



Job Order Quality

Course Description:	This course teaches staff why quality job orders are important and how to create them through the principles that job orders: <ol style="list-style-type: none">1. Are attached to the correct employer records.2. Comply with the requirements of the WorkSource Service Delivery System policy #1006 (Job Order Policy).3. Conform to the policy format template.4. Make sense to those who use them – job seekers and WorkSource Specialists.
Duration:	4 hours
Audience:	WorkSource Business Services staff and WorkSource specialists
Objectives:	Upon completion of this training, participants will be able to: <ul style="list-style-type: none">• Create job orders that meet legal and policy requirements.• Identify the job order content standards of the Job Order policy and their importance in creating job orders.• Create quality job orders which meet quality content and format standards.
Authorization:	Administrators and supervisors manage employee registration, travel arrangements, and work schedules.
Prerequisites:	None
Refreshments/Meals:	On your own
Special Needs:	Notify us at ESD GP ECDD Training Academy if you need an accommodation.
Registration:	E-Train
Class Size:	Class capacity is 15-20 participants.
Schedule:	ECDD Training Calendar Additional classes may be scheduled upon request.