



**DEPARTMENT OF WORKFORCE SERVICES
ISSUANCE PY 10-03**

Artee Williams, Director

July 26, 2010

TO: All Department of Workforce Services (DWS) Employees
Local Workforce Investment Areas/Service Providers

SUBJECT: Job Order and Referral Policy

1. **Purpose:** To clarify policy regarding the requirement to create a job order prior to referring a job seeker to an employer.
2. **Background:** Although the requirement to enter all job orders into Arkansas JobLink (AJL) has always existed, recent questions about the handling of 'day labor' or 'spot jobs' indicate the need to clarify both the requirement and applicability of handling all job orders and referrals.
3. **Information:** It is the policy of the Department of Workforce Services that all job orders, to include those for 'day labor' or 'spot jobs', be entered into AJL prior to referring job seekers to the employer. This also encompasses a job development that results in the individual being hired. This policy does not preclude the provision of information previously published through other means (i.e. newspaper employment ads, local area periodical employment guides, etc.) to a jobseeker.
4. **Action Required:** Please ensure that all appropriate staff are made aware of and comply with this policy.
5. **Inquiries:** If you have any questions or need training, please contact Jim Case, DWS ES Program Operations Manager at (501) 682-1893 or Jim.Case@arkansas.gov.
6. **Expiration Date:** Continuing.