

West Central Indiana Region 4



Employer services Guidebook

Providing Employment Solutions

Dear Employers,

Worker shortage is on every employer's mind. It's on every governor's mind, especially Governor Holcomb. It's on the Indiana General Assembly's mind, and the minds of every local elected official and economic developer. It's not an exaggeration to say that the lack of right-skilled workers is the most intractable inhibitor of continued economic growth. The reasons are many and varied; the solutions are just as many and just as varied.

Here are some of the things currently being done in Indiana and Region 4:

The Governor has created a new cabinet-level position, Secretary of Career Connections & Talent. Former LaPorte Mayor, Blair Milo, will work with businesses, public officials, and postsecondary institutions to identify employer needs, identify workers, and help them take advantage of training opportunities.

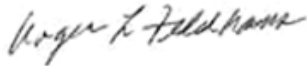
Governor Holcomb has formed a new Workforce Cabinet to assess and realign Indiana's workforce development programs and services.

The Indiana General Assembly has established the NextLevel Jobs employer training grant program (www.NextLevelJobs.org); created a way for employers to connect directly with high school students enrolled in career and technical education courses.

The Region 4 Workforce Board is investing several million dollars annually to bring adults and older youth from marginal, underemployment status to permanent, full-time employment status through skills development and work and learn training opportunities in partnership with regional employers and education and training institutions.

The key word in state and local workforce development initiatives is *partnership*. That's partnership among similarly situated employers and then public-private partnership between employer groups and publicly funded organizations at the state or local level. I know it's difficult for small firms to invest time in partnership development, but it's the only way I know to reach the critical mass needed to design training interventions and secure the public and private funds required to support them. Only you know what you need and how and when you need it. If you're not part of a partnership related to the attraction and retention of appropriately skilled workers, and you'd like to be, let me know. The Region 4 Workforce Development Board can help you facilitate one.

Sincerely,



Roger Feldhaus, Executive Director
Region 4 Workforce Board
rfeldhaus@region4workforceboard.org



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Find the RIGHT person



Business and Employer Services include:

- **Job posting and recruitment events**
- **Screening services**
- **Qualified applicant searches**
- **WorkKeys job tasks analysis and assessment**
- **On-the-Job Training grants**
- **Space to conduct interviews**

The WorkOne Regional Employment Assessment Center for Hiring (REACH) assists employers with a variety of workforce services. The WorkOne REACH Center partners with WorkOne from a separate location so you can get the individual attention you deserve.

To schedule an appointment with a Business Service Consultant or to learn more about how the Business Services Team could assist your company, please contact employerservices@WorkOneWestCentral.org

Contact your Business Services Team at the WorkOne REACH Centers

WorkOne REACH—Kokomo
WorkOne REACH—Lafayette

Phone 765-854-1401
Phone 765-477-1906

“The Business Service Team is always attentive, provides prompt feedback and is always going above and beyond for the good of the employers. We are proud to be a continuous partner of this organization and continue to see the benefits of our growing working relationship.”

PARK 100 FOODS



- Kellee Decker | Human Resources

“The WorkOne REACH center in Kokomo has played a large role in the assessment of over 1,500 candidates in the past 12 months. WorkOne provides all of the required computers, work stations, materials, scheduling and staffing to make our partnership a huge success. The employees at WorkOne are the first point of contact and they do an excellent job of making candidates feel comfortable and at ease. I feel very confident in recommending the services of WorkOne to any employer who is considering WorkOne to assist in their recruiting efforts.”



FIAT CHRYSLER AUTOMOBILES

-Mark McLean | Human Resources

Screening and Recruitment



INDIANA CAREER CONNECT is the State of Indiana's **NO CHARGE** job-matching service to benefit individuals and employers.

As an employer you have access to the www.IndianaCareerConnect.com features:

- You can search our extensive database of job seekers and find employees with the right skills and qualifications.
- You can post job openings at no charge to find the right individual for your needs.
- There are customized searches that allow you to find the right candidates.
- You have access to staff assistance to get your jobs posted and find candidates.
- You can access information on labor availability and labor market data.

