



PA CareerLink - Chester County
Oaklands Corporate Center
479 Thomas Jones Way, Suite 500
Exton, PA 19341
p. (610) 280-1010
f. (610) 280-1013
e. pacareerlink@chesco.org

Dear Chester County Employer:

Thank you for choosing to register on the PA CareerLink® Labor Exchange System – www.pacareerlink.pa.gov

The Chester County Workforce Development Board and County Commissioners have designed a workforce system here in Chester County that delivers employment and training services to all employers at PA CareerLink® - Chester County and the United Way Financial Stability Center.

Our premier recruitment, pre-screening, assessment, and job-matching system saves you time and money while linking you to qualified, reliable workers – www.pacareerlink.pa.gov We can further assist in the growth of your business by providing you with current labor market information, access to skills-based training programs, and refer you to programs that can assist with training your incumbent workforce.

Should you require additional assistance identifying qualified candidates, PA CareerLink® - Chester County can offer you the following staff-assisted services **at no cost**:

- Employer Folder Management for Employers - Staff-assisted job postings, resume screening and job referrals
- Access to 'qualified' job seekers who have recently completed skills training/certification programs
- Facility Usage for Recruitment Fairs
- Employer Workshop Series
- On-the-Job Training Program Opportunities
- Employer Tax Credit Information and Referrals
- Industry Partnership/Incumbent Worker Training Referral
- Coordination of Job and Career Fairs
- Labor Market Information for Employers

To learn how we can individualize services for your organization or to obtain additional information, contact our Business Service Team at 610-280-1029.

Sincerely,

Walter Urban, Jr.
PA CareerLink® - Chester County Site Administrator
burban@chesco.org | 610-280-1010

A proud partner of the  American Job Center network

Auxiliary aids and services are available upon request to individuals with disabilities
Equal Opportunity Employer/Program



Creating a Company Profile on the PA CareerLink® website

- Go to pacareerlink.pa.gov
- Click on Yellow tab "Register"
- Click on "Employer"
- Enter the FEIN, and select Third party contact preference from the drop- down box (either Yes or No). Click 'Continue'
- Enter Employer Information (Employer Details, Location Details and Mailing Address). Once Completed, click Continue.
- Create a Password. Your password must be at least 8 characters long, have a Capital letter, lower case letter and number.
- Select and answer the security questions, click continue.
- You will be given your Keystone ID.
- The company profile will be approved within 24 hours.
- You can then log in and post jobs and/or report new hires.

Searching for candidates on PA CareerLink® website

- Go to www.pacareerlink.pa.gov
- Scroll down to "Employers" – I'm Looking To:
- Select "Search for Talent"
- Search Candidates – Entry search criteria – Example "Project Manager", then enter City, State or Zip Code
- Select Search – Click on any candidate number or the "Paper Icon" to the right to see their resume
- Scroll down to the bottom of the page to choose communication preference to the Candidate

Posting Jobs on PA CareerLink® website

- Go to pacareerlink.pa.gov
- Enter your Keystone ID and Password from when you Created your Company Profile and Click 'Sign In'
- From your JobGateway® dashboard – select My Job Postings and click 'Create Job Posting'
- Complete all required fields and click 'Save + Continue'
- Complete all Job Site Details and click 'Save + Continue'
- Complete all Job Posting: contact details and click 'Save + Continue'
- Choose to Add a Screening Questionnaire for your Job Posting – Choose 'Yes or Not Now'. Click 'Save + Continue'
- Review your job posting and make any necessary edits.
- If acceptable, Click 'Submit'

Workforce Development Services

Services Provided	PA CareerLink	Monster	CareerBuilder	Yahoo Hot Jobs	Indeed
Provides career services to employers and job seekers online	YES	YES	YES	YES	YES
Website Available 24/7	YES	YES	YES	YES	YES
Pre-screens Applicants	YES	YES	YES	YES	YES
Links you directly to other state and federal government resources	YES	NO	NO	NO	NO
Post Jobs for Free	YES	NO	NO	NO	NO
Access to free workshops on topics such as Health/Safety, Violence in Workplace, Unemployment, and Best Practices	YES	NO	NO	NO	NO
Provides KeyTrain® assessments for Job Seekers	YES	NO	NO	NO	NO
Allows you to sign up for community job fairs	YES	NO	NO	NO	NO
Has network offices throughout the state of Pennsylvania	YES	NO	NO	NO	NO
Offers in-person career counseling services	YES	NO	NO	NO	NO
Offers office space for interviewing applicants	YES	NO	NO	NO	NO
Provides personalized on the job training programs	YES	NO	NO	NO	NO
Works in partnership with state agencies and organizations to provide diverse pool of applicants	YES	NO	NO	NO	NO
Identifies financial incentives for employers	YES	NO	NO	NO	NO

