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.


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

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

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

9. Select the number of applicants in the Applicants column to expand and view.
10. View the Applicant Information list and locate the **Select** column on the far right. Note: Applicants must be updated individually.

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

13. The page will refresh to show the Applicant’s Recruitment Stage.
14. Go to the section **Notified of Non-Hire** and select Yes.

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.

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