



Department of
Job and Family Services

Mike DeWine, Governor

Kimberly Hall, Director

TO: Workforce Development Board Directors

FROM: John B. Weber, Deputy Director
Office of Workforce Development

Date: April 16, 2020

RE: **COVID-19 Essential Job Search Site**

Lt. Governor Husted announced that the Governor's Office of Workforce Transformation (OWT) has developed a website designed to highlight essential businesses with open positions to Ohioans who are able and willing to work as an essential employee during the COVID-19 crisis.

The temporary site features a highly-streamlined interface with only two main links – one for essential businesses and one for job seekers. Applicants can search for jobs in their area, their region, and the entire state. Both essential businesses and current job seekers can visit Coronavirus.Ohio.gov/JobSearch to post and search.

The site utilizes a “card” based format for essential businesses to showcase their hiring needs during the COVID-19 pandemic. Each business is limited to one card that displays the essential jobs they currently have available. These cards will take an applicant directly to the job opportunities section on the business's website. If any changes to a job posting are needed, the business can e-mail OWT at Workforce@OWT.Ohio.gov

The COVID-19 job search site does not interact with OhioMeansJobs.com (OMJ). If OMJ does not currently index the job opportunities from the business's website, an entry will need to be made on OMJ in addition to the COVID-19 site for the job opportunity to display on OMJ.

The COVID -19 job search also does not replace OMJ. Labor exchange activities must still adhere to the requirements of [WIOAPL 17-01 \(Mandate Use of OhioMeansJobs.com for Labor Exchange Activities\)](#). Business services such as recruitment activities may only be done for those businesses utilizing job orders through OMJ. However, a memo was sent out waiving the requirement that local areas post job opportunities on OMJ before posting to the agency's social media. An updated version of this memo will also go out allowing local areas to also promote opportunities posted on the COVID-19 essential job search site on their social media as well. If the job opening is a long-standing hiring opportunity, the posting should be added to OMJ before any type of recruitment or promotion is done on the opening.

If you have any questions regarding this memo please contact Jay Mendoza, Policy Manager at OWDPolicy@jfs.ohio.gov.

If you have questions around functionality of the website or need assistance with a job posting, please contact the Governor's Office of Workforce Transformation at Workforce@OWT.Ohio.gov .