

WorkSource Information Notice (WIN)

Workforce & Career Development Division

Policy-related | Fiscal | Performance | Q&A | Other

Number: WIN - 0047

Date: September 11, 2013

Expiration Date: N/A

TO: Workforce Development System Partners

FROM: Amy L. Smith, Director of Policy, Program Administration & Technical Assistance

SUBJECT: Job Orders Linked to Employment Scams or Other Questionable Activities

Purpose:

To provide partners with information on common employment scams and to clarify action to be taken in situations where questionable job postings are reported by customers or identified by partners.

Action Required:

Workforce Development Councils (WDCs) and their contractors, as well as Employment Security Regional Directors, should distribute this notice broadly throughout the system to ensure that WorkSource System partners are aware of and share information about common employment scams and to make partners aware of action to be taken in situations where questionable job postings on Go2WorkSource.com are reported to or identified by partners.

Content:

Job seekers may become the target of employment scams aimed at illegally collecting personal information. In an effort to assist job seekers, staff taking job orders are encouraged to share the information with job seekers that is provided on Go2WorkSource.com's [security center](#), including information addressing false job openings and tips for contacting employers.

If job seekers report questionable activity or if staff obtain information that suggests that an employment scam may be taking place, the following actions shall be taken:

- For WA job orders, staff shall place the job order on hold while more information is gathered. [Job order and referral requirements](#) attached to [WIN 0032](#) allow for WA job orders to be placed on hold when it is determined that failure to do so may put job seekers at risk. While these requirements at 4.11 (placing complaint related job orders on hold) articulate action to be taken on complaints alleging issues involving health and safety, similar action is justified and allowable when dealing with concerns related to false job orders or other types of employment scams. WA job orders found to be part of an employment scam are subject to

discontinuation of services procedures noted in section 4.10.

- For WS and WX job orders, partners shall communicate concerns to the Go2WorkSource Help Desk by calling (360) 407-1389 or by using the [WorkSource feedback form](#). Employers who are found to violate the Go2WorkSource user agreement, job posting guidelines, or employment-related laws will have their job listing removed from the database with or without notice.

References:

- [WIN 0032 Attachment A - Job Order and Referral Requirements](#)

Website:

http://www.wa.gov/esd/1stop/policies/state_guidance.htm

Direct Inquiries To:

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