

## Federal Contractors and State Job Postings

The Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA) obligates federal contractors to post qualified job openings with the State employment office where the position is located and take affirmative action to employ veterans.

### Ohio

There are two methods available to post job openings:

- 1) Go to OhioMeansJobs.com. If you want to search resumes posted on the site then you will need to register as an employer. You do not need to register as an employer to quick post a job. If you click on 'quick job post' a screen will pop-up and you simply type in your job information in the fields provided. You can indicate how someone interested should respond- submit a resume, go to your company website or whatever method you specify. You should print the posting screen and save the posting number provided when you save the posting. If you don't save the number assigned to the posting, Ohio Means Jobs will not be able to find your job posting after the fact. The job, once saved, will be on the Ohio Means Jobs statewide and included on a national site.

Or,

- 2) Contact your local State Employment Office (or the closest office to where the job is located). You can provide the job opening information and ask for it to be posted by someone at the employment office. When the actual posting is done at the county office there will be a record of the posting on the state database (SCOTI). It also makes it possible for you to establish a personal contact with the Employment Office and the local Veteran's representative if available. There is a map with links to each counties Jobs and Family Services information-there are variations in what the jobs-related agency is called so you should look for the specific county contact information. If you copy and paste the following website into your browser the first site on the list will be the map. [jfs.ohio.gov/county/cntypro/index.stm](http://jfs.ohio.gov/county/cntypro/index.stm). Ultimately, a job posting through a local state employment office will have the same exposure as the quick job post at Ohio Means Jobs.

For a federal contractor in Ohio, the advantage of Ohio Means Jobs is the ability to quickly post job openings. The disadvantage is that you must do the recordkeeping to document the job posting. The advantage in working with the local county employment office is the ability to document your job posting with a person and in the Ohio SCOTI database and the added advantage of outreach with a veteran's representative.

## Indiana

Indiana also has two possibilities to post job openings. An employer can either work with a county Work One Office or go on-line with Indiana Career Connect. The web sites are [www.work-one.org](http://www.work-one.org) or [www.indianacareerconnect.com](http://www.indianacareerconnect.com). The Work One offices have Business Service Representatives and offer employers free services to fill job openings. The Indiana Career Connect website is self-service although you can use it and work with a Business Service Representative concurrently. The Work One website has an interactive map to locate the appropriate office if you would like to work with a Business Service Representative. While the self-service posting on Indiana Career Connect may be quick from an affirmative action standpoint contractors may want to establish a relationship with the Work One office from an outreach standpoint.

## Kentucky

Kentucky also has two possibilities to post job openings. An employer can work with the appropriate One Stop office or use the on-line system through e3.ky.gov. The One Stop office locations are listed at [www.oet.ky.gov/des/office/office](http://www.oet.ky.gov/des/office/office). Depending upon the size of the One Stop office there may be more or less services offered to employers. The main website under employer information specifically recognizes Federal Contractor Job Listings (FCJL) and the focus on veterans. The other option is through the e3.ky.gov website. If you go to [www.oet.ky.gov/des/employer/employer.htm](http://www.oet.ky.gov/des/employer/employer.htm) and click on Employer Registration-Post Job Order on the right hand side of the page you will open the e3 Kentucky website to register. An employer must register to post jobs and search resumes but it can be completed on-line. Again, while the on-line posting is efficient, as a contractor you may want to establish the relationship through the appropriate One Stop office.

For any job posting, whether self-serve on-line postings or working with a local employment office, obtain documentation confirming the job posting and retain it with each job file. Some local employment offices offer additional services to employers such as applicant screening and applicant testing with no fee. Remember that a contractor cannot delegate its obligations as an EEO/Affirmative Action employer. Applicant screening and testing, whether done by the contractor or a temporary agency or county employment office must still comply with OFCCP regulations.

If you have any further questions, please contact Carol Reubel or Carolyn Potter at 513-679-4120 or [creubel@hrxperts.org](mailto:creubel@hrxperts.org) or [cpotter@hrxperts.org](mailto:cpotter@hrxperts.org) or Lori Hall at 614-538-9410 or [lhall@hrxperts.org](mailto:lhall@hrxperts.org).