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ECDD Training Academy

QUALITY JOB ORDERS

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Quality Job Orders -- Learning Objectives

- Find the correct SKIES employer record for each job order
- Understand the Job Order Policy and its importance
- Create quality, effective job orders which meet format, template and policy standards

Quality Job Orders — Overview

The ultimate purpose of job orders is to help businesses find and hire good employees and get job seekers employed to the best of their abilities. Quality job orders accomplish both of these goals. We'll look at how to manage job orders in a way that allows us to measure — and enhance — their effectiveness.

What are “Quality Job Orders” anyway? They're job orders which:

- Are attached to the correct employer records;
- Comply with the requirements of our WorkSource Information Notice (WIN) 0032, [Job Order and Referral Requirements and Tools](#);
- Conform to the format template contained in [Appendix B](#) of that Notice;
- Are easy to read and contain clear directions; and
- Meet the needs of the employers who request them.

We'll touch on each of these points in this training, expanding on them in greater detail. There are five major sections that we will cover:

1. Starting with the Right Record
2. Complying with Job Order Policy
3. Conforming to the Common Job Order Template
4. Clear Writing
5. Federal Contractors

1. Starting with the Right Record:

Part 1 — Finding It!

All requests to post job orders originate with specific businesses — and sometimes with *individual hiring entities* within those businesses (e.g., store or restaurant locations, bank branches, etc). Quality listings must reflect those identities by all being attached to the correct employer records. There are a number of reasons why this is important:

- **Coordination** —By identifying a single active employer record in SKIES for a given employer, we can ensure that all WorkSource staff members dealing with that employer will be able to see any recent transactions with the company. This will help keep us from tripping over our own footsteps, and duplicating our efforts.
- **Better Job Search Assistance** — meaning we can find the right record — and all associated job orders — when a job seeker says, “I hear ABC Company is hiring; do you know anything about it?”
- **Better Common Measures / GMAP data** — with placements being recorded on the same records as the job orders which generated them — instead of being scattered across multiple records — we’ll have a better awareness of what kind of results we’re getting from our business services activities.
- **Better Business Services Marketing** — by having all contact information, business service plans, job orders and Notes all in one place, our ability to deliver coordinated business services — and document our successes — is greatly enhanced.

Requests to post mediated (**WA...** prefix) job orders are received from specific businesses, and quality listings must accurately identify the specific business by being attached to the correct employer records.

While there are tools within SKIES to assist in identifying this correct record, those tools aren’t always sufficient. Sometimes the record is difficult to locate with certainty and sometimes we find a number of records — more than needed — leading us to wonder which record is the best one to use.

There is a desk aid available to you entitled "[Finding Employer Records](#)" that gives you step-by-step instructions for finding employer records, when it's difficult to identify *any* record that matches up with a given employer.

Combining the search techniques covered in your SKIES training with the additional hints given in "[Finding Employer Records](#)", you should have little trouble coming up with a record for the business in question. However, what do you do when your search turns up *more* than one record? The process of finding the correct record now changes to one of choosing the correct record. Here are some things to consider:

- **Various origins:** you'll often find duplicate records for a company which have gotten into SKIES through various routes. The origin is indicated most clearly by the wording – **in red** – appearing at the bottom left on the **Employer>Employer Info>Profile** screen. Those records coming into SKIES from the TAXIS database will be identified as **DATA CONVERSION TAXIS** or **INTERFACE TAXIS**. Others will be identified as originating in **SKIES**, meaning they were created by some WorkSource staff member; or as **Go2WorkSource.com or AJB or JobCentral**, meaning the record was created though the employer having registered on the Go2WorkSource.com website (or having posted a listing on the America's Job Bank (AJB) website prior to its demise on 7/1/07). **JobNet** indicates the record was created in the legacy software which preceded SKIES. Less often encountered are sources such as **WIA Conversion** and **Unknown**.
- **General rule:** Use the record that originated from TAXIS whenever possible; all the others can be merged into the TAXIS one, thereby consolidating Notes, job orders, business services, etc., into one record. Did you find a couple of otherwise identical **TAXIS-derived records**, one from **DATA CONVERSION** and another from the **INTERFACE** process? The latter is likely to be the more current, since it originated *after* the initial setup and populating of SKIES. But currency can't always be determined solely from SKIES.

Some additional reasons for using that TAXIS record:

- It's the most recent and likely to be the most complete, *especially if* you merge other records into it.

- It's the record which the employers themselves are most likely to 'land on' when they register on Go2WorkSource.com. That means that any WS... job orders they post will be visible to you, alongside any WA... ones you generate yourself. This can keep you from duplicating their efforts – something our [WIN 0032: Job Order and Referral Requirements and Tools](#) prohibits — as well as providing information on their recruiting practices.

To learn more about how multiple TAXIS-derived records can occur for the same company, please read [Reasons for Multiple TAXIS-derived Records](#). For strategies on picking the right record to choose in such a situation, review [Selecting the Correct Employer Record](#).

Getting into the habit of always confirming the right record when you first start working with a company will ensure that business services, job orders and placements are always attached to the correct record.

The most important reason for determining one specific SKIES employer record to use, and sticking to it, is so that everyone dealing with the employer can be on board with what's gone before.

Part 2 — Using It!

Now that you've found the right record, you need to 'prep' it properly, in order to use it most efficiently. This means filling in some fields which may not be already completed, particularly if you're using one of the TAXIS-derived ones.

Fields on the **Employer>Employer Info>Profile** screen which may need input:

- **Company name.** This will frequently be cut short, in a SKIES record derived from TAXIS. This is because TAXIS uses three short name fields, rather than the longer one available in SKIES. Only the contents of the first TAXIS name field are transferred to SKIES. So, make the name of the company match the full name in TAXIS, unless the employer insists on a *completely* different DBA. Also, please note that the TAXIS employer name fields suppress all punctuation like commas, apostrophes,

periods and – usually – dashes. Make sure the SKIES record reflects the same convention. This will make it easier to find the next time.

NOTE: As mentioned on the previous page, if you are using a TAXIS-derived employer record, this is the same one which the employer will also 'land on' should they register with our website. For this reason among others, it's important to not alter the name of the company. When employers register on Go2WorkSource.com, they're generally not amused to find out in the process that their company is actually known to ESD as "ABC Transmissions – DO NOT USE", or "Fred's A1 Painting – 370".

- Enter the **Email** and **Fax** information. Correct the existing phone number if necessary. (This initial number on a TAXIS-derived record usually belongs to whoever in the company or their 'employer rep' firm interacts with their assigned District Tax Office – not likely to be the same person WorkSource staff need to deal with, except for fairly small companies.)
- **NAICS Code** - Review the indicated code on a previously untouched TAXIS-derived record for appropriateness; verify the correct code from the ZAH screen in TAXIS. (This is particularly advisable for older records, such as those showing **DATA CONVERSION TAXIS** as their origin.)

Having the correct NAICS codes reflected on the SKIES employer records of your business customers is crucial to the success of both marketing campaigns and job development efforts which rely on industry sorts of such records. In addition to the search function built into SKIES, a searchable database for NAICS codes is also available at [2002 NAICS Codes and Titles](http://2002.NAICS.Codes.and.Titles), maintained by the U.S. Census Bureau.

A *very* thorough explanation of the NAICS system is available from the NAICS Association at www.naics.com/faq.htm.

- **Mailing Address** and **Company Address** - Both of these are transferred over from TAXIS, and are normally correct, with one warning: the Mailing Address may be that of an 'Employer Representative' company -- such as UC Express -- which this business has hired as their designated

representative to carry out all their interactions with ESD with respect to UI Benefits. That designee may handle quarterly UI tax payments and Employee Wage & Hour Reports, and/or represent the business in contesting the award of UI Benefits. As with the business's phone number, replace it with a correct mailing address for the company which is more pertinent to WorkSource staff and job seekers.

- **ZIP Code** - If not already present, you can obtain the "last 4" digits of the ZIP code from zip4.usps.com/zip4/welcome.jsp, the U.S. Postal Service's ZIP Code Lookup site.
- **Office Assigned** and **Staff Assigned** should be filled in. The office will be the one posting job orders, or otherwise providing services to the employer. The Staff Assigned is commonly the person who will be keying in those job orders, though your office may choose to enter the Business Services outreach person dealing directly with the company.
- Make appropriate entries from the drop-down lists for **Ownership** and **Employer Sector**, if necessary. Posting this up front also means this information will be automatically filled in when you record placements for job orders attached to the record. Those fields will also be automatically populated when job seekers are recorded as Entered Employments outside of job orders.

Now go to the **Employer>Employer Info>Benefits/Contacts** tab and, assuming you have a job order request, or other detailed information from the company, enter:

- **Available Benefits** - The complete or most generous menu of benefits offered by the company, if known. No benefit item can be checked off on any individual job order unless it is first listed here.
- **Staff Contact Methods** - To the right, enter all the contact methods requested on the job order. This is informational only. The selection reflected on any particular job order is dependent on what's done during the job order completion process itself, on the **Employer>Job Orders>Contact** tab. However, having the selections here will help pre-fill that Contact screen when you get to the job order.

