

SAMPLE COMMUNICATION WITH EMPLOYMENT SERVICE DELIVERY SYSTEM(S) (ESDS(s))

(SEND THIS COMMUNICATION SIMULTANEOUSLY WITH THE FIRST OPENING ON OR AFTER MARCH 24, 2014 IN EACH STATE WHERE THERE IS AN ESTABLISHMENT. SEND AN UPDATE WHENEVER THERE IS A CHANGE.)

Dear ESDS Contact:

I am writing to let you know that [Glenn Barlett Consulting Services, LLC] is a Federal Government contractor subject to the provisions of VEVRAA and the implementing regulations found in 41 CFR 60-300.

[Glenn Barlett Consulting Services, LLC] will identify all of our listings as being from a VEVRAA Federal Contractor and, as such, desires your office to provide priority referrals of protected veterans for all of our job openings in the state.

Following is a list of all of our locations in the state and the contact information for the contractor official responsible for hiring at each location. ***[The “contractor official” may be a chief hiring official, a Human Resources contact, a senior management contact, or any other manager for the contractor that can verify the information set forth in the job listing and receive priority referrals from employment service delivery systems.]***

[Optional language if an external job search organization is used.]

[Glenn Barlett Consulting Services, LLC] also uses the services of [external job search organization]. Our contact there is [contact name and title]. He/she can be reached at [contact information].

I also want to confirm that [Glenn Barlett Consulting Services, LLC] is providing our listings in a format that is permitted by your organization. Please let us know if there is a need for any modifications.

We look forward to receiving priority referrals of qualified protected veterans from your organization.

Very truly yours,

[EEO Coordinator Name]
[EEO Coordinator Job Title]
[Glenn Barlett Consulting Services, LLC]
[(XXX) XXX-XXXX]

ADD THIS LANGUAGE TO ALL LISTINGS

VEVRAA Federal Contractor