



Business Services Outline

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Website: www.pacareerlinklackawanna.org

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Equal Opportunity Program Employer. Auxiliary aids and services upon request to individuals with disabilities. EO Officer: Cathy Gerard. Phone: (570) 963- 3110. TTY: (570) 963-4717. Email: c-cgerard@pa.gov

Our Business Services

PA CareerLink® Lackawanna County offers 6 NO COST services to all businesses located in Lackawanna County. More information for each service or program can be found in your Business Services folder.



01. PA CareerLink® Website Registration

The Business Services Team (BST) can provide you with a self-registration guide for the PA CareerLink® website via email. The BST can also register you for the PA CareerLink® website.



02. Job Posting Services

All of your available jobs can be posted on the PA CareerLink® website. Here, it can be viewed by thousands of interested job seekers. There are two options to post your available positions:

- You can post the job yourself. Once your posting is submitted, a BST member will review and approve your posting within 24 hours.
- A BST member can post your positions for you. Just fill out the Job Order Form, and send it back to a BST member.



03. Recruitment Assistance

The Business Services Team (BST) can assist you in recruiting and advertising your open positions in multiple ways.

- We have available space to host hiring events in our office. We promote your hiring events by advertising them at the PA CareerLink® office, through a Constant Contact email blast, and our social media accounts.
- BST members can also collect resumes and applications on your behalf.
- The BST will comb through the on-site program participants to see if any of those job seekers may be good candidates, and refer them to you to apply.



04. On-the-Job Training Program

Reduce the cost of training your new hires by utilizing the On-the-Job training program. If the employee meets eligibility requirements, this program may cover up to 50% of the employee's wages for a predetermined period of time while the employee is learning a new position.



05. Labor Market Information

The BST can help you access labor market information resources including the state and local unemployment rates, wage data, EEO compliance, industry and occupation projections, and new hire reporting guidelines.



06. Tax Credit & Federal Bonding Assistance

Federal and state governments offer dollar for dollar tax credits as an incentive for hiring individuals from several populations. The BST can provide you with information and guidance on WOTC and the Federal Bonding Assistance Program.

On-the-Job Training (OJT) Fact Sheet

Hiring qualified individuals will result in companies receiving a 50% wage reimbursement to offset training costs during the initial training period. This is a win-win situation for employers and individuals. Call us before you hire to see if you qualify for these training resources.

- The occupation offered must be in a high priority occupation.
- On-the-Job-Training (OJT) is provided under a contract with an employer in the public, private non-profit or private sector. Through the OJT contract, occupational training is provided for the Workforce Innovation Opportunity Act (WIOA) participant in exchange for reimbursement, typically 50% of wage rate for the participant, for the cost of providing training and supervision related to training.
- The OJT contract is limited to period of time required for the participant to become proficient in the occupational training being provided.
- The length of the contract is determined by the skill requirement of occupation, academic and occupational skill level of the participant and his/her prior work experience.
- A Job Order must be posted on the Commonwealth Workforce Development System (CWDS)
- The employer worksite must comply with all state and federal regulations, namely. Health, safety, ADA and EEO
- Position offered must be permanent and pay a minimum of \$12.00 per hour with health benefits offered.
- Training funds cannot be utilized if the new hire would displace any currently employed worker, any employee that is on layoff from the same job as the new hire, or if the job created infringes in any way upon the promotional opportunity of a currently employed worker.
- On-the-Job Training Contracts must not impair existing contracts for service or collective bargaining agreements.
- An On-the-Job Training (OJT) contract will be created explaining the details of the program and will include items such as: the training outline developed by the company, start date, agreed upon length of training time (the number of hours or weeks your company will be reimbursed), and the total amount of funding expected.
- The agreement will begin the day the training starts. Orientation, holiday, vacation, sick leave and overtime are not included as reimbursable hours.
- Invoices will be provided to track and submit training time for reimbursement. Invoices require the company signature and should be forwarded by the 5th of the month.
- Progress reports are to be done monthly and require signature of both employer and participant.

The company is required to:

- Monitor and support the newly hired employee while in training.
- Commit to retain the new hire as a permanent employee upon satisfactory completion of the training program.
- Notify our office if the new hire leaves or is terminated while in training.
- Notify our office if the new hire is not performing work to the company expectations.

Taylor Troiani Business Services Rep

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On-the-Job Training (OJT) is a federally-funded program created to reduce the cost of new hire training for employers!

What is OJT?

OJT reduces the cost of new hire training by reimbursing employers 50% of a new hires' wage, approximately \$5,000. The OJT may last no longer than 6 months, and reimbursement occurs on a monthly basis upon receipt of an invoice and performance review. All paperwork must be completed prior to the first day.

Who is eligible for OJT?

PA CareerLink® Lackawanna County Staff can refer eligible OJT participants to employers. Also, employers can refer any applicants to PA CareerLink® office staff for an eligibility screening. Eligible applicants must either be currently collecting unemployment benefits, or meet low income guidelines to qualify for OJT.

How does OJT work?

The position must be full-time, permanent, pay a minimum of \$12.00/hr, and provide medical benefits. The applicant cannot have extensive, prior experience in the position for which they are hired, and cannot be a previous employee of the business. Holidays, vacation, sick time, and over time are non-reimbursable hours.

How do I get started?

Contact a Business Services Representative! You will need to provide your current workers comp and liability insurance certificates.

Benefits of Hiring a Veteran

Veterans are often great candidates with extensive experience. They are committed to meeting end goals and completing all tasks with proficiency. They perform well under pressure and are able to adapt to various situations quickly. Their skill set may be transferable to various professions and positions, and they may even have several areas of expertise.



**Ability to Learn
New Skills**



**Strong
Leadership Skills**



Flexibility



**Organization
and Discipline**



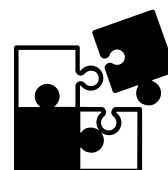
Teamwork



**Independent
Work**



Respect



**Problem
Solving**

Roy Evans Disabled Veterans Outreach Program

570-963-4671 ext. 3020 | royevan@pa.gov

Bill Casamassima Veterans' Employment Rep

570-963-4671 ext. 3006 | wcasamassi@pa.gov

Why Should You Hire a Re-Entry Participant?



Work Opportunity Tax Credit

If you've hired someone who was convicted of a felony or released from prison after a felony conviction during the year before they were hired, you could be eligible. Tax credit for hiring an ex-offender is up to \$2,400. The beauty of the Work Opportunity Tax Credit is that there is no limit to how many people you can hire.



Federal Bonding

The Federal Bonding 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. There are no required documents or paperwork to complete. The bond has no deductible and reimburses the employer for any loss due to employee theft within the specified six-month period.



On-the-Job Training

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Cost Saving Perks

- Reduces initial recruitment and job advertising costs
- Diversity, inclusion, and social responsibility
- Resolves skills shortages
- Reducing staff absence
- Increasing staff retention

Elizabeth Rasimas

Career Advisor

Rafael Moreno

Bilingual Career Advisor