- **Employer/Job Order Contacts:** Enter your contact person for the company, and all contact information available. You can enter more than one contact, by clicking in the **Contact Name** field, and then clicking the green “+” icon under the SKIES menu bar. If you enter more than one, the contacts will “stack”, and the scroll bar at the right side of the screen will be activated.
 - If the job order request indicates just a first name for job seekers to contact, but we know both names, you might put the last name in parentheses in this field; this will cue you to delete the last name on the job order itself, when the contents of this field pre-fill there.
 - The “Contact for” field doesn’t need to contain the company’s name, as *all* contacts can be assumed to belong to the same company as the record itself. They may, however, be used to designate different *roles* for each particular contact. E.g., one might have three contacts for a large nursing home or retirement/assisted living facility; one might read “[Contact For] Medical jobs”, one “Administrative staff”, and one “Housekeeping”, when distinct individuals are responsible for recruiting efforts in each of those fields.
- **Primary Job Order Contact** - Normally, only one of multiple contacts may be designated as the Primary Job Order Contact; if you wish to change the **Primary**, the original one must be *de*-selected first. There’s an exception to this rule, though: when several employer records are merged into one in SKIES, any contacts already designated as Primary will retain that designation when combined with the other records.
- Be sure to enter the **Employer Survey Contact Info:** clicking this box will select the information currently showing on screen as the designated contact for the employer, in the event the company is selected for a random survey regarding employer satisfaction.
- Complete a Note to record the steps you’ve taken, and the basis for the information – phone call, job order request, etc. – and then record any appropriate services you’ve provided up to this point on the **(Employer>Employer Services** screen.

You're now ready to actually *create* that Quality Job Order, in compliance with [WIN 0032](#). We'll start on the **Employer>Job Orders>Description** screen in SKIES. This will involve entering information in a number of specific fields on this and the following **...>Contact** and **...>Requirements** tabs. After reviewing some general considerations about filling in these fields, we'll take a closer look at the narrative **Description** field which will make up the bulk of the job order.

2. Complying with Job Order Policy

All "WA..." prefix job orders posted to Go2WorkSource.com are expected to comply in content and format with the standards developed and maintained by ESD's WorkSource Standards and Integration Division (WSID), and published as [WIN 0032: Job Order and Referral Requirements and Tools](#).

The guidelines laid down in WIN 0032, particularly in its [Attachment A – Job Order and Referral Requirements](#), are based on various principles of state and federal employment law. We will be going through the policy, item by item.

Job Orders, Screen by Screen

The ECDD Training Academy has a number of process aids available to help with the job order creation process:

- [Job Order Overview Process Aid](#)
- [Job Order Creation Process Aid](#)
- [Job Order Monitoring Process Aid](#)
- [Job Order Reports Process Aid](#)

[WIN 0032](#) and its Attachments are also available to help you when creating job orders.

The following are some of the things to keep in mind when creating a job order:

Copy if you can!

If there's a prior job order for the same title, use it, by copying the job order. Hit the copy button, and fill in all the blanks that open up. Review the narrative section to make sure it covers the same ground as the new job order request you have. (Actually, sometimes the older ones in SKIES may be better written or more complete than the new hard-copy request received from the employer. The prior one may have been edited, in collaboration with the employer over the phone, after the last time one was sent in. The employer may only have the prior written version, but would appreciate having the more complete one actually posted. When in doubt, ask!)

Cautions when copying a prior job order:

- Any benefits will have to be re-entered on the third tab, as the copy process wipes out the prior items.
- You will also need to re-enter any Pre-employment Testing (Drug screen, and Background or Drivers License checks) on the Requirements tab. So note them on the old job order, before you begin the copy process. Employers may not mention these screening issues in a new job order request, especially verbal/telephonic requests, or if using some version of a Job Order Form without these items appearing as checkboxes.
- Also, you'll have to re-enter any CDL endorsements required.

Fields on the Employer>Job Order>Descriptions Screen

- **Assigning Staff:** and **Marketing Staff:** - the first will pre-fill with the name of the individual signed in to SKIES who is keying the job order; the latter should be that of the Business Services Team member who acted as primary point of contact with the employer with regard to this job listing.
- **Job Type** — Most commonly "Regular Employment" unless otherwise specified. (You might want to look over the alternative choices – like "WTW/WOTC ELIGIBLES ACCEPTABLE" – so you'll recognize them when they come up.) For **H-2A/B** you must use the corresponding code.
- **O*NET Code** – when you click on this, a dialog box opens that allows you to choose an appropriate code. You can use the search functions of

the box -- tab to the job title field, and enter some keyword you would expect to find associated with this job -- or you can search for the right code outside of SKIES (see www.onetcodeconnector.org/, or online.onetcenter.org), and just enter the code itself on the top line. When you click OK, the dialog box closes, and your choice fills in; the description of that occupation also pre-fills in the narrative **Description** field. (If you're *copying* a job order, and want to duplicate some of the wording previously used, but need to change – or correct – the prior O*NET code, be sure to copy the narrative job description first, before your choice of a new code replaces it with this stock version; you can then paste the former narrative back in after entering the new code.)

- **Description** – This field will contain the bulk of the narrative of the job order, and corresponds to whatever the employer has entered in the Job Duties & Responsibilities section of the Job Order Form. You might want to consider leaving this section for last, since it will sum up everything else about the job. This will be fresh in your mind right after you've finished filling in all the discrete fields on all three tabs.
- **Job Title** — This field *can* also be opened up by double-clicking in it, and has the same characteristics as the one above. However, for the most part, you *want* the job title to show up in CAPS, so you can just type as it is, and that's the way it'll come out. One caution: if you have a compound title, with a dash or slash in it (e.g., "Photographer / Videographer"), put a space on either side of the dash or slash, for legibility, and to ensure that the individual terms are separately searchable by any job seeker entering keywords on the web site. (The same goes for such terms inside the **Description** field, above.)
- **Worksite Address / City / State / County / Zip Code** These fields will pre-fill from the *Mailing* Address of the employer found on the left side of the **Employer > Employer Info > Profile** tab. (The first two fields can be unsuppressed – and viewed – by clicking the F5 button to the left of them.)
 - The **Mailing Addresses** in SKIES employer records, like the ESD TAXIS tax records from which they derive, are frequently PO Boxes, or the addresses of employer representative firms like UC First, or both. Since the first two address fields are blocked out in SKIES, and appear

only as a line of asterisks, unless you specifically unblock them, you may be identifying a job as having a work site address of a Post Office Box in Arizona, without realizing it. Refer to the information on the Job Order Form, under "Address" or "Job Site Address, if Different than Above".

- Jobs like OTR drivers, outside sales reps, on-site construction workers, etc., which may range over a wide area, rather than being done at some company headquarters location, may be identified in these first two boxes in some manner such as "Various So. Puget Sound locations, / dispatched from", which, when combined with the mandatory City, State & Zip Code fields, will give a more accurate picture of the job's commuting requirements. Even when the work *is* done at one specific location, you may want to use this technique to disguise that address, when an employer has made it clear to you that he doesn't welcome walk-ins.

Job seekers will obtain the information in the first two **Worksite Address** fields only if it is supplied to them by a WorkSource staff member in an appropriate printout, once they've been approved for a referral to the job. *However*, the City and ZIP Code of the job site *are* reflected in the website appearance of the job order. (In fact, this information is what drives the search process which job seekers initiate when they select a geographical area in which to look for jobs.) Therefore, in order to avoid misleading job seekers, thereby wasting their time, our time, and the employers', the actual job site city and ZIP *must* always be correctly indicated on each job order, as WIN 0032's [Attachment A](#) specifies, in section 4.4.1.

- **Open Date** — Must be a date from today through a month from now. If a future date is chosen, the job **Status** field will pre-fill with "PENDING", and will automatically change to "OPEN" and post the job order to the website when that date arrives.
- **Close Date** — Automatically pre-fills with a date 90 days from the selected **Open Date**. The job order will "auto-close" on this date if no other action is taken to change its status before then, or the date itself

isn't kicked forward. Depending on your WDA / WorkSource Office / Business Services Team's policy, you'll want to overtype this date so as to allow, say, at most 45 days before checking with the employer regarding results. Any duration you pick should be regarded as a last resort, to keep the listing from "falling off the radar"; depending on available staff, progress on filling every job order should be checked with the employer much sooner than that. We recommend first re-contact within 2-3 working days, and about a week after that, at least.

- Do not confuse this date with the date by which an employer wants an announcement or recruiting campaign to end. For that kind of "closing" date, see the notes under **Review Date** below.

NOTE: Every working day, it's necessary to run, or at least review, a report to identify job orders that are about to auto-close, so that you can take any appropriate action while still possible; after a job order is CLOSED, it's locked, and can't be amended in any way. The screen is **Reports >Case Management >On-Line Query Menu**; select **Query Type: Employer** on the left of the screen, and **Query: Job Orders: search by Close Date** on the right. This will open up text boxes for beginning and ending dates for your query, pre-filled with the current date and the following one — or the next working day, if run on the last working date of the week. Change the dates if desired, select the issuing office in which you're interested, and click the **Run the Query** button. This will generate a report that identifies those job orders with an auto-close date falling on or between your selected inclusive dates. *Therefore*, when creating a job order, whether using the default date or a chosen one, you might consider moving it one way or the other if it falls on a weekend, as those will all have to be done on the preceding Friday. This will tend to help keep the workload for this task spread out over the work week. The same principle holds for holidays on either side of a weekend.

