

Service	OSOS Activity Name	OSOS Activity Definition
Recruiting Assistance	Job Order Development	This activity should be recorded when staff assists a business with the content of its job order to improve matching.
	Skills Assessment	This activity should be used to record a special screening process that is above and beyond the normal job bank job order process. The screening process should include at least one of the following intensive services and should <u>not</u> represent a service that is provided routinely to all employers: • review of job applications • screening interviews • program eligibility assessments
	On-Site Recruitment	This should be recorded when staff assist a business in recruiting by accepting job applications at the business's worksite, a One Stop Center, or other Partner location. This includes situations where one or more employer is involved and the recruitment is not advertised as or intended to be a career fair. Information on the number of applications accepted should be entered in Comments.
	Customized Recruitment	This should be recorded when staff assist a business in developing a customized recruitment strategy based on individual staffing needs.
	Job Matching	This should be recorded when staff match a job order for a business. Information on the number of customer matches should be recorded in Comments.
	Career Fair Participation	This should be recorded when a business participates in a One Stop system, DOL, or other partner sponsored Career Fair. If the business is a new contact, only create a record in OSOS if there is a reasonable anticipation of future marketing/services.
	JobCentral Training Session	This should be recorded when a business has received an informational session on the use of Job Central. Such information could include, but is not limited to: the benefits and how to use Job Central to meet a business's specific needs, assisting the business in registering, demonstrating how to access and/or use the functions of the system (how to enter job orders, search for resumes, set up a resume scout, etc.)

On-the-Job Training	Job Order Entry	This should be recorded when staff enters an OJT job order.
	Job Matching	This should be recorded when candidates are matched for an OJT job order. Information on the number of job matches should be recorded in Comments.
	Referral	This should be recorded when candidates are presented to a business for consideration for an OJT position. Information on the number of candidates presented should be recorded in Comments.
	Comprehensive Skills Gap Analysis	This should be recorded when chosen candidates' knowledge, skills and abilities are compared to those required for the OJT position.
	OJT Due Diligence Completed	This should be recorded when the due diligence process has been completed for a business. Indicate if it was a yearly first-time vetting, quarterly update or yearly update in the comments field.
	OJT Application	This should be recorded when a business service representative assists a business in developing and submitting an OJT application.
	OJT Follow-up	This should be recorded when any monitoring takes place on the progress of the OJT training. Information on the status of the training should be recorded in Comments.

Tax Credits	Tax Credit Certification	This should be recorded when staff certify for a business that job applicants meet the eligibility criteria established for various State and Federal tax credit programs.
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Layoff Aversion (NY-ASSET)	Assessment	This should be recorded when a business is analyzed, including a site visit to determine if the business is in distress and could benefit from turnaround services.
	Referral	This should be recorded when staff refers a business to NY ASSET Program and/or Partner Agency for applicable turnaround services.
	Layoff Aversion Follow-up	This should be recorded when staff reaches out to a business to determine if its needs are being met and services are being delivered. This may include discussion of additional resources and partner services, or solutions tailored specifically to that business.

Human Resource Consulting	Assistance Writing Job Descriptions	This should be recorded when staff assist a business in writing specific job description(s) that list the job duties, qualifications, and responsibilities needed to attract qualified job seekers and that assist in performance evaluation, promotion, and strategic planning. <i>Note: This is more in-depth analysis than job order development.</i>
	Employee Handbook Development	This should be recorded when staff consults with a business on the development of an employee handbook in accordance with labor laws.
	HR Compliance/ Legal Issues	This should be recorded when information on Labor Laws is provided to a business. <i>DOL should not be interpreting labor laws for a business.</i>
	Job Analysis/ Skills Gap Analysis	This should be recorded when staff conduct a job analysis/ skills gap analysis for a business.
	Grant Writing Assistance	This should recorded when staff assists a business in completing necessary forms, compiling information or developing a plan in application for a grant.
	Testing	This should be recorded when staff administer, score, and/or interpret an occupational test on behalf of an business. The testing instrument must be a legal, validated measuring instrument and must be administered by a staff member who is trained/certified to administer/score/interpret tests.
	Other Human Resources Issues	This should be recorded when staff provide assistance on human resource issues such as: recruitment, turnover, staff retention, absenteeism, tardiness, termination, etc.
	Other Workshop	This should be recorded when staff presents a workshop to a business on an HR topic. The workshop should be described in Comments.

Incumbent Worker Training	Classroom Training	This should be recorded when a business enrolls one or more employees in a formal training program. Record details of the training program in Comments.
	E-learning	This should be recorded when a business enrolls one or more employees in online training. Record details of the training program in Comments.
	Other Training	This should be recorded when providing a specialized training workshop tailored to the needs of a business. Record details of the training program in Comments.

Other Business Services	Economic / Labor Market Information	This should be recorded when staff provide detailed and/or customized information for the specific labor market area or business needs. Such data can include, but is not limited to: prevailing wage data, analysis of available talent pool for specific occupations or job categories, and information on area economic conditions
	Alien Certification	This should be recorded when staff assists a business in obtaining federal certification. Process includes: reviewing employer's completed application, verifying that the employer has attempted to recruit US workers and ensuring that the employer has remedied any problems that have been identified
	Statutory Legal Issues	This should be recorded when staff provides information to a business regarding NYS Labor Law, Labor Standards, or federal/state/local legislative or regulatory issues such as minimum wage, hiring youth, veterans' employment rights, benefits, etc. This can include referrals to appropriate government agencies as needed.
	UI Information	This should be recorded when staff provides specific Unemployment Insurance information to meet a business's needs. This can include information related to the shared work program, trade act, and/or other programs directly related to UI. It can also include facilitated referrals to TCC, field tax, adjudications, and/or other UID staff.
	Rapid Response Contact	This should be recorded when Rapid Response services are provided to a business. This activity should be used to record the initial and any subsequent contacts that serve the needs of the business and/or affected workers. This can include any activities related to planning or delivery of either layoff assistance and/or layoff aversion efforts.
	Rural Employment Field Check	This should be recorded when staff perform random and unannounced field checks of agricultural worksites where workers have been placed on Clearance Orders.
	Rural Employment Field Visit	This should be recorded when staff have scheduled visits with agricultural worksites to verify compliance with the terms and conditions of employment specified in a Clearance Order.
	Referral	This should be recorded when any business contact results in a referral to a partner agency, business contact or other resource. Information on type of referral should be recorded in Comments.