

OSOS BUSINESS RULES AND DEFINITIONS REFERENCE GUIDE

JOB ORDER DETAIL

Create New Job Orders - below are the methods to enter a new job order.

While viewing a previous job order in Job Order Detail click on the DUPLICATE button to duplicate the order you are viewing or click on the EMP NEW JOB button.

While viewing or editing a employer record from Employer Detail, press the NEW JOB button.

Job Order Search - If you need to review a job order that was just entered you must search for the job using the job order number (NVXXXXXX). Searching by any other field will not display results right away because the search engine is not immediately updated.

Last Open Date - Last Open Date is automatically set to today + 60 days for all new and duplicated job orders. The Last Open Date can be adjusted by staff, but must be equal or greater than the job order creation date.

Changing Last Open Date - To change the last open date of a previously entered job order you must change the job orders status to Suspend, change the date, click SAVE and then change the status back to Open. The Last Open Date cannot be less than the job order creation date.

Staff Assigned - The Staff Assigned field is used to identify the staff person who is entering the job order information. By default, this field displays the name of the staff person signed on to OSOS. Using the Staff Assigned change button, you can select a different staff person's name from a pop-up window containing the names of all staff persons associated with the selected office.

Job Duration - Job Duration is connected to Hours Per Week and requires entry in both fields. When the duration is Full Time; hours worked per week must be 30 hours or more. If duration is Part Time the hours worked per week must be less than 30 hours.

Job Description Tab - The Job Description field is a free flow text box and allows a maximum of 4000 characters. Once the job description is entered the staff person should utilize the spell check function.

Driver's License - Driver's License should only be entered if required to perform the job.

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Job Location - If this field is left blank the system will default to the Job Order Contact information.

Adding Referrals - When adding a referral to the job order in the Referral tab you will not get the display message "Record Saved", even if the user clicks on the "Save" button on the bottom tool bar.

Editing Referrals - When editing referrals the "Record Saved" message will display once the user clicks OK in the pop up screen and then clicks the SAVE button on the bottom tool bar.

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JOB ORDER STATUS DEFINITIONS

Pending - A job order for which data entry has not yet been completed. The purpose is to allow you to save partial information until you can complete and open up the job order at a later date. If a job order is in pending status for 30 days the system will automatically delete the order.

- A job order can only be saved in **Pending** status once.
- Once a job order has been saved in **Open** status, it cannot be placed back into **Pending** status.

Open - An open order is an active job order. If you are creating a new job order, a job order status of **Open** will be selected automatically by the system.

Referred - The OSOS System will automatically place a job order in **Referred** status when the number of referrals equals the number of requested referrals for the job.

- A user cannot manually set a job order to a **Referred** status.
- **OSOS** will automatically change a status of **Referred** to **Open** if the order is modified and saved with a “Referrals Requested” value that is greater than the “Referrals Made”.

Suspend - A **Suspend** job order is one that has been temporarily put on hold and is removed from **Open** status by request of the employer. A **Suspended** job order can be moved back into **Open** status. While a job order is in **Suspend** status, it is unavailable for Match operations.

Filled - The OSOS system will automatically place a job order in **Filled** status when the number of hires equals the number of openings for the job.

- A user cannot manually set a job order to a **Filled** status.
- **OSOS** will automatically change a status of **Filled** to **Open** if the job order is modified and saved with an “Openings” value that is greater than the “Hires” value on the Job Order Detail Tab.

Closed - A closed job order is a job that is permanently removed from **Open** status.

- A job order in **Closed** status can be duplicated using the Duplicate button.

Archived - Job Orders marked archived will be removed from the database.

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AUTOMATIC UPDATES TO JOB ORDER STATUS

Daily:

- **Open job orders with Last Open Date** less than today will go to **Suspend** status and the status date will change to today's date.
- **Job order status of Suspend** with no status change for more than 180 days will be changed to **Closed** and the status date will be changed to today's date.
- **Referred** status goes to **Closed** when status has not been updated in 180 days.

Monthly:

- **Pending** job orders whose status has not been changed in the last 30 days will be deleted from the database.
- **Filled** job orders will go to **Closed** status if the status has not been changed within the last 30 days and the status date will be set to today's date.
- **Closed** job orders will go to **Archive** status if the status has not been changed in the past two years (730 days) and the status date will be set to today's date.
- **Archived** job orders will be deleted from the database if the status has not been changed in the last 30 days.
- **Referrals** without a **result** will be marked as **Not Hired** if the referral has been unverified for more than 90 days.

AJB job orders are treated differently. Please refer to the following section on **AJB Job Orders**.