Need help in any of these areas?

Contact your Business Services Team at the WorkOne REACH

WorkOne REACH-Kokomo
WorkOne REACH-Lafayette

Phone 765-854-1401
Phone 765-477-1906

Labor Market Information

- **Do you have questions about the workforce in your area?**
- **Do you wonder what area businesses are paying their employees and if you are paying a comparable wage?**
- **Do you wonder what studies are available?**



If you have any of these questions or have any other labor market analysis needs, call:

Kathy Burns, Regional Business Consultant

Cell 765-398-6184

kburns@region4workforceboard.org

WorkKeys®

- A service offered to Indiana businesses at no cost -

To be successful in any business, a skilled and flexible workforce is required. To help you hire the right people with the right skills, we can create a “job profile” to define duties and take the guess work out of recruiting by identifying the skills needed.

ELIGIBILITY

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

JOB PROFILES

- Profilers work with company experts to define profiles based on job duties and skills required
- Up to five job profiles can be developed per year per company
- It takes less than one week to complete each profile
- The company retains all documentation

ASSESSMENT

- Once a profile is created, staff can test, 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

RESULTS

- Streamlined recruitment and hiring
- Reduced cost of hiring
- Increased retention rates
- Employees skills and abilities are aligned with their jobs, boosting moral and increasing productivity

Regional companies utilizing WorkKeys:



If you are interested in learning more about WorkKeys, contact April Gilman at 765-807-0891 or agilman@region4workforceboard.org

Are you thinking of Hiring a new Team Member...



Consider On-the-Job Training

What is On-the-Job Training?

- Customized training that you design
- Partial reimbursement of a participant's wage during training period to offset training costs
- An opportunity to train employees your way
- An investment in your company

How does it work?

- When you are ready to hire, contact the WorkOne REACH Center
- Qualified applicants will be matched to approved job openings

Eligible Applicants include:

- Unemployed or underemployed workers
- Requires some training to comply with job opening skills needed
- Applicants who have been pre-qualified by the WorkOne REACH Center in your area

Business Qualifications:

- Will employ full-time workers
- Has been in business at least 120 days
- No employees currently on lay-off from the same job opening
- Hiring jobs from the Demand and Growth Occupations list and pays at least \$10.00 per hour

On-the-Job Training general information:

- Not more than 50% of wage (minimum wage of \$10.00/hour)
- Benefits and working conditions must be the same as other employees
- Training period at least 30 days but not more than 6 months
- Monthly check-ins with company and trainee

For more information about this program contact:

WorkOne REACH Center (Regional Employment Assessment Center for Hiring)
 WorkOne REACH-Kokomo—765-854-1401 WorkOne REACH-Lafayette—765-477-1906
 Email: employerservices@WorkOneWestCentral.org

We can get you connected!

Several grants are available to pay for having young people go through an internship program at your company:

- Linkage to the youth pipeline.
- We pay all intern wages, taxes and workers compensation; costs, employers provide the worksite and supervision.
- Paid on-the-job training.
- Opportunities to speak to in-school youth regarding career opportunities.
- Gain additional help during busier times or to complete outstanding projects while helping younger workers gain key employability skills
- Allows employers the latitude to see if the younger worker is a good match for the job before making a hiring commitment.



For more information, contact:

Jeremy Bolinger, *Youth Training Advisor*

Office: 765-446-2792 or Cell: 765-242-7497 or jbolinger@workonewestcentral.org

Deb Provo, *Youth Team Lead*

765-446-2795 or dprovo@workonewestcentral.org

In-Demand Special Program Options

Ask us how we can help you with funding for ...

- Internships
- Apprenticeships
- Work Based Training
- New Hire Training
- Incumbent Worker Training

Skills Gap Career Industry Workers
 Technical Education Machinists
MANUFACTURING
 WORKFORCE
 Operations Needs Onshore
 Companies Needs Young
 Society Economy Well Trained
 Craftsmanship Government
 Availability Jobs Technicians Now
 Processes and Proficiency
 Training Management
 Future Operators

We realize that one size does not fit all. Whether you have 20 employees or 5,000, we want to provide a workforce solution that is right for you.