EMPLOYER SERVICES IN CHESTER COUNTY

In partnership with the Chester County Workforce Development Board, PA CareerLink® Chester County offers a variety of cost-free services and programs to employers. These federal and state funded programs are designed to link employers with qualified jobseekers.

Take Advantage of the Following Benefits

- Individual and customized support for hiring needs
- Steady supply of qualified candidates
- Candidate job readiness and soft skills training
- Reimbursement of training costs for a new hire up to \$6,000, if applicable
- Ability to host on-site recruitment events
- Linkage to the PA CareerLink® online system, www.pacareerlink.org, a free statewide talent pool resource that can also assist with federal tools such as Federal Bonding and Work Opportunity Tax Credits
- Access to special events and seminars hosted by PA CareerLink® Chester County on key workforce development topics

About PA CareerLink® Chester County

Based on the “One-Stop” concept, PA CareerLink® is a cooperative program where jobseekers and employers share access to a wide array of job training, education and employment services. PA CareerLink® Chester County professionals are available to provide personalized assistance for recruitment and placement of employees. From posting positions to screening applicants, we’re here to help. Our objective is to be the labor exchange system of choice for both employers and jobseekers; the recognized authoritative source for information on training providers and resources; and the center from which our County’s workforce development services operate.

Contact Us Today to Get Started!



Bill O'Brien

Business Services Representative



bobrien@edsolutions.com



(610) 280-1017



(610) 280-1013

On-the-Job Training Program in Chester County

The On-the-Job Training (OJT) Program offers Chester County employers a unique opportunity to hire prescreened applicants, while saving a substantial amount of money on training costs. Employers receive a reimbursement of up to 50% of a new hire's wage for a training period lasting up to six months. Maximum reimbursement amount is \$6,000 per employee. All services are free.

WHO FINDS THE CANDIDATES?

PA CareerLink® Chester County utilizes a network of partners to develop a deep talent pool. Jobseekers are prescreened and their skills are evaluated. PA CareerLink® Chester County then sends candidates to employers for consideration, and employers make the final decision.



WHAT IS REQUIRED OF THE EMPLOYER?

Very little of the employer's time is required for administration of the OJT. A PA CareerLink® Chester County staff member walks the employer through a brief initial contract, which covers all future OJT participants. Aside from the contract, all PA CareerLink® Chester County needs from the employer are the monthly hours and performance review of each OJT participant. PA CareerLink® Chester County serves as the link to the funding agency, the Chester County Workforce Development Board, to ensure employers receive their monthly reimbursement.

WHY PARTICIPATE?

If employers are hiring for a High Priority Occupation (HPO), and are having trouble finding qualified candidates, OJT is the perfect solution. It's a money-saving option to bring on a new candidate, with no risk. This employee is treated as any other new hire, but they have training funds and supportive services attached to them, which is a win-win for employers and jobseekers.



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SkillUp™ PA

Navigate the changing workplace
with Pennsylvania's new online
learning platform

ABOUT

SkillUp™ PA provides access to no-cost online job skills training to Pennsylvanians. Courses are available by simply registering for a no-cost account on the PA CareerLink® website.

Sign-Up Today



- ✓ No-Cost
- ✓ Available 24/7
- ✓ Flexible

Keep your business moving with SkillUp™ PA

Access a variety of no-cost course and certification programs to help your employees build their skillsets and meet your business needs.

6,000+
TRAINING MODULES

130+
INDUSTRY RECOGNIZED CREDENTIALS



Certifications
CompTIA
Cybersecurity
Project Management
Human Resources
much more!



