

Anna Munro

From: Jody Toner
Sent: Wednesday, May 29, 2019 12:09 PM
To: Jody Toner
Subject: FW: OJT & PWE Change: No Longer Requiring EF Job Orders

Importance: High

From: Jody Toner
Sent: Wednesday, April 24, 2019 10:05 AM
To: Maria Suarez; Christina Witt; April Hodge
Cc: John Flanagan; Juditte Dorcy; Sheila Doyle; Anna Munro; Chad Kunerth; Wesley Barr; Michelle Schultz; Mimi Tran; Doug Tobin; Tammy Stahlgren
Subject: OJT & PWE Change: No Longer Requiring EF Job Orders
Importance: High

In order to comply with WP requirements on Job Orders and candidate referrals meeting the minimum standards, we will no longer be completing any EF Job Order referrals. We cannot refer a candidate to a JO unless they meet all criteria thus a quality referral. If candidates meet all qualifications then they would not need an OJT or PWE. This would circumvent the entire skills gap analysis component of the OJT. Doing a EF JO on OJT and PWE is not required.

This was discussed with John and Judy and in our Senior Leadership meeting last week on 4.18.19.

Effective immediately we will discontinue the practice of requiring EF Job Orders for OJT and PWE positions. Please notify your entire team of this change.

Per DEO WIOA Program Monitoring requirements we have to document that an open position exists for the OJT but this can be as simple as an email correspondence from the employer to us documenting the need for the position. I think I will build this into the existing paperwork structure.

Please let me know if you have any questions.

Jody A. Toner

Director Policy, Performance and MIS

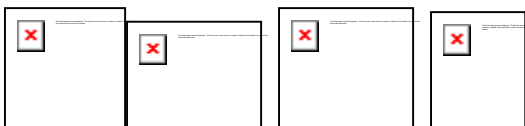
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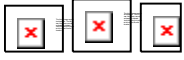
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