



Workforce Training and Recruiting

Enterprise Zone Workforce Development Program

This program is funded through the enterprise zone community service fees paid by Hillsboro companies who participate in the enterprise zone program. The goal is to increase employment opportunities for local residents by providing customized job training and increasing education levels. New and existing Hillsboro companies located in the zone may be eligible for funding.

Worksystems, a 501 (c) 3 not-for-profit organization, pursues and invests resources to improve the quality of the workforce in the City of Portland, and Multnomah and Washington counties. They coordinate a regional workforce system that supports individual prosperity and business competitiveness. www.worksystems.org.

On-the-Job Training

On the job training contracts are a great way to cut costs and train new employees to meet company standards. The On-the-Job Training program allows Worksystems to reimburse a business 50% of the cost of wages up to **\$5,000 per employee**, while the business trains the new hires to meet specific company needs. Last year, Worksystems invested over \$2,000,000 to support employer provided training at more than 200 area businesses for 600 qualified workers. From engineers, to software specialists, to administrative staff, and production workers, On the Job Training can be used to support a variety of recruitment needs for almost any position.

Dedicated Account Representative

WorkSource Oregon (www.worksource.org) provides a one-stop solution to finding and retaining qualified candidates. They will identify an Account Representative to serve as a single point of contact in navigating the workforce system. The Account Representative will learn the company's specific needs relative to recruitment, hiring and training, and offer assistance in locating, developing, and accessing regional workforce services and resources.

Potential Candidates/Existing Workforce

Through WorkSource Oregon, employers have access to an award winning database called iMatchSkills®. This contains the largest pool of job seekers in the state. Job seekers from all over Oregon and across the nation register for work in iMatchSkills. They specify the type of work or occupation(s) they want, detail where they gained their level of experience and/or training, and identify their skill knowledge within the given occupations. Additionally, they indicate where they are willing to work. The iMatch system uses this information to match them to open jobs.

As an employer, you have choices in how you work with WorkSource Oregon. They can enter your job in the system and do the initial recruiting for you by referring qualified candidates to you for an interview. As you have already paid for this service with your Federal Unemployment Taxes, there is no additional cost to use this service. However, some employers prefer the

flexibility to enter and manage their own jobs in iMatchSkills. Regardless of the option selected, the business still has the ability to match their job's qualifications to the skills and experience of job seekers registered with WorkSource Oregon.

Recruiting, Screening & Referral

WorkSource Oregon will dedicate an Account Representative who is well versed in your industry. They can manage job postings, identify potential candidates, and use face-to-face interviews to screen them to your specifications. They will also work with you to develop customized screening tools (e.g., behavioral interviewing, skills testing), if needed. This screening will occur throughout the process, from the initial iMatch data runs to face-to-face interviews, ensuring a steady stream of qualified referrals.

All the workforce partners will ensure that positions are actively marketed. This can occur through advertisements, Internet, one-on-one contacts and presentations. For larger (50+ hires), job fairs can be organized to create a pool of interested candidates. Partners will organize the job fair, handle logistics, market it, and assist your staff with candidate screening on site. Partners can also offer space for interviews, if needed.

On- the-Job Training Funds (OJT)

On the job training contracts are a great way to cut costs and train new employees to meet company standards. The On-the-Job Training program allows Worksystems to reimburse a business 50% of the cost of wages up to \$5,000 for multiple employees, while the business trains the new hires to meet specific company needs. Last year Worksystems invested over \$2,000,000 to support employer provided training at more than 200 area businesses for 600 qualified workers. From engineers, to software specialists, to administrative staff, and production workers, On the Job Training can be used to support a variety of recruitment needs for almost any position.

Professional Skills Training and Employment Project (ProSTEP)

Grant resources are available to help information technology, software, advanced manufacturing, and industrial manufacturing employers find and train new employees according to specific occupations. A company would identify their hiring and training needs. Training formats can include classroom training prior to hiring, wage reimbursement for on the job training of new workers, or customized training designed to meet the company's specific requirements. Worksystems will conduct assessment and screening. The company selects the individual, and Worksystems will train them.