

WORKFORCE DEVELOPMENT DIVISION
Workforce Policy and Service Delivery Branch
Technical Assistance Bulletin 210

Keyword: WorkInTexas.com

Subject: Recording Hires in WorkInTexas.com

Date: August 19, 2009

This Technical Assistance (TA) Bulletin provides Local Workforce Development Boards (Boards) with:

- the definition of “hire”;
- types of hires; and
- information on recording a hire in WorkInTexas.com.

Definition of Hire

A hire is the employment of a job seeker by an employer that is a direct result of a Contact or Job Development made through and documented in WorkInTexas.com.

Types of Hires

- *Job Development*—Hires that result from Texas Workforce Center staff contacting an employer and securing a referral on behalf of a specific job seeker for whom there are no suitable jobs posted in WorkInTexas.com.
- *Mass Hire/Hire List*—Hires that result from Texas Workforce Center staff receiving an oral or written list from an employer that contains the employment status information of job seekers hired by that employer.
- *On-Site*—Hires that result from Texas Workforce Center staff assisting an employer with recruiting efforts at the employer’s jobsite or another agreed upon location.
- *Job Fair*—Hires that result from Texas Workforce Center staff connecting job seekers with employers at a scheduled job fair. (For job fair hires, a Contact may not always exist in WorkInTexas.com prior to the job seeker being hired. However, some documentation is required indicating the job fair was the connection point, such as an event sign-in sheet.)
- *Reverse Referral Agreement*—Hires that result from an employer using WorkInTexas.com to direct interested job seekers to a Texas Workforce Center to apply.

- *Delayed Verification*
 - *Automatic Delayed Verification*—Hires that result from an automated process in WorkInTexas.com that checks job seeker Contacts on employer job postings against wage records for those employers.
 - *Manual Delayed Verification*—Hires that result from Texas Workforce Center staff manually entering the hire information when no Contact exists in WorkInTexas.com, but documentation exists showing Texas Workforce Center staff facilitated the connection between the employer and job seeker.

Information on Recording a Hire in WorkInTexas.com

- Verify with the employer that the job seeker has started work.
- Check the job seeker’s WorkInTexas.com account to verify that the hire has not been recorded:
 - Check the *Interested–Open* and *Interested–Closed* lists to find Contacts made to the hiring employer. To simplify the search, the list can be sorted alphabetically by employer name.
 - If there are multiple Contacts for the same employer, check *Job Titles* to ensure the hire is recorded for the appropriate job.
 - If there is no Contact recorded in WorkInTexas.com, but physical Contact documentation exists (e.g., a job fair registration form), document the manual delayed verification hire as follows:
 - Create a delayed verification job posting under the hiring employer’s WorkInTexas.com account.
 - In the *Job Description* field, include the date of the event, the date the job seeker started work, and the name of the individual who verified employment.

A hire cannot be recorded in WorkInTexas.com if:

- A Contact or Job Development does not already exist for each individual hired. For example, if an employer provides a “hire list” but there are no Contacts for the individuals on the list already associated with the job posting.
- There is an existing hire in WorkInTexas.com for the employer.
- The job seeker has been predesignated for hire by the employer.
- The hire has not been verified by the employer or job seeker.
- The job seeker was called back to work by the employer after a temporary layoff.
- The job seeker has not started work (a future *Start Date* cannot be entered into WorkInTexas.com).
- The job seeker started work for the employer more than a year ago.

Please distribute this information to appropriate staff. Direct inquiries regarding this TA Bulletin to wfpolicy.clarifications@twc.state.tx.us.