

Hire. Train. Motivate. Retain.

careersourcepolk.com



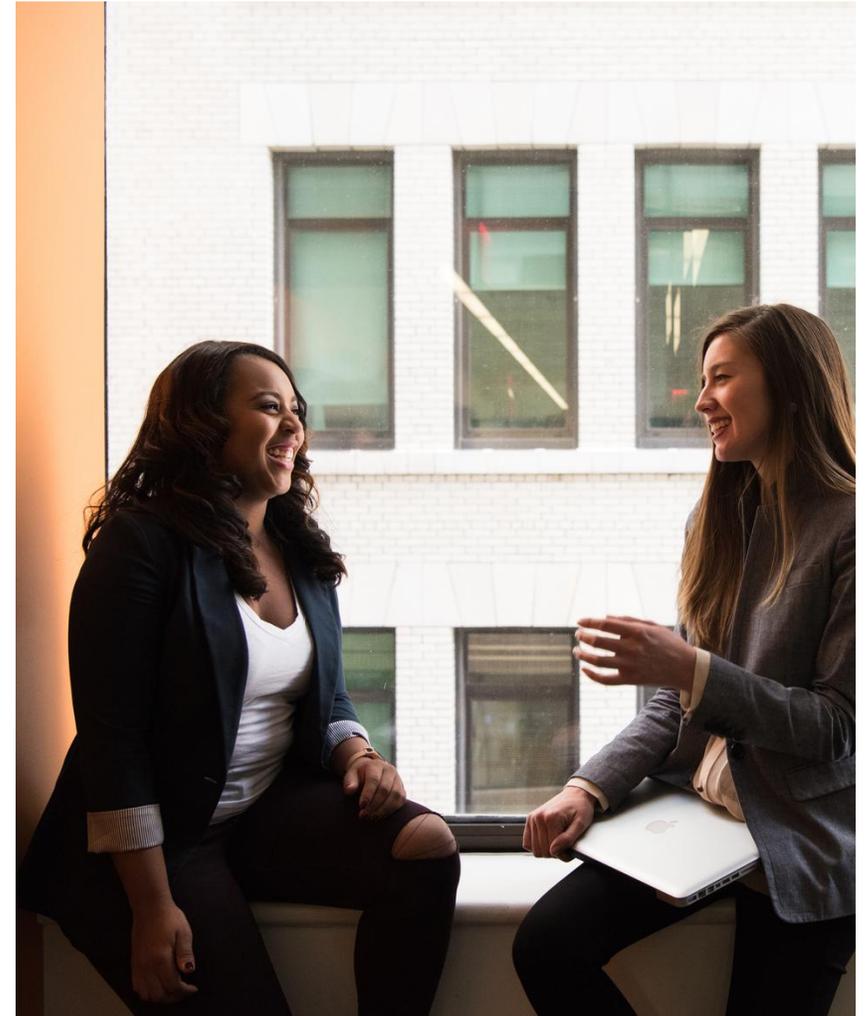
# Business Services Resources Webinar



## Who is CareerSource Polk's Business Services

We're dedicated to your specific needs. 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 that you have access to real-time viable solutions that work in tandem with your objectives. This philosophy is evident in the expertise and resources provided to facilitate a company's short and long-term growth strategy.



# Strengthening Your Recruiting Efforts

## Presented by Rose Baptiste Business Services Consultant



CareerSource Polk offers a complete range of recruitment services that can provide access to candidates for a variety of positions.

- Posting positions on [www.employflorida.com](http://www.employflorida.com)
- Job fairs and special recruiting events at our centers and virtually
- On-site and virtual recruiting events at your business

## Self-Serve Site

Maintained by the State of Florida

1. Employers can self-register at [www.EmployFlorida.com](http://www.EmployFlorida.com)

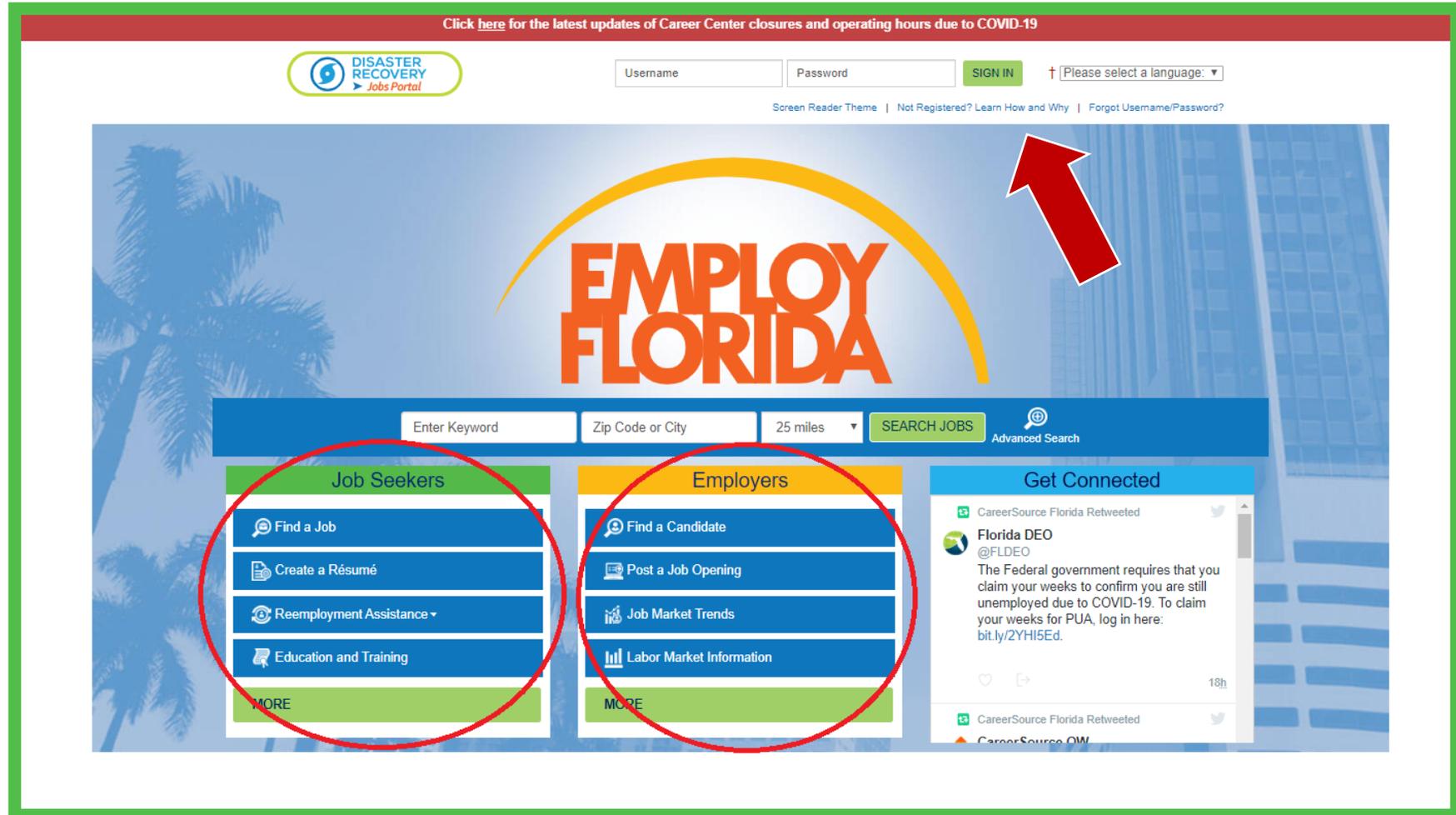
\*FEIN required for verification purposes  
(Takes 48-72 hours to process)

-OR-

2. Contact CareerSource Polk and we'll register you  
[BusinessServices@careersourcepolk.com](mailto:BusinessServices@careersourcepolk.com)

# Strengthening Your Recruiting Efforts

[www.EmployFlorida.com](http://www.EmployFlorida.com)



The screenshot shows the homepage of the Employ Florida website. At the top, there is a red banner with the text "Click here for the latest updates of Career Center closures and operating hours due to COVID-19". Below this is a navigation bar containing the "DISASTER RECOVERY Jobs Portal" logo, a login section with "Username" and "Password" fields and a "SIGN IN" button, and a language selection dropdown. A red arrow points to the language dropdown menu. Below the login section are links for "Screen Reader Theme", "Not Registered? Learn How and Why", and "Forgot Username/Password?". The main content area features a large "EMPLOY FLORIDA" logo with a yellow arch. Below the logo is a search bar with fields for "Enter Keyword", "Zip Code or City", and "25 miles", along with a "SEARCH JOBS" button and an "Advanced Search" link. The page is divided into three main sections: "Job Seekers" (green header), "Employers" (yellow header), and "Get Connected" (blue header). The "Job Seekers" section includes links for "Find a Job", "Create a Résumé", "Reemployment Assistance", and "Education and Training". The "Employers" section includes links for "Find a Candidate", "Post a Job Opening", "Job Market Trends", and "Labor Market Information". The "Get Connected" section displays a social media feed with a tweet from Florida DEO (@FLDEO) about claiming unemployment benefits. Two red circles are drawn around the "Job Seekers" and "Employers" sections.

# Strengthening Your Recruiting Efforts

- **Search for job candidates**
- **Job matching and applicant screening**
- **Application and resume handling**
- **Recruiting events**



<https://veteran.employflorida.com>



WHERE VETERANS AND EMPLOYERS CONNECT

Welcome
Employment
Employers
Resources
About EF

**En Español**

To get started, enter information either in the Keyword section or the Military occupation Code section. Selecting a Branch of Service and Personnel Category will help refine your available choices. Then select the geographic area for your search by entering a zip code and radius. Click Search for Jobs to display available jobs.

Text Size: s Small M Medium L Large

Keyword (e.g. IT Specialist)

Or

MILITARY OCCUPATIONAL CODE

MILITARY OCCUPATIONAL CODE

(All 3 sections must be selected to search for jobs)

GEOGRAPHICAL AREA

## Welcome to Florida's Veterans Program Portal



Of  
Davenport, FL  
United States  
- Veteran

Welcome to Florida's online source for veterans' employment and employer recruitment information.

## Job Description Assistance

- Use the self-service tools at [Employ Florida](#)
- Call our Business Services Department at  
**(863) 508-1100**
- E-mail your job description and job order form to [BusinessServices@careersourcepolk.com](mailto:BusinessServices@careersourcepolk.com)

### Recruitment Services



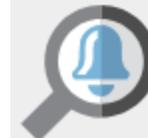
#### [Manage Jobs](#)

Select this option to add a new, or change an existing, job listing you wish to display online using our Job Order System.



#### [Candidate Search](#)

Select this option to find and review the Résumés of candidates that have the qualifications you need.



#### [Virtual Recruiter](#)

Create a system candidate search alert.

## Job Order Form

Helps Business Services create your Registration and Job Order

### Required Information:

- **Company & Contact Information**
- **Job Description and method of application (resume, email, link to your company online application)**
- **Wage – can be suppressed**
- **We monitor your job order**
- **Job Order information specific to each employers needs**

**NOTE: 1099s and Commission Only jobs cannot be posted on EmployFlorida**



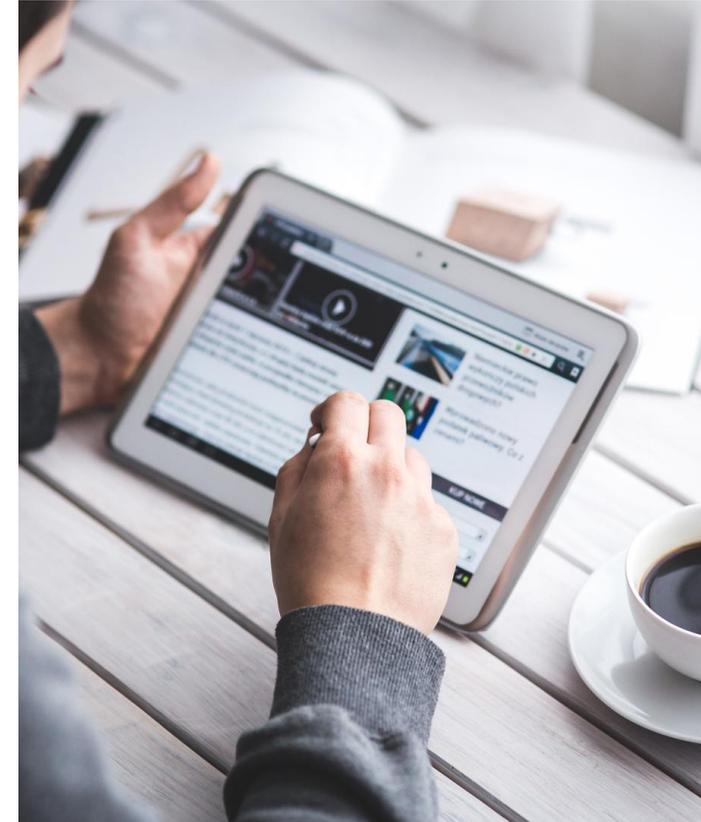
### JOB ORDER FORM

All information must be completed before your vacancy will be posted on Employ Florida Marketplace.

