

West Central Indiana Region 4



Employer Services

Working Hand in Hand with Businesses

Dear Employer:

In order to serve you better the Region 4 Workforce Board is expanding its business services operations in the Greater Lafayette and Greater Kokomo areas. We are adding employer service representatives and enhancing our physical footprint.

The Region 4 Board works with its employer and education partners to do two main things: raise overall workforce preparedness and create a training infrastructure. Labor market data and private sector investment in local manufacturing industries support a sector strategy that prioritizes manufacturing career opportunities and occupational skills development. Adding to its regular sources of funding, the Board has secured two large federal grants to help manufacturing employers better prepare their workforces and access existing skills training.

That's where our additional employer service reps and expanded REACH offices come in. In order to take advantage of the Board's investment in workforce preparedness and training infrastructure, you have to know what's available and how to access it.

Here's some of what may interest you:

- Hiring from a pool of job candidates who have earned a Certified Production Technician (CPT) credential through Ivy Tech or an Advanced Manufacturing Production Technician certificate (AMPT) through Purdue Polytechnic. No cost to you.
- Selecting interns from the pool of job candidates above for paid "work and learn" experiences. Grant subsidized.
- Receiving job candidate referrals from which to hire under an On-the-Job Training (OJT) agreement. We reimburse you for the extraordinary costs of training new hires on the job.
- Upgrading the skills of your incumbent workers: Industrial Maintenance Technician (IMT) certification through Ivy Tech and Frontline Supervisor (Organizational Leadership & Supervision) training through Purdue Polytechnic or Ivy Tech. We pay 60% of tuition costs.
- Pre-employment assessment of foundational academic skills. No cost to you.
- Customized training leading to welding certification through Ivy Tech.
- CDL-A training through Ivy Tech.

These are things you've told us you value. Please check them out!

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



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Find the RIGHT Person for the Job



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.

If you are looking to expand your workforce, contact us today!

Business and Employer Services include:

- Job posting and recruitment
- Screening services
- Qualified applicant searches
- WorkKeys job tasks analysis and assessment
- On-the-Job Training grants

"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."

Mark McLean—Fiat Chrysler Auto Group

"We have improved our recruitment process selection rate because of the screening tools available and the services provided by the WorkOne REACH Center."

Paula Thoennes—Human Resource Manager, Ball Corporation

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

Rapid Reemployment for Advanced Manufacturing Placement (RAMP)

- This initiative is an innovative opportunity for partnerships with business, education and the public workforce system to build a pipeline of talented workers and at the same time help those experiencing long term unemployment to connect with our area manufacturers.
- It will provide those experiencing long-term unemployment with a range of training and supportive and specialized services leading to rapid employment in middle and high-skilled jobs.
- Those RTW participants who complete RAMP Training, pass a 5-panel instant drug test and successfully pass WorkKeys at level three will participate in an advanced manufacturing classroom and simulation training and nine week paid internship.
- This is an opportunity to have an intern available at no cost to your company.



Kokomo—Hunter Perry, Career Coach 765-459-0571 ext. 3051
serving Cass, Howard, Miami, and Tipton counties

Lafayette—Brenda Cruea, Career Coach

Phone: Office 765-446-2501 or Cell 765-586-9023

serving Benton, Carroll, Clinton, Fountain, Montgomery, Tippecanoe, Warren, and White counties

America's Promise Grant

This initiative has several components that will interest an employer:

- **Incumbent Worker Training**—This program pays for Industrial Maintenance programs (*Advanced Manufacturing Maintenance Technician NOW* program thru Vincennes University and *Advanced Automation and Robotics* program thru Ivy Tech Community College) and Supervision program (*Organizational Leadership and Supervision*)
- **Paid Internships**—5 week internship after individual is successful in the training program.
- **On-the-Job Training**—Employer will be reimbursed up to 50% of a new hires wages for up to 12 weeks.



Contact information:

Brooklyn Burton, **America's Promise Project Manager**
Office (765) 807-0884 or Cell (765) 426-6683

April Forrest, **America's Promise Career Coach**
Office (765) 446-2502

On-the-Job Training

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

Who can I hire?

