

**WORKFORCE DEVELOPMENT DIVISION**  
**Workforce Policy and Service Delivery Branch**  
**Technical Assistance Bulletin 194**

**Program:** ES; WorkInTexas.com

**Subject:** Improving WorkInTexas.com Job Match Quality

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This Technical Assistance (TA) Bulletin provides Local Workforce Development Boards (Boards) with information and assistance for ensuring better quality job seeker and employer job matches in WorkInTexas.com.

Online self-service job matching systems like WorkInTexas.com are only as good as the information they contain. Quality job matches occur when job seekers and employers:

- provide as much detail up front as possible; and
- effectively document skills using the predefined skill-coding functions that are a standard part of any online job matching system.

Therefore, it is important that all new job seeker applications and employer job postings are reviewed to ensure that WorkInTexas.com contains the information and level of detail required to generate quality job matches.

The Texas Workforce Commission (TWC) has developed the following tools to help ensure quality matches in WorkInTexas.com for both job seekers and employers:

- Attachment 1, *Increasing the Quality of Job Seeker Matches – Desk Aid*, is for Texas Workforce Center staff to use when assisting job seekers with producing high-quality applications and résumés in WorkInTexas.com.
- Attachment 2, *Increasing the Quality of Employer Matches – Desk Aid*, is for employers and Texas Workforce Center staff to use when creating job postings to ensure that the postings are complete and detailed enough to be matched with the most appropriate job seekers.

Please distribute this information to appropriate staff. Inquiries regarding this TA Bulletin should be directed to [wfpolicy.clarifications@twc.state.tx.us](mailto:wfpolicy.clarifications@twc.state.tx.us).