Date:		Federal ID# (FEIN):		Federal Contractor: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Company Name:					
Street Address:			City:	State:	Zip Code:
Contact Person and Title:					
Phone Number:		Cell/Alternate:		Fax Number:	
Email Address:			Company Website Address:		
Worksite address ( if different from above):					
Near Bus Line? <input type="checkbox"/> Yes <input type="checkbox"/> No				Route #:	
Position Title:		# of Openings:	# requested to interview:	Length of experience desired:	
Job Description: (Please attach a document describing job duties, skills required, equipment used, physical demands, and working condition, if applicable.)					
Knowledge, Skills and Abilities Required, Software, etc.:					
Minimum Education/ Degree :		How would your company/organization prefer to receive applicant/referral information (check all that apply)?			
Will accept trainee? <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Email Resume <input type="checkbox"/> Mail Resume <input type="checkbox"/> Fax Resume <input type="checkbox"/> Apply in Person <input type="checkbox"/> Apply at Job Center <input type="checkbox"/> Complete Application on Employer's website <input type="checkbox"/> EFM Online Resume			
Full-Time: hrs/week:	Part-Time: hrs/week	Temporary: hrs/week	Length of Assignment: hrs/week		
Wages: From: \$      To: \$	<input type="checkbox"/> Hourly <input type="checkbox"/> Annually <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	1 <sup>st</sup> Shift <input type="checkbox"/> 2 <sup>nd</sup> Shift <input type="checkbox"/> 3 <sup>rd</sup> Shift <input type="checkbox"/>	<input type="checkbox"/> Overtime Paid <input type="checkbox"/> Times May Vary <input type="checkbox"/> Rotating Shift		
Work Days: <input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday					From: AM To: PM
Benefits: (Check all that apply)		<input type="checkbox"/> No Benefits <input type="checkbox"/> Stock Plan <input type="checkbox"/> 401 K <input type="checkbox"/> Retirement <input type="checkbox"/> Paid Vacation <input type="checkbox"/> Paid Holidays <input type="checkbox"/> Paid Sick Leave <input type="checkbox"/> AD&D <input type="checkbox"/> Other:			
<input type="checkbox"/> Medical Ins <input type="checkbox"/> Dental Ins <input type="checkbox"/> Vision Ins <input type="checkbox"/> Life Ins <input type="checkbox"/> STD <input type="checkbox"/> LTD <input type="checkbox"/> AD&D		<b>Hiring Requirements:</b> <input type="checkbox"/> Valid Driver's License <input type="checkbox"/> Tools <input type="checkbox"/> Employment Test Given <input type="checkbox"/> Physical Required <input type="checkbox"/> Reference Check <input type="checkbox"/> Criminal Background <input type="checkbox"/> Credit Check		<input type="checkbox"/> Drug Screen <input type="checkbox"/> Bondable <input type="checkbox"/> MVR Check _____ Max points <input type="checkbox"/> Driving Record <input type="checkbox"/> CDL Class _____ <input type="checkbox"/> Reliable Transportation (for use on job)	

## Labor Market Information (LMI)

LMI is available for the state of Florida and, more specifically, the area you are operating, Polk County. 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.



## Labor Market Information

Ability to target your unique needs

Note: These are currently the 2019 statistics

2019 Florida Occupational Employment and Wages						
Lakeland - Winter Haven						
Occupational Code	Occupational Title	2019 Employment	2019 Hourly Wage (wage estimates expressed in dollars)			
			Mean	Median	Entry*	Exp**
00-0000	Total all occupations	229,890	20.75	16.55	10.63	25.81
13-2011	Accountants and Auditors	1,380	36.25	29.93	21.41	43.68
27-2011	Actors	10	NR	NR	NR	NR
11-3010	Administrative Services and Facilities Managers	300	44.56	40.56	22.85	55.41
25-3011	Adult Basic Education, Adult Secondary Education, and English as a Second Language Instructors	60	20.66	18.57	16.52	22.73
11-2011	Advertising and Promotions Managers	20	37.79	33.62	17.60	47.89
41-3011	Advertising Sales Agents	100	21.76	17.63	11.42	26.93
19-4010	Agricultural and Food Science Technicians	80	19.17	19.18	14.02	21.74
45-2011	Agricultural Inspectors	80	21.04	17.69	13.24	24.95
49-3011	Aircraft Mechanics and Service Technicians	110	23.21	24.80	15.20	27.22
53-6098	Aircraft Service Attendants and Transportation Workers, All Other	50	18.30	17.85	10.64	22.13
39-3091	Amusement and Recreation Attendants	930	10.36	9.19	8.87	11.11
39-2021	Animal Caretakers	170	16.16	11.21	9.77	19.35
39-2011	Animal Trainers	NR	20.39	21.28	12.60	24.29
17-1011	Architects, Except Landscape and Naval	NR	31.95	29.44	18.65	38.61
17-3011	Architectural and Civil Drafters	240	27.54	27.81	17.72	32.45
11-9041	Architectural and Engineering Managers	130	57.84	55.62	41.96	65.78
17-0000	Architecture and Engineering Occupations	2,160	31.95	30.02	18.50	38.67
27-1011	Art Directors	NR	32.96	28.96	23.06	37.91
25-1121	Art, Drama, and Music Teachers, Postsecondary	70	62,736*	63,044*	39,059*	74,574*
27-0000	Arts, Design, Entertainment, Sports, and Media Occupations	1,920	21.46	16.57	11.10	26.63
27-2021	Athletes and Sports Competitors	NR	28,062*	22,065*	19,186*	32,499*
29-9091	Athletic Trainers	NR	41,466*	37,895*	33,827*	45,285*
27-4011	Audio and Video Technicians	50	23.96	25.33	14.21	28.83
29-1181	Audiologists	NR	34.49	35.10	32.82	35.33
49-2097	Audiovisual Equipment Installers and Repairers	NR	23.76	24.40	12.35	29.47
53-6031	Automotive and Watercraft Service Attendants	200	11.90	11.37	9.51	13.09

## CareerSource Polk can Host Recruiting Events and Job Fairs On-Site and Virtually

### Recruiting Events – Job Fairs

- Events are now held virtually
- CSP can host an event on-site at the employers location

### Flyer for Postings

- CSP Consultant will create a flyer with your open jobs so customers can see what you're hiring for
- Can post urgent openings on CSP Facebook page

### Email/Text Job Seekers

- CSP will email and or text your flyer with Recruiting information to all active job seekers registered in Employ Florida
- Will email your event flyer to all CSP staff and CSP Partner organizations



## Virtual Recruiting Events and Job Fairs



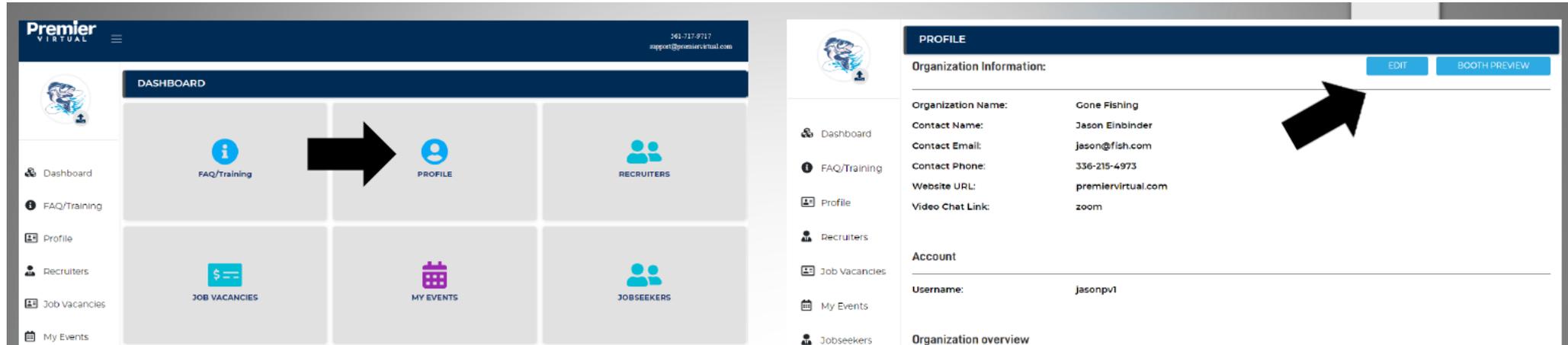
[Premier Virtual](#)

## Employer Dashboard



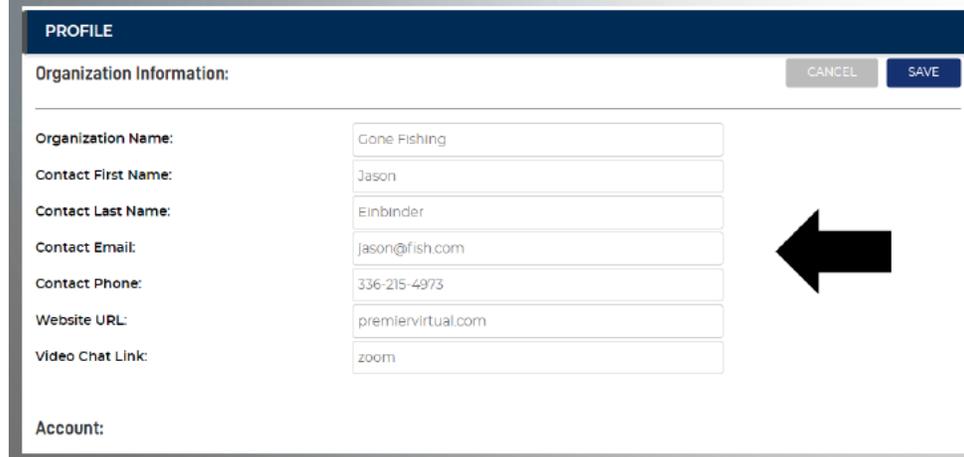
The screenshot displays the Premier Virtual Employer Dashboard. At the top, the header includes the Premier Virtual logo, a menu icon, and contact information: 561-717-9717 and support@premiervirtual.com. Below the header is a navigation bar with a 'DASHBOARD' label and three downward-pointing arrows. The main content area is a grid of six tiles: 'FAQ/Training' (info icon), 'PROFILE' (person icon), 'RECRUITERS' (two people icon), 'JOB VACANCIES' (dollar sign icon), 'MY EVENTS' (calendar icon), and 'JOBSEEKERS' (two people icon). A left sidebar contains a profile picture and a list of navigation items: Dashboard, FAQ/Training, Profile, Recruiters, Job Vacancies, and My Events. Three large gray arrows point from the sidebar items to their corresponding tiles in the main grid.

## Company Profile



The image shows two screenshots from the Premier Virtual interface. The left screenshot is the dashboard, where a black arrow points from the 'PROFILE' icon to the 'PROFILE' button in the sidebar. The right screenshot is the 'PROFILE' page, where a black arrow points to the 'EDIT' button in the top right corner of the 'Organization Information' section.

Click on profile and then edit button above. Then add your information and video link. Finish by adding company overview and social media links.