Courses Available
Microsoft Office
QuickBooks
IT & more



**Tools and training
for everyone.
Anywhere at
anytime**

The initiative is being led by:

Pennsylvania
CareerLink™
A proud partner of the americanjobcenter network

pennsylvania
DEPARTMENT OF LABOR & INDUSTRY

The Governor's Office has supported the SkillUp™ PA initiative by allocating Pennsylvania state tax dollars to spearhead the implementation of this online learning portal. The Pennsylvania Department of Labor & Industry was competitively awarded federal tax dollars through the United States Department of Labor - Employment and Training Administration CAREER National Dislocated Worker Grant (NDWG) totaling \$3 million. The CAREER NDWG is entirely federally funded, and 100% of these funds will be utilized to purchase licenses and further implement the SkillUp™ PA initiative over a multi-year period.



Helping
businesses and
communities thrive.

Workforce Business & Community Support

Rapid Response Services

In Pennsylvania, we are dedicated to the businesses and employees that support our communities and help them thrive. That's why the Department of Labor & Industry (L&I) aims to lessen the hardship felt by all individuals impacted by economic hardships experienced by their employer, and the employees themselves.

L&I's **Rapid Response Services** team works in collaboration with the **Strategic Early Warning Network** and **Governor's Action Team** to provide the necessary resources to avoid closures and layoffs.

It assists in job placement when jobs are lost and helps in times of natural disasters to plan and manage support. L&I's Rapid Response assists workers and employers affected by layoffs, plant closures, or natural disasters. It provides access to the **PA CareerLink®** system of user-friendly resources and information to help transition workers into reemployment.

L&I's Rapid Response does not have to be event-driven; the program offers businesses an opportunity to plan and manage economic transitions at any time. Rapid Response helps employers by coordinating pre-layoff placement services and leads the collaboration with other state and local partners to enhance job expansion and community support. **There is no charge to the employer or employee for these services and they are provided regardless of the reason for the layoff.**



Contact Us:

Rapid Response Services
Pennsylvania Department of Labor & Industry
651 Boas Street, Room 1220
Harrisburg, PA 17121

Email: RA-LI-BWPO-Rapid@pa.gov
www.dli.pa.gov | Keyword: Rapid Response



Who do we help:

Your Employees

- Unemployment Compensation assistance
- Job search and placement assistance
- Financial support for education and training opportunities
- Career counseling

Your Business

- Maintain or increase productivity during transition period
- Assistance to avoid lay-offs
- Management assistance with Human Resource needs

Your Community

- Coordinating Support groups and education workshops
- Orchestrates community collaboration to help those impacted
- Lessens the economic impact felt by the community



pennsylvania
DEPARTMENT OF LABOR & INDUSTRY

What does Rapid Response do?

Rapid Response Services helps businesses in a variety of ways. Businesses or employers can work with the Rapid Response team as part of their internal crisis management plan to help ensure business continuity in the event of a natural disaster, economic hardship or closure.

In addition, Rapid Response can provide strategic planning, data gathering and analysis to help anticipate, prepare for, and manage an economic transition or hardship. If a closure or mass layoff is inevitable, Rapid Response helps businesses and local communities cope with the effects.

Rapid Response coordinates activities with Pennsylvania's local workforce development boards and PA CareerLink® in cases of insufficient funding to serve a large number of affected workers. **Trade Adjustment Assistance** petitions can be completed by Rapid Response when downsizing events are related to foreign trade.



Rapid Response has coordinators that meet with the employer and when appropriate, the representative of the employees, to discuss the services that are available through the program. The Rapid Response coordinator will pull together a team of experts to provide workers with information about services in a centralized and convenient location before the layoff or closure occurs, including service information on:

- Unemployment Compensation;
- Health and pension benefits;
- Job search activities;
- Education services;
- Training Programs;
- Trade Adjustment Assistance (TAA);
- Social Services programs;
- Community and economic development activities;
- Emergency assistance; and
- Crisis counseling.

Rapid Response helps workers and employers navigate the workforce system by convening and facilitating connections, networks, and partners. Services are available to businesses and affected workers any time, day or night.




REGIONAL CONTACTS

The **Rapid Response Information Guide** provides a complete list of all regional contacts.