- Applicants who have been pre-qualified by the WorkOne REACH Center in your area

Eligible Applicants include:

- Unemployed workers who have been displaced/laid off from their jobs
- Requires some training to comply with job opening skills needed

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

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:

- Employers can search our extensive database of job seekers and find employees with the right skills and qualifications.
- Employers 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.
- Employers 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 Centers
 WorkOne REACH-Kokomo Phone 765-854-1401
 WorkOne REACH-Lafayette 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 had any of these questions or have any other labor market analysis needs, call:

Kathy Burns, *Regional Business Consultant*
 Office 317-804-2166 or Cell 765-398-6184

Assessments

WorkKeys®

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

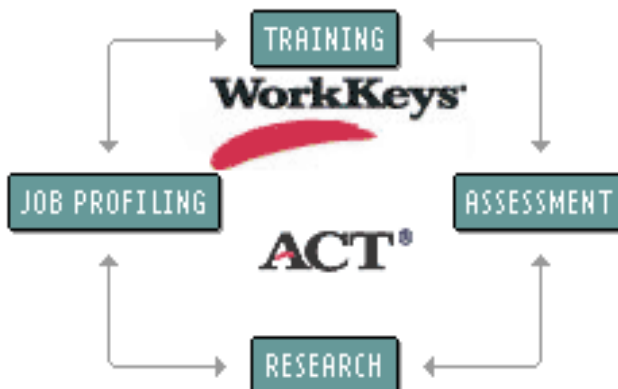
- Profilers work with company experts to define profiles based on job duties and skills required
- Up to five job profiles can be developed per year per company
- It takes less than one week to complete each profile
- The company retains all documentation

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



If you are interested in learning more about WorkKeys, contact
 Chris Waymire at 765-807-0883 or cwaymire@region4workforceboard.org
 April Gilman at 765-807-0891 or agilman@tap.lafayette.in.us

Paid Internships



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

- Program focuses on younger workers ages 18 -24
- We pay all wages, taxes and workers compensation; costs, employers provide the worksite and supervision.
- A great way to build the emerging workforce!
- 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:

Tyler J. Ness, *Youth Team Lead* - Cass, Howard, Miami & Tipton counties
765-717-2486 or TNess@workonewestcentral.org

Deb Provo, *Youth Team Lead* – Benton, Carroll, Clinton, Fountain, Montgomery, Tippecanoe, Warren, & White counties
765-446-2795 or DProvo@workonewestcentral.org

Advancing Manufacturing

ADVANCING MANUFACTURING

Advancing Manufacturing is a mid-north Indiana regional partnership of regional manufacturing employers, the WorkOne, Ivy Tech, economic development and local government, bringing job training and career opportunities to current residents and newcomers.

The **Advancing Manufacturing program** is a 21st century solution to the challenge of matching the right jobs with the best applicants. The driving force behind this initiative: skilled workers for available jobs.



We Have Jobs Here

- ◆ Applicant Screening for job specific qualifications
- ◆ Advertising across Indiana for increased attraction to potential job seekers
- ◆ Pre-screened applicants
- ◆ Reverse Job Fairs
- ◆ Manufacturing Day with High School Students

We Have Training Here

- ◆ Access to the Certified Production Technician (CPT), CDL, Welding, and Maintenance programs through Ivy Tech Corporate College to develop the capacity of the workforce to meet current and future demand
- ◆ Access to graduates that have:
 - Received WorkKeys National Career Readiness Certificate
 - Passed 5 panel drug screen
 - Met all attendance requirements

For more information visit:

www.AdvancingManufacturing.com

Hiring Veterans



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) or Disabled Veterans Outreach Program Specialist (DVOP).

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

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



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 <https://www.in.gov/dwd/wotc.htm> for more information about the program and eligibility.

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.

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

Business and Professional Exchange



Employers...JOIN IN!

We encourage employers to be active Business & Professional Exchange (BPE) partners serving the central Indiana job market. Join us for weekly meetings or step in to help sponsor special presentations focused on career search assistance for our members. The return on your investment can be rewarding—and substantial:

- Assistance in managing the expense and complexity of recruiting
- Insight into the employment market through participation in our programs
- Access to our roster of qualified candidates in all business disciplines for part-time, full-time, temporary and contract positions
- New opportunities to demonstrate your presence in the community as well as your strengths as a prospective employer

Being part of the Business & Professional Exchange is good for business!

Contact: Chris Waymire

Lafayette & Kokomo Chapter President
(765) 807-0883
cwaymire@region4workforceboard.org



For more information please visit www.B-P-E.org today!



West Central Indiana Economic Growth Region 4 serves, Benton, Carroll, Cass Clinton, Fountain, Howard, Miami, Montgomery, Tippecanoe, Tipton, Warren and White counties.
Visit www.WorkOneWestCentral.org to find a WorkOne Center near you.

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 número de TDD/TTY es 1-800-743-3333

Oversight provided by Region 4 Workforce Board
www.region4workforceboard.org

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
709 S. Reed Rd.
Kokomo, IN 46901
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Contact your Business Services Team

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kburns@region4workforceboard.org

Region 4
WORKFORCE
BOARD
Tecumseh Area Partnership, Inc.