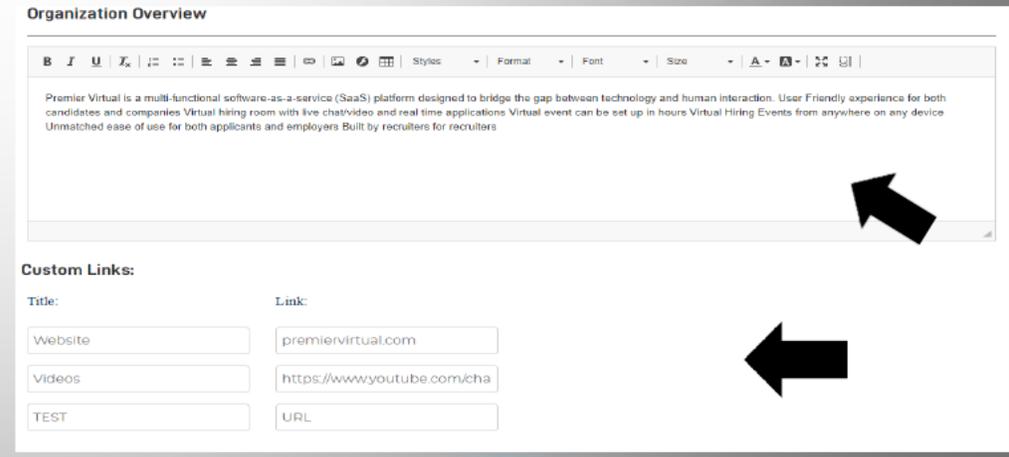
The image shows the 'PROFILE' edit form. It has a dark blue header with 'PROFILE' and a 'CANCEL' button. Below is the 'Organization Information' section with the following fields:

- Organization Name: Gone Fishing
- Contact First Name: Jason
- Contact Last Name: Einbinder
- Contact Email: jason@fish.com
- Contact Phone: 336-215-4973
- Website URL: premiervirtual.com
- Video Chat Link: zoom

Below this is the 'Account' section with the following field:

- Username: jasonpv1

A black arrow points to the 'SAVE' button at the bottom right of the form.

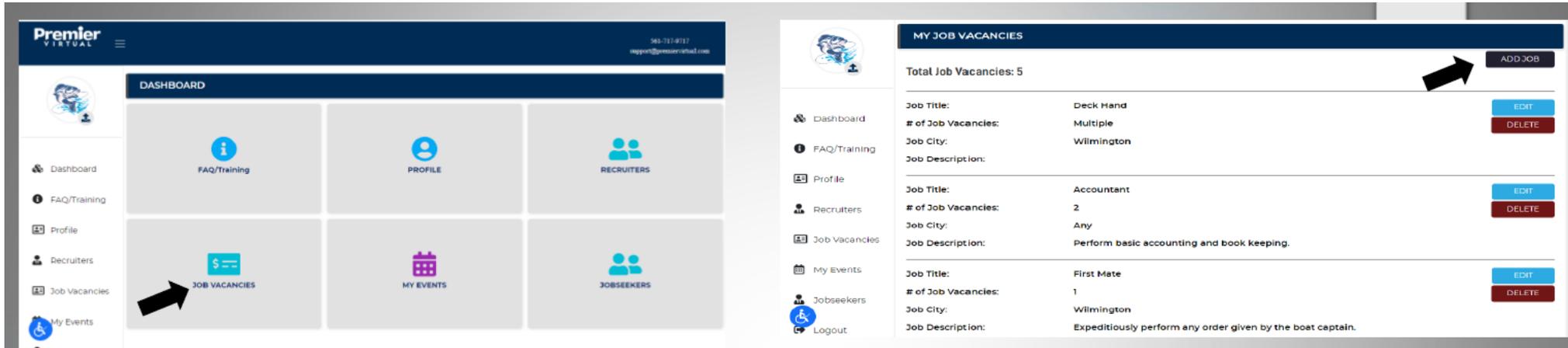


The image shows the 'Organization Overview' and 'Custom Links' sections. The 'Organization Overview' section has a rich text editor with a black arrow pointing to it. The 'Custom Links' section has the following fields:

- Title: Website
- Link: premiervirtual.com
- Title: Videos
- Link: https://www.youtube.com/cha
- Title: TEST
- Link: URL

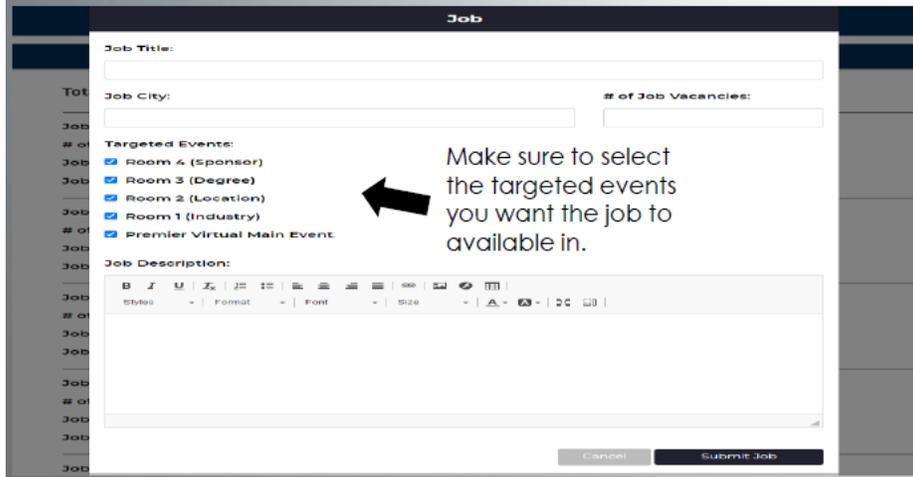
A black arrow points to the 'Link' field in the 'Custom Links' section.

## Entering Job Vacancies



The image shows two screenshots from the Premier Virtual system. The left screenshot is the 'DASHBOARD' with a sidebar menu and a grid of tiles for 'FAQ/Training', 'PROFILE', 'RECRUITERS', 'JOB VACANCIES', 'MY EVENTS', and 'JOBSEEKERS'. An arrow points to the 'JOB VACANCIES' tile. The right screenshot is the 'MY JOB VACANCIES' page, showing a list of three job postings with 'ADD JOB', 'EDIT', and 'DELETE' buttons. An arrow points to the 'ADD JOB' button.

Click on job vacancies and then click ADD JOB and fill in the job information. Make sure to select the targeted event you want the job to be available in.



This screenshot shows the 'Job' entry form. Fields include 'Job Title', 'Job City', and '# of Job Vacancies'. Under 'Targeted Events', several options are checked: Room 4 (Sponsor), Room 3 (Degree), Room 2 (Location), Room 1 (Industry), and Premier Virtual Main Event. A text area for 'Job Description' is at the bottom. An arrow points to the 'Targeted Events' section.

Make sure to select the targeted events you want the job to be available in.



This screenshot shows the 'Job' entry form with the 'Job Description' field filled with the text: 'Expeditiously perform any order given by the boat captain.' An arrow points to the 'Submit Job' button.

After completed make sure to click submit

## Adding Recruiters

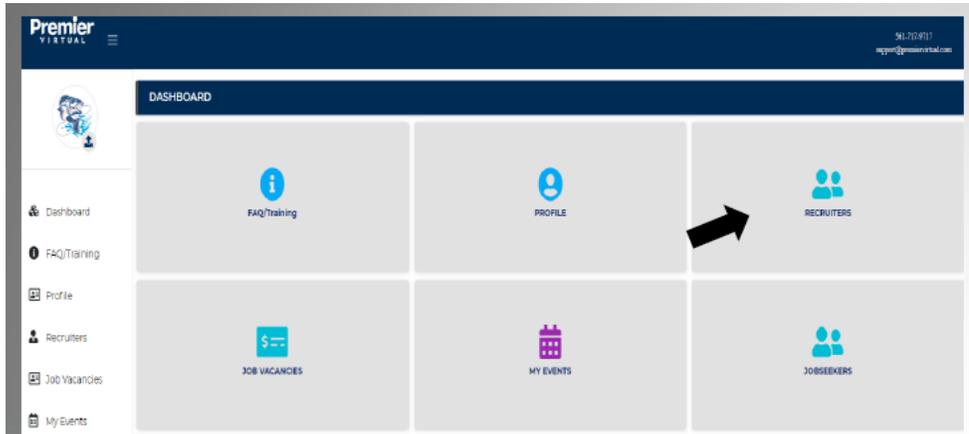
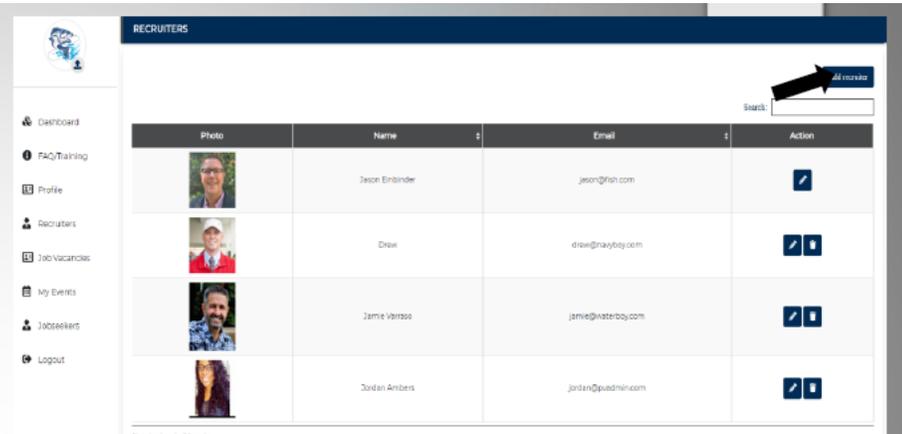
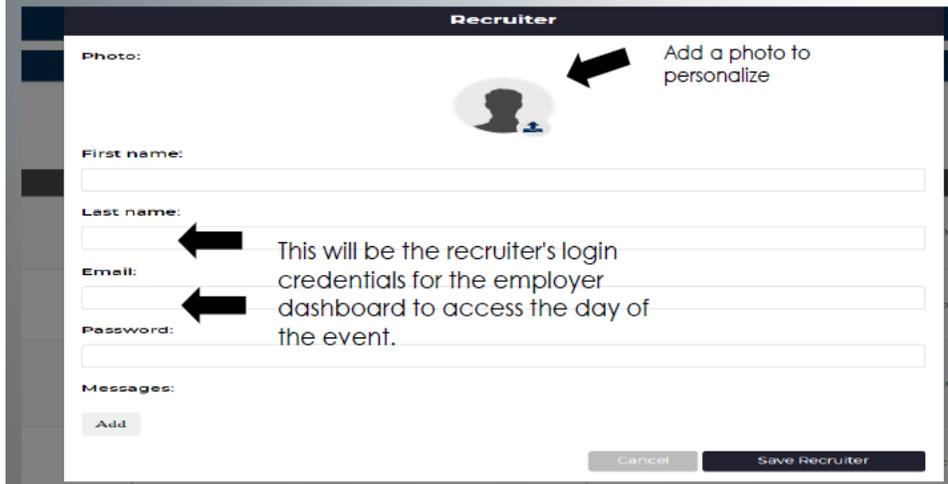



Photo	Name	Email	Action
	Jason Embinder	jason@fn.com	
	Drew	drew@nrayboy.com	
	Jamie Varso	jamie@waterboy.com	
	Jordan Ambers	jordan@padmin.com	

Click on RECRUITERS and then click Add recruiter and fill in the recruiter information. Add predefined messages to make chatting with jobseekers quick and efficient. Recruiters log in on same Employer login page at [premiervirtual.com](http://premiervirtual.com)



