

Self-Referrals

A self-referral is a request by a job seeker to be referred to a staff-assisted job order with a Public Limited disclosure level. The purpose of the self-referral is to allow job seekers to request a referral to a job without reporting to the office to make a request. If a non-citizen not eligible to work in the United States attempts to self-refer to a job order, the following validation message displays: "Please contact your local Workforce Center for further information in order to apply for this job posting."

Self-referrals are for staff-assisted Public Limited job orders only. A self-referral is not a job referral in that a referral is not posted to the job order until the self-referral is approved by the staff. A self-referral is a request by the job seeker to be referred to a job. Each order can be set to allow or not allow self-referrals.

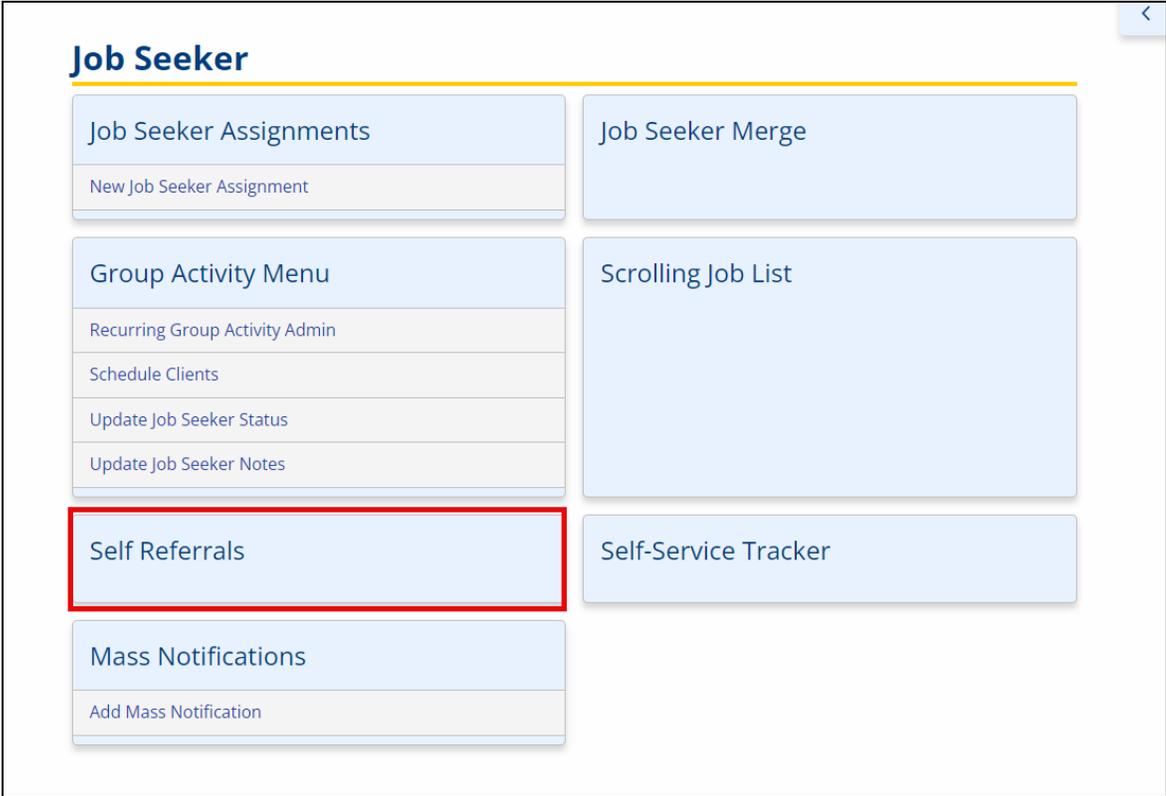
Self-referrals display in the self-referral queue. Self-referrals are added to the queue when a job seeker requests a job referral to a staff-assisted job order with a Public Limited disclosure level. From the self-referral queue, staff can review the job seeker's resume and the requirements of the job order, and then approve or deny the referral based on the job seeker's qualifications. If a self-referral is pending for a job order that has been closed or put on hold, in the interim between the request and the review, AJL provides that information, along with an option to notify the job seeker.

If staff approve or deny a referral in error, they can contact their supervisor or the AJL administrator and have the referral request reset. Resetting the referral request places it back into the queue as pending review.

Pending self-referrals display in the self-referral queue based on the current user's account type: Case managers and Supervisors: Office; Regional Directors: Offices in Region; Provider (Agency) Directors: Offices in Regions in Agency; and State Director: all. After a referral is approved or denied, it no longer displays in the queue.

Review Self-Referrals

1. From the left-hand navigation menu, navigate to **Job Seeker**, then select the **Self Referrals** tile.



- In the Self Referrals page that displays, click a name in the **Job Seeker Name** column to review the job seeker's resume. The Preview Resume page displays.

