

Southwest Wisconsin Workforce Development Board Workforce Development Services and Training Opportunities



The Southwest Wisconsin Workforce Development Board (SWWDB) is a private, non-profit corporation dedicated to promoting innovation and providing quality local workforce development programs and services to businesses and residents in Southwest Wisconsin. All services are driven by the needs of employers and job seekers, and are available through the "one-stop" Job Centers.

SERVICES FOR EMPLOYERS:

SWWDB offers employers a comprehensive array of cost-effective methods to connect to the region's dynamic and motivated job-seekers. Some services are provided free of charge, while others are available at affordable and negotiable rates.

■ TRAINING ASSISTANCE FOR EMPLOYERS

Under the Workforce Investment Act, SWWDB can contract with employers to pay the cost of training employees. This training must be formally arranged before the trainee(s) is hired. For the following programs, the employer can be partially reimbursed for training under a contract with SWWDB:

■ On-The-Job (OJT) Training.

On-the-job training provides occupational training reimbursing the employer up to 50% of the employee's wage rate as compensation for the employer's "extraordinary" costs. OJT must comply with federal and state regulations governing such training. Some of the key conditions are:

- Employee must be eligible and enrolled in WIA program and OJT is consistent with the person's individual employment plan
- Employee lacks skills relevant workplace literacy or other skills related to new technologies, production or service procedures
- Employer agrees to hire the worker long-term
- Training must be provided a minimum of 10 hours per week
- Training limited to the period of time required for a participant to become proficient in the occupation
- Training must be approved by SWWDB prior to the employee beginning OJT program

■ Customized Training.

Training that is designed and conducted to meet the special requirements of an employer. Customized training must comply with federal and state regulations governing such training. Some of the key conditions are:

- Employee is not earning a self-sufficient wage as determined by SWWDB
- Employee lacks skills relevant workplace literacy or other skills related to new technologies, production or service procedures
- Employer agrees to hire the worker, or in the case of incumbent workers, continue to employ the individual, upon successful completion of the training

- Training relates to the workforce needs of the area as identified by SWWDB and is approved prior to training beginning

Note: Training payments are subject to the availability of WIA funds and compliance with WIA regulations.

■ BUSINESS AND EMPLOYER SERVICES

SWWDB's services and pricing structure are fully customizable, depending on the needs of each employer. SWWDB will negotiate a contract with the employer based on actual time and materials for services provided. The scope of services will be determined based on discussion with designated employer representatives and documented in a services agreement.

■ INTERACTIVE GROUP-TRAINING SERVICES

The Alchemy SISTEM (Standard Industry Skills Training and Educational Media) platform includes everything you need for effective, results-driven training programs. Choose from the large library of SISTEM courseware or add custom content, tests and evaluations for your specific needs. With fully automated documentation, real-time reporting is fast and easy — saving you time and money. Deliver industry-specific training to large groups or individuals with one consistent experience. All courses are available in English and Spanish and do not require any previous computer experience.



EMPLOYMENT RELATED SERVICES FOR EMPLOYERS:

■ Employee Leasing.

SWWDB will recruit, hire and employ workers and lease the employees to the employer. Hiring will be based on employer job criteria. Services will include:

- Contracts cover all basic payroll taxes, federal, state, FICA, unemployment, workers compensation, etc.
- Holidays, sick days, etc. are available at the employers discretion and consistent with employer's benefit plans
- Health, dental and other insurances can be provided consistent with the employer's benefit plans
- No buy out fees after 90 days

RECRUITMENT ASSISTANCE FOR EMPLOYERS:

SWWDB has the capability to act as an extension of your company's Human Resource department, saving you time and money. Services are customized to the needs of each employer and include, but are not limited to:

■ Candidate Searches

- **Hire a Neighbor** – A one-of-a-kind partnership with Monster.com allows SWWDB staff to use an employer-provided job description to find the best local candidates for vacant positions — at no cost to the employer. In addition, SWWDB (for a fee) can develop job descriptions for employers who lack the time or resources to do so.
- **Job Center of Wisconsin** – SWWDB partner staff can assist employers in creating accounts, posting positions and conducting searches on the State of Wisconsin's official job-posting Web site.
- **Wanted Analytics** – Using Internet scrapping software, SWWDB can match employer job description information with available candidates in the region that possess the skills requirements. SWWDB is also able to assess the "degree of difficulty" filling the position and the project wage rate based on



the number of candidates registered with on-line services.

▪ **Job Fairs***

SWWDB can organize and facilitate all aspects of a job fair for an employer or group of employers. Hold an event at your facility, a Job Center or other location, and recruit for any number of positions. Marketing strategies and advertising costs can be built into any contract.

