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BUSINESS SERVICES QUICK GUIDE

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businessservices@careersourcepolk.com.

ABOUT US



The Polk County Workforce Development Board dba CareerSource Polk is a non-profit 501(c)3 that establishes state and federally funded workforce development and training policies for Polk County.

The **Business Services Division** is dedicated to the specific needs of the employer. We offer incentives that are tailored to meet those needs at no cost to local, national and international companies operating in Central Florida.

Our goal is to ensure businesses have access to real-time viable solutions that work in tandem with their objectives. It is a simple, yet effective approach in meeting industry demand. This philosophy is evident in the expertise and resources provided to facilitate a company's short and long-term growth strategy.



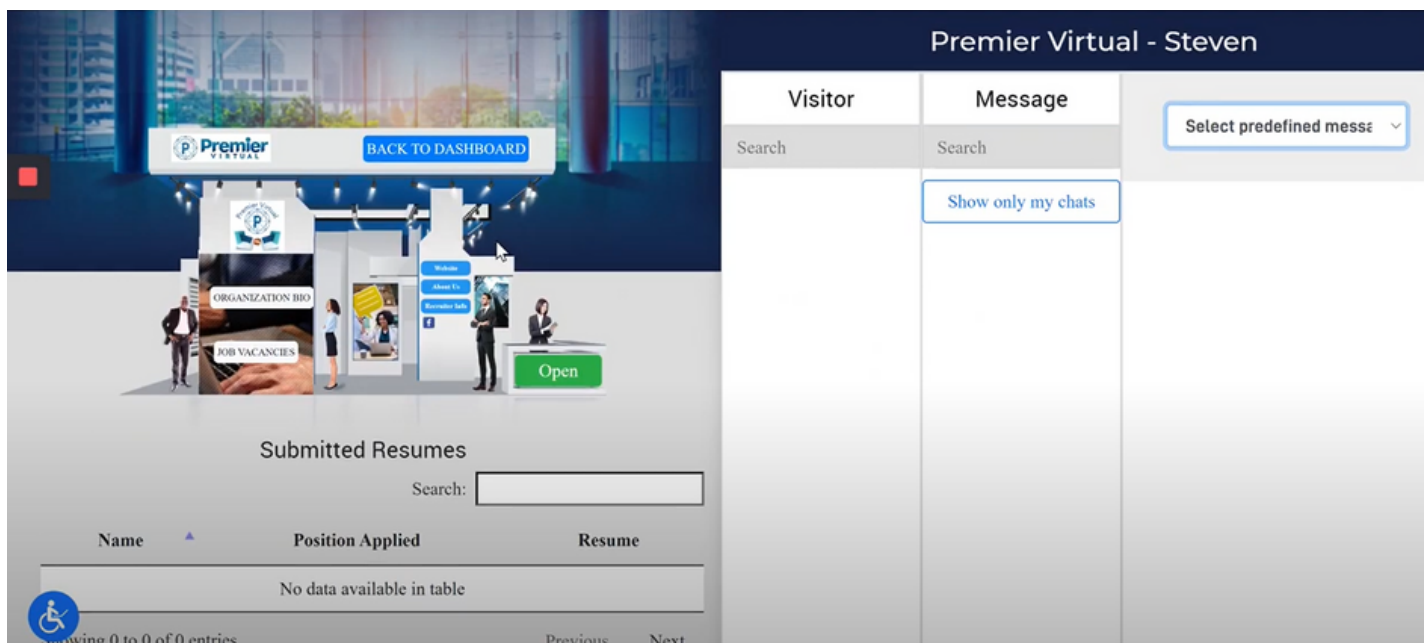
SERVICES

CareerSource Polk offers a complete range of **In-person and Virtual Recruitment Events** that can provide access to candidates for a variety of positions. Our recruitment services include:

- Posting positions on www.employflorida.com
- Job fairs and special recruiting events at our centers
- On-site recruiting events at your business
- Virtual job fairs and special recruiting events on the Premier Virtual platform

Our **new virtual recruiting options** provide an online profile page showcasing your organization and an exclusive chat room allowing for real-time engagement in group and personalized one-to-one video interactions.

Here's an example of an employer's virtual booth and chat room:





SERVICES



The **EmployFlorida System** offers a full range of features and services that gives employers access to a large pool of candidates, ability to search for candidates using a wide variety of criteria, and research the local labor market.

Registered employers can **post job openings, search the system's database for candidate resumes**, perform searches using an expanded range of advanced search options and create automated candidate searches that deliver resumes to your message box, e-mail address, or both.



CareerSource Polk recognizes companies and organizations in Polk County who have taken the lead in developing quality workplaces by sponsoring the **Best Places to Work Awards**. This prestigious recognition not only helps advertise and promote the company's unique forward-looking philosophy, it also serves to recognize the exceptional workplaces that improve the quality of life for workers and their families. Companies who earn the right to display this award are recognized for their innovation in motivating, retaining, training and developing their employees while making a commitment to work/life issues.



We offer **Monthly Employer Roundtable Seminars**, which brings experts to Polk County to speak on relevant topics with a focus on human resources and business management. These cutting-edge roundtable seminars are full of trends and insights you can use to improve your workforce. All programs provide **HRCI approved PHR/SPHR Recertification Credits and SHRM CP/SCP Professional Development Credits**.