- **Proposed Start Date** — Most jobs we list are immediately available, so this date will normally be the same as the start date. However, if the employer is conducting a formal recruiting process that has to run through a given date, or is recruiting for a job that won't be starting until some point in the future, use the supplied information to set a date up to 30 days in the future.

- **Min / Max Hrs Per Week** — These are required fields. If an employer has only marked “Part-time” on a Job Order Form, check the scheduled hours to determine the average or range; if necessary, contact the employer to obtain. For full-time positions show “40” in each field (for long-haul truckers, the legal maximum can be up to 70). If both part- and full-time openings are available for essentially the same position, they may both be included in the same job order, by showing, e.g., “20” to “40” hours. Make sure the job description accurately reflects this and select one of the *part-time* choices in the **Duration** field below. (This is so that the availability of part-time work will show up if a job seeker selected the “Part Time Only” search designator on our website.)
- **Review Date** — Not a required field, this can be used for such cases as a listing on a job announcement that will close on a definite future date.
- **Job Orders with a Review Date** is another Case Management Report that can be utilized to keep tabs on such things. (Though a hard copy of these job orders in a 31-day tickler file may be simpler, and work just as well, since you won’t have to remember to run that report every single day — just look at the file & act.)
- **Non WA State Min Wage, Commission, or Piece Rate** — Only checked if one of these situations obtains for this particular job; includes driving jobs paid on the basis of mileage or percentage of gross value of load. See next item.
- **Min / Max Salary / Salary Interval** — These are required fields in SKIES, unless the field immediately above is checked. Otherwise, Min Salary must be at least the WA minimum wage (currently \$9.04). If there’s a specified range, use both fields. If there’s only one starting wage indicated, or if the job order says something like “\$9.00+ / hour, DOE/DOQ”, use the same figure in both fields.
 - Note: if you’re changing (raising) the rates on a copied or existing job order, and the new minimum is more than the old maximum, a screen edit will stop you in your tracks. You’ll either have to delete both fields first, or change the maximum before you do the minimum.

- **Salary Interval** is really a *pay unit*, used with the two preceding fields, and not a *payday interval*.
- **# of Openings** — Self-explanatory.
- **Duration** — Also self-explanatory, once you're looking at the table of values. NOTE: if a job order is set up for both part-time and full-time openings, job seekers interested only in part-time work won't be able to pick it up with the "Part Time Only" search option on our website unless the value chosen here is one of the "part-time" ones.
- **Internet** — This checkbox *must* be checked for the job order to post to our Go2WorkSource.com website. If not checked, the job order will still be visible in SKIES, but not on the website. This may sometimes be appropriate if only local, e.g., WorkFirst, recruiting is being done, or if the job order is being posted as an "Open/Close" listing.

An "Open/Close" job order may be necessary in three situations:

- A job seeker was hired as a result of "job development" activities, where an employer was contacted specifically with regard to a uniquely-qualified candidate, and the position was never available to the public at large.
- A job seeker was referred to, and hired for, an opening covered by a job order, but the job order was closed before the referral could be recorded. (It *may* also be possible to have the original job order "re-OPENed" by calling the SKIES Help Desk; this option, however, is subject to programmers' availability and task priorities.)
- A job seeker was referred to a position advertised by a job order, but after application is hired by the company for an entirely different position; *and* the company supplies sufficient information about this second position to post a job order, and record the placement.
- **Maximum Referrals** — Appropriate number depends on many factors, such as how rare the skills or qualifications for the positions are, how many openings are available, what the employer's preferences are, the contact method chosen, remoteness of the work site, etc. One rule of thumb applies to all these situations: you want the job order to be active

– not “FULLY-REFERRED”, at which point it drops off the web site – until the employer has had a chance to get sufficient fully-qualified candidates to choose from.

If the employer’s own HR rules, union/management contract, or other considerations specify a minimum period for which the job must be publically listed, you may have to set — and possible *re-set* — the Maximum Referrals figure high enough for the listing to remain active for the entire period.

- **Duration Reason** — Only used when the entry for the Duration field is other than “permanent”, i.e., less than “4-150 days”. If the job is seasonal, you can indicate the approximate start & end dates here.

Fields on the Employer>Job Orders>Contacts Screen

- **Contact Information** — All of the fields in this section will populate from the information entered on the **Employer >Employer Info >Benefits/Contacts** tab for this employer. If there is more than one contact created on that tab, the one designated as Primary Job Order Contact will populate these fields by default. If you want to choose another of the already-created contacts, click on the button at the end of the **Job Contact Name** field, and a table of values will open with all available choices. Or you can complete all the fields from scratch.

It’s strongly recommended that once the **Contact Method** (next bullet) has been chosen (more than one may be checked), that the **Contact Information** for all other methods be deleted. This minimizes the chance of job seekers inappropriately contacting employers.

- **Contact Method to Apply** — Check off all methods acceptable to the employer for qualified applicants referred by WorkSource to use to contact them. This assumes that the job seekers themselves will be contacting the business — submitting résumés, generic applications, or completed employer-specific application forms — once **(a)** their qualifications have been verified by WorkSource; **(b)** they’ve been formally referred in SKIES by any WorkSource Center or Affiliate; and **(c)**

they've been supplied with the employer's identity and contact information.

- If job seekers must contact *only the issuing office* for this job order, and will not be following through themselves with the listing business after referral, then **Contact Local Office** should be checked.
- **To Apply Include** — Employers may require interested applicants to complete a company-specific application form, or may allow the application process to be initiated with a résumé or generic application. Use this section to indicate the company's requirement in this regard.

Fields on Employer>Job Orders>Requirements Screen

- **Experience Req'd in Months** — Whatever the employer specified...or can be gotten to specify. Employers frequently indicate on the Job Order Form, or in other material supplied to create a job listing, that they want an "experienced", or "highly experienced" individual for a job, without *quantifying* that attribute in any way. It should then be explained that our ability to prescreen for such factors is limited by our ability to compare the requirements of the job as specified by the employer against the qualifications of the job seeker as laid out in his/her résumé. And without some specific measure of duration, or some other quantifier such as "Journey-level certificate", which can be checked against that résumé, it's difficult to make an objective assessment of whether any given applicant meets the test of being "experienced."
- **Highest Degree Req'd** — Again, per the employer's requirements. If employer does not specify, leave blank.

When copying an earlier job order, you'll sometimes encounter the designation of NO SCHOOLING COMPLETED. This is a holdover from a prior limitation of SKIES, which:

1. Used the same table of values for Job Seekers' *achieved* educational level, *and* for this *preferred* level specified by employers for job orders; and
2. Previously had no way to change back to a blank field.

Don't leave it that way! NO SCHOOLING COMPLETED may make sense in the context of Job Seeker records. However, when used in connection with a job order, it sounds *prescriptive*, not *descriptive* . . . as if we're saying "in order to fill this job properly, you must have never gone to school."

This system limitation was later addressed by adding a blank at the end of the table of values. So if no level is specified by the employer, and NO SCHOOLING COMPLETED appears in a copied job order, scroll down to the end of the table, and select the blank space there.

- **Required License, Certification or Registration** — Entries in this *narrative text* field screen in SKIES are posted to an equivalent field – named "**Licenses Required:**" – in the version of the job order appearing on Go2WorkSource.com, under the general heading of **Other Information**.
 - Any item which also appears in the drop-down list of values under "Certificates/Licenses Required" — like RN/LPN certificates, Food Handler Cards, WABO welding certification, ASE Certification for auto mechanics, etc. — should be entered there as well, for ease of search when doing Job Match and Seeker Search activities.
 - At present, only the narrative text entries – and not the drop-down menu selections – post to the **Licenses Required** field on the version of the job order which appears on our website.
- **Skills Desired** — Entries here complement or "flesh out" the minimum **Job Requirements**, and should be skills like "customer service skills", "written/verbal communication skills", "basic computer/clerical skills", "manual dexterity & mechanical aptitude", etc. Keep them as general as possible, and don't try to duplicate the narrative descriptions.
- **Lifting Capacity** – Should be specified by employer, for any job with much of a physical component at all.
- **Age:** in most cases *should* be left blank. Age restrictions or limitations are considered discriminatory unless supported by a Bona Fide Occupational Qualification (BFOQ) or a federal or state law.

WorkSource staff cannot accept a job order that restricts the age of

applicants – nor refuse to refer individuals based solely on their age – except where laws require that individuals be a certain minimum age to perform the duties of the position, such as being 21 years of age for occupations such as bartenders and casino workers.