- Western Region Supervisor – John Pileggi | jpileggi@pa.gov | 412.843.4049
- Eastern Region Supervisor – Nelson Diaz | ndiaz@pa.gov | 610.751.8478



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Equal Opportunity Employer/Program*



L&I makes it easy
for business to take
advantage of available
tax credits and federal bonds

Employer Hiring Incentives

The Work Opportunity Tax Credit and Federal Bonding Programs

Work Opportunity Tax Credit

The Pennsylvania Department of Labor & Industry (L&I) manages the federal Work Opportunity Tax Credit (WOTC) program, which enables employers to benefit from hiring individuals from specific targeted groups who are facing significant barriers to gaining employment. This program financially rewards employers for offering employment opportunities to these individuals.

Currently the WOTC program is set to expire on December 31, 2019. If the WOTC program does not receive an extension past December 31, 2019, please continue to submit applications.

Receive Financial Credits for Hiring From These Qualified Target Groups:

- Temporary Assistance for Needy Families (TANF) Recipients
- Qualified veterans (There are five categories of veterans eligible)
- Ex-Felons
- Designated Community Residents
- Vocational Rehabilitation referrals
- Summer Youth Employees
- Supplemental Nutrition Assistance Program (SNAP) Recipients
- Supplemental Security Income (SSI) Recipients
- Long-term Family Assistance Recipients
- Qualified Long-term Unemployment Recipients

WOTC Program Highlights:

- Any size business can participate.
- Minimal paperwork is needed to claim the tax credit.
- Employer makes the final hiring decision on candidates presented.
- Employer can hire as many qualified employees as are needed.
- Hire from 14 qualifying groups, which include 5 veteran categories.
- For-profit employers can reduce their federal income tax liability.
- Non-profit employers can reduce their Social Security tax.

The US Internal Revenue Service (IRS) may change target groups at any time. For the most current list of eligible employees and specific criteria for each, visit www.irs.gov.

How does WOTC work?

Before a business may claim the credit, it must obtain certification that an individual is a member of a targeted group. The employer **must file Form 8850, Pre-Screening Notice and Certification Request for the Work Opportunity Credit through L&I within 28 days after the eligible worker begins work.**

Employers generally can earn a tax credit equal to 25% or 40% of a new employee's first-year wages, up to the maximum for the target group to which the employee belongs. Employers will earn 25% if the employee works at least 120 hours and 40% if the employee works at least 400 hours.

The tax credit is only available for a two-year period for employers who hire individuals from the long-term TANF target group and includes a higher maximum tax credit percentage:

- If the individual works at least 120 hours in the first year, the employer may claim a tax credit equal to 40% of first year wages, up to the maximum tax credit.
- If the individual works at least 400 hours in the second year, the employer may claim a tax credit equal to 50% of second year wages, up to the maximum tax credit.

Federal Bonding Program

The Federal Bonding Program created by the US Department of Labor (USDOL), is a unique hiring incentive tool, targeting individuals whose backgrounds can pose significant barriers to securing or retaining employment, including:

- Justice-involved citizens
- Individuals in recovery from substance use disorders
- Welfare recipients
- Individuals with poor credit records
- Economically disadvantaged youth and adults who lack work histories
- Individuals dishonorably discharged from the military

The federal bonds protect an employer or business against losses of property or money caused by the fraudulent or dishonest acts of a bonded employee. Employers receive the bonds free-of-charge as an incentive to hire these applicants. Each bond has a \$5,000 limit with a \$0 deductible and covers the first six months of a selected individual's employment. Information about the Federal Bonding Program can also be found at bonds4jobs.com or by calling us at 800.345.2555.

Are You Leaving Money on the Table? Start Saving Today with these Tax Credit Programs:

To apply for WOTC, an employer or employer's representative must submit the IRS 8850 and ETA 9061 (or 9062, where applicable) within 28 days of the new hires' start date to L&I. Forms can be downloaded by visiting www.dli.pa.gov, and search keyword, "WOTC." Proof of mailing may be required. You may also submit applications electronically at www.cwds.pa.gov.

For assistance with the website or questions regarding the WOTC program, please call **800.345.2555** or email at **RA-BWPO-TAXCREDITS@pa.gov**.



