EMPLOYER VERIFICATION PROCESS
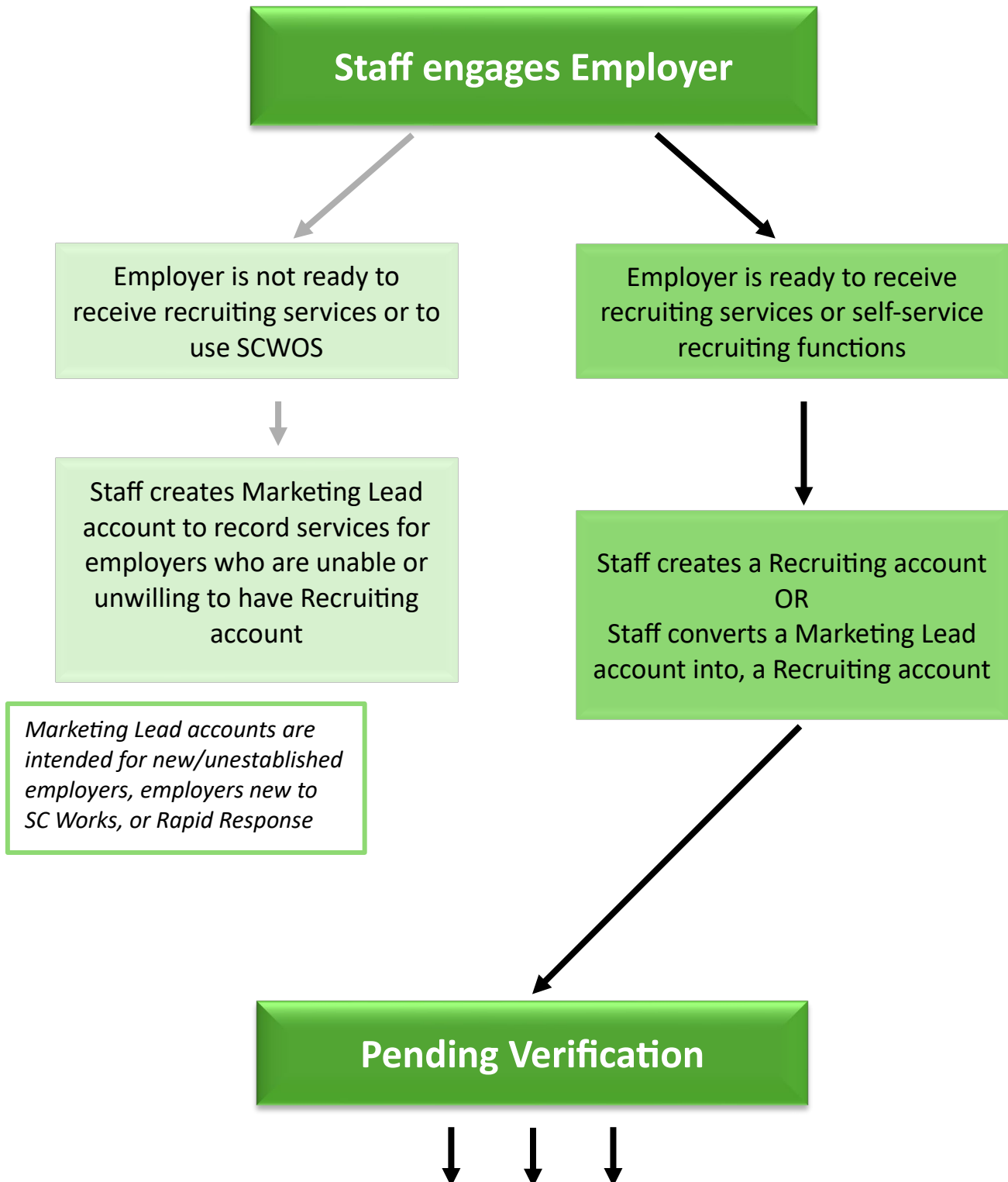
LOCAL LEVEL

Staff engages Employer

Employer is not ready to receive recruiting services or to use SCWOS

Employer is ready to receive recruiting services or self-service recruiting functions

Staff creates Marketing Lead account to record services for employers who are unable or unwilling to have Recruiting account

Staff creates a Recruiting account
OR
Staff converts a Marketing Lead account into, a Recruiting account

Marketing Lead accounts are intended for new/unestablished employers, employers new to SC Works, or Rapid Response

Pending Verification

In accordance with State Instruction 25-08

STATE LEVEL

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┌─────────────────────────────────────────────────┐
│        SCWOS Accounts Verification Team           │
│        reviews the Employer's account             │
└─────────────────────────────────────────────────┘
                        │
                        ▼
┌─────────────────────────────────────────────────┐
│                  Not Verified                     │
│                       +                           │
│    SCWOS Accounts Verification Team requests      │
│             additional information                │
└─────────────────────────────────────────────────┘
              │                        │
              ▼                        ▼
┌──────────────────────┐    ┌──────────────────────┐
│ Employer does not     │    │ Employer provides the │
│ provide the           │    │ additional            │
│ additional            │    │ information which is   │
│ information or cannot │    │ verified              │
│ be reached            │    │                       │
└──────────────────────┘    └──────────────────────┘
              │                        │
              ▼                        ▼
┌──────────────────────┐    ┌──────────────────────┐
│ Not Verified Account  │    │ Enabled Account       │
└──────────────────────┘    └──────────────────────┘
              │                        │
              ▼                        ▼
┌──────────────────────┐    ┌──────────────────────┐
│ Staff may only        │    │ Staff may now provide │
│ provide services      │    │ ALL services          │
│ allowed for           │    │                       │
│ unverified employers, │    │                       │
│ listed on Staff       │    │                       │
│ Online Resources      │    │                       │
└──────────────────────┘    └──────────────────────┘
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In accordance with State Instruction 25-08