**TITLE: Labor Exchange; Selection and Referral Policy**

**REFERENCES**

The Workforce Investment Act (WIA) of 1998 (WorkSource); the Wagner-Peyser Act as amended by WIA (Labor Exchange); Title 38, USC, Chapters 41 and 42 (Veterans); the Code of Federal Regulations (CFR), Title 20, Chapter V, Part 652 (Labor Exchange) and Chapter IX, Parts 1001 and 1005 (Veterans).

Refer to LX-Procedure-Selection and Referral-4008-0302 for procedures to this Policy.

**PURPOSE**

Historically, selection and referral activities have been centered around the Employment Security Department (ESD) acting as gatekeeper between employers and job seekers. Job seekers could not access suppressed job orders and employers could not access registered job seekers without point-of-service staff intervention.

**PERSONS AFFECTED**

This communication applies only to ESD staff, however, Workforce Development Councils (WDCs) and partner agencies are welcome and encouraged to use the information when developing local policies and procedures.

**DEFINITIONS**

**O\*NET/SOC Code -** As the replacement for the Dictionary of Occupational Titles (DOT), O\*NET is a comprehensive database of worker attributes and job characteristics.

**POLICY**

It is the policy of the Employment Security Department (ESD), upon request by employer,  to select qualified applicants for, and to refer qualified applicants to, employer job openings, as long as the services to be performed and/or the conditions of employment are not contrary to federal, state, or local laws or regulations, or ESD policies and procedures.

**SUPERSEDES**

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| **Version** | **Date** | **Description** |
| 1.0 | 1/4/93 | New communication #7006 |
| 2.0 | 3/20/00 | Supersedes and cancels communication #7011 |

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