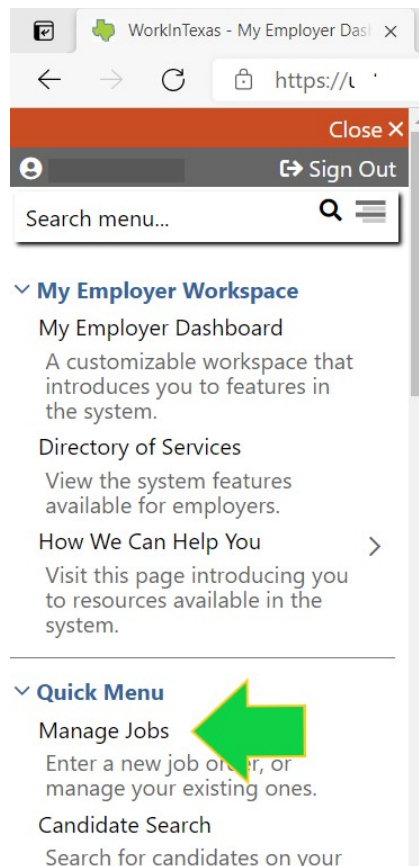


Reporting Work Refusals

The following instructions are for employers whose job offer was posted on WorkInTexas, and for employers wishing to update the status of a job offer due to refusal. Work refusals for jobs not posted on WorkInTexas should be reported on the [TWC Employer Work Refusal Documentation form](#).

1. Go to **WorkInTexas.com** <https://www.workintexas.com/vosnet/Default.aspx>
2. **Login** to WorkInTexas using your **Employer** account.
3. Navigate to the top left **Menu** and select the dropdown menu.
4. Scroll the dropdown menu under **Quick Menu**. Select **Manage Jobs**.



5. Locate the job which the applicant refused by scrolling through the displayed Job Orders or filter multiple Job Orders by selecting **Show All Jobs Filter Criteria**.

[+ Show All Jobs Filter Criteria](#)

- The page will refresh. Scroll down to enter information into the filter search boxes either by **Keyword** or **Job Order Number**.

[Hide All Jobs Filter Criteria](#)

Filter Criteria

Complete Status: Complete Incomplete

Active Locations Inactive Locations All Locations

Keywords (e.g. Accountant):

Filter by Keywords **or** Job Order Number

[+Show Keyword Search Options](#)

Job Order Number:



- Then select **Filter** at the bottom of the filter search boxes.

[[Filter](#) | [Reset Filters](#)]



- After the job summary is in focus, links to job order and applicant information will appear. Sort columns by clicking on a column title.

Results View: [Summary](#) | [Detailed](#)

To sort on any column, click a column title. Current Sort: *Job Title descending*

#	Job Title	Employer Job Status	On-line Status	System Status	Created	Inactive After	Actual Close Date	Views	Applicants	Action	Select
		Open and available	on-line	Open and available	2/11/2021	5/12/2021	N/A	18	3	Copy Edit Delete Search by Job Criteria	<input type="checkbox"/>

- Select the number of applicants in the Applicants column to expand and view.

Views	Applicants	Action	Select
18	3	Copy Edit Delete Search by Job Criteria	<input type="checkbox"/>



10. View the Applicant Information list and locate the **Select** column on the far right.
 Note: Applicants must be updated individually.

Job Order Statistics

Job Order Number: [REDACTED]
 Job Order Title: [REDACTED]
 On-Line Status: Open and available
 Employer Status: Open and available
 Available Online: On-line

Positions Available	1	Number of Applicants Reviewed	500
Applicants Hired	0	Actual Applications Made	3
Positions Remaining	1	Applicant Balance	497

Click here to set to Not Hired the status of all applicants with a status of Not Specified

Applicant Information

Please help us identify if any of the applicants below were hired or not. You can click on the applicant name to view contact information.

[Show Other Options](#)

Results View: [Summary](#) | [Detailed](#)
 To sort on any column, click a column title.

Name and Location	Education Level	Desired Salary	Applicant Status	Your Rating	Skills Matched	General Fee(s)	Specialized Fee(s)	Action	Select
[REDACTED] DALLAS, TX United States	Associate's Degree	N/A	Not Specified	Not Rated	95%	0%	N/A	Details How Do they Measure Up	<input type="checkbox"/>
[REDACTED] OF DENVER, TX United States	Bachelor's Degree	N/A	Not Specified	Not Rated	N/A	45%	N/A	Details How Do they Measure Up	<input type="checkbox"/>
[REDACTED] available, TX United States	High School Equivalency Diploma	N/A	Not Specified	Not Rated	95%	50%	N/A	Details	<input type="checkbox"/>



11. The following image is a close-up of the **Select** column shown in step 10. Remember: You can only review and update applicants one-by-one.

Action	Select
Details How Do they Measure Up	<input type="checkbox"/>
Details How Do they Measure Up	<input type="checkbox"/>
Details How Do they Measure Up	<input type="checkbox"/>



- After placing a check on an Applicant row, scroll to the bottom of the page and select the **Status** link.

Applicant	Action	Select
	Details How Do they Measure Up	<input checked="" type="checkbox"/>
	Details How Do they Measure Up	<input type="checkbox"/>
	Details How Do they Measure Up	<input type="checkbox"/>
		Contact Rate Status Print Map Print Résumés Export

Rows



- The page will refresh to show the **Applicant's Recruitment Stage**.

Applicant

Applicant Name(s): ██████████
 Applicant Résumé ID: 0
 Job Title: ██████████
 Current Rating: Not Rated

Set Applicant Status

Enter the desired information into the form below, then click the *Save Rating* button. Information will

• indicates required fields.

Job Order Information

Job Order: ██████████
 Employer Name: ██████████
 Applicant Name: ██████████
 Date Applied: 2/14/2021

Applicant's Recruitment Stage

Below are various recruiting stages. Please indicate the stages, if any, that the applicant RICHARD

Scheduled Interview: Not Specified Yes No [Today](#)

Interviewed: Not Specified Yes No [Today](#)


Hired: Not Specified Yes No [Today](#)


Notified of Non Hire: Not Specified Yes No [Today](#)

14. Go to the section **Notified of Non-Hire** and select **Yes**.


Applicant's Recruitment Stage

Below are various recruiting stages. Please indicate the stages, if any, that the applicant RICHARD EPPS has completed. Choice

Scheduled Interview: Not Specified Yes No 
[Today](#)


Interviewed: Not Specified Yes No 
[Today](#)

Hired: Not Specified Yes No 
[Today](#)

Notified of Non Hire: Not Specified Yes No 
[Today](#)



15. Scroll to the bottom section **Applicant Summary**. From the drop-down select a **Reason why Not Hired** and enter **Comments**, if desired. Keep comments professional and do not include personal remarks.

Notified of Non Hire: Not Specified Yes No 
[Today](#)

Applicant Summary

The Applicant's Current Status has been set by your choices above. Please complete any additional pro


Applicant's Current Status:

*** Reason why Not Hired:**



Comments

Please provide any additional information about this applicant that you feel may be helpful.

HR Director interviewed [Applicant's name] on April 1, 2021, and offered [Applicant's name] the position on May 3, 2021, but the job offer was refused. 



16. Scroll to the bottom of the page and select **Save** status.