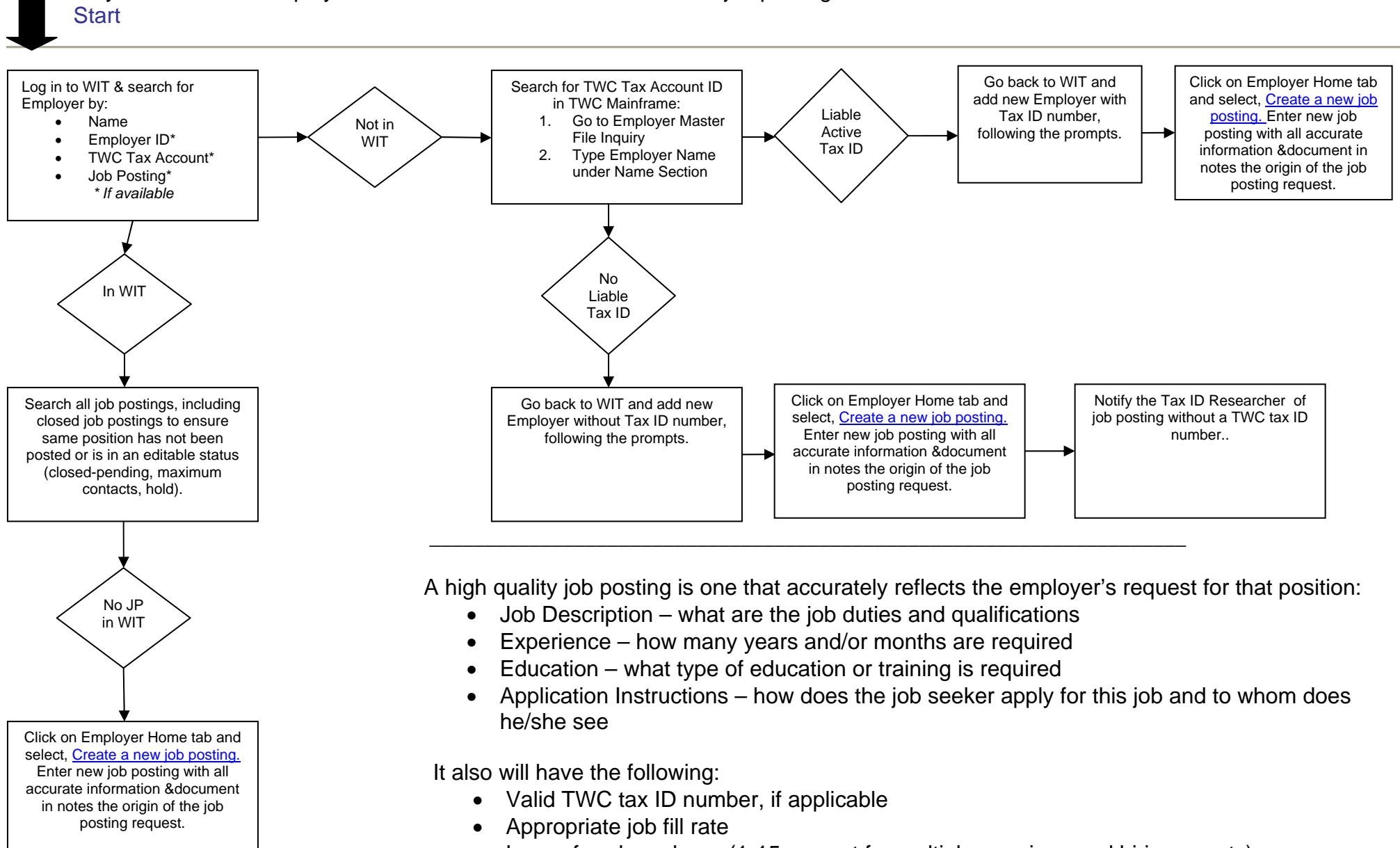


CREATING A JOB POSTING

Assess the job posting request form to determine if all information is available to create a “high quality job posting”. If not, then use this as an opportunity to contact the employer to obtain more information about the job posting.



A high quality job posting is one that accurately reflects the employer’s request for that position:

- Job Description – what are the job duties and qualifications
- Experience – how many years and/or months are required
- Education – what type of education or training is required
- Application Instructions – how does the job seeker apply for this job and to whom does he/she see

It also will have the following:

- Valid TWC tax ID number, if applicable
- Appropriate job fill rate
- Low referral numbers: (1-15, except for multiple openings and hiring events)
- Clear & concise information without misspelled words, typos and grammar errors