**Photo:**  Add a photo to personalize

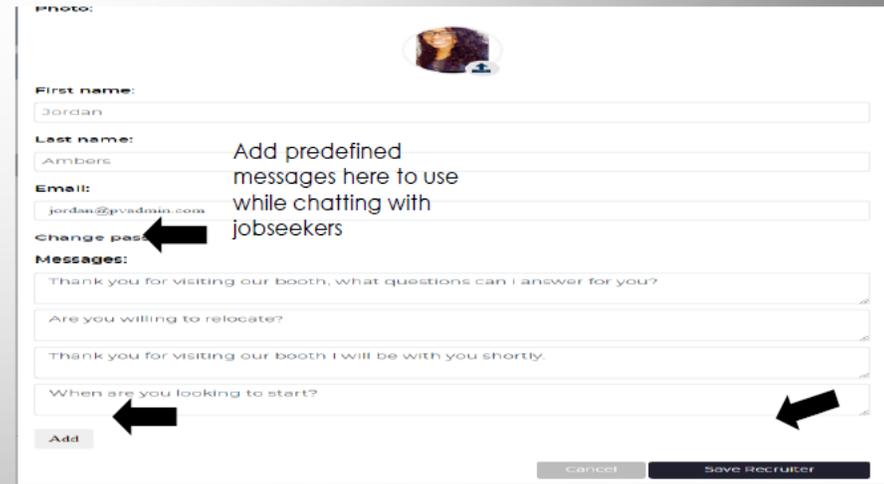
**First name:**

**Last name:**

**Email:**  This will be the recruiter's login credentials for the employer dashboard to access the day of the event.

**Password:**

**Messages:**



**Photo:** 

**First name:**

**Last name:**

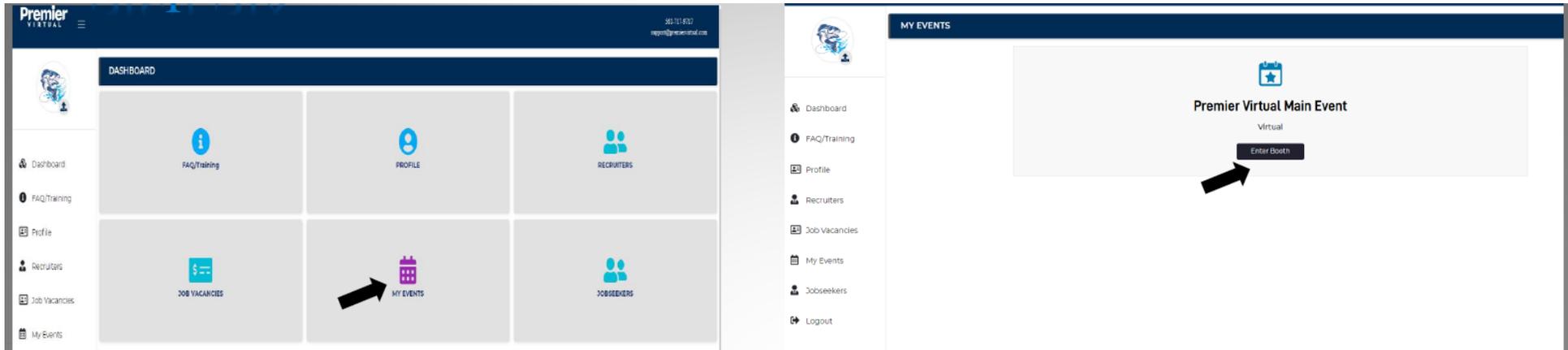
**Email:**

**Change password:**

**Messages:**

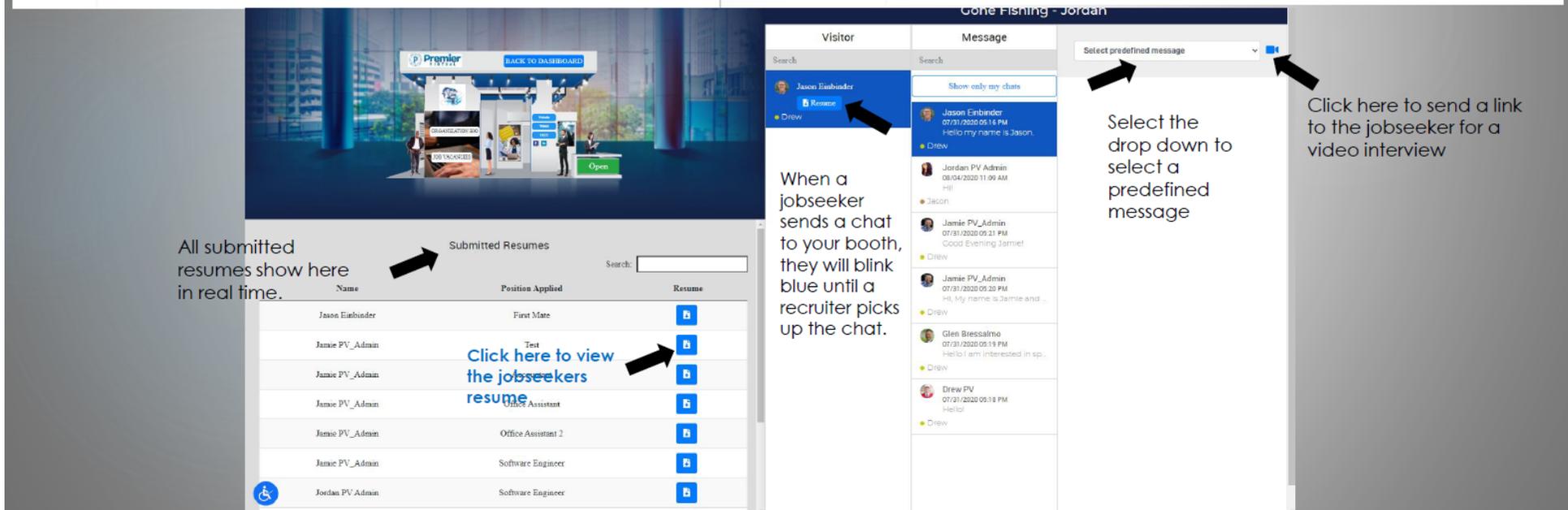
# Strengthening Your Recruiting Efforts

## Entering the event



**MY EVENTS**

Premier Virtual Main Event  
Virtual  
Enter Booth

Submitted Resumes

All submitted resumes show here in real time.

Name	Position Applied	Resume
Jason Einbinder	First Mate	<a href="#">View Resume</a>
Jamie PV_Admin	Test	<a href="#">View Resume</a>
Jamie PV_Admin	Test	<a href="#">View Resume</a>
Jamie PV_Admin	Office Assistant	<a href="#">View Resume</a>
Jamie PV_Admin	Office Assistant 2	<a href="#">View Resume</a>
Jamie PV_Admin	Software Engineer	<a href="#">View Resume</a>
Jordan PV Admin	Software Engineer	<a href="#">View Resume</a>

Click here to view the jobseekers resume

When a jobseeker sends a chat to your booth, they will blink blue until a recruiter picks up the chat.

Select the drop down to select a predefined message

Click here to send a link to the jobseeker for a video interview

## During Event

### Interactive Hiring Room



**Premier Virtual** | BACK TO DASHBOARD

READ COMPANY BIO | VIEW JOB VACANCIES | CHAT NOW!

Website Link | Facebook | Instagram | Twitter | YouTube

Filter By Event: ALL | Mass Contact: Select | Search:

Name	Phone	Email	Position Applied	Messaging	Action
Gary Chambers	954-547-1760	gchambers15@ya...	Test	Select	  
Gary Chambers	954-547-1760	gchambers15@ya...	Test Job 2	Select	  

**Premier Virtual** | Search

Messages | Visitors

Sapna Mandal | Hi Car... | 11/21/2019 06:53 PM

V E | n... | 11/21/2019 06:21 PM

Mercedes | Yes it... | 11/21/2019 05:40 PM

Larry Chambers | test... | 11/21/2019 05:28 PM

b rad edwardo | hop so... | 11/21/2019 05:09 PM

Kimberly Kathleen | It loo... | 11/21/2019 05:06 PM

Looking forward to tomorrow! :) | 11/21/2019 06:20 PM

Me too! | 11/21/2019 06:21 PM

Ok going to step away for a moment... thanks for helping test! | 11/21/2019 06:21 PM

no problem!

SEND

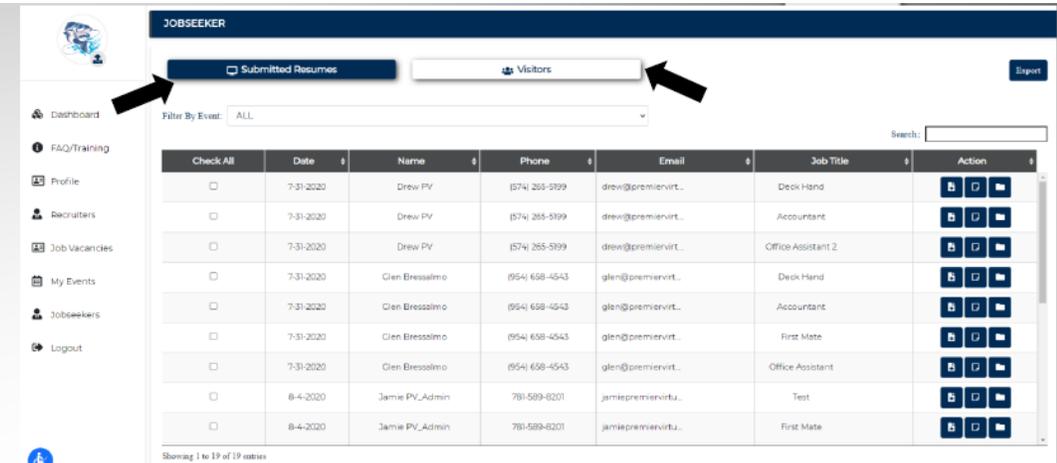
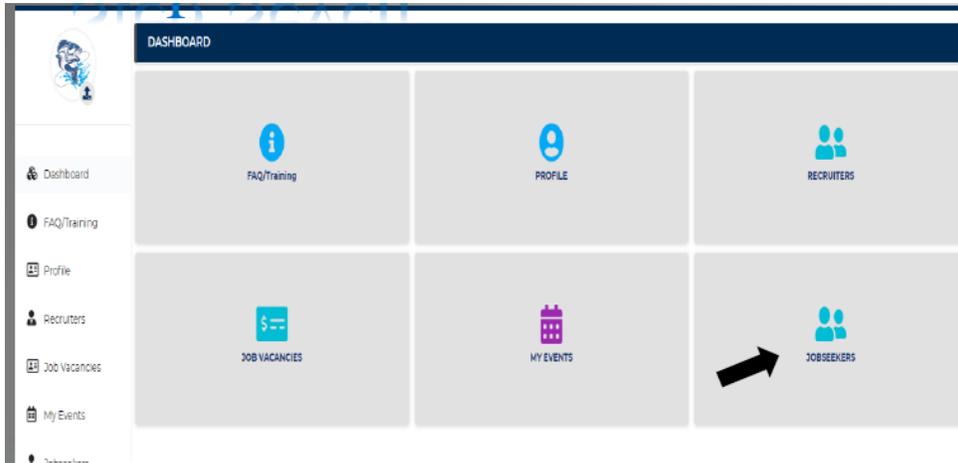
CHAT NOW!

## Talk in Real-Time

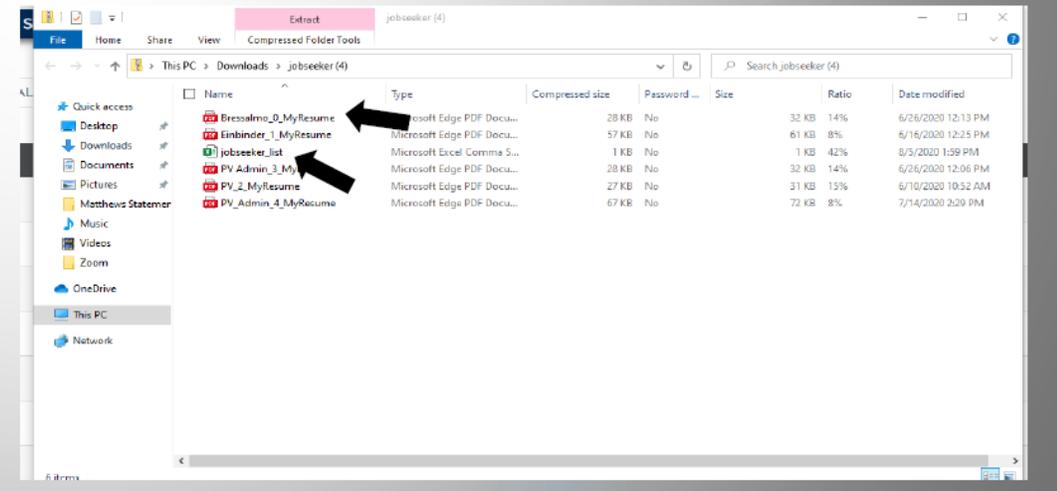
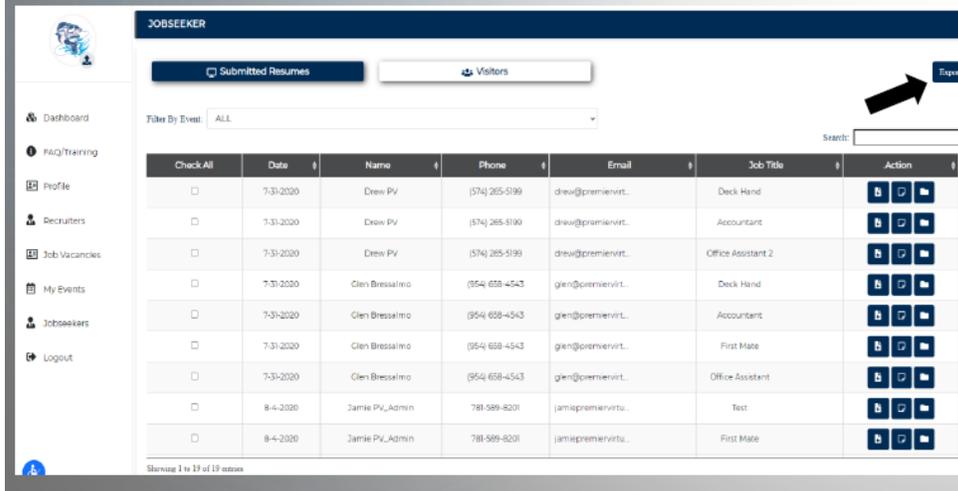