- **Tier 1 Job Fair** – Under 25 job openings
 - ◆ Maximum of 15 total hours
 - ◆ One day job fair
 - ◆ All services outlined above
- **Tier 2 Job Fair** – 25 to 49 job openings
 - ◆ Maximum of 20 total hours
 - ◆ 2 day job fair
 - ◆ All services outlined above plus 2 additional newspaper ads
- **Tier 3 Job Fair** – 50 or more job openings
 - ◆ Maximum of 25 total hours
 - ◆ 2 day job fair
 - ◆ All services outlined above plus 4 additional newspaper ads

*All Job Fair services include standard Job Center non-fee services:

- Job openings are posted on Wisconsin's JobNet system
- Job Center staff will distribute employer application forms to interested job seekers
- Job Center will collect applications/resumes for the employer
- Use of the local Job Center for interviewing candidates

▪ **Other Employment Related Services**

- **Employee and Job Seeker Assessment** – Using JobFit – a web-based assessment tool – employers can develop “patterns” for various positions in their organization. These patterns are compared to the pool of job-seekers who have completed the JobFit assessment, providing employers with a pool of candidates whose soft skills and occupational interests that best “fit” the workplace environment.



- **Job Description Development** – Write job descriptions that meet employer requirements and comply with employment laws.
- **Resume/Application Collection** – SWWDB staff can collect job-seeker submissions at one of our offices or Job Centers. The organization also can act as an intermediary, disseminating any information provided by the employer directly to interested candidates and will respond to inquiries and answer employment-related questions on the employer's behalf.
- **Application/Resume Processing** – Includes the pre-sorting applications/prescreen applicants based on employer job descriptions. Using the employer's employment criteria, SWWDB will rank candidates in terms of the employer's desired skill set and/or recommend candidates to interview, administering and grading entry-level assessments provided by employer and contacting qualified candidates and setting up/schedule first interviews based on the employer's timetable.
- **Interviews** – SWWDB can assist employers by developing interview questions with employer input, and conduct the initial interviews (either in person, via telephone or video conference) using employer criteria and ranking candidates for second interview. Available to assist in second interviews etc. to provide

feedback. SWWDB has the resources to record interviews as appropriate.

- **Employee Skills Testing** – SWWDB can administer proficiency tests to determine candidate skills and competencies. Tests will usually be completed at the nearest Job Center. Tests available include the following; however, other test may be administered based on needs of employer and availability of test.
 - Microsoft Word
 - Microsoft Excel
 - Microsoft Windows
 - Microsoft Outlook
 - Alpha and numeric typing test
 - Basic Math
 - Basic Reading

- **Background/Reference Checks and Drug Testing** – SWWDB staff can conduct criminal background checks using the comprehensive database maintained by the state Department of Corrections. For applicants determined by the employer, we can contact past employers and personal references to properly vet each candidate’s resume and employment history. SWWDB can also schedule drug testing for candidates using reputable and certified testing facilities.

TRAINING SERVICES FOR JOB SEEKERS

A job seeker is anyone who is entering the workforce for the first time, interested in changing jobs, seeking a new job because of unemployment or looking to improve current job skills. In today's job market, education is the key to helping job seekers obtain a better job and higher wages. Services are available to adults, dislocated workers and young adults (ages 18-21 years old) who are out of school.

Many of these programs are offered through the Workforce Investment Act (WIA) or other Department of Labor-funded programs. So, resources are available to offset all or most of the costs of training. A job seeker must meet certain eligibility requirements, meet with a case manager prior to enrollment to prepare an Individual Employment Plan and attend a pre-assessment workshop in order to receive funding for training.

■ Workforce Investment Act (WIA) Education and Training Programs

- **Occupational Skills Training:** Job-related skill training at a technical college or other approved educational institution. Training is limited to demand occupations in southwest Wisconsin. Upon completion the person is awarded an associate’s degree or other certificate of successful completion.
- **Specialized Skills Training:** Job-specific training in emerging occupational areas such as energy, weatherization, health care and advanced manufacturing processes. Training is conducted by a technical college or other approved provider.
- **Apprenticeship Training:** A combination of on-the-job training and classroom-related instruction in which workers learn the practical and theoretical aspects of a highly skilled occupation in two to five years. Registered apprentices are paid an hourly wage to attend their trade-specific schooling, which is sponsored by joint employer and labor groups, individual employers and/or associations.
- **Adult Basic Education and Literacy Training:** Individualized, small group and classroom instruction to improve reading, writing, math and/or other basic skills for people who are basic skills deficient. A person is basic skills deficient when he/she has English reading, writing or computing skills at or below the 8th grade level on a generally accepted standardized test. Training must be provided in connection with occupational skill training leading to a job or career. Instruction is usually provided by a technical college or community-based literacy organization.
- **High School Completion Programs:** Instructional preparation to pass the High School Equivalency Diploma (HSED) requirements or the General Education Development (GED) test. Person must be over 18 years of age and out of school. Instruction is provided by a technical college.