

vvvJob offer or return-to-work offer refused? Let us know.

To be eligible for unemployment benefits, claimants must be willing, able, and available for full-time work and they must apply for and accept suitable work. If you made a job offer to an applicant or gave your employees a chance to return to work but they refused, TWC needs to know. Please report these instances on our online [Employer Work Refusal Documentation form](#). Although TWC will take appropriate action when you submit a report on individuals receiving unemployment benefits, not all submissions will prompt a return correspondence.

If the person did not appear for the interview or refused the job due to a reason not listed on the [Documentation form](#), select Other from the Reason for Refusal drop-down menu, and give a short description in the Refusal Other Description field.

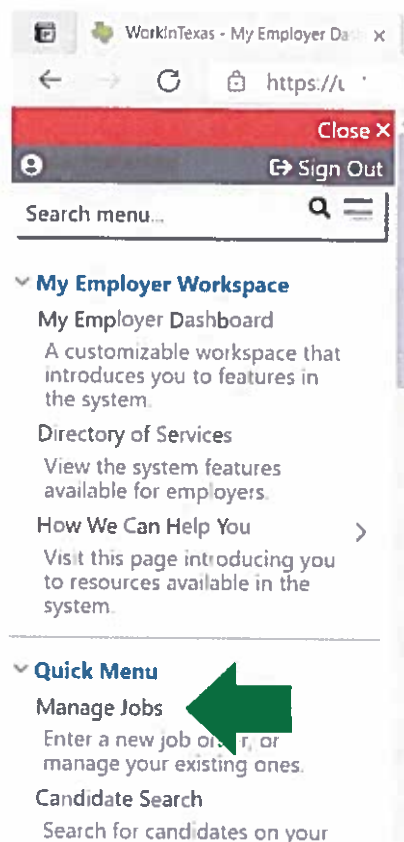
Employers who posted a job on [WorkInTexas.com](#) can follow these [instructions](#)  to report why an applicant was not hired.

[Employer Resources | Texas Workforce Commission](#)

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	<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"/>

- 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
 Applicant Status: Open and Available
 Available Status: [REDACTED]

Statistics Available: [REDACTED] | Applicants Available: [REDACTED]
 Applicants to Hire: [REDACTED] | Initial Applications Status: [REDACTED]
 Positions Remaining: [REDACTED] | Applicant Status: [REDACTED]

Click here to get to the head of applicant information of this position

Applicant Information


Please Note: In certain cases, if any of the applicant's information is not displayed, it may be due to the applicant's status or other factors.

View [REDACTED]

Applicant Status: [REDACTED]

Applicant ID	Applicant Name	Education Level	Current Salary	Applicant Status	Year Started	Birth Date	Gender (M/F)	Specialized Req 1	Address	Action
[REDACTED]	[REDACTED]	Associate's Degree	\$6.4	Not Qualified	Not Started	[REDACTED]	M	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	Associate's Degree	\$6.4	Not Qualified	Not Started	[REDACTED]	M	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	High School Equivalency Diploma	\$6.4	Not Qualified	Not Started	[REDACTED]	M	[REDACTED]	[REDACTED]	[REDACTED]

- 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	<input checked="" type="checkbox"/>
How Do they Measure Up	
Details	<input type="checkbox"/>
How Do they Measure Up	<input type="checkbox"/>
Details	<input type="checkbox"/>
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.

93	Action	Select
	Details	<input checked="" type="checkbox"/>
	How Do they Measure Up	
	Details	<input type="checkbox"/>
	How Do they Measure Up	
	Details	<input type="checkbox"/>
	How Do they Measure Up	
	Contact Rate Status Print Map Print Résumés Export	
		Rows 100 ▾



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

Applicant

Applicant Name(s): [REDACTED]
 Applicant Résumé ID: 0
 Job Title: [REDACTED]
 Current Rating: Not Rated

Set Applicant Status

Enter the desired information into the form below then click the *Save Rating* button. Information w/

* indicates required fields.

Job Order Information

Job Order: [REDACTED]
 Employer Name: [REDACTED]
 Applicant Name: [REDACTED]
 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. Choose

Scheduled Interview:	<input type="radio"/> Not Specified	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="text" value="3/25/2021"/>
				Today
Interviewed:	<input type="radio"/> Not Specified	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="text" value="4/1/2021"/>
				Today
Hired:	<input type="radio"/> Not Specified	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input type="text" value=""/>
				Today
Notified of Non Hire:	<input type="radio"/> Not Specified	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="text" value="5/6/2021"/>
				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:	<input type="radio"/> Not Specified	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="text" value="5/6/2021"/>
				Today

Applicant Summary

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

Applicant's Current Status:	<input type="text" value="Not Hired"/>
* Reason why Not Hired:	<input type="text" value="Other"/>



Comments

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

<p>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.</p>	<input checked="" type="checkbox"/>
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16. Scroll to the bottom of the page and select **Save status**.