

November 23, 2010

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 10-23
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: EDNA PRIMROSE
National Director
Office of Job Corps

SUBJECT: Student of the Month: New Feature on Job Corps Recruitment Website

1. Purpose. To inform the Job Corps community that the Job Corps Recruitment website will now feature a Job Corps Student of the Month, and to encourage submission of nominees.
2. Background. The Student of the Month feature is being added to the Job Corps Recruitment website to interest, motivate, and inspire potential applicants.
3. Action.
 - a. Job Corps staff are encouraged to submit nominees using the attached Job Corps Featured Student Questionnaire. Responses to this questionnaire should be brief and in plain language, ideally in the student's own words. For examples, please see the Job Corps Featured Students page at <http://recruiting.jobcorps.gov/en/featuredstudent/previous.aspx>.
 - b. In addition, please provide a high quality, full-color photo image of the student accompanied by a copy of the appropriate release form (PRH Exhibit 6-13 or 6-14) with the student's signature. Images should be in .JPG, .PNG, or .TIFF format and e-mailed to webmaster@jobcorps.org. Release forms may be faxed to **(512) 804-2046, Attn: Web Project Team** or e-mailed to webmaster@jobcorps.org.
4. Expiration Date. Until superseded.
5. Inquiries. Inquiries should be directed to Linda Estep at (888) 886-1303, ext 7212 or estep.linda@dol.gov.

Attachments

A – Job Corps Featured Student Questionnaire

B – Nominate a Job Corps Student of the Month