

**CENTRAL JOB BANK  
IMPLEMENTATION AND OPERATION**

**LOCATION:** Utica Working Solutions, Room 201, 207 Genesee St., Utica, NY, 13501.

**CURRENT STAFF:** 1 Supervising Labor Services Representative (Michael Jordan)  
2 Labor Services Representatives (Ted Burch, Sandy Winslow)

**RESPONSIBILITIES:**

- **Receives and data enters new job orders for entire Central/Mohawk Valley Region encompassing all 5 Workforce Investment Areas.**
  
- **Sends thank you letter to employer, employer response form, and a copy of the new listing to assure accuracy (electronic, if possible). (See sample 1)**
  
- **Recruitment orders: these orders will be developed by the BST and will be noted as a PRIORITY RECRUITMENT ORDER. These orders must be entered immediately upon receipt.**
  
- **Conducts follow-up with employers for suppressed job orders and posts results.**
  
- **Unsuppressed orders will be closed after 30 or 60 days, unless employer contacts Central Job Bank to extend duration of job order.**
  - **Special assistance from Business Services Team:**
    - a. Business Services staff will obtain referral results for all on-site recruitments and forward information to job bank staff.**
    - b. Job Bank staff will notify Business Services staff and request employer contact when employer does not respond to follow-up request (only on suppressed orders), or when job order specifications severely limit referral possibilities.**

## **STRATEGIES FOR SUCCESSFUL IMPLEMENTATION**

### **Jobseeker Staff Responsibilities**

All matching for recruitment orders as well as other job bank entered orders will be the responsibility of the local office and One Stop jobseeker staff. This will enable the central job bank staff to concentrate their efforts on data entry of new orders and follow-up. The large volume of orders will make it necessary for the matching process to be shifted.

**NOTE:** It is suggested that the Jobseeker Staff Supervisor assign each on-site recruitment job order to an appropriate Jobseeker Staff member for matching. That staff member shall communicate match results to the BST staff handling the recruitment in order to insure adequate referrals.

Jobseeker staff should also view all new orders each day to make appropriate matches to their database of jobseekers. This should include using other available job search tools such as Employon, Geographic Solutions, etc. The result should be a greater number of quality matches, placements and entered employments.

### **Business Services Staff Responsibilities**

Contact targeted employers to develop on-site recruitments by utilizing knowledge of jobseeker data base (REOS, OSOS). Immediately forward recruitment order to central job bank and label **PRIORITY RECRUITMENT ORDER**. Business Services Staff will notify local office and One Stop jobseeker staff supervisor of upcoming recruitments to allow adequate time for matching efforts. BST staff will also be responsible for posting announcements or flyers throughout the One Stop to alert jobseekers and jobseeker staff regarding the upcoming recruitment. The BST staff will be available on the day of the recruitment to greet the employer and orient them to the on-site process. The Business Services Staff will also follow up on recruitments and provide this data to Central Job Bank. In addition, BST staff will communicate results of attendance with the jobseeker staff supervisor.

Business Services Staff will strongly encourage non-targeted employers to utilize AJB, especially for those employers that have jobs posted on their own websites or other on-line job boards.

Employers who do choose to place job orders with the Central Job Bank should be encouraged to use the online **FASTFAX FORM** (revised) and email to job bank. The hard copy **FAST FAX FORM** should be used primarily for the on-site recruitments and should not be marketed as a preferred method of listing job orders.

These strategies should assist with the successful implementation of the Central Job Bank and should also boost our efforts in putting our customers back to work.