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Equal Opportunity Employer/Program*



*Developing new and innovative strategies
for connecting job seekers to hiring employers*

Benefits of Partnership

- Special networking events provide opportunities for employers and job seekers to interact in a casual setting
- Educational programs and workshops on targeted hiring and recruiting trends
- Access to training grants and salary subsidies if qualifications are met
- Through HireOne/ReferOne, employers identify distinguished candidates who were interviewed but not hired in order to:
 - Create and share a pool of previously interviewed candidates
 - Reduce number of interviews and hiring time

Key Accomplishments - Since 2010:

- Since inception, HireOne has provided more than 1,000 job seekers with networking and programming events
- More than 200 individuals have received career coaching
- Engaged more than 670 firms in the region, providing new and innovative programming to facilitate the hiring process
- Connected companies with job seekers resulting in 378 jobs being posted onto CareerLink's Job Gateway
- Launched HireOne /ReferOne which benefits both job seekers and employers by:
 - Giving job seekers an opportunity to present their elevator pitch to various business leaders
 - Providing employers with a pool of pre-screened candidates
 - Since January, 14 pitches have been made with almost 1/3 resulting in hires

About

Hire One

HireOne, an initiative of the Chester County Economic Development Council (CCECC), is a public/private partnership which provides employment services to the healthcare, energy, IT/communications, life science, financing, manufacturing and agriculture industries in Chester County and the region.

HireOne is led by a taskforce made up of business owners and industry experts from recruiting and hiring. The taskforce works to develop and implement new and innovative strategies to successfully connect job seekers to hiring employers.

For more information contact:

Jim Lauckner
610.321.8231

jlauckner@ccedcpa.com

www.hireonecc.com



HireOne is an initiative of the CCEDC and is funded in part by the private sector and the Chester County Workforce Development Board.



Hire One Task Force

AFS
AGI
Allied Barton Security Services
Arora Engineers
Barclay Friends
BioTelemetry
CareerLink - Chester County
Carney Group
Carolyn Cott Resumes
Catalyst 360
CCRES
Chester County Department of Community Development
Chester County Economic Development Council
Chester County WDB
Citadel Federal Credit Union
Coatesville VA Medical Hospital
Coventry Environmental
Daily Agile
Devereux
Edisolutions
Education Management Services
Epic Careering
Express Employment Professionals
Franchise Advise, LLC
Franklin Mint Credit Union
Full Circle Computing
Hankin Group
Infinity Consulting Solutions, Inc.
Intern U
J*Lis Management Consulting
Joseph's People
Kaolin Mushroom Farms
Lee Hecht Harrison
Mid Atlantic Employer Association (MEA)
Monarch Staffing
Montgomery County Community College
New Penn Financial
New York Life
NIIT Technologies Limited
O'Connor Group
Open Hearth
Pathstone
Phlexglobal
Prime Pay
QVC
Right Management
Saint Gobain/CertainTeed
SEI Investments
Sherwin Williams
Sprioc, LLC
STB Technology Solutions Inc.
STP Investment Services
Unisys
United Way
The Vanguard Group
Vertex Inc.
Villanova University
Wayne Presbyterian Church
West Chester University
West Pharmaceutical
YMCA Brandywine
Y-Prime



A Chester County Economic Development Council initiative

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This career, and life, altering opportunity could not have happened without the assistance of Hire One and its collaborative efforts with other organizations that work together to join employers and job seekers. It was through Hire One that I learned of Chester County's first "Platform to Employment (P2E)" program. I like to think I'm one of its many success stories and I don't think I could ever thank Hire One enough for being there for me during my period of unemployment.

*Cheryl Bogan, newly hired job seeker
Now Business Analyst at Energy Management Systems, Inc.*

”

“

Vanguard has been committed to the efforts of Hire One since its inception. The strong alignment between Hire One's mission and the commitment we have to our clients within Chester County makes this a natural partnership. The business insights gained from the Chester County Economic Development Committee and the fellow members of Hire One provide invaluable insights into the local workforce.

Sean Ellsworth, The Vanguard Group

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“

I have been a partner and volunteer with HireOne for several years now; both with my previous employer and now my current. When I started my new position, signing us up as a HireOne Champion was a no-brainer. I had seen first hand what benefits come from this partnership and I wanted to continue to help expand the reach of HireOne. Not only do we have an opportunity to connect with a larger group of job seekers, but the ability to partner with other employers on ways we can help improve the workforce in our local communities has been great. I look forward to being a company sponsor and volunteer for HireOne for years to come.

Troy Martzall, Sherwin Williams

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www.hireonecc.com