Self Referrals

i Click on the job seeker's name to view their resume.
 Click on the job's name to view its description

Sortable list of Self Referrals

Job Seeker Name	Participant ID	Job Seeker SSN	Disabled?	Veteran type	Job Title	Refer Date ▼	Status
BARBARA SWAYZE	55686	***-**-2408	Not a Disabled Veteran	Not a Veteran	Customer Service Representative	Sep 25, 2024	Approve/Deny
ZANE NICHOLS	2697639	***-**-9885	Not a Disabled Veteran	Not a Veteran	Program Manager	Jun 20, 2024	Approve/Deny
BREEANA CHRISTY	1799796	***-**-8273	Not a Disabled Veteran	Not a Veteran	Care Advocate - Overland Park, KS (must have KS or MO Health Insurance License)	Feb 29, 2024	Approve/Deny
Michelle Karcher	883383	***-**-6403	Not a Disabled Veteran	Not a Veteran	Care Advocate - Overland Park, KS (must have KS or	Feb 06, 2024	Approve/Deny

← Previous 1 2 3 4 5 6 7 8 Next →

[Return to Job Seeker Menu](#)

- More than one resume may display on the Preview Resume page. Select the resume most closely related to the job. If more than one resume is related, review all related resumes.

My Resumes

Use **KANSASWORKS** to quickly and easily create a personalized resume from scratch or to upload an existing resume. You can create as many resumes as you want by copying content from previous resumes. If you have any questions about how to use the resume wizard or how to manage your resumes, please visit the [Resumes](#) section of the online user guide.

Views 1	Receptionist - Records Clerk	Expires in 9 Days Renew
	Search for Matching Jobs What is this?	Created Sep 16, 2024
		Last Updated Sep 16, 2024
View/Edit	Change Upload	Delete
Unpublished		
Views 0	Administrative Office Assistant	Created Jul 12, 2024
	Search for Matching Jobs What is this?	Last Updated Jul 12, 2024
View/Edit	Change Upload	Delete
Expired		
Views 14	Admin assistant	Expired Sep 03, 2024 Renew
	Search for Matching Jobs What is this?	Created Jun 28, 2023
		Last Updated Jun 05, 2024
View/Edit	Change Upload	Delete

[Create Another Resume](#)

- If you're not familiar with the requirements of the job, you may want to first review the job, especially if several self-referrals are pending for the same job.

- Review the resume to determine if the job seeker's qualifications meet the minimum qualifications for the job. Click the Back button in your browser to the Self Referrals page.

5. Click the link in Job Title column to review the job details. When you are finished, click **Back** to return to the Self Referrals page.

Job Posting

Customer Service Representative

[Print Preview](#) [Save As Word](#) [Save As PDF](#)

Wage
11.50–12.50/hr

✓ You have not specified a wage for this O*NET occupation.

Education
High School Diploma or Equivalent

✓ You have a Bachelor's Degree

Referral Instructions

[Search Matching Resumes](#)

[Add to My Job Postings](#)

Adding this job to your My Jobs Postings makes it to easy access in future visits.

[f](#) [X](#) [in](#) [✉](#)

[Copy Link](#)

Job Posting: 13018110

Posted On: Aug 12, 2024
Updated On: Sep 30, 2024

Occupation: **Customer Service Representatives** (43-4051.00)

[40 hours average per week](#) [Accessible by public transportation](#) [✗ Travel is required](#)

at [First Kansas Bank](#) in Great Bend, Kansas, United States

Job Description

Looking for someone who is energetic, organized, has good communication skills, and works well in a team environment. Duties include considerable customer interaction, handling cash, item processing, opening new accounts, and other duties as assigned.

Credentials Needed

No banking experience necessary.

Job Overview

[Make Referral](#) [Back](#)

6. Click the **Approve/Deny** button in the Status column. The Make Referral page displays. The Job Seeker ID (Participant ID) and Social Security Number display as text only. The Office is defaulted to the current user. The Date/Time to Report field is not required but can be entered as appropriate.

Make Referral

Please enter the following information about the job seeker you wish to refer for the job Customer Service Representative.

Participant ID
55686

Social Security Number
***.**-2408

Date Referred (required)
  Today

Date/Time to Report
 

Office (required)

- a. **Approve:** To approve the referral, enter the **Date Referred** and enter a **Date/Time to Report**, if needed. Click **Approve Referral**.
- If the self-referral is approved, a referral is added to the job order.
 - If the employer and/or job seeker have email addresses on file, the option to **Email Employer** and **Email Job Seeker** is displayed. If not, then the letter option is displayed, with Print Employer and Print Job Seeker buttons.
 - Both the letter and email options display, for both the employer and the job seeker, with an editable message. Edit the message if needed and click **Print** or **Send**. Make sure that all information about the method of contact is included on the job seeker letter so that he/she has full and accurate instructions for applying for the job.
- b. **Approve – Job Not Open:** If the status of the job has changed from open (Active) to Referred, Inactive, or On Hold between the time the job seeker requested the referral and the time the referral request was reviewed, AJL generates a submission error message and provides an option to send an email to the job seeker.

- c. **Deny:** To deny the referral based on the job seeker's lack of qualifications, click **Deny Referral**.

Referral Information

You may email both the Job Seeker and the Employer to notify them of your referral. The job seeker has been marked as reviewed at this time and will no longer show in the self-referral queue.

[Email Job Seeker](#) [Email Employer](#) [Back](#)

- If the employer and/or job seeker have email addresses on file, the option to **Email Employer** and **Email Job Seeker** is displayed. If not, then the letter option is displayed, with Print Employer and Print Job Seeker buttons.
- Both the letter and email options display with an editable message. Edit the message if needed and click **Submit Denial Letter**. Then print the letter or Send.