# Strengthening Your Recruiting Efforts

## After Event



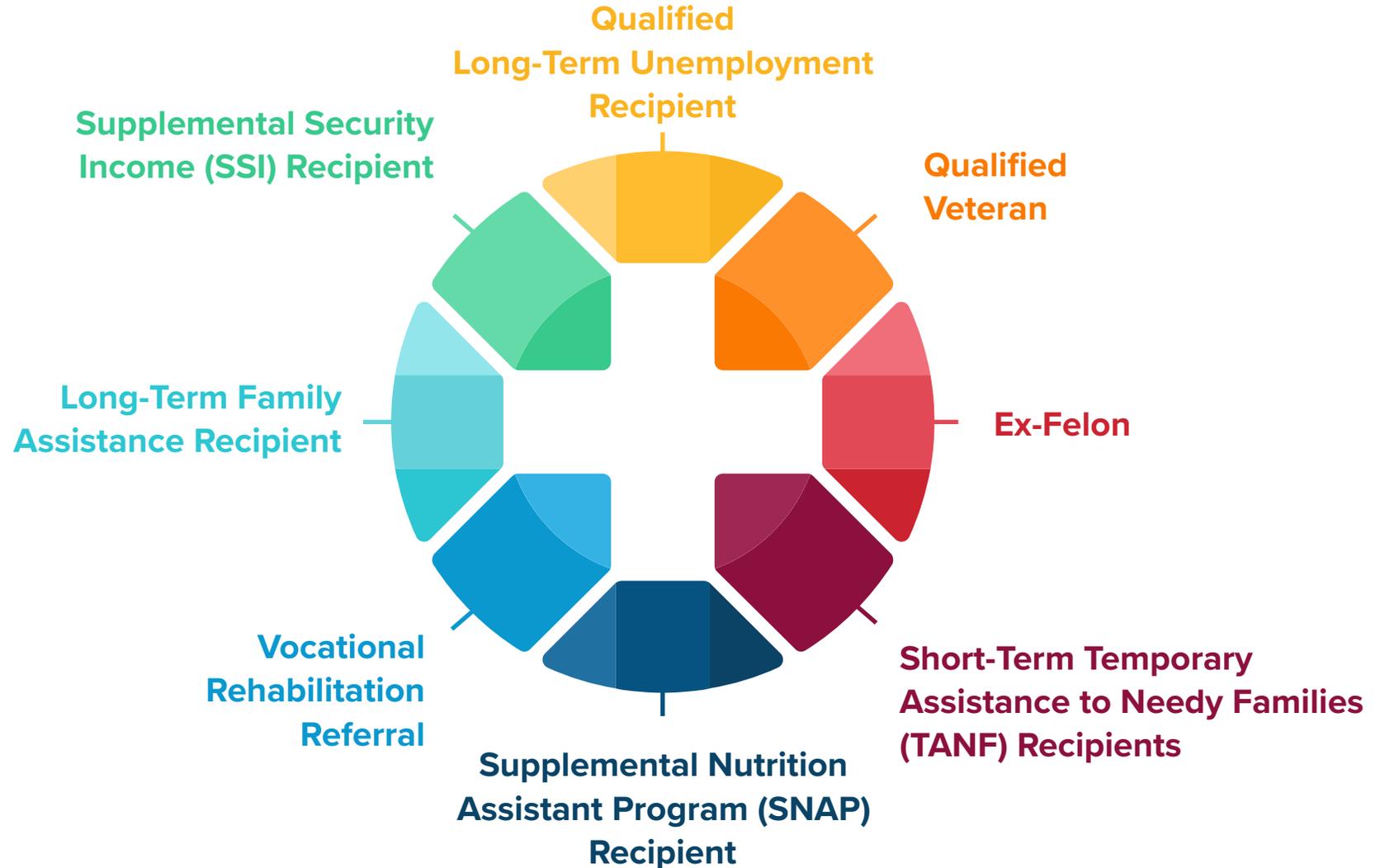
After the event click on JOBSEEKERS and select Submitted Resumes to view all resumes submitted in your booth, and Visitors to view all who visited your booth. You can export all the resumes and jobseeker information.



# Work Opportunity Tax Credit (WOTC)

**WOTC** is a Federal Tax Credit available to employers for hiring individuals from certain targeted groups who have consistently faced significant barriers to employment.

**Tax Credit:** 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**.



[bit.ly/CSPolk-WOTC](http://bit.ly/CSPolk-WOTC)

## Presented by George Wilson, III Business Services Consultant



### Why Train Your Employees?

When workers lack the needed training to be self-sufficient, businesses deal with these skill gaps; therefore, the company may find it difficult to

- Compete
- Expand
- Retain workers

Our training programs address these challenges by allowing a business to stay in control of how, when and where they train their employees. We simply provide the funding needed to implement the training.

## Benefits for Your Employees?

- Advanced Training Opportunities
- Increased Job Opportunities
- Additional Skills
- Job Retention

## Benefits for Your Business?

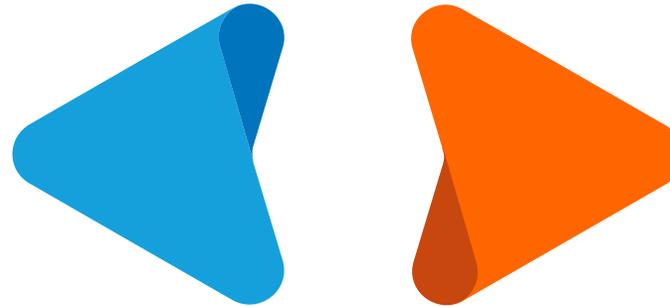
- Increased Competitiveness
- Increased Productivity
- Increased Sales and Profits
- Reduced Turnover

**A win-win situation for you and your employees.**

## CareerSource Polk Offers 2 Types of Training Grants

### On-the-Job-Training Grant (OJT)

- Offered to new employees who need training to do their job
- New hire must qualify for WIOA funding to participate in the grant
- Receive up to 50% - 75% reimbursement on the [trainees wages](#)



### Employed Worker Training (EWT) Grant

- Offered to existing employees who need or desire further training
- Must acquire an Industry Standard Certification after training
- Receive up to 50% - 75% reimbursement on the [training cost](#)

**NOTE: For a limited time both grants will receive 90% reimbursement**

## What is On-the-Job-Training?

CareerSource Polk subsidized training provided by an employer to a participant receiving wages and engaged in work which:

Provides an opportunity for your business to train new employees in the skills needed to perform their job effectively.

Is limited in duration as appropriate for the occupation which the participant is being trained, while considering the content of the training, the prior education and work experience of the participant

# On-the-Job-Training Grant (OJT)



Train new employees on the skills needed to perform their jobs effectively with financial reimbursement of up to 75% of the employee's wages during the approved training hours.

- Eligible training hours are between 160 to 520 hours
- Employee must be paid an hourly rate of at least \$11 per hour
- Reimbursement up to \$20.11 per hour allowed

## Allowable Training



- Eligible training hours are between 160 to 520 hours
- Employee must be paid an hourly rate of at least \$11 per hour
- Reimbursement up to \$20.11 per hour allowed
- Jobs that are listed on Polk County's Regional Demand Occupations List

## Unallowable Training

- Orientation that the employer provides to all new hires
- Training for skills the participant already has or has demonstrated proficiency in as evidenced by the participant's job or educational history
- Jobs paying only a commission or piece rate, or jobs where the base salary, excluding commission is below minimum wage
- Jobs with no entry qualifications (e.g., fast food employment, grocery bagging, etc.) unless the trainee is a person with disabilities who normally would not be selected without the extraordinary training
- Jobs with employers or industries which are seasonal or where an assignment is for less than one year
- Jobs which require a training period of less than 160 training hours

# On-the-Job-Training Grant (OJT)

## IMPORTANT DATES

Applications are accepted from  
**July 1<sup>st</sup> – March 31<sup>st</sup>**

Training must be completed within 6  
months or by **May 30<sup>th</sup>**,  
whichever is earlier.

## ELIGIBLE EMPLOYERS

Employers located in Polk County that are in the  
public, private non-profit or private sector.

Employers in compliance on all applicable  
state and federal laws  
and tax obligations.

Employers with current worker's  
compensation insurance for their employees,  
**regardless of their company size.**

## ELIGIBLE TRAINEES

- Polk County residents only
- Must work a minimum of 30 hours per week
- Males registered for Selective Service
- At least 18 years old
- Are authorized to work in the United States
- Participants who must complete an objective eligibility assessment and have been referred to and hired by the employer
- Individuals enrolled in WIOA Youth (are exempt from the self-sufficient wage requirements)
- Meets income eligibility requirements and provide supporting documentation

## The Employer Reimbursement Rate For a Limited Time Reimbursement is 90%

- Maximum of 75% for employers with 250 or fewer employees
- Maximum of 50% reimbursement for all Upgrade OJTs (existing employees who are moving up from a wage below the LLSIL to a higher position where the wage is above the LLSIL. The training must identify additional skills that the trainee will need to succeed).
- Maximum of 50% for employers with 251 or more employees
- The maximum reimbursable wage as of June 30, 2020 is \$20.11 per hour. This wage may change periodically change
- Employers are required to pay for the training costs up front, and then submit a timesheet and invoice to CareerSource Polk for reimbursement.

The application is easy to complete as it asks for basic information like:

- Company name and address
- Contact name and information
- Years established in Polk County
- FEIN
- Workers Comp policy end date
- Number of employees (Full Time/Part Time)
- Union information if applicable

The Guidelines outline the rules for utilizing an OJT and must be signed by an officer of the company to acknowledge they've read and understood these Guidelines

# OJT Application and Guidelines



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## ON-THE-JOB TRAINING (OJT) APPLICATION & GUIDELINES

+ [ ]

EMPLOYER INFORMATION		
Employer:		
The Employer operates under the following additional name(s):		
Contact Name:		Contact Title:
Phone:	Fax:	Email Address:
Address 1:		Address 2 :
City:	State:	ZIP:
Type of Organization		Primary NAICS Code:
FEIN:	Is employer being sold/merging with another company? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Worker's Compensation Expiration Date:		Unemployment Compensation Number:
Total # of Employees :		Year established in Polk County:
Do you have a union? <input type="checkbox"/> Yes <input type="checkbox"/> No	Union Name: N/A	Will the existing contract or collective bargaining agreement be impaired? Yes <input type="checkbox"/> No <input type="checkbox"/>
Job Order #:		Job Title:
Job Description:		

# OJT Application and Guidelines



<b>THIS SECTION FOR BUSINESS SERVICES DIVISION USE ONLY</b>	
Employer is listed as being debarred, suspended or ineligible for federal contracting on sam.gov?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Employer is registered in EFM under the same FEIN and name on the application?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Employer Representative completing the application is registered in EFM?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Employer is registered on sunbiz.org and has an Active registration at least one year old?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has this business participated in a CareerSource Polk OJT contract within the last 12 Months?	<input type="checkbox"/> Yes <input type="checkbox"/> No
OJT participant retention rate is at or above 80%	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Wage Reimbursement Rate:	<input type="checkbox"/> 50% <input type="checkbox"/> 75%
OJT Guidelines have been provided to and reviewed with employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>The employer meets all OJT eligibility and criteria, all conditions of employment are reasonable, and appropriate, Health and Safety standards are followed, workers compensation insurance is provided to OJT participants and the business meets the standards for an On-the-Job Training Agreement.</p>	
<p>_____</p> <p>Business Services Consultant Signature OR <span style="float: right;">Date</span></p>	
<p>_____</p> <p>Business Services Consultant Name:</p>	

## Last page of the application

Verification may be accomplished by on-site reviews of project operations; inspection and/or transcription of any and all project reports, documents, records; interviews with any beneficiary; or observations of any actions covered under the contract. This will be done as unobtrusively as possible.

