



# Job Opportunities & Business Services

To be successful in any business, a skilled and flexible workforce is required. Locating and developing the right team isn't always easy. WorkOne's Job Opportunities and Business Services (JOBS) program can help.

WorkOne business consultants will help you hire the right people with the right skills. They create a "job profile" to define duties and take the guess work out of recruiting by identifying the skills needed. Once a profile is created, WorkOne staff will recruit and screen potential employees that meet your needs.

Candidates are evaluated using WorkKeys, a nationally renowned assessment system that provides objective and reliable information about skill level. Those that meet the required skill level will be referred, allowing you to hire Hoosiers qualified to do the job. By utilizing both the WorkKeys job profiles and assessments your hiring process will be legally defensible.

Based on WorkKeys assessment performance, potential candidates can also earn a National Career Readiness Certificate (NCRC). This certificate documents that an employee has the ability to be successful in the workplace. The JOBS program fully funds NCRC for Hoosier employers.

To learn more about NCRC, please visit [www.act.org/certificate/employers.html](http://www.act.org/certificate/employers.html)

## ▶ ELIGIBILITY

- Easy, one page application for employers
- Must have a hiring need
- Positions should pay at least \$10 an hour

## ▶ RECRUITMENT

- Advertising and marketing opportunities
- Let WorkOne review applicants to eliminate hours of screening candidates

## ▶ JOB PROFILES

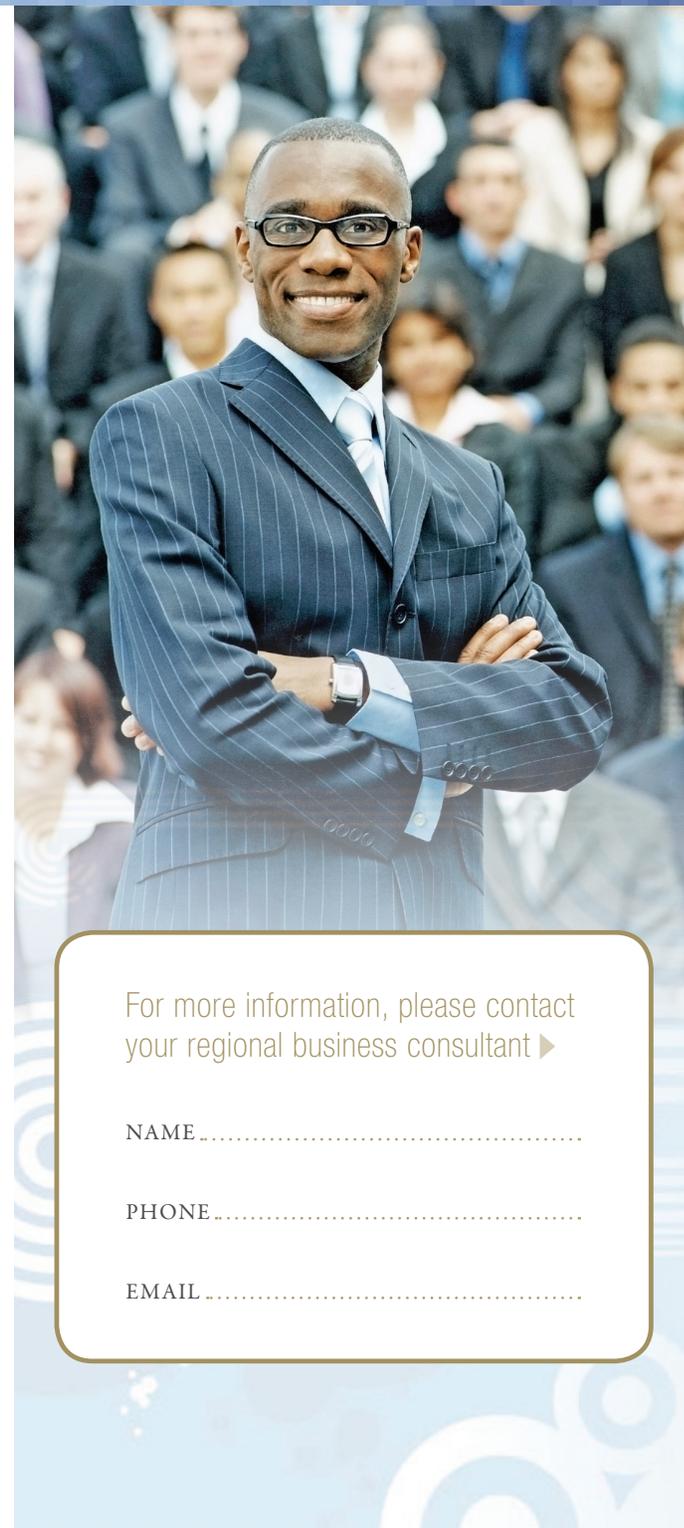
- Profilers work with company experts to define profiles based on job duties and skills required
- Up to five job profiles developed per year
- Less than one week to complete each profile
- Company retains all documentation

## ▶ ASSESSMENTS

- Assessment times range from 30 to 65 minutes
- **Assessment categories include:** Business Writing, Listening, Reading for Information, Writing, Applied Mathematics, Applied Technology, Locating Information, Observation and Teamwork
- New, experienced or potential workers are eligible
- Skills assessments identify gaps and appropriate training needs
- Workers are more likely to finish training if they know it is the only way to get in the door or to get a promotion

## ▶ JOBS RESULTS

- Streamlined recruitment and hiring
- Reduced cost of hiring
- Shorter new employee orientation
- Target training budgets for job-specific skills rather than basic skills
- Increased retention rates
- Employees skills and abilities are aligned with their jobs, boosting moral and increasing productivity



For more information, please contact your regional business consultant ▶

NAME .....

PHONE .....

EMAIL .....