

**June 11, 2008**

**MEMORANDUM**

**TO: State Agency Administrators  
Employment Services Directors  
JobCentral NLX State Program Contacts  
JobCentral NLX Operations Committee  
JobCentral NLX Executive Committee**

**FROM: Pam Gerassimides, NLX Director  
NASWA**

**ABOUT: JobCentral NLX Policy on Contact Information**

Recently, the JobCentral NLX Operations Committee discussed the issue of sharing the DirectEmployers Association (DEA) corporate membership list with the state workforce agencies. The request emerged during a NASWA Board of Directors meeting when state administrators requested employer contact information for the purposes of establishing and cultivating ongoing relationships with employers. DEA committed to share their memberships' contact information at the strategic state agency level.

The NLX Operations Committee (which consists of six state representatives, six employers, a NASWA and DEA staff member) met and crafted the following policy statement to guide the process of disseminating and using the information in question. The statement also was approved by the NLX Executive Committee, which consists of the two associations Executive Directors, a state and an employer member.

“DirectEmployers Association (DEA) will provide participating state workforce agency State Administrators (or their designees) with a list of DEA's corporate members' contact information. In addition, if available, DEA will provide contact information for companies that are not DEA members but use JobCentral for single job order postings. This information will be provided to state agency administrators (or their designees) in only those states downloading JobCentral NLX job orders.

The information will be provided to state Administrators (or their designees) with the understanding that it only will be used at the executive level, and not disseminated to the local level (since corporate contacts typically have limited or no knowledge of local operations and related job orders). Local employer contact information is not available on JobCentral job orders because JobCentral gathers its content by indexing corporate websites, which do not include contact names for legal and practical reasons.

Contacts with DEA's corporate members can, for example, include communicating information on mass dislocations and opportunities for hire, job fairs, Governor special initiatives or events, national emergency grants, invitations to conferences,

speaking engagements, etc. Contacts with DEA's corporate members' may not involve specific job orders or follow-up on specific job applications.”

The membership contact information is the only contact information DEA currently has available. It is a common practice in the electronic recruiting industry of large multi-state employers not to provide local contact information for practical and legal reasons. There are two primary reasons (1) they too have minimal resources to answer thousands of phone calls; and (2) they have been sited and fined for systemic discrimination for opening back doors to their automated tracking systems (ATS). Since DEA indexes corporate sites, they cannot provide information their members do not post to their sites.

Please notify us of your interest in receiving this information and the designee who should receive the list. We recommend that your JobCentral NLX Business Contact (list attached) receives and clears the use of the DEA membership contact information within your state. Please let us know if you have a different designee.

If you have any questions regarding this policy or other JobCentral NLX issues, please contact me at [pgerassimides@naswa.org](mailto:pgerassimides@naswa.org) or at 202.434.8026.

Thank you for participating in this effort.