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| **WS 16-03** |
| **February 2, 2016** |
| **Employer/Basic Service** |
| Expires: **Continuing** |

To: Career Offices

# From: Mike Temple

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Subject: Revised Guidance for Staffing Specialists

##### Purpose

We reviewed and revised guidance for staffing specialists and updated additional support documents.

You can find the Staffing Specialist Guide and related support documents at the Wrksolutions.com [Employer Service](http://www.wrksolutions.com/staff-resources/services-we-offer/employer-service) page.

##### Action

Make sure staffing specialists and supervisors review the Staffing Specialist Guide and related supporting documents.

##### Questions

Staff should ask questions of their supervisors first. Direct questions for Board staff through the [Submit a Question](http://www.wrksolutions.com/staff-resources/issuances/submit-a-question-issuances-qa) link.