### ORGANIZED LABOR CONCURRENCE

WIOA Public Law 105-220 section 181(b)(2)(B) states, "Prohibition on Impairment of Contracts - A specified activity shall not impair an existing contract for services or collective bargaining agreement, and no such activity that would be inconsistent with the terms of a collective bargaining agreement shall be undertaken without the written concurrence of the labor organization and employer concerned."

Employer certifies that:

Employer will obtain concurrence prior to placing a participant in an OJT activity or institutional training when an occupation is covered by a collective bargaining agreement within the business or organization.

Employer will provide documentation relating to concurrence activity which will be available for monitoring to verify compliance with this policy.

Employer will review all comments received from labor organizations and when concern is indicated as to the appropriateness of specific training proposed, will respond to those concerns prior to any future decisions to train in this occupation, employer or industry.

For additional information contact [bsd@careersourcepolk.com](mailto:bsd@careersourcepolk.com)

I have read and understand the Application and Guidelines stated above: (Must be an owner or Officer of the company)

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print

# OJT Grievance Form



**Customer Acknowledgement Form for  
Complaint, Grievance and Whistle Blower Protection Procedures**

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- **A Training Plan is created for each new hire and identifies the skills/tasks they must learn during training. The OJT Training Plan contains:**
  - **Name and the last 4 digits of the trainee's social security number**
  - **Training start and end dates**
  - **OJT Funding stream (CSP makes this determination)**
  - **A list of required skills**
    - **We use the ONET Online and feedback from the employer to determine the skills and number of training hours required**
    - **The total number of approved hours are multiplied by the Wage and the percentage of employer reimbursement to determine the total reimbursement of the grant. (ex: 275 training hours x \$14/hr. x 75% = \$2821.88)**



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## ON-THE-JOB TRAINING (OJT) INDIVIDUAL TRAINING PLAN

Agreement # PY18 OJT-XX

Customer John Smith	Last 4 digits of SS# : 6830
Current Employment Status: Unemployed <input checked="" type="checkbox"/> Employed <input type="checkbox"/>	Previously worked for this employer? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Referral Source: CSP Participant <input checked="" type="checkbox"/> Reverse Referral <input type="checkbox"/> EFM <input checked="" type="checkbox"/>	Participant Received ITA Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Funding: Adult <input checked="" type="checkbox"/> DW <input type="checkbox"/> WT <input type="checkbox"/> Youth <input type="checkbox"/> Other:	

### JOB INFORMATION

Job Order # : 10829984	Job Title : Fire Extinguisher Technician – ONET 33-2021.01 SVP 6.0 - < 7.0
Desired Start Date : Day after agreement has been signed	Estimated Training End Date : 5/31/2019
Supervisor's Name: John Q. Owner	
Contact information: John Q. Owner, President, 863.111.5221, john@anycompany.com	

# OJT Training Plan

Current Skill Level and Training Hours Needed				
1.0=Unskilled-need all training hours .8=has limited skills .6=has some skills .4=has some skills .2=has most skills 0=Skilled - needs no training hours				
	Skills Needed by Candidate (Occupational Training)	# of Training Hours	Career Counselor Pre-Training Assessment	Training hours approved
1	Perform daily, weekly, monthly or annual inspections on fire extinguishers in commercial spaces	130	1.0	130
2	Replace, fill and tag all fire extinguishers	30	1.0	30
3	Inspect, repair and test fire extinguishers using hand tools, hydrostatic test equipment and monitoring devices	30	1.0	30
4	Hydro-test low pressure cylinders	30	1.0	30
5	Complete inspection reports	10	1.0	10
6	Learn how to test and service exit/emergency lighting systems	60	1.0	60
		290		290
<b>WAGE PER HOUR: \$11.00</b>			<b>X Wage per hour</b>	<b>\$11.00</b>
			<b>X reimbursement rate (.50 or .75)</b>	Choose on 75%
			<b>Total value of agreement</b>	<b>\$2392.50</b>
<small>If more than one page is used, final total will calculate on last page used.</small>				

# OJT Training Plan

Current Skill Level and Training Hours Needed				
1.0 = Unskilled - needs all training hours .8 = has limited skills .6 = has some skills .4 = has some skills 2 = has most skills 0 = Skilled - needs no training hours				
	Skills Needed by Candidate (Occupational Training)	# of Training Hours	Career Counselor Pre-Training Assessment	Training hours approved
7	Learn how to test and service fire suppressions systems	140	1.0	140
8	Complete Fire Extinguisher Technician certification class and examination	50	1.0	50
16				
<b>Total</b>		190		190
<b>Total Approved Hours: 480</b>			<b>X Wage per hour</b>	<b>\$11.00</b>
			<b>X reimbursement rate (.50 or .75)</b>	<b>.75%</b>
			<b>Total value of agreement</b>	<b>\$1567.50</b>
			<b>Final Total of Agreement:</b>	<b>\$3960.00</b>
<i>If agreement has 2 or more pages</i>				

# OJT Agreement



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## ON-THE-JOB TRAINING

Agreement # \_\_\_\_\_



Parties				
<b>Employer</b>			<b>Funder: CareerSource Polk</b>	
Address 1		Address 2	600 N. Broadway Avenue, Suite B	
City	State	Zip	Bartow, FL 33830	
Tax ID#:				
Term of the Agreement				
From:			To:	
<b>On-the-Job Training reimbursement for:</b>				
Customer	Hours	Wage/hour	Reimbursement rate	Total
			0%	0

# OJT Agreement

Signature Block	
Employer	CareerSource Polk
(Must be an owner/Officer with the authority to sign contracts)	
_____	_____
Signature/title	Signature/title
_____	_____
Print Name	Print Name
_____	_____
Date	Date
Type of Agreement	
MASTER AGREEMENT	Unit Priced/Performance Based
<ul style="list-style-type: none"> <li>• Applies to new or existing employees needing additional skills.</li> <li>• Employer acknowledges receipt of the <u>On-the-Job Training Guidelines</u>, and the Individual Training Plan for the individual stated on the OJT agreement. Employer agrees to provide the training indicated on the Individual Training Plan and if for any reason the trainee may not complete training as stated on the Individual Training Plan, Employer will notify the Business Services Division in writing within 30 days or, prior to agreement end date, whichever is earlier.</li> <li>• Employer may not assign the contract or subcontract their responsibilities without Funder's written approval.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Employer will be reimbursed a percentage of each employee's straight time hourly wage up to the maximum hours indicated in the training plan for each trainee, if the employer retains the employee after the training is complete for a minimum of thirty days. If an employee/trainee is not retained, then employer will not be entitled to final payment for that individual.</li> <li>▪ The payment represents the extra cost to employer for providing the training necessary for the employee to perform on the job.</li> <li>▪ The number of signed training plans shall determine the number of employees for whom employer may be reimbursed.</li> </ul>

# OJT Implementation

- Your CSP Consultant can assist in completing the Application and Training Plan
- A WIOA case manager will perform an eligibility assessment using the OJT Training Plan tasks to determine the hours approved for training. Training hours depends on the skill set of your new hire compared to the tasks identified on the OJT Training Plan.
- Your new hire cannot begin work until **the day after the Agreement has been signed** by CSP Executive Management and the employer's signatory.

Reimbursement to the employer is obtained by submitting:

- A completed OJT Invoice and Timesheet
- Employees paycheck (copy of front/back, direct deposit, or ACH paystub)
- Payroll register/journal
- OJT Progress Report (There will also be an OJT Trainee Site Visit Report accomplished Business Services sometime during the training period)



# OJT Required Reimbursement Documentation

<b>PAYROLL JOURNAL</b>						(Requested Check Dates 06/05/20 - 06/05/20)						
EMPLOYEE NAME ID		HOURS, EARNINGS, REIMBURSEMENTS & OTHER PAYMENTS				WITHHOLDINGS		DEDUCTIONS		NET PAY ALLOCATIONS		
		DESCRIPTION	RATE	HOURS	EARNINGS	REIMB & OTHER PAYMENTS						
0903 1709-7512 [REDACTED]												
**** 100 ADMEN PAYROLL 38		Hourly	17.0000	40.00	680.00		Social Security	42.16		Direct Deposit # 5		
							Medicare	9.89		Check Amt	0.00	
							Fed Income Tax	20.31		Chkg 0551	607.67	
								72.33		Net Pay	607.67	
		CHECK DATE 06/05/20		40.00	680.00							
<b>COMPANY TOTALS</b>												
1 Person(s)		Hourly		40.00	680.00		Social Security	42.16		Check Amt	0.00	
1 Transaction(s)							Medicare	9.89		Dir Dep	607.67	
							Fed Income Tax	20.31				
		THIS PERIOD TOTAL		40.00	680.00			72.33		Net Pay	607.67	
							<i>Employer Liabilities</i>					
							Social Security	42.16				
							Medicare	9.89				
							Fed Unemploy	4.08				
							FL Unemploy	0.68				
							THIS PERIOD EMPLOYER LIABILITY		56.78			
							THIS PERIOD TAX LIABILITY		129.11			
(IC) = Independent Contractor												

# OJT Required Reimbursement Documentation

PERSONAL AND CHECK INFORMATION			EARNINGS					
[REDACTED]			DESCRIPTION	HRS/UNITS	RATE	THIS PERIOD (\$)	YTD HOURS	YTD
[REDACTED]			Hourly	40.00	17.0000	680.00	301.00	5117
[REDACTED]			Total Hours	40.00			301.00	
[REDACTED]			Gross Earnings			680.00		5117
[REDACTED]			Total Hrs Worked	40.00				
Soc Sec #: XXX-XX-XXXX Employee ID: 38			WITHHOLDINGS					
Home Department: 100 ADMIN PAYROLL			DESCRIPTION	FILING STATUS		THIS PERIOD (\$)		YTD
Pay Period: 05/17/20 to 05/30/20			Social Security			42.16		317
Check Date: 06/05/20 Check #: 5			Medicare			9.86		74
NET PAY ALLOCATIONS			Fed Income Tax	SMS		20.31		293
DESCRIPTION	THIS PERIOD (\$)	YTD (\$)	TOTAL			72.33		684
Check Amount	0.00	0.00						
Chkg 0561	607.67	4432.12						
NET PAY	607.67	4432.12						



# OJT Required Reimbursement Documentation

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**TRAINEE OJT  
SITE VISIT REPORT**

Date of Visit: \_\_\_\_\_ Staff Member: \_\_\_\_\_  
Employer: \_\_\_\_\_ OJT Agreement #: \_\_\_\_\_  
Participant Name: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Start Date: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

**Work Experience**  
Do you have copy of your training plan? Yes  No   
Is your training following the plan? Yes  No   
Are you satisfied with your training progression? Yes  No   
Is your trainer answering questions to your satisfaction? Yes  No   
Comments/Concerns:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Safety/Discrimination/Other**  
Have you observed any health/safety, discrimination or other violations at the work site? Yes  No   
Explain observations:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Timesheet/Payroll**  
When was your first day of work? \_\_\_\_\_  
What is your hourly wage? \$ \_\_\_\_\_  
Does your paycheck reflect your actual hours worked? Yes  No   
Comments/Concerns:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Additional Comments and Concerns:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CSP Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

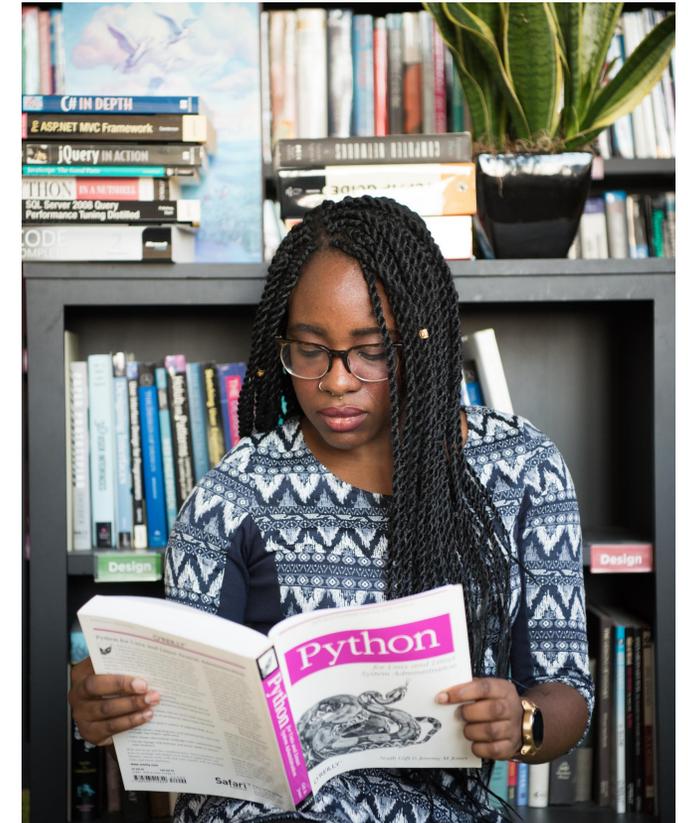
# Thank you!

