

**OSOS BUSINESS RULES AND DEFINITIONS
REFERENCE GUIDE**

JOB ORDER SEARCH

Combined Tab Search - General Info and Detail tabs can be used in combination with each other to get variable search results.

List Search - List Search contains lists that previously created by staff. List Search is a stand alone search and cannot be combined with other tabs.

Work Experience Search - When searching for jobs that require no work experience you need to enter a Zero (0) in the month's experience window.

Job Order Search Results - The job order search results will display under the following information headers (gray bars) above the list:

| | |
|---------------------|--|
| Company | (Company Name) |
| Title | (Job Title) |
| Order Number | (Job Order Number) |
| Date | (The date the job order was created) |
| Status | (The current status of the job order: Open, Closed, Referred, Suspend, Archived, Filled) |
| Age | (The number of days since the job order was created) |
| OR/MD | (The origin of the job order, if it is from OSOS or Online) |
| #D | (The number of referrals requested) |
| #R | (The number of referrals sent) |
| #O | (The number of openings) |
| #H | (The number of hires) |