

Applicant Pool Policy



Movement Between Lists

When half of the RFE list has been hired and there are only **6 applicants** on the Class A list and **2 applicants** on the Class B list, the lists are re-ranked. The top 5 applicants on the Class A pool and the top 2 on the Class B pool will be moved up to the RFE list. You will be alerted of your new placement **by email** when this happens.

Out of Work Apprentices

When an employer is looking to hire an apprentice, they must contact the program director. If there are existing apprentices who are **out of work**, the employer may not hire on any new apprentices. If there are no out of work apprentices, the employer will receive the ready for employment list.

Movement Between the Lists

When half of the RFE list has been hired and there are only 6 applicants on the Class A list and 2 applicants on the Class B list, the lists are re-ranked. The top 6 applicants on the Class A pool and the top 2 on the Class B pool will be shifted up to the RFE list. **You will be notified by email when this happens.**

An example using the Class B list is below:

ORIGINAL LIST

Ready for Employment		
Rank	Applicant	Score
1	RFE Applicant #1	100
2	RFE Applicant #2	95
3	RFE Applicant #3	94
4	RFE Applicant #4	88
Pool of Eligibles		
Rank	Applicant	Score
1	POE Applicant #1	85
2	POE Applicant #2	80
3	POE Applicant #3	70
4	POE Applicant #4	68



When **RFE Applicant #1** and **RFE Applicant #2** are hired by employers, they are removed from the list.

There are now only 2 applicants on the RFE list – it has been reduced by 50%. Two applicants from the pool may be shifted up.

SHIFTED LIST

Ready for Employment		
Rank	Applicant	Score
1	RFE Applicant #3	94
2	RFE Applicant #4	88
3	POE Applicant #1	85
4	POE Applicant #2	80
Pool of Eligibles		
Rank	Applicant	Score
1	POE Applicant #3	70
2	POE Applicant #4	68
3	POE Applicant #5	65
4	POE Applicant #6	60