

Pennsylvania CareerLinkSM

Lehigh Valley



EMPLOYER SERVICES



Auxiliary Aids and Services are available upon request to individuals with disabilities/Equal Opportunity Employer/Program. Programs at PA CareerLink® Lehigh Valley are funded in whole or in part by federal funds. Detailed information can be found at www.lvwib.org/stevens-amendment. Equal Officer: EqualOpportunity@careerlinklv.org or 610-841-8332, TTY Line 610-437-0741. More information on adaptive equipment and Equal Opportunity resources can be found at www.lvwib.org/equal-opportunity-and-adaptive-equipment.

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PA CareerLink® Lehigh Valley
 555 Union Blvd
 Bethlehem, PA 18109

Allentown Employment and
 Training Center (AETC)
 718 Hamilton St, Allentown, PA 18101

PA CareerLink® Lehigh Valley at
 St. Luke's Sacred Heart
 325N 5th St, Allentown, PA 18102



WWW.CAREERLINKLEHIGHVALLEY.ORG

On-the-Job Training (OJT)

On-the-job training (OJT) funds pay training reimbursements equal to 50% of a new hire's wages. OJT is proven to be one of the most successful means of training new employees in the skills and performance levels required.

How does it work?

Funds cover up to 6 months of training in positions that:

- are full-time (at least 35 hours per week)
- pay at least 13.00 per hour
- are considered permanent (as opposed to seasonal or temporary)



You review candidates, you interview, you hire



We help you design a custom training plan



You receive funds, and new hires earn while they learn

ELIGIBLE INDUSTRIES:

Manufacturing

Healthcare/Social Assistance

Professional, Scientific, and
 Technical Services

Finance and Insurance

Transportation, Warehousing,
 and Logistics



On-the-Job Training (OJT) - FAQs

Which job applicants are eligible for OJT?

PA CareerLink® Lehigh Valley will refer eligible applicants. Our eligible applicants are individuals who reside in Lehigh or Northampton County, and are currently unemployed (due to layoff) or underemployed and seeking different employment.

If you find an applicant you believe could be eligible, refer that applicant to us before you hire them and we will determine their potential for eligibility.

Who selects my new OJT employee?

You do! You review and select from the applicants that we send. You retain responsibility for conducting interviews and hiring the referrals.

OJT employees are the same as all of your other employees, with one exception...they come to you with a cost-reimbursement benefit.

What if the new hire doesn't work out for me?

Ultimately, you determine whether the new hire is successful and retained in the position. Our goal is for you to retain the new hires. We provide ongoing contact, along with customized mid-point and final trainee evaluations to ensure that everyone is informed of the new employee's progress.

How do I get started?

Call us at least two weeks prior to the applicant's first day of work. Provide us with a job description, and we will help you write a customized training plan. We handle most of the paperwork to make the process as easy as possible.

Contact Business Services:

 610-437-5627 ext. 136

 best@careerlinklv.org

PA CareerLink® Online System

PA CareerLink® (www.pacareerlink.pa.gov/employer) is a NO-COST online tool for connecting employers to job seekers:


- Search for potential employees
- Create job postings online
- Receive candidate recommendations
- Manage your company profile
- Learn about other services to better assist your business

Additional features and benefits:

- Gain access to thousands of candidates and review resumes
- Save customized search preferences and receive email alerts
- Search Occupation Profile Information:
 - Knowledge & skills
 - Education & training
 - Wages and more!

PA CareerLink® Lehigh Valley staff are willing to guide you through registration, post positions on your behalf, and add contacts to your employer profile.

Need support? Contact us:

 610-437-5627 ext. 136

 best@careerlinklv.org

Recruitment Events



If you need to hire several individuals, use PA CareerLink® Lehigh Valley. Why?

- 1) You can host an event at one of our locations or on our website's new platform.
- 2) Our staff has experience working with various companies to create job fairs and events, and can tailor the event to meet your specific recruitment needs.
- 3) We do all the work of setting up and promoting the event through our channels. You simply show up for your recruitment!

