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**DEPARTMENT OF WORKFORCE SERVICES  
ISSUANCE NUMBER PY 14-11-**

**Daryl E. Bassett, Director**

**June 17, 2015**

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**TO:** ADWS Local Office Managers

**SUBJECT:** Arkansas Job Link (AJL) Employer Accounts

1. **Purpose:** To distribute Arkansas Department of Workforce Services policy and guidance for verifying and approving employer accounts with Arkansas Job Link (AJL).
2. **General Information:** This policy provides guidance for local offices and Central Office on responsibilities for accurate and timely approval of Arkansas Job Link (AJL) new employer accounts. The policy is as follows:

In order to reduce the time it takes staff to verify accounts we are requesting the following from the field:

- a. All required information must be completed in AJL to include full contact information (first and last name), title, company name, address (Address Line 1 must be a physical address and Line 2 may be the P.O. Box if applicable), city and state, zip, phone, and email address.
- b. The FEIN and NAICS code must be entered. (If staff is unable to obtain and provide these codes, they should contact the AJL Help Desk for assistance.)

**Note:** Priority will be given to employers with job orders.

The AJL Help Desk will:

- a. Make five attempts to contact the new employer. If contact is unable to be made within two weeks, the attempts will be documented in AJL and the account will be denied. (If staff is aware of circumstances that may delay approval of an employer, they should contact the AJL Help Desk to assist with the approval process.)
- b. All accounts will be approved within 72 hours. (If all the required information has been submitted.)

**Note:** Staff should only initiate a new employer account for the purpose of posting jobs, not for tracking employer contacts.

3. **Inquiries:** Lily Kersh (501) 683-1781 or [lily.kersh@arkansas.gov](mailto:lily.kersh@arkansas.gov)
4. **Attachments:** None
5. **Expiration Date:** Ongoing