



**NORTH CAROLINA DEPARTMENT OF COMMERCE
DIVISION OF WORKFORCE SOLUTIONS**

DWS POLICY STATEMENT NUMBER: PS 03-2014

Date: April 1, 2014

Subject: Job Order Policy and Procedures

From:

William H. Collins, Jr.
Assistant Secretary for Workforce

- Purpose:** To provide guidance regarding the Division of Workforce Solutions' Job Order Policy and Procedures.
- Background:** The scope and process for managing job orders has been operable for a number of years. Review of procedures has been conducted and the Division has developed updated job order policy and procedures.
- Action:** Workforce Office staff are required to operate the administration of all job orders as detailed in the applicable DWS Bulletin(s) transmitting the Division of Workforce Solutions' *Job Order Procedures*.
- Effective Date:** Immediately
- Expiration:** Indefinite
- Contact:** DWS Applicant Services State Office Staff
(919) 814-0540