# Questions?

## Presented by Kathy Suttles Director, Business Services Division

Increase your employees' skills by assisting them with obtaining an industry-recognized certification or avert a layoff. This flexible grant is designed to provide financial assistance to invest in your employees.

- Provides employees with new skills important to your business success
- Offers up to **75%** reimbursement of your direct training costs (**90%** till November 30, 2020)
- Flexibility to choose the trainer and curriculum
- Training that results in an industry recognized credential or eliminates the need to lay-off current employees



# Employed Worker Training (EWT) Grant

## GUIDELINES

EWTs are available to employers who meet all of the following eligibility criteria:

### Who Can Apply for an EWT Grant?

Employers in private for-profit, private not-for-profit, non-profit, local governments, or public sectors.

Employers located in Polk County with at least two full-time (30 h/week) employees.

Employers current on all state and local tax obligations.

## WHO CAN BE TRAINED?

- Employees must work in Polk County the majority of time, and work a minimum of 30 hours per week.
- Employees must be authorized to work in the United States.
- Males must be registered for selective service.
- Employees in the training program must be at least 18 years old, be willing to complete and sign a program application and provide the necessary documentation.

## WHAT DOCUMENTATION IS NEEDED FOR ELIGIBILITY

### Employee Eligibility:

- A completed customer registration form (Individual Employment Plan);
- A signed Grievance form;
- Legible copies of their Social Security card, Driver's License, and a completed I-9 form.
- All documents must be submitted prior to agreement approval.

**NOTE:** Employees must be earning a minimum of \$11.00/hr with a maximum of \$29.16/hr.

## How Do You APPLY

The Application is easy to complete as it asks for basic information such as:

- Company name and address
- Contact name and information
- Years established in Polk County
- FEIN
- Number of employees (Full Time/Part Time)
- Up to date on Florida tax obligations
- Will training result in an industry wide certification
- Describe how training will benefit your company

The Guidelines outline the rules for using an EWT and must be signed by an officer of the company to acknowledge they've read and understood the Guidelines

# Employed Worker Training (EWT) Grant

## Application – Employer Information



### Employed Worker Training Award Application

Employer Information:		Agreement #:
Employer:		
The employer operates under the following additional name:		
Address Line 1:		
Address Line 2:		
City:	State:	Zip:
FEIN:	Year established in Polk County:	Primary NAICS Code:
Contact Name:	Contact Title: Owner/Director	
Phone:	Email:	
Signatory Name:	Signatory Title:	
Total # of full-time employees at this location:	Part-Time employees at this location:	
Is employer current on all State of Florida tax obligations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is employer receiving or applying for other public training funds?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes explain:		
Description of your business, products(s) and/or services(s):		
Will training result in an industry wide recognized certification?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Description of certification resulting from training:		
Do all trainees have the work experience required for certification?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Training will avert the need for a lay-off?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, provide details regarding the potential lay-off:		
<p>Describe how this award will improve your company's competitiveness and effectiveness as well as provide opportunities for your employees (trainees) to keep their jobs, advance within the company, receive a wage increase, and/or gain additional skills.</p>		

# Employed Worker Training (EWT) Grant

**Employees  
information, course  
information, and Cost  
\$per course and  
employee**

### Training Information:

The contracting employer affirms the employees listed below have the documented right to work in the United States of America. Furthermore the contracting employer affirms they have on file copies of acceptable documents used to establish identity, age and employment eligibility for the named individuals and agrees to provide said documentation to fully cooperate in all auditing and or monitoring applicable to this Agreement.

List each trainee and the trainings and exams separately.  
Insert rows if more are needed.

Customer Last Name	Customer First Name	Last 4 Digits of SSN	Current Hourly Wage	Training or Exam	Cost
<b>Total</b>					

## TRAINING PROVIDER INFORMATION

The following needs to be submitted for each training provider:

- Training company/provider name
- Training contact
- Training provider address
- FEIN
- Training provides is – (i.e., public training institution; non-profit)
- The type of training
- How many hours is training
- Start and estimated completion date of training

NOTE: there are two training provider boxes (sometimes there are different providers for the course and test)

# Employed Worker Training (EWT) Grant

If there is more than one provider (i.e. training/exam) complete training provider information below for each.  
Please attach the training and/or testing curriculum/outlines to the application.

## Training Provider Information

Training Provider Information		
Training Company/Provider:		
Training Contact:		
Training Provider Address:		
City:	State:	Zip:
FEIN:		or SS#:
Phone:	Ext:	Email:
Fax:		
Training providers is:	<input type="checkbox"/> Public Training Institution	<input type="checkbox"/> Private Training Institution
	<input type="checkbox"/> Non-Profit	<input type="checkbox"/> Other
Training:		
Training Delivery: <input type="checkbox"/> At training institution <input type="checkbox"/> At employer site <input type="checkbox"/> Computer based		
Class time (hours):		CIP Code (if available)
Start date:		Estimated completion date:

Training Provider Information		
Training Company/Provider:		
Training Contact:		
Training Provider Address:		
City:	State:	Zip:
FEIN:		or SS#:
Phone:	Ext:	Email:
Fax:		
Training providers is:	<input type="checkbox"/> Public Training Institution	<input type="checkbox"/> Private Training Institution
	<input type="checkbox"/> Non-Profit	<input type="checkbox"/> Other
Training:		
Training Delivery: <input type="checkbox"/> At training institution <input type="checkbox"/> At employer site <input type="checkbox"/> Computer based		
Class time (hours):		CIP Code (if available)
Start date:		Estimated completion date:

# Employed Worker Training (EWT) Grant

## Copy of the Employees Training Application - IEP



### Employed Worker Training Individual Employment Plan/Application

Please Print

Last Name		First	Middle	SS#	
Phone #	Alternate Phone #	CELL #		FAX #	
Residence Address				City/St/Zip	
Mailing Address if different – include City/State/Zip				Do you consider yourself to have a disability? <input type="checkbox"/> Yes <input type="checkbox"/> No	
DOB:	Employment Status: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Ethnic Group	Highest Grade Level	Gender M/F	# in Family
Have you served in the United States Military? <input type="checkbox"/> Yes <input type="checkbox"/> No		Branch of service and dates of service		Were you discharged for other than dishonorable conditions? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Please check one of the following: <input type="checkbox"/> A citizen or national of the United States		<input type="checkbox"/> A lawful permanent resident A _____ (Alien #)		<input type="checkbox"/> An alien authorized to work until _____/_____/_____ Alien # or Admission #)	

Currently Employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Job Title	Hourly Rate? \$
Training Requested: _____		
Describe the applicant's aptitude and interest for training: _____		

I hereby certify that the information given by me is true and accurate and I understand that the above information if misrepresented or incomplete may be grounds for immediate program termination and/or penalties as specified by law if I am enrolled in the Employer Worker Training.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

## How do you receive the Reimbursement?

You will be required to pay for the training costs up front and submit an invoice to CareerSource Polk for reimbursement of those costs.

- Employee must successfully complete all training and attain the certification.
- If a test is separate from the course, and is needed to obtain the certification, the employee must pass the test to receive any reimbursement for the training.
- Submit the Invoice for Reimbursement
  - A copy of the credential/certification or license attained
  - A copy of the invoice from the training vendor
  - Proof of payment
  - A completed Cumulative Progress Report for each month of training

# Employed Worker Training (EWT) Grant

## EWT Invoice



### EMPLOYED WORKER TRAINING AWARD INVOICE

Please provide the following for reimbursement:

1. A completed and signed invoice for reimbursement.
2. A copy of the credential/certification or license attained.
3. Copy of the invoice from the training vendor.
4. Proof of payment, i.e. a copy of the front and back of your canceled check; or proof of credit card payment.
5. A completed Cumulative Progress Report for each month of training.

Employer:

Agreement #:

Trainee Last Name	First Name	Last 4 of SSN	Training or Certification	Cost	Reimbursement Rate	Total CSP Cost
					0.00%	\$ 0.00
					0.00%	\$ 0.00
					0.00%	\$ 0.00
					0.00%	\$ 0.00
					0.00%	\$ 0.00
					0.00%	\$ 0.00
					0.00%	\$ 0.00
					0.00%	\$ 0.00
					0.00%	\$ 0.00
					0.00%	\$ 0.00
					0.00%	\$ 0.00
					0.00%	\$ 0.00
					0.00%	\$ 0.00
					0.00%	\$ 0.00
<b>TOTALS</b>				\$ 0.00		\$ 0.00

Certification: I certify that the amounts invoiced above and all items shown are a true and accurate accounting of expenditures/contributions actually made in the operation of the program and services specified. I also certify that these expenditures/contributions are in accordance with the terms of the Agreement and that documentation to verify all expenditures invoiced is attached. Further, I certify all disbursements were obligated after the latest date of agreement signature, and prior to the agreement end, and have not been previously reported for this agreement.

CareerSource Polk Signature

Title

Date

# Employed Worker Training (EWT) Grant

## Trainer Invoice

**CMEC, Inc.**  
2779 Apopka Blvd, Ste 1  
Apopka, FL 32703

**INVOICE**

DATE	INVOICE #
7/1/2019	202517

**BILL TO:**

P.O. No	TERMS	PROJECT	Fed Tax ID
Paul Arenth	Net 30		82-3379207
QTY	DESCRIPTION	Rate	AMOUNT
1	ACI Concrete Field Testing Technician Grade 1 - Full Workshop & Exam	650.00	650.00
	U/20/19 Sales Tax	6.50%	0.00
<b>Total:</b>			\$ 650.00
<b>Make a check payable to CMEC, Inc.</b>			Payments/Credits: \$0.00
<b>Questions? Call us at (407) 628-3682</b>			<b>Balance Due:</b> \$ 650.00

# Employed Worker Training (EWT) Grant

## 2<sup>nd</sup> Trainer Invoice



A&SW Consultants, Inc.  
5545 BENCHMARK LN  
SANFORD, FL 32773  
(386) 788-9899  
classes@aswconsultants.com  
www.ASWConsultants.com

Invoice 24123

BILL TO

DATE  
07/02/2019

PLEASE PAY  
\$0.00

DUE DATE  
07/29/2019

STUDENT NAME

CLASS DATE	ACTIVITY	TOTAL
07/29/2019	CF-F FDOT Concrete Field Specification Inspector - Full Course & Exam	575.00
07/29/2019	SBE DBE / SBE Discount - 10% Discount	-57.50

Don't forget your Driver's License!

PAYMENT

517.50

TOTAL DUE

\$0.00

THANK YOU.

PAID

## Proof of Payment – Bank Statement

Account Detail

Account:

Display:

Current Information as of 08/27/2019

Last Statement Balance:	\$0.00	Posted Transactions:	
Total Credit Limit:		Total Cash Limit:	
Finance Charges:	\$0.00	Payment Due Date:	09/25/2019
Minimum Payment Due:	\$0.00		

[Pay Account\(s\)](#)  
[Download](#)  
[View Prior Statements](#)

TRANSACTIONS

PURCHASE DATE	POST DATE	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT
07/29/2019	07/31/2019		\$716.96
07/30/2019	07/31/2019	CMEC, INC - 407-828-3882, FL	\$650.00
07/31/2019	08/01/2019		\$93.75
07/31/2019	08/02/2019	IN *A & SW CONSULTANTS IN - 386-7589899, FL	\$517.50
07/31/2019	08/02/2019		\$855.00

## Industry Wide Recognized Certification



### *Certification of Qualification*

Has completed the requirements for:

Concrete Field Technician - Level 1

Expiration Date: July 31, 2019\*



*Melissa Wildermuth*  
Melissa Wildermuth  
CTQP Program Administrator

\*Continued Qualification is subject to FDOT procedure 700-000-01.