An employer's preference to hire drivers at or above a certain age, driven by insurance costs, does not meet this standard, since it is based on a financial consideration, rather than a legal one. Therefore, in such a situation, a job order cannot be *coded* with the higher age limit, and all qualified applicants must be referred if they so desire. However, in recognition of employers' rights to base their hiring decision on such considerations, local office staff may indicate in the job order *narrative* – under the heading of "PREFERRED QUALIFICATIONS" – that, e.g., "employer prefers to hire applicants over 26 years of age due to insurance costs."

- **Required Clerical Test Types** – Would be appropriate if the employer has arranged for some kind of pre-offer testing on their own, or wishes the WorkSource office to provide some kind of proctored testing. For example, there are two good online sites for testing typing speed, which can be accessed at www.typingtest.com and www.learn2type.com.
- **Other Physical Restrictions** – Whatever's appropriate to the job, but isn't included in the **Other Requirements** below. One example is "Able to stand for long periods," which applies to quite a number of positions, such as cashier, machine operator, etc.
- **Pre-employment Testing** – There are three categories here, comprising Criminal Background Check, Driving Record Check, and Drug Testing. While employers will usually make mention of the middle requirement when listing driving jobs, the other two are frequently not mentioned even when they apply. If the Job Order Form received from the employer is an earlier version which does not include checkboxes for these, it's important to ask employers about them, particularly in cases where experience indicates they're fairly standard for the industry. For instance, drug screening is common in the construction industry, particularly for large companies, and is driven by their insurance requirements; the same rationale might apply to jobs like "machine operator". Similarly, almost any employee in a health care or childcare

facility who could conceivably come into contact with a patient/client may be required by law to have a criminal background check.

It's important to get these requirements into the job listing, if they apply. Whatever gets checked here *must also be reflected in the narrative job **Description** section.*

- **Driver Requirements** (Valid State Drivers License Req'd; Driver License Class; Endorsements) — Determine if driving license is really needed as a condition of employment – see notes on this in the Job Listing Form Instruction sheets for more guidance. Often, employers will check this block by habit, or due to a mistaken belief that I-9 considerations require one – and may be ruling out fully-qualified candidates as a result.

For jobs requiring a CDL – Commercial Drivers License – identify the class, A, B or C, along with any endorsements required.

- **Work Days** — Monday through Friday check marks will fill by default; add or delete as needed. However, if you're duplicating an old JobNet job order, these boxes will all be blank, and must be filled in.
- **Work Shifts** — Mark according to employer's specification. If it's a swing or graveyard shift, it's a good idea to put that in the narrative's job title – just so that those who apply are the ones who really want the job, *and* know what they're getting into (e.g., "Employer is looking for a *Graveyard Shift* Forklift Driver for their new Everett location..."). *Definitely* indicate in the narrative if applicants must be willing to accept any shift offered in order to be considered. (This is one of those factors that drive employers nuts, when job applicants balk on this point after going through all the other stages of the hiring process; consider putting it in **bold** or *italic* type if it applies!)
- **Benefits** — For a job order, you can only select those benefits which have been already identified as potentially available on the **Employer >Employer Info >Benefits/Contacts** tab. If you're duplicating a prior job order, these fields will have to be filled in all over again on the new job order, as they don't carry over in the duplication process. You might check the "menu" of available benefits on the tab identified above, before starting a job order, to keep from having to backfill afterwards.

3. Conforming to the Common Job Order Template

In [Attachment B](#) of [WIN 0032: Job Order and Referral Requirements and Tools](#), content and format standards are laid out for all WorkSource staff performing the job order taking function in SKIES. These formatting standards are designed to “ensure a professional, consistent look; a concise yet comprehensive job order that is informative to the job seeker and assists staff in the selection and referral process.”

We will cover each of the seven headings established for the job order template, addressing how they interact, and what information is included under each.

The Description field: Elements of a Good Job Order

So far, we’ve reviewed some general guidelines about filling in the various job order fields in SKIES *outside of* the narrative job **Description** field. Now we’ll move on to the **Description** field, which makes up the best part of the job order, as it appears on the [Go2WorkSource.com](#) website.

It’s important that the *content, language, organization and format* of the job order comply with the standards laid out in [Attachment B – WA Job Order Template, Instructions for Use, and Content Standards](#). This brings in our third governing principle for quality job orders: **Conforming to the Common Job Order Template**.

The pages which follow are just one example of a job order, showing how you can create a consistent style, *within* the boundaries of the approved template.

Elements of a Good Job Order

Refer to the sample job order reproduced immediately below when reviewing the sections on the elements of a good job order. There are seven key elements of a good job order.

EXPERIENCED SERVICE MANAGER

WorkSource Job Number: **WA1980200**

Listed By: **WORK SOURCE LAKEWOOD AFFILIATE** on Aug 6, 2009
Last Modified on: **Sep 6, 2009**

Description

JOB DESCRIPTION:

Family owned and operated glass company is looking for an experienced and fully qualified Service Manager, to oversee glass trucks, glaziers and automotive glass installers. Additional duties include customer service, answering phones, and other duties.

HOURS / DAYS / SCHEDULE:

8 a.m. - 5 p.m., Mon. - Fri.

JOB REQUIREMENTS:

- * High School Diploma or GED equivalent
- * A minimum of four (4) years of experience in the glass field, managing auto and flat glass operations in the shop and the field.
- * Have knowledge in all phases of glazing, retro fitting, storefronts, wholesale, retail, residential and commercial.
- * Be familiar with installing automotive glass for all vehicles.
- * Be a team player with a positive attitude, able to work closely with other employees and departments.
- * Pass pre-employment drug screening (hair test), and criminal background, credit and reference checks.

PREFERRED QUALIFICATIONS:

- * Bilingual ability, in English and either Spanish or Korean, would be a plus.
- * Full set of your own glazier's tools is preferred, to allow you to assist installers if/when necessary.

WAGE / BENEFITS:

Pay is \$25.00+ / hour, DOE/DOQ, + benefits (medical, dental, vision, life ins.; 401(k); paid holidays, vacation & sick leave).

CLOSING DATE:

Open until filled.

TO REQUEST A REFERRAL:

This employer requests that qualified individuals submit a resume or generic application to the company by e-mail only (application may be obtained at any WorkSource office, or online at [Generic Application](#)). NO phone calls or "drop-ins", please. **Resume or cover letter should include a brief description of your goals for the next five years.** Serious inquiries only!

To obtain company name & contact information, by verifying you meet the minimum Job Requirements above, visit your nearest WorkSource office with written documentation of qualifications.

Job Location(s)

Location:	City:	State:	Zip Code:	Number of Openings:
Pierce	LAKEWOOD	WA	98499	1

Other Information

Minimum Pay: \$25.00	Duration: Full Time, Over 150 Days
Maximum Pay: \$25.00	Minimum hours per week: 40
Pay Unit: Hour	Maximum hours per week: 40
Educational Requirement: High School Graduate	Experience Required: 48 Months Entry Level: No

1. Job Description:

- Start with an introductory sentence, which says – briefly – *who* (company) is looking for *whom* (job title), to do *what* (5-10 word

summary of primary duties). This gets the attention of job seekers, and tells them whether it's worthwhile reading further.

- In this case, the list of day-to-day duties is fairly limited. It is summed up in the introduction and one additional short sentence. Any more extensive list of duties must be presented as a bulleted list, for clarity.

2. Job Requirements:

- Besides using bulleting as a format, standardize the *order* in which these mandatory qualifications are listed, for the benefit of both job seekers and WorkSource staff who will be referring them. You might begin with the required educational level (including the field of study, for baccalaureate or higher degrees). Follow this with the number of months or years of experience employers want candidates to have before they'll consider them. Other requirements follow in decreasing order of specificity (and ability to "verify" from a résumé), down to those qualities which *every* employer would like to see in *every* employee – "team player", "energetic", "self-starting", and so forth.
- Finish the list of Requirements with any pre-employment tests a successful candidate must pass, such as drug screening, criminal background investigations, and credit and reference checks.
- Although the items listed under this heading can be thought of as employers' lists of "musts", it isn't necessary to literally present them that way. You've already said that they're "Requirements"; beginning each bullet with "Must have..." or "Must be..." is redundant, and quickly becomes tedious as well. If you feel it's necessary to underscore the point — perhaps on qualifications that experience tells you would-be applicants may fudge on — then put an inclusive statement directly under the heading, such as "*All requirements below are mandatory, and **must** be reflected in your résumé for you to be considered for referral.*"

3. Preferred Qualifications:

- Here is where you're going to put the items an employer indicates would "...be nice", "...a plus", "...be helpful", etc.
- Be sure you and the employer are on the same page; it's common for an employer to indicate he 'prefers' candidates to have such-and-such a qualification, when it's really not optional.
- On the other hand, you may find the employer listing virtually *all* of his needs in terms of "likes", rather than requirements. In that case, you may wish to point out to the employer that *in the current job market* he can now require some qualifications he would have only preferred in times past...and still wind up with more matching candidates than he can interview.
- When employers indicate a preference for hiring veterans, this should be indicated by an entry under Preferred Qualifications, reading as follows:

"Honorably discharged veterans, widows/widowers, or spouses of honorably discharged veterans who have a service connected permanent and total disability are encouraged to apply."

