

1                                   **CHAPTER 843. JOB MATCHING SERVICES**

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1 **CHAPTER 843. JOB MATCHING SERVICES**

2 **SUBCHAPTER A. GENERAL PROVISIONS**

3  
4 **§843.1. Employer and Job Seeker Services.**

5  
6 (a) Purpose. Job matching services provide the public with a clearinghouse for  
7 exchanging information on job postings and job seekers. This section sets forth for  
8 employers and job seekers the methods available for accessing the clearinghouse of  
9 employer and job seeker information.

10  
11 (b) Employer Postings of Job Openings. Employers may obtain access to the job  
12 matching services, including information to assist employers in posting job openings  
13 in the job matching system, by one or more of the following methods:

14  
15 (1) registering directly using the Internet-based job matching system at  
16 [www.workintexas.com](http://www.workintexas.com);

17  
18 (2) calling or visiting any Workforce Solutions Office in Texas; or

19  
20 (3) through any other means approved by the Local Workforce Development  
21 Board (Board) in consultation with Workforce Solutions Office staff located in  
22 the local workforce development area (workforce area) in which the open  
23 position exists, including sending or requesting information by mail or  
24 facsimile.

25  
26 (c) Job Seeker Access to Job Opening Information and Posting Résumé. Job seekers can  
27 obtain access to the job matching services, including information to assist job seekers  
28 in posting a résumé, obtaining information on job openings posted in the job  
29 matching system, labor market information, and employment and training  
30 opportunities by one or more of the following methods:

31  
32 (1) viewing online information available on the Internet;

33  
34 (2) registering directly using the Internet-based job matching system at  
35 [www.workintexas.com](http://www.workintexas.com);

36  
37 (3) calling or visiting any Workforce Solutions Office in Texas; or

38  
39 (4) through any other means approved by the Board in consultation with  
40 Workforce Solutions Office staff located in the workforce area in which the  
41 open position exists, including sending or requesting information by mail or  
42 facsimile.

43  
44 (d) Confidentiality and Disclosure of Job Matching Services Information.

- 1 (1) "Job matching services information" is information in the records of the  
2 Agency that pertains to the job matching services system provided to  
3 employers, employing units, and job seekers through the Internet, Workforce  
4 Solutions Offices, or other means, that is maintained by the Agency and  
5 Boards and their workforce service providers.  
6  
7 (2) Job matching services information is not public information and shall be  
8 maintained as confidential to the same degree as unemployment compensation  
9 information as set forth in Chapter 815, Subchapter E, of this title.  
10  
11 (3) This subsection does not limit or waive the Agency's rights or obligations to  
12 invoke limitations or confidentiality requirements based on separate laws or  
13 regulations.  
14  
15 (4) Disclosure of job matching services information is permissible:  
16  
17 (A) for the purposes of administering job matching services;  
18  
19 (B) when disclosing information about a job seeker or employer to that job  
20 seeker or employer;  
21  
22 (C) when there is a written information release signed by the job seeker or  
23 employer;  
24  
25 (D) when the information is provided to a public official for use in the  
26 performance of his or her official duties; and  
27  
28 (E) in other situations that do not violate the confidentiality of the job seeker  
29 or employer and that have been approved by the Agency's Open Records  
30 Unit.  
31

32 *The provisions of this §843.1 adopted to be effective April 1, 2002, 27 TexReg 2537;*  
33 *amended to be effective October 1, 2012, 37 TexReg 7752*  
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37 **§843.2. Public Employer Requirements Regarding Veterans Preference.**  
38

- 39 (a) A public entity or public work shall provide information to the Agency regarding  
40 any open position subject to the veterans preferences as specified in Texas  
41 Government Code §657.009, unless specifically exempted under the state statute.  
42  
43 (b) A public entity or public work shall provide information by one or more of the  
44 methods indicated in §843.1 (b)(1) - (3) relating to the Employer Postings of Job  
45 Openings and submit basic information regarding the opening to the Agency as soon  
46 as practical, including the following:

- 1  
2 (1) the name of the public entity;  
3  
4 (2) the location where the job is to be performed including city and state;  
5  
6 (3) a description of the job opening;  
7  
8 (4) the minimum educational and work experience required for the position;  
9 and  
10  
11 (5) contact information regarding the opening.  
12

13 *The provisions of this §843.2 adopted to be effective April 1, 2002, 27 TexReg 2537*

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16  
17 **§843.3. Public Employer Requirements Regarding E-Verify.**

- 18  
19 (a) State agencies and institutions of higher education, as defined by Texas Education  
20 Code §61.003, shall register and participate in the federal electronic verification of  
21 employment authorization program, E-Verify, for all newly hired employees, as  
22 specified in Texas Government Code §673.002, unless specifically exempted under  
23 the state statute.  
24  
25 (b) In accordance with Texas Government Code §673.002, the Agency:  
26  
27 (1) shall provide notice, registration information, and online forms for the E-  
28 Verify program to state agencies; and  
29  
30 (2) may provide technical assistance, upon request.  
31

32 *The provisions of this §843.3 adopted to be effective March 14, 2016, 41 TexReg 1976*

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