

Fresno Regional Workforce Investment Board

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Blake Konczal, Executive Director

OPERATIONAL DIRECTIVE

FRWIB OD # 10-13

Date Released: May 28, 2013

To: All Fresno Regional Workforce Investment Board Providers of Services

From: Blake Konczal, Executive Director

Effective Date: May 28, 2013

Subject: Job Seeker Agreement

Applicable Program: Adult, Dislocated Worker

Revision History: Initial Release

The purpose of this Operational Directive (OD) is to document the Job Seeker Agreement process.

One Stop staff is to introduce the Job Seeker Agreement ([Form REG-113](#)) at the Core A Orientation and Self Reliance Team interview.

Process:

At each of the following steps in the customer flow, the appropriate staff is to review the applicable section of the job seeker agreement:

- Initial WIA Interview (SRT)
 - If the SRT recommends referral to WIA, then they will review the entire Job Seeker Agreement with the job seeker.
 - If the job seeker agrees to comply with the agreement, they are to sign and date the agreement.
- Job Readiness Preparation (Core B, Staff Assisted);
 - ERS to provide the Job Seeker a day of the week they should communicate with them.
- Prior to entering the training phase, if applicable; and,
- Job Ready (Code 11);

The job seeker is to initial where indicated. The job seeker and indicated staff are to sign and date each section at the conclusion of each review.

At each step, the job seeker is to be provided a copy of the Agreement.

At any point where the job seeker either refuses to initial or fails to comply with the Agreement, the job seeker is to be exited from the WIA program.

Please address any questions to the FRWIB Program Manager.