WIN 0032, [Attachment A – Job Order & Referral Requirements](#), Sec. 4.4.8

4. Hours / Days / Schedule:

- Note that shift times are given as "a.m." and "p.m.", not "8am", "8 AM" or "8a"; this complies with both the Style Guidelines developed by ESD's Communications office *and* the Plain Talk guidelines endorsed by the Governor's Office.
- Including accurate and specific shift start times is essential, to provide job seekers with information they can rely on in determining if a job is suitable for them (re transportation, child care, etc.).
- "Mon. – Fri." is more clearly recognized and understood than "M-F". In addition, using these commonly-accepted *three*-letter abbreviations can help avoid confusion in case of alternative work schedules; i.e., when the work schedule starts or stops on either **Tuesday** or **Thursday**, or on **Sunday** or **Saturday**.

5. Salary / Wage / Benefits:

- Note that "**SALARY**" has been omitted in this listing for an hourly wage job; similarly, if the position were one listed as paying \$50,000/year, "**SALARY**" would be there, and "**WAGE**" wouldn't.
- When listing "DOE/DOQ" positions, where the employer has chosen to not indicate the top of the range, show as above, with the "+" sign immediately following the dollar figure, not "/hour". In other words, it's "\$25.00+/hour", not "\$25.00/hr+" (it's the *dollars* which are subject to change, not the time period).
- Note that "DOE/DOQ" is properly set off with commas
- Be consistent in the way you list benefits. It helps to ensure they're all there, as specified by the employer; it also helps identify any changes if you've copied an earlier job order and the list of benefits is now different. The order shown in the sample has the following recommended format: various insurance benefits; retirement & other financial compensation (profit sharing, stock options, etc); "days off", with each category being set off with semi-colons. This grouping allows you to (1) list several benefits with just one use of the term "ins." or "insurance"; (2) use the proper terms "401(k)" or "403(b)" without doubling up on the parentheses; and (3) include all of the different "paid time off" benefits together, with one use of the words "paid" and "leave" (or "days"). Any miscellaneous benefits (child care, tuition reimbursement, employee discounts, etc.) would follow these three main categories.

6. Closing Date / Deadline:

- Be specific, if not "Open until filled". In particular, be careful to indicate whether the deadline date means "received by", or can be construed as "postmarked" (mail) or "sent" (e-mail). If the former, indicate what the "C.O.B." (Close of Business) time is, if not otherwise apparent.

7. How to Apply / How to Request a Referral:

- Here, the instructions are broken into two paragraphs. The first one clearly indicates how the employer wishes interested job seekers to

apply, or otherwise contact them, once they have the company's identity and contact information. The second paragraph tells them how they can get that information — be referred — by showing us they clearly meet the stated minimum requirements of the position.

- The end result should be to make this distinction clear to every job seeker, between “what ABC Company wants from you” and “what WorkSource needs from you”.
- Sometimes, the employer may have some non-typical application process requirements. (Here it's “include...*your goals for the next five years*”; other possibilities might be such things as “*list salary history and/or expectations*”, “*include job title and employer's job number 15-2011 in your cover letter*”, “*provide a narrative explanation of why you want to work in the non-profit sector.*”) These process requirements need to be spelled out either here or in the Special Instructions. Inclusion in the job order itself, visible on Go2WorkSource.com, is preferable; then job seekers will already be prepared to comply when they arrive at the WorkSource office for a referral.

There are two more elements of a quality job order that you should know how to properly fill out:

Skills Desired:

Entries here should either complement or “flesh out” the minimum **Job Requirements**, and should be written from an O*Net skill sets point of view. DO NOT include items better reported under “Reqd License, Certification or Registration” – that's a separate category entirely (see below).

Required License, Certification or Registration:

- Entries in this *narrative text* field, on the **Employer >Job Orders >Requirements** screen in SKIES are posted to an equivalent field – named “**Licenses Required:**” – in the version of the job order appearing on Go2WorkSource.com, under the general heading of **Other Information** they should also have been incorporated into the first several bullets under **JOB REQUIREMENTS**, in the job description narrative.
- Any item which also appears in the drop-down list of values under “**Certificates/Licenses Required**”, on the same tab in SKIES, should be

entered there as well, for ease of search when doing Job Match and Seeker Search activities.

- Be aware that *only* the narrative text entries – and *not* the drop-down menu selections – post to the **Licenses Required** field on the website.

4. Clear Writing

Job orders may be attached to the right record and be correct in format but still be confusing or unappealing to the job seeker. It is important that job orders be clear and straightforward in language. This means they should meet appropriate “readability” requirements, including meeting “Plain Talk” standards our state is committed to.

All of the job order elements including:

- The job description elements,
- the “frame” around all job orders, and
- any “How to Request a Referral” special instructions

...should comply with Plain Talk standards.

General Considerations:

Quality of Writing:

Job orders should be clearly written and logically organized, free from errors in spelling, grammar and syntax, and generally follow rules of parallel structure, particularly in bulleted lists (i.e., have subject and verb agree in person, number and tense, etc.).

Level of Writing - Plain Talk:

Well-crafted job orders should obey the [Governor’s Executive Order 05-03](#), promoting the use of “Plain Talk” principles in all announcements and publications sent to the public. In general, this means the use of:

- Clear language commonly used by the intended audience;
- Only relevant information, presented in logical sequence;
- Short sentences, written in active voice; and
- Layout and design that helps readers understand the meaning on the first try. This includes adequate white space, bulleted lists and helpful headings (...see the format template given in WIN 0032's [Attachment B – WA Job Order Template, Instructions for Use, and Content Standards](#)).

A clear, point-by-point layout of Plain Talk principles can be found at [insideesd/content/commissionersoffice/cmu/plaintalk/plain-talk-gateway.aspx](https://insideesd.com/content/commissionersoffice/cmu/plaintalk/plain-talk-gateway.aspx).

Style of Writing:

ESD's Communications Office has developed an official [Web Content Standards and Style Guide](#) document which establishes uniform standards for all Department publications. Everyone who develops, edits or approves content for the Web – which includes [Go2WorkSource.com](https://www.go2worksource.com) – should follow the standards outlined in this manual. The guidance offered extends to non-Web documents as well, such as communications with business customers outside of the job order process. The manual contains good advice on a wide range of topics, such as common grammatical and word choice errors, and the avoidance of acronyms and other jargon when dealing with those outside the Department. The material is also available online at [insideesd/content/commissionersoffice/cmu/writing-standards-guide.docx](https://insideesd.com/content/commissionersoffice/cmu/writing-standards-guide.docx).

General Readability

Job Orders and other communication with customers, both businesses and job seekers, should meet general readability standards. This involves more than just Plain Talk principles or the stylistic choices laid out in the [Style Guide](#). For a more in-depth discussion as related to job descriptions in job orders, see the **Readability for Job Orders** document in the Resource section.

Use of color, non-standard font sizes, and other HTML coding:

Note that the standard template specified for job orders makes no provision for the use of special fonts, font sizes or colored type in either the headings included in that format, or the body of the narrative text. The use of such items detracts from the state-wide standard established for the WorkSource 'brand', so only the coding for **Bold** and *Italic* type is sanctioned. (Also,

every character in the HTML code needed to create such 'bells-&-whistles' effects counts toward the total available in the narrative **Job Description**. This means such use seriously affects the amount of remaining text available to convey the requirements of the job. For example, rendering bold-print headings in a job order into anything other than black print requires 45 characters each, or 315 characters for the whole job order. That's the equivalent of six 10-word sentences that then could not be included in the text!)

[Attachment B](#) to [WIN 0032](#) also specifies that headings with multiple items use bulleted lists to present such information, and that either asterisks or dashes may be used for these bullets. Creating bulleting with HTML codes or pasting already-bulleted lists will, respectively, needlessly waste character space (nine additional characters per bullet!) or result in lists with inverted question marks as bullets.

Other "high-level" word processing applications, like Microsoft Word, will also cause those inverted question marks; they are indicators that SKIES' word-processing engine doesn't recognize what you're trying to do. In particular, double-length dashes and "directional" quotation marks or apostrophes can cause this problem, and should always be avoided.

5. Completion of the Quality Job Order Checklist

The form below was developed over a period of more than two years, to provide WorkSource staff – inside and outside of local Business Services Units – with a quick checklist to prevent the most obvious problems with questionable job orders. WorkSource Labor Exchange Procedure #0512, ([WA Job Order and WA Job Referral Quality Standards 0512](#)) advises as follows:

Local offices will be required to advise and train staff on the ... job order quality standard guidelines. Local offices will be required to evaluate a random sample of job orders monthly using the quality standard checklists and are advised to track this information on an ongoing basis.

The Procedure does not specify the size or selection criteria of such samples, but leaves them open to local office determination.

The Procedure as written also leaves unresolved whether the checklist is intended for the use of WorkSource staff in general, or by the members of the local Business Services Unit. Such protocols must be determined locally, and clearly communicated to all staff once established.

