

Job Search Policy

The Workforce Investment Board is requesting that all Adult and Dislocated Worker participants be provided staff assisted job search assistance during intensive services. The amount of job search assistance provided will be at the discretion of the Program Operator, however, it should be based on the individual's needs and labor market conditions.

Verification of the staff assisted job search should be documented in the client folder either in the log notes or in the IEP under Intensive Services Received/Results. For participants that the Program Operator has determined to need immediate training assistance (within ten days of enrollment) the Program Operator needs to insure at a minimum that the following is contained in the client folder:

- 1) Evidence that the Program Operator has contacted a minimum of two local companies that provide an adequate starting wage and normally hires individuals with the skill levels of their participant. The results of these contacts must be documented. If no companies can be found that meet the above criteria then document that fact.
- 2) Evidence that the Program Operator has searched the most recent local Sunday paper for possible job openings for which:
 - a) the participant is qualified for with their current skill levels
 - b) the starting wage will allow the participant to be self-sufficient.

The results of this search must be documented.

- 3) Evidence that the Program Operator has checked the VEC Alex System for possible job openings for which:
 - a) the participant is qualified for with their current skill levels
 - b) the starting wage will allow the participant to be self-sufficient.

The results of this search must be documented.