

## **Assisting Farmworker Job-Seekers**

The purpose of this summary is to guide State Workforce Agency (SWA) staff in meeting the requirements for serving farmworkers found at 20 CFR 653.

Success in this endeavor is dependent on an adequate job-seeker registration and on the availability of accurate job orders. Both of these conditions must exist before the process below can succeed.

### **For all farmworkers:**

1. Assist them to complete a registration ensuring that they are properly coded as MSFWs and that their education and experience is properly documented
2. Ascertain if they have any training or supportive service needs.
3. Explain to them all of the service available including the complaint system
4. Determine the type of work sought, and the distance the worker is willing to travel.

### **For Jobseekers looking for non-agricultural work:**

- a. For *in-state* jobs, use your SWA matching system.
- b. For *out-of-state* jobs, use America's Job Bank: [www.ajb.dni.us](http://www.ajb.dni.us) or other job search programs and follow the instructions.

### **For farmworkers seeking agricultural work...**

#### **WITHIN the local area:**

1. Determine the type of work sought.
2. Use your SWA matching system to locate employers.
3. Discuss potential job matches with the farmworker.

#### ***If the job displayed is "Local Recruitment Only:"***

4. Follow the referral instructions, and refer based on the farmworker's preferences.

#### ***If the job displayed is also seeking workers from outside the local area,***

5. Obtain a complete copy of the job order.
6. Discuss the job order with the farmworker, describing fully all of the terms and conditions that apply to the job.
7. Refer, based on the farmworker's preferences and the instructions in the job order.

## **OUTSIDE the local area:**

1. Determine the type of work sought.
2. Use your SWA matching system to locate job orders.
3. Expand your job search, if needed, by using America's Job Bank (AJB)\* or a SWA website.
4. If a specific state is selected by the jobseeker, go to that state's SWA home page or call the Agricultural Recruitment Coordinator for that State.  
<http://www.workforcesecurity.doleta.gov/foreign/contact.asp>
5. Select only agricultural jobs that have been approved for display for intra-state or inter-state recruitment. Do not select "Local Recruitment Only" jobs.
6. Obtain full copies of any job orders selected by the farmworker job-seeker. This may be done by contacting the Order Holding Office, the state Monitor Advocate, or the state Supervisor of Rural Services.
7. Review fully the entire job order selected by the farmworker.
8. Contact the Order Holding Office to coordinate the referral.
9. Make referrals according to the instructions within the job order and enter them into your SWA system.
10. Provide the referred farmworker with a copy, in a language he can understand, of a checklist summarizing the wages, working conditions, and other material specifications on the job order. If the worker requests a full copy of job order, provide it.
11. Assist the worker with the employer interview process and monitor the interview
12. Explain the complaint system and provide the jobseeker with a list of phone numbers to call if they encounter any difficulties. As a back-up out toll-free hotline can always be called to locate the nearest One Stop Career Center (877) 872-5627
13. Provide the worker with a bilingual handout listing Worker rights.
14. Where appropriate, notify America's Job Bank of the referral.
15. Upon notification that the worker was hired, update your SWA system.

\*The following states and U.S. territories do NOT post their job orders on AJB. To search for job openings on their SWA websites, use the following links:

- Michigan
  - Non-agricultural jobs: Michigan Talent Bank, <http://www.michworks.org/mtb/pages/seeker/Jobseeker.jsp>
  - Agricultural jobs: <http://www.michaglabor.org>
- North Carolina: <http://www.ncesc.com/individual/jis/jisMain.asp?init=true>
- Ohio:
  - Non-agricultural jobs: [https://scoti.ohio.gov/scoti\\_lexs/](https://scoti.ohio.gov/scoti_lexs/)
  - Agricultural jobs: <http://jfs.ohio.gov/agriculture/>
- Pennsylvania: <http://www.pacareerlink.state.pa.us/jobseeker/search.asp>

In addition, a clickable map with links to all 50 SWA websites is available at <http://workforcesecurity.doleta.gov/map.asp>.