## Monthly Progress Report



A proud partner of the American Job Center network

### Training Grant Cumulative Progress Report

Employer: \_\_\_\_\_ Agreement # EWT-03 |

Trainee \_\_\_\_\_ Report Period 7/1/2019 Through 7/31/2019

#### I. STATUS REPORT ON INDIVIDUALS SERVED UNDER THIS AGREEMENT

	This Month	YTD
Number of individuals enrolled in training:	2	2
Number of individuals who successfully completed training:	2	2
Number of individuals who did not successfully complete training:	0	0
<b>Total:</b>	<b>2</b>	<b>2</b>

#### II. PROBLEMS

None

#### III. Other Comments

None

Signature: _____	Date: <u>9/7/2019</u>
Name/Title: _____	Company: _____

## IMPORTANT DATES

Applications are accepted  
**July 1st through April 30<sup>th</sup>**

Training must be completed within 6 months  
from the agreement start date, or  
by **May 30<sup>th</sup>**, whichever is earlier

*Multiple agreements with an employer  
can be funded*

## WHAT WILL I BE PAID FOR?

The EWT grant reimburses up to 50% or  
75% of the training costs which may  
include tuition, textbooks, and other  
training materials

Your organization, not the trainee, must  
pay the remaining costs

**Remember: We are offering 90% reimbursement regardless of company size  
until November 30, 2020.**

**Thank you!**

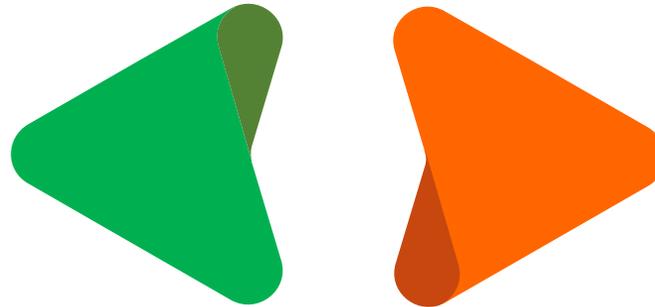
**Questions?**

# State Training Grants for Employers

## Additional State Funded Grants

### Quick Response Training Program (QRT)

- 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.



### Incumbent Worker Training Program (IWT)

- Expense reimbursement for customized skills upgrade training available to existing for profit Florida businesses.
- Businesses with 25 or fewer employees receive priority and as with the QRT program, priority is given to businesses in targeted industries and in distressed urban and rural parts of Florida.

**NOTE:** Both of these grants are State funded and processed through Polk State College, Corporate College  
**Jean Wagner at, 863-669-2933 or [jwagner@polk.edu](mailto:jwagner@polk.edu).**

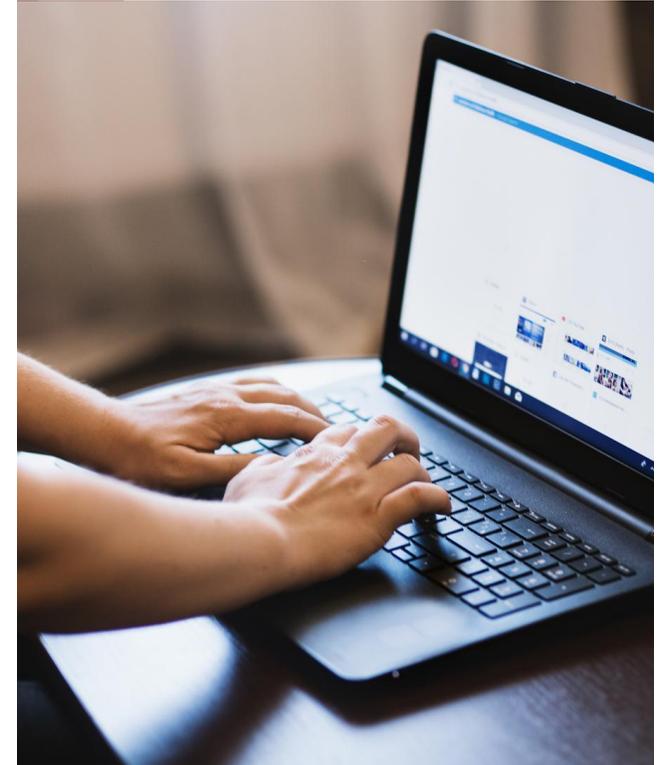
## Florida Ready to Work

A free career readiness and credential program that builds the skills of current and new employees, and evaluate employees for promotion.

It is focused on foundational employability and essential soft skills required in today's industries.

It gives participating employers a competitive-edge in reducing employee turnover and training costs, saving hiring time and money, and increasing productivity and profitability.

Visit [www.floridareadytowork.com](http://www.floridareadytowork.com)



## Florida Ready to Work

A **free tool** that can build the skills of current and new employees, and evaluate employees for promotion

### Career-contextualized instruction including:

- Applied Mathematics
- Reading for Information
- Locating Information
- Essential Soft Skills

Curriculum

### KEY DETAILS

- Career readiness and credential program.
- Employer driven
- State sponsored by the Florida Department of Economic Opportunity.

### BENEFITS

- Reduce employee turnover and training costs
- Save Time and Money
- Increase productivity and profitability

# Roundtable Seminars for Business and HR Managers

## Roundtable Virtual Seminars



We offer Monthly Employer Roundtable Seminars, which brings experts to Polk County to speak on relevant topics with a focus on HR 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.

# Annual Human Resources Summit

## For Business and HR Managers



The Annual HR 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.

Speakers come from HR Professionals and Attorneys specializing in Employer Services

**Lunch is included.**

# Annual Best Places to Work Awards

This prestigious recognition serves to recognize the exceptional workplaces that improve the quality of life for workers and their families.

It also helps advertise and promote local company's unique forward-looking philosophies.

These companies are recognized for their innovation in motivating, retaining, training and developing their employees while making a commitment to work/life issues.

**We recognize companies and organizations who have taken the lead in developing quality workplaces.**



**Is your company a  
Best Place To Work?**

# Work Experience/Internship Programs

**Youth Internship Program**

**Adult Work Experience Program**

**Operation Recovery 2020 Program**  
*(For a Limited Time)*

# Young Leaders Program

**Help give our Youth the critical skills needed to succeed in the workplace.**

We are excited to collaborate with you to provide a meaningful work experience to young adults ages 18 to 24. You 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. It is through your dedication and commitment that assist these interns with identifying possible career paths, obtain employment, and grow to become our future leaders.



## Adult Work Experience Program

1. Payroll will be processed by CareerSource Polk
2. No cost to your organization for 12 weeks
3. Ongoing support provided by a AWEPP counselor who will provide the necessary support while the candidate is assigned to your worksite (coaching, supportive services if necessary to the worker)
4. Employer can make a true assessment of the candidates skills and ability during the period they are not on your organizations payroll. It is merely optional if you choose to hire the candidate at the end of the work experience
5. The worker compensation is covered by the State while the customer is participating in the work experience component
6. Adult Work Experience CSP will pay the wage in accordance with the job description the employer submits and up to 40 hours weekly
7. No background or drug screening – this will be conducted by the employer if needed

## New!!! \$2.5 million made available for Polk County residents

CareerSource Polk (CSP) has launched our **OPERATION RECOVERY 2020** initiative to provide assistance to both dislocated workers and employers in the Polk county community who have experienced a financial set back due to the economic effects of the Coronavirus (COVID-19) pandemic.

# Adult Work Experience Program



Job Order Number: \_\_\_\_\_

## Worksite Agreement<sup>1</sup> PY2020-2021

Polk County Workforce Development Board, Inc. dba CareerSource Polk, as the Regional Workforce Development Board and \_\_\_\_\_ (Company Name)

a  public,  non-profit or  for profit organization whose address is \_\_\_\_\_ (Company Address) hereinafter referred to as the Company, agree to the following terms of this Agreement.

### 1. Program Overview

CareerSource Polk (CSP) has launched our **OPERATION RECOVERY 2020** initiative to provide assistance to both dislocated workers and employers in the Polk county community who have experienced a financial set back due to the economic effects of the Coronavirus (COVID-19) pandemic. This initiative is intended to address the need of Polk county businesses by assuming the cost of hiring or rehiring employees who were laid off as a result of the Coronavirus (COVID-19) pandemic. It is also intended to temporarily expand capacity to serve dislocated workers and meet the increased demand for employment and training services, with a purpose to reemploy laid off workers and enhance their employability and earnings.

### 2. Period of Agreement

This worksite agreement shall begin from the date of signatures of both parties and shall continue for a period of one (1) year, after which time a new agreement shall be executed. No participant shall begin work until this Agreement is fully executed by both the Company and CAREERSOURCE POLK.

### 3. Duration of Recovery

Participants may work up to **40 hours/week**, for a maximum of **12 weeks** or until this

Agreement's end date, whichever occurs first and based upon funding availability.

### 4. Responsibilities of Company

The following are responsibilities of the Company. The Company accepts and agrees that it shall:

- A. Make available suitable job(s) at its worksite(s) and in the respective occupation(s) as described in the job description(s) attached and hereby made a part of this agreement, for those eligible CAREERSOURCE POLK participants who are selected and referred to the Company by CAREERSOURCE POLK.
- B. Notify CAREERSOURCE POLK immediately if any participant referred by CAREERSOURCE POLK would be directly supervised by a member of that person's immediate family.
- C. Assign **real and meaningful work to participants during the entire time they are at the worksite** in accordance with the approved job description(s). Duties other than those in the attached approved job description(s) must be pre-determined and mutually agreed upon by the Company and CAREERSOURCE POLK.

<sup>1</sup> The Operations Recovery program is fully supported by the U.S. Department of Labor as part of an award of \$5,048,100.



### JOB INFORMATION – Complete this form for each position you are requesting.

Your Company will be referred adult participants. Placement will be consistent with each participant's capabilities and interests.

**Note: All job duties performed by participants must be in accordance with applicable employment laws. We cannot guarantee that the participants will be placed at all worksites that applies for the program.**

Company Name: \_\_\_\_\_

Job Title: \_\_\_\_\_ Number of Job Openings: \_\_\_\_\_

**Job Description: Identify minimum requirements for the position. Please attach job description and wages for the position:** \_\_\_\_\_

Preferred Qualifications and/or Special Requirements: \_\_\_\_\_

**Will the job be considered in any of these related fields:**  Sanitation  Humanitarian

### JOB SKILLS

From the list below, select the skills that will be acquired during the Adult Work Experience Program. **Check all that apply:**

Work Maturity Skills:	<input type="checkbox"/> Initiative to learn new things <input type="checkbox"/> Dress Professionally	<input type="checkbox"/> Work Independently <input type="checkbox"/> Other: _____
Personal Skills:	<input type="checkbox"/> Effective Communication <input type="checkbox"/> Time Management <input type="checkbox"/> Exercise Leadership	<input type="checkbox"/> Teamwork <input type="checkbox"/> Facilitate / Train <input type="checkbox"/> Other:
Work-Related Skills:	<input type="checkbox"/> Use of work-related equipment <input type="checkbox"/> Office Procedures	<input type="checkbox"/> Use of computers/ internet <input type="checkbox"/> Customer Service

### SCHEDULE

Participants may work up to **40 hours per week**. Indicate below, the time and days you want the participant(s) on the job. Participants are **NOT** paid for lunch breaks.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>Start time:</b>							
<b>End time:</b>							
<b>Total Hours Per Week:</b>							

Upcoming Roundtable Webinar  
September 24 at 2:30-4 pm



Worth 1.5 SHRM & HRCI  
Credits

# Remote Leading: Balancing to Strategic Results

Presenter: J. Lenora Bresler, J.D.  
CSP, SHRM-SCP, SPHR, CVP

- Discuss the challenges of remote working
- Create environment and culture to minimize obstacles and optimize benefits
- Understand how conditions impact personalities and job roles differently
- Tailor working arrangements for unique needs and preferences
- Balance between appropriate monitoring and micromanaging
- Encourage inclusion, teamwork and innovation

# GET TO KNOW YOUR BUSINESS SERVICES TEAM

Our team specializes in understanding your needs as an employer and would like to discuss the services we can provide



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