

## Sample Email Text for Private Employment Agencies

Thank you for inquiring about how you should handle getting job openings on JobNet.

- If you are recruiting for your own company's staff, you can enter those job orders yourself.
- If you are recruiting for temporary jobs that will last less than 150 days (temp-to-perm or temp-to-hire positions), you can enter those job orders yourself. You must enter the name of the actual employer in the "Comments to Job Center Staff" text field on the Details tab of the job order.

**Job Order Removal Date:**  
Job Orders will be automatically removed from JobNet after 30 days. A different date may be entered in the box for an earlier or later removal date. The date entered may not be greater than 90 days from the Job Order Effective Date.

\* Planned Job Order Removal Date (When should this job be removed from JobNet?):  /  /  **The Planned Job Order Removal Date can not be updated until the job order is ON JOBNET.**

**Comments to Job Center Staff:**  
If you have any special instructions for Job Center staff regarding this job order, please enter them here. These comments will be visible to Job Center staff only, they will not appear on the job order.

ABC Construction

Text Limit: 500 | Text Entered: 16

- If you are recruiting for direct hire jobs, send those job orders to the (name of Job Center) so that staff can enter those job orders on JobNet. Direct hire job orders are handled differently, and must be entered on JobNet by staff.
- If you are acting as a Professional Employer Organization (PEO) and involved with employee leasing, please contact the (name of Job Center) to determine how the job order will be placed on JobNet.

You may be wondering if you can register as a representative of the companies you recruit for, so you can enter direct hire jobs on JobNet yourself. The answer is **no**. We do not give one business access to another business' confidential information in JobNet Business.

Thanks for your inquiry about the correct way to get your job orders on JobNet. If you have any questions, please feel free to contact me at the email address or telephone number listed below.

Your Name  
Your Telephone Number  
Your Email Address