



State of Utah

Department of Workforce Services

JOB ORDER QUALITY ASSURANCE (QA) TOOL

Date: _____ JO#: _____

Employer Name: _____

Reviewed By: _____

JOB ORDERS-QUALITY STANDARDS MEDIATED ORDERS	REVIEWER'S RESPONSE			
Elements of the Job Order	Yes	No	N/A	Comments/Follow-up/Action
1) Job description Contains sufficient information for job matching to occur, taking into account: <ul style="list-style-type: none"> • Employer job title - Matches job description • Job duties, tasks and responsibilities - Describes the job even to someone not familiar with the occupation • Skills, knowledge and abilities - Identifies minimum requirements for essential function of the job • Working conditions - Hours, shifts, days, physical requirements, work-site location & conditions, travel requirements, etc. • Wages/compensation/benefits - Must meet minimum wage requirements as per DOL • BFOQ requirements - Requests for applicants based on age, race, color, gender, religion, marital status, physical or mental capability, or national origin is tied to a BFOQ defined in job description 				
2) Required JO data fields Requirements specified by the employer are posted to the job requirement fields. Employer preferences are listed in the job description as a preference. <ul style="list-style-type: none"> • Suppressed/Unsuppressed - The "Q" or "A" was properly selected according to current SET Team pathway and GEN LEX parameters • Age - Should only be listed if tied to a bona fide occupational qualification (BFOQ) and stated in the job description • Hours, schedule and duration of the job • Education - listed only if it is required for the job and stated in the job description • Driver license - listed only if it is required for the job and stated in the job description • License/certificate - listed only if it is required for the job and stated in the job description 				
3) Information is clear and easy to understand <ul style="list-style-type: none"> • Formatting, grammar, punctuation • Free of discriminatory, irrelevant, non-essential or confidential information 				
4) Contact Instructions <ul style="list-style-type: none"> • Contact or Referral Instructions Complete instructions are entered in the free format text box • Employer Name to Display 				
5) Worksite Locations <ul style="list-style-type: none"> • Address and zip code match the location listed in the job description for each worksite listed • Employer confidentiality - Address is removed and "Suppress Employer Name on Web" is checked 				
6) O*Net Assignment <ul style="list-style-type: none"> • O*Net assigned by GenLex is appropriate and matches job title and job description 				
7) JO Management <ul style="list-style-type: none"> • JO Mailbox - Order has been removed from the mailbox within 24 hours • Postajob - Order has been posted same day if received by 4:30pm • Notation- Placed on verification tab and includes: method received, contact person, action taken • Follow Up – Appropriate closing or verification date has been included 				