Quality standards for WA* job orders

For all job orders, mark Yes or No next to each question below. A job order meets quality standards **only if you mark all questions Yes or N/A.**

	Yes	No	N/A	Job order #: _____
1	<input type="checkbox"/>	<input type="checkbox"/>		Is a correct O*Net code assigned to the position?
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is an employer description included in the position description without revealing the name of the employer? <i>(Mark N/A if employer chooses to reveal name, or if community/business niche is so small that the nature of the business identifies the company.)</i>
3	<input type="checkbox"/>	<input type="checkbox"/>		Are all job requirements specific and measurable?
4	<input type="checkbox"/>	<input type="checkbox"/>		Do the requirements listed in the body of the job order match the Requirements text field (3rd tab) in SKIES?
5	<input type="checkbox"/>	<input type="checkbox"/>		Are all fields completed (for example, Job Requirement and Salary/Wage/Benefit)?
6	<input type="checkbox"/>	<input type="checkbox"/>		Is an appropriate review date entered?
7	<input type="checkbox"/>	<input type="checkbox"/>		Are spelling, grammar and punctuation correct?
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are there detailed special instructions noted to guide the job seeker in the application process or to expand on the job order? <i>(If none are noted or needed, mark N/A.)</i>
9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are special instructions easy to understand? <i>(If none are noted or needed, mark N/A.)</i>
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are special instructions easy for everyone to follow? <i>(If none are noted or needed, mark N/A.)</i>

WORKSource

* WA = WorkSource-assisted job order

WorkSource staff instructions

1. Use SKIES as O*Net code source.
2. Helps determine if customers feel they can work in specific environments.
3. Avoid terms such as "strong work ethic" and "good customer-service skills." When in doubt, add the word "demonstrated" in front of the requirement.
4. Enter appropriate drop-down menu or checkbox choices for Certificates/Licenses Required, Pre-Employment Testing and Driver Requirements, and appropriate narratives in the Required License, Certification or Registration screen.
5. If an item is not applicable, write N/A. Do not leave blank.
6. Following up at the appropriate time is essential for a high-quality job order. Review dates are used to maintain ongoing contact with the employer about the status of the recruitment, and are not limited to the employer's projected fill date. Ask your supervisor for an appropriate review date.
7. If we hold job seekers to this standard, we need to hold ourselves to it as well. Always use the spell-check button in the Description screen on the Employer>Job Orders>Description tab in SKIES. Save text in this field and review it to ensure accuracy.
- 8-10. Write instructions that allow all offices to make quick and efficient referrals. Ask your supervisor to review special instructions.

Quality standards checklists for both job orders and job referrals have also been incorporated into [Attachment C](#) to [WIN 0032: Job Order and Referral Requirements and Tools](#).

6. Job Posting Requirements for Federal Contractors

Many businesses bid on contracts to supply goods and services to the federal government. Successful bidders incur certain responsibilities by law, regarding how they advertise the jobs they have to fill to carry out these contracts. Similarly, WorkSource staff keying in job orders for these positions have particular procedures to follow in SKIES, as you've already learned. Those responsibilities, and the actions required of WorkSource personnel such as Local Veterans Employment Representatives (LVERs) and other Business Services Outreach staff are the subject of established ESD / WIA policies. Specifically, they're covered by Policy and Procedure Number 4034, the **Federal Contractor Job Listing Program (FCJLP)**. A copy of this document can be accessed online at:

www.wa.gov/esd/1stop/policies/documents/laborexchange/veterans/4034.docx.

Posting Requirements

These job posting requirements apply to all jobs connected with any federal contract totaling \$100,000 or more, and can be found in the Code of Federal Regulations, at **41 CFR 60-250.5(a)2** (*and* **41 CFR 60-300.5(a)2**, under a later federal Veterans job preference act). In part, they read as follows:

2. The contractor agrees to immediately list all employment openings which exist at the time of the execution of this contract and those which occur during the performance of this contract, including those not generated by this contract and including those occurring at an establishment of the contractor other than the one wherein the contract is being performed, but excluding those of independently operated corporate affiliates, **at an appropriate local employment service office of the state employment security agency wherein the opening occurs.** Further, **listing employment openings with the state workforce agency job bank** where the opening occurs **or with the local employment service delivery system** where the opening occurs **will satisfy the requirement to list jobs with the appropriate employment service office.**

The above can be accessed directly by going to the official Government Printing Office site, www.gpoaccess.gov/cfr/retrieve.html; to search for the above, enter the citation search fields as follows:

Revision Year	Title	Part	Section	Subpart	File Type
Most Recent Available ▾	41	CFR 60-250	. 5	OR	Text ▾
<input type="button" value="Go"/> <input type="button" value="Reset"/>					

The provisions shown above will appear, as well as more detailed information about federal contractors' obligations under regulations adopted by the **Office of Federal Contract Compliance Programs (OFCCP)** of the Department of Labor.

These regulations were adopted by DOL in the form quoted above by a final and definitive ruling [Federal Register: April 7, 2008 (Volume 73, Number 67)], confirming an earlier interim rule, and revising **41 CFR 60-250.5(a)2**, as shown in the inset quote on the last page. So in practical terms, this means that federal contractors are now able to meet their **OFCCP** obligations for posting Washington state positions in one of these three ways:

1. Posting job orders through appropriate WorkSource offices acting on their behalf ("**WA...**" prefix job orders on Go2WorkSource.com); or
2. Registering on the WA State job bank website (Go2WorkSource.biz) and posting their own ("**WS...**" prefix) job listings; or
3. Posting the job— after 7/1/2007 — on any of the legitimate successors to **AJB**, such as **US.jobs** (<http://us.jobs/> – formerly **JobCentral**), **America's Job Exchange** (www.americasjobexchange.com/employer/), etc.

They can now also meet option #3 by joining the **DirectEmployers** association. **DirectEmployers** provides comprehensive VEVRAA / JVA compliance assistance through the [US.Jobs National Labor Exchange \(NLX\)](http://US.Jobs National Labor Exchange (NLX)) initiative — formed through their partnership with the National Association of State Workforce Agencies (NASWA), a non-profit association representing all state workforce agencies.

US.Jobs listings, entered either directly on their site or through an employer's membership in **DirectEmployers**, appear on Go2WorkSource.com as "**WX...**" prefix job orders. For more specifics on how these "National Labor Exchange" listings work, see www.directemployers.org/about/national-labor-

[exchange/](#).

For more detailed information on meeting job listing requirements for federal contractors, see the comprehensive FAQ site maintained by DOL's Office of Federal Contract Compliance Programs (OFCCP), at: www.dol.gov/ofccp/regs/compliance/faqs/jvafaqs.htm.

Identifying Federal Contractors

There are several venues which will help local Business Services staff locate companies recently awarded federal contracts in their WDA (Workforce Development Area). Accessing these sites on a weekly basis will ensure that you reach the companies concerned as soon as possible after their receipt of the contract award letter. You then have the chance to explain how you can help them with their recruiting, while enabling them to meet the requirements of the Federal Contractors Job Listing Act, and OFCCP (Office of Federal Contract Compliance Programs).

<http://www.defense.gov/Contracts/>: This site gives information in a summary each day, and is the most current. These are Department of Defense contracts only, however, and you must sift through the contract information to identify work being performed in your WDA area. (For dates with numerous entries, this can be done most efficiently by copying to a Word document, then conducting a **Find** search for the term "Wash.", as that's how this site invariably abbreviates Washington State.)


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 U.S. Department of Defense
 Office of the Assistant Secretary of Defense (Public Affairs)
Contracts

On the Web:
<http://www.defense.gov/contracts/index.aspx>
 Media contact: +1 (703) 697-5131

Contracts valued at \$5 million or more are announced each business day at 5 p.m. Contract announcements issued within the past 30 days are listed below. Older contract announcements are available from the contract archive page. Contract announcements are also available by e-mail subscription. Go to DoD News for more information and for links to other news items.

- Contracts for October 22, 2009
- Contracts for October 21, 2009
- Contracts for October 20, 2009
- Contracts for October 19, 2009
- Contracts for October 16, 2009
- Contracts for October 15, 2009
- Contracts for October 14, 2009
- Contracts for October 13, 2009
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- Contracts for October 07, 2009
- Contracts for October 06, 2009
- Contracts for October 05, 2009
- Contracts for October 02, 2009
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Using the search method above turned up two Pierce County, WA entries from the October 09, 2009 list, as shown below, with a combined contract total of over \$25 million! (The sample below is a condensed version; the two highlighted contracts were actually distributed over five pages of entries.)