Your event will be promoted:

- To job seekers at PA CareerLink® Lehigh Valley
- To an extensive network of workforce professionals
- To community-based organizations throughout the Lehigh Valley
- On our local website: www.careerlinklehighvalley.org
- On PA CareerLink's website: www.pacareerlink.pa.gov
- On our Facebook page, LinkedIn account, and other social media

Schedule your next event with us:

 610-437-5627 ext. 136

 best@careerlinklv.org

Hiring Military Veterans

Many employers are discovering the option of hiring new veterans, who are now separating or retiring from the military services. Today's military service members are extremely well trained, highly motivated, well educated: probably more so than most civilian, private sector employers realize. This brochure provides a profile of today's emerging veteran.

Today's Military – Higher Standards Going In

To begin, it's more difficult to enlist in the services than before. Applicants have to pass a tough screening process in order to enlist. Over 90 percent of our military recruits had a high school diploma or had completed some higher education.

Today's Veterans – Well Trained Coming Out

Employers in today's changing world know that worker 'trainability' is often the key to success. Since rigorous in-service training is a regular feature of military preparedness, service-members have learned to absorb instruction quickly. They've been trained to be trainable. Indeed, today's new veterans will have spent one-quarter of their military careers either as students for instructors in their various specialties.

Experienced - Computer Literate

In addition to rigorous training, these new military veterans have sophisticated and up-to-date work experience in hundreds of occupational specialties, many of which require them to be computer literate. Not surprisingly, a lot of these skills are directly transferable to the civilian economy:

Accounting | Education | Engineering | Foreign language | Construction Electronics
Financial administrative | Law enforcement

The military has traditionally encouraged its service-members to take advantage of continuing education programs. Indeed, over 95 percent of our military officers possess baccalaureate degrees, and 35 percent have earned a master's degree or higher. A significant number of enlisted soldiers and non-commissioned officers (NCOs) have earned their associate's or bachelor's degrees.

Healthy and Drug Free

Strong programs to maintain the health of service-members are another regular feature of military service. Potential employers will generally find emerging veterans to be in excellent health. Due to a rigorous prevention and detection program, drug abuse by service-members is almost non-existent.

Conscientious and Hard Working

Employers will also benefit from the outstanding work ethic that military service instills. Service members are taught early on to pay meticulous attention to detail. Follow up, persistence, and pride in doing one's very best, are all hallmarks found in the military. These emerging new veterans know how to set priorities, how to work under pressure, and how to function as part of a team.

A Plus for the Economy

Experienced service-members are entering into the job market every day. This flow of highly trained, highly motivated people back into the civilian workforce is a big plus for America. It strengthens the nation's place in the competitive world economy.

The Transition from Service-Member to Veteran

The Transition Assistance Program (TAP), a joint venture of the U.S. Labor, Defense, and Veteran's Affairs Departments, has been established to help service-members prepare themselves for employment in the civilian world. TAP helps these about-to-be veterans assess their skills and experience, and set their goals.

TAP also benefits employers by insuring that new veterans seeking employment are equipped with a clear sense of their capabilities and potential. They know what to expect and how to fit in. Other Labor Department programs can assist employers by providing reimbursement for on-the-job training costs when new veterans are hired, as well as providing other support services that help prepare the veteran to be the best possible employee.

The Wish List Gets Longer

In order to stay in the game, many employers now find themselves having to invest heavily in employee training. Now trainability of employees is also high on the wish list. Often, this involves some degree of computer literacy and /or experience with advanced technology. In short, today's employers are looking for the best. And some have found it.

How Employers Can Learn More

It's easy for employers to learn more about the availability and quality of these potential employees. Contact a Local Veterans Employment Representative (LVER) or a Disabled Veteran Outreach Program (DVOP) Specialist, who can be found at your Pennsylvania CareerLink®. Employers can also visit the Pennsylvania CareerLink® website at www.pacareerlink.pa.gov for online employment services available to you at no cost. In addition, employers may contact the Director, Veterans' Employment and Training Service, U.S. Department of Labor, located in each state.

When you hire a veteran, you are employing an individual who has had to uphold the highest standards. Veterans have demonstrated integrity, a commitment to excellence and a determination to do the best job possible that really offers businesses an edge on the competition. With the shortage of skills that exist in the labor market, the ability to hire experience is a definite plus for any corporation.

The Department of Labor, in conjunction with Pennsylvania CareerLink® Offices, also sponsors America's Job Bank, a valuable tool for employers to fill vacancies with veterans and separating military personnel.

Work Opportunity Tax Credits (WOTC)

WOTC is an easy-to-use federal tax credit available to employers who hire individuals from specific targeted groups. WOTC is a great way for employers to reduce income tax liability.

