

JOB DESCRIPTION

Please provide/or attach a detailed description of the job. **Include skills, aptitudes, equipment used or operated, special physical demands and/or special working conditions.** (Visit www.vidol.gov and click on the ONET feature for assistance with job descriptions).

Virgin Islands Department of Labor - Definitions **Employer Services**

Our Employer Services Unit is here to provide you with the quality service you deserve. As part of our New job order process, please fill out this INITIAL JOB ORDER FORM to post your first job order (even if you have posted with us in the past). All subsequent job orders can be submitted using our EXPRESS Job Order Form.

Employers, the information you provide on the **Initial Job Order** form will help us to understand your hiring needs, update contact information, and assist us in locating and selecting suitable candidates. Please review the information below, and use it as a guide when completing any of our **Job Order** forms.

UNEMPLOYMENT INSURANCE EMPLOYER REGISTRATION NUMBER:

Please provide this number when faxing or placing a job order. This verifies that you are authorized to operate within The US Virgin Islands. If you are a new employer and have just applied for this number, please advise us; we will use your Federal Tax I.D. number on an interim basis.

REFERRAL INSTRUCTIONS:

Our job listings made available for job seekers' review, the Department of Labor withholds the employer's name, address, and contact information. This allows our staff to screen individuals' qualifications before referring them to you, and to send only the number of candidates or resumes you have requested. ****NEW OPTION~** If you choose to have your company name revealed on our listing, please indicate so. Clients will be able to view our listing and come directly to you.

REFERRAL RESULTS:

It is critical for us to get feedback concerning the quantity and quality of the referrals we make to your company. This will help us in our constant goal of improving our service to you and to the business community. For this reason, if we do not hear from you about referral results, Department of Labor staff may contact you for this information.

VETERANS PREFERENCE:

The Department of Labor makes every effort to find the most suitable candidates for your job opening(s). Our job seeker file contains military veterans skilled in many occupations and job duties. Department of Labor policy is to refer qualified veterans to job openings before qualified non-veterans.

BENEFITS:

To attract the best applicants, it is important for you to let potential employees know the benefits that you offer with your job. To some individuals, the benefits you provide may be more important than salary.

TECHNOLOGY

The Virgin Islands Department of Labor helps employers fill thousands of job openings with qualified workers each year. Like any other service agency, we are always looking for ways to make our operation more efficient and responsive to the people we serve. As part of this continuing effort, we would like to introduce you to our ONET feature on our website www.vidol.gov. This feature can be used as a resource when writing your job descriptions.