U.S. Department of Defense
Office of the Assistant Secretary of Defense (Public Affairs)

Contract

On the Web:

<http://www.defenselink.mil/contracts/contract.aspx?contractid=4137>
Media contact: +1 (703) 697-5131/697-5132

Public contact:

<http://www.defenselink.mil/faq/comment.html>
or +1 (703) 428-0711 +1

FOR RELEASE AT
5 p.m. ET

No. 786-09
October 09, 2009

CONTRACTS

ARMY

GM GDLS Defense Group LLC, Joint Venture, Sterling Heights, Mich., was awarded on Sept. 30, 2009 a \$ 646,948,221 firm-fixed-price contract. This contract is for 352 Stryker vehicles awarded to GM GDLS Defense Group LLC, a joint venture between General Motors Defense and General Dynamics Land Systems on Delivery Order 36 of Requirements Contract W56HZV-07-D-M112. The expected period of performance for this action will be from date of award through May 2012. Work is to be performed in Sterling Heights, Mich., (60 percent), and London, Ontario, and Canada, (40 percent) with an estimated completion date of May 31, 2012. One bid solicited with one bid received. Tank Automotive & Armament Command, SFAE-GCS-BCT-P, Warren, Mich., is the contracting activity (W56HZV-07-D-M112).

aXseum Solutions, LLC, Arlington, Va., was awarded on Sept. 30, 2009 a \$118,749,236 Indefinite Delivery Indefinite Quantity contract. The contractor shall provide the Army Continuing Education System all personnel, equipment, tools, materials, supervision, and non-personal services necessary to perform services at various Army locations. Work is to be performed in various CONUS and OCONUS locations with an estimated completion date of Sept. 27, 2013. Bids were solicited via FedBizOpps with 10 bids received. U.S. Army Contracting Center of Excellence, Washington, DC, is the contracting activity (W91WAW-09-D-0019).

Clement Group, LLC, Montgomery, Ala., was awarded on Sept. 30, 2009 a \$15,699,040 firm-fixed-price contract for the design and construction of three battalion Headquarters Buildings for the Battalion Combat Teams Complex's at Jackson Ave-Main Fort Lewis and on North Fort Lewis. Work is to be performed in Fort Lewis, Wash., with an estimated completion date of Apr. 30, 2011. Four bids were solicited with two bids received. U.S. Army Corps of Engineers, Seattle District, Wash., is the contracting activity (W912HN-08-D-0029).

SRCTec, Inc., Syracuse, N.Y., was awarded on Sept. 30, 2009 a \$15,400,000 firm-fixed-price contract for procuring 14 AN/TPQ-48 (V) 3 lightweight counters mortar systems, and associated spare parts, to detect/track/locate hostile mortar radar fire through a 360-degree search sector, in response to an urgent requirement. Work is to be performed in Syracuse, N.Y., with an estimated completion date of Sept. 30, 2010. One sole source bid was solicited with one bid received. U.S. Corps of Engineers, CECOM Acquisition Center, Fort Monmouth, N.J., is the contracting activity (W15P7T-09-C-C156).

Wade Perrow Construction, LLC, Gig Harbor, Wash., was awarded on Sept. 30, 2009 a \$9,522,943 firm-fixed-price contract. This contract is for the repair/directorate of plans and training facility at Fort Lewis, Wash. This project will consist of interior renovations including but not limited to abatement of hazardous materials, demolition, seismic repair, electrical, mechanical, fire protection, reconfiguration of exhibit areas, addition of stairs, addition of classrooms and offices. Repair facility exterior including but not limited to abatement of hazardous materials, demolition, repair of roofs, envelop repairs, repair of window and associated finishes and infrastructure. Work is to be performed in Fort Lewis, Wash., with an estimated completion date of Oct. 15, 2010. Bids were solicited via fbo.gov with 3 bids received. U.S. Army Corps of Engineers, Seattle, Wash., is the contracting activity (W912DW-09-C-0034).

www.fedspending.org: Sponsored by OMB Watch (Office of Management & Budget), this site permits identification of all ongoing federal contracts (and past ones, dating to 2000), sorted by contracting agency and place of performance (down to state or even congressional district). Although the

contractor and amount of contract is shown, the site requires several additional steps, to drill down to details and start/completion dates of the contracts.

Welcome to FedSpending.org

New Data Released on FedSpending.org: October 22, 2009

On October 22, 2009, FedSpending.org was updated with new federal data, which provides site users with full spending data for federal contracts through part of the first three quarters of FY 2009 and federal assistance data for the first two quarters of FY 2009. The FedSpending.org database now contains over \$21 trillion in federal spending dating back to FY 2000.

FedSpending.org Reaches 10 Million Searches!

In June, 2008, FedSpending.org logged its 10 millionth search by a person since the site was launched in October, 2005. OMB Watch continues to be overwhelmed and gratified by the public response to the website. To add to the total, select either the Contracts or Grants tab at the upper left and start searching.

Read More

Summary of Federal Spending: Financial Assistance and Procurement (in billions of dollars)

2000 2001 2002 2003 2004 2005 2006 2007 2008

Contracts
Grants
Loans
Insurance
Direct Payments (e.g. Social Security)
Other

FedSpending.org

Contracts

The Contracts tab of FedSpending.org allows searching of federal contract spending from FY 2000 through FY 2008 with partial data available for FY 2009. The left-hand navigation bar functions as the main navigation interface for users.

Total Spending for FY 2008, by Place of Performance

MA
HI
CT
NJ
DE
MD
DC

■ +\$12,700,000,000
■ +\$7,570,000,000
■ +\$2,010,000,000
■ +\$1,200,000,000
■ +\$0 - \$1,200,000,000
■ +\$0
■ No data

FedSpending.org a project of OMB Watch

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Contracts Performed in Washington 9 (Adam Smith) (FY 2009)

Summary

Fiscal Year: 2009 Q3 * **F**
 Total dollars: **\$1,245,421,090**
 The amount for this search is 0.5% of all awarded dollars for the fiscal year.
 Total number of contractors: **208**
 Total number of transactions: **4,019**
[Get list of contractors](#)
[Get list of transactions](#)

Extent of Competition

Top 5 Products or Services Sold

Aircraft, Fixed Wing	\$875,959,500
Weapons -- Engineering Development (R&D)	\$100,041,475
Training Aids	\$37,537,171
Construction of Structures and Facilities -- Other Administrative Facilities and Service Buildings	\$22,781,237
Guard Services	\$16,004,057

Expanded summary to all products/services

Top 5 Contracting Agencies Purchasing from Contractor(s)

NAVY, Department of the	\$254,644,728
AIR FORCE, Department of the (headquarters, USAF)	\$250,045,257
ARMY, Department of the (except Corps of Engineers Civil Program Functions)	\$100,862,389
Bureau of Immigration and Customs Enforcement	\$18,250,487
Public Buildings Service	\$5,310,414

Expanded summary to all agencies

Top 5 Known Congressional Districts where Work is Performed

Washington 9 (Adam Smith)	\$1,245,421,090
---------------------------	-----------------

Contractors

BOEING CO.	\$1,021,420,381
CUBIC CORP.	\$41,199,140
APOGNAK NATIVE CORPORATION	\$22,574,434
ESMOR CORRECTIONAL SERVICES	\$17,904,192
SULTCHUCK RESOURCES CORP.	\$13,396,080
ALUTIQ DIVERSIFIED SERVICES LLC	\$6,219,655
LOGISTICS SOLUTIONS GROUP, INC.	\$5,600,000
PINE ISLAND - TAKISAKI SA JV	\$5,510,880
HEALTH NET, INC.	\$5,009,887
SKOOKUM	\$4,977,757
TETRA TECH, INC.	\$4,667,478
IRS CORP.	\$4,595,615
J.L. DARLING CORPORATION	\$4,163,328
NATIONAL RAILWAY EQUIPMENT CO	\$2,936,850
CENTENNIAL CONTRACTORS ENTER	\$2,769,276
THE ALEUT CORPORATION	\$2,397,856
HUGHES GROUP L.L.C.	\$2,331,639
AMERICA CARGO TRANSPORT CORPORATION	\$2,265,488
SMALL BUSINESS CONSOLIDATED RE	\$2,252,826
HOSPITAL KLEAN OF TEXAS, INC.	\$2,190,832
NCI INFORMATION SYSTEMS	\$2,179,830
ALTOS FEDERAL GROUP, INC.	\$1,977,049

The contracts database is compiled from government data last released on 06/26/2009.

OMB WATCH

FedSpending.org a project of OMB Watch

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Contracts Performed in Washington 9 (Adam Smith) (FY 2009)

List of Individual Transaction for FY 2009 Q3 * **F**

You can click on the column headers below to re-sort the search.

