

West Central Indiana Region 4



Employer services Guidebook

Providing Employment Solutions

Dear Employers,

Welcome to another edition of our Employer Services Guidebook. As the new Executive Director for the Region 4 Workforce Development Board, it's a pleasure for me to introduce myself and briefly summarize the training and support services that we can offer employers in our region. These services are more fully described on the following pages of the guidebook or may be reviewed with you at your business by one of our Business Consultants whose contact information is listed below.

I joined Region 4 in late February after spending over 30 years in manufacturing, mainly with a company that provided exhaust systems for the automotive and heavy-duty truck industries globally. While stationed in Indiana, I frequently utilized the training funds provided by the Indiana Department of Workforce Development (DWD) and the U.S. Department of Labor (DOL) through our Regional Workforce Boards. These funds were instrumental in enhancing our training programs and conducting job analysis, boosting our competitiveness and profitability.

As you review the Guidebook, you will see that we have numerous training and support service funding options available for employers, including training grants of up to \$50,000 annually for most any training needed by your business.

Besides our funding options, we also provide career services, much like a temporary employment agency, through our WorkOne Offices. Our services are provided free of charge.

Finally, our Workforce Development Office provides Labor Market Information on a range of topics by municipality and region, including wages, education levels, worker availability, and job openings.

Again, if you would like to discuss our offerings in more detail, please contact one of our Business Consultants:

Faith Willoughby
Phone: 765) 476-9359
Regional Business Consultant

Gerry Vasquez
Phone: (765) 450-3058
Regional Business Consultant
Apprenticeship Training Coordinator

Regards,



Gregory A. Notestine
Executive Director
Region 4 Workforce Board
gnotestine@tap.lafayette.in.us



Inside This Edition



WorkOne West Central	3
Screening and Recruitment / Labor Market Information	4
WorkKeys and Job Profiling	5
On-the-Job Training	6
Emerging Workforce / Apprenticeships	7
Hiring Veterans / Work Opportunity Tax Credits	8
INSafe / Federal Bonding	9
Office of Work Based Learning & Apprenticeship/Next Level Jobs	10
Rapid Response	11

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 Centers

WorkOne Kokomo
WorkOne Lafayette

Phone 765-854-1401
Phone 765-446-2634

“The Indiana WorkOne Team has been a great help to me over the years in recruiting, testing and finding valuable resources and programs for companies I work for in the past up to my current role with ATCO Flexible Duct Products in Crawfordsville Indiana. I fully encourage any employer looking for a valuable partner in getting new talent into your business to reach out to them today for assistance. I cannot speak highly enough about their Team and their resources to assist you with all your recruiting needs.”



Mike Broadstreet | Human Resources

“Haynes International has a very long business relationship with the Work One Reach Team of Region 4. Our request, when needed, are very large in size for the testing of the Work Keys and application completion. As simple as this sounds, many hours are spent on meeting this request, in preparation for necessary interviews. Haynes is forever grateful for the information they provide and the way it is provided. The Work One Reach team’s total commitment and professionalism should be emulated by all who associate with them.”

John Patterson | Senior Human Resources Manager



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—Kokomo
WorkOne—Lafayette

Phone 765-854-1401
Phone 765-446-2634

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:

Tina Overley-Hilt, Executive Assistant, Region 4 Workforce Board
Office (765) 807-0885
toverleyhilt@tap.lafayette.in.us

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:

HAYNES
International

TATE & LYLE



If you are interested in learning more about WorkKeys, contact
Stephanie Shubert at sshubert@dwd.in.gov
Faith Willoughby at fwilloughby@workonewestcentral.org
Cindy Salmons at csalmons@workonewestcentral.org

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 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 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 \$13.50 per hour

On-the-Job Training general information:

- Not more than 50% of wage (minimum wage of \$13.50/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:

Faith Willoughby at 765-476-9359

Email: fwilloughby@workonewestcentral.org

or

Tim Putt at (260) 402-6768

Email: tputt@jobworksinc.org

Emerging Workforce

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:

Carlos Marroquin
 Phone 765-412-3028
 Email: cmarroquin@workonewestcentral.org

Apprenticeships

APPRENTICESHIPUSA™



Benefits for the Apprentice:

- ✓ Earn higher wages and increase your earning potential.
- ✓ Receive relevant training
- ✓ Gain experience.
- ✓ Increase skills and proficiencies.
- ✓ Access a pathway to college.
- ✓ Employer is invested in learning and training.

Benefits for the Employer:

- ✓ 93% of apprentices retain employment after completing an apprenticeship program.
- ✓ Develop apprenticeship standards that meet training needs.
- ✓ Identify key roles and responsibilities for the apprenticeship.
- ✓ Determine the process of program operation, work processes, related technical instruction, and progressive wage schedule.

For more information contact:
Gerry Vasquez, Apprenticeship Training Coordinator
gvasquez@workonewestcentral.org
 Office: 765-450-3058 Cell: 915-543-1914

INSafe

INSafe is a free workplace safety and health consultation for Hoosier Employers. Our on-site occupational safety and health consultation program is simple, confidential and completely free.

- ⇒ **Request** an INSafe team member to begin the process of working directly with the employer.
- ⇒ **On-site visit** on a scheduled date. Your assigned team member arrives to walk the workplace alongside the employer.
- ⇒ **Report** is provided upon completion.

To schedule your free consultation for your opportunity to prevent injuries, prevent lost time, and prevent OSHA penalties:

www.in.gov/dol/insafeconsultation

For more information about this program contact:

www.in.gov/dol/insafe
 Insafe@dol.in.gov
 (317) 232-2688



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 is 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**

[https://www.in.gov/dwd/business-services/grants-credits-and-reimbursements/
 federal-bonding-program/](https://www.in.gov/dwd/business-services/grants-credits-and-reimbursements/federal-bonding-program/)

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.

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 call:
Timothy Hill at 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 <https://www.in.gov/dwd/business-services/wotc/>

Office of Work-based Learning & Apprenticeship



BENEFITS OF WORK-BASED LEARNING TO BUSINESS AND INDUSTRY

- Develop a more robust talent pipeline
- Reduces training and recruitment costs
- Builds brand awareness of the employer's role in the local economy
- Enables employers to prescreen potential employees before offering full-time employment
- Ability to provide direct input into the education and training provided by local schools
- Demonstrates a commitment by the employer to engage with the community

For more information please visit <https://www.in.gov/dwd/owbla/> today!

Next Level Jobs Employer Training Grant



www.nextleveljobs.org/employer/how-it-works/

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.



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.

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?](#)

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

Faith Willoughby
Business Services Team Leader
Phone: 765-476-9359
fwilloughby@workonewestcentral.org



Contact us to help with your hiring needs

WorkOne
West Central

americanjobcenter
INDIANA



employerservices@WorkOneWestCentral.org

WorkOne —Lafayette
820 Park East Blvd.
Lafayette, IN 47905

WorkOne —Kokomo
700 E Firmin St Suite 150
Kokomo, IN 46901

Contact your Business Services Team

Faith Willoughby

Regional Business Consultant
Phone: 765-476-9359

fwilloughby@workonewestcentral.org

Gerry Vasquez

Regional Business Consultant
Phone 915-543-1914

gvasquez@workonewestcentral.org

Region 4
WORKFORCE
Board
Tecumseh Area Partnership, Inc.

USDOL-ETA Funding Acknowledgement and Product Disclaimer

This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the recipient and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it.

An initiative of the West Central Indiana Region 4 Workforce Board. 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

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