The **Annual State of the Workforce Summit** is an expanded version of the monthly roundtable seminars. A morning full of breakout sessions and a keynote speaker focuses on the hot topics that human resource and business managers are facing and how they impact their business in today's economy.





GRANTS



The **Employed Worker Training (EWT) Grant** increases your employees' skills by gaining an industry-recognized certification or averting a layoff. This flexible grant is designed to provide financial assistance to employers that recognize the importance of investing in their employees.

Benefits include:

- Provides your employees with new skills important to your business success
- Up to 75% of your direct **training costs** are reimbursed
- The flexibility to choose your own trainer and curriculum (or training course)
- We will assist you throughout the grant process

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The **On-the-Job-Training (OJT) Grant** provides an opportunity for your business to train new employees in the skills needed to perform their job effectively. It offers financial reimbursement up to 75% of the OJT **employee's wages** during the contract period.

- Jobs must be permanent full time
- Eligible training hours must be between 160 to 520 hours
- The employee must be paid an hourly rate of at least \$11 per hour

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The **Quick Response Training Program (QRT)** provides grant funding for customized training for new or expanding businesses that produce an exportable product or service. Companies must be creating full-time, high-quality jobs requiring specialized training that is not available in the local community. Priority is given to businesses in targeted industries and in distressed urban and rural areas of Florida. For additional information contact **Jean Wagner at Polk State Corporate College at 863-669-2933 or jwagner@polk.edu**.

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The **Incumbent Worker Training Program (IWT)** offers expense reimbursement grants for customized skills upgrade training available to existing for profit Florida businesses. Businesses with 25 or fewer employees receive priority and, as with the Quick Response Training Program, priority is given to businesses in targeted industries and in distressed urban and rural parts of Florida. For additional information contact **Jean Wagner at Polk State Corporate College at 863-669-2933 or jwagner@polk.edu**.





PROGRAMS



The **Adult Work Experience Program** assists with hiring new employees who are unemployed and considered dislocated workers laid off due to COVID-19. Participants may work up to 40 hours a week, for a maximum of 24 weeks and is based upon funding availability.

The new hire will be processed by CareerSource Polk's payroll, and CareerSource Polk will pay the wage in accordance with the job description the employer submits. The worker's compensation is covered by the State while the employee is participating in the work experience component.

CareerSource Polk has launched this **initiative to aid both dislocated workers and employers** in the Polk county community who have experienced a financial set back due to the economic effects of the COVID-19 pandemic.



The **Young Leaders Program** provides meaningful work experience opportunities to young adults ages 16 to 24. Businesses can grow their bottom-line without increasing their overhead and participants can grow their resume experience while earning wages and gaining new skills. Employers are uniquely positioned to provide training and guidance allowing these young adults to develop positive work habits and other critical skill sets necessary to secure sustainable future employment.



Polk County Employers are needed to provide work experience opportunities for young adults. CareerSource Polk will provide participating Employers:

- Young adults who have been screened for eligibility and suitability, including interview, background checks and drug screening
- Wages and state covered liability and workers compensation for all participating young adults
- An assigned Worksite Monitor who is responsible for coordinating expectations and communication with the worksite supervisor and participant.



Interested employers may **contact 863.508.1100 x3320** for more information or to participate at no cost.



ADDITIONAL INCENTIVES



Labor Market Information (LMI) is available on the state of Florida and, more specifically, the area you are operating a business. We can assist in producing, analyzing, and delivering timely and reliable labor statistics to improve economic decision-making. A variety of labor market, economic, and demographic data can be made available such as Employment and Wages, Labor Force, Economic Indicators and Population.

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The **Work Opportunity Tax Credit (WOTC)** is a federal income tax credit that encourages companies to hire individuals from numerous qualified targeted groups of job seekers. Through WOTC, for-profit employers may **receive tax credits as high as \$9,600 per qualified veteran or up to \$6,240 for qualified non-profit organizations**. The WOTC program enables the targeted employees to gradually move from economic dependency into self-sufficiency as they earn a steady income, while participating employers are able to reduce their federal income tax liability.

The amount of the credit when hiring a Veteran will depend on a number of factors like the length of the veteran's unemployment before hire, the number of hours the Veteran works and the veteran's first year of wages. We have staff that work directly with our Veteran population and all of the targeted groups by working with their job searches, resumes, and any barriers they may have to employment. For more information, **contact WOTC@deo.myflorida.com**.

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Florida Ready to Work is a career readiness and credential program focused on foundational employability and essential soft skills required in today's industries from entry level to professional jobs. It is employer driven and state sponsored by the Florida Department of Economic Opportunity. Florida Ready to Work gives participating employers a competitive-edge in reducing employee turnover and training costs, saving hiring time and money, and increasing productivity and profitability. It is a **free tool that can build the skills of current and new employees, and evaluate employees for promotion**.

The curriculum provides targeted, career contextualized instruction in foundational employability skills including applied Mathematics, Reading for Information and Locating Information. The program also provides a curriculum targeting essential soft skills including conveying professionalism, communicating effectively, promoting teamwork and collaboration, and thinking critically and solving problems.

GET TO KNOW YOUR BUSINESS SERVICES TEAM



Our team specializes in understanding your needs as an employer and we would be happy to meet with you to discuss the services we can provide.



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