1) If the Resume action is clicked and a message pops up stating there is no resume on file, staff will review the customer’s Employ Florida account for active resumes prior to denying the referral.



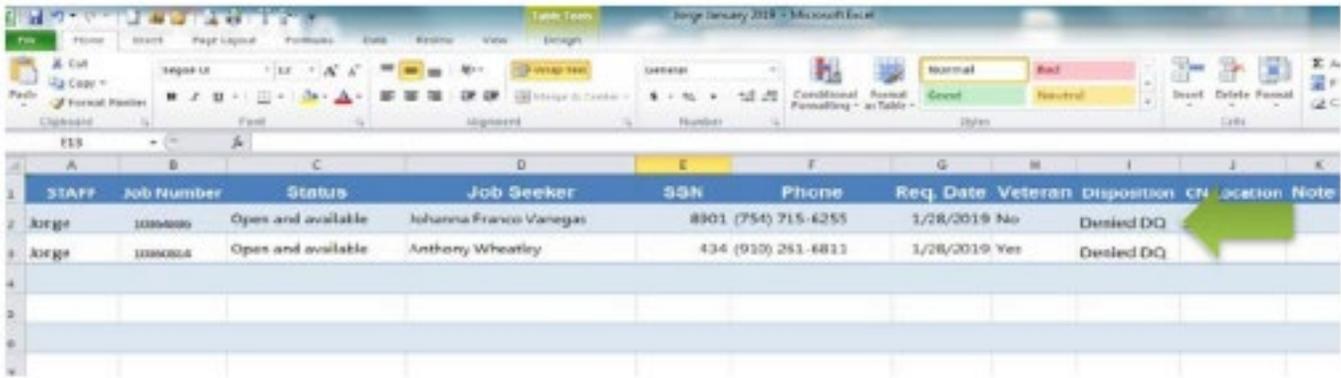
2. If no active resume is located in the customer’s Employ Florida account, deny the referral due to Lack of resume on EF.

Disposition, Documentation, and Case Noting

1. If a pending referral is denied, Employ Florida will auto-generate a 591 activity code. If the system does not auto generate a case note, Placement Specialist should create the case note under the 591 Activity Code.
2. Update the Pending Referral Assignment Spreadsheet with the outcome of the Pending Referral.

Disposition

- a. **Referred:** Qualified candidate referred to job order
- b. **Denied NR:** Candidate has no resume
- c. **Denied UR:** Candidate's resume is incomplete, has errors or is otherwise unsuitable.
- d. **Denied DQ:** Candidate does not meet job order requirements.
- e. **Denied NLA:** Job order no longer available



STAFF	Job Number	Status	Job Seeker	SSN	Phone	Req. Date	Veteran	Disposition	CN	Location	Note
Arge	1000000	Open and available	Johanna Franco Vanegas	8901	(754) 715-4255	1/28/2016	No	Denied DQ			
Arge	1000004	Open and available	Anthony Wheatley	434	(910) 261-8811	1/28/2016	Yes	Denied DQ			