Amount	Parent Company Name	Major Agency	Product or Service	Date
\$484,888,888	BOEING CO.	Dept. of Defense	Aircraft and airframe structural components	2008-10-30
\$171,575,868	BOEING CO.	Dept. of Defense	Aircraft and airframe structural components	2008-10-14
\$135,136,284	BOEING CO.	Dept. of Defense	Aircraft and airframe structural components	2008-12-15
\$100,041,475	BOEING CO.	Dept. of Defense	Research and development	2008-12-09
\$72,166,818	BOEING CO.	Dept. of Defense	Aircraft and airframe structural components	2008-12-19
\$25,599,123	CUBIC CORP.	Dept. of Defense	Training aids and devices	2008-12-30
\$22,574,434	APOGNAK NATIVE CORPORATION	Dept. of Defense	Construction of structures and facilities	2008-11-26
\$22,574,434	BOEING CO.	Dept. of Defense	Aircraft and airframe structural components	2009-05-09
\$9,581,129	BOEING CO.	Dept. of Defense	Research and development	2008-12-11
\$8,987,733	ESMOR CORRECTIONAL SERVICES	Dept. of Homeland Security	Utilities and housekeeping services	2008-11-16
\$6,219,655	ALUTIQ DIVERSIFIED SERVICES LLC	Dept. of Defense	Construction of structures and facilities	2008-12-30
\$5,748,888	SULTCHUCK RESOURCES CORP.	Dept. of Defense	Lease or rental of equipment	2008-12-10
\$5,758,567	ESMOR CORRECTIONAL SERVICES	Dept. of Homeland Security	Utilities and housekeeping services	2009-03-27
\$5,510,880	PINE ISLAND - TAKISAKI SA JV	Dept. of Defense	Maintenance, repair, or alteration of real property	2008-11-12
\$5,484,384	BOEING CO.	Dept. of Defense	Communication, detection and coherent rad. equipment	2008-12-17
\$5,195,614	CUBIC CORP.	Dept. of Defense	Technical representative services	2008-12-15
\$5,009,887	HEALTH NET, INC.	Dept. of Defense	Professional, admin, and management support services	2008-10-07
\$4,667,478	BOEING CO.	Dept. of Defense	Professional, admin, and management support services	2008-12-19
\$4,627,355	BOEING CO.	Dept. of Defense	Professional, admin, and management support services	2008-12-15
\$4,595,615	SKOOKUM	Dept. of Defense	Maintenance, repair and rebuilding of equipment	2008-11-09
\$4,490,754	BOEING CO.	Dept. of Defense	Professional, admin, and management support services	2008-12-29
\$4,420,899	SULTCHUCK RESOURCES CORP.	Dept. of Defense	Lease or rental of equipment	2008-10-10
\$4,282,155	BOEING CO.	Dept. of Defense	Professional, admin, and management support services	2008-12-14
\$3,988,863	TETRA TECH, INC.	Dept. of Defense	Natural resources and conservation services	2008-12-02

The contracts database is compiled from government data last released on 06/26/2009.

OMB WATCH

SUPER SEARCH

Advanced search for contracts

BY CONTRACTOR

Search by name

Top 100 Contractors (2008)

Awards by contractor state

Awards by cong. district of contractor

BY PLACE OF PERFORMANCE

Overview congressional districts

Overview by state

BY CONTRACTING AGENCY

Overview by major agency

BY COMPETITION TYPE

By competition type

BY PRODUCT OR SERVICE

By product or service provided

Competition and service, 2007

The contracts database is compiled from government data last released on 05/06/2009



Contract Transaction # 24465101 (FY 2000-2009)

Expanded Detail on Individual Transactions for FY 2009 Q4



(MAP: IT)

Search by	Federal Fiscal Year
Level of Detail	
Output	

Award # 1

Amounts (Award)

Dollars Obligated	\$4,595,596.96
Current Contract Value	\$4,595,596.96
Ultimate Contract Value	\$4,595,596.96

Purchaser Information (Award)

Major Agency	Dept. of Defense
Hudfied Contracting Agency	Z189: ARMY, Department of the (except Corps of Engineers Civil Program Financing)
Contracting Agency	ARMY, Department of the (except Corps of Engineers Civil Program Financing)
Contracting Office	W71133
Program / Funding Agency	ARMY, Department of the (except Corps of Engineers Civil Program Financing)
Program / Funding Office	W48M3
Funded by Foreign Government or International Org.	No

Contract Information (Award)

Date Signed	11/03/2008
Effective Date	10/06/2008
Current Completion Date	08/31/2009
Ultimate Completion Date	08/31/2009
Award Type	Delivery Order
Type of Contract Pricing	Fixed Price
Letter Contract	No
Multi-Year Contract	No
Performance Based Service Contract	Yes
Cost or Pricing Data DfD	No
Contract Financing	Not Applicable
Cost Accounting Standards Clause	No
Contract Description	WHEELED VEHICLE MAINTENANCE
Purchase Card or Payment Method	No
Number of Actions	1
National Interest Action	None

Contractor Information (Award)

Vendor Name	SKOOKUR EDUCATIONAL PROGRAMS
Vendor Alternate Name	SKOOKUR CONTRACT SERVICES
Vendor Legal Organization Name	SKOOKUR EDUCATIONAL PROGRAMS
Vendor Name from Contract	SKOOKUR EDUCATIONAL PROGRAMS
Best Vendor Name	SKOOKUR EDUCATIONAL PROGRAMS
Vendor Enabled	8
Vendor Location Disable Flag	8
Vendor Address Line 1	385 BENEDICT ST
Vendor Address City	FORT TOWNSEND
Vendor Address State	WA: Washington
Vendor Zip Code	983664429
Vendor Congressional District (Hudfied)	WA09: Washington 9
Vendor Site Code	79178077800004
Vendor Alternate Site Code	9E3664429
Vendor DUNS Number	7917807780000
CCR Registration Date	11/26/2001
CCR Renewal Date	08/22/2008
Parent ID	317451
Parent Complete Name	SKOOKUR

Principal Place of Performance (Award)

Place Congressional District (Hudfied)	WA09: Washington 9
Place of Performance State	WA: Washington
Place of Performance Country	United States
Place of Performance Zip Code	984311500
Place of Performance Cong. District	09

Product or Service Information (Award)

Major Product or Service Code	3: Maintenance, repair and rebuilding of equipment
Product or Service Code	3025: Maintenance, Repair and Rebuilding of Equipment -- Vehicular Equipment Components
DfD Program, System, or Equipment Code	000
DfD Client Program Code	11
Principal NAICS Code	811111: General Automotive Repair
Information Technology Commercial Item	Primary Invald code: 2
Govt. Furnished Equipment or Property	
Use of EPA Designated Products	
Recovered Material Clause	
Sea Transportation	
Contract Bundling Reason	
Consolidated Contract	
Product Country of Origin	United States
U.S. Contract	Not Applicable

ZIP code denotes Fort Lewis (verify from http://zip4.usps.com/zip4/citytown_zip.jsp)

[governmentcontractswon.com](http://www.governmentcontractswon.com): This site allows information to be sorted by a variety of ways, allows searching by contractor names, and sums all contracts awarded to any given contractor. Remember, the information is no more current than the last complete fiscal year.

Address <http://www.governmentcontractswon.com/>

GovernmentContractsWon.com

skookum See Defense Contracts Won

Defense Contract Totals in 2008 Count: 558,532 Dollar Amount: \$383,348,280,990

[Home](#) | [Contractor Search](#) | [Data Downloads](#) | [About](#) Data Updated Through 2008

Government Contracts United States of America Defense Department

Defense Contractor Directory

GOLDEN PYRAMIDS 3294102 CANADA INC
 3AM LABS LTD A & A FIRE & SAFETY CO
 A & A GEAR INC A B C FLOOR COVERING INC
 A B C INC A O INC
 A OLIVER TWIST CHIMNEY SW A-1 CUSTOM UPHOLSTERY
 A-1 DISCOUNT SATELLITE A1 SATELLITE
 A1 SEPTICLEAR, INC AARON BRADLEY COMPANY INCORPORATED
 AARON BYRD ABC SANITATION & SEPTIC, INC
 ABC SCHOOL SUPPLY, INC ABS OFFICE SYSTEMS
 ABS PUMPS INC ACCESS MANUFACTURING SYSTEMS, INC
 ACCESS MARKETING & PRINTING SE ACE FENCE COMPANY
 ACE FENCE COMPANY (INC) ACOUSTIC TECHNOLOGY, INC
 ACOUSTIC TRANSDUCERS, INC ACTIVE TRANSFER CO INC
 ACTIVE TRANSPORT INTERNATIONAL CO LTD ADC ACQ. CO DBA AUTOMATED DYNAMICS
 ADC DSL SYSTEMS, INC ADSCOM CORPORATION

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- [Contracts by Weapon System](#)
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- [Contracts by Contracting Office](#)

Directories

Defense Contractors:

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Address <http://www.governmentcontractswon.com/search.asp?criteria=skookum&type=dc>

GovernmentContractsWon.com

Enter the Name of a Defense Contractor: See Defense Contracts Won

Defense Contract Totals in 2008 Count: 558,532 Dollar Amount: \$383,348,280,990

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Defense Contractor Search by Name

Enter the Name of a Defense Contractor:

(TIP: partial names can be entered; for example, searching on the word **tech** will return a list of all contractor names containing the word **tech**)

To a Spreadsheet or Other File Type

Defense Contract Totals for Contractors from 2000 to 2008
 Click on a Contractor Name for more Detail

Government Contractor Name & Address	Number of Defense Contracts Awarded	Dollar Amount of Defense Contracts Awarded
SKOOKUM EDUCATIONAL PROGRAMS INC 385 BENEDICT ST PORT TOWNSEND, WA 98368	124	\$182,484,901

Search

Defense Contractors:

- [Contractors by Name](#)
- [Contractors by Zip Code](#)
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- [Selecting the *Correct* Employer Record](#)
- [WIN 0032: Job Order and Referral Requirements and Tools](#)
- [Policy & Procedure 4034 \(FCJLP\)](#)
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- [Plain Talk for Business Services](#)
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