

October 25, 2010

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 10-19
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
 ALL JOB CORPS REGIONAL OFFICE STAFF
 ALL OUTREACH AND ADMISSIONS CONTRACTORS

FROM: EDNA PRIMROSE
 National Director
 Office of Job Corps

SUBJECT: Prospects From the Job Corps Recruitment Website

1. Purpose. To clarify that Outreach and Admissions providers need to contact prospects who indicate interest in the Job Corps program through the Job Corps recruitment website.
2. Background. In 2009, a separate recruitment website was launched (www.recruiting.jobcorps.gov) to attract potential applicants and inform them about the Job Corps program. The home page features a link for interested parties to provide their contact information in order to receive a Job Corps information packet. The contact information collected is entered into the Outreach and Admissions Student Input System (OASIS) and referred for follow-up to the appropriate Outreach and Admissions office.
3. Action. Outreach and Admissions operators should ensure that these prospective applicants are being contacted in a timely manner.

Addressees are to ensure this Program Instruction is distributed to all appropriate staff.

4. Expiration Date. Until superseded.
5. Inquiries. Inquiries should be directed to Wendy Manning at (202) 693-3633 or manning.wendy@dol.gov.