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WIOA BULLETIN NO. 04-23

TO: WIOA Partners

FROM: Maricar Pilotin-Freitas, Administrator
Workforce Development Division

A handwritten signature in blue ink, reading "Maricar Pilotin-Freitas".

SUBJECT: Job Posting Guidelines for Third-Party Agents and Staffing Agencies in HireNet Hawaii

PURPOSE

The purpose of this bulletin is to provide guidance and instructions for third-party agents and staffing agencies posting job orders on behalf of employers in HireNet Hawaii.

POLICY

Employers who use third-party agents or staffing/temporary agencies for recruiting shall post all job orders through the hiring organization's HireNet Hawaii employer account. In addition, the employer shall provide their local American Job Center with verification that the third-party agent or staffing agency is authorized to conduct recruitment on the employer's behalf.

Furthermore, when third-party agents and staffing/temporary agencies post job orders on the employer's behalf, the job orders shall include at a minimum, the following information:

- the employer's FEIN and mailing address;
- show the Company's HR Manager or Company Owner/Manager as the primary contact, and include the third-party agent's contact name and phone number as an additional contact; and
- have open/close dates, job title and duties associated to the specific job posting.

Employers who use third-party agents or staffing agencies for recruitment shall be responsible for all content and job postings in their HireNet Hawaii employer account.

Failure to adhere to this policy may result in the removal of the job order and/or the suspension of the HireNet Hawaii employer account.

EFFECTIVE DATE

This bulletin is effective immediately.

INQUIRIES

Inquiries regarding this bulletin may be directed to Mr. Jayson Muraki at (808) 586-8878.

c (via email): Frederick Pascua, Oahu Branch Manager
Kevin Kimizuka, Maui Branch Manager
Adele Manera, Kauai Branch Manager
Denise Pacheco, Hilo Office Manager