For more information about this program contact:

Brooklyn Burton, Special Grants Project Manager

Office (765) 807-0884 or Cell (765) 426-6683

bburton@tap.lafayette.in.us

Federal Bonding Program

One of the services provided by the Indiana Department of Workforce Development to assist employers in recruiting and retaining the most qualified workforce if the Federal Bonding Program.

The program benefits the employer by:

- Offering Bond coverage provided at no cost
- The bond coverage is in effect the day the new employee begins working and lasts for six months.
- The employer profits from the worker's skills and abilities without taking the risk of potential theft or dishonesty.
- The bond has no deductible and reimburses the employer for any loss due to employee theft within the specified six-month period.



Who Qualifies for Bonding:

Individuals who are not commercially bondable due to past questionable behavior which casts doubt upon their credibility or honesty, or who have committed fraudulent or dishonest acts are eligible.

For more information and answers to questions contact:

State of Indiana, Federal Bonding State Coordinator

Indiana Workforce Development

fbonding@dwd.in.gov or call 317.232.3623

<https://www.in.gov/dwd/2459.htm>

Hiring Veterans

**If you want to save time and money,
let WorkOne work for you - Hire a Veteran!**

If you need an employee that is dependable, trustworthy, hardworking and well trained, then hire a veteran. Today's veteran is one of the most highly-trained assets an employer can have in their workforce.



There are many skills that are directly transferable to the civilian workforce. It is easy for employers to tap into this large workforce. To learn more, just contact your Local Veterans Employment Representative (LVER).

Your WorkOne Center can also assist you. Your local WorkOne Center can review qualified applicants for you, and only those who meet your specific needs will be referred to you. This will eliminate countless hours of screening potential applicants. Tax reduction and monetary reimbursement for certain eligible veterans are also available. Work Opportunity Tax Credit are also available for hiring qualified veterans.

**For more information regarding
veterans please contact:**

WorkOne—Lafayette 765-446-2733

Serving Benton, Carroll, Cass, Clinton, Fountain,
Howard, Miami, Montgomery, Tippecanoe, Tipton, Warren
and White Counties



Work Opportunity Tax Credit

W.O.T.C

WORK OPPORTUNITY TAX CREDIT

Employers can earn a tax credit of between \$1,200 and \$9,600 per employee, depending on the target group of the new employee and the number of hours worked in the first year. Employees must work at least 120 hours in the first year of employment to receive the tax credit.

The Work Opportunity Tax Credit (WOTC) is a federal tax credit for private, for-profit employers to encourage hiring jobseekers who traditionally have difficulty finding employment, such as some Hoosier Veteran groups, individuals who have utilized welfare programs, ex-felons, disabled individuals and certain groups of Hoosier youth. Visit the Indiana Workforce Development's website at www.in.gov/dwd/wotc.htm for more information about the program and eligibility.

You can now apply electronically by registering and following some simple steps. For more information, go to www.in.gov/dwd/wotc.htm.

Next Level Jobs

NextLevelJobs.org



Employer Training Grant

Employers can also take advantage of the Employer Training Grant program from the Indiana Department of Workforce Development. Employers in any high demand business sectors can be reimbursed up to \$5,000 for each new employee that is trained, hired and retained for 6 months. There is a \$50,000 cap for each employer and the jobs must be middle skill, high-demand and high-wage jobs that require more than a high school diploma but less than an associate degree.

NextLevelJobs.org



Advanced
Manufacturing



Building &
Construction



IT & Business
Services



Health &
Life Sciences



Transportation
& Logistics

Office of Work based Learning and Apprenticeship



The Office of Work-Based Learning and Apprenticeship, located within the Department of Workforce Development and part of Governor Holcomb's NextLevel Agenda, serves to develop and implement a framework of work-based learning pathways for both youth and adult populations.

