

Employment Services Process

Step 1: Determine if the business needs assistance with a Job Posting and Recruitment or Job Fair.

Step 2: Is the business requesting a job posting?

If yes, business needs a job posting:

Step 2a: Complete job order form to include the following information:

- Job Title
- Number of positions available
- Skill requirements
- Job duties
- Hours per week
- Rate of pay
- Benefits
- Start date
- Instructions on how to apply
- Require pre-screening/pre-testing (See Step 4)

Step 2b: Enter the job order information into CaJOBS and SMARTware to create a job posting. The SMARTware system will upload this information into rivcojobs.com.

Step 2c: E-mail job posting to all One-Stop Centers, satellite offices and designated partners.

Step 2d: Place job posting in the Career Resource Area (CRA).

Step 2e: Identify job seekers for referral using the following resources:

- CaJOBS
- SMARTware
- rivcojobs.com
- Prove-It

Refer to job order for referral instructions.

Step 3: Is the business requesting assistance with recruitment?

If yes, business needs assistance with recruitment:

Step 3a: Complete a Recruitment Planning Worksheet to include the following:

- Job Title
- Location
- Date and time of recruitment
- Whether the business will:
 - interview candidates in person
 - review resumes for qualified candidate

- requires pre-screening/pre-testing (See Step 4) or recruitment assistance from the team

Step 3b: Plan and coordinate the recruitment:

- Prepare a sign-in sheet to document the name and phone number of candidates in attendance and place at the entrance of the recruitment room.
- Place easel with recruitment information where candidates can view it upon entry to the recruitment site.

Step 3c: Conduct the recruitment:

- Follow the Recruitment instructions and document the results on the *Recruitment Outcome Worksheet.

Step 4: Pre-screen/Pre-test job seekers when requested.

- Pre-screen for qualified candidates to ensure they meet employer's minimum requirements via;
 - Application
 - Resume
 - Interview

*Note: If the business wishes to use their application, **do not write interviewing notes on their application unless the business requests it.** If the business does not have an application, the *Employment Questionnaire may be used and must be maintained for one year.*

- Pre-test candidates :
 - Make all arrangements to include room reservation and equipment
 - Administer and conduct the pre-testing per the business requirements

*Note: The Workforce Development Center **does not** provide drug testing or background checks.*

Once pre-screening/pre-testing has been completed, refer qualified candidates to the business for consideration.

Step 5: Notify the business by e-mail (refer to standard e-mail notice) to complete an internet-based Business Survey. <http://www.rivcojobs.com/survey/BusinessCommentCard/Default.aspx>

- Survey results are auto-forwarded to the MIS department and posted on the WDC Intranet.

Step 6: Program Follow-up:

- Call the business within 5 days of the job posting/completion of recruitment to inquire if an adequate number of referrals were received; was the position filled; should the job posting continue; or are additional services needed.

If necessary, refer businesses requiring additional services to a Business Solutions Consultant.

Step 7: Does the business want to participate in a Job Fair?

Step 7a: Job Fair Coordinator will provide business with Job Fair Schedule.
(See Job Fair Process)