What are the Minimum Requirements?

- New hires must work a minimum of 120 hours
- Forms must be submitted within 28 days of new hire's start date

How Does WOTC Work?

- No limit to the number of new hires
- Any size employer can benefit
- Employers decide whom to hire
- Minimal paperwork to request tax credit

How Much Can You Save?

- The maximum tax credit ranges from \$1,200 to \$9,600, depending on the employee hired.
- Click here for the maximum tax credits associated with each WOTC target group.

Who Qualifies?

Employers can claim WOTC for the following targeted groups:

- Veterans – 5 categories
- Temporary Assistance for Needy Families (TANF) Recipients
- SNAP (Food Stamp) Recipients
- Designated Community Residents
- Vocational Rehabilitation Referral
- Ex-Felons
- Supplemental Security Income (SSI) Recipients
- Summer Youth



Learn more:
Click this box for a
Department of
Labor & Industry
info sheet

How to Apply?

1. Complete page 1 of IRS Form 8850 by the day the job offer is made
2. Complete page 2 of IRS Form 8850 after the individual is hired
3. Complete ETA Form 9061
4. Employers may submit applications electronically via our website: www.cwds.pa.gov

Office of Vocational Rehabilitation (OVR)

As a PA CareerLink® partner, the Pennsylvania Office of Vocational Rehabilitation (OVR) provides specialized services for people with disabilities.

The face of today's workforce is changing and rapidly growing more diverse. At a time when businesses are facing shrinking labor pools, employers realize the benefits of taking advantage of alternative labor market resources to help maximize their workforce talent and expand their consumer base. People with disabilities represent the largest single block of untapped labor market resources – skills and talent that businesses can't afford to miss! OVR's mission is to promote the employment of people with disabilities and to provide assistance to employers. For you, the employer, OVR offers information on the various tax and work incentives available to help employers cover workplace accommodation costs for employees and/or persons with disabilities. OVR can also provide you with the following quality services at no cost to meet the specific hiring needs of today's diverse businesses:

Staffing and Employee Development:

- Motivated and job ready candidates
- Applicants with a broad spectrum of education, skills and talents
- Services to your current employees with disabilities
- Financial Incentives:
 - Very generous On-the-Job Training (OJT) wage reimbursement funds
 - Federal Work Opportunity Tax Credit applications
 - Tax Credit information for small businesses
 - Architectural/Transportation Tax Deduction information

Accessibility Analysis and Solutions:

- Job analysis
- Options for reasonable accommodations
- Information and referral on assistive devices and services

Links to Networking Resources:

- Employment networks including the local CareerLink® and the Business Leadership Network
- Disability Awareness and Diversity Training:
 - Sensitivity training
 - Understanding the Americans with Disabilities Act (ADA)
 - Disability etiquette

Frequently Asked Questions and Answers

Is there a cost to use PA CareerLink® workforce system?

- There is no charge for employers to list job openings with PA CareerLink®. Our state online job bank, PA CareerLink®, is free of charge to employers, job seekers and the public.

Why must an employer register with PA CareerLink®?

- Registration on PA CareerLink® is necessary to ensure data integrity. Service is limited to U.S. employers, employment agencies, or other organizations that have job openings and do not charge job seekers a fee.

If I register with PA CareerLink®, will job seekers find this registration and contact me directly about employment?

- No, names of registered employers are confidential and are not available to job seekers. You choose whether or not to display your company information each time you create a job posting. You may want applicants to contact you directly. You can choose to have all applicants pre-screened by the local PA CareerLink® staff, or you can use the screening tools on PA CareerLink® to sort through candidates on your own. You determine the level of service you want from local PA CareerLink® staff.

Can I enter a job posting for more than one location?

- Yes, if the same job is available at more than one location. However, to guarantee that applicants' searching by geographic location see your posting, it's better to enter a separate job posting for each job location.

Can I enter different types of jobs on the same job posting?

- No, in order to avoid confusion and make applicant searching most efficient, it is necessary to enter a separate job posting for each job opening.

Can I modify a job posting that is already in the system?

- Yes, you can modify job postings at any time. Also, closed or filled job postings may be reopened when subsequent job openings occur.

When I enter a job posting, why don't I see it right away?

- Before a job posting becomes a part of the public database on PA CareerLink®, staff must review the posting to insure that it meets the PA CareerLink® guidelines. Every effort is made to complete this process within one business day.