To accomplish this, the office will concentrate on three objectives:

- 1) Coordinate efforts and partner with the U.S. Department of Labor to expand registered apprenticeships
- 2) Develop flexible and scalable programs that focus on the state's key economic sectors and regional high-wage, high-demand jobs
- 3) Build public-private partnerships to increase business and industry engagement with education systems



For more information please visit <http://www.inwbl.com/> today!

Rapid Response

Early Intervention Outplacement Services

WHAT IS RAPID RESPONSE?

DWD Rapid Response teams work with companies to quickly maximize resources and minimize disruptions associated with job losses. Rapid Response provides customized services on-site at an affected company, accommodating work schedules and assists company leadership and affected workers through the painful transitions from job loss.

HOW RAPID RESPONSE WORKS

Rapid Response teams will meet with affected workers prior to a layoff, which allows employees to access services and programs to help them through this difficult time. Rapid Response teams provide a range of information and services including:

- Career Counseling and job search assistance
- Resume preparation and interviewing skills workshops
- Information on the local labor market
- Veteran services
- Unemployment insurance
- Information about education and training opportunities
- Information on health benefits (COBRA)
- Job fairs



The recently updated Uplink CSS for individuals to claim unemployment insurance benefits is <https://uplink.in.gov/CSS/CSSLogon.htm>. All UI claims must be filed online. You will be required to report your last employer's name, address, phone number and dates of employment as well as your address, social security number and phone number. The Uplink login page provides improved access to news and resources for filing claims.

TRADE ADJUSTMENT ASSISTANCE

Trade Adjustment Assistance (TAA) is a federally funded program that offers services and benefits to individuals who have lost their job due to impacts of international trade. TAA petitions may be filed by workers of the impacted company, company officials, union officials, or the state one-stop center. All TAA determinations are made by USDOL. TAA benefits include training, income support job search allowance, relocation allowance, and reemployment trade adjustment assistance (RTAA) wage subsidy.



WARN NOTICES

DWD is the official source of notifications required by the U.S. Department of Labor, The Worker Adjustment and Retraining Notification (WARN) Act passed by Congress in 1988 requires employers shutting down or downsizing to provide 60-day advance notice of job loss. DWD publishes WARN notices on its website within hours after receiving them from employers for the purpose of informing workers, their families and the affected communities at large.

FOR MORE INFORMATION

April Gilman

Rapid Response Coordinator

765-807-0891 office

765-430-9184 cell

agilman@region4workforceboard.org

Top FAQs

- [What happens after I file my unemployment insurance claim?](#)
- [How do I file for unemployment?](#)
- [Where can I find unemployment insurance information for employers?](#)
- [Where can I report unemployment insurance benefit fraud?](#)
- [Where can I find the required employer posters?](#)



INDIANA
WORKFORCE
DEVELOPMENT
AND ITS **WorkOne** CENTERS

Contact us to help with your hiring needs



employerservices@WorkOneWestCentral.org

WorkOne REACH—Lafayette
823 Park East Blvd., Suite B
Lafayette, IN 47905
Phone 765-477-1906

WorkOne REACH—Kokomo
700 E Firmin St Suite 150
Kokomo, IN 46901
Phone 765-854-1401

Contact your Business Services Team

April Gilman

Business & Employer Services Manager
Phone: 765-807-0891
agilman@region4workforceboard.org

Kathy Burns

Regional Business Consultant
Phone: 765-398-6184
kburns@region4workforceboard.org

Region 4
WORKFORCE
Board

Tecumseh Area Partnership, Inc.

An initiative of the West Central Indiana Region 4 Workforce Board. Funding for this project has been provided by Indiana Department of Workforce Development. The WorkOne System is an equal opportunity employer and does not discriminate in the programs and services offered. Auxiliary aids and services are available upon request to individuals with disabilities. The TDD/TTY number is 1-800-743-3333. • El Programa de Financiamiento asistido de acuerdo con el Título 1 de WIA es un programa de Igualdad de Oportunidades de Empleo. Ayuda y servicios auxiliares están disponibles a solicitud para personas con discapacidad. El numero de TDD/TTY es 1-800-743-3333