

MANAGEMENT NOTIFICATION

Date:

Submitted by: Title:

ESD  RSD

Name of Staff Person: Title:

Career Office:

Job Posting # Name of Employer:

Job Seeker Name: Job Seeker SS#: or ID:

I have noticed the following area(s) of concern regarding the staff person named above:

- Unauthorized posting of hire in WorkInTexas
- Unauthorized entry of job posting in WorkInTexas
- Unauthorized edit of job posting in WorkInTexas
- Contacting Priority employer(s) without prior approval from ESD
- Making inappropriate referrals:
  - Posting referral(s) for a local position in another Local Workforce Development Area
  - Sending applicants that do meet job posting minimum requirements
  - Backdating referral
- Improper closing of job posting
- Unassigning job posting(s) without prior approval
- Other – See explanation below

**Method of Delivery:**

- Email
- Fax
- In